



STUDENT INDUCTION PROGRAMME

April 2019

INTRODUCTION

Welcome to ESBM's student induction programme. The purpose of this guide is to provide an overview of our facilities and introduce you to the procedural requirements for admission to the college.

MANAGING DIRECTORS' MESSAGE

It is my pleasure to welcome you to the college. We are a small and friendly college dedicated to working with you. Our aim is to make learning fun and enjoyable.

We are a well established school based in the heart of Leicester. We offer a range of courses tailored to suit your needs.

We offer General English classes from beginners to advanced, based on the Cambridge Exam Framework, all of which can be taught around your schedule, and by experienced, friendly and fully qualified teachers, therefore, providing a high standard of teaching.

Our members of staff are keen to help you maximise your learning experience and enjoyment during your stay with us.

INDUCTION PROGRAM

A tour of the facilities, covering: classrooms, the library, IT facilities, kitchen and common areas, designated fire exits and our fire assembly point.

You will have the opportunity to meet key team members, who will play an important role in your time at the College, including a welcome from the Managing Director, a meeting with the Director of Studies and College staff. Also, you will be introduced to our Administrative team who will be on-hand to answer all your questions and queries.

ENROLMENT & REGISTRATION

Our Administrative team will help you to fill out all necessary induction paperwork, which includes:

1. Student Application Form – Personal data, including contact details and next of kin.
2. Student Contact Form – for emergency contact details

STUDENT LEARNING PROCEDURES AND OUTCOMES

1. Placement Test
2. Initial Interview Assessment
 - a. To be conducted by the DOS once the placement test has been completed.
 - b. To be conducted on the same day as the placement test

3. Student to be referred to the class relevant for their needs and level.
4. Individual Learning Plan
 - a. To be completed by the student and teacher and include –
 - Targets for the course
 - Mid-course review (12 week+ courses)
 - Weekly assessment (End of unit test)
 - Final review to include follow up measures
 - To be completed and handed in to the DOS on a weekly basis for review

LOCAL AREA INFORMATION

Information will be provided on the city of Leicester including city attractions and information on transport facilities including the location of local bus and railway stations.

NATIONAL INSURANCE

National Insurances numbers are important both as a proof of identification and as your own personal reference number within the UK's social security system.

A National Insurance number is required when dealing with:

- HM revenue & Customs (HMRC)
- Your Employer (if applicable)
- Department of Work and Pensions (DWP)
- Your local Council if you wish to claim for a Council Tax Reduction/Exemption

To apply for a National Insurance number you will need to contact the Jobcentre Plus on **0845 600 0643**.

You can also visit the following page on the gov.uk website for further information:

<https://www.gov.uk/apply-national-insurance-number>

BANK ACCOUNTS

All major Banks are located within walking distance of the College, including:

- HSBC
- Barclays
- NatWest
- Santander
- Lloyds & TSB

In order to open a Bank Account, you will generally require two forms of Identification, a photo ID such as a Passport or Driving Licence and another which provides a proof of your address, i.e. utility bill, letters from local authorities such as Leicester City Council, the DWP or HMRC.

The College can issue a letter to prove your current status as a student at ESBM, which usually helps as supporting evidence in addition to the above.

POLICE REGISTRATION

Students from certain countries outside of the EU will be required to undertake Police Registration upon arrival to the UK. Usually, this will be indicated on your Visa in the following way:

"No Recourse to public funds - Work (and any changes) must be authorised. Police Registration within 7 days of Arrival."



The address of the Police Station for registration is as follows:

Nationality Department
Leicestershire Constabulary
95 Hinckley Road
Leicester LE3 0TD

You can also contact the department directly using on the following email address:
nationality@leicestershire.pnn.police.uk

When you attend your appointment at the Nationality Department, you should bring the following:

- Your Passport
- Two recent passport sized photographs, which must be identical.
- A registration fee of **£34.00**, try to take the exact money if possible.
- An enrolment letter confirming your status as a student at ESBM, this will be issued by the College Admin/Admissions team.
- Proof of your address in Leicester, i.e your contract/tenancy agreement, a bank statement, utility bill or other document that confirms your current address in Leicester.

HEALTHCARE & GP SERVICES

Should you need to register with a GP, you can usually choose from any within your local area. The College can issue a letter to confirm your status as a student at ESBM, which should help with your application.

For emergency services, you can visit the Accident & Emergency department at the Leicester Royal Infirmary.