



Edinburgh College

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**SCHOOLS COLLEGE  
PARTNERSHIP**

Open Learning Student Guide

*For the future you want*

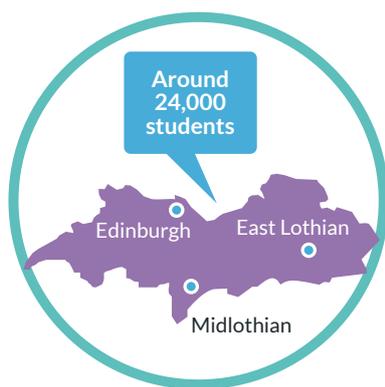
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## Student Notes

My Course	
My Tutor	
My Student Number	
Assessment Dates	
Notes	



Scotland's biggest College

**WITH AROUND  
24,000 STUDENTS**

across 4 campuses in Edinburgh and the Lothians

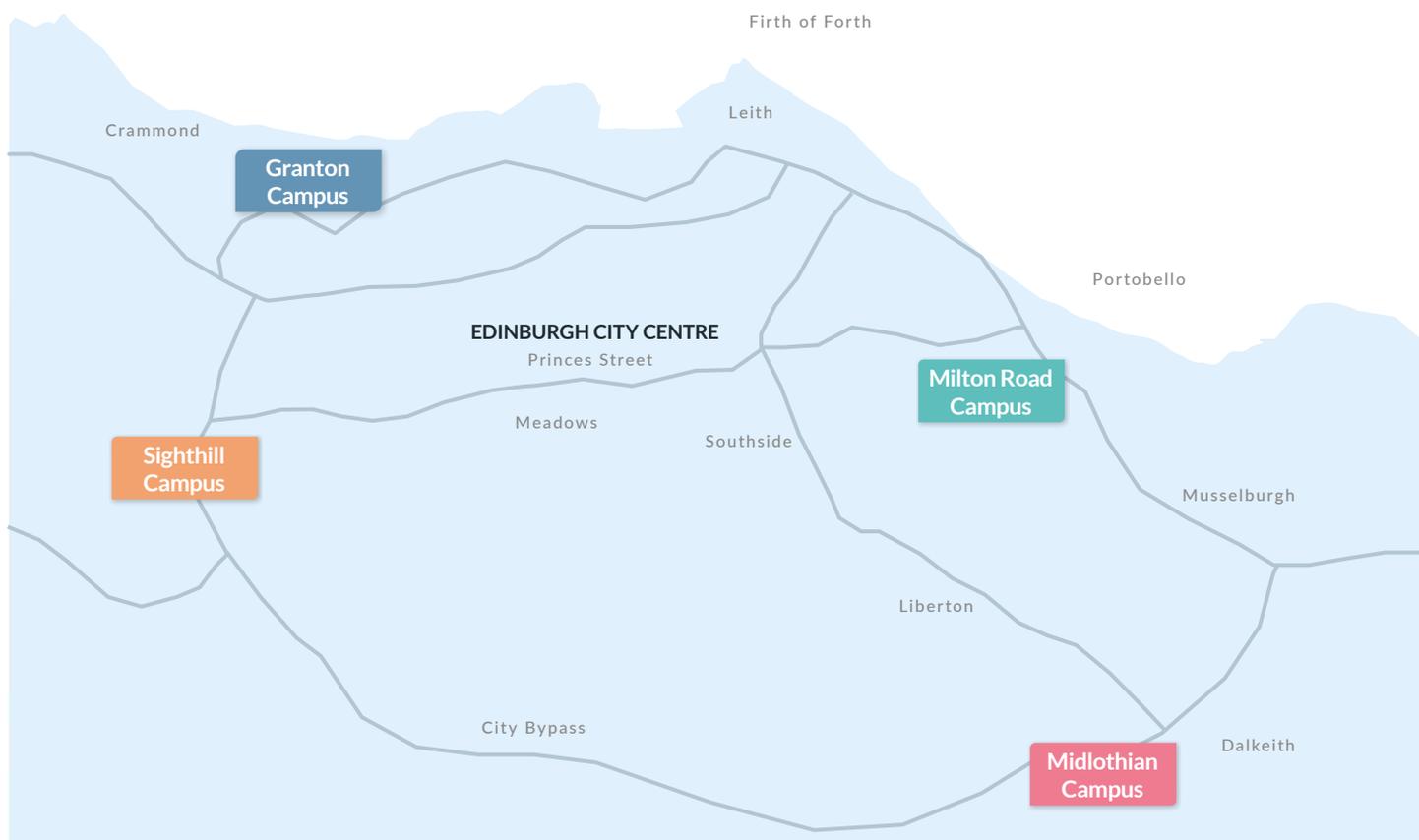
# WELCOME TO EDINBURGH COLLEGE

We are pleased that you have decided to study with us on the School College Partnership (SCP) Programme. Studying a college course while you are still at school will enable you to develop new skills and experience to boost your employment prospects and enhance your CV or personal statement.

You are now on the way to becoming a student of Edinburgh College and this guide will provide all the information you need to make a success of your time here. It will also help to prepare you for moving on to a full-time college course, university or employment.

Before you start your course, you will be invited to attend an online induction programme which will provide all the information you need to start your studies. You will be notified of the dates in advance.

We want you to be successful and have the best college experience possible. If you have any concerns or worries regarding your course, or if you need any extra support or assistance, you can speak with your course tutor or your SCP Co-ordinator. Studying at College is a fantastic and rewarding opportunity. We hope that you enjoy studying your course with us and that it inspires you with your future studies.



### Sighthill Campus

**Bike** – Storage available  
**Bus (Lothian)** – 2, 12, 20, 21, 22, 35 & 300, 400  
**Train** – Edinburgh Park stop  
**Tram** – Bankhead Avenue stop



### Milton Road Campus

**Bike** – Storage available  
**Bus (Lothian)** – 5, 44, X44, 113  
**Train** – Brunstane stop



### Granton Campus

**Bike** – Storage available  
**Bus (Lothian)** – 8, 14, 16, 24, 27, 29, X29, 38, 47, 113



### Midlothian Campus

**Bike** – Storage available  
**Bus (Lothian)** – 29, 49, 139  
**Train** – Eskbank stop

# OPEN LEARNING

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**Before you start your online induction programme you will be enrolled as an Edinburgh College Student. This will enable you to set up an Edinburgh College account which will provide access to college email, systems and resources.**

## How does open learning work?

Your SCP course will be delivered online via Moodle, the College's online learning platform, and Microsoft Teams. Training will be given on how to use both platforms on your online induction programme. You can access Moodle with your phone, tablet or computer anywhere you have internet access using this link:-

 <https://moodle.edinburghcollege.ac.uk/login/index.php>

Logging into Moodle will allow you to access numerous resources and activities related to your studies. If you have any problems accessing moodle please e-mail [schools@edinburghcollege.ac.uk](mailto:schools@edinburghcollege.ac.uk)

At your online induction programme your tutor will give an overview of the course, qualifications/awards, progression pathways, timeline and provide general industry insight. They will run through your lesson plan and how this will be supported online. Course information will be uploaded to Moodle along with assessments and as well as links to resources to help you with your studies.

You will also have regular timetabled sessions with your Schools College Partnership (SCP) Co-ordinator.

If your course includes an SQA exam you will be entered for the SQA exam as an Edinburgh College student, and you will sit your exam at school.

## Advantages of Open Learning

Open learning promotes independent learning skills, which are key to being a successful learner. It is flexible so that you can work at a pace that suits you to achieve the deadlines of the course and helps you to develop digital skills.

## Testimonials from current and previous school students

**Jennifer**

**Advanced Higher Open Learning Student, Peebles High School**

“ Doing Advanced Higher French online was certainly a different experience but I think I learnt lots and gained more skills than I would have by just doing it in a classroom with a teacher. Overall I think I have gained more skills in independent working and technology and I am now more open-minded to different ways of working and how to make use of the mass of different resources available online. ”

**Linzi**

**Higher Open Learning Student, Tain Royal Academy**

“ Online learning really suited me because it fitted in well with my timetable. I found Moodle was easy to use and an effective way of learning for me because it could be done on my own timescale. The College did a great job at supporting us by always replying to our questions and giving constructive feedback so we could improve. ”

**Juliana**

**Advanced Higher Open Learning Student, The James Young High School**

“ The online course was very well organised. It was a very useful way to share resources and keep track of assignments. The structure of this course helps to develop self-discipline and motivation and encourages independent learning. ”

# THINGS YOU NEED TO KNOW

## Your student ID card

When your enrolment is complete you will be issued with a student Identification or ID card which you should always carry with you when you are on campus.

## Attendance

It is important that you attend your course regularly at your timetabled slot to achieve your qualification. If you are unable to attend your class for any reason, please contact your SCP Coordinator and your tutor in advance. All absences will be recorded and notified to your school.

It is expected that you will continue to attend your course during prelims and exams or study leave unless you have an exam on an SCP day. Any absence during this time should be agreed in advance with your school and confirmed with your SCP Co-ordinator. It is important that you make every effort to catch up on any work missed due to non-attendance to ensure you have the best opportunity to succeed. Please speak with your tutor if you are experiencing any difficulty with your course work.

## Appointments

Please arrange dentist, doctors and any other scheduled appointments out with your college learning and teaching time. Where there is a reasonable exception, please ensure you notify your school and class tutor/SCP Co-ordinator prior to any appointment taking place to allow approval to be agreed.

## Keeping up-to-date with information on your course

Your tutor will keep you up-to-date with information relevant to your studies. From time-to-time we may need to send you information on your course by e-mail to your Edinburgh College account. Please check your account regularly to ensure you have all the information you need. Tutors may also use department and college online noticeboards to communicate course information.

## Positive Behaviour

We expect all students to behave in a responsible, considerate way, respecting fellow students and staff. Any inappropriate behaviour will be reported to your school which could result in a disciplinary review and possible expulsion from the course. Phones should be switched off during class time unless otherwise instructed by your tutor.

## Learning Support

If you receive support at school your guidance teacher will have given us information to help with your transition to College. This will be used to make sure we have everything in place for you at the start of your course to ensure you succeed. If you are experiencing any difficulties, please speak to your tutor or SCP Co-ordinator.



# FREQUENTLY ASKED QUESTIONS

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## What if I don't want to continue with my course?

Your school and college qualifications are important to enable you to progress onto college or university or employment. If you have a concern regarding your course or are thinking about withdrawing from the course, please speak with an SCP Co-ordinator and your school guidance teacher to discuss in full the implications of withdrawing from your college course as this could impact your school timetable and qualification certification.

## How will my parents / guardians and I find out how I'm getting on?

Your tutor will follow a planned teaching schedule which you can discuss with them at any time. There will be regular communication between your tutor, SCP Co-ordinator and your school as well as regular progress reports issued throughout the year. The school will send this information on to your parents.

## When does my course finish and what happens if I have not completed all the course work?

Learning and teaching will continue until all course work is completed to pass the course so please speak to your tutor if you have any concerns.

## When will I receive my results?

College results will be received along with school exam results in August.

## I am interested in a different course at College and would like to know more, what should I do?

Although you are attending the College as part of your senior phase school subjects we can help you to explore appropriate full-time courses to support your career aspirations. An SCP Co-ordinator can arrange for you to meet with a course advisor or to visit to specific curriculum area to discuss your options. This can be as an individual or as a group.

# CONTACT US

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**The SCP Team and your course tutor are here to help and support you during your time studying with Edinburgh College to make sure that you are happy with your chosen course choice and on track to achieve your study goals. We are here to help and support you but if you have any concerns or queries you can contact your tutor or one of the SCP Co-ordinators as listed below:-**

**Claire McKernan**, SCP Co-ordinator  
[Claire.McKernan@edinburghcollege.ac.uk](mailto:Claire.McKernan@edinburghcollege.ac.uk)  
0131 297 8536

**Dianne McGill**, SCP Co-ordinator  
[Dianne.McGill@edinburghcollege.ac.uk](mailto:Dianne.McGill@edinburghcollege.ac.uk)  
0131 297 8012  
07739 761956

**Sharon Pearson**, SCP Co-ordinator  
[Sharon.Pearson@edinburghcollege.ac.uk](mailto:Sharon.Pearson@edinburghcollege.ac.uk)  
0131 297 8017  
07500 607684

**Chris Spalding**, SCP Co-ordinator  
[Chris.Spalding@edinburghcollege.ac.uk](mailto:Chris.Spalding@edinburghcollege.ac.uk)  
0131 297 9342  
07736 387898

# COLLEGE TERM AND HOLIDAY DATES

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COLLEGE ACTIVITY	DATE
SCP College Induction	25, 27 August & 1, 3 September 2020
SCP Courses Start	8 September 2020
Holiday	19 – 23 October 2020
SCP Classes Resume	27 October 2020
SCP Classes Finish	17 December 2020
Holiday - College Closed	22 December – 5 January 2021
SCP Classes Resume	7 January 2021
Holiday - College Closed	9 – 12 February 2021
Classes Resume	16 February 2021
Holiday - College Closed	2 & 5 April April 2021
Holiday	6 – 16 April 2021
SCP Classes Resume	20 April 2021
Holiday - College Closed	3 May 2021
Last Day of Term	17 June 2021

Thank you once again for choosing to study an SCP course with Edinburgh College we look forward to meeting you once your studies begin.

For more information please visit:

 [edinburghcollege.ac.uk/schools](https://edinburghcollege.ac.uk/schools)

 [schools@edinburghcollege.ac.uk](mailto:schools@edinburghcollege.ac.uk)

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# For the future you want

Edinburgh College is a registered charity in Scotland.  
Charity number SCO21213

Our course portfolio and campus allocation  
may be subject to alteration.

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