

Adult Student Information

2026-2027

shcg.ac.uk

#CreatingBetterFutures

Eastleigh
College

Fareham
College

Southampton
College

CEMAST

CETC

**Business
Plus**



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> Welcome

Welcome to South Hampshire College Group. South Hampshire's largest college group with over 7000 adult students and apprentices.

We have Eastleigh College, Fareham College, Southampton College, CEMAST and CETC across South Hampshire and an online learning offer, providing a superb range of professional, technical and academic programmes taught by highly experienced lecturers and trainers at flexible times to ensure you reach your full potential.

We are proud of our colleges and the work that they do and we are excited to work with you at this next stage of your learning journey, whatever your ambition, whether you are taking your first steps towards a specific career or you are developing your current skill set. This guide will provide you with the information you will need to help you settle into college life. It explains what you can expect from us, and how you can make the most of your learning experience to ensure success. If you have any concerns or need extra information, please reach out to your lecturer or trainer for help and advice. Our Student Support team can also give you extra support if you need it.

We look forward to celebrating your achievements with you as you progress to your chosen destination whether that be an Apprenticeship, further study at College or University, directly into employment, or to further your career progression.

Please embrace everything we have to offer and enjoy your studies with South Hampshire College Group.

> Free Courses

If you are eligible to study in the UK, many of our online learning courses are FREE to complete. Our online courses are perfect for continual professional development (CPD), gaining new skills for personal interest, progressing your career, or to boost your CV.

Scan the QR code



Term Dates

Autumn Term 2026

Term Starts: 7 September 2026

Inset Day: 30 September 2026 (college closed to students during the day; evening classes unaffected)

Inset Day: 23 October 2026 (college closed to students during the day; evening classes unaffected)

Half Term: 26 October – 30 October 2026

Term Ends: 17 December 2026

Spring Term 2027

Term Starts: 4 January 2027

Inset Day: 28 January 2027 (college closed to students during the day; evening classes unaffected)

Half Term: 15 February – 19 February 2027

Inset Day: 16 March 2027 (college closed to students during the day; evening classes unaffected)

Term Ends: 25 March 2027

Summer Term 2027

Term Starts: 12 April 2027

Half Term: 1 June – 4 June 2027

Term Ends: 2 July 2027

The online provision continues across all traditional college breaks and will only shut down during bank holidays:

2026 Closure Dates

Bank Holiday: 31 August 2026

Christmas: 23 December 2026 – 4 January 2027

2027 Closure Dates

Good Friday: 26 March 2027

Easter Monday: 29 March 2027

Bank Holiday: 3 May 2027

Bank Holiday: 31 May 2027

Bank Holiday: 30 August 2027

Although you are welcome to continue your studies during these periods, the office will be closed.

Your lecturer or trainer will inform you if they are taking leave.



Our Purpose

Creating Better Futures



> Our Mission

To enable all our students and apprentices, and our region's businesses to be successful in their future, achieving their highest aspirations and standards, through exemplary technical and professional education and training.



> Our Vision

- > We will lead a **better** distributed, accessible, and **collaborative** group of South Hampshire Colleges.
- > Through this, and with the commitment of our **highly-valued** people, we will provide **excellence** in professional and technical education and training across a wide community of students and employers in the Solent region.
- > Our work will **support** the skills needs of employers and **improve** regional productivity, economic development and social mobility.
- > We will be an **agile** organisation, constantly developing and improving.
- > We will be **responsive** to policy and reforms in further education, and be **adaptive** to the changing needs of the region's employers.
- > We will be a financially **resilient** and **sustainable** Further Education college, valuing the need to invest in our people and infrastructure.



➤ Our Organisational Culture

Our organisational culture is our personality and character; it's made up of our shared values, how our people behave and interact, how decisions are made and how we approach our work. The way in which we approach our work is as important to our people as the work we do.



Collaborative



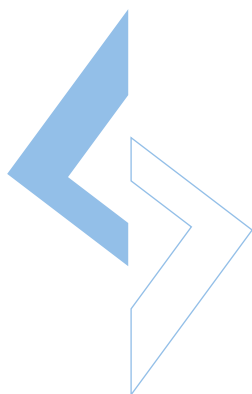
We recognise we are stronger together and greatly benefit from working in partnership, within and outside the college.

Inclusive



We are individually and collectively, proactively inclusive. We always treat others with respect and ensure we are supportive of one another.

Aspirational



We aim to create better futures with high expectations, professional standards and innovative approaches.



Procedures and Policies

In addition to committing to South Hampshire College Group's values, students will be asked to sign a learning agreement to comply with the College's policies and procedures.

A copy of this policy can be found in this link:

Policies – SHCG | South Hampshire College Group

Student Code of Conduct

All students must understand and adhere to the Student Code of Conduct for their chosen centre and course; failure to comply may result in disciplinary procedures being applied.

Safety on Campus

In the event of any emergency please follow instructions provided by officials.

If you need assistance whilst on site please contact reception or any member of staff who will be able to help.

Lanyards

All students on campus are provided with a lanyard which must be worn at all times around sites. Lanyards are required to gain access across the sites and are essential for ensuring the safety of all. If you forget your lanyard please visit reception on arrival for allocation of a temporary pass.

Smoking and Vaping

Smoking and Vaping is only permitted in the smoking shelters/ sections provided. Please refrain from smoking or vaping in any other areas whilst at college.



Customer Complaints and Feedback

At South Hampshire College Group we work hard to provide the best possible service. However, if you feel that this service has not met your needs, we will make every effort to deal with your concerns.

South Hampshire College Group prides itself in putting its customers first and does its very best to ensure their time at College is enjoyable and that they succeed. Sometimes though, we make mistakes and we want to know when we do.

By letting the College know when things go wrong you can help us put them right and we can often improve our services as a result of your observations. It is our expectation that all complaints will be raised with the person concerned in a prompt and reasonable manner.

For more details and an outline of the process please use the following link **Complaints Policy and Procedure**.

Assessment and Grading Appeals

The Assessment Policy for each centre contains important information to ensure that all staff and students comply with the requirements regarding the Assessing and Internal Verification of its qualifications and Awarding bodies. The Appeals Procedure has been created to provide an effective system to deal with disputed outcomes of assessment and grading and will vary according to specific awarding body requirements including those for a partner Higher Education Institution.

Any student who disagrees with an assessment or grading decision should discuss this with their lecturer or trainer as soon as they can and ensure they have access to and understand the process for any appeals for their specific course.





Responsible Use of AI in Education

A quick guide for students

1. Use AI to Support Your Learning – Not Replace It

- > Great for ideas, explanations, revision notes and grammar checks
- > Not OK for writing full assignments for you
- > Always understand the work you submit

2. Protect Your Personal Information

- > Never share your full name, address, phone number or passwords
- > Don't upload college documents unless your tutor says it's safe
- > Treat AI tools like any other online platform

3. Check Everything

- > AI can be wrong or outdated
- > Always verify facts with reliable sources
- > Use your own judgement – don't accept answers blindly

4. Be Honest and Original

- > Write in your own words
- > Don't copy paste AI responses into assignments
- > Follow your college's rules on referencing AI

5. Think Ethically

- > Don't use AI to bully, impersonate or deceive
- > Avoid generating harmful or offensive content
- > Respect other people's privacy and work

6. Use AI Fairly and Inclusively

- > Be aware that AI can contain bias
- > Challenge stereotypes or unfair assumptions
- > Treat AI as a tool – not a source of truth

7. Your AI Checklist – Before using AI, ask yourself:

- > Am I keeping my information safe?
- > Am I using AI to learn, not cheat?
- > Have I checked the accuracy?
- > Is this my own work?
- > Am I using AI respectfully and ethically? If the answer is yes, you're using AI responsibly



Changers

South Hampshire College Group places significant emphasis on customer feedback and views the process as a valuable tool to drive improvements in the quality of our services.

Our Colleges actively seek feedback from students across all types of study programmes and provide a range of opportunities for learners to share their views on different aspects of college life. This is achieved through a variety of methods, including Induction and Exit Surveys for all part-time adult programmes, campus-based 'pulse' surveys to capture emerging in-year issues, and group-wide Changemaker Student Voice activities.

A Changemaker is a student who actively contributes to enhancing the college experience by sharing ideas, providing feedback, and helping to shape decisions, acting as a link between students and staff. In practice, this may include attending Student Committee meetings, participating in focus groups, and taking part in the annual Changemaker Student Conference. Our Colleges are committed to ensuring that Changemakers reflect the diversity of our study programmes and college communities. If you are interested in becoming a Changemaker, please express your interest using the link or QR code below.

All Adult Students across South Hampshire College Group will receive monthly tutorials through our learning platforms, Canvas or distributed via email which will be themed and allow students to offer feedback. These tutorials can also support with wellbeing approaches, employment and university interview skills, and many other life skills.

For Adult Students there is a programme of online enrichment which all students can take part in. If you are interested, please ask your lecturer or trainer for more information.

Register Your Interest
SHCG Changers 26/27

Scan the QR code





Absence/Holidays and Attendance

All courses have been designed so that all students acquire knowledge, information and experience in classroom, workshop or work environments therefore a high level of attendance is essential at all our campuses.

We expect students to attend all of their lessons or workshop sessions and meet any deadlines set. Any period of absence must be reported to the College on each day you are not in or not able to meet a target or deadline on the numbers provided.

Online Learning

Email onlinelearning.adult@shcg.ac.uk

Complete the absence form on the website.

shcg.ac.uk/college-life/#absenceform

Where possible effort should be made to book and attend personal appointments, such as those with a dentist or similar, outside of College hours, and leisure holidays should be avoided during course dates.



Student Support Services

Information and Guidance

Our friendly student recruitment teams are available to support you with information and guidance about your application, chosen courses or next steps. They are accessible via the main reception at all our centres. Academic and Personal Support We want to ensure you are happy and settled during your time at college. Anyone may need support from time to time. Your lecturer or trainer will most likely be the first person you want to talk to, and with regards to academic support they are the best person to start with, but if you feel you need extra support you can also speak to one of our Student Advisers. We are here to listen and respond to any concerns or support you may require.

Student Advisers can help with a range of services such as Support with personal issues such as housing needs or mental health worries or seeking access to counselling or financial support.

Our counselling teams provide confidential impartial and free counselling for students who need someone to talk to about any topic causing them to feel unsettled upset angry or anxious, or that may be affecting their ability to concentrate or study.

Additional Learning Support

You may need or want to ask for extra support to help with your learning needs. Our dedicated team of Learning Support Assistants (LSAs) have a wealth of experience in supporting students with learning difficulties and disabilities.

We may be able to offer:

- Use of assistive technology
- Special exam arrangements for those that need them

To discuss any extra support, you may need please speak to your lecturer or trainer who will refer you to the right team at either Eastleigh College, Southampton College, Fareham College, CEMAST and CETC.



> Financial Support

You may be entitled to financial support if you are on a funded course, or one paid for with an advanced learner loan. We are here to make sure financial concerns do not interfere with your study and all centres offer confidential and free advice on fees, bursaries and emergency funding.

The 19+ Discretionary Student Support Fund provides financial support to eligible adult learners facing financial hardship. Assistance may be available for essential study-related costs, including travel, equipment, books and childcare for students aged 20 and over. All applications are assessed individually, and support is awarded based on financial need and available funding.

- For individuals entitled to a fully funded qualification, you may be entitled to full financial support on courses related costs.
- For individuals entitled to a co-funded qualification, who have a household income at or below the College's financial support threshold, you may be eligible for assistance towards course-related costs.
- For all individuals accessing either full or co-funding, who have a household income at or below the College's financial support threshold, you may be eligible for support with childcare costs while studying (for students aged 20 and over).

To be eligible to apply you must be:

- Aged 19 or over at the start of your course.
- Studying a 'funded' FE course at one of our SHCG Campuses. (Students studying Apprenticeships or Higher Education courses are not eligible).
- UK resident or meet sufficient residency criteria.

Students enrolled on an adult course alongside their Higher Education or Apprenticeship programme may still be eligible for financial support.

For more information regarding financial eligibility, please click the link below.

SHCG – Financial Support

> Travel and Parking

Arrangements for travel to and parking availability are different for each College, please follow the below link for your place of study to find the details for that College.

There is a wide range of parking in the evenings for adult courses. Click the links below to find out.

Eastleigh College
Getting Here

Southampton City College
Getting Here

Fareham College
Getting Here

CEMAST
Getting Here

CETC
Getting Here

> Learning Centres

All the books, e-books and online resources you will need for your course are available in the Learning Centres at each site and our team of friendly, helpful staff will support you in any way they can. There are plenty of computers, laptops, printing and scanning facilities, and study areas so you can work in small groups or use our Quiet Zone for individual study.

The Learning Centre staff also offer a range of workshops and 1-2-1 tuition to help you with your studies on subjects such as research and digital skills, online resources and referencing.

> Faith and Reflection

All of our sites for each College have faith and reflection rooms with keys available for students from the student support services.



> Services and Facilities

As a South Hampshire College Group student you are able to access a number of services and facilities as you complete your studies.

Each College may have a section of commercial outlets that you may access.

> Wi-Fi

Free Wi-Fi access is available to students across all of our Colleges.

> Food and Drink

Each of our Colleges has facilities for hot and cold food and drinks and snacks. Your lecturer or trainer will make clear how you access these facilities during your induction. There are also restaurants and dining facilities at all of our Colleges that are open to the public. Run by our own hospitality and catering students they provide food of the highest standard at very reasonable prices. We suggest booking in advance to guarantee a table!

> Hair and Beauty Salons

There are salons available at each of the Colleges, with services provided by our own Hairdressing, Barbering and Beauty students. Each College does vary slightly in their offering, but all are open to the public at subsidised prices so be sure to visit yours to find out about the treatments and services they provide during your induction.

> E-Support

Our Colleges use a range of online support systems for students for example Pro Portal, MOODLE, EQUAL and Canvas. The use of the systems that will be applicable to your course will be explained to you by your lecturer or trainer during your induction.

Ensure you have a device suitable to complete tasks such as a computer or a laptop, have safe access to the internet and a suitable set up, for example, a chair that supports your back or placing yourself near a power source if you will need to charge your device.

If you are using a public or shared computer at a library ensure you log out after you have finished and that the IT equipment you are using is trusted.



> Safeguarding

South Hampshire College Group holds, as one of its highest priorities, the health, safety and welfare of all young people and vulnerable adults involved in courses or activities that the Colleges are responsible for. We are committed to promoting practices that protect young people and vulnerable adults from abuse, neglect or significant harm and to the creation of a safe environment for young people and vulnerable adults through robust safeguarding practices.

Safeguarding is the action that is taken to promote the welfare of children and young people and protect them from harm, including:

- Protecting children and vulnerable adults from abuse and maltreatment.
- Preventing harm to children's health or development.
- Ensuring children grow up with the provision of safe and effective care.
- Taking action to enable all children and young people to have the best outcomes.

We recognise the importance of supporting our students to develop the skills and knowledge to stay safe both in and outside of their Colleges; understanding that safeguarding concerns can occur in a variety of settings including the digital environment.

College staff recognise and accept their responsibility to develop an awareness of the risks and issues involved in safeguarding.

As an education provider and in accordance with the relevant government legislation the Colleges are committed to working with Hampshire Safeguarding Children Partnership and other agencies to ensure the safeguarding of it's students.

> Safeguarding Contacts

Eastleigh College

07535 056 856
safeguarding.EC@shcg.ac.uk

Fareham College

07596 858 479
safe.FC@shcg.ac.uk

Southampton College

07900 684 493
safeguarding.CCS@shcg.ac.uk

CEMAST

07596 858 479
safe.FC@shcg.ac.uk

CETC

07596 858 479
safe.FC@shcg.ac.uk



> Support for Mental Health and Wellbeing

Please use the following links for support whilst studying with us:

www.italk.org.uk **Student Support**

We would also recommend contacting your GP for further advice and guidance.

> British Values

Democracy

Democracy is a system of government in which the supreme power is vested in the people, and exercised directly by them, or by their elected agents, under a free electoral system.

The Rule of Law

The rule of law is simply defined as a principle that all people and institutions are subject to and accountable to law, that is fairly applied and enforced.

Individual Liberty

The state of being free; enjoying various social, political, or economic rights and privileges outside of government control.

Mutual Respect

And tolerance of those of different faiths and beliefs, and those without faith promoting the ability to recognise and tolerate the opinions or behaviours of others, regardless if one dislikes or disagrees with them.

The College seeks to create an environment that:

- Enables students to become valuable and rounded members of society, who treat others with respect and tolerance, regardless of background.
- Celebrates difference and promotes diversity.

> Prevent (from radicalisation)

The Prevent Duty

All Schools and Colleges are subject to a duty under section 26 of the counter terrorism and Security Act 2015 (the CTSA 2015, in the exercise of their functions, to have “due regard to the need to prevent people from being drawn into terrorism”). This duty is known as the Prevent Duty.

Preventing Radicalisation

South Hampshire College Group uses the following accepted Governmental definition of extremism which is:

- Vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. This also includes calling for the death of members of the armed forces.
- As a group of Colleges we recognise that extremism and exposure to extremist materials and influences can lead to poor outcomes for students and so should be addressed as a safeguarding concern.
- As a group of Colleges we recognise that failure to challenge extremist views may lead to failure to protect students. Extremists of all persuasions aim to develop destructive relationships between different communities by promoting division, fear and mistrust of others based on ignorance or prejudice and thereby limiting the life chances of young people. Education is a powerful weapon against this; equipping people with the knowledge, skills and critical thinking, to challenge and debate in an informed way.

South Hampshire College Group will provide a broad and balanced curriculum, delivered by skilled professionals, so that our students are enriched, understand and become tolerant of difference and diversity and also to ensure that they thrive, feel valued and not marginalised.

Our Colleges are aware that people can be exposed to extremist influences or prejudiced views from an early age which emanate from a variety of sources and media, including via the internet, and at times students may themselves reflect or display views that may be discriminatory, prejudiced or extremist.

Any prejudice, discrimination or extremist views, including derogatory language, exhibited by students or staff will be challenged and where appropriate dealt with in line with the our Colleges disciplinary procedures for students and staff. Refer to the Equality and Diversity Policy and Procedure for further information.



Your Next Step

Career

As a student at South Hampshire College Group you will benefit from a wealth of advice and guidance to help prepare for your next step whether this is into new employment, an apprenticeship or further study within an industry area or at University.

Each of our Colleges has a dedicated student team providing all our students - including part-time students and apprentices - with careers advice and employability opportunities.

Whatever your future plans, we'll help you lay the foundations to achieve a career that's right for you. From attending careers events and drop-in sessions to taking part in volunteering or work experience, you will have opportunities to further enrich your employability skills and help make you work-ready.

These teams offer advice with:

Career Advice

Impartial careers advice is available to all students, helping you make informed choices about your future progression. Drop-in sessions and confidential guidance interviews are also available.

Higher Education

Many of our students choose to progress onto university following completion of their Level 3 course. Support is available for students considering Higher Education, including help with researching universities, UCAS applications and personal statements.

Employment and Apprenticeships

Students who wish to progress onto an apprenticeship or into new employment can take part in confidential guidance interviews and find out about apprenticeship vacancies via your Careers team at your local College.

Other services include:

- Promoting part-time job vacancies to fit around College studies.
- Finding volunteering opportunities or charity work.
- Signposting to relevant external resources and opportunities.



Important Campus /Contact Information

Online Learning

onlinelearning.adult@shcg.ac.uk
debbie.waring@shcg.ac.uk

Eastleigh College

Finance Contacts

studentfinance.EC@shcg.ac.uk

Work Experience Teams Contacts

wexadmin.EC@shcg.ac.uk

Careers Advice and Guidance Contacts

careers.EC@shcg.ac.uk

IAG

iag.EC@shcg.ac.uk

Fareham College

Student Services Contacts

studentinfo.FC@shcg.ac.uk

Finance Contacts

finance.FC@shcg.ac.uk

Work Experience Teams Contacts

workplacements.FC@shcg.ac.uk

Careers Advice and Guidance Contacts

info.FC@shcg.ac.uk

Southampton College

Student Services Contacts

learningsupport.CCS@shcg.ac.uk

Finance Contacts

pastoralsupport.CCS@shcg.ac.uk

Work Experience Teams Contacts

studentfinance.CCS@shcg.ac.uk

Careers Advice and Guidance Contacts

studentfinance.CCS@shcg.ac.uk

work.experience.CCS@shcg.ac.uk

careers.CCS@shcg.ac.uk

Further Student Support information click [here](#)



Safeguarding Contacts

Online Learning

Tracey McAdam
Director of Safeguarding
tracey.mcadam@shcg.ac.uk

Eastleigh College

For urgent enquiries call 07535 056 856
For non-urgent enquiries email
safeguarding.EC@shcg.ac.uk

Tracey McAdam
Director of Safeguarding
tracey.mcadam@shcg.ac.uk
Victoria Fitzgerald
Deputy Safeguarding Lead
victoria.fitzgerald@shcg.ac.uk

Southampton College

For urgent enquiries call 07900 684 493
For non-urgent enquiries email
safeguarding.CCS@shcg.ac.uk

Tracey McAdam
Director of Safeguarding
tracey.mcadam@shcg.ac.uk
Michelle Stocker
Deputy Safeguarding Lead
michelle.stocker@shcg.ac.uk

Fareham College, CEMAST and CETC

For urgent enquiries call 07596 858 479
For non-urgent enquiries email
safe.FC@shcg.ac.uk

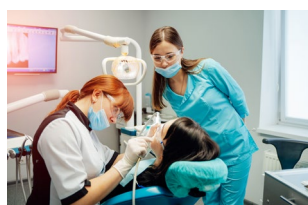
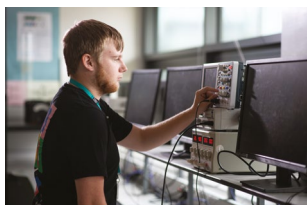
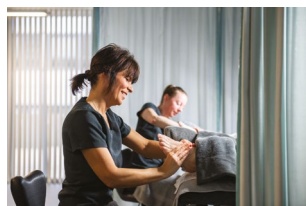
Tracey McAdam
Director of Safeguarding
tracey.mcadam@shcg.ac.uk
Simone Hardy
Deputy Safeguarding Lead
simone.hardy@shcg.ac.uk



> Your Future



AEROSPACE ENGINEER
 BEAUTY THERAPIST
 CARPENTER
 CHEF
 COMPUTER PROGRAMMER
 DENTAL NURSE
 DESIGN ENGINEER
 EARLY YEARS TEACHER
 ELECTRICIAN
 GAS ENGINEER
 HAIR STYLIST
 MARKETING ASSISTANT
 MOTOR MECHANIC
 NURSE
 PERSONAL Lecturer
 PLUMBER
 TEACHER



We looking forward to welcoming you
 to South Hampshire College Group
 and wish you every success with your
 studies and career progression.



**EASTLEIGH
COLLEGE**

Chestnut Avenue
Eastleigh
Hampshire
SO50 5FS

**FAREHAM
COLLEGE**

Bishopsfield Road
Fareham
Hampshire
PO14 1NH

**SOUTHAMPTON
COLLEGE**

St Mary Street
Southampton
Hampshire
SO14 1AR

CEMAST

1 Meteor Way
Broom Way
Lee-on-the-Solent
Hampshire
PO13 9FU

CETC

3 Meteor Way
Broom Way
Lee-on-the-Solent
Hampshire
PO13 9FU