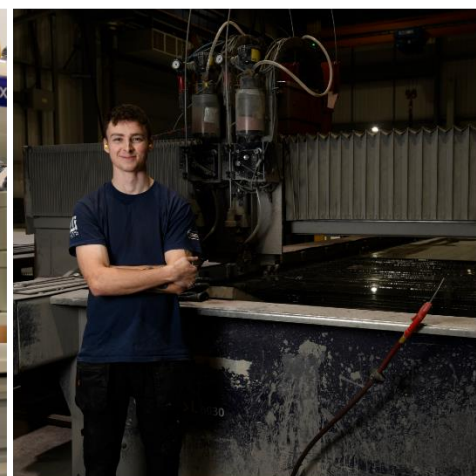
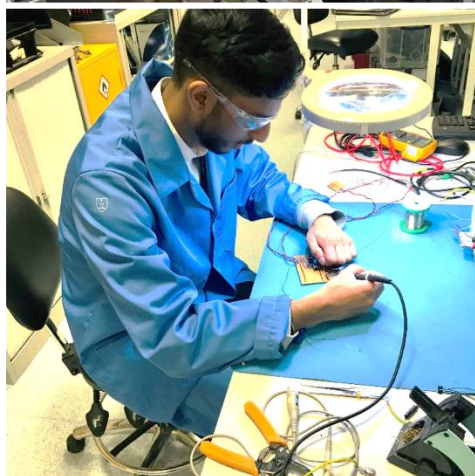


Handbook 2024-25



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WELCOME

WELCOME TO THE ENGINEERING SKILLS ACADEMY (TESA)!

As a seasoned mechanical/mechatronics design engineer, who began his career through an apprenticeship, I am deeply passionate about the apprenticeship journey, drawing from my own experiences along the way.

Our mission, both at TESA and within your wider apprenticeship, is to provide you with high-quality training and my Team and I are committed to equipping you for your future careers in engineering.

My aim is to;

- develop you into a capable, competent Engineer;
- expand your horizons, ensuring you gain the knowledge, skills, and behaviours necessary to thrive in the ever-evolving world of engineering;
- prepare you to be socially responsible, engaged professional with the problem-solving abilities crucial for career success;
- offer you opportunities to develop the skills and knowledge demanded by employers, enabling you to work effectively in diverse and rapidly changing work environments; and
- ensure you are not only proficient in your chosen discipline but also fully developed in English and maths, with strong communication and teamwork skills, and the ability to analyse, innovate, and think critically.

TESA is a vibrant and dynamic learning environment, and I want you to enjoy your time with us. I and my Team will work with you to achieve the best possible results, empowering you to pursue your ambitions in further education and/or your career.

I look forward to welcoming you to TESA. If you ever want to discuss anything during your time with us, please do not hesitate to reach out to me.

Melvyn Parr
Director, Engineering Trust Training Ltd



KEY PEOPLE



STAFF CONTACT INFORMATION

All ETT staff who may work with you, either at TESA or in company can be contacted directly.

Scan the QR or go to

www.theengineeringtrust.org/about/staffcontacts



VILIMONI TAVA

Head of Engineering Learning

07443029296

v.tava@theengineeringtrust.org



MELVYN PARR

Director of Delivery & Operations

Deputy Designated Safeguarding Lead (DDSL)

07807 348696

m.parr@theengineeringtrust.org



MARK VINGOE

Chief Executive

Designated Safeguarding Lead (DSL)

07939 296280

m.vingoe@theengineeringtrust.org

The Engineering Skills Academy (TESA)

AIMS

The aim of The Engineering Skills Academy (TESA) is to provide high quality engineering training to Apprentices. In order to do this, we have created a structure within which the qualifications needed for your programme will be delivered in a professional learning environment that allows you to achieve.

TESA opened in 2022 by Engineering Trust Training (ETT) and is a long-term project. We continue to build the facility, constantly adding aspects to it following our phased development plan and moving towards meeting its full potential.

ATTENDANCE & TIMING OF THE DAY

We expect you to attend TESA for all the dates set out in the [ACADEMIC CALENDAR](#) which can be found here www.theengineeringtrust.org/tesa/course_information/. We expect you to be on time to each lecture throughout the day. 'On time' is sat in the room ready to learn by the time shown in the table below.

Poor attendance and/or poor time keeping will be recorded and action taken if persistent – see more on page 9 and relevant Policy and Procedure.

Time	Aspect
08:30	Arrive
08:45 – 10:15	Lecture 1
10:30 – 12:00	Lecture 2
12:45 – 14:15	Lecture 3
14:30 – 16:00	Lecture 4
16:00 – 16:10	OTJ Log
16:30	TESA Closed



GETTING HERE

NO PARKING ON SITE

We have limited space and therefore Apprentices are not able to park at TESA for either cars, motor bikes or scooters. There is free parking close by in the Homebase car park or on Churchill Road.

TESA

11 Wedgwood Road,
BICESTER
OX26 4UL



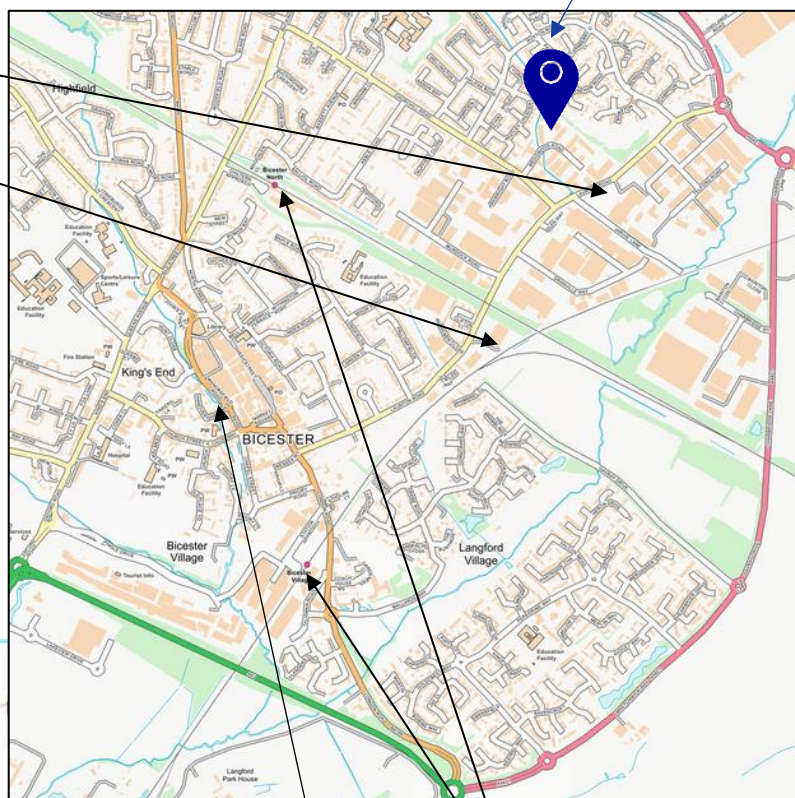
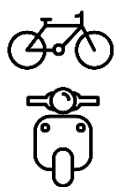
Homebase car park



Wickes car park



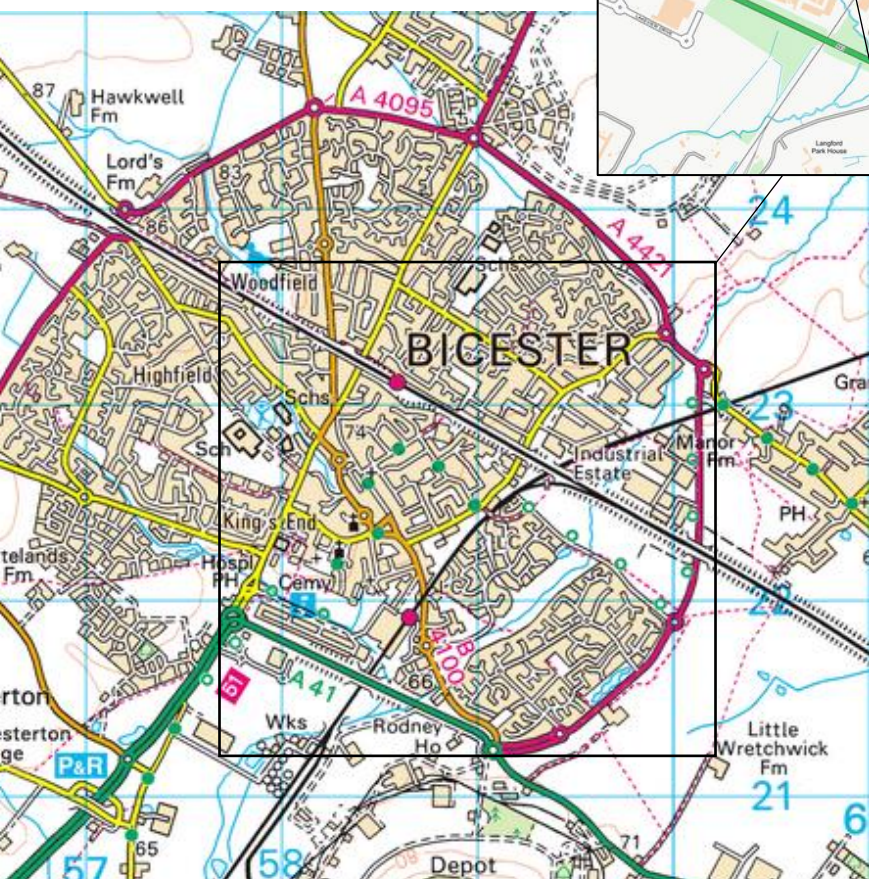
Bicycles &
motorbikes can be
secured to the rack
at TESA



Bicester North &
Bicester Village



Bicester Town Centre
for Buses



IMPORTANT INFORMATION

POLICY & PROCEDURE

These are important documents that set out how we operate as a Training Provider, how we will work with you, what we will do in any given situation and what we expect you to do. Please read them here:

<https://www.theengineeringtrust.org/policyandprocedure/>

HEALTH & SAFETY

We expect everyone to act responsibly when at TESA and you have a responsibility not to put yourself or others at risk of harm.

If you see anything in or around TESA which is a hazard that may cause somebody harm, please report it immediately to your course tutor.

You have a right to be safe whilst learning at TESA or in your place of work.

ACCIDENTS & NEAR MISSES

Please report all accidents and/or near misses to your course tutor however minor they may be. A qualified first aider will be on site at TESA who will be able to help you should you have an accident or suffer an injury.

WHAT TO DO IF YOU HAVE A CONCERN OR ARE WORRIED

If you have any concerns about your wellbeing, safety or rights, then you should inform your Trainer Officer, Vili (Head of Engineering Learning) or your Company Mentor. Contact for all ETT staff are on page 4 via the 'STAFF CONTACT INFORMATION' link. You can also complete our [WELLBEING SURVEY](#) at any point if you would like to inform us of how things are going in any part of your life or work.



COMMUNICATION IS KEY

Make sure you talk to us about the support you need or any aspect of your programme that is causing you concern.

HOW'S IT GOING?

SCAN THE QR TO GO TO OUR WELLBEING SURVEY



IMPORTANT INFORMATION

EMERGENCY SUPPORT

If you are experiencing mental health issues or are worried you may cause yourself harm, you can talk to any ETT staff member or call the [SAMARITANS ON 116 123](#). If you feel like you're in immediate danger, call the emergency services on 999.

SUPPORT

Your Training Officer, Tutors and all staff at ETT are here to support you. Everyone will need help at some point during their time on programme with ETT and we encourage you to be open and honest with us throughout your time learning at TESA.



ADDITIONAL LEARNING SUPPORT

SEN support is available to remove any barriers to your learning. You can access support for a diagnosed condition such as (but not limited to) Dyslexia, Dyspraxia, ADHD, Visual Impairment, Hearing Impairment, Autism. You can also access support if you feel you are not making progress at the same speed as your peers due to a specific learning need. During your enrolment onto the apprenticeship, we will have asked you about any specific needs so, we will hopefully already know the type of support you may need. However, it is never too late to tell us if you need support. Please speak to your tutor in the first instance who can then involve others to put in place the support.

SAFEGUARDING

ETT are committed to safeguarding and promoting your welfare, health and development. This may mean; ensuring your safety and care, ensuring you are offered the best life chances, protection from abuse and neglect, prevention of bullying and harassment or prevention against exposure to terrorism and extremist views.

PREVENT

Prevent is part of the government's counter-terrorism strategy. ETT has a responsibility to protect you from extremist and violent views and to promote our fundamental British Values of; tolerance, individual liberty, the rule of law, democracy and mutual respect.

IMPORTANT INFORMATION

RECORDS

We share information with employers regarding your attendance, punctuality and performance.

ATTENDANCE AND PUNCTUALITY

ATTENDANCE AT TESA IS A DAY OF WORK. YOU ARE BEING PAID BY YOUR EMPLOYER TO ATTEND THEREFORE ALL POLICIES THEY HAVE IN PLACE IN TERMS OF ATTENDANCE AND PUNCTUALITY APPLY.

We expect you to attend TESA for all the dates set out in the **ACADEMIC CALENDAR** which can be found on the link below, achieving as near to 100% attendance as possible. www.theengineeringtrust.org/tesa/course_information/

If your attendance falls below an acceptable level, you are at risk of not achieving your qualification and you may be advised to withdraw from your course which, in turn, will affect your apprenticeship and employment. Please see our Absence, Disciplinary & Exclusion Policy & Procedure for more detail.

Punctuality is important and makes a real difference to the delivery of your lectures.

We encourage that you are always on time. If you are going to be late for a particular day or lecture, you must call your tutor prior to the start time. Contact details earlier in this document.

ABSENCE DUE TO SICKNESS

If you are ill and unable to attend TESA, then you need to complete the **ABSENCE REPORTING FORM** by 08:30 on that day. You must also follow your employers' policies and procedures to inform them you are off work due to illness. If you become ill whilst at TESA please speak with the tutor who can assess your situation and decide on the best course of action.

HOLIDAY

It is expected that you plan holidays during the TESA shut down weeks.

ABSENCE FOR OTHER REASONS

If you are unable to attend TESA, then you need to complete the **ABSENCE REPORTING FORM** by 08:30 on that day. You must also follow your employers' policies and procedures to inform them you are off work.

PLANNED ABSENCE

If you need to miss a future date, then you can inform us by completing the **ABSENCE REPORTING FORM** prior to the date(s) you will miss. You **MUST** first agree the absence with your employer.



ABSENCE REPORTING FORM

SAVE THE LINK ON YOUR PHONE!



IMPORTANT INFORMATION

POOR ATTENDANCE PROCESS

All absences in all situations are reported to your employer. In the case of high levels of absence, the below two stage procedure will be followed.

Stage 1 Intervention

Attendance below 80% will lead to an informal discussion and improvement targets being introduced, managed by the Head of Engineering Learning.

We are keen that should attendance decline to 80% in any part of your programme, that all efforts will be made to improve this situation by:

- conducting an informal meeting with you and the Head of Engineering Learning to discuss any issues/barriers that are impacting on your attendance at TESA;
- setting clear improvement targets for you to achieve which will be shared with your employer; and
- reviewing your attendance after a 4-week period. Should your attendance not improve or decline further then your will be moved to stage 2.

Stage 2 Intervention

Continued poor attendance will lead to formal discussion and the introduction of an Engagement Support Plan (ESP), managed by the Head of Engineering Learning.

Where attendance continues to be a concern in any part of your programme we will:

- conduct a formal meeting with you, your Training Officer and Employer to discuss any issues/barriers that are impacting on your attendance at TESA;
- set further improvement targets for you to achieve; and
- Review your attendance after a 4-week period. Should attendance not improve or decline further then further meetings will take place with all parties involved.

Stage 2 forms part of our Formal Disciplinary Procedure as set out in the relevant Policy & Procedure.

ACCESSIBILITY

If you require any reasonable adjustment or have any specific needs to access TESA, either before you begin or during your time with us, please contact the Head of Engineering Learning a.s.a.p. Specific access arrangements are organised on an individual basis.

POLICY & PROCEDURE

The structure within which we operate TESA and your apprenticeship is set out within our Policy and Procedure documents. You can find these at any time using the QR code or by going to our website then clicking on the link in the page footer.



IMPORTANT INFORMATION



COMPLAINTS

If you feel that we are not providing you with the services, help or support you were expecting, please tell us and we will act to resolve the situation as quickly as possible.

In most cases issues can be resolved with your Course Tutor and/or Training Officer however, if you would like to submit a formal complaint, please follow our policy and procedure concerning this topic. The link to all our policies and procedures can be found on page 3 of this document.

BULLYING AND HARASSMENT

ETT takes a zero-tolerance approach to bullying and harassment. The act of hurting, humiliating, creating a hostile environment or giving unwanted attention violates a person's dignity and is unacceptable.

It may take many forms (but not limited to);

- Verbal such as unwanted jokes, remarks, propositions, malicious gossip, insults
- Non – verbal such as offensive literature, pictures, graffiti, isolation, exclusion
- Physical such as assault, restores, intimidation, aggressive behaviour

You can report any forms of bullying and harassment to your course tutor or any of the key contacts highlighted in this document.

EQUALITY AND DIVERSITY

We are committed to ensuring equality of opportunity for all who learn and work at ETT and TESA. We respect and value differences in race, gender, sexual orientation, disability, religion or belief and age. We work to remove conditions which could place people at a disadvantage, and we will actively combat bigotry.

Read the relevant policy and procedure for more information.

POLICY & PROCEDURE

So important, we put the QR code in twice!



IMPORTANT INFORMATION

STAYING SAFE ONLINE

Online safety encompasses Internet technologies and electronic communications; including computers, laptops, mobile phones, games consoles and wireless technology, as well as collaboration tools and personal publishing (social media).

We use computers, online resources and networks to enhance your learning and it is your responsibility to use them in the correct and safe manner. Our Information Technology Policy and Procedure sets out acceptable usage for using our I.T. facilities and our Social Media Policy and Procedure has further information about how to stay safe online.

Help and Advice

If you have any concerns about your wellbeing or online safety, then you should inform your Trainer Officer, course tutor, the ETT CEO or your Company Mentor.

Information and advice for staying safe online:
www.thinkuknow.co.uk/11_18/

Terrorist content. If you see anything that worries or disturbs you then report it anonymously via the iREPORTit app.

Download it here:

Apple iOS:

<https://apps.apple.com/app/id1527456430>

Android:

<https://play.google.com/store/apps/details?id=com.ravenscience.ireportit>



THINGS TO CONSIDER

Think before you post

Protect your online reputation as the removal of information you have shared publicly is difficult and can last forever.

Privacy

Keep your personal information secure and private. Find out how you can use the settings to restrict who can see your details, photos and posts.

Passwords

Keep them unique, keep them secure. Use a mix of numbers, letter and characters.

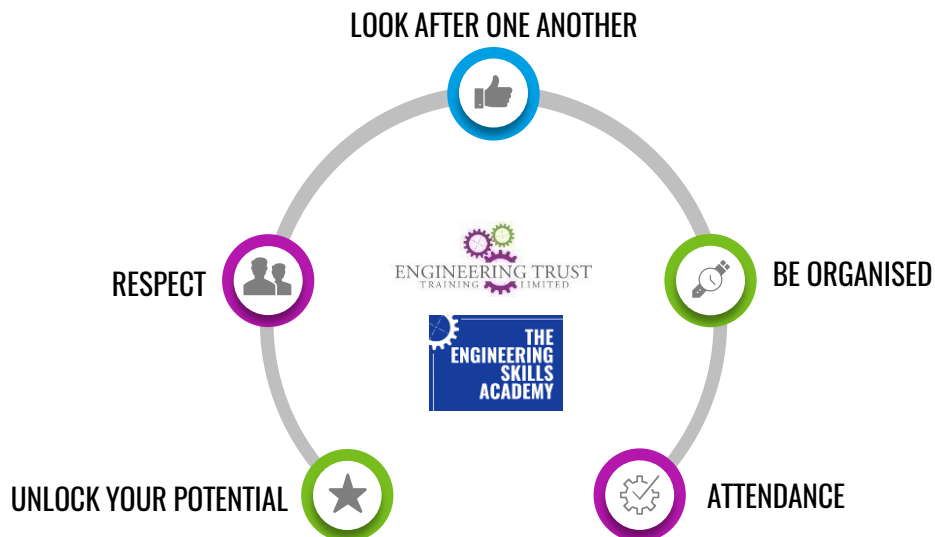
Feeling Uncomfortable

Don't reply to trolls, don't be afraid to block, unfriend and report anything that makes you uncomfortable or asks you to do something that doesn't feel right.

Fake Content and Scams

Don't take everything at face value. Don't click untrusted links, go to the companies' website independently and deal with them that way.

CODE OF CONDUCT



UNLOCK YOUR POTENTIAL

You have been selected for this apprenticeship over numerous other applicants because both ETT and your employer believe you are the perfect candidate for the role and apprenticeship. Remember this and use it as your motivation to exceed expectation and show they made the right decision.

LOOK AFTER ONE ANOTHER

Be vigilant of those you work with. If you feel that others may be the subject of bullying, harassment or unacceptable behaviour then report this to either your Training Officer or another member of the ETT team. We will not tolerate bullying, harassment or unacceptable behaviour of any sort.

With this in mind, we hope that others will in turn look after you. If at any point you feel you are being bullied, harassed or the recipient of unacceptable behaviour you should report this immediately, either to your Training Officer or another member of the ETT team.

RESPECT

Earn respect from peers, your manager and other people you work with. We expect our apprentices to be; inquisitive, polite, able to listen, hungry to learn and respectful to everyone. We encourage you to challenge us as and when you feel the need to, however this must be done in a constructive way and under no circumstances is shouting, arguing, physical violence or disruptive behaviour acceptable.

ATTENDANCE

Aim to have full attendance both at work and TESA. Only be absent for authorised reasons and make sure you contact the appropriate staff member at least 45 mins before the start of your day if you are going to be absent. You also need to complete the Absence Reporting Form (see p9).

BE ORGANISED

We expect you to be on time to work or TESA and prepared for the tasks you have to do that day. If you find yourself being consistently late or unprepared, then we expect you to take action to rectify this. Things to remember:

- PPE
- Portfolio work
- Study materials
- Submit work on time

Seek help when you need it and take up the support offered.

LEARNING AT TESA

DRESS CODE

TESA is a professional training environment and as such you must attend in appropriate clothing. You will be expected to remove outdoor clothing, coats and hats etc. in classrooms and workshops.

TWO OPTIONS

Company Branded Tops

You can wear the uniform your company has provided you.

ETT Branded Tops

If your company doesn't provide you with uniform, you will need to wear ETT branded tops. You can purchase these via the QR code and link below the pictures. Our expectation is that the cost of this will be met by your employer however it is your responsibility to confirm that with your manager.

Bottom Half

For classroom work, please wear smart jeans, trousers or skirt and smart trainers or shoes. If in the workshop, you will be required to bring PPE or clothes suitable for a workshop environment.



ORDER ETT UNIFORM

You, or your employer, can purchase ETT uniform at any time using the link or QR code below. Orders are placed and fulfilled by Teemill, so please ensure you read their T&Cs before purchasing.

<https://engineering-trust-training.teemill.com/>



The small print...

ETT cannot be held responsible for any loss due to incorrect ordering of uniform. Please ensure you are aware of Teemill's T&Cs and returns policy before you order and pay for uniform.

OUR EXPECTATION

You are expected to remove outdoor clothing, coats and hats etc. in classrooms and workshop.

Persistently attending in unacceptable clothing will result in disciplinary action. See relevant section within this document.

Studying here is a day of work!

Acceptable Clothing

- ✓ Company branded tops
- ✓ ETT branded tops
- ✓ Work trousers
- ✓ Smart jeans
- ✓ Work shorts or skirt
- ✓ Smart trainers/shoes

Unacceptable Clothing

- X Any non-branded (company or ETT) tops
- X Tracksuits
- X Sports shorts
- X Caps

Note: 'Company' means the business you are employed with to do your apprenticeship.

LEARNING AT TESA

PREPARE TO SUCCEED!
Coming prepared for your lectures will give you the best opportunity to achieve at a high level.

PREPARATION FOR LEARNING

To complete the course to a high standard you will need to come prepared for each day you attend.

Your course tutor will inform you ahead of time of any specific equipment you need to bring to a lecture.

Below is guidance as to what you will need, and it is a good idea to bring it all to every session to be on the safe side.



Laptop for every session

If for any reason you do not have a laptop (e.g. you have a desktop) that isn't a problem, we have some that can be used whilst you are at TESA. If you need to use a pool laptop, then please bring a memory stick with you to save your work to.



Scientific calculator



Eye protection



Mechanical pencil

(or drawing pencil with sharpener)



Workshop gloves

(disposable gloves provided)



Geometry set and ruler



Safety shoes or boots



Notebook, pen and highlighter



Overalls or workshop coat

(we will have workshop coats available)

Please talk to us if you have any concerns meeting the costs involved in obtaining any items listed here.

LEARNING AT TESA

MOBILE PHONES

Phone must be switched to silent during lectures and kept away from desks or the working area. Persistent use of your mobile phone during lectures or interruptions because of your mobile phone will lead to disciplinary action - see relevant section within this document.

At times, your course tutor may give permission for you to use your mobile phone should it be required for the course. This is not a requirement, and other provision is available should you not have access to a mobile phone.

FOOD & DRINK

Please bring a refillable water bottle with you to avoid the need for single use cups. You can fill your bottle throughout the day from our water cooler. There is also Tea and Coffee making facilities for you to use.

We do not have any sort of canteen or shop at TESA however there are two Super Markets within a minute walk of TESA from which you can buy food and drink.

You must not eat during lectures. There are regular breaks through the day within which food can be consumed.

SMOKING

We advise you, as part of a healthy lifestyle, not to smoke or vape.

NHS help to quit smoking can be found here <https://www.nhs.uk/better-health/quit-smoking/>

We recognise that smoking is a personal choice and there is a designated smoking and vaping area to the far end of the TESA building.

Please note;

- No additional breaks are given for the purpose of smoking/vaping.
- Neither smoking or any form of vaping are permitted within the building.
- Please only smoke/vape in the designated area outside the building.
- Please ensure you dispose of any rubbish or used cigarettes in the bin provided



LEARNING AT TESA

DISCIPLINE

Our **BEHAVIOUR MANAGEMENT SYSTEM** is in place to recognise positive behaviour and deal with negative behaviour. The purpose of this is to reinforce TESA as a professional learning environment, the structure of which is design to develop your professional behaviours as well as your engineering knoweldge and skills.

NEGATIVES WILL BE GIVEN FOR

1. Poor punctuality including at the start of the day and at the start or individual sessions.
2. Wearing unacceptable clothing.
3. Parking in an unauthorised place (anywhere in the car park outside TESA).
4. Being un-prepared for a lecture (not have the correct equipment).
5. Late submission of work.
6. Low level poor behaviour or disruption including use of a mobile phone during a session.
7. Low-level breaches of Health & Safety procedures or low-level non-compliance with risk assessments.
8. Any other behaviour or actions deemed to fall below expectation.

POSITIVES WILL BE GIVEN FOR HIGH QUALITY WORK, EFFORT, TEAMSHIP etc.

Teamship meaning: The condition, faculty, or practice of working as a team; collaboration; teamwork.

RECORDING & MEASURING

Negatives and Positives are recorded by ETT staff. You will be informed at the time if one is being given to you and why. These are monitored throughout your programme and will be included in the report sent to your employer at the end of each period.

Period 1 – September to December

Period 2 – January to April

Period 3 – May to August

ACTIONS AND CONSEQUENCES

If you reach 9 Negatives within a period, then an Informal Disciplinary Meeting will be arranged between you, your employer and ETT Staff to address your performance. ETT will deal with this informally, will confirm the discussion and actions from the meeting in writing however it will not form part of any formal disciplinary process.

If you require a 2nd Informal Disciplinary Meeting within a period or 3 within 3 periods, then your will be moved to our Formal Disciplinary process and further action taken.

More detail can be found in our Absence, Disciplinary & Exclusion Policy & Procedure.

LEARNING AT TESA

PROGRESS AND TUTORIALS

Your course Tutorials are an important component of your course. You will be given feedback and progress checks constantly throughout the course, with a formal Tutorial occurring once every 12 weeks with your Course Mentor. The Tutorial is a chance to review any targets set, monitor progress and provide you with support, advice and guidance. Your tutorial could be conducted as a Teams meeting or in person and may involve your Training Officer and/or employer.

Don't save things up for your tutorial. Talk to your Course Mentor, Tutor, Training Officer or employer as soon as an issue or question comes up, especially if you require additional support for any aspect of your apprenticeship. Aspects such as progress, study skills, further learning advice, career options and wellbeing can all be covered within the tutorial.

LEARNER VOICE

There are many opportunities for you to feedback to us including surveys and face-to-face 'Learner Voice' sessions.

At the start of your studies, class reps are elected for each cohort. Class reps support the day-to-day feedback for their classes to improve the overall experience for apprentices. These roles are integral to TESA and are a great way to develop and demonstrate leadership skills. Information will be given at your induction on how to apply for these positions.



LEARNING AT TESA

ASSIGNMENTS, ASSESSMENT & GRADING

Each unit you study will generally have 3 assignments associated to it which provides evidence that can be assessed and graded.

Setting Assignments

The purpose of the assignments is to deliver valid, reliable, fair, and manageable assessment. The assignments will be varied so as to give you differing opportunities to achieve at the best of your abilities.

All assignments will clear so that you understand what you are required to do and what can be achieved. Clear assessment briefs will be given to you when an assignment is set and include;

- the tasks set and nature of evidence (content) you need to produce
- the method(s) and requirements of assessment
- clear deadlines for submission of work.
- the importance of time management and meeting deadlines.

Meeting deadlines

It is of paramount importance to meet the deadlines set for each assignment. Failure to do so will put you at risk of not achieving your qualification and you may be advised to withdraw from your course which, in turn, will affect your apprenticeship and possibly your employment. You will generally be given two weeks to complete an assignment.

Submission of Assignments (evidence) via OneFile

All assignments are submitted electronically via OneFile.

Only one submission is allowed for each assignment.

You must submit:

- Evidence that meets the criteria set out in the assessment brief
- A signed and dated declaration of authenticity with each assignment which confirms you have produced the evidence yourself.

Resubmission of Assignments (evidence)

See specific guidance within the Course Information document. These will also generally have a two-week deadline for submission.

Assessment Framework

TESA retains records of assessment for each learner. Records include assessments taken, decisions reached and any adjustments or appeals.

Your course tutor (the assessor) will:

- formally record and confirm the achievement of specific assessment
- complete a confirmation that the evidence they have assessed is authentic and is your own work.



LEARNING AT TESA

Mitigating Circumstances

These are short term, exceptional circumstances, outside of your control, which prevent you from sitting or submitting an assignment on the specified deadline.

The circumstances could relate to the health, personal life or your employment which are at a level that prevent you from attending, completing or submitting the assignment on time.

Contact your course tutor at the earliest opportunity – BEFORE the deadline. They may, on receipt of appropriate evidence (which you must provide), extend a deadline up to a maximum of five working days (Saturday and Sunday not included).

See full policy and procedure for details.



Malpractice & Plagiarism

Plagiarism, cheating, collusion and attempting to obtain an unfair academic advantage

are forms of academic misconduct and are entirely unacceptable.

Plagiarism is attempting to pass off other people's work and ideas as your own.

Plagiarism can include:

- copying from another learner
- copying from books or the internet
- paraphrasing
- subcontracting the work to someone else
- submitting the same piece of work for two different purposes
- Use of AI to complete work

See full policy and procedure for further details and other forms of academic malpractice.

Appeals against Assessment Decisions

You have the right to appeal an assessment decision. Please follow the relevant policy and procedure to ensure you follow the correct process.

POLICY & PROCEDURE

Key to read is our Artificial Intelligence Usage Policy & Procedure so you know what is and is not acceptable when using generative AI such as ChatGPT or similar.

(Third link to our Policy & Procedures!).



LEARNING AT TESA

OTHER LEARNING

Our aim is to develop you as a person and as an engineer.

Independent and Directed Study

As part of your learning, you will have 5 days of independent and directed study. These are designed to help you develop your skills when working independently.

Independent study will consist of:

- managing class notes and materials to ensure they are organised;
- working to meet targets set by subject tutors;
- completing assignments and developing your engineering project;
- reading ahead on the topics being covered in future sessions; and
- looking through additional materials/resources suggested by subject tutors.

Personal and Academic Development (PAD)

Our 'executive functioning skills' continue to develop until the age of 24! Simple skills such as being organised or managing your time are examples of executive functioning skills that we develop in you through the way in which we operate TESA (as set out in this handbook). Your program will also include PAD sessions which focus on developing your wider social and academic skills.

Personal Development sessions include:

- Prevent
- Healthy Living
- Safeguarding
- Mental Health

Academic Development includes:

- Revision strategies for exams
- Research skills
- Essay writing skills
- Effective note taking



“The mind is not a vessel to be filled, but a fire to be kindled.”
Plutarch



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