Southern Regional College

Student Handbook

2024/25

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Welcome to Southern Regional College

Transforming lives through meaningful and enjoyable learning experiences

Welcome to SRC, a leading College of Further and Higher Education in Northern Ireland! Our mission is to transform lives through meaningful and enjoyable learning experiences. As you embark on your journey with us, here's what you can expect:

- Extensive course opportunities: with over 10,000 students enrolled annually, we provide an extensive range of courses, spanning from entry level to degree programmes.
- Individualised support: despite our size, we prioritise your individual needs and aspirations. Our supportive and caring environment ensures that you receive the support you need.
- First-class teaching and learning: our commitment to excellence means you'll have access to top-notch teaching, empowering you to make informed decisions and reflect on your learning journey.
- Preparation for the world of work: we aim to build confidence in our students, equipping them for success in their future careers.

At SRC, you'll find an exciting and friendly place to study and socialise. Explore our first-class facilities and take advantage of our comprehensive student support services. Whether you're transitioning from school or coming back to education, we're here to guide you every step of the way.

Lots of information on the College is available on the College website **www.src.ac.uk** and on our virtual learning environment, available for enrolled students. Remember, if you ever need assistance, don't hesitate to reach out to our dedicated staff. We are thrilled to have you here as you embark on your educational journey.

Student Services & Marketing

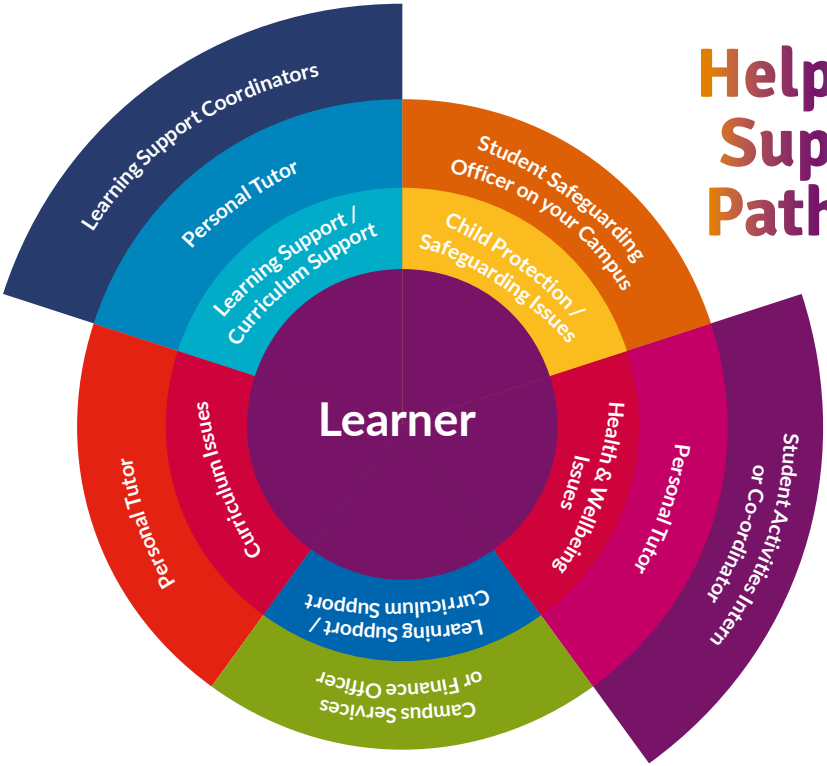
Scan for more information on student life

Our Student Services and Marketing team has received the Matrix accreditation, meaning that we provide the highest standard of information, advice and guidance. The Student Services team offers a warm and friendly welcome and is available to assist, guide and support students with any minor hassles, or major headaches that may crop up along the way.

Our doors are open to all students and with a team of experienced professionals, we assist with specific needs and offer general advice and guidance and pastoral care. We can help you before you arrive at Southern Regional College and throughout your course.

Lorraine McKeown
Assistant Director Student Services & Marketing

Help and Support Pathway



Student Services Chartermarks and Awards

The College holds the Matrix Quality Standard accreditation for the information, advice and guidance we provide to all of our students.

We've also been awarded Autism Accreditation by the National Autistic Society, the UK's leading charity for autistic people. This accreditation is awarded to organisations who showcase outstanding provision and support for those living with autism.

National Autistic Society

matrix

quality standard for information, advice and guidance services

approved by the matrix Accreditation Body

Governing Body

The Governing Body consists of the Chairperson, Vice Chairperson, Accounting Officer and Chief Executive, Chairpersons of 4 Committees (Finance and General Purposes; Education; Audit and Risk; Staffing), eight Governors who sit on Committees, alongside two staff appointed Governors and a student appointed Governor.

Scan for more information on the governance of the College

Student Achievements

In the last academic year our students have achieved many awards. The achievements below will give you a flavour of what you might accomplish too!

WorldSkills UK & SkillBuild competitions

For the second year in a row, Southern Regional College was named 'Best in UK' at WorldSkills UK, a national competition which tests the skills and abilities of learners. Students also performed successfully at the annual SkillBuild competition which took place the week after WorldSkills UK.

Competition Success

Name	Competition	Medal
Rebecca Liggett	Laboratory Technician	Gold
Ross Graham	Automation	Gold
Mykenzie Cartmill	Beauty Therapy Practitioner	Gold
Oisin McKerr	Automotive Refinishing	Gold
Carter McKnight	Automation	Gold
Hannah Hillis	Health and Social Care	Silver
Sean Treanor	Automation	Silver
Neil King	Automation	Silver
Annabelle Hughes	Culinary Arts	Bronze
John Doherty	Mechatronics	Bronze
Jason McVerry	Mechatronics	Bronze
Conor McDonnell	Electrical Installation	Bronze

SRC Student wins NASA place

Lee Johnston, an Applied Science student got the real NASA experience at Houston, Texas after securing his place through the United Space School competition.

Pictured: Lee Johnston pictured with Laura Martin SRC Curriculum Area Manager, Faculty of Health and Science

Team SRC serve up the medals

Portadown IFEX students

Newry IFEX students

Nine students undertaking traineeship and apprenticeship professional cookery courses swept the board at IFEX with nine medals! IFEX is Northern Ireland's premiere hospitality and food service exhibition and is held every two years.

Competition Success

Name	Competition	Medal
Annabelle Hughes	Risotto Chef of the Year NI	Gold
TJ Cashel O'Farrell	Culinary Ability Award	Gold
Ross Smyth	Junior Duck	Silver
Darragh Byrne	Young Seafood Chef of the Year	Silver
Sophie Keenan	Contemporary Hot Starter	Silver
Rory Kavanagh	Junior Poultry	Silver
Ben Webber	Junior Duck	Bronze
Thomas McCrink	Contemporary Dessert	Bronze
Sam Thompson	Junior Poultry	Bronze

All you need to know!

Surviving your first week

- Plan your journey. If you are using public transport, make sure you are familiar with the transport timetable.
- The first few weeks can be quite tiring; try to get yourself into a routine and don't forget to set your alarm clock.
- Come to College prepared. Bring with you your books, pens, folders and notebooks, safety equipment and uniform if required.
- Your first few weeks at College are all about helping you to make friends and settle into life at College. You will take part in lots of fun activities that will help you to achieve this.
- Make sure you know who your Personal Tutor is and how to contact them.
- Review your personal timetable and know your start time and where you should be for your first class.
- If you need help, please ask any member of staff; all staff wear an SRC lanyard and ID card.
- Contact Campus Services at the main office at reception if you need assistance or further information.

Your attendance at College

Please take note of these important points:

- Attendance and punctuality at all classes is compulsory.
- The College has a minimum attendance requirement of 90%.

All absences must be accounted for!

- Absences must be reported to your Personal Tutor or Placement Officer to be deemed authorised. It is your responsibility to provide a valid reason as to why an absence should be authorised. If you have any issues contacting your Personal Tutor or Placement Officer, please phone the College switchboard and a member of the Campus Services team will help. All authorised absences must be approved by the Personal Tutor prior to the absence occurring e.g. hospital appointment or driving test.
- If you are absent for more than five consecutive days due to a medical reason, a Doctor's Certificate will be required.
- If you are absent from College, you must inform your Personal Tutor or Placement Officer by email/Teams.
- If you are absent for four consecutive weeks without formal notification, it will be assumed you have withdrawn from your course.
- Remember - to progress and achieve on your course, you must attend. A good attendance record can make all the difference when applying for jobs or going to university.

What happens if...

You do not feel well enough to come to College

Contact your Personal Tutor or Placement Officer by email/Teams as soon as possible to let them know you won't be in.

You lose your timetable

Speak with a member of staff from your course team and they will provide you with another.

You arrive late

Go to your class immediately and explain why you are late. Please note, if you are in receipt of EMA, lateness may affect your payments.

You are lost

Go to the main reception and Campus Services staff will be able to help you.

You forget to bring a packed lunch

Don't worry; we have canteens and snack bars on each campus that provide hot and cold food and we have various vending machines.

You do not like the course you are on

Tell your Personal Tutor immediately and they will talk you through other opportunities that are available. We also have Careers Advisors across the College who you can talk to about other courses or employment options.

You need help or guidance

If you are having any kind of difficulty, let us know at the earliest opportunity. Even if your problem is personal and you do not wish to discuss the details, you should still let us know. Your privacy will be respected. Keep staff informed about your situation, especially during periods of absence. This will enable staff to review any special arrangements that have been made for you and make any changes necessary.

Personal Tutor

You will have a designated Personal Tutor, who will advise you on a variety of issues and provide general information and advice about possible career paths as well as monitoring and encouraging academic progress. Your Personal Tutor will also be able to refer you to other departments within the College such as Student Financial Support, Learning Support, Counselling and Careers Guidance. You will also have regular progress reviews throughout the year reviewing aptitude, attendance and assessed work and agreeing actions for the future. Your Personal Tutor will guide you through a comprehensive induction and how to complete your electronic Individual Learning Plan (e-ILP).

Communications

All students will be given clear guidance at induction on how to communicate with College staff and services. Any student requiring further information or guidance on communications should contact their Personal Tutor. Please take particular care when communicating through social media as inappropriate use is not acceptable.

Phone

Calls can be made to the College on 0300 123 1223. Please state your course title, campus and the name of your Personal Tutor when calling the College.

Scan for The College's Communications Policy

Email

All information and enquiries should be emailed to your Personal Tutor. If you are absent, this must be reported by email/ Teams to your Personal Tutor on the first day of absence. All students will be issued with an SRC email account while studying at SRC – this is the only account that will be used by the College to communicate with students once they have enrolled. Please ensure you log onto your account daily to

ensure you receive important information e.g., exam results etc.

Changing your contact details

You should notify your Personal Tutor and Campus Services at reception if you change your address, telephone number, name etc. It is very important we have accurate details for you, to make sure that important things like letters and exam certificates reach you.

Individual Learner Plan (e-ILP)

Full-time further and higher education students will be required to maintain an up-to-date electronic 'Individual Learner Plan' (e-ILP). This is a formal learning agreement between you and the College. You will have the opportunity to review and evaluate progress with everyone involved in your learning journey. At induction, your Personal Tutor will explain this process and establish one-to-one regular review meetings.

Personal Belongings

The College does not accept responsibility for damage to or theft of personal belongings, including lecture notes. You should take precautions to ensure the safety of such belongings, especially in the periods leading up to examinations.

Who's Who on Campus

Campus Services team

Armagh Campus

Michelle O'Callaghan
Campus Services Coordinator
028 3025 9674
075 8777 0223
ocallaghanm@src.ac.uk

Banbridge & Lurgan Campus

Charlotte Roddy
Campus Services Coordinator
028 3751 2814
077 6716 7127
roddyc@src.ac.uk

Newry Campus

Michaela Smith
Campus Services Coordinator
0300 123 1223
smithmi@src.ac.uk

Portadown Campus

Cate McCourt
Campus Services Coordinator
028 3839 7805
077 6716 7121
mccourtc@src.ac.uk

Student Finance

Scan for more information on Student Finance

Whether you are a full-time student or part-time student, there's a range of financial support available to help if you are facing financial difficulties. This includes grants, loans, bursaries and allowances. Information on the range of financial support available to you is accessible on our website. Or contact your Campus Services Coordinator, their contact details are available in the 'Who's Who on Campus' section.

Careers Advice

Scan for more information on Careers Advice

Careers Advisors are on hand to talk about important career decisions. The team supports all individuals who are considering their options when they are at the College, and prior to joining.

Some things our Careers Advisors can help with:

- Advice and guidance on course options and entry requirements
- Exploring career options
- Completing application forms for college, university or employment
- Changing course if you aren't happy with your course or if you change your mind
- CV help and advice
- Interview preparation
- Progression to higher education

How to contact us

The Careers Service team are available on all campuses. Contact an advisor by telephone or email.

Armagh Campus

Frank McCourt

028 3751 2808
077 6075 0691
mccourtf@src.ac.uk

Banbridge & Lurgan Campus

Darelle McSherry

028 3751 2808
077 6075 0686
mcsherryd@src.ac.uk

Newry Campus

Laura Price

028 3751 2808
077 6075 0685
pricel@src.ac.uk

Student Engagement

Scan for more information on Student Engagement

Ever heard the saying 'what you put in; you get out'? Participating in student activities is a definite way to enjoy student life at SRC! It's also a great way to meet other students, improve your confidence, get employability skills and discover cultural and sporting activities.

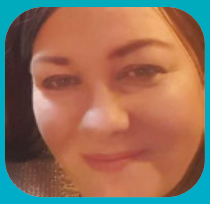
There are loads of ways to get involved in student life, from the freshers' fayre or being a class representative, to running for student council and participating in fundraising activities. Plus we have a huge range of student exhibitions and shows each year.

How to contact us

The Student Engagement Team are available on all campuses. Contact the Team by phone, email, or stop them as they pass by.

Armagh Campus
Jason Brennan
Student Engagement Manager
028 3025 9674
075 8777 0223
brennanj@src.ac.uk

Armagh Campus
Aideen McConville
0300 123 1223
078 9459 4777
mcconvillea@src.ac.uk



Banbridge, Lurgan & Portadown campuses
Blathnaid Woods
0300 123 1223
077 1198 1733
woodsb@src.ac.uk

Newry Campus
Sarah King
0300 123 1223
077 3391 2871
kings@src.ac.uk

Learning Support

Scan for more information on Learning Support

The College provides a safe and supportive learning environment for all students with learning difficulties and/or disabilities to help students realise their full academic and personal potential. Support available includes learning support assistants, mentors, scribes, special exam arrangements and assistive technology loans.

Information on making a referral and contact details for members of the Learning Support are available on our website.

Learning Resource Centre (LRC)

Each of the five main campuses contains extensive resources including books and journals, combined with a wide range of electronic multimedia learning materials linked to the computer networks. The stock of resources is updated in line with curriculum developments. There are also photocopying facilities available for students in the LRCs. You will need print credits to print or photocopy. These can be obtained from LRC staff.

Scan for more LRC information and opening times

To contact the LRC, please phone:

Armagh	**028 3751 2815**
Banbridge	**028 3839 7711**
Lurgan	**028 3839 7809**
Newry	**028 3025 9638**
Portadown	**028 3839 7775**

Scan for LRC loans policies

Student Cards

No Card, No Entry

As an SRC student you'll receive a free student card and lanyard on induction. Keep these items safe as you will need them to enter College premises, sit examinations and vote in the Student Union elections.

If you lose your card, that's no problem. Replacement cards can be obtained from the LRC. There is a £2.50 charge for replacement cards and a £2.50 charge for lanyards.

Safeguarding

What is Safeguarding?

Scan for more information on Safeguarding

Safeguarding is about helping students to keep themselves safe and to prevent harm happening to them. It's also about responding to concerns about alleged and suspected harm and putting in place plans to help and protect those who cannot protect themselves. Everyone has the right to live their lives free from violence and abuse.

If you are worried about something that is happening to you or to someone you know, please talk to us. If we are concerned about your safety, we may need to share this information with others, but we will always tell you first. At Southern Regional College, all members of staff are trained in the protection of children, young people, adults at risk and adults in need of protection to ensure that they are fully aware of their responsibilities in this area. The Student Safeguarding Officers have undergone additional training for these roles.

Lorraine McKeown

SRC's Designated Safeguarding Officer and Adult Safeguarding Champion

mckeownl@src.ac.uk 078 4197 0692

Donna Hughes

SRC's Designated Deputy Safeguarding Officer

hughesdo@src.ac.uk 077 6716 7124

We are committed to the safeguarding and welfare of our students. We provide and maintain a friendly and safe learning environment for all our learners. We act immediately on any concerns that a student might have in relation to bullying, abuse, neglect or harassment.

Safeguarding email address

safeguarding@src.ac.uk

Contact details for the College's Safeguarding Officers are available on the SRC website.

Counselling Services

Scan for next available Counselling drop-in sessions

As an SRC student, you will have access to a free and confidential counselling service through Inspire Student Wellbeing to help you work through any issues you may be experiencing.

Counselling is a safe place where you can talk with an independent and trained professional and begin to explore issues that are causing you difficulty.

On Campus Counselling

Inspire Student Wellbeing run this service face-to-face through drop-in counselling sessions. This is provided on the Armagh, Portadown, Lurgan and Newry campuses. If you have any worries or concerns that you need to speak to someone about, get in touch with Inspire Student Wellbeing. A list of drop-in session are avaialable on our website

Telephone/Email Service

The counselling service is available to students, 24/7. Students can call **0800 389 5362** to speak to a professional counsellor.

Alternatively, you can email **support@inspirewellbeing.org** and arrange for someone to contact you.

inspire
wellbeing, ability, recovery

Online Support Hub

The Inspire Student Online Support Hub gives students instant access to a range of information and resources, tailored specifically to help care for your individual wellbeing needs.

Scan the QR code and follow the on-screen instructions. You will also need the unique SRC pin (SRCHUB) to access these services.

Scan for Inspire Student Online Support Hub

Criminal Convictions

Scan for more information on Criminal Convictions

The College actively promotes equality of opportunity for all and welcomes enrolments from students with criminal convictions. To help the College reduce the risk of harm or injury to students and staff caused by the criminal behaviour of other students, we must be made aware of any unspent criminal convictions. Students must declare all unspent criminal convictions using the Criminal Convictions Disclosure Form.

Certain courses require us to consider spent and unspent criminal convictions therefore in certain circumstances you must also disclose spent convictions using the Enhanced Criminal Convictions Disclosure Form. Forms are available from any campus reception and our website.

Data Protection

Scan for more information on Date Protection

Southern Regional College recognises and respects the importance of your privacy and is committed to treating your personal information responsibly and in compliance with all relevant data protection legislation (The United Kingdom General Data Protection Regulation and the Data Protection Act 2018).

We are required to collect and hold information on all our students. The College needs to process your information to administer your studies, provide you with support, contact you about the College, provide information on news and events, facilitate strategic planning and to fulfil our statutory reporting obligations.

Your data will be shared with government departments and statutory bodies e.g. the Department for the Economy for statistical research, funding and other legitimate business purposes, including the provision of careers advice and guidance.

Current data protection legislation entitles you to see the data held about you. For further details on our Privacy Notices, Data Protection and your rights, please visit our website.

Your success at SRC is best achieved through the support from staff, College support services, family, and friends. The College requires your consent to use your Emergency Contact/Next of Kin contact details to discuss matters relating to your progress within the College. Please ensure that your consent preference is recorded on the student portal. You may withdraw your consent or amend your preference on the student portal at any time.

Attendance Statement

Scan for more information on College Policies

Student achievement and progression to further study or employment is directly linked to a student's general attendance and punctuality.

The SRC personal tutorial system has been designed to support you throughout your time at the College. The support provided through the tutorial system will assist you to identify and address the issues that are preventing you from achieving.

Students are provided with a course timetable which details the start and end time of each class. You are expected to attend all classes for which you have been enrolled. When a lecturer is unavailable to take a class, the Curriculum Area Manager (CAM) or their delegated authority on campus will make appropriate cover arrangements. Every effort will be made to give advance warning of unavoidable changes or cancellations to classes.

Southern Regional College requires students to attend all classes punctually with not less than 90% attendance.

You should make contact directly with your personal tutor to inform them of any absence. Evidence to support an absence resulting from illness or exceptional circumstances must always be presented to the personal tutor.

The academic calendar has been structured to provide students with appropriate breaks. It is not permissible to take holidays during term-time. If you need to miss a class, you or someone acting on your behalf should:

1. Inform your personal tutor and member of staff who takes the class, in advance, of any planned absence (e.g. for a doctor or dentist appointment).
2. Email or phone your personal tutor in the first instance to explain an unplanned absence.
3. Obtain a letter from your parent or guardian if you are under 18 years for any absence and give this to your personal tutor immediately upon return to College.
4. Make arrangements to catch up on any work missed during absence.

If you are absent without authorisation for a period of 4 weeks, the College may remove you from the course.

Where a student's attendance and/or punctuality is not of an acceptable standard the College may invoke the disciplinary procedure.

Please see the College policies page on the website for detail on the disciplinary policy.

College Services

Scan for more information on College Facilities

Catering Facilities

Campus catering facilities provide you with a range of affordable snacks in a relaxed atmosphere. Most campuses have a coffee dock and/or canteen, plus vending machines are also available. Opening hours vary from campus to campus - please ask at Reception for more information.

Hairdressing, Beauty & Barbering Salons

Our salons are open to the public and students and offer a full range of hairdressing, barbering and beauty treatments. As we are a training establishment, prices are considerably reduced. All students training are supervised by staff and professional products are used.

Booking is advisable. To make an appointment, phone:

Armagh **028 3751 2859**
Lurgan **028 3839 7827**
Newry **028 3025 9608**
email salonbookings@src.ac.uk

Car Parks

If you are travelling to Southern Regional College by private car you must:

- **Display a current College Parking Permit. Applications for parking permits are made using Canvas and can be collected at Campus Services Reception.**
- **Adhere to the speed limits of 5 mph.**
- **Drive carefully within the College grounds.**
- **Park in a designated parking space.**

If you use your car to transport other students, please ensure that you have adequate insurance.

Please note that a parking permit gives you the right to park in College car parks if there is a space available. Car parking spaces are allocated on a first come first served basis, therefore if the car park is full, you must park elsewhere. Only blue badge holders are permitted to park in designated disabled spaces.

Scan for more information on Car Parking Policies

Examinations

You are responsible for ensuring that you are entered for the appropriate examination subjects and that your entry is submitted before the closing date. Where necessary, entry forms will be made available through the Examinations Office and may need to be authorised by your tutor or subject lecturer. Certain courses require a one-off registration fee to be paid to the Awarding Body e.g. Edexcel. In such cases registration with the Awarding Body is mandatory.

Completed forms must be returned directly to the Examinations Office with the appropriate fee (if applicable) where these have not been collected at enrolment. Additional charges may arise if entries are late. Examination fees and registration fees are not refundable. Where applicable, SRC resit fees of £30 applies to all re-sits plus the awarding body fee.

Information on entry deadlines and timetables will be available from various sources including the College Virtual Learning Environment (Canvas), course tutor and display screens. You must familiarise yourself with the examination regulations and arrive on time on the date of the examination. Mobile telephones/ smart watches or any form of personal communications device are not permitted in examination halls.

Please note examinations may be scheduled at an alternative SRC campus depending on programme of study.

You are required to adhere to the Awarding Body guidelines at all times. Failure to do so may prevent you from submitting coursework or sitting an examination.

For further information please contact:

staffexams@src.ac.uk
028 3025 9613

Awarding Certificates

Once your course has completed, certificates will be dispatched at various prize-giving events or collected from the examinations offices. Any errors on certificates must be reported to the exams office within 6 weeks of receiving certificates.

ICT Facilities

Scan for Student Dashboard

At the College you will have access to a wide range of equipment and software. Here are some benefits and guidance for using ICT resources at SRC. If you are new to the College or need a refresher on ICT policies, check out 'Getting Started at the College – ICT'.

ICT Benefits

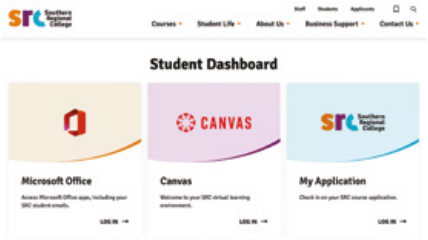
College Virtual Learning Environment (CANVAS)

The College has embraced 'blended learning' which combines face-to-face learning carried out in normal classroom sessions along with on-line learning. The 'CANVAS' Virtual Learning Environment (VLE) is the platform used to deliver both online and blended learning programmes.

Key features of the Virtual Learning Environment include:

- online communication between staff and students
- provision of e-books and e-resources with 24/7 access
- collaborative working with other students
- published learning materials
- online resources
- student guidance

You can access CANVAS from the College's homepage. Select the Students link at the top right hand side. This presents the Student Dashboard with options including logging into Office 365 (MS Office) and Canvas. You will need to set-up your Multifactor (MFA) or 2 Factor Authentication before using CANVAS remotely. See 'Multifactor (MFA) or 2 Factor Authentication' for information.



Student Email

You will be given a College email address to use as part of your studies. This email address will be used as the primary email communication if your lecturer or the College needs to contact you. The email address given to you will be in the following format. UserID@students.src.ac.uk (replace UserID with your own UserID).

On College Desktop Computers, a shortcut to your email account will appear on your desktop when logged onto a College PC. If prompted to logon use SRC\UserID (replace UserID with your UserID) plus your password.

See 'Logging onto a computer in the College for the first time' for instructions on changing your password.

Software for Students

Links are included in the IT Services section on the College VLE for software

that you can download and use on your own computer. Licenses for these software products are only valid while you are a student at SRC and must be removed (and may not work) once you have left SRC.

Software includes Office 365 Microsoft Office applications (Outlook, Word, Excel, PowerPoint), Autodesk, SolidWorks and others as they become available.

To install Microsoft Office software, look at the top right-hand corner of the main Office 365 logon page when you log onto Office 365 – look for Install apps. Note this is only for your personal device; all SRC devices will already have Microsoft Office software installed.

Office 365 Microsoft Office applications

Common applications used within the College are Microsoft Outlook and Microsoft Teams. Mobile Apps are also available for Outlook and Teams, and you can install the Apps on your mobile or tablet from your normal App store. Use your College issued username and password to connect to these Apps.

Logon and check you have access to your email and Teams as these will be key applications your tutor will use to communicate with you.

Due to differences in mobile operating systems and browsers we would advise you to try your first logon on a Windows or Apple PC/Laptop using the Edge or Chrome browser, to verify access. You can then try accessing from your mobile device (on mobile devices use of an App is preferred for enhanced user experience).

Printing

You will be given a quota of print credit at the beginning of each academic year. You can purchase further print credit from any of the Learning Resource Centres.

Note: If you enrol on additional College courses, additional print credit will have to be purchased (by you) through the LRC

Saving Work

There are two ways to save your work while at the College. These are:

1. **OneDrive personal storage space**

   With Office 365 you have use of OneDrive with 1Tb of storage space. This can be accessed from within the College or remotely so is useful for working on files in either location. Students are encouraged to use this for general file storage.

2. **H: Drive (internal College storage space)**

   When logged onto PCs at College you will have a set amount of storage space which appears in the file explorer as a H: drive once logged onto the College network. All students are initially allocated 250MB of storage space on their H: drive (some classes will have a higher initial allocation). If the H: drive space becomes full, you should check and delete any files that no longer need to be stored.

If further storage is required, this can be arranged through your tutor and your H: drive may be checked for any non-course related material.

Both OneDrive and H: drives are backed up regularly. We discourage the use of USB devices, especially as your only storage option, as they are unreliable. USB devices can be used as another backup.

Getting Started at the College – ICT

Scan for more information on ICT facilities at SRC

While you are a student at the College, there's some important things you'll need to be aware off. Some general guidance on ICT is available by scanning the QR code.

Acceptable Use Policy

As a student you will be given a student account which enables you to access and use computers on the College network as well as options for Wi-Fi and remote access and Microsoft Office 365 – Outlook, Teams, OneDrive etc. Use of the IT facilities is subject to the conditions within the Acceptable Use Policy and UK law. All students will need to agree to follow the College's Acceptable Use Policy (AUP) prior to using any ICT equipment and systems.

There is a lot of specific guidance in the AUP itself – it's intended to keep you safe while you learn. The AUP is available on the website.

In addition, the College has its own relevant guidance and requirements (including e-mail and internet use, health and safety and Student Code of Conduct). It is essential you adhere to these policies. If you don't understand any item, please find out more from a member of staff.

Bring Your Own Device (BYOD) Policy

If you use your own personal device for accessing College systems it's important that you restrict who can access your device and ensure that operating systems are supported with all updates applied to them and any apps/software. Having supported anti-malware software with regular updates should also be in place on these devices (Desktop, Laptop, Tablet or Mobile Phone).

Using a student account means that you are aware of and accept SRC published policies and procedures, including the Acceptable Use and Bring Your Own Device (BYOD) policies. All usage is monitored and recorded including internet usage. The College's policy on BYOD is available under ICT policies on the website.

WiFi – Eduroam

The College's WiFi network is Eduroam. This network allows students from participating institutions (including SRC) to obtain internet connectivity across College campuses and when visiting other participating institutions.

To connect to Eduroam at SRC, search for wireless networks and select it. You will then be prompted for a username and password. Use your full SRC e-mail address UserID@students.src.ac.uk (replace UserID with your own student ID). Enter your password and you should get connected. Trust any certificates if prompted.

Usernames (UserID) and Password

New students

Your UserID and instructions will be sent to the email you registered with. A password will be sent via text to the mobile number you used when you registered. Each student's username (UserID) is made up of an 8-digit number plus @students.src.ac.uk which is also your College email. For example: 30004567@students.src.ac.uk

Note:

- keep your password confidential and change it regularly. Change it from the default password issued (see: logging onto a computer in the College for the first time)
- do not share your User ID and password with anyone
- use a unique password and not one that you use elsewhere

User IDs and passwords help us maintain individual accountability for internet usage.

Existing students

If you are a returning second or third year student, you will use the same account (please note you won't get an email or text message with logon details as you will already have these). Your tutor will be able to reissue these details if required.

Logging Onto a Computer in the College for the First Time (Change Your Password)

Take the following steps:

- press Ctrl, Alt and Delete
- enter your username and password and click OK

You should change your password from the default issued by your tutor. Do this on a College computer by:

- logging in - using your current username and password - press Ctrl, Alt and Delete
- click 'change password'
- you will then be asked to enter your old password and enter your new password twice
- click OK

Logging Onto your College Account Remotely (Change Your Password)

You can do this remotely by logging into your College Office 365 account. Do this by selecting the Students link on the website homepage banner at the top right hand side. This presents you with the Student Dashboard. Log into Office 365 (MS Office) and then:

- click on your name on top right hand corner of the screen
- select 'view account'
- select 'change password' and follow the instructions on the screen

Please remember:

- passwords are case sensitive
- passwords should be complex, with at least one of each of the following; uppercase letter, lowercase letter,

number and a special character
- minimum length is 15 characters
- we recommend the use of 3 random words incorporating the above complexity rules eg drive7maroon$Floods - This is just an example, do not use this password
- do not use a password you use or have used elsewhere

Multifactor (MFA) or 2 Factor Authentication

Multifactor Authentication (MFA) is where you will use an Authenticator App on your mobile to verify your logon.

Use of MFA and Self-Service Password Resetting (SSPR) are required on setup to protect your account. Full details are provided on our website.

You will need MFA enabled to access resources from outside the College including Office 365, CANVAS and remote software access.

Please remember:

1. You are responsible for your account and network activity originating from it
2. It is essential that your password is kept secret at all times and that you do not let anyone else use your username. Logoff every College computer any time you leave it unattended

Security Tip! Don't use the same credentials (emails and passwords) on multiple web sites. If one gets compromised, they all are! SRC recommends you use a unique password for your College account which you don't use for anything else.

Anti-Virus

All College computers run up-to-date anti-virus software. You must ensure that your device is fully patched, up to date and has antivirus software which is automatically updated. If you repeatedly use media (e.g. USB pens) that contain viruses, your access to College ICT resources may be restricted or withdrawn and disciplinary action taken.

Security Tip! If you use your personal device (BYOD) to access any College systems you must:

- use an anti-virus product and keep it up to date
- ensure your device is updated regularly with any security or application updates. This applies to all device types
- if using a shared device (e.g., PC, iMac or Laptop), use a separate local account to logon to this device to restrict access to your College work. You can't do this on for example a tablet like an iPad, so you should take great care if you have to use these. Use a passcode to help reduce access
- if possible, encrypt your device

These will help reduce compromise and exploitable vulnerabilities on your device.

Guidelines for ICT Usage

Services provided by IT can change. Please refer to the IT Services section on the College VLE for current guides for various ICT activities.

- No food or drink is allowed in any computer room.
- Please treat all ICT equipment with respect, remembering that others must use it as well.
- Please leave your workstation and the area surrounding it as you would hope to find it.
- Ensure you log off your computer when you are not using it.
- Connection of any external device

(including laptops) to the College physical network or electrical supply is strictly forbidden. Please contact ICT Services if this is required.

- USB pens, CDs and DVDs may be used for backing up work and transferring work to and from College, but only if you are certain that any external computer to which the device is connected has an up-to-date anti-virus package running. Be aware that all these media types are prone to failure. Thus, we strongly recommend using OneDrive for transferring work when required.
- Do not give your username or password to anyone. College staff do not need to know your password.
- ICT equipment can only be moved by a member of the IT Services team.

Internet Advice (E-Safety)

The Internet has transformed the way in which we learn, do business, and socialise. It is also a place that provides cover for those whose intent is to harm and exploit young people. Behind the mask of anonymity, pedophiles, extortionists, and organised gangs of criminals from any part of the world can reach young people. They make young people feel safe. They become their "friends". They use images of other victims to create a false identity and gain young people's trust. In short, they groom young people. Home computers, laptops, tablets, and smartphones, used inappropriately, are this generation's version of the dark alleyway in which a menacing stranger lurks.

You need to be aware of the dangers that you face online. In some instances, young people are targeted by strangers who attempt to blackmail them over images they have been tricked into taking. Other cases involve private messages between friends being forwarded to others or a user posting a picture of themselves on a website or social media with low privacy settings.

We understand that this is a worrying message, but we do believe that it is warranted. We take great care to ensure you are safe whilst attending the College, but it is essential that you also exercise that same care and vigilance to protect yourself online.

If you need any assistance or advice on this matter, please do not hesitate to speak to your tutor or alternatively seek assistance through Student Services.

Useful Contact Numbers

- PSNI on 101
- 24 hour Freecall Lifeline Helpline on 0808 808 8000
- Childline on 0800 1111 or www.childline.org.uk
- Inspire Students on 028 9032 8474 or www.inspiresupporthub.org/students

Protect Yourself Online

1. Check your privacy settings - make sure that you are only sharing posts with friends and trusted sources.
2. Would you want the world to see this? Social media is public - do I want the world to see this? If not, stop and delete.
3. Review your 'friends' lists – delete anyone who you have never met or do not know in person. They could be a fake profile trying to get information.
4. Don't send anything inappropriate – if you are being asked to send content that you aren't comfortable with, talk to an adult you trust about the situation.
5. Image shared of you – if a photo of you has already been shared and you are concerned, then talk to an adult you trust.

Most importantly

NEVER KEEP IT TO YOURSELF

If you are made to feel uncomfortable online or are being threatened, don't keep it to yourself. Talk to your family, or a member of staff at the College.

If you have shared an image, the sooner you tell someone, the sooner it can be taken down/ deleted or made much more difficult for anyone to find.

Staff at the College or adults you trust won't judge or treat you any differently. They just want to help.

Resources for Support and Help

Safety Centre

Scan for more information

Think U Know

Scan for more information

UK Gov/ Child Safety

Scan for more information

Safer Internet

Scan for more information

National Cyber Centre

Scan for more information

NI Cyber Security Centre

Scan for more information

Give us your Feedback

Scan for more information on Giving Feedback

Southern Regional College is committed to providing you with the best possible service which we can only do if you give us your feedback.

Feedback

Tell us if we do something well or if we can do things differently to improve. You will be asked to complete an online learner survey during the year and this feedback is very important to us.

Student Council and Students' Union

You can also provide feedback through your class representative and/or become the representative for your class and be their voice. Each September class representatives are elected to take forward issues about each campus at the Student Council meetings. Meetings take place three times each year. Upcoming meeting dates can be found on the College Student Engagement SharePoint page.

You could also become a Student Union Officer. Each campus can elect seven officers who will organise events and activities in matters that you want – so you decide your student experience! Officers will also speak with other students to hear about student experiences and work with the Student Governor to run campaigns to make improvements.

Details on all these events and how you can get involved are on the Student Engagement SharePoint page.

Focus Groups

Focus groups generate ideas and provide feedback from as many learners as possible.

Further Education Students and Trainees

Each semester, your Personal Tutor will hold a class focus group to allow you to discuss items which matter to your class. The Curriculum Area Manager will also meet with class representatives to get feedback and ideas about your course, so let your class representative know your thoughts and opinions.

Higher Education Students

Each semester Higher Education students will have Staff/Student Consultative Committee meetings with Course Coordinators. This provides opportunity for feedback on any issues you have encountered on the course. The Curriculum Area Manager will hold a subsequent focus group to follow up on any issues raised.

Student Complaints

If you have a complaint, please speak to your Personal Tutor or any course tutor to attempt to resolve the issue in the first instance. If this is not possible, or if you are not satisfied with the response you have received, you can contact the Curriculum Area Manager or Head of Faculty for your course.

If, following this process, you feel that your complaint has still not been satisfactorily

resolved, a further two options are available to you:

1. You can raise an informal complaint by emailing the College's Corporate Compliance Manager on feedback@src.ac.uk or by calling on 077 2520 0069; or
2. Where you believe the matter to be of a more serious nature, you can raise a formal complaint by completing a 'Customer Complaints Form', which is available on the College website.

Information provided on the College website explains the process the College will undertake when managing complaints. The College's 'Complaints and Compliments Policy' is also accessible on the College website, and this provides information in respect of the appeals process and the role of the Northern Ireland Public Services Ombudsman in handling complaints about the College. For HE students, the policy also provides contact details for the Competitions and Markets Authority (CMA). This policy can be accessed on our website.

Student Compliments

If you feel that the College has exceeded the expected standard of service, or you wish to provide a compliment or positive feedback, you can complete a 'Customer Compliments Form' which is accessible on the College website or available at Campus Reception. This form can be accessed on our website

Alternatively, you can email the College's Corporate Compliance Manager on feedback@src.ac.uk

Student Charter

Scan for more information on College Policies

Southern Regional College aims to deliver quality education to all of our students in an atmosphere of mutual respect. This Student Charter sets out what you can expect as a student of the College and what the College expects from you in order to ensure that your learning objectives are met.

Learning is a two-way partnership between the students and staff of our College. The Charter recognises the importance of staff and students working in partnership.

What Prospective Students Can Expect from Southern Regional College

We will:

- provide you with admission and enrolment services to ensure that the transition to College is fair, equitable and transparent
- treat you equally with respect and consideration at all times, regardless of ethnic origin, religious belief, political opinion, age, gender, marital status, sexual orientation, disability or whether or not you have dependants
- provide informed, impartial, supportive, and timely guidance and careers advice to enable you to choose a programme of study that suits your ability and aspirations
- advise you on financial and other support available

What Students Can Expect from Southern Regional College

We will:

- provide you with a comprehensive induction to the College services, resources, rules, policies, procedures, your programme of study, as well as an opportunity to meet other students
- treat you equally with respect and consideration at all times, regardless of ethnic origin, religious belief, political opinion, age, gender, marital status, sexual orientation, disability or whether or not you have dependants
- provide you with a learning experience in a safe and caring environment which is evaluated, taking account of stakeholder feedback to enhance the quality of our provision
- agree your individual programme of study comprising quality teaching with informed, timely, constructive assessment and feedback on your work
- provide you with access to Learning Resource Centres and e-resources
- provide you with access to appropriate careers education, advice and guidance
- provide opportunities to access work experience/placement and industry visits where appropriate
- provide you with a personal tutor (full-time)/class tutor (part-time)

who will advise you on pastoral care information and services including:

- » **Personal Tutor Support**
- » **Learning Support**
- » **Student Safeguarding**
- » **Student Activities**
- » **Health & Safety**
- » **Care Experienced Support**
- » **Student Finance Advice**
- » **Personal Counselling Service**

- provide you with clear information on fees and other costs, methods of payment and student finance support
- provide opportunities to ensure your views and feedback informs improvements through:
  - » **Class Representatives**
  - » **Student Council and Student/ Staff Focus Groups**
  - » **Student Governor and Student Union Elected Officers**
  - » **Student Surveys and involvement in the student voice activities**
- allow you to make a complaint on any issue and ensure you receive a response in line with the College complaints procedure
- treat your personal information with confidentiality and in accordance with current Data Protection Legislation, (The General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018) and Freedom of Information Act

What Southern Regional College Can Expect from Students

In return you are expected to:

- fully engage as an active student in our shared educational experience and take responsibility for your own learning
- treat everyone with respect and consideration at all times, regardless of differences in ethnic origin, religious belief, political opinion, age, gender, marital status, sexual orientation, disability or whether or not they have dependants
- adhere to the College clothing policy which permits students to wear sports tops and to use bags and kit which are affiliated to any sporting club with the exception of Celtic and Rangers
- familiarise yourself and comply with College policies and procedures, rules and regulations available in this guide, course handbook, SRC website and on the SRC Virtual Learning Environment/ SharePoint
- behave in a responsible manner on and off campus and treat the property of the College with respect
- wear your identity badge visibly at all times when on campus in the holder and lanyard provided by the College and when representing the College externally including on industrial visits
- comply with College health and safety requirements
- complete all coursework and assignments on time and to the best of your ability
- complete entry forms for external examinations and assessments and pay the appropriate fees when they are due
- ensure the prompt payment of fees and charges, return of books, equipment and materials
- act as ambassadors for SRC at all times on campus, in our community, in any public forum and after your time at SRC
- attend regularly and punctually all scheduled classes, assessments and

agreed meetings and be an active participant

- contact your personal tutor by email if you are unable to attend class, assessments or examinations. Your personal tutor will guide you in relation to extenuating circumstances and the appropriate evidence requirements
- comply with the SRC Acceptable User Policy and use your SRC email address for College related communications
- keep up to date your personal information, e.g., new address or new telephone number
- notify your personal tutor/course tutor in writing if you wish to withdraw from your chosen course of study
- notify the College of your destination following completion of your studies

As a student in this College, you have a right to be able to study in a safe, harmonious environment, to be treated with respect, fairness and dignity, and not to be subjected to any form of bullying, harassment, abuse or victimisation because of your background, ability, culture, identity or caring responsibilities.

This section should be read carefully by each student, as it contains information, which may have an impact on your progress within the College. Please ask your personal tutor to assist you if you are unclear about any part of this.

More information is available on the College website.

College Rules for Students

All students attending Southern Regional College (SRC) are required to conduct themselves in accordance with the College rules. Failure to adhere to the College rules will result in disciplinary action.

1. You are required to respect all people who use or are present at the College. Abuse, threat of violence, violence, intimidation, bullying or taunting of anyone on College premises or involved in an activity associated with the College will not be tolerated.
2. You will be treated and are required to treat others equally, with respect and consideration at all times, regardless of ethnic origin, religious belief, political opinion, age, gender, marital status, sexual orientation, disability or whether or not you or they have dependants.
3. You are required to attend all classes regularly and punctually with not less than 90% attendance.
4. You will be provided with a learning experience in a safe and caring environment. You should be respectful in the classroom or learning environment and not interrupt or disturb the learning activities of others.
5. You will be asked to provide feedback to enhance the quality of our provision.
6. You are required to complete an enrolment form and where required, should have paid tuition or other fees before commencement of the class.
7. Assignments and course work must be handed in on time. Assignment work submitted for assessment must follow examining body guidelines.
8. Assignments, assessments, or exams are subject to scrutiny and there will be no tolerance of cheating, collusion, plagiarism or fraud.
9. Students should not be absent from class for appointments without the formal approval of the Personal Tutor or delegated authority.
10. In the case of an unplanned absence, students should contact their Personal Tutor or their Placement Officer.
11. Students who are required to wear specified uniform or safety gear, must do so as advised by the course team. Failure to do so may result in disciplinary action.
12. Students should follow their prescribed course of study. Any alterations to this must have the permission of their Curriculum Area Manager.
13. Within the College:

    a. Current SRC student ID card and SRC lanyard must be always worn when on college premises.

    b. Smoking and Vaping is strictly forbidden (see point 23).

    c. A current SRC Student ID Card should be scanned when entering any Learning Resource Centre (LRC).

    d. Mobile phones should only be used under the direction of the lecturer during class time and must

be switched off completely whilst in the LRC.

e. The use of the camera facility within mobile phones is strictly prohibited anywhere in the College.

f. Possession or consumption of alcohol or drugs is strictly forbidden.

g. Students are not allowed on College property while under influence of illegal drugs or substances. This also applies to any activity associated with the College off Campus.

h. All forms of gambling are strictly forbidden.

i. Food and drink must be consumed only in areas provided and never in classrooms, corridors or the LRC.

14. Anyone found causing damage to or theft of College property may be suspended from classes and may be required to financially reimburse the College to make good any damage caused.
15. Textbooks, library books, instruments etc. are supplied on loan to students and must be returned in good condition at the end of the College year. Non return of library books or resources may result in examination results being withheld.
16. Students are required to pay tuition and examination fees as appropriate.
17. Students who fail to pay full tuition and examination fees will have their results held and will not be permitted to graduate.
18. Students using any sports facilities must adhere to the College's dress code (see point 24).
19. In the event of an alarm ringing continuously, which is a warning of suspected fire, students are required to evacuate the building immediately, in an orderly manner and in accordance with the fire evacuation procedure.
20. Students should help keep all areas of the College in a clean and tidy condition. For example, litter should be placed in the waste/recycling bins provided throughout the buildings and on the grounds to promote sustainable practices.
21. Students using the College's network and internet facilities must sign up to and adhere to the College's Network Acceptable Use Policy. Inappropriate use of resources will result in disciplinary action and removal from the network system.
22. Students undertaking examinations must always follow the instruction of the invigilators. Students using unauthorised materials to assist them during examinations will be subject to disciplinary action, which may result in suspension from the College. Mobile phones must not be taken into an examination. Any student found to be in possession of a mobile phone during an exam may forfeit their opportunity to sit the examination.
23. The College operates a No Smoking Policy, except in designated areas. Smoking/Vaping within any of the College buildings or at entry and exit doors is strictly prohibited.
24. In line with the Equality Commission Guidelines, emblems directly linked to community conflict and/or local politics must not be worn or displayed. Celtic and Rangers attire is not permissible in College.
25. Students should refrain from activities that are liable to discredit the College, disrupt the normal working of the College or community, prevent employees going about their normal business or results in complaints from the public. This incudes consideration when parking both in College car parks and surrounding areas.

Formal Disciplinary Procedure

Scan for more information on College Policies

The following outlines the formal disciplinary procedure at Southern Regional College. It is possible to view the policy on the College website.

The formal disciplinary procedure is used when a student breaches any policy or procedure of the College. Any student in breach of policy or procedure will be investigated and a report will be provided to a designated disciplinary authority. The student concerned will be informed of the details of the alleged offence and given the opportunity of presenting a defence at a disciplinary meeting. After consideration of all evidence, the disciplinary authority shall inform the student of the decision and in cases where the offence is proved, of the student's right of appeal and who to appeal to.

If a student charged with an offence does not attend a disciplinary meeting on the date and at the time appointed, without prior satisfactory written explanation having been received, the disciplinary authority may make a decision in the student's absence.

A complainant, or a witness, who is summoned to attend a meeting arranged by the Disciplinary Authority and who fails to attend without due cause, may be liable to disciplinary proceedings. The disciplinary stages, details on investigating authorities and disciplinary authorities are detailed in the 'Disciplinary Policy (Students)' accessible on the College website. It is important that you read this policy fully.

College Policies

The College has a number of policies that are relevant to you as a student. It is important that you familiarise yourself with these. You can view College policies on our website

Scan for more information on College Policies

Student Health & Safety

The College has a duty to make your learning experience a safe and healthy experience. This is a two-way relationship, so we ask that you follow these points.

Students are expected to:

- exercise personal responsibility for the health and safety of themselves and others
- observe all the health and safety rules of the College and follow staff instructions in an emergency
- students must not wilfully misuse, neglect or interfere with things provided for their health and safety

Health & Safety Policy

The College's Health and Safety Policy comprises the arrangements for the health, safety and welfare of students, staff, contractors, visitors and others. The College's Health and Safety Policy is available on the College website.

Fire Safety

When you hear the fire alarm:

- leave the building immediately by the nearest available clearly marked escape route. Do not use lifts
- go to the designated assembly point and remain there. Do not leave College grounds (so we can ensure everyone is accounted for) until you are given permission to do so by the Evacuation Controller

Smoking & Vaping

Designated smoking and vaping shelters are provided at each campus. Smoking or vaping is prohibited within College grounds excepted for these designated points.

First Aid

Each campus has a first aid room and first aid boxes are provided in all laboratories, kitchens, workshops and salons. You must report all accidents or injuries to your tutor. Several designated first aiders are available on each campus.

Housekeeping

Please ensure that your personal possessions do not obstruct pathways, creating a trip hazard between desks, on corridors or in stair wells. This is to ensure safe evacuation of buildings in the event of a fire alarm.

Electrical Equipment

Please ensure that when you use any equipment in the College, you follow all the instructions given. All electrical equipment should have a valid 'Portable Appliance Test' (PAT) conducted by the College. Non-PAT tested equipment (including portable computers mobile phone chargers and e-cigarette chargers) cannot be used with the College electrical supply.

Calendar

August 2024	
Mon 26 Aug	Statutory Holiday – College Closed
Mon 28 Aug	Full-Time Further Education, Traineeship and Apprenticeship Students Registration
Wed 28 Aug	Full-Time Higher Education 2nd Year Students Enrolment
Thu 29 Aug	Full-Time Higher Education 1st Year Students Enrolment
Thu 29 Aug	Clearing Day
September 2024	
Mon 2 Sept	Full-Time Further Education, Traineeship and Apprenticeship Classes Begin
Mon 2 Sept	Skills for Work and Apprenticeship NI Classes Begin
Mon 2 Sept	Part-Time Level 3 and Below Day Classes Begin
Mon 9 Sept	Part-Time Evening Level 3 and Below Classes Begin
Mon 9 Sept	Full-Time & Part-Time Higher Education Students Registration
Mon 9 Sept	Part-Time Day/Evening Higher Education Classes Begin
Mon 16 Sept	Skills for Work and Apprenticeship NI Students Registration
Mon 23 - Fri 27 Sept	Freshers Week
October 2024	
Mon 28 - Thur 31 Oct	Mid-Term Break
November 2024	
Fri 1 Nov	Mid-Term Break
December 2024	
Mon 23 - Tue 31 Dec	Student Holidays/College Closure
January 2025	
Wed 1 - Fri 3 Jan	Student Holidays/College Closure
Mon 6 Jan	All Classes Resume
February 2025	
Mon 10 - Fri 14 Feb	Mid-Term Break
March 2025	
Mon 17 Mar	Statutory Holiday – College Closure
April 2025	
Mon 14 - Fri 18 Apr	Student Holiday Easter
Mon 21 - Tue 22 Apr	Statutory Holiday – Easter/College Closure
Wed 23 - Fri 25 Apr	Student Holiday Easter
May 2025	
Mon 5 May	Statutory Holiday/College Closure
Mon 26 May	Statutory Holiday/College Closure
Fri 30 May	Part-Time Level 3 and Below Evening Classes End
June 2025	
Fri 6 Jun	Full-Time & Part-Time Higher Education Classes End
Fri 6 Jun	Full-Time Further Education, Traineeship & Apprenticeship Students Classes End
Fri 6 Jun	Part-Time Level 3 and Below Day Classes End

Campus Locations

Armagh Campus
Lonsdale Road
Armagh
County Armagh
BT61 7JX

Banbridge Campus
Castlewellan Road
Banbridge
County Down
BT32 4AY

Lurgan Campus
Kitchen Hill
Lurgan
County Armagh
BT66 6AZ

Portadown Campus
36 Lurgan Road
Portadown
County Armagh
BT63 5BL

Newry Campuses
East/West
Patrick Street
Newry
County Down
BT35 8DN

Greenbank
Greenbank Industrial
Estate
Ballinacraig
Newry
County Down
BT34 2QX

Model
Catherine Street
Newry
County Down
BT35 6JG

Southern Regional College

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