

# SPECTRUM

Referral and contact information for University Staff on University services and support for students



- Academic Skills-  
International (ASK)
- Accommodation  
Services/Residences
- Careers & Employment  
Team
- Counselling & Mental  
Health Support Team
- Disability Support Team
- E-learning Portal
- Multi Faith Chaplaincy
- Security Service
- Sport Northumbria
- Welfare & International  
Support Team

Spectrum is an initiative of  
Student Support & Wellbeing Team  
The University's central focus of student support

Produced by Shelagh Groves  
Director of Student Support & Wellbeing  
Issue 30 – September 2010

## **Student Support & Wellbeing Service**

The Student Support & Wellbeing Service is one of the services under the wider Student Services umbrella and encompasses two strands of student support: Careers & Employment and Student Welfare.

### **Student Support & Wellbeing Service - Senior Team:**

Shelagh Groves	Director of Student Support & Wellbeing
Ann Smart	Head of Careers & Employment
Sue Broadbent	Head of Welfare

## **CAREERS & EMPLOYMENT TEAM**

The Careers and Employment Team aims to meet the needs of students and graduates for high quality information, advice and guidance and to enhance their employability through work with academic Schools and employers

The Service offers information advice and guidance on a range of topics including student employment and volunteering in addition to opportunities for graduates

And can help students with:

- Choosing a career
- Writing applications and CVs
- Preparing for interviews or selection tests
- Sources of vacancy information and job search methods
- Finding part-time student jobs and vacation work
- Finding voluntary work experience
- Finding graduate employment
- Applying for further study and training
- Work or study outside the UK
- Self-employment and enterprise

The Service also provides:

- A Careers Centre with a large open access library of information on careers, employment, and further study
- Individual guidance by Careers Advisers, in person by 'drop in' sessions or by interview appointment or by telephone or email
- Specialist Careers Adviser (International Students)
- Workshops/ seminars on career planning and job search as a central programme and within courses
- Psychometric assessment of abilities / personality
- Extensive web-pages and links for employers
- Regular vacancy bulletins and newsletters
- Employer recruitment presentations, visits and fairs
- Continued support after graduation

The Careers & Employment Team has been independently audited and accredited to the Matrix quality standard for information, advice and guidance services.

The service is based in the Careers Centre, City Campus with a Careers Adviser also available at the Coach Lane Campus on Tuesday, Wednesday and Thursday in the Student Support & Wellbeing Centre, Allendale Building

### Location

Careers Centre, Ground Floor, Northumberland Building, City Campus  
Student Support & Wellbeing Centre, Allendale Building, Coach Lane Campus

### Contact details

- Tel: 4204 (City Campus) 6590 (Coach Lane)
- Email: [sv.careers@northumbria.ac.uk](mailto:sv.careers@northumbria.ac.uk)

Web - <http://www.northumbria.ac.uk/careers>

## Careers & Employment Team Staff

Head of Careers & Employment

Ann Smart

### Careers Guidance

Senior Careers Adviser:  
Careers Advisers

Denise Keighley  
Margaret Evans  
Janice Morris  
Anna Butcher  
Val Bennett

Careers Adviser (International Students)

### Employer Liaison

Employer Liaison Officers

Julia Bennett  
Hilary Dawson  
Judith Newman  
Alison Ord  
Linda Roseby

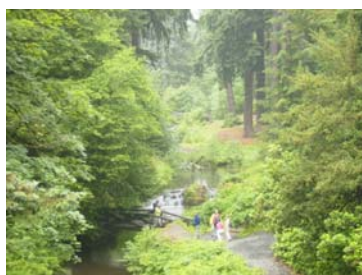
Administrators

Administrative Assistant

### Information

Senior Information Officer  
Information Officer  
Information Assistant  
DLHE Administrator

Nita Lear  
Rob Mulligan  
Margaret Howie  
Carol Yellowley



## Counselling and Mental Health Support Team

Offers:

- Individual appointments with a Counsellor or the Mental Health Practitioner
- Daily Drop-in (12.00 – 1.00 at City Campus)
- Therapeutic groups on request
- Support groups on request
- Training for students
- Consultation and training for staff
- Information on the web and e learning portal”

### Location(s)

Student Support & Wellbeing Centre, Ground Floor, Northumberland Building, City Campus

Student Support & Wellbeing Centre, Allendale Building, Coach Lane Campus

### Contact details

- Tel: 4576 (City Campus) ext 6590 (CLC) or email;
- Email: [sv.counselling@northumbria.ac.uk](mailto:sv.counselling@northumbria.ac.uk)

**Web** -<http://www.northumbria.ac.uk/counsellingandmentalhealth>

### Counselling & Mental Health Support Team Staff

- ✚ Counselling & Mental Health Support Team Manager
- ✚ Mental Health Practitioners

- ✚ Counsellors

- ✚ Counsellors in Training

- ✚ Administrator (Counselling )

Colleen Ryan  
Julie Rea  
Jenny Orr  
Carmen Gordon  
Lorna McCarthy  
Geoff Osmond  
Julie Poulton  
Farina Naz  
Michael Steel  
Anne Twist  
Dan Huston



## Disability Support Team

Provides:

- Information, advice, guidance and support for prospective and current disabled/dyslexic students
- Advice on Disabled Students Allowance
- Advice on University support for disabled/dyslexic students
- Advice on individual exam arrangements
- Initial assessments for dyslexia
- 1:1 specialist multisensory tutorials for dyslexic students
- Bank of loan equipment

### Location(s)

Student Support & Wellbeing Centre, Ground floor, Northumberland Building, City Campus

Student Support & Wellbeing Centre, Allendale Building, Coach Lane

### Contact details

- Tel: 3849 (City Campus) 6590 (Coach Lane)
- Email: [sv.disability@northumbria.ac.uk](mailto:sv.disability@northumbria.ac.uk)

**Web** - <http://www.northumbria.ac.uk/disabilities>

### Disability Support Team Staff

- 🇬🇧 Disability Support Team Manager
- 🇬🇧 Student Advisers (Disabilities)
- 🇬🇧 Dyslexia Support Tutors
- 🇬🇧 Administrator (Disabilities)

Karen Newton  
Sue Abram  
Tim Cunningham  
Monica Loughlin  
Jude Elliott (CL)  
Rosie Snowdon

## Welfare & International Support Team

Provides information and advice on:

- **UK Student funding**
  - Student Loans
  - Welfare Benefits
  - Access to Learning Funds(ALF)
  - Scholarships
  - Bursaries
  - Childcare support

- **Visa and immigration issues**
  - Visa renewal
  - Working in the UK
  - Post study work
  - Police registration
  - Travelling outside UK
  
- **General student welfare**
  - Settling in to the University and the local area
  - Keeping healthy & keeping safe
  - Effective budgeting
  - Programme change, transfer/withdrawal/suspension
  - One Planet Social Activities Programme
  - Meet and Greet service for international students
  - Friends International

### **Location(s)**

Student Support & Wellbeing Centre, Ground Floor, Northumberland Building, City Campus

Student Support & Wellbeing Centre, Allendale Building, Coach Lane Campus

### **Contact details**

- Tel: 4127/4156 (City Campus) 6590 (Coach Lane)
- Email: [sv.welfareandinternational@northumbria.ac.uk](mailto:sv.welfareandinternational@northumbria.ac.uk)

**Web** <http://www.northumbria.ac.uk/welfareandinternational>

### **Access to Learning Fund**

Provides assistance with applications to the UK Government Access to Learning Fund (ALF)

### **Location(s)**

Student Support & Wellbeing Centre, Ground Floor, Northumberland Building, City Campus

Student Support & Wellbeing Centre, Allendale Building, Coach Lane Campus

### **Contact details**

- Tel: 4079 (City Campus) 6590 (Coach lane Campus)
- Email: [sv.accessfunds@northumbria.ac.uk](mailto:sv.accessfunds@northumbria.ac.uk)

**Web-** [http://www.northumbria.ac.uk/sd/central/stud\\_serv/sws/homeinfo/ALF/](http://www.northumbria.ac.uk/sd/central/stud_serv/sws/homeinfo/ALF/)

## Welfare & International Support Team Staff

✚ Welfare & International Support Team Manager:	Barbara Wooden
✚ Senior Student Advisers (Welfare & International):	Joy Grenyer Gillian Hurst
✚ Student Advisers (Welfare & International):	Siska Benoit, Tim Broadwell, Jo Purvis (CL)
✚ Administrator (Welfare & International)	Bev Thompson
✚ Administrator (Welfare & International and Coach Lane)	Alison Guthrie

## Access to Learning Funds

✚ Administrator:	Cheryl Simpson
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## Multi Faith Chaplaincy

The Chaplains offer pastoral and spiritual support to students and staff of all faiths and none, specifically:

- Individual pastoral and spiritual support
- Information on local churches and other places of worship in Newcastle
- A programme of activities each semester, including lunches, film nights, discussion groups and trips.

### Location

The Multi Faith Chaplaincy, 4<sup>th</sup> Floor, Wynne Jones Building, City Campus.

### Contact details

➤ Tel: 3284 (City Campus)

**Web** <http://www.northumbria.ac.uk/chaplaincy>

## Chaplains

Church of England (Full-time): Revd Gavin Wort - [gavin.wort@northumbria.ac.uk](mailto:gavin.wort@northumbria.ac.uk)

Roman Catholic: Fr Andrew Downie – [andrew.downie@ncl.ac.uk](mailto:andrew.downie@ncl.ac.uk)

Roman Catholic: Mia Fox – [mia.fox@ncl.ac.uk](mailto:mia.fox@ncl.ac.uk)

Quaker: Sue Lawson – [sue.lawson@northumbria.ac.uk](mailto:sue.lawson@northumbria.ac.uk)

Buddhist: Revd Sujatin Johnson – [sujatin.johnson@northumbria.ac.uk](mailto:sujatin.johnson@northumbria.ac.uk)

## Academic Skills International (ASk)

The University's English Language Centre offers all Schools a year-long programme for all European and international students to help develop their academic literacy skills for:

- Understanding assignments
- Making presentations
- Avoiding plagiarism
- Assignment-writing skills
- Writing research proposals
- Understanding lectures
- Writing dissertations
- Speaking about research

Details of ASk classes in each School can be found on student timetables. Enquiries should be made in the first instance to each School undergraduate or postgraduate Office

### Location

Delivered in all Schools, central base: English Language Centre, Squires Workshops

### Contact details

- Tel: 4625
- Email: [az.ask@northumbria.ac.uk](mailto:az.ask@northumbria.ac.uk)

**Web-** [http://www.northumbria.ac.uk/sd/academic/sass/about/engl\\_lang/eliss/](http://www.northumbria.ac.uk/sd/academic/sass/about/engl_lang/eliss/)

### ASk Staff

Head of Ask  
ASk tutors

Elizabeth Porter  
Assigned to Schools

## Accommodation Office

The Student Accommodation Office is part of Campus Services and provides:

- Information to students.
- Application and allocation of students to University accommodation.
- Residential accommodation to students, with a Manager dedicated to each building
- Private landlord agencies contact information
- Information regarding students' housing rights
- Advisory service to students
- Monitoring of private providers of large residences eg UNITE and Liberty Living.

### Location

Student Accommodation Office, Room 001, Ellison Terrace.

### Contact details

- Tel: 0191 227 4209
- Email: [rc.accommodation@northumbria.ac.uk](mailto:rc.accommodation@northumbria.ac.uk)

**Web-** <http://www.northumbria.ac.uk/brochure/facilities/acc/?view=Standard>

### Student Accommodation Managers

Student Accommodation Manager  
Accommodation Ops Manager (Satellite)  
Accommodation Ops Manager (City Campus)  
Accommodation Ops Manager (Satellite 2)  
Administration Manager (Student Accommodation)

Val Nicholls  
Jenny Haywood  
Nicola Newman  
Colin Bradley  
Sian Evans



## Library and Learning Services

Offer:

- A mix of learning spaces to suit all learning styles and needs
- A Learning Café
- Libraries open 24:7 at City and until midnight at Coach Lane.
- Around half a million books and 30,000 journals
- Ask4help – face to face, telephone and on-line learner support

### Locations

Across all campuses – check the web for details

### Contact details

- Tel: 4125
- Email: [ask4help@northumbria.ac.uk](mailto:ask4help@northumbria.ac.uk)

**Web** - [www.northumbria.ac.uk/sd/central/library/](http://www.northumbria.ac.uk/sd/central/library/)

## Team Northumbria (Sport)

Membership of Team Northumbria offers:

- Access to **Sport Central** on City Campus with: unparalleled Health and Fitness facilities including a 6 lane 25 metre swimming pool, a 40 metre indoor sprint track and a 3,000 seat arena
- Use of extensive indoor and outdoor sports facilities at Coach Lane Sports Development Centre and Bullocksteads Sports Ground.
- A wide range of classes in martial arts, exercise to music and fitness activities from Boxercise to Yoga
- Strong support for students who have demonstrated a level of excellence in their sport
- Access to over 30 student sports clubs and the chance to have a role in organising and running them as well as playing sport
- The chance to represent the University around the country in BUSA (British Universities Sport Association) competitions and for Team Northumbria in National League competition
- Access to Campus Sports leagues offering intra-mural competition
- Access to coaching qualifications

### Location

#### Sports Central

Northumberland Road,

Newcastle upon Tyne  
NE1 8ST  
**Team Northumbria Office**  
6 North Street

**Coach Lane Sports Development Centre**  
Coach Lane Campus East  
Coach Lane  
Benton  
Newcastle upon Tyne  
NE7 7XA

### Contact details

Sports Central	Tel: 0191 227 4700
Coach Lane Sport Development Centre	Tel: 0191 215 6575

**Web** - [www.nusportcentral.com](http://www.nusportcentral.com)  
[www.teamnorthumbria.com](http://www.teamnorthumbria.com)

### Team Northumbria Staff

Director of Sport	Ian Elvin
Deputy Director of Sport	Veronica McHale
Assistant Director of Sport	Mark Richard
Student President	Rachel Barr

## Security Service

The Security Service operates 24 hours a day, every day, from the control room at Sutherland House, College Street.

In addition to patrolling the campuses at City and Coach Lane, Security staff attend to requests for assistance from staff and students. Security staff are always available to give advice on matters of personal safety and crime prevention.

### Location

Sutherland House, College Street, Northumberland Road

### Contact details

- Tel: 3999
- 3200 (emergency contact number)

**Web** <http://www.northumbria.ac.uk/sd/central/estates/fm/fmsecurity/>

## Security Staff

Security Manager  
CCW Campus Senior Officer  
CCE Campus Senior Officer:  
CLC Campus Senior Officer

John Anderson  
Dave Furness  
Rob Cutting  
Peter Cowling

## eLearning Portal

For a different and even more fun way to find out about student support, you can go on a journey of discovery via e-Learning, the University Electronic learning Platform. Don't just take our word for it, log on for yourself and see! Follow the main link from the University Home Page with your username and password. Access the e-Learning portal by clicking on the Student Support tab. More information is available on our Student Support web page.

## Enterprise Campus – Student and Graduate Enterprise Support

Enterprise Campus is the fastest growing enterprise support run by a North East university. We provide support and tangible assistance to students and graduates interested in starting their own business through our mentoring and advice service, as well as providing office accommodation both on and off campus. Since we started in 2004 we have now provided support to over 250 business ideas.

As far as possible the support we offer is flexible and is delivered specifically to meet the identified needs of your business. We use a number of private and public sector support companies and agencies to enable us to deliver this support.

To give your company the best chance of prospering we can assist in areas such as:

- Compiling and realising a business plan
- Business accommodation
- Specialist advice on legal, financial and operational issues.
- Grants and financial support.

For more information contact:

Roger Candy  
Northumbria Commercial Enterprises  
0191 227 4220  
[roger.candy@northumbria.ac.uk](mailto:roger.candy@northumbria.ac.uk)

Graham Baty  
Northumbria Commercial Enterprises  
0191 227 7396  
[graham.baty@northumbria.ac.uk](mailto:graham.baty@northumbria.ac.uk)