Welcome

Welcome to the VALUE Programme. We are delighted that you have chosen to take part in the eighteenth year of this successful Programme. Over the next few months, we are offering a programme designed to support the development of skills and knowledge that will help with your studies at Kent and benefit your future career.

The team that developed the programme has created an effective, but also, an enjoyable programme. Staff from within the academic schools and from the Student Learning Advisory Service (SLAS) in the Unit for the Enhancement of Learning and Teaching, will be involved in supporting students in preparation for exams in the Summer Term, and progression into Stage 2 of their studies in the later phases of the VALUE Programme.

Please share your experiences with us. We would like to know what we can improve upon, and also what we should preserve for future years.

Most importantly, though, we hope you enjoy the experience and get the best possible VALUE from the programme!

Dr Louise Naylor
Director
Unit for the Enhancement of Learning and Teaching (UELT)
## 1.0 Introduction

### 1.1 PROGRAMME TEAM

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>Allia Wilson</td>
<td>Manager, the Student Learning</td>
<td>Tel: Canterbury 01227 827616</td>
</tr>
<tr>
<td></td>
<td>Advisory Service</td>
<td>Tel: Medway 01634 888883</td>
</tr>
<tr>
<td></td>
<td>The Unit for the Enhancement of</td>
<td>Tel: Canterbury 01227 827616</td>
</tr>
<tr>
<td></td>
<td>Learning and Teaching</td>
<td>Tel: Medway 01634 888883</td>
</tr>
<tr>
<td></td>
<td>University of Kent</td>
<td>Tel: Canterbury 01227 827616</td>
</tr>
<tr>
<td></td>
<td>Canterbury and Medway campuses</td>
<td>Tel: Medway 01634 888883</td>
</tr>
<tr>
<td>Angela Koch</td>
<td>VALUE Programme Co-ordinator</td>
<td>Tel: 01227 823929</td>
</tr>
<tr>
<td></td>
<td>(Canterbury)</td>
<td>Tel: <a href="mailto:A.Koch@kent.ac.uk">A.Koch@kent.ac.uk</a></td>
</tr>
<tr>
<td>Barbara Sheehy</td>
<td>VALUE Programme Co-ordinator</td>
<td>Tel: 01634 888959</td>
</tr>
<tr>
<td></td>
<td>(Medway)</td>
<td>Tel: <a href="mailto:B.A.Sheehy@kent.ac.uk">B.A.Sheehy@kent.ac.uk</a></td>
</tr>
<tr>
<td>Joy Gould</td>
<td>VALUE Administrator</td>
<td>Tel: 01227 824456</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tel: <a href="mailto:J.Gould@kent.ac.uk">J.Gould@kent.ac.uk</a></td>
</tr>
<tr>
<td>Alison Crump</td>
<td>VALUE Administrator</td>
<td>Tel: 01634 888884</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tel: <a href="mailto:A.Crump@kent.ac.uk">A.Crump@kent.ac.uk</a></td>
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### 1.2 SKILLS TUTORS

<table>
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<tr>
<th>Name</th>
<th>Contact Information</th>
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<tr>
<td>Steve Cope</td>
<td><a href="mailto:S.Cope@kent.ac.uk">S.Cope@kent.ac.uk</a></td>
</tr>
<tr>
<td>Matthew Copping</td>
<td><a href="mailto:M.Copping@kent.ac.uk">M.Copping@kent.ac.uk</a></td>
</tr>
<tr>
<td>Louise Frith</td>
<td><a href="mailto:L.J.Frith@kent.ac.uk">L.J.Frith@kent.ac.uk</a></td>
</tr>
<tr>
<td>Adrian Jones</td>
<td><a href="mailto:A.E.Jones-6@kent.ac.uk">A.E.Jones-6@kent.ac.uk</a></td>
</tr>
<tr>
<td>Gina May</td>
<td><a href="mailto:G.May@kent.ac.uk">G.May@kent.ac.uk</a></td>
</tr>
<tr>
<td>Judi Rowbotham (IT</td>
<td><a href="mailto:J.Rowbotham@kent.ac.uk">J.Rowbotham@kent.ac.uk</a></td>
</tr>
<tr>
<td>Tutor)</td>
<td></td>
</tr>
<tr>
<td>Jan Rozsypal</td>
<td><a href="mailto:J.Rozsypal@kent.ac.uk">J.Rozsypal@kent.ac.uk</a></td>
</tr>
<tr>
<td>Shaun Theobald</td>
<td><a href="mailto:S.R.Theobald@kent.ac.uk">S.R.Theobald@kent.ac.uk</a></td>
</tr>
<tr>
<td>Tim Walker</td>
<td><a href="mailto:T.Walker@kent.ac.uk">T.Walker@kent.ac.uk</a></td>
</tr>
</tbody>
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## 1.3 SCHOOL STAFF

<table>
<thead>
<tr>
<th>School of Anthropology and Conservation</th>
<th><a href="mailto:A.R.Webster@kent.ac.uk">A.R.Webster@kent.ac.uk</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>School of Computing</td>
<td><a href="mailto:Y.He@kent.ac.uk">Y.He@kent.ac.uk</a></td>
</tr>
<tr>
<td>School of Economics</td>
<td><a href="mailto:J.E.Carter@kent.ac.uk">J.E.Carter@kent.ac.uk</a></td>
</tr>
<tr>
<td>School of Mathematics, Statistics and Actuarial Science</td>
<td><a href="mailto:T.B.Bennett@kent.ac.uk">T.B.Bennett@kent.ac.uk</a></td>
</tr>
<tr>
<td>School of Politics and International Relations</td>
<td><a href="mailto:P.K.Lee@kent.ac.uk">P.K.Lee@kent.ac.uk</a></td>
</tr>
<tr>
<td>School of Social Policy, Sociology and Social Research</td>
<td><a href="mailto:S.R.Shaw@kent.ac.uk">S.R.Shaw@kent.ac.uk</a></td>
</tr>
</tbody>
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<table>
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<tr>
<th>Kent Business School</th>
<th><a href="mailto:K.Zigan@kent.ac.uk">K.Zigan@kent.ac.uk</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuan Yu (Canterbury Liaison)</td>
<td><a href="mailto:T.L.Yu@kent.ac.uk">T.L.Yu@kent.ac.uk</a></td>
</tr>
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<tr>
<th>Kent Law School</th>
<th><a href="mailto:J.M.Thompson@kent.ac.uk">J.M.Thompson@kent.ac.uk</a></th>
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</thead>
<tbody>
<tr>
<td>(Canterbury Liaison)</td>
<td><a href="mailto:J.M.Thompson@kent.ac.uk">J.M.Thompson@kent.ac.uk</a></td>
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| School of Social Policy, Sociology and Social Research | S.R.Shaw@kent.ac.uk |
1.4 STUDENT SUPPORT

A range of additional support measures will be available to students participating in VALUE:

One to One (1:1) appointment with a Student Learning Advisor.

Appointments may be made with members of the Student Learning Advisory Service (SLAS), if required. These are to be booked via SLAS CONNECT online booking system https://kentslas.targetconnect.net/student/appointments.html.

Individual Support

After the initial interview a member of the VALUE team may contact students where issues that emerged from the interview need further action.

Appointments and referrals to Disability officers

Where appropriate, students will be referred to Student Support and Wellbeing to discuss issues such as adaptive arrangements for exams, as well as dyslexia and disability support.
1.5 Value Programme 2017-2018
Confidentiality Statement

1. **Matters of a personal nature, e.g. health, family matters, disablement issues**

These will be confidential on a ‘need-to-know’ basis with the advisory team to ensure that you receive consistent and high quality advice. By ‘advisory team’, we mean your interviewer, the Student Learning Advisory Service (SLAS) Manager and the VALUE Programme Co-ordinator.

These matters will not be discussed with anyone else without your consent.

2. **Matters of an academic nature, e.g. progress, marks and attendance**

These matters may be discussed with academic staff and other VALUE staff where appropriate.

3. **The Data Protection Act**

You are entitled to see the record of your VALUE interview or appointment(s), correspondence and any other records we hold that are specific to you. However, this must be arranged in advance through the Programme Co-ordinator or SLAS Manager. A mutually convenient time must be agreed.

Student records are shredded after 6 years.

4. **The Special Educational Needs and Disability Act (SENDA)**

There are times when you should consider releasing personal information to the University so that any difficulties can be taken into account, and help can be provided where possible. An example of this is information about a disability, and how it affects your studies. You may have provided this on application to the University, or at a later stage.

Within your confidential appointment, if matters of this type arise we will recommend to you that you release the information to the University’s Student Support & Wellbeing. We will not pass on any information without your consent. It is your choice whether or not to release this information. If you do decide to withhold it, however, the University will not take it into account in assisting you with your studies.

Allia Wilson
Manager, Student Learning Advisory Service
19th January 2018
2.0 Content of the Programme

2.1 VALUE Aim
To provide students with a body of knowledge and a range of skills necessary for successful performance at Stage 1 and transition to Stage 2.

2.2 Learning Outcomes
On successful completion of VALUE students will have:

- demonstrated a deeper knowledge and understanding of core Stage 1 academic subjects;
- acquired essential learning strategies and other key skills and applied them in exams

2.3 An overview of Content in each Phase
VALUE has three interlinked phases of delivery. These are scheduled to coincide with three of the most challenging times in the curriculum: preparation for Stage 1 exams, dealing with results and preparing for transition to Stage 2.

Preparation for VALUE: February – 23rd March 2018
This is the interview phase of the Programme. The 1:1 interview allows time to discuss, and reflect on, progress in Stage 1; identifying strengths as well as the areas of study where students would like extra help. This is an opportunity to identify what students would like to gain from the VALUE Programme. There will also be some study skills workshops on revision and exam techniques, and the opportunity for a 1:1 appointment to discuss exam preparation.

Phase A: 8th May – 18th May 2018 (the first two weeks of the Summer Term)
This phase will focus on maximising successful completion of Stage 1 by providing students with additional tuition in core academic subjects as well as consolidating advice and guidance on examination-related study skills. Time will also be allocated for personal study and revision.
Phase B: June: Results and re-sit support.
\textbf{On-campus:} The VALUE team will provide appointments at both Canterbury and Medway to support students through the results period. Guidance will be available if students need help as a consequence of exam results.
\textbf{Off-campus:} Advice and support will be available, by telephone or email, wherever you are – distance no object!

Phase C: Between 17\textsuperscript{th} September - Friday 21\textsuperscript{st} September 2018 (Welcome Week)

This phase will work towards preparing you to transfer into Stage 2. Students will engage in a personal academic skills development conference on Friday 21\textsuperscript{st} September.

\textbf{2.4 Subject Specific Workshops}

Subject-Specific tutorials are scheduled to take place over phase A. The content of subject-specific components of the programme will vary according to the academic course being undertaken by the student. A number of common areas will run throughout this element:

- Student strengths – identifying prior success in coursework or examinations and building on this in order to facilitate greater academic progress.
- Learning Challenges – drawing on prior experience, students will be supported to undertake a process of review and revision to raise achievement.
- Subject disciplines – subject specialist staff will isolate the core academic knowledge and skills base required for students’ programme of study and will design and deliver the appropriate lectures and tutorials.
2.5 Study Skills

During the VALUE Programme students will attend study skills sessions that will enhance their academic performance. Phase A will focus on the study skills needed for effective revision and confident exam performance. Phase C will provide an opportunity to prepare for the demands of Stage 2 study.

2.6 Teaching Methods

Teaching methods are designed to support students to reach the module’s aims as well as their own personal development aims. The programme is highly participative by nature, supported by structured self-assessment, reflection on strengths, challenges and progress.

Full Group Sessions:
A full group lecture will take place at the beginning of Phase A and Phase C. These will serve to introduce students to the aims of the core elements of the Programme.

Workshops:
Tutor facilitated workshops and drop-in sessions will take place to enable students to gain practice in study skills. These will be interactive and hands-on in their delivery.

Subject Specific Tutorials/Seminars:
These are aimed at enhancing the depth and scope of students’ knowledge and understanding of academic subjects.

Independent Learning:
Time is allocated throughout the Programme for students’ own study, either individually or in groups.

Peer Learning and Teamwork
Time is allocated for students in subject groups to work with one another on negotiated topics.
3.0 Roles and Responsibilities

3.1 VALUE Programme Learning Agreement

Participation in the Programme involves a number of commitments and responsibilities – on your side, and on ours. Please read this agreement which makes clear your responsibilities as a VALUE student, and also those of the VALUE Programme Team.

What we offer:

It is the responsibility of staff in the VALUE Team to:

- Promote equality of opportunity for all participating students
- Place the academic development of students as the key priority for the programme and its activities, recognising individual needs and concerns
- Provide interesting, appropriate activities designed to enable students to maximise their effectiveness as learners and as members of the academic community of the University of Kent, in preparation for entry to Stage 2 studies
- Plan and run the VALUE Programme efficiently and effectively
- Provide full and timely information about Programme arrangements
- Ensure a high quality of provision of workshop, advice and activity sessions
- Provide high quality teaching materials at a suitable level
- Obtain feedback from students and staff; monitor programme outcomes; report on the programme; give feedback to students, including opportunities for celebration of progress
- Deal with any complaints promptly and fairly in accordance with university policy
- Refer students promptly to other appropriate sources of information, guidance and support, on or off campus
- Meet, as far as possible, the standards requested by participating students: to be approachable, cheerful, encouraging, patient, supportive, knowledgeable and a good motivator and communicator.
What you offer:
It is the responsibility of students participating in the VALUE Programme to:

- Treat all other participating students with respect and fairness
- Take full advantage of the opportunities in the programme
- Be open to new ideas and activities
- Raise any difficulties about academic progress with an appropriate member of the Team so that advice can be provided
- Be fully in attendance in Phases A & C, notifying the Programme Administrator if absence is necessary
- Be willing to take part in Phase B by keeping in touch by telephone or e-mail where necessary
- Inform the VALUE Team of any changes in contact details so that communication can be maintained for Phase B
- Be punctual, manage their own timetable and be prepared to participate fully in each session, as student in control of their own learning
- Raise concerns or complaints about any aspect of the Programme, promptly, so that these can be addressed without delay
- Give feedback on the Programme and specific aspects of the Programme from time to time, on request
- Meet, as far as possible, the standards requested by participating students and departments: to be determined, open, communicative, responsible, ready to ask for help when it is needed, and accepting of encouragement by others.

VALUE Liaison Tutors will:

- Help promote and recruit students to the VALUE Programme.
- Facilitate academic support during the key Phases of the VALUE Programme (plan module and subject support, facilitate subject teaching on the VALUE time table, appoint and assist School colleagues to teach on VALUE, provide school-specific advice and guidance to VALUE students).
• Clarify Stage 1 and Stage 1 Re-sit examinations. (Interpret University and School regulations and procedures, facilitate late adaptive arrangements, confirm and clarify results).

• Provide one-to-one advice and guidance for VALUE students (implications of Stage 1 and Stage 1 Re-sit results, selection of modules, changing degree programmes, academic resources and information).

• Take part in evaluation and QA procedures in connection with the VALUE Programme.

3.2 Information regarding health issues and examination arrangements

Students who know that they will require special examination arrangements will have completed a concessionary form in the Autumn term. VALUE students who have missed this deadline will be referred to Student Support and Wellbeing.

**In any case where health issues may affect examination performance students must provide recent medical evidence.**

Students may ask the Canterbury and Medway Convenors to arrange a short visit to the exam hall so that they can familiarise themselves with the layout and atmosphere of the venue. Please make this request as soon as possible (certainly by the end of the first week of Phase A).

If students suspect that they may have a medical condition that may affect their exam performance e.g. hayfever, asthma, migraine etc. they should complete a concessionary form provided by their Faculty Office and provide a doctor’s letter or other supporting medical evidence. It is best to do this in advance of the examination, but can be done retrospectively if the evidence is provided within three days of the end of the examinations. This information should be forwarded to the relevant Faculty Office.

The Student Support and Wellbeing Service is available for bookable appointments. Telephone: 01227 823206, e-mail wellbeing@kent.ac.uk
Please do not hesitate to contact the VALUE team if you have any concerns regarding health issues and examinations arrangements.

**4.0 Development**

**4.1 Improving your IT skills**

**European Computer Driving Licence (ECDL Extra)**

The VALUE programme provides a valuable opportunity to improve your IT skills and gain an internationally recognised qualification: the European Computer Driving Licence (ECDL Extra).

**IT Qualification**

The qualification will help with your studies and future career and is good for your CV as this qualification is internationally recognised.

**Modules**

It covers the major applications of Microsoft Office and the four modules are:

- Word processing
- Spreadsheets
- Presentations
- Improving Productivity using IT

**Study**

You will use an eLearning account.

**Assessment**

Modules assessed by computer-based tests.

A practice test

A live invigilated test (Canterbury campus only).

**Qualify for free funding**

To qualify for ECDL Extra through VALUE, you must complete the Word Processing module by the deadline (date will be advised).
Completion
Complete Spreadsheets and Presentations followed by Improving Productivity to gain the qualification.

5.0 Evaluation

5.1 Student Feedback Methods & Reporting

Evaluation is particularly crucial to the future development of VALUE.

Staff and Student feedback will be obtained by means of questionnaires at the end of each phase of the programme. Informal feedback will be encouraged at all times and may be passed on from students to the VALUE Team.