

# MAKE IT *Active*

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**STUDENTS' UNION SPORT & ENRICHMENT GUIDE**

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WHAT IS THE STUDENTS' UNION ★ EVENT TIMETABLE ★ COLLEGE LIFE

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# Welcome

My name is Denis Metcalf and I am the College's Student Liaison Officer. Working alongside me is Kat Towler who is the College Sport Maker. Together we are responsible for co-ordinating the College's Enrichment Programme and Students' Union (SU).

We are based in the SU office which is at the North Street Campus on the top floor just outside the refectory, we also visit the South Bank Campus every week.

Our main aim is to make your time at the College as enjoyable as possible, encouraging you to take part in a variety of student activities.

We hope you enjoy reading the student guide, if you've got any questions or would like to sign up for an activity please get in touch.



**Denis Metcalf**  
Student Liaison Officer  
0113 222 6078  
dmetcalf@lcb.ac.uk



**Kat Towler**  
College Sport Maker  
0113 222 6078  
ktowler@lcb.ac.uk



## Student Ambassador Scheme

Become a Student Ambassador and get paid to represent Leeds College of Building (LCB) at events!

Attend careers fairs, school assemblies, open days, presentations and interactive demonstrations and inspire the next generation of construction professionals.

You will be paid **£8** per hour or receive **shopping vouchers** plus travel expenses.

To get involved or for more information, contact Louise Allen in Student Services: **lallen@lcb.ac.uk**.



## What is the Students' Union?

The Students' Union will help you make the most of your time at College, they also represent your views to the College Management Team.

### What we do:

- ★ We manage the enrichment, sport and social activity programme.
- ★ We offer advice on College life, health and well-being.
- ★ Our aim is to ensure you get the most out of your time at College.

### Why you should get involved:

- ★ Universities and employers are interested in applicants who can show evidence of interests outside of their studies, taking part in enrichment is ideal for this.
- ★ As well as improving your overall health and well-being, enrichment activities can help develop your skills, and you might make some new friends along the way!

### Enrichment

Every student can enrol on one or more enrichment activity. Activities include various sports, educational trips, recreation and lots more.

We have a timetable of weekly enrichment activities that students can attend. Lecturers and the SU Team will let you know of any additional events that take place.

### Totum Card

Registration for **TOTUM** the #1 student discount and ID Card is now available for students at Leeds College of Building.

**TOTUM** is the official partner of Leeds College of Building giving you all the exclusive benefits and savings and is available now through the **TOTUM** app.

#### Just follow the simple steps below:

**STEP 1** – Download the **TOTUM** app onto your phone.

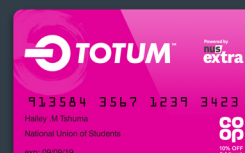
**STEP 2** – Tap 'Join' and follow the simple steps to register. Once you get your college email account you'll be able to get some discounts for free!

**STEP 3** – If you want to buy a **TOTUM** card, on the Verification stage, choose to 'verify in person at your Students' Union'.

**STEP 4** – Complete registration.

Your **TOTUM** card will be printed and ready for you to collect from the SU Team.

For any questions or help in the process contact Denis Metcalf.



# Sports Activities



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>TUTOR GROUP SESSIONS</b>  5-a-side Circuits Dodgeball Rounders Health & Fitness Indoor Cricket Jump Arena Bowling Running Swimming Table Tennis Pool Tournament	<b>TUTOR GROUP SESSIONS</b>  5-a-side Circuits Dodgeball Rounders Health & Fitness Indoor Cricket Jump Arena Bowling Running Swimming Table Tennis Pool Tournament	<b>TUTOR GROUP SESSIONS</b>  5-a-side Circuits Dodgeball Rounders Health & Fitness Indoor Cricket Jump Arena Bowling Running Swimming Table Tennis Pool Tournament	<b>TUTOR GROUP SESSIONS</b>  5-a-side Circuits Dodgeball Rounders Health & Fitness Indoor Cricket Jump Arena Bowling Running Swimming Table Tennis Pool Tournament	<b>TUTOR GROUP SESSIONS</b>  5-a-side Circuits Dodgeball Rounders Health & Fitness Indoor Cricket Jump Arena Bowling Running Swimming Table Tennis Pool Tournament
<b>SU SESSIONS</b>  5-a-side	<b>SU SESSIONS</b>  Table tennis/pool tournaments  5-a-side MMA & Boxing Kettlebells & Circuits	<b>SU SESSIONS</b>  11-a-side Football Rugby League Trade Skills 5-a-side DJ Club Health & Fitness Including: Weights, Running Club, Circuits And Swimming	<b>SU SESSIONS</b>  5-a-side Health & Fitness Including: Weights Running Club Circuits & Swimming Fitness Sessions: Self-Defence, Kettlebells & Circuits	<b>SU SESSIONS</b>  Table tennis/pool tournaments



# Enrichment Activities

Each year we organise a number of enrichment and social activities, which are usually subsidised and offer a great way to have fun outside of College. The exact dates will be confirmed by the SU Team, below is a snapshot of the typical activities.

## Important Dates

**Award Ceremony**  
25 September 2019

**Healthy College Week**  
3 - 7 February 2020

**Equality, Inclusion & British Values Week**  
9 - 13 March 2020

**Careers Month**  
March - April 2020

**Alton Towers**

Summer Term

**Herd Farm**

Autumn Term

**Go Karting**

December & July

**Paintballing**

December & July

**Go Ape**

Summer Term

This year students also visited Flamingo Land, Yeadon Tarn, Lightwater Valley, Whitby and the Peak District.

## LCB – Football Team

The College 11-a-side football team play in the West Yorkshire College League and fixtures take place across the local area. Home fixtures are held at Whitkirk Wanders Football Club and our Head Coach is Hayden Lobley. You can sign up at induction or register your interest throughout the year!

## LCB – Rugby League Team

The College Rugby League Team play in the College League and College Cup. Fixtures take place against colleges from across the Yorkshire region. Home fixtures are held at East Leeds Rugby Club. You can sign up at induction or register your interest throughout the year!



# MATHS AND ENGLISH

## TOP REASONS WHY MATHS AND ENGLISH ARE SO IMPORTANT...

### 1. Employment opportunities

Having a strong grounding in Maths and English is vital in today's job market. These subjects act as basic filters for employers.

The majority of employers look for at least GCSE grade 4/C in each subject, so Maths and English skills could be the difference between you getting or not getting the job or promotion that you really want.

**Employers want to recruit people who are competent in:**

- Calculating and estimating measurements correctly
- Producing accurate job quotes
- Calculating and ordering the correct quantities of materials
- Understanding graphs and data tables
- Applying logic and problem-solving skills within the workplace

**Employers want to recruit people who can:**

- Communicate clearly with customers, contractors and other professionals – verbally and in writing
- Write a report
- Read instructions, contracts or reports
- Complete forms and apply for grants
- Negotiate and build successful working relationships

### 2. Income

Employees who achieve good GCSE grades in Maths and English are likely to be earning £80,000 more in their lifetime. That's **at least £2,000 per year more** than those who do not.

### 3. Further study or going to university

Many further education courses require a good level of Maths and English - regardless of the subject. Typically, Level 2 is the minimum required. Level 2 is equivalent to GCSE grade 4 or higher.

The majority of university courses look for at least 4/Cs in GCSE Maths and English Language as this shows you have a good understanding of the subjects. Not getting a 4/C in these subjects might limit your chances of getting into university.

“People with high Maths and English skills are twice as likely to be employed.”

## Why do we place such a high value on Maths and English at the College?

We listen to feedback from employers, teaching staff and most importantly you! Good skills in Maths and English will benefit you on your course and your future employment.

Every course that we offer at Leeds College of Building will develop your skills in Maths and English.

## Reward and Recognition in Maths and English

Here at LCB we believe in Reward and Recognition.

As a department, we care about our students and we want you all to fulfil your true potential. We want you to know that your efforts and hard work will be recognised.

You will have the opportunity to be nominated for 'Student of the Week' and 'Student of the Month.' We will also be offering lots of exciting enrichment opportunities that will enhance your learning journey, provide unique experiences and broaden your horizons.

Prizes range from **food tokens** and **high street vouchers** to **cinema tickets** and **reward trips**.

**It's simple: work hard – get rewarded!**

## Mission Catastrophe

For the second year running, our students have entered and been successful in the National Young Writers Competition. This year, 15 students have had their work published – what a brilliant way to show off your English skills!



Lecturer Jonathan Hyde with Young Writers Competition winner **Finlay Brown**.

# Would you like to be a Class Rep?

The role of a class rep is to represent yourself and other students in your class. You will raise opinions and concerns at regular class rep meetings with the Student Liaison Officer (Denis Metcalf), your Faculty Director and College staff. You then report the results back to the students.

It gives you the chance to have your say, not only in your individual course area but in the College as a whole. You will develop skills that will look good on your CV and that are attractive to an employer and gain confidence dealing with different people.

Here are some of the types of issues which may be raised in your Class Rep meetings.

## Course issues

- Timetables
- Rooms
- Equipment
- Resources
- Teaching
- Class sizes
- Assignments

## Other issues

- Refectory/SU area
- Parking
- Toilets
- Security
- Student Services
- Enrichment

## Student Liaison Committee meetings

The Student Liaison Committee meetings are held with the Principal and Governors where you will discuss any issues and concerns raised at the Class Rep meetings.

You must have attended a Class Rep meeting before you attend the following meetings:

**Tuesday 19 November 2019**  
12.15pm in Meeting Room 1 at North Street

**Tuesday 28 January 2020**  
12.15pm in Meeting Room 1 at North Street

**Tuesday 21 April 2020**  
12.15pm in Meeting Room 1 at North Street

## Class Rep training

You will also receive training on the role of a Class Rep, the sessions will take place on the following dates:

**Tuesday 15 October 2019**  
11am - 12pm in the Lecture Theatre, North Street

**Wednesday 16 October 2019**  
10am - 11am at South Bank 1

**Thursday 17 October 2019**  
11am - 12pm in the Lecture Theatre, North Street

**Friday 22 October 2019**  
1pm - 2pm in the Lecture Theatre, North Street

If you are interested in becoming a Class Rep, please see your Course Tutor or Denis in the Students' Union office.



# Getting the skills employers want!



**Whilst on a study programme at the College you will get the opportunity to do a work placement. Leeds College of Building is dedicated to giving students the best possible start in life, one of the ways we do this is by offering each student valuable work experience.**

The College's Work Placement Officers work with each student to discuss their career aspirations and identify their skills to ensure they are matched to the right company.

Work placements give you the opportunity to gain experience of working in your chosen industry

- It looks great on your CV!
- Boosts your confidence
- Interview and application practice
- You'll learn new skills

Your work placement officers are:

**Heather Walker**

☎ 07458 089398

✉ hwalker@lcb.ac.uk

**Emma Pearson**

☎ 07458 089405

✉ epearson@lcb.ac.uk

**Sam Bowkett**

☎ 07808 271005

✉ sbowkett@lcb.ac.uk

Come and see the team in **C7, North Street** or call **0113 222 6041**

Here is a recent example of a student who has had a successful work placement.

## Claude Michael

### How I got my apprenticeship

Claude Michael N'sala is currently studying **Level 1 Painting & Decorating** at the College. He was recently given the opportunity to undertake work experience with **Bell Group**, one of the largest painting, decorating and building maintenance contractors in the UK!

Claude said:

"It was a fantastic experience that I am not ready to forget. It was four days of new experience and knowledge that I wouldn't have got from college.

Working on a building site can be scary, but the experience was invaluable to me. It was nice to have a taste of working on site, with the Bell Group there were not just painters & decorator but plasterers, joiners,

bricklayers, plumbers, electricians and many more. I had 5 different jobs on-site which was amazing. The first two days I was in charge of painting house gates and doors. Then day 3 and 4 I was in charge of painting exterior walls, house frames, gates and as soon as I finished I went to other employees to see if they needed any help.

This experience was great, I had the chance to shine and it is with pleasure to inform you that in a few weeks I'm starting an apprenticeship with Bell Group".



# Work experience and job hunting

If you are on a study programme and looking to find an employer, here are some helpful tips:



## **Work experience:**

Try and get as much work experience as possible. The College will help you with this.



## **Adapt CVs:**

Change your CV or covering letter to make it right for the job you're applying for, don't expect one CV to cover everything.



## **Research:**

Research the company before you apply. Employers like people who are enthusiastic and understand what the job is about.



## **Clean up your social media presence:**

Be careful what you share on social networking sites like Facebook and Twitter as employers may check you out online. You can change your settings to private.



## **Spell check:**

When filling out an application, writing a cover letter/email or your CV, always run a spell check employers don't like spelling mistakes.



## **Talk with someone:**

It may take a while to find something you're interested in or to get an interview. Don't let it get you down - talk to someone, a friend, a family member or your personal advisor if you're starting to get fed up.

# How to write a CV

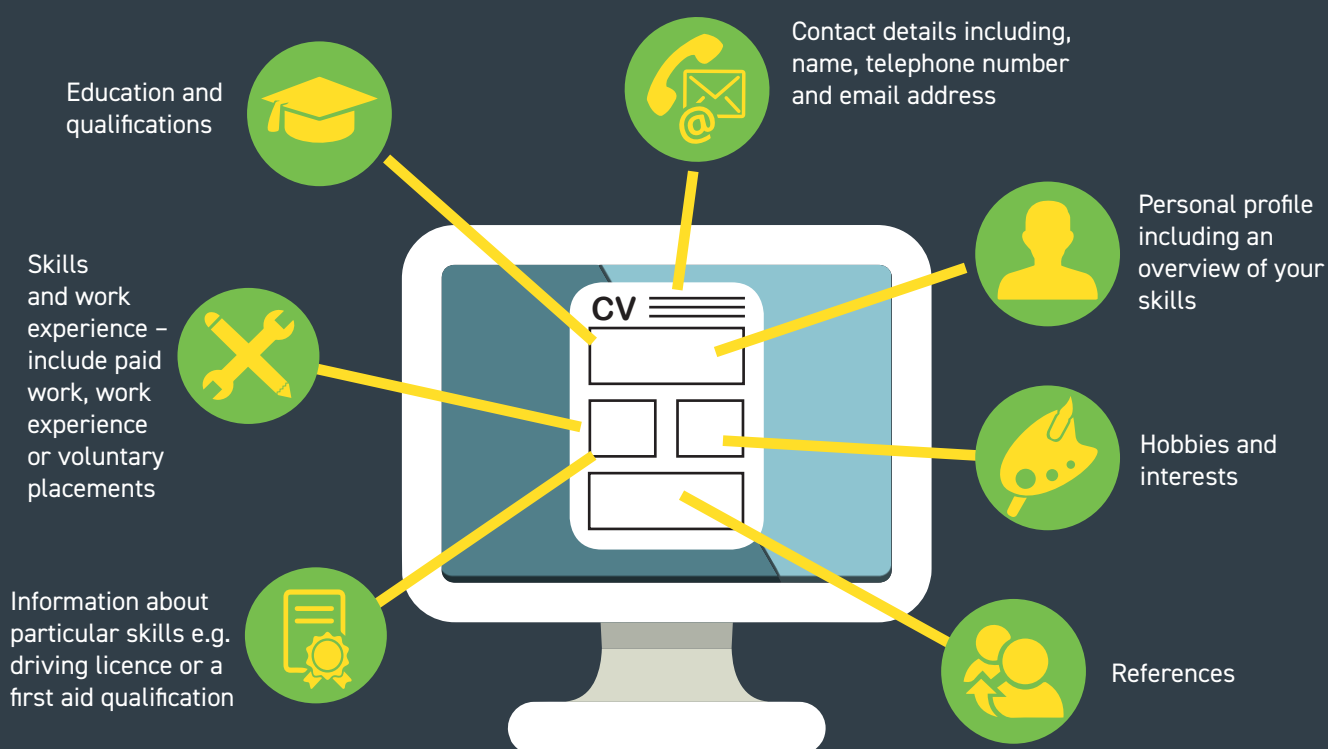


## What is a CV? (Curriculum Vitae)

A CV is an easy to read summary of your education, qualifications and work experience. You use it to show all your strong points so that an employer can see quickly and easily whether you have what they're looking for. It's a formal document which should be sent with a covering letter and needs to be typed and well presented.

- Remember that a CV sets the impression for the employer, so make sure it is neat and clean (don't send crumpled or stained copies).
- Run a spell check on the document to check for any spelling or grammar mistakes.
- Ensure that all of your personal details are correct as they may be contacting you soon.
- You may have to change your CV or covering letter to make it right for the job you're applying for.
- Keep your CV to a maximum of two pages, use a standard font, no smaller than size 11.

## What should a CV include?



For more help on CV writing please see **Student Services** who will be happy to help!

# Healthy eating and staying active

Healthy eating is about eating a balanced diet which contains a variety of foods.

## Eat well with:



### Fruit and vegetables:

Try and have at least 5 portions of fruit and vegetables a day. Whether it is dried, tinned, frozen or a fruit juice, they all count! A portion is roughly a handful.



### Starchy foods:

Eat plenty of starchy foods such as wholegrain bread, pasta and rice.



### Protein:

Have protein rich foods such as meat, fish, eggs and beans. Go lean – remove the skin from chicken and the excess fat from meat. Remember to try to include two portions of fish a week, one of which should be oily.



### Dairy foods:

Try to choose lower fat versions where possible for example, semi skimmed milk and lower fat cheeses.



### Control your sugar:

Go easy on your intake of foods containing fat and sugar.

## 8 Tips for a healthier life



Eat healthily and drink lots of water



Exercise – aim for at least 30 minutes every day



Stop smoking



Limit your alcohol intake



Participate in team sports or events



Take time every day to do something you enjoy



Learn to manage stress



Get plenty of sleep

## Benefits of eating breakfast

- Increases metabolism
- Helps maintain a healthy weight or weight loss
- Enhances mood
- Stimulates intelligence
- Boosts immune system





# Benefits of regular physical activity

You know exercise is good for you, but do you know how well? From boosting your fitness to improving your mood.



## Exercise controls weight

Exercise can help prevent excess weight gain or help maintain weight loss. When you engage in physical activity, you burn calories. The more intense the activity, the more calories you burn.



## Exercise combats health conditions and diseases

Being active boosts "good" cholesterol and prevents high blood pressure whilst decreasing your risk of cardiovascular diseases.



## Exercise improves mood

Need an emotional lift or need to blow off some steam after a stressful day? A workout at the gym or a brisk 30-minute walk can help stimulate various brain chemicals.



## Exercise boosts energy

Regular physical activity can improve your muscle strength and boost your endurance. When your heart and lungs work more efficiently, you have more energy to go about your daily tasks.



## Exercise promotes better sleep

Regular physical activity can help you fall asleep faster and deepen your sleep. Just don't exercise too close to bedtime, or you may be too energised to fall asleep.

# Andy's Man Club

## Talking group for males aged 18+

Over the last year the College have been working with Luke Ambler, former International Rugby League player, and founder of Andy's Man Club. Luke has been to the College to speak to students and staff about the importance of breaking down the barriers around mental health and reducing deaths by suicide.

In 2016 Luke's brother-in-law, Andy Roberts, sadly died by suicide. Luke and his family were left devastated by the news as there was no signs or warnings that Andy might be struggling with his mental health. Two days before, he had been at Ambler's house, joking and laughing - he even played football on the Sunday. But then he was gone.

It was in response to this tragic life event that Luke launched 'Andy's Man Club' - a safe space for men in crisis to open up to others in a similar situation as well as launching #ItsOkayToTalk campaign to break down stigma around men opening up about how they feel, which gathered support from the likes of Ricky Gervais and Danny Cipriani.



### Who?

Men, over the age of 18

### When?

Every Monday 7-9pm (excluding bank holidays)

### Where?

Library Classroom, North Street Campus

### Why?

A talking group provides a place for men to come together in a safe, non-judgemental environment to talk about their issues. It is about bringing men together who have been in similar situations, to help each other on a peer to peer basis and share advice on how they have dealt with situations. This club helps encourage men to talk and start to focus in on positives and strategies to keep moving forward.

# Social media



## Student Services

If you require assistance with any matter at any time during your course, you can contact the Student Services Team. They can help with:

- Careers information and guidance
- Applications for employment or higher education
- Support with academic difficulties
- Help with personal problems and difficulties
- Paying for courses and travelling to College
- Bursary fund and meal tokens



The Student Services office at North Street Campus is situated on the ground floor near the library and is open from 8.30am - 5.00pm Monday to Thursday and 8.30am - 4.30pm on Friday.

The Student Services office at South Bank 1 is situated on the ground floor in the atrium and is open from 8.30am - 4.00pm Monday to Friday.

# Enrichment

Here are some great stats about what students say about our enrichment activities!

