



**SWANSEA  
COLLEGE**

*Building foundations for your future*

**DLC ONLINE COURSE  
GCSE & A-LEVEL  
STUDENT INDUCTION**

**WELCOME!**

# COLLEGE INFORMATION

## Main Campus

- 18 Mansel St  
Swansea  
SA1 5SG
- 01792 535000
- Course email: [onlinecourses@swanseacollege.com](mailto:onlinecourses@swanseacollege.com)
- Admin and finance queries: [office@swanseacollege.com](mailto:office@swanseacollege.com)
- Exam queries: [exams@swanseacollege.com](mailto:exams@swanseacollege.com)

# DISTANCE LEARNING COURSE (DLC)

- The information in this presentation is only for DLC enrolled students
- Note this course is an independent learning course
- You must complete the weekly assignments and pass the topic tests to progress

# STUDENT COMMUNICATION BOARD



- Scan the code on your device and bookmark this link.
- Regular updates will be posted here for students and parents
- Make sure you have you a pen and paper for this induction

# STUDENT COMMUNICATION BOARD



- Its important to regularly check this page for updates for all students and parents.
- Note this link is only for enrolled students, do not share this link

# Policies available on the Student Communication Board

- Admissions Policy , Student Attendance and Absence Policy
- Anti-bullying Policy and Student Behaviour Policy
- Complaints Policy and Procedure for Students and Parents
- Learning Policy – has been emailed, read the policy and make sure you complete the form in the policy and send it back to us by the end of day today ready to start class on **Monday**. This must be completed every academic year.

# Updating your records

You must keep us updated!

If your details change you must complete the student details form V2.

Every term we will ask you to confirm your details and if there are any changes



# Term Dates

Term dates for online courses are available to download from the student communication board.



# Timetable

## Plan ahead!

- ✓ **Its important to plan yourself, set 3 - 4 hours aside a week over 2-3 days to complete the weekly assignments for each subject.**

# CONTACTING YOUR TEACHER

- All queries for the online course must be sent to [onlinecourses@swansea.ac.uk](mailto:onlinecourses@swansea.ac.uk)
- Please note all college/teachers emails are monitored for quality and safeguarding reasons in line with our safeguarding and child protection policy.

# Online learning platform

## How to access the course

- You will receive a welcome enrolment email for each subject.
- A separate registration email will follow with your:
  - username
  - link to the course page
  - This link must not be shared with anyone
  - You can reset your password (recommended)

# Online learning platform

Home page → Dashboard

Swansea College

[Student Registration](#)

[Dashboard](#)

Swansea Online College



## Welcome to Swansea College – Distance Learning Courses (DLC)

Our DLC is unlike any other online course you have experienced before. We have gone above and beyond to ensure that each course is filled with engaging and informative content. From videos to PowerPoint presentations, worksheets, activities, homework, and even mark schemes, our courses are designed to provide you with a comprehensive learning experience.

One of the unique features of our DLC is the carefully designed **topic tests**. These tests serve as an excellent tool for tracking your progress and identifying any weaknesses in your learning early on. By regularly taking these tests, you can ensure that you are staying on track and addressing any areas that need improvement.

# Online learning platform

## Set your profile

Swansea College

[Student Registration](#)

[Dashboard](#)



Hello,  
Student First Name Student Surname



Dashboard

My Profile

Enrolled Courses

Wishlist

Reviews

My Quiz Attempts

Order History

Question & Answer

Calendar

Settings

Logout

Set Your Profile Photo

[Click Here](#)

### Dashboard



0

Enrolled Courses



0

Active Courses



0

Completed Courses

# **Online learning platform**

## **Tour of the platform**

# Online learning platform

## course expectations

- Two year Fast track course
- You are expected to complete 1 lesson each week

# Online learning platform

## course expectations

- One year fast track course
- You are expected to complete 2 lessons each week
- This is an intensive course
- Check term dates – you would complete;
  - AS content Sept – Dec
  - A level content January – April
- Exams in May/June



# Online learning platform

## - Q & A and Announcements

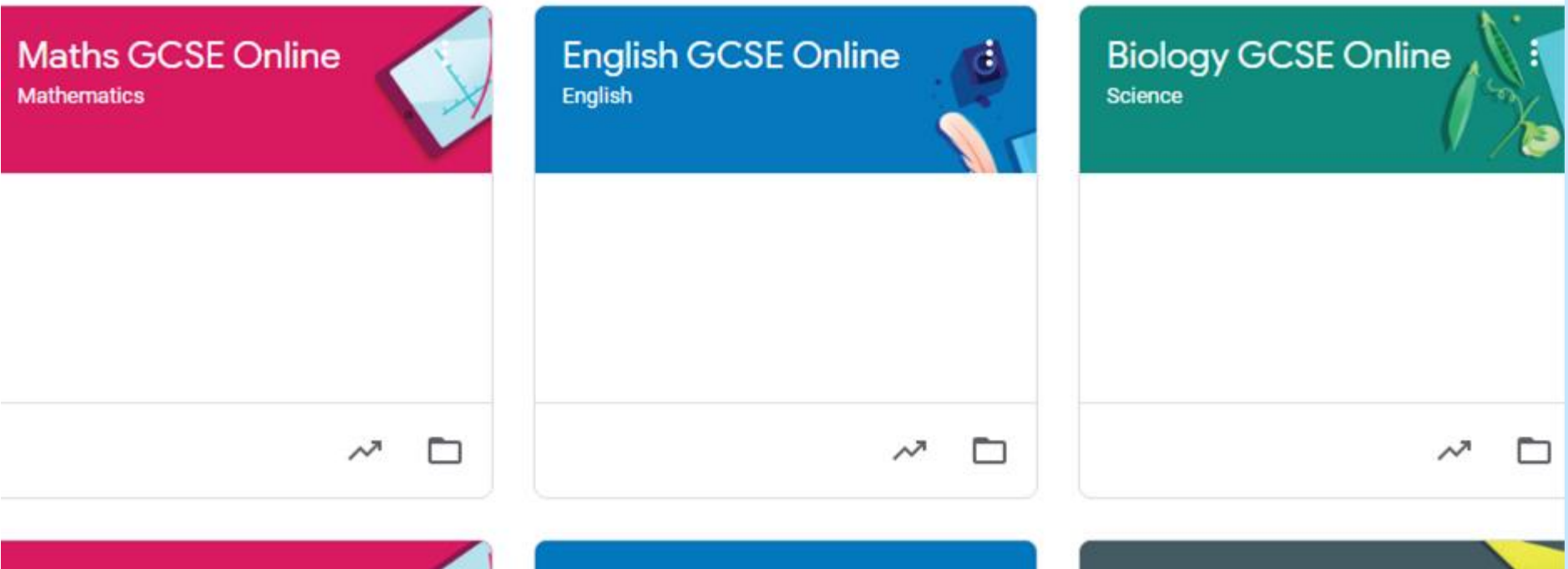
- Questions and Answer section
- You are able to ask generic questions in the Q & A section
- The questions and answers will be visible to all students and teachers.
- Once your question has been answered you will receive a notification by email

# Online learning platform

## - Lesson complete and self marking

- Once you have completed your classwork / homework its important you submit your work in the Google classroom as evidence (this is vital for us to track your progress against the learning platform)
- Once you have completed your classwork /homework, check against the mark scheme and see how you did. Its important to correct answers, so it makes sense when you go back to revise.

# Google Classroom



- A training video is available on each classroom!

# Google Classroom

- A link will be sent to you to join your relevant classroom
- Bookmark Google classroom on your desktop/laptop
- You can download Google Classroom app on your phone

# Online learning platform

## - Key Assessments

### Topic tests

- Each topic test has a pass mark, mentioned at the top of the test.
- Its important to pass the topic test to progress

# Online learning platform

## - Key Assessments

### **Mock Assessments (2 year course)**

- In year 1 mock assessments will be held at the end of the academic year in May / June
- In year 2 mock assessments will be held in December before the Christmas break
- see term dates

# Online learning platform

## - Key Assessments

### **Mock Assessments (1 year fast track course)**

- mock assessments will be held in December before the Christmas break and in April (see term dates)

# Classwork / Homework

## **Plan ahead!**

It is important to complete your classwork / homework on time.

You will have activities / homework each week for each subject.

**Tips** *“Have a weekly homework diary, note down your homework”*



# Exams

## Exam registration

You must register for your written exam by 26<sup>th</sup> January 2024

If your exam has an NEA / practical endorsement then you must register by 8<sup>th</sup> December 2023

**Further Information can be found on our website;**

**<https://www.swanseacollege.com/exam-booking-information>**

# College / UCAS application support

We are happy to help you apply to a University through UCAS if you need assistance.

**You can link with us on UCAS application by following the instructions below.**

- ✓ When you start your application they will ask you 'Are you applying from a school, college, or centre? Click Yes
- ✓ Next, they will ask you to enter a buzzword, please contact the college for that.
- ✓ Once you have entered the buzzword, it will then take you to a page where you can start completing your University Application Form.
- ✓ If you need us to review your personal statement, please contact the college
- ✓ You may wish to take a gap year going to university, you are welcome to come back as alumni and apply.

# Student discount card - Totum

You can apply for a Student card (previously called NUS Card)

<https://totum.com/>

Select: Swansea sixth form College as your education provider

Please note to enter the correct duration of your course, Totum will verify the information with us before issuing.

# Complaints Process

1. In order to create a calm, working environment, the College Complaints Procedure has been adapted to suit a student's individual needs.
1. Any student wishing to make a complaint can do so by emailing their complaint to: [complaints@swanseacollege.com](mailto:complaints@swanseacollege.com).
1. There is a policy in place, for dealing with students' complaints and, once received, the complaints procedure ensures that they are reviewed and resolved as soon as possible.
1. All complaints at Swansea College are dealt with seriously and treated confidentially.

## ***“The College ensures a Zero Tolerance Policy”***

The College will not accept:

- Swearing or rudeness to members of staff, other students or visitors
- Damage to equipment, whether deliberate or accidental
- Smoking either on the premises or within the vicinity of the site
- Coursework deadlines missed
- Truancy from lessons
- Low attendance
- Persistent lateness
- Bullying
- Inappropriate use of ICT
- Failure to follow instructions
- Plagiarism



**Do you have any questions?**