

Welcome to the Higher National Diploma (HND) in Animal Management

Congratulations on your offer of a place on the above course. If your offer is conditional, we hope that you achieve the required qualifications and decide to join us at Wiltshire College and University Centre (WCUC). To help you prepare for the course and the beginning of term, we would like to provide you with some further information - please be sure to read it all and give us a call if you have any questions.

Where will I study?

You will study at our Lackham Campus, Lacock, Nr Chippenham, Wiltshire, SN15 2NY.

What is the cost of my course?

The fee for a UK/EU student on the first year of the course is £6000 per year.

When will I enrol on my course?

Online enrolment opens on Monday 19 August and if you are either holding an unconditional offer or have met the conditions of your offer, you will be emailed a link to enable you to complete the enrolment form (if your offer is confirmed later than 19 August, you will be emailed the link at this point). Please check both your inbox and junk folder of the email account you used for your application and let HE Admissions know if you change email details.

Enrolment is an important step and will allow us to set up a Student Account for you ready to start your course. You will be asked to read and digitally sign a range of documents which will complete your enrolment onto your chosen course. You will need to be enrolled to participate in your university induction.

Induction Day

We will be holding an Induction Day for all Higher Education students on **Tuesday 10 September** at Wiltshire College & University Centre Chippenham, Cocklebury Road, Chippenham Wiltshire, SN15 3QD.

You will need to arrive between 9am – 9:30am. The day will start at 10am and will finish at approximately 4:00pm. Please sign in at the main reception and you will be directed to the induction event. The induction will be where we introduce you to our communication processes and our digital tools for the various kinds of support we offer. This is a crucial and compulsory day which you must attend and is considered your first day of study with us. During induction we will also ask you to check you can receive student email and Microsoft Teams communications on your mobile devices, as well as confirming any reasonable adjustments or government support for special educational needs and/or disabilities.

There is parking on site and the campus canteen will be open for refreshments.

Trowbridge Campus

College Road, Trowbridge,
Wiltshire, BA14 0ES

Chippenham Campus

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Salisbury Campus

Southampton Road, Salisbury,
Wiltshire, SP1 2LW

Induction Day forms just one part of your University Centre induction with us here at WCUC. Induction lasts for around 6 weeks and during this time we will signpost you to various online academic study resources you can access, as well as some class-based information sessions.

When does my course start?

Your course teaching will start on Monday 16 September. Please go to reception for 9.15am to meet Katrina Willis, your tutor. You will be given a timetable at the start of the course but should plan to be in college each week on Mondays, Tuesdays and Thursdays.

What can I do to prepare for my studies?

Having access to a computer or laptop is critical for higher education study. Much of the course material is made available to you through the College's virtual learning environment on Microsoft Teams. Office 365 and TEAMS are the main software used in the course.

The College has wi-fi zones, for example in the library and the Higher Education spaces, which will enable you to connect to the internet and the College network. The College can help configure your laptop to ensure that you can access the network; details will be made available to you at induction.

Equipment you need to bring with you

You will need general stationery e.g. pens, pencils etc, and writing paper. It is strongly advised that you take notes within classes and handouts will often be provided. To ensure your notes are kept in an easy-to-use format, it is advised that you have an A4 Leaver Arch File with dividers.

Your proposed reading lists and resources:

You may wish to purchase books but there is no single core course text. You will be given suggested reading lists for each module at the start of the course, produced by your Programme Leader and the awarding organisation. There is no requirement to purchase these texts, as our Learning Resource Centre is stocked with a range of publications, e- books and journals, free of charge. However, if you wish to purchase a book, to do some background reading over the summer, consider purchasing a general biology textbook or a biology dictionary. Aim for A level or Advanced standard – there are many different formats to choose from. Consider that the first-year units include anatomy, nutrition, behaviour, health & welfare, and animal nursing. Alternatively, there are a lot of good academic websites which can be used for general background reading in animal management.

Additional costs:

- Personal Protective Equipment is required to work in the animal centre i.e. work trousers (we advise not jeans) and a navy jumper, coat, plus steel toe capped boots or wellies. Some students also opt to purchase college tops at the start of the year, but it is not compulsory to do so and is dependent on supply. We also carry out a number of laboratory practical in both year 1 and 2. If you can bring your own laboratory coat it would be helpful, however we have some spares. We will provide any other PPE required.

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- Print vouchers (for use on college photocopiers and Printers) - all students are provided with some printing credit, once used additional printing credits can be purchased from Student Services in values of £5, £10, or £20.
- Trips and visits during the year, to be confirmed in September – you can pay for these in the online shop.

UCAS Track and Exam Results

Exam Results (conditional offer holders only)

Exam results for many students holding conditional offers are supplied through UCAS and you will start to notice through the summer that your places become 'confirmed' on UCAS track as and when we receive your results.

UCAS, however do not supply us with all exam results and you are advised to check with UCAS to see if you need to send any of your results directly to us. If so, please scan and send copies of these to HEadmissions@wiltshire.ac.uk as soon as available.

Results should be official – either in the form of certificates, results slips or transcripts. In the event that none of these are available we will be happy to accept written confirmation on headed paper from your school or college.

Please remember that you should aim to get your results to us before the 31 August where possible. Please contact HE Admissions if you are unable to meet this deadline.

Student Finance

If you are planning to apply for student funding but have not yet done so, it's not too late! We suggest that you apply as soon as possible to limit delays in your funding at the start of your course. You can apply online at: www.direct.gov.uk/studentfinance.

When do you get your student loan (maintenance loan)?

You will get your loan once your enrolment is complete and we have confirmed your attendance on the course. The first instalment of your maintenance loan will be paid to you within 5 working days. Tuition fee loans are paid direct to the University. If you withdraw from your course, you will be liable for course fees as outlined below.

Students have a 14 day grace period from enrolment where their fee liability will be 0% if they decide to withdraw (or £35 administration charge if a refund is required)

A student withdrawing in term 1 will be liable for 33% of the fees
A student withdrawing in term 2 will be liable for 67% of the fees
A student withdrawing in term 3 will be liable for the full year's fees.

You should also be aware that the College is legally required to share information about your enrolment with certain statutory bodies including the Student Loan Company (SFE) and the UK Border

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Agency. Please note that if you are withdrawn from the course, whether voluntarily or because the College requires you to do so, we will be obliged to report this to the appropriate agencies.

Bursaries and scholarships

As a Wiltshire College student, you may be able to apply for a bursary. Applications can be submitted via the online portal which opens on 1 September and closes on 31 October [Bursaries | Wiltshire College & University Centre](#).

We offer 2 types of bursaries as below:

Progression Award - This is an award for students who have achieved a level 3 qualification at Wiltshire College within the last 5 years and who are now studying their **first** year of higher education with us. The Progression Award is only available to **first** year students who have a household income under £25000 per annum and the award for eligible students is £500.

Wiltshire College Bursary - This bursary is available for **first** year students who are ordinarily resident in the UK with a household income under £16000 per annum, who are paying their own tuition fees (or taking out a student loan) **and** who meet one of the following criteria:

- Care leaver or looked after child
- You or your family are in receipt of a means tested benefit
- In receipt of DLA or ESA
- From a low participation neighbourhood

The Wiltshire College Bursary is £500.

Students with Additional Learning Support Needs

We believe in supporting all our students as best we can throughout their study. Sometimes this support needs to be more personalised to better meet their needs. If you feel this may apply to you, please contact HEAdmissions@wiltshire.ac.uk to request an ALS contact form.

If you think you will need extra support whilst studying, please apply for DSA (Disabled Students' Allowance) from Student Finance England. More information can be found here <https://www.gov.uk/disabled-students-allowances-dsas/overview>

Students applying for DSA will be required to have an external assessment. There is a charge for this assessment and whilst we can advise who to contact, we cannot provide the external assessment within the college so this needs to be arranged by you with support at the above link.

The DSA application process is quite a lengthy one and students are advised to apply prior to starting studies to ensure that adequate support can be put in place as close to the start of term as possible.

Countdown Checklist

Have you:

- Applied for your student finance (tuition fee loan and maintenance loan) and DSA
- Sent us copies of all requested qualification certificates (if required)
- Applied for accommodation (if required)

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- Applied for student discount schemes
 - [NUS extra | TOTUM, UNIDAYS - Fast, free, exclusive discounts for students \(myunidays.com\)](#)
 - [Free Student Discounts | Valid 2024 Codes \(studentbeans.com\)](#)
 - [Extra Funding for University - The Scholarship Hub](#)
- Considered becoming a member of our HE Student Alliance? More information to follow!

Useful Contacts

- **HE Admissions at Wiltshire College and University Centre (0900 – 1630 Mon-Fri)**
Call 01225 756200, email: HEAdmissions@Wiltshire.ac.uk
- **Wiltshire College and University Centre Main switchboard (0830 – 1630 Mon-Fri)**
Call 01225 350035
- **UCAS: (0830 - 1800 Mon-Fri)**
Call 08714680468
- **Student Finance England: (0800 - 2000 Mon – Fri, 0900 - 1600 Sat & Sun)**
Call 0300 100 0607
- **Lauren Meek (HND programme leader):** lauren.meek@wiltshire.ac.uk
or **01249 466843**

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