



Learner's Handbook

**Whitby & District
Fishing Industry Training
School**

Ref: NVQcourse



European Union



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Welcome to Whitby & District Fishing Industry Training School

As Chief Executive I am delighted that you have chosen to study with Whitby & District Fishing Industry Training School. You now have an excellent opportunity to do well. We at the school are totally committed to you, and as our learner you can be assured of support at all times.

The school has seen many changes over the past seven years. We achieved a 'Satisfactory' Adult Learning Inspection result in April 2006, improving to an Ofsted inspection grade of 'Good' in 2008.

We are pleased to announce that we have also been successful in achieving the "Customer First" Quality standard.

We have also achieved one of the highest quality inspections in the United Kingdom when the school was inspected by the Sea Fish Industry Authority.

Our tutors all come from a seafaring background of some kind. We are pleased that we have Master Mariners, Merchant and Royal Navy, Coastguards and fishing skippers amongst our teaching team. They have all experienced working life at sea and have the qualifications, experience and training to support you through to your successful diploma completion.

Whilst you train and reside in Whitby, we can also offer homely lodgings with excellent support from our landladies and landlords as well as our pastoral care team who are on call to help you.

You could not be in better hands.

Anne Hornigold
Chief Executive

Induction

Our induction programme is planned to enable you to settle into School quickly by giving you information on:

- The School
- Your programme of study
- Your responsibilities
- How we will support you

The induction will also help you develop a sense of belonging and group identity which should help you enjoy your time in School and achieve your goals.

Tutorial Support

As a full time learner you will have access to our Training Co-ordinator who will help you to set and manage your learning targets to make the most of your time in school and within your placement. You will also be assigned a Mentor, a tutor who will keep in contact throughout the whole of the course to guide and encourage you through the learning process.

The Diploma qualification

The Cadet will undertake various lessons around knowledge based and competence based units:

Mandatory units:

- Survival in the water during maritime emergencies
- Emergency first aid in response to maritime accidents or medical emergencies
- Maritime fire prevention and fire actions
- Maintain your own work practice
- Maritime security
- Communicate using equipment and visual means
- Maritime sector overview
- Maritime employment, environmental health and safety practice
- Vessel ropework and anchoring and mooring operations
- Securing a vessel for passage
- Assist with a vessel's navigational watch
- Vessel's construction and stability

Fishing pathway units:

- Assemble, operate and maintain fishing gear
- Receiving handling and stowing the catch on a fishing vessel

Functional Skills

Functional Skills will be introduced at an early stage in the first period and will be expected to be completed by the end of the classroom period in order that sea duty is not interrupted.

You are required to complete two units in functional skills – English and Mathematics.

This work is also examined and a certificate sent to the school. If you currently hold qualifications higher than these functional skills, you may be exempt from undertaking this work.

Once all these units are completed and your certificates issued for VQ and Functional Skills, the certificates are then sent to the issuing authority who will issue your Diploma certificate – then you're qualified!

Work Placements / Job Seeking

The school will find the most suitable work placement for you and you will find that you gain experience on a variety of vessels. Once you are near the completion of your qualification, the school will assist you in gaining a permanent crew position wherever possible. It is not unusual that, if you gain good experience and prove yourself to the Skippers, you will be offered a full time crew position on a vessel. To date we have not had a learner who has fully qualified who has not been offered a position. Should you decide to move closer to home and gain employment there, or if you decide to progress further into the maritime industry, the school will provide references for you for up to five years.

Training Allowance

Learners aged 19+ years will receive £40 per week during their learning period at the school. Learners aged 16-18, whose family can provide proof of receipt of benefit may receive up to £30 per week.

The allowance is payable at the end of each Friday afternoon.

Subs and Loans / Budgeting

The School will not, with the exception of extremely extenuating circumstances, give a sub or loan of money to any learner. Learners must not loan money or possessions to another learner. Learners must not ask their landlady/landlord for a sub or a loan.

Your allowance must be budgeted to cover such items as:

- Mobile phone
- Toiletries
- Replacement clothing
- Lunches (you have access in the School to a kitchen with fridge and microwave oven)
- Cigarettes
- Social drinking (if you are 18 or older)
- Any other personal items you may require.

If you spend all your allowance straight away, you will have no money for the remainder of that week – so plan carefully.

Learner Support Funds

The learner support funds are paid to learners only for specific reasons:

- Travel costs to/from the School to attend the school or return home for holiday breaks (or other breaks as agreed by the School). Should you decide to travel home during your training and it is not during times set and agreed by the school, you must pay your own costs.
- Protective sea-going gear – this will be provided and you must sign for this. Any loss must be replaced at the learners' cost. If you leave your learning for whatever reason, the gear must be returned to the school or paid for in full. When you gain your Diploma the kit becomes your own to keep.

Learner Incentive Scheme

Whilst you are a Cadet at the school you will receive a training allowance. Whilst you are in a placement on a fishing vessel, the Skills Funding Agency does not allow for you to be paid a wage.

The work on board is rigorous with unsociable hours and if you work hard then it is felt you should gain some reward. A scheme has been devised whereby you can receive an incentive payment and it works like this:-

- When you complete some work experience at sea, the skipper, if he considers you have worked well and deserved payment, will arrange for a payment to come directly to the school to be saved on your behalf. The payments will accrue until you complete the qualification in its entirety and then you will qualify to receive the amount.
- If you leave the course part way through, by choice or due to being dismissed, you will forfeit the incentive payment.
- When you have gained the full qualification the amount saved for you will become payable in full. The amount may be helpful to you at the end of your training as you may want to find your own accommodation in this area or elsewhere and need a bond and rent to start you off.

Accommodation

Upon arrival at the School, you will be assigned to accommodation within the town or nearby villages. The accommodation varies but is all of good standard, safe and warm. You must take care of your room, you are expected to keep it clean and tidy at all times. Speak with your landlady/landlord regarding her/his house rules – these are the rules you must live by whilst you board with them. Complaints from landlady/landlords will be given a dim view of and you will be called to account. Your accommodation payment is paid for directly from the school and covers bed, breakfast and evening meal. Let your landlady/landlord know of any allergies or extreme dislikes of food you may have and then otherwise accept what you are given. Any snacks you may require whilst staying in your accommodation are at your cost and you must purchase these yourself. You cannot consume food and drink which belongs to the accommodation.

The payment also covers bed linen and towels and access to a washing machine and drying facilities. Some accommodations prefer to arrange when you use their appliances so check carefully.

Pastoral Care Team

Many learners are away from home for the first time and may find the changes overwhelming and difficult and the School recognises this. Some learners will have left difficulties behind and need a little extra support during this time.

You will have the extra support of our Pastoral Care Team – they are on call via a rota and can help you with any out of school difficulties you may have. We all have families of our own and can assist you where necessary.

The team is in contact with the School and the accommodation providers to work together to help get you settled, but be reassured that we work confidentially and anything of such a nature will remain confidential.

Parents

We think that a strong partnership between the School and parents or guardians of learners below the age of 18 is essential for ensuring the learner's success. You will:

- Be included at the interview stage to ensure you understand what support we can offer your son/daughter
- Be contacted if any formal disciplinary action is taken against your son/daughter
- Be contacted if your son/daughter's attendance is causing concern.
- Be contacted if your son/daughter's behaviour is causing concern.
- Please contact us if there are any changes in circumstances at home, particularly if this may affect your son/daughter's attendance or progress
- Contact us if you have any concerns regarding your son/daughter. The School is pleased to work together with you to reassure you and to ensure your son/daughter receives appropriate support to stay on the course and achieve their Diploma
- And finally, we will be pleased to contact you to let you know how well your son/daughter is doing.

Health and Safety

The School attaches the greatest importance to the health, safety and welfare of its staff, learners and visitors and considers it essential that the management, staff and learners should work together to achieve a safe and healthy environment for themselves and others. A copy of the Health and Safety Policy and full H&S training and discussions will take place during your induction.

Furthermore, all Cadets are required to complete four basic safety courses before being placed on board a vessel. These are:

- Health & Safety for New Entrants
- Basic Fire Fighting
- Basic Sea Survival
- Basic First Aid

The Maritime and Coastguard Agency require that you successfully complete these courses before you are allowed to go to sea.

Fire Drill and Evacuation

The fire drill and evacuation procedures will be thoroughly advised to you during your induction. Learners must follow these rules to the letter.

Ensuring equality of opportunity within the learning process

We operate and promote a policy of equal opportunities throughout the whole of the work-based learning process. This is reflected in our recruitment practices where we welcome applications from all persons regardless of sex, marital status, race, disability, colour, age, sexual orientation, nationality or ethnic origin. We aim to treat learners fairly and equally during their learning programmes and ensure that they know what to do if they have a complaint. W & D F I T S has an anti-bullying and harassment statement within its Equal Opportunities policy. We trust that your commitment to ensuring equality of opportunity will be the same as ours.

Quality Improvement System

The staff at the School are committed to maintaining and improving the quality of teaching and learning for Cadets and to achieve this we have developed a Quality Improvement System. For this to be effective this requires you to help us.

From time to time during your learning you will be asked to fill in a questionnaire expressing your views about the school and your accommodation. The information you give us will help the School see how to ensure everyone is getting the most from what it provides. Your answers will be kept confidential.

Complaints

If you are not satisfied with any aspect of your learning whilst at School, you should discuss this with your Training Co-ordinator. If you prefer to speak with someone outside the learning area, you can contact our Administration Office who will assist you.

If you feel your problem has not been resolved, you can then make a formal complaint. Speak directly with Anne Hornigold, Chief Executive who will deal with the matter. If the complaint continues to be unresolved, it will be escalated to the Board of Directors who will make a final decision.

Conduct

The School has certain expectations about the behaviour of its learners, which are based on courtesy and common sense.

You will be given a copy of the “Code of Conduct” for learners at the school. The rules within this Code are mandatory and will be fully explained and discussed during your induction. You will also be given written advice of Disciplinary Procedures at your induction.

Also, there are a number of general rules and regulations that you must follow:

- There is a no smoking policy throughout the school and the whole building. Smoking in any part of the school building is strictly prohibited. Smokers should use the area outside the fire exit on the first floor. Your accommodation provider will let you know if and where you may smoke at your accommodation. Smoking can be dangerous on any vessel and the vessel's rules controlling smoking and the use of naked lights or unapproved electric torches must be scrupulously obeyed.
- The playing of personal radios, CDs, MP3s etc. is not permitted in classes. Mobile phones must be switched off when attending class or any other learning environment.
- Consumption of food and drink is prohibited in the main lecture room and must be consumed within the confines of the kitchen.
- All litter is to be placed in waste paper bins provided. Food waste is only to be placed in the kitchen bin. Under no circumstances should litter of any kind be left lying around the school.
- Learners will be responsible for the cost of repair of any damage done by them to furniture, fittings, equipment, books etc. and for loss of any School property entrusted to their care. Malicious damage to property will in every case be treated as a disciplinary offence.
- The School has a right to stop students and request a search in defined circumstances (reserving the right to require a learner suspected of carrying drugs or weapons to leave the premises immediately; to inform the police of any such suspected behaviour). The School reserves the right to draw adverse inferences if the learner refuses.
- The School is a place of learning. All who attend here need to feel secure. Learners should only use the designated entrances and should carry their Identification Card with them at all times.
- Learners must attend each class punctually. Absence or lateness for any reason should be reported to the Administration Office.

- Any change of address, mobile telephone number or other personal circumstances must be notified to the Administration Office immediately.

- Personal effects must not be left within the School. Should a learner be dismissed, any personal effects left at their accommodation will be collected by the School and held for 12 weeks pending arrangement for collection by the learner. Failure to collect personal items after this time will result in disposal of all items.

Internet Access Regulations

The internet is a powerful communication medium that the School uses to support learning. Whilst the School is keen to ensure as many learners as possible have access to the internet to support their learning, its use is primarily for this purpose only.

Access to the internet is subject to the School's acceptable use rules. No learners should attempt to access the websites that include any of the following topics or subjects:

- Any illegal activity
- Sexually explicit content or pornography of any type
- Games except in an environment approved of and monitored by School staff
- Personal dating services
- Sexuality/lifestyles and chat lines/rooms
- Any other inappropriate personal use not related to School business without management approval.

Access or attempted access to any of the above or similar sites will be treated as breach of Code of Conduct. Internet activity is monitored. Failure to comply with this policy will lead to disciplinary action.

What we expect from you

We aim to provide a calm, orderly and welcoming School where everyone is able to succeed to the best of their ability. Your part in this is to:

- Be responsible for your own learning; attend classes promptly and work to the best of your ability to do as well as you possibly can
- Sign a learning agreement form which shows the qualifications you will work towards
- Submit only your own work, completed on time
- Tell us if you cannot attend class or work placement for any reason and provide evidence where possible
- Undertake an ENG1 medical examination. Tell us about any medical conditions which might have an effect on the H&S of other learners, staff, visitors or crew.
- Behave in a considerate way whether in School, at your accommodation or out and about.
- Carry your ID card at all times
- Follow all the rules of the School's Code of Conduct
- Eat and drink only in the area of School set aside for this
- Smoke only in smoking area
- Not to use mobile phones in School
- Look after your own property
- Tell us where you are at all times. Let us know if you intend to leave the course before it finishes
- Return all School property, sea going gear, books and other study items if you leave before the course finishes. Return all items with the exception of the sea going gear if you qualify.
- Tell us what you intend to do when you leave the course.

What you can expect while you are studying with us

- High quality teaching
- To be told deadlines for handing in work or completing tasks
- The specific accommodation and classroom resources which you need to succeed
- All the support which you need, learning support, study skills, tutorial support, personal counselling
- Regular reviews, assessments and progress reports from your tutors and the Training Co-ordinator and a chance to discuss your progress
- Equal treatment whatever your age, gender, disability, ethnic origin, socio-economic background, marital status, religion or sexual orientation
- To be asked about the quality of your course, accommodation and work placements

What you can expect from us at the end of your study with us

- Help with gaining a full time deck hand job
- Career path advice and help with applying for alternative maritime employment.
- Confidential references to prospective employers for up to five years after the end of your study
- Help with finding your personal accommodation (flat, bedsit, lodgings) if you remain in the Whitby area
- The School has an 'Open door policy' to provide ongoing personal support if required

Further Information

Thank you for taking time to read this handbook which we hope that you have found informative. If you have any questions or would like any further information on any aspect please do not hesitate to contact us at the address shown below:

Whitby and District Fishing Industry Training School Limited
Whitby Mission and Seafarers' Centre
Haggersgate
Whitby
YO21 3PP

Tel. 01947 825871
Mobile: 077969 43996
Email: info@whitbyfishingschool.co.uk

