

2022 – 2023

Student Handbook

Be Positive



Be
Positive.



Welcome Words from the Editor

▶ A very warm welcome from Be Positive.

We believe that positivity and optimism is central to success and we embed this approach into all our support and teaching.

All our mentors and teachers have been through it all themselves and understand the challenges in finding work.

We provide online and face-to-face classroom teaching, coaching and mentoring on a range of topics designed to help you feel good, feel optimistic and find a great future through a career or job. We are committed to providing high-quality services to our Learners and the wider community. We offer a range of courses involving employability, computing, occupational skills and smart devices. Our courses are free and funded by the government.

Angus Laing

Director

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'Challenges are what make life interesting. Overcoming them is what makes life meaningful'



'If people knew how hard I had to work to gain my mastery, it would not seem so wonderful at all'

'Dreams don't work unless you do'



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Mindset

Many of the important things in the world have been accomplished by people who have kept on trying when there seemed no hope at all.





We provide best learning experience.

If a job is worth doing, it is worth doing well

We want your experience to be perfect so we have carefully planned your learning journey and created some expectations.

You are not alone

We take care to empathise with your situation. Life is hard at times and we all have a lot to balance. We understand this, and will work with you through any circumstances that may interrupt your learning.

Nothing is impossible, the word itself says "I'm possible"

We will adapt to make your learning as easy possible, with learning support for those who need a little extra help.

"Unless commitment is made, there are only promises and hopes; but no plans." "Do the thing and you will be given the power." "Desire" is the key to motivation, but it's determination and commitment to an unrelenting pursuit of your goal—a commitment to excellence—that will enable you to attain the success you seek.

🔗 We need to work together to achieve your goals. When you enrol onto your course you will need to agree to our Learner Commitment.

This focuses on your commitment to do the work needed to be successful on your course. You will need to understand how learning and teaching are structured at Be Positive.

Conditions of Entry

We will give you extensive support to enable you to achieve your daily targets. This support includes, guidance, careers advice, help with job applications, teaching, tutorials and additional learning support.

You must also commit to attending online sessions, we are expected to notify the Job Centre on any non-attendance. Of course, we understand that we all have life events that can overwhelm us and we really hope you attend the majority of sessions.

The Classroom

Whether you are in a real or virtual classroom, we expect the same level of respect for others. We do not tolerate any form of abuse, violence, or offensive behaviour; it will be challenged directly or indirectly. The Tutor will agree working rules with you to ensure everyone is treated fairly. We expect you to keep your camera on when online, and keep chat and messages respectful.

The Online Learning Platform

We have developed a great online tool to support your time with us that you can work through when not in class. You will get a log on and instructions on how to use this when you join. There are videos, stories and activities to keep you engaged that all support the main, taught, part of the course.

The 1:1

You will have 1:1 by phone or face-to-face. This is a time for you to reflect on your learning and discuss any matters you wish in confidence with your tutor. We keep everything you share confidential unless you share something that puts you or others in danger.



Logging on

You will be provided with a personal log on and password. You can change the password when you log on for the first time.

Access for life

You will be able to return to your online learning even when the course has ended.

Our Company

We use a blend of traditional and modern teaching methods, including using technology and innovative peer support. In addition our courses are part online and part face-to-face, with plenty of opportunity to work closely with your Tutor.

When you join us, you will get a log on to our online Learning Platform and Virtual Classroom.

Covid Risk Assessed	Safe Learning	Wi-Fi Networks	Laptops
Kitchens/refreshments	Health and Safety	Close to public transport	Accessible

Head Office

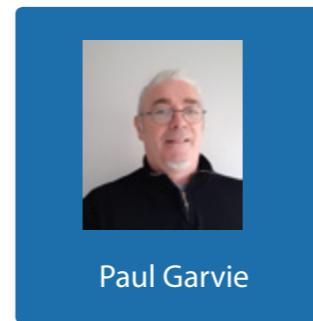
Our main office is in Biggleswade
47 High Street, Biggleswade, Bedfordshire, SG18 0JH

Bedford, Luton and London

We also have centres in Bedford, Luton and London.
Bedford Training Centre is Be Positive, West One, Bromham Road, Bedford.

Meet the Team

We have all been through it; unemployment, loss of direction, unsure where to turn. However, we did find our calling. All of us are fully qualified teachers with over 40 years experience between us. We are keen to see you succeed and flourish in work and life.

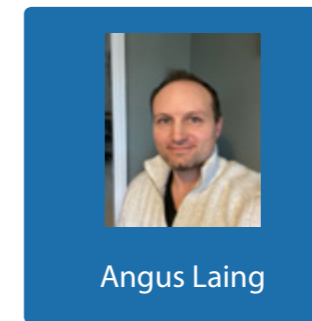


Paul Garvie

Lead Tutor

Paul has been a qualified teacher and assessor for over 10 years, with specialisms in Employability, Music, Customer Services and Wellbeing. Paul lives locally in Biggleswade and worked in Construction and Leisure Centres in the early part of his career. When Paul is not teaching he is keen on fishing, playing guitar and online gaming. Music influences include Pink Floyd, Joy Division and the Smiths. Paul is our Child Protection Officer.

▶ 07711 197887
▶ Paul.garvie@outlook.com

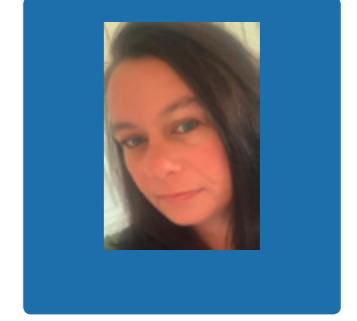


Angus Laing

Programme Manager

Angus has been a qualified teacher and assessor for over 20 years. He is trained in careers guidance and coaching. Prior to that Angus has worked in schools in youth support work. Early career includes Warehousing and Retail. When not working Angus enjoys music production, and anything car related. Angus is our Safeguarding Lead

▶ Safeguarding call 07710 672867
▶ anguslaing@live.co.uk



Learner Journey Co-Ordinator

Emma is a qualified teacher and has been working for Be Positive for 5 years with previous experience in mentoring and coaching. Prior to that she was a project manager working for various hostels in the Luton and Dunstable area. Emma's interests include Grand Prix, fine dining and live music.

▶ 07495 448652
▶ Jayashem@aol.co.uk

Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1 Wellbeing	Self-study and one-to-ones.	Self-study and one-to-ones.	10.30 to 12.30 log on, introductions and icebreakers. Aims of course. 13.00 to 14.30 Wellbeing presentation. 14.30 to 15.00 Workbook session.	10.30 to 12.30 log on, aims of the day, introduction, and completion of VIA assessment. 13.00 to 14.30 The STAR technique, how to use it. 14.30 to 15.00 Workbook session.	10.30 to 12.30 log on, aims of the day, introduction, and presentation on MINDSETS. 13.00 to 14.30 Continued group discussion on mindsets. 14.30 to 15.00 Workbook session.
Week 2 CV/Application	Self-study and one-to-ones.	Self-study and one-to-ones.	10.30 to 12.30 log on, aims of the day, National Careers Service CV presentation. 13.00 to 14.30 CV key words and JOBSKAN presentation. 14.30 to 15.00 Workbook session.	10.30 to 14.30 log on, aims of the day. Work with learners on their CV. Individual slots to be issued where needed. 14.30 to 15.00 Workbook session.	10.30 to 12.30 log on, aims of the day, using social media to job search presentation. 13.00 to 14.30 Setting up a Twitter account, example. 14.30 to 15.00 Workbook session.
Week 3 Interviews	Self-study and one-to-ones.	Self-study and one-to-ones.	10.30 to 12.30 log on, aims of the day, presentation on effective prep for interviews. 13.00 to 14.30 How to do company research. 14.30 to 15.00 Workbook session.	10.30 to 12.30 log on, aims of the day. Popular interview questions and answers. 13.00 to 14.30 Practice interviews and feedback. 14.30 to 15.00 Workbook session.	10.30 to 12.30 log on, aims of the day, complete admin, and paperwork. 13.00 to 14.30 Satisfaction surveys, signposting and goodbyes.
Week 4 Career Choice	Self-study and one-to-ones.	Self-study and one-to-ones.	10.30 to 12.30 log on, aims of the course, introduction, and NCS skills assessment. 13.00 to 14.30 Demo of an NCS skills health check. 14.30 to 15.00 Workbook session. Self-study.	10.30 to 12.30 log on, aims of the day, discussion of learner results, reflection. 13.00 to 14.30 Where to look for vacancies. 14.30 to 15.00 Workbook session. Self-study.	10.30 to 12.30 log on, aims of the day. How to locate those essential key words. 13.00 to 14.30 How to adapt and tailor your CV. 14.30 to 15.00 End of course admin and signposting.

Tracking your Journey and Setting your Goals



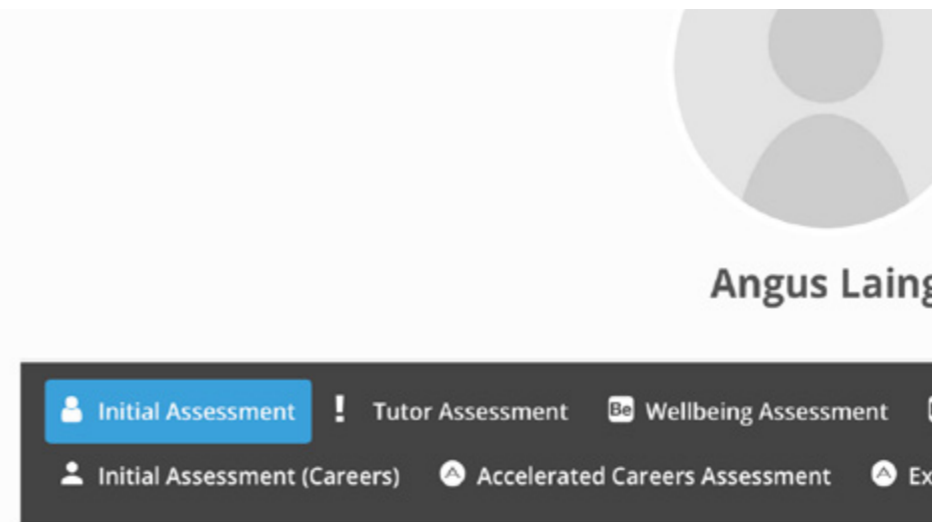
You set your own goals, we help you achieve them

Progress is impossible without change, and those who cannot change their minds cannot change anything

When you start your course, you will have had an initial assessment. This is designed so you can see distance travelled in terms of wellbeing and in terms of reaching your goals. At the end of each session you will have the opportunity to reflect on what you have thought about, and to keep a record. This is called an Individual Learning Plan or ILP for short.

Your ILP is completed online, it is set up ready for you when you log on. Your Tutor will show you how this works and complete the Initial Assessment with you.

Your ILP is also your record of Achievement.



- You will record your progress, review any assessments (not exams! just your thoughts).
- You will record your own goals and assess your achievement
- You will record your wellbeing on a scale.

Boost your skills with positive learning

Start learning today



1

Head to ...
www.bepositivenow.co.uk

2

Use the Password and User
name we emailed to you

3

For Virtual Classroom,
Click on Classroom

4

For Online self-study,
Click on Mycourses

Safeguarding, PREVENT

In the light of recent events, providers are now expected to take responsibility for the safeguarding of their learners which extends beyond the physical FE environment. Any signs of learners being at risk whether on the programme or not is of concern and there must be designated staff to create a reporting channel. Additionally we have to comply with the PREVENT duty to ensure propensities to terrorist or other adverse behaviour (of any description) is addressed. It is important that you gain some familiarity with these areas before stepping back into Learning. As part of your induction your tutor will run through what this means to you because it is everyone's responsibility. If you have any concerns about anyone's safety you must report this to your Tutor or directly to the Safeguarding Lead.

Safeguarding Contact [Angus Laing 07710 672867](tel:07710672867)

Complaints, Comments, Compliments

We are always keen to receive feedback, positive or negative. At the end of your course with us you will have the opportunity to share your views which we can act on. If you wish to make a complaint at any time please share with your Tutor who will do the very best to make things better. If you are unsatisfied you can email anguslaing@live.co.uk with your concerns so we can investigate fully.

Code of Conduct

It is not possible to lay down a specific set of standards, but we have some guidelines to ensure all staff and students feel safe and comfortable at all times.

1. Behave responsibly and within the law, fostering mutual respect and understanding between all members of the community, on and offline.
This includes complying with the regulations and guidance associated with the Covid-19 pandemic, such as observing social distancing measures and social gathering sizes; wearing a face covering when required (if not exempt); observing self-isolation and/or quarantine restrictions.
2. Recognise and tolerate differing opinions and freedom of expression / speech of others such as staff and peers during academic debate.
3. Communicate in ways that do not offend others (not using abusive or obscene language or engaging in any form of violence or anti-social behaviour) on site, digitally (i.e. social media) and within the local community.
4. Communicate in a professional manner (such as through email, Online Classroom and social media groups).
5. Ensure mobile phones and other personal media devices remain personal and do not interfere in with classroom sessions.
6. Ensure that information of a personal or sensitive nature is not shared without consent (including sharing or sending of personal details, images, memes or recordings etc. of other students, members of staff or clients (including others' work) without permission).
7. Comply with our Equality and Diversity Policy; relating to zero tolerance of breaches of the Equality Act 2010, including expressions of hatred (i.e. hate speech) towards individuals or groups on account of their protected characteristics.
8. Comply with the our ICT Acceptable Use Policy.
9. Attend each timetabled class workshop session whenever possible.



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