STUDENT INDUCTION 2022 (Spring Semester)

Bruce A J McLauchlan

Manager: Knowledge Exchange Centre

Zoom Etiquette

1. Mute all microphones

2. If you have any questions during the event, use the 'Chat' facility, or wait for the Q&A session at the end of the event

3. The slides will be shared after the event on the VLE

Induction Plan

1. Welcome and Introductions
2. Safety/Facilities Information
3. About Nelson College and your time with us
4. About your Programme
5. Data & IT Information
6. Human Resources, Student Welfare
7. The College's Libraries
8. Knowledge Exchange Centre
9. Questions & Answer Session
10. Close

Sources of Information

- www.nelsoncollege.ac.uk
  - Student Information
  - About Us
  - Policies & Procedures
  - Resources
  - Who's Who

- KEC Fact Sheets

- YouTube
  - Nelson College London channel
  - Knowledge Exchange Centre Channel

- Social Media

Sources of Information

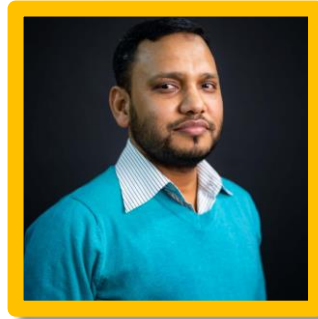# Health & Safety Facilities Information

First Aid Providers

Marium Alam
Assistant Manager - Admission & Attendance

Ceylan Kulucan
HR Assistant (Trainee)

Fazlay Hoque
Student Support Supervisor

Khorshed Alam
Assistant Manager - Data & IT Administrator

Mariana Asrafova
Admission Officer

Mercy Msisya
Senior Academic Administrator (HND HM)

Mizanur Rahman
Marketing and Recruitment Officer

Mohd. Sadik Haque
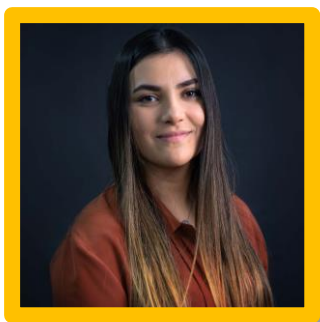Assistant Manager - HR / Finance

Muhammad Subhan
Design & Media Officer

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Health & Safety
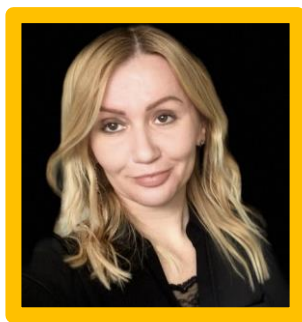(Gants Hill Campus)

NCL
NELSON COLLEGE LONDON

Fire Marshals
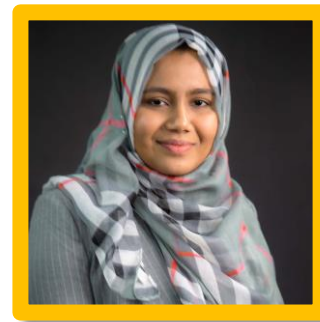

Ceylan Kulucan
HR Assistant (Trainee)

Lucia Ismail
Student Welfare Officer

Luminita Agache
Marketing and
Recruitment Supervisor

Mariana Asrafova
Admission Officer

Marium Alam
Assistant Manager -
Admission & Attendance

Mercy Msisya
Senior Academic
Administrator (HND HM)

**Mohd. Sadik
Haque**
Assistant Manager
- HR / Finance

FIRE MARSHAL

First Aid Kits & Other Facilities Gants Hill

FIRST AID KITS MAY BE FOUND AT:

- Reception (Ground Floor)
- Staff Kitchen (1st Floor)
- Student Common Area (2nd Floor)
- Kitchen Area (5th Floor)

- There are toilets on each floor, 1-4
  (at opposites ends of the corridor)

- There are kitchen and break areas on the 1st, 2nd, 4th and 5th floors

Health & Safety (Ilford Campus)

First Aid Providers

- Tatiana Russell (HR/Student Welfare Manager)
- Ina Zaporojan (Receptionist/Administrator)
- Ayo Osoteku (Student Support Lecturer)
- Hifzur Rahman (Academic Administrator/ Examinations Officer)
- Mudassar Mehmood (Academic Manager)
- Ababio Owusu-Akyaw (HND Business Lecturer)
- Taher Uddin (Marketing Officer)

Fire Marshals

- Tatiana Russell (HR/Student Welfare Manager)
- Taher Uddin (Marketing Officer)
- Petra Aksu (Marketing Officer)
- Ina Zaporojan (Receptionist)

- First Aid boxes in the Ilford campus may be found at:
  - Reception (4th Floor)
  - Outside Room 406 (4th Floor)
  - Outside the Kitchen (4th Floor)
  - IT Lab (2nd Floor)
  - 2ND Floor
  - 3rd Floor
  - 6th Floor

- Toilets are located on every floor (4th floor toilets are for staff only)

- Kitchen facilities are available for students on the 2nd floor

LADIES

GENTLEMEN

Fire Evacuation Procedure

Fire alarms are tested regularly, every Thursday at 11:00am, but any fire alarm activation should be taken **SERIOUSLY!**

In case of a fire *(or fire alarm activation)*, TUTORS AND STUDENTS should follow the Fire Exit Signs to evacuate the building. **Do not use the lift.** Tutors will take the attendance register with them, which should be handed to the fire marshal

(Only after signing to confirm that all their students have safely evacuated the building)

Please Note:

The Gants Hill FIRE ASSEMBLEY AREA is in the:

Burger King Car Park

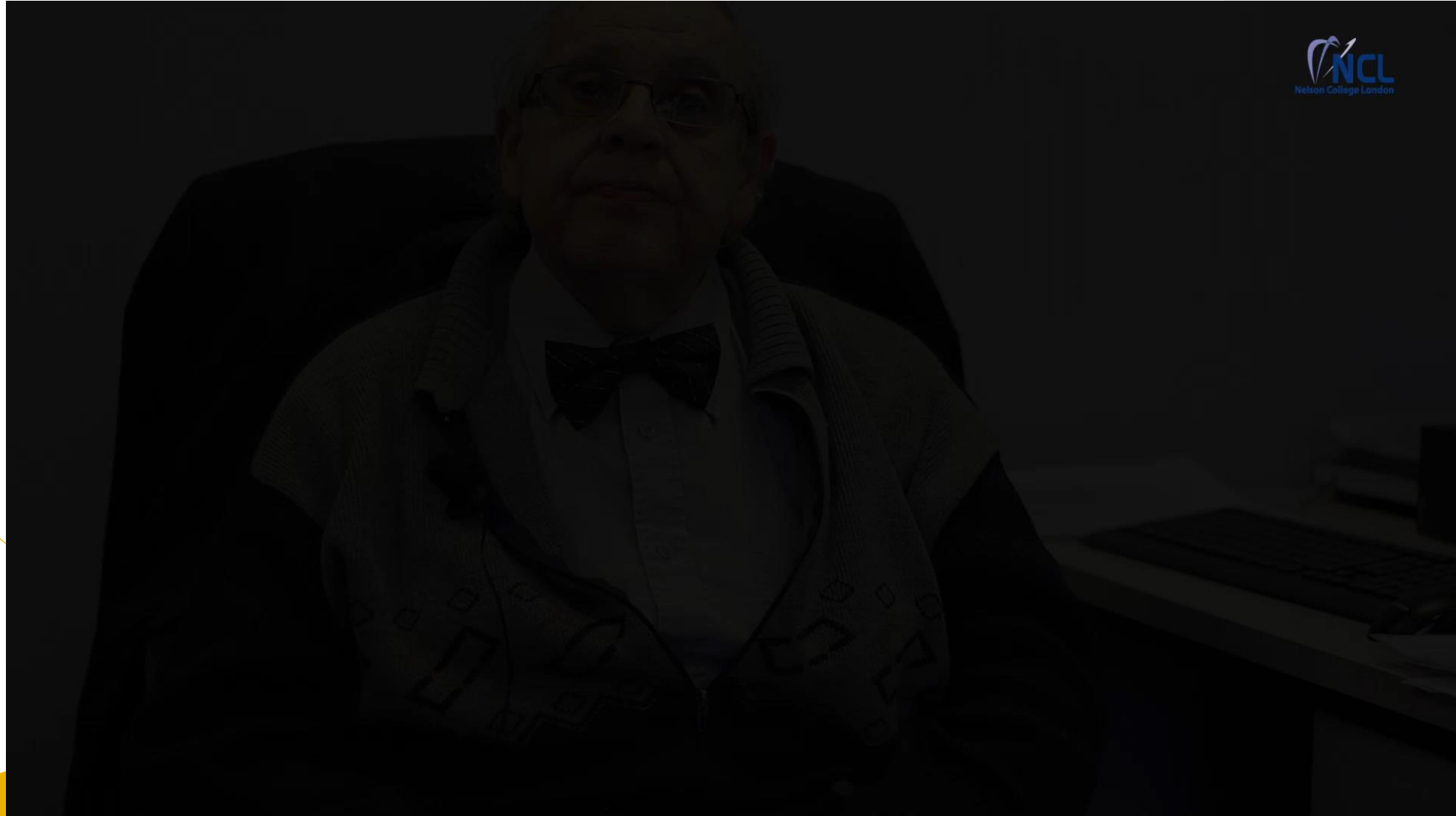The Ilford FIRE ASSEMBLEY AREA is:

Outside the front of the College

Professor Geoffrey Alderman

Principal

A Message From Your Principal

# David Douglas

Head of Programme Delivery

Introduction

About Nelson College London

- Nelson College London is registered in England and Wales
- We have 2 campuses
  (in Ilford and Gants Hill)
- The College is recognised as Highly Trusted by the UKVI *(although we do not currently provide any programmes to Tier 4 students)*

Your Educational Journey at Nelson College London

HND
Bus/HM

FdA
HM/Bus

BA
(Hons)
Bus/HM
(Top up)

MA
International
Business
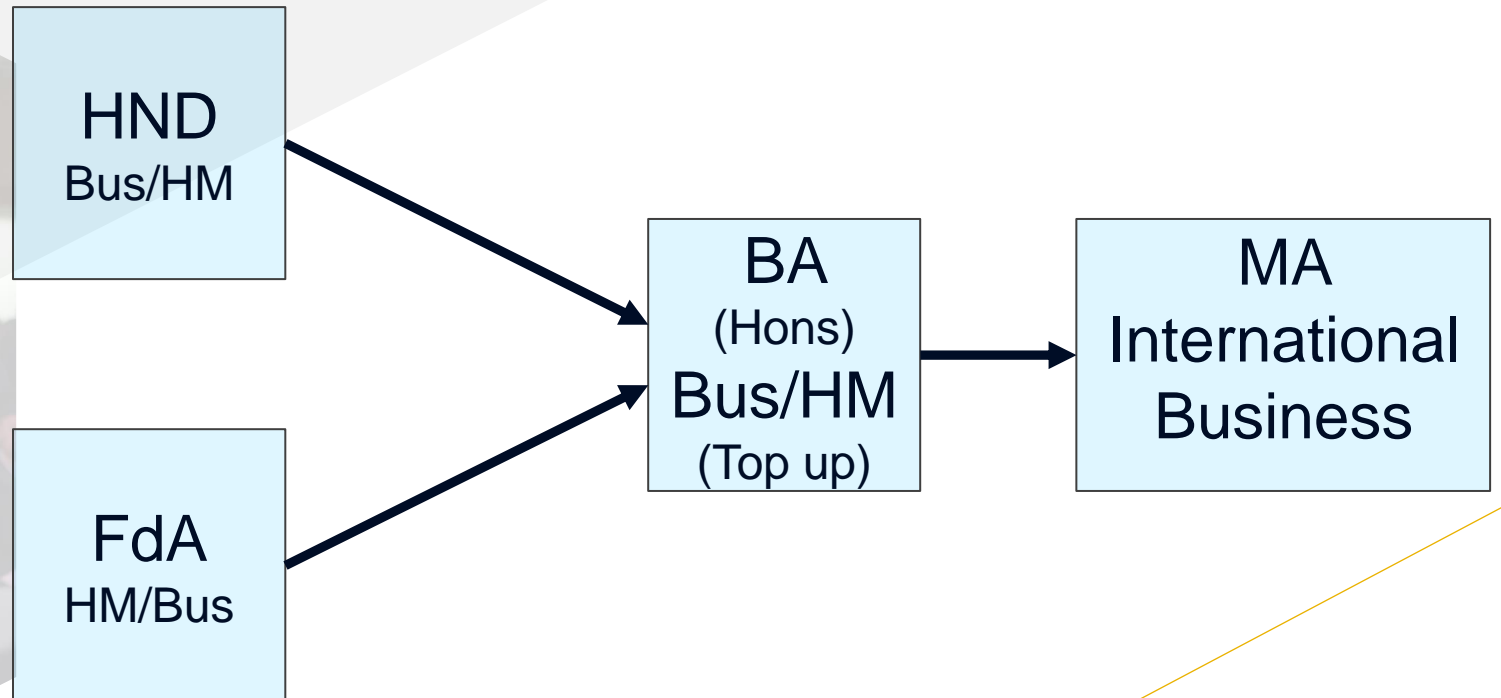
Executive Board Of Governance

Prof. Geoffrey
Alderman
Principal

Nazim Uddin
Director/Head of
Quality Assurance

Athiqul Islam
Director/Head of
Administration/
Finance/HR/

Shiraj Islam
Director /Head of
Marketing and
Work Based
Learning

**Aleksandra
Osiniagova**
**Head of Academic
Services /
Safeguarding
Officer for
Students**

Prevent

Definition:

"Prevent is one of the four elements of CONTEST, the government's counter-terrorism strategy. It aims to stop people becoming terrorists or supporting terrorism, provides practical help to prevent individuals from being drawn into terrorism and ensures that they are given appropriate advice and support."

Home Office, the Prevent Strategy

Prevent

Prevent is concerned with:
- <u>All forms</u> of extremism
- About promoting open discussion and debate
- Engaging with communities
- Safeguarding, i.e. protection from harm

Prevent

Application:

- Should any student experience any safeguarding issues – these should be reported immediately to their lecturer, or directly to the Designated Safeguarding Officer (Aleksandra Osiniagova), so that suitable help and support can be provided.

- If the Designated Safeguarding Officer is not available, or the safeguarding concern involves (for example) a concern against him/her, then the Principal may be contacted.

- Contact: a.osiniagova@nelsoncollege.ac.uk; 0208 514 0033

Office for Students
Access and Participation Plan (2020-21 to 2024-25)

- The Office for Students' primary aim is to ensure that English higher education is delivering positive outcomes for students – past, present, and future

- I am proud to tell you that Nelson College, was one of the first in the London area to be Registered at the "Approved Fee Cap Level" – the highest level of registration available

- Our Access and Participation Plan (outlining our Targets and Commitments for Maximising Student Experience), is available to view now on the College Website.

Student Representation

- ***Selection and Participation:***
  - Two Student Representatives for each cohort are elected at the beginning of the year
  - Student Representatives are invited to most management meetings in the College. For instance:
    - Programme Committee
    - Academic Board
    - Academic Planning Committee
    - Student Representatives Committee
  - Students communicate any issues they have to the Student Representatives of their class

- ***Benefits:***
  - Payment per active participation during each meeting
  - Free training/Reference

Dr Mudassar Mehmood

Academic Manager (HND Programmes) / Programme Leader & Chief IV (HND Business)

Admin Team

Romeela Joseph   Registrar

Aneela Khan   Attendance/Safeguarding/Student Welfare Officer (Ilford)

Agnes Canhigh   Admissions Attendance Officer (Ilford)

Emrun Islam   Fee and Attendance Officer

Academic Team (Ilford)

Dr Mudassar Mehmood   **Academic Manager / Programme Leader (HND Business)**

Hifzur Rahman   Academic Administrator (HND Business) /Examinations Officer

Nadia Kalam   Academic Administrator

Zainab Mazhar   Student Support Lecturer

Naaz Shaheen   Student Support Supervisor

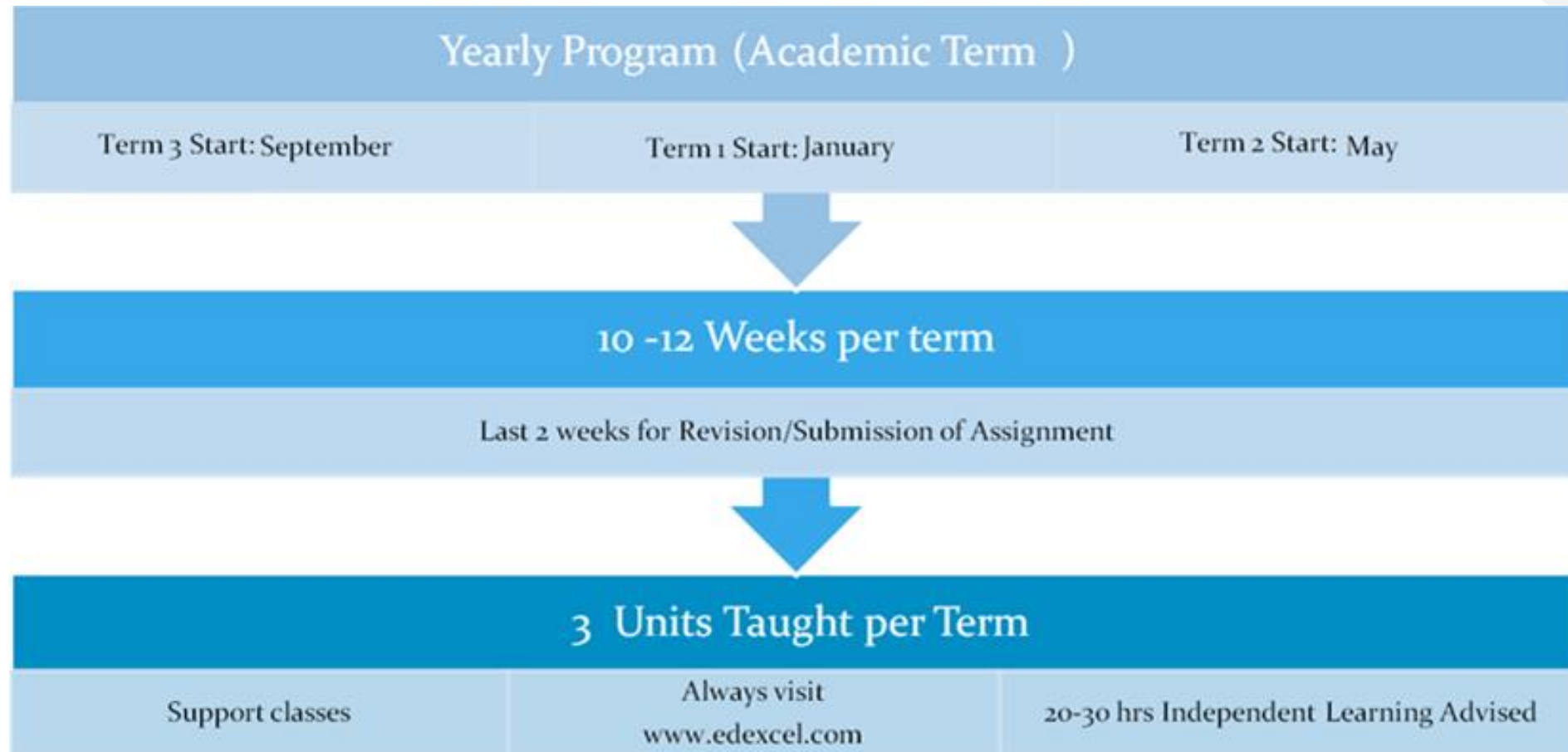**Emmanuel Adomako**   Student Support Lecturer

Our Team – Lecturers (Ilford)

- Ababio Owusu-Akyaw
- Adnan Taha
- Dr Alfred Mbeteh
- Chris Canhigh
- Dilini Thushara Premachandre
- Harry Lindsay
- Iqbal Mazhar
- Ismail Gharad

- Jerome Obode
- John Stephen Bennin
- Korsima Lindsay
- Maliha Asif
- Mohsin Kahlon
- Mokammel Hoque
- Muhammad Hasan Tariq
- Muhammad Nadar
- Nathaniel Ojefoh Okodugha

- Naaz Shaheen
- Nazia Hussain
- Oscar Bimpong
- Ousman Kolley
- Raziur Rahman Chowdhury
- Shamim Ahmed
- Sundus Baig
- Dr Waheed Mughal
- Zafar Iqbal

Your Course – HND Business

- A Higher National Diploma (HND)

  - Level 4/5 qualification (equivalent to degree year 1 and 2).

- BTEC HND is awarded by Pearson

- Recognized by almost all Universities in the UK, and in 140 countries.

- Consists of 15 units (240 credits)

Your Course – HND Business

Yearly Program (Academic Term)

Term 3 Start: September	Term 1 Start: January	Term 2 Start: May

10 -12 Weeks per term

Last 2 weeks for Revision/Submission of Assignment

3 Units Taught per Term

Support classes	Always visit www.edexcel.com	20-30 hrs Independent Learning Advised

Course Structure

Year	Terms	Unit Title	Unit Code	Credits
1	3 (Sep- Dec)	Business and Business Environment (BBE)	1	15
		Marketing Processes and Planning (MPL)	2	15
		Human Resource Management (HRM)	3	15
	1 (Jan- March)	Business Law (BL)	7	15
		Accounting Principles (AP)	5	15
		Leadership and Management (L&M)	4	15
	2 (May-Aug)	Operations Management (OM)	15	15
		Managing A successful Business Project (MSBP)	6	15

Course Structure

Year	Terms	Unit Title	Unit Code	Credits
2	3 (Sep- Dec)	Developing Individuals, Teams, and Organisations (DITO)	46	15
		Organisational Behaviour (OB)	20	15
		Business Strategy	43	15
	1 (Jan-March)	Research Project (RP)	11	30
		Understanding and Leading Change	24	15
		International Marketing (IM)	50	15
	2 (May-Aug)	Research Project (RP)	19	30
		Pricing and Negotiations Skills (PN)	37	15

Programme Delivery and Assessments

THE CONTENT IS DELIVERED THROUGH A SERIES OF:

- Asynchronous/Blended Learning (Depending upon government rules.

- Lectures, Tutorials and Supervisory Sessions

- Workshops and Field Trips

- Videos and Presentations

- Group tasks

- Guest speakers

Programme Delivery and Assessments

ASSESMENT METHODS:

- Individual Assessments
- Group presentations
- Storyboards
- Academic Posters/Factsheets
- Self-Reflection
- Logbooks
- Practical work

- Assignment Briefs will be handed to you within 2 weeks of commencement

Personal & Academic Support

Featured benefits

With HN Global, students can get access to course specific core textbooks, work on their CV, improve their study skills by completing online learning modules targeted at common development areas.

Get access to the Careers Centre which empowers every student to take charge of their own career development and forge their personal career path.

Self-directed study skills modules to provide students with the tools to develop their academic skills in areas such as critical and creative thinking, reading and analysis, and writing for higher education.

Curated targeted reading lists developed by Pearson in collaboration with subject matter experts, for the business and engineering sectors.

Forums and a community space to interact and engage in conversations.

Resubmission
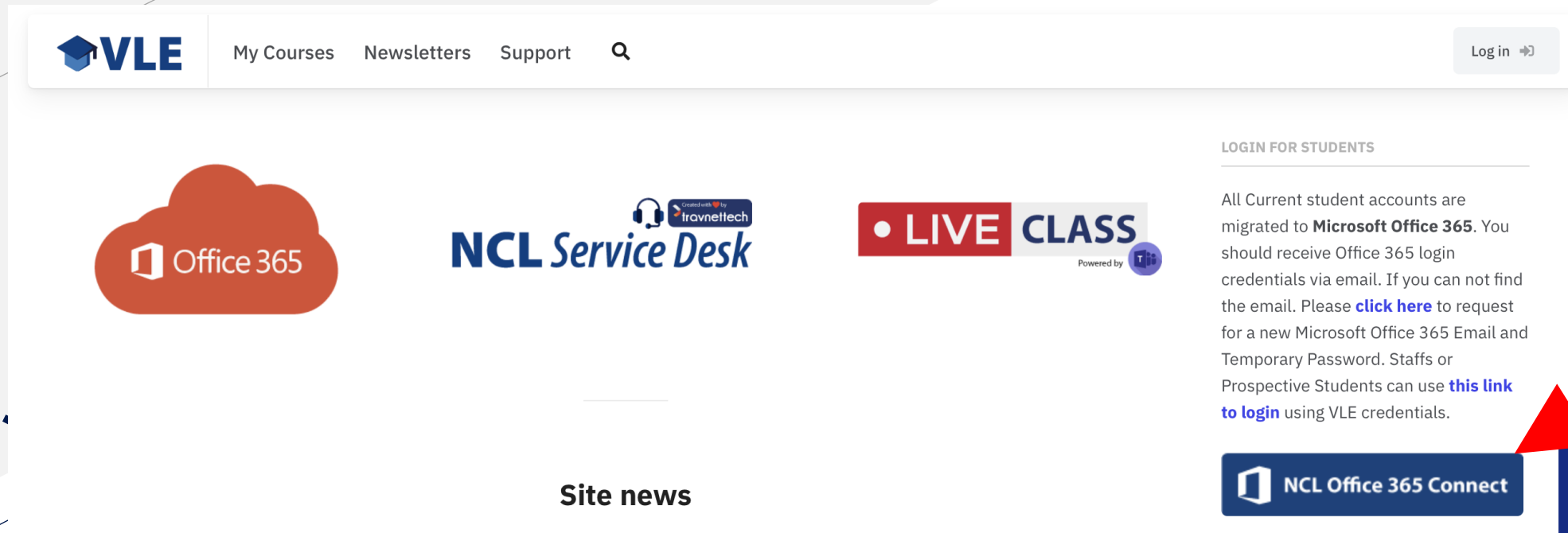
- Only one resubmission opportunity is allowed
  - Grade is capped at a Pass

- After failing a module twice, student will have to retake the module, which means:
  - Attending classes
  - Working on new assignment briefs
  - Marks will be capped

- Students cannot resubmit to improve Grades e.g. from Pass to Merit or distinction

Your Course – Personal Tutor

- Each student will be allocated a Personal Tutor who will introduce themselves to you

- Personal tutors are there to assist you with any studies related matters

Your Learning Platform – Moodle/VLE

Moodle/VLE is a learning platform designed to provide a secure and integrated system to create a personalised learning environment for students

YouTube Link: https://youtu.be/0S2gf961eeQ

Your Learning Platform – Moodle/VLE

- The College will provide you with your Moodle/VLE account log in details *(College e-mail and password)*

- Please do not share your Moodle/VLE login details with other users

- Moodle/VLE can be used to access lecture notes and case studies etc.

- Students must submit their assessment on Moodle/VLE – a hard copy will not be accepted

- Turnitin is a software integrated with Moodle/VLE that detects plagiarism

Gants Hill Campus Library

- Located on the Lower Ground floor
- Facilities available are:
  - Private study area with computers
  - Large space for group studies
  - Over 1000 core and recommended textbooks available to borrow
  - Printed Study Manuals , Journals and Articles for academic research
  - Publications (The Economist and Financial Times)
  - Novels and Biographies
  - Computers and printers
  - Free Wi-Fi

Gants Hill Library Opening Hours and Other Information

- Opening hours are:
  - Monday to Friday 9am to 5pm
  - Closed on weekends and public holidays

- Librarian contact details:
  - Noor Miah (Gants Hill Librarian)
  - Email: n.miah@nelsoncollege.ac.uk

Ilford Campus Library

- Located on the 2nd floor next to the IT lab
- Facilities available are:
  - Private study area
  - A sofa and round table for group studies
  - Over 200 core and recommended textbooks available to borrow
  - Printed Study Manuals
  - Publications (The Economist and Financial Times)
  - Novels and Biographies
  - Computers and printers
  - Free Wi-Fi

Ilford Library Opening Hours and Other Information

- Opening hours are:
  - Monday to Friday 9am to 5:30pm
  - Closed on weekends and public holidays
  - Redbridge Library is 5 minutes away

- Librarian contact details:
  - Emmanuel Adomako (Ilford Librarian)
  - Email: e.adomako@nelsoncollege.ac.uk

Tatiana Russell

HR/Student Welfare Manager

Tatiana Russell

HR/Student Welfare Manager

Lucia Ismail

Student Welfare Officer

Kiara Suarez

Student Welfare Officer

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All you need to know

Covid–19 update

- **NCL's approach to classes**

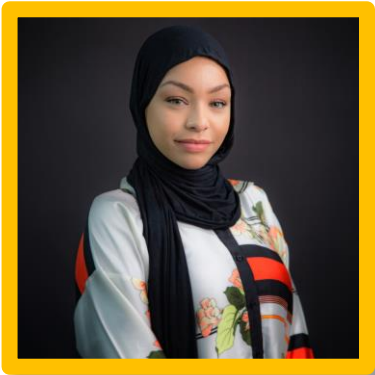- **What to do if you have Covid-19 Symptoms**

- **Stopping the spread of Covid-19**

Bruce A J McLauchlan

Manager: Knowledge Exchange Centre

KEC – Meet the Team

Kashka Rowlands
Career Development &
Employability Manager

Employability

Varuni Dissanayaka
Events Officer

Events

Muhammad Subhan
Design & Media Officer

Service Desk

Mary-Jo [MJ] Appaqaq
Work-Based
Learning Officer

Christopher Davies
KEC Project Consultant

Azeezunnisa [Farah] Maiz
Administrative Executive

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KEC - Knowledge Exchange Centre

- NCL Careers Hub
  - What is it?
  - Key features
  - Apple/Android App
  - How do I join?

- CAS
  - What is it?
  - Key features
  - CAS Breakfast Club
  - Who is it for?
  - How do I sign up?

KEC - Knowledge Exchange Centre

- Alumni Association

  - What is it?

  - What does it cost?

  - Benefits

  - Events

  - Newsletter

  - How do I join?

- The Career Dose Blog

  - A blog dedicated to topics focussed on employability

  - Located on the KEC website.

KEC - Knowledge Exchange Centre

- Work-Based Learning
  - What is it?
  - Why do we do it?

- Social Media
  - KEC LinkedIn

- Local Business Network
  - What is it?
  - Why do we have one?
  - What should you do if you know a local business who should join?
  - What should you do if you are running a local business?

KEC - Knowledge Exchange Centre

- Events

- Media

Events - Workshops & Fieldtrips

Cadbury World

Chelsea Stadium

Chessington Study Tour

Food and Beverage Director
Marco Pierre White

Author and Founder
Star Quality Hospitality

HR Manager
Trustwave Cyber Security

Cloud Engineer Developer
Google

Regional Distribution Manager
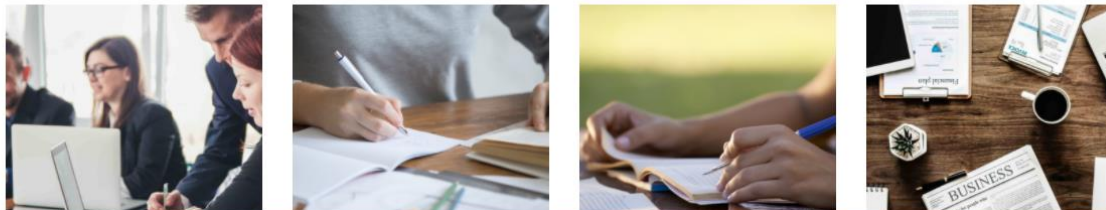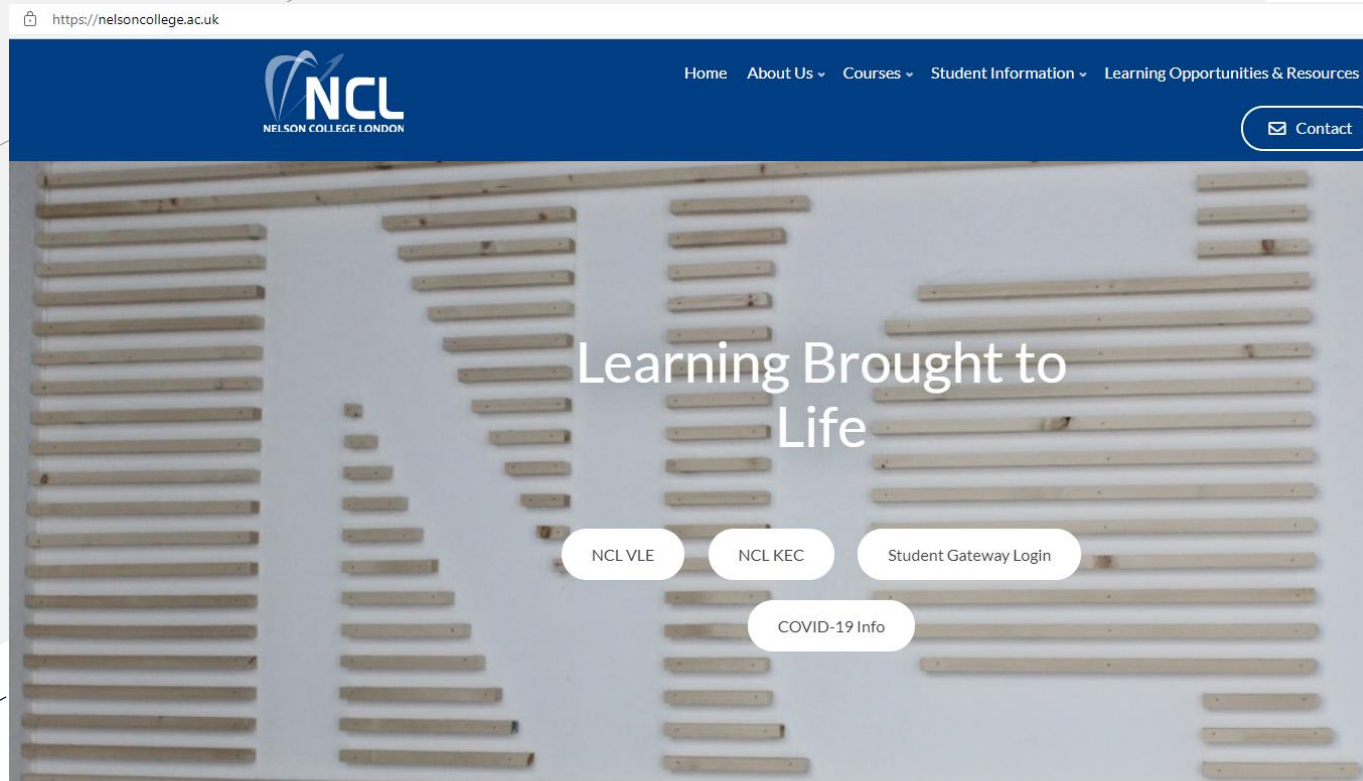Europe Millennium Hotels and Resorts

NCL
NELSON COLLEGE LONDON

NCL
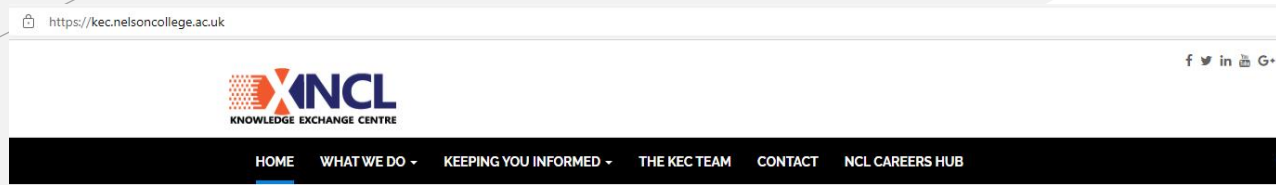KNOWLEDGE EXCHANGE CENTRE

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Media

nelsoncollege.ac.uk

Media

kec.nelsoncollege.ac.uk

Media

Videos(YouTube)

Thank you for your attention to all the presentations

Your opportunity now to ask any questions that you might have

Sources of Information

- www.nelsoncollege.ac.uk
  - Student Information
  - About Us
  - Policies & Procedures
  - Resources
  - Who's Who

- KEC Fact Sheets

- YouTube
  - Nelson College London channel
  - Knowledge Exchange Centre Channel

- Social Media

Sources of Information

Final Reward

- Free Drink
- Free Sweets

- & Complete your online registration, which must be done before you are able to start classes

- Please proceed to either the IT Lab, on the second floor, or the library, on the lower ground floor