



## Enrolment - Motor Vehicle

Dear Learner,

Congratulations, on securing a place on our **Motor Vehicle** course. As a new Motor Vehicle student at Langley, or a returning student on a new course, there will be some costs associated with your study programme that you need to be aware of. Some of these costs are compulsory while others are optional but would enhance your experience at **Langley College**.

### **STATIONARY & WORKBOOKS**

All Learners will be required to bring appropriate stationery and a notebook to all lessons. All students are advised to purchase a ring binder folder to keep class notes and resources in, for future reference. **Langley College will NOT supply pens, pencils, rulers or notepads.**

- **All Level 1 (ABC and C&G)** students will be required to purchase a coursebook called **Vehicle Maintenance and Repair Level 1** as key elements of the course will be delivered using this book. This book will be available to purchase via PayMyStudent at a discounted rate. Cost: £26.00 - TBC
- **All Level 2 (ABC and C&G)** students will be required to purchase a coursebook called **Vehicle Maintenance and Repair Level 2** as key elements of the course will be delivered using this book. This book will be available to purchase via PayMyStudent at a discounted rate. Cost: £31.00 - TBC
- **All Level 3 (C&G)** students will be required to purchase a coursebook called **Vehicle Maintenance and Repair Level 3** as key elements of the course will be delivered using this book. This book will be available to purchase via PayMyStudent at a discounted rate.  
Cost: £34.00 - TBC

**\*Workbooks are mandatory\***

### **PPE**

In order to carry out your practical lessons you will be required to purchase the following PPE:

- Full overalls
- Steel toe cap boots



### **Additional items you can purchase:**

If you would like your own personal goggles, gloves and ear defenders

**\*Please note you will NOT be allowed into the workshop without the appropriate PPE\***

### **UNIFORM**

All Learners are required to purchase a Motor Vehicle Polo shirt – This is also a vital part of your course needs. You can scan the **QR Code below** or if you are in need of or in receipt of Bursary payments, you are encouraged to visit our Bursary office seated next to the safeguarding department within the library area at college. Where you will be supported.



### **INDUSTRY PLACEMENT**

As part of your Motor Vehicle study program, you are required to carry out industry placement. The dates are listed below but subject to change depending on industry requirements.

It is helpful if you can find your own industry placement near home and the Placement office will support you in doing so. All employers accepting industry placement students will be visited to ensure that they comply with the necessary health and safety regulations, have the correct insurance and are familiar with the aims of the Industry Placement programme.

#### **Level 1 students**

- 1 week – Students will complete 1 week (5 days) Employability training in college. This will include readiness to work training, talks from the Langley careers department, mock interviews, CV writing etc.

**Date: TBC**

#### **Level 2 students**

- 2 weeks - Learners will be expected to secure and attend 2 weeks Industry Placement where they will take the theory they have learnt in the classroom and fulfil the practical tasks set out for them by their Mentors.

**Date: 3<sup>rd</sup> March to 14<sup>th</sup> March 2025.**



### Level 3 students

- 2 weeks - Learners will be expected to secure and attend 2 weeks Industry Placement where they will take the theory they have learnt in the classroom and fulfil the practical tasks set out for them by their Mentors.
  - followed by 1 day per week till the end of the academic year.

**Date: 3<sup>rd</sup> February to 7<sup>th</sup> February 2025. TBC**

**If you do have a potential placement, please bring the details on enrolment day. As It's never too early to start looking!**

### Health and safety Information e.g. no piercings, hair tied back etc

In practical lessons, PPE must be worn, long hair will need to be tied back and piercings/jewellery to be removed or covered for safety reasons. Chewing gum is not permitted in any lesson, classroom or Workshop.

### Student expectations (Code of Conduct)

The expectation for all students is to conduct themselves in a manner that allows a respectful environment. All students will be required to read and sign the **Departmental specific Code of Conduct**. We will go through this to ensure that our values are clear and are always adhered to This will also include:

- **Do Attend all your classes** - Good Attendance is a good indication of success
- **Do get to class on time** – Punctuality/arriving promptly for the start time of your lessons means you are ready to learn.
- **Do wear your lanyard at all times once at college. (This is a security requirement)**
- **Do Not use Mobile phones in lessons** - No mobile phone use in the classroom and workshop.
- **Do Not use Earphones/Earbuds in class.** Use of earphones or earbuds when in class or workshop is prohibited.
- **Do Not wear Hoodies with your hood covering your head when in college/in class.**

The college **Absence procedure** must be followed. Please either submit an Absence form on your Langley app or **contact Maria De Souza (Motor Vehicle Curriculum Administrator) before 9am.** maria.desouza@windsor-forest.ac.uk 01753392140; ext. 5292. **Texting or telling a fellow student to pass on a message is NOT accepted.**

### Next of Kin Details

Our online welfare form requests that we are given 2 sets of contact details for use in an emergency. It is essential that in the event of becoming unwell, someone can be available to collect a student from College, therefore all those listed on the **Next of Kin Form** must be able to drive and/or be prepared to collect a student via other means if necessary.



Also, this information must be the contact details of the NOK and not the details of the learner.

### Trips and Visits

Level 1 - TBC

Level 2 - TBC

Level 3 - TBC

### Food and Drink

There are several food outlets and common room areas at Langley where food can be purchased by cash/card and our PayMyStudent system and consumed. **Please be aware that food and drink (except water) are not allowed in the classrooms.**

### Bursary

If you think that you may qualify for financial support to cover some of the costs associated with studying at Langley please ensure that you visit the **Financial Support for Students section** as you go through the enrolment process. Funding is available for the costs of transport (although a small contribution will need to be paid) and for Free School Meals. Eligibility is determined by household income. **(As stated above: you are encouraged to visit our Bursary office seated next to the safeguarding department within the library area at college) where you will be supported.**