

Staff Handbook



Message from the President

Dear Colleagues,

Congratulations on your appointment and welcome to Whitechapel College. With outstanding benefits, competitive pay, extensive learning opportunities, and a stimulating and attractive work environment, Whitechapel College may be exactly the employer you have been looking for.

Education is at the heart of the Whitechapel College experience, not only for students, but also for all other members of the Whitechapel College community. You are part of a growing Institution with a good tradition and an exciting future.

We recognise that the commitment and dedication of our staff members comprise the foundations upon which excellence is built.

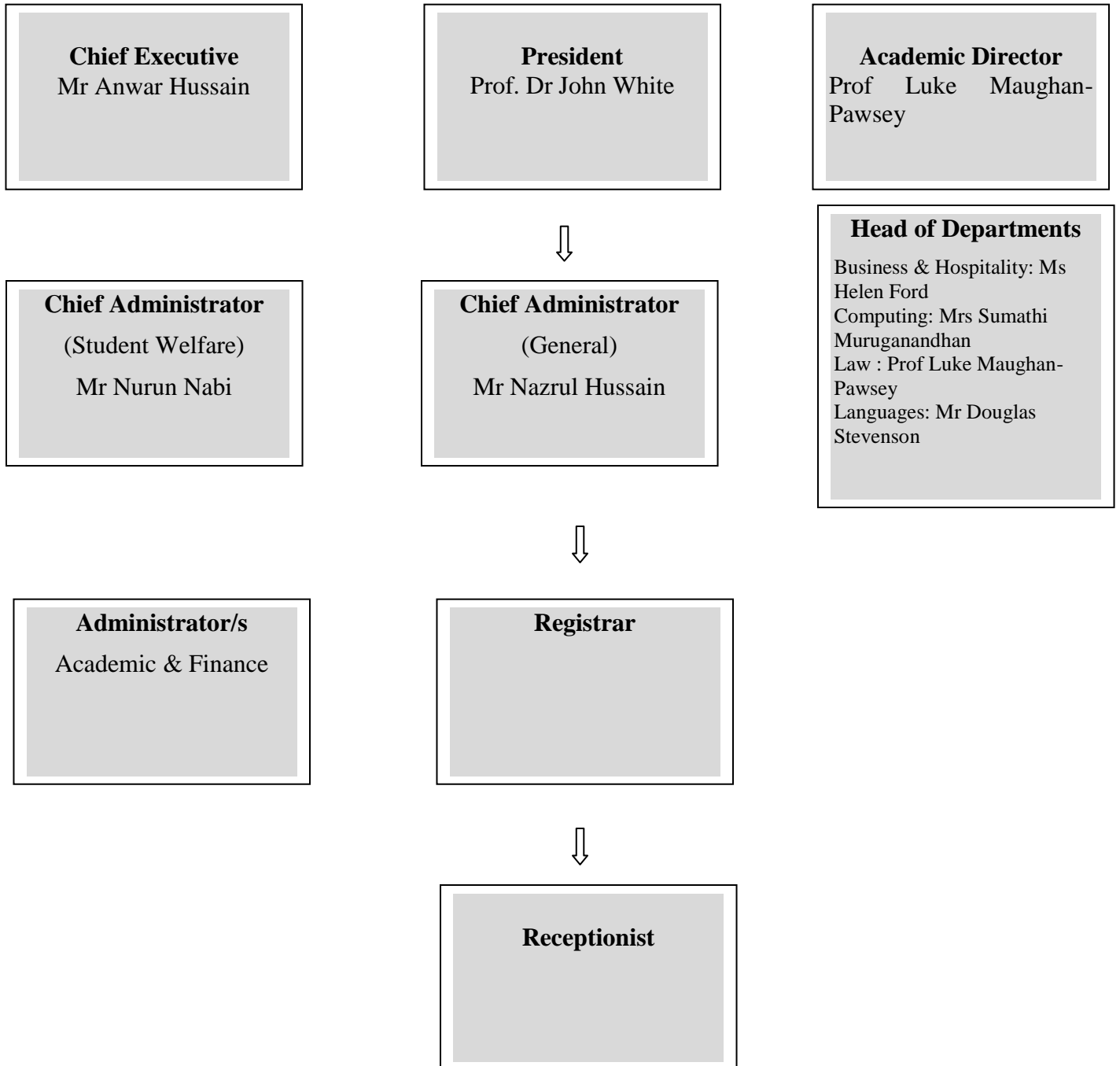
You are encouraged to learn all you can about the College, and I believe the Staff Handbook is a good place to start. The Handbook is designed to help you feel comfortable in your new position by acquainting you with important information about human resources policies and procedures.

Best wishes in your career as an integral part of the Whitechapel College and the local community.

Professor Dr John White
President

College is run in accordance with the following Management / Supervision structure:

Management Structure



The Senior Management will recommend appropriate policies and systems.

Disclaimer

The Staff Handbook is intended solely as a guide. The language used should not be construed as creating a contract, express or implied, between Whitechapel College and any of its employees or a promise of employment for any specific duration.

This Staff Handbook is intended to provide useful information about Whitechapel College. The Handbook also will explain human resources policies affecting us all. Whatever your position, you are an important person to the College. Without you and others like you, the College would be unable to achieve its mission. Teachers and administrative staff work together so the College can operate smoothly and effectively.

The policies explained in your Handbook are not meant to hamper or restrict your efforts. Rather, the policies help coordinate our tasks, aid us in working more effectively as a group and help ensure fair treatment for all employees.

If you have questions relating to your employment which are unanswered in this Handbook, you are encouraged to consult the Chief Executive of the College for assistance.

Orientation

All new, regular administrative, teaching staff service and support staff are to attend the first formal orientation session provided when they commence their employment. Part time employees are also encouraged to attend.

Our goal shall be to provide for all staff members safe facilities for the performance of their duties; and to ensure for staff, students and visitors reasonable protection from injury while on our campus and in our building.

Change of Address and Telephone

Whenever you change your address and telephone number, please complete a change of address form. Many important communications may be misdirected if you do not keep us updated.

Leave of Absence

In order to preserve employees' employment rights and benefits, all full-time and part-time employees may be granted a leave of absence only if the employee has a bona fide intention to return to the Whitechapel College following the leave. Leave of absence may be granted to the employee but, rules may vary according to the circumstances.

Sick Leave

All full time employees receive 6 days of sick leave per year. These days accumulate at the rate of one working day every two months during completed, continuous service. However, no sick leave may be taken until it has been accrued.

Probationary & Qualifying Periods

The six-month probationary period gives you time to learn the duties of the job and decide whether the position is right for you. During the probationary period, you must demonstrate your ability to satisfactorily perform the job for which you were engaged. If your work is judged to be unsatisfactory, you may be dismissed at any time during the six-month probationary period. The stated rule applies to all full-time and part-time staff members.

Attendance

(1)

The effectiveness of any group of workers depends on people working together and coordinating their efforts. You should always notify the Chief Executive or the Academic Director if you anticipate being late for work or absent from work.

As soon as you know that you will be absent from the work, you must notify the College Management. Employees absent without previous permission or without notifying the concerned officer are subject to disciplinary action, including termination of employment.

(2)

Students' non-attendance can be an indicator of academic or personal problems of many kinds. It is therefore important that all Teachers and the College Management know which students are attending regularly and which are not. All teachers should monitor attendance of their students. Where attendance problems are identified, teachers should respond promptly and efficiently.

Eligibility to Work for Whitechapel College

You must have a valid work status under the British Government rules and regulations in order to work for Whitechapel College.

We require that an applicant is qualified and eligible to work in the United Kingdom (Work Permit or documentary proof is essential)

Staff Development

Training and Development Programmes

To provide support for work-related success, Whitechapel College encourages its entire staff to enhance their knowledge and professional capability in their respective fields. The College Management has made it clear policy that all teaching staff should have a recognised teaching qualification or be working towards one and that the management would provide some financial support to facilitate this.

Those teachers who are not familiar with new computer technologies are encouraged to join a special ICT training programme in the vacations or in the evening sessions.

Educational Fee Reductions

Whitechapel College provides a 25 percent reduction of its Educational Fees for its employees to upgrade their skills and qualifications at Whitechapel College. The College Management also has a policy to provide external staff development free of charge where possible.

Staff Recognition & Awards

The College Management, in appreciation of colleagues, recognises contribution made by employees by the presentation of awards to full-time and part-time employees every term.

The awards available are as follow:

- a- Administrative employee of the term
- b- Teacher of the term

These awards will consist of cash payment, certificates or selection of training / professional programme as appropriate.

Criminal Background Checks

To determine suitability for employment or continued employment, Whitechapel College has the right to check the criminal conviction records of any employee or applicant for employment. This is why the CRB check is strongly advised for all the teaching and non teaching staff. Consideration will be given to the relationship between any conviction and the responsibilities of the position that is or will be held.

Subject to the terms of the Rehabilitation of Offenders legislation a relevant job-related conviction is grounds for termination of employment or non-selection of an applicant.

Staff Disciplinary and Grievance Procedure

The College is committed to a fair and transparent grievance and disciplinary procedure. A member of staff with a potential grievance will be seen informally by a senior member of staff initially. If they wish to take the matter further a meeting of the senior management of the College will be convened and the member of staff will be allowed to present their case with a friend or adviser being present to take notes.

If the member of staff is still dissatisfied with the decision they will be able to make one more appeal to the Chief Executive for a final decision. If the member of staff is considering litigation at this stage then the College will endeavour to make contact with external mediation services.

In terms of disciplinary procedure matters will be dealt with informally as far as possible, but if necessary the above process will be used to resolve the issue.

ACADEMIC CALENDAR 2012

(Except ILEX and Licensed Conveyancing courses)

JANUARY SEMESTER	
Term Commencement date	3 rd January 2012 (Tuesday)
Induction classes	9 th , 10 th & 11 th January 2012 (Monday, Tuesday & Wednesday), time and venue according to group to be confirmed later
Teaching commencement date	16 th January 2012 (Monday)
Teaching end date	16 th March 2012 (Friday)
Assignments submission deadline	30 th March 2012 (Friday), 4.00pm
Holidays	2 nd April 2012 (Monday) – 4 th May 2012 (Friday)
Results to be published on:	13 th April 2012 (Friday)
MAY SEMESTER	
Term Commencement date	7 th May 2012 (Monday)
Induction classes	14 th , 15 th & 16 th May 2012 (Monday, Tuesday & Wednesday), time and venue according to group to be confirmed later
Teaching commencement date	21 st May 2012 (Monday)
Teaching end date	20 th July 2012 (Friday)
Assignments submission deadline	3 rd August 2012 (Friday), 4.00pm
Holidays	6 th August 2012 (Monday) – 31 August 2012 (Friday)
Results to be published on:	17 th August 2012 (Friday)
SEPTEMBER SEMESTER	
Term Commencement date	3 rd September 2012 (Monday)
Induction classes	10 th , 11 th & 12 th September 2012 (Monday, Tuesday & Wednesday), time and venue according to group to be confirmed later
Teaching commencement date	17 th September 2012 (Monday)
Teaching end date	16 th November 2012 (Friday)
Assignments submission deadline	30 th November 2012 (Friday)
Holidays	3 rd December 2012 (Monday) – 4 th January 2013 (Friday)
Results to be published on:	14 th December 2012 (Friday)

ACADEMIC CALENDAR 2012

ILEX (Both Level 3 and Level 6) and Licensed Conveyancing Courses Only

FEBRUARY SEMESTER	
Term Commencement date	6 th February 2012 (Monday)
Induction class	8 th February 2012 (Wednesday), time and venue to be confirmed later
Teaching commencement date	13 th February 2012 (Monday)
Teaching end date	11 th May 2012 (Friday)
Exam dates	11 June 2012 (Monday) – 15 June 2012 (Friday)
Holidays	18 June 2012 (Monday) – 31 August 2012 (Friday)
SEPTEMBER SEMESTER	
Term Commencement date	3 rd September 2012 (Monday)
Induction class	10 th September 2012 (Wednesday), time & venue to be confirmed later
Teaching commencement date	17 th September 2012 (Monday)
Teaching end date	14 th December 2012 (Friday)
Exam dates	Third week of January 2013 (Exact dates to be confirmed later)
Holidays	From fourth week of January 2013 (Exact dates to be confirmed later)

EQUAL OPPORTUNITIES POLICY

Equal Opportunities Manager: Ms Helen Ford

Whitechapel College is an Equal Opportunity employer. The College will attempt to ensure that discrimination on the basis of race, religion, gender, age, disability, lifestyle and sexual orientation is eliminated.

We will attempt to guarantee that selection, internal promotion, the allocation of work, pay and other benefits are based purely on merit. This principle will apply to both employees and independent contractors.

The College has appointed an Equal Opportunities Manager to oversee and implement the Equal Opportunities Policy and foster cultural awareness sensitivity.

The Equal Opportunities Manager will monitor College activity in order to identify problems of harassment relating to any individual from any group. If the Equal Opportunities Manager becomes aware of such issues it will be their duty to bring them to the attention of the Senior Management of the College. They will then examine the evidence (that must be presented impartially by the Equal Opportunities Manager), and make a determination, which could include a range of options: reconciliation, re-education, disciplinary action or dismissal.

Any student of the College found to be the subject of an allegation of harassment will be treated in an identical fashion.

Health and Safety Policies

Health & Safety Officer: Mr Nurun Nabi

Introduction:

The following is a statement of Whitechapel College's Health and Safety Policy. It will allocate individual responsibilities, areas of priority and emergency guidelines. It is essential that staff, students and contractors are aware of the policy.

Fire Notice

Fire notices will be displayed throughout the College, Fire drills will take place on a regular basis and these will be logged. The Health and Safety Officer will ensure that staff and students are familiar with the procedures in the event of a fire and the use of the fire equipment.

Hazard Procedure

All members of staff will be required to report any actual or potential hazard to the Health and Safety Officer, who will immediately investigate and deal with the problem.

Safety Inspection

Action must be taken to ensure a safe and healthy working environment. This will be achieved by inspections of the working environment carried out regularly. A record of each inspection will be kept and remedial action taken.

Personal Protective Equipment

The wearing of Personal Protective Clothing is mandatory for all staff, students and visitors where the risk assessment has advised this to be the course of action to reduce risk of harm. Clear guidelines will be given by the staff to students at the beginning of

their course. A Personal Protective Clothing Register will be maintained by the Health and Safety Officer.

First Aid

A list of the College first aiders, together with their contact details and location is displayed in the reception area. Please speak to a member of staff or reception staff if you require further assistance or advice.

New Hazards

Any new plant, products, equipment or premises will be risk assessed by the College Health and Safety Officer and the risk assessment implemented before the plant, products, equipment or premises are used.

Accidents

To avoid accidents the College will take all reasonable practicable steps. In the event of an accident, the first concern will be the care of the person or persons who have suffered injury. The accident will be reported to the persons detailed on the incident report form. The reporter shall ensure that adequate arrangements are made for the care of any injured persons. It will be policy to investigate all accidents, including those not involving injury, and arrangements for the investigation will be made by the Health and Safety Officer who will report the result of the investigation to the Chief Executive.

House-keeping

The College attaches importance to the need for good housekeeping practices. It is the policy to ensure that floors are kept free of anything that may cause slipping or tripping and that no waste materials which could cause injury if trodden on are allowed to remain where they fall. Items stored on shelves will be stored in such a way as to ensure that they do not cause injury to anyone working in the vicinity or to anyone passing by. Rubbish will not be allowed to accumulate in any working area and passageways will be kept clear at all times.

Special Hazards

There are many hazards, which have the potential for harm, injury or damage. The Risk depends on the controls the College has in place for safeguarding health and safety. If you feel that the risk is not adequately controlled then please report to the Health and Safety Officer.

College Health and Safety Officer

The Health and Safety Officer will be the focal point for day-to-day references on safety, and give or indicate sources of advice. He/She will act as a source for the retention and dissemination of safety information. The Health and Safety Officer will consult with the Chief Executive or the Principal for health and safety in organizing safety lectures to students and staff. He will organize and assess effectiveness of the fire drills and liaise, in consultation with the Fire Authority, on all matters relating to fire precautions.

The following are expressly forbidden and are offences against the law:

- Any interference with the fire alarm installation or fire fighting equipment
- Any alteration or interference with the electrical wiring of the College buildings without permission of the Principal, the College Health and Safety Officer or the Director.

College Health and Safety Officer is responsible to the Principal for:

- Monitoring College compliance with all relevant legislation particularly that contained in “Management of Health and Safety at Work Regulation 1999”.
- Monitoring the general safety program, the College Health and Safety standards within the College.
- Liaising with the local Health and Safety Executive Officers.
- Inspecting the College a minimum of once in three month and at more regular intervals at his discretion where inspection reveals items requiring attention.
- Organizing the checking of the fire drill procedures and keeping a record, checking all fire warning, fire fighting and emergency lighting equipment.
- Initiate first aid if appropriate.

Teaching Staff are responsible for:

- Ensuring that the work of the College is carried out in accordance with the College Health and Safety Policy.
- The safety of students whilst they are in their charge, whether in or outside the College.
- Ensuring that clear safety instructions and warnings are given.
- Personally following safe working procedures and observing general safety regulations.
- Ensuring that the Management of Health and Safety at Work Regulations are adhered to.
- Reporting accidents immediately and completing the necessary and appropriate accident forms.
- Ensuring that, in the event of a serious accident, nothing is disturbed at the scene of the accident, except as might be necessary for the removal of a casualty.
- Initiate first aid as appropriate.

Students are responsible for:

Taking reasonable care of their own health and safety and that of others who might be affected by anything they do. Students are expected to adhere to safety rules and procedures established in the College's Health and Safety Policy.

Accidents and Incidents

Please report all accidents and incidents however minor whilst on the College's premises. This also applies if you "*nearly hurt yourself*" or see something that could harm YOU or someone else. Reporting near miss incidents could prevent a serious or fatal accident occurring. Such incidents have to be recorded in an official Accident Book. The College has an accident book located at the reception of the Administrative Building.

On Discovering a Fire

- Call the emergency services on 9-999

On Hearing the Fire Alarm

- Leave the building immediately using the nearest emergency exit.
- Do not go to any other part of the building for any reason.

- If the alarm stops continue to evacuate.
- Do not use the lifts.
- Go to your designated assembly point and do not leave unless you are told to do so by an authorised person.

Health Services

For details of student health you are encouraged to register with a GP in your local area.

Smoking

It is against the law to smoke in the College building. There are no designated smoking areas within the College building.

Training

All necessary steps will be taken to ensure that the staff and students are up to date concerning health and safety.

Disability Policy

Disability Officer: Mr Anwar Hussain

Whitechapel College appreciates that any student, staff member or visitor may be subject to disability so it is essential to establish a disability policy. Whitechapel College is committed to the provision of equal opportunities for all, as outlined in the College's Equal Opportunities Policy. This Disability Policy sets out the College's commitment to both potential and existing employees and students with a disability or pre-existing medical condition, and provides a framework to ensure that the College offers a supportive environment for any such employee or student. The College also recognises the need to provide such resources as may be necessary to support the employment of job applicants and employees with disabilities and to support disabled students, and undertakes to identify resources wherever possible.

First, it is necessary to identify those students with a disability. The application form contains questions inviting the applicant to give details of the disability, so that the College can make advance preparation to support and assist that student.

Certain disabilities are already addressed such as wheelchair access and disable parking. However, there are potentially other disabilities to be addressed such as dyslexia, which may require special teaching.

Any staff or student wheelchair user will be timetabled only to take classes located on the ground floor of the campus and a ground floor toilet has been designated for use by wheelchair users.

To this purpose, the College has appointed a Disability Officer, to be effective from 1st September 2010. This Officer will review any disability pre-notified by the student applicant and after appropriate consultation with the Academic Director, President and the Student Welfare Officer, will arrange appropriate support in advance of the student's first attendance at the College. Examples of such disability that may require attention are:

dyslexia, myopia, deafness, epilepsy, and migraine. This list is by way of example and is not exhaustive.

Relevant support can take various forms depending on the nature of the disability such as extra writing time in the examinations or tapes of recorded lectures. Where necessary an appropriate support tutor will be engaged to advise as to how to address the disability.

The Disability Discrimination Act (DDA) 1995 states that no disabled job applicant or employee will be treated less favourably than a non-disabled person, for a reason related to their disability, unless the employer has a material or substantial reason for doing so. The Act defines a person with a disability as somebody with:

“a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities. Employers must take reasonable steps to overcome any substantial disadvantage to a disabled job applicant or employee caused by premises or working arrangements”.

The Act sets out a new duty to promote disability equality. Private sector organisations are statutorily required to have due regard for the need to:

- Promote equality of opportunity between disabled persons and other persons
- Eliminate unlawful discrimination
- Eliminate harassment of disabled persons that is related to their disabilities
- Promote positive attitudes towards disabled persons
- Encourage participation by disabled persons in public life; and
- Take steps to take account of disabled persons' disabilities, even where that involves treating disabled persons more favourably.

Recruitment

The College undertakes to review and develop its recruitment procedures to encourage applications from persons with disabilities and to ensure that any such applicants are not discriminated against.

When a short listed applicant advises the College of a disability, arrangements will be made at the interview stage to meet any additional needs of the applicant wherever possible and reasonably practicable.

The College recruitment panels will make selection decisions on the basis of the qualifications, experience and skills of applicants in relation to the post, regardless of any disability. Wherever possible, the College will make such reasonable adjustments as are required to enable a successful applicant with a disability to take up a position.

Training and Career Development

Wherever possible, training and development opportunities will be available to staff regardless of any disability. Staff undertaking training programmes where additional needs in relation to access, equipment or facilities are required, adjustments will be made wherever possible in order to enable full participation in any such programme.

The Environment of Working and Learning

The College will do its best to ensure that the environment for work and study does not prevent persons with disabilities from taking up or continuing in employment or study.

Monitoring

The College authority will maintain records of staff and students who declare a disability and record data on applications for employment or study, to enable monitoring of the operation of this policy across all areas of employment and learning provision.

Students and Staff with Disabilities

The College follows the Disability Policy. The Policy sets out the College's commitment to students and staff with disabilities or pre-existing medical conditions and provides appropriate help and support. A student or a member of staff requiring advice and support in relation to a student with a disability should seek assistance from the Student Welfare Officer.

The College is aware of its duty of care towards students and invites potential students to list any disabilities or relevant pre-existing medical conditions on the application form. The College accepts that it may not be able to give appropriate support to all types of disability and undertakes, where possible, to recommend more suitable colleges to such applicants. A similar policy will be applied to dyslexic student applicants.

Criminal Convictions

Subject to the Rehabilitation of Offenders legislation, all job applicants will be asked to declare if they have any criminal convictions. Applicants declaring a conviction will be asked to provide details of it. This will be considered by a panel consisting of senior management and a member of the academic team after giving proper consideration to the severity of the offence and the appropriate Rehabilitation of Offenders legislation.

Equality Act 2010

The Equality Act 2010 came into force on 1st October 2010. The Act covers the same 'groups' that are protected by existing equality legislation including disability. These 'groups' are now called 'protected characteristics'. The Act now makes it much easier for individuals to bring complaints of discrimination if they feel their employer has treated them unfairly.

Existing Equal Opportunities and Bullying & Harassment policies will need to be reviewed to make sure they are compliant with the new law. Particular areas to consider are how we address disability issues to ensure we do not inadvertently discriminate against staff. Other policies will also need to be reviewed including recruitment and sickness absence to make sure the policies do not discriminate against individuals, particularly those with disabilities.

The Act extends protection from indirect discrimination to disability, introduces a new concept of 'discrimination arising from disability', harmonises the thresholds for the duty

to make reasonable adjustments for disabled people and makes it more difficult for disabled people to be unfairly screened out when applying for jobs.

Responsibility

The Student Welfare Officer has responsibility for ensuring that disabled students are being adequately supported on campus.

The President has responsibility for ensuring that disabled staff are being adequately supported at work.

CONTACT US

Please use the following information to contact us.

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