Lifelong Learning Centre
Marjorie and Arnold Ziff Building
University of Leeds
Leeds LS2 9JT
Tel: (0113) 343 3212
Email: part-time@leeds.ac.uk
www.leeds.ac.uk/lifelonglearningcentre

Services for Mature and Part-Time Undergraduate Students

Key LLC contacts

Pre-application
Pre-course advice and guidance
To book a guidance appointment with the Guidance Officer, Mohammed Hussain, contact (0113) 343 6892 or email adviceandguidance@leeds.ac.uk

Getting started
Welcome events for new students
For more information and/or a booking form, contact M.J. Morgan on (0113) 343 3244 or email m.j.h.morgan@leeds.ac.uk

Academic Skills Toolkit and Bridging Toolkit events
For more information about either of these events, contact Cathy Dolan on (0113) 343 2696 or email c.dolan@leeds.ac.uk

Registration and module enrolment support
For information or to book a one-to-one session, contact Richard Francis on (0113) 343 7443 or email r.francis@adm.leeds.ac.uk

Ongoing individual support
Study skills support
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Social events
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Student newsletter
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Our experienced, knowledgeable and friendly staff are happy to provide advice and information on any aspect of part-time study throughout your academic career. Please contact LLC Reception in the first instance on (0113) 343 3212 or email part-time@leeds.ac.uk.
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The Lifelong Learning Centre

The Lifelong Learning Centre (LLC) provides specialist support, services and programmes to mature undergraduate part-time and full-time students at the University of Leeds. Our support services are committed to providing a first-class student experience delivering advice, guidance and support in a confidential and friendly environment. From initial enquiry, through an introduction to university life and during the whole academic career, prospective and current students will have plenty of formal and informal opportunities to gain information, support and guidance from our experienced and sympathetic staff.

We are located in the new Marjorie and Arnold Ziff Building, situated at the heart of the campus. Within the LLC there is dedicated space for part-time and mature undergraduate students where you can meet friends, have lunch or use one of our computers. We also have private interview rooms. On other floors there is a large shared common room, a café and easy access to student administration services.

The majority of our services and facilities are available to all part-time and full-time mature undergraduate students, whether based in faculties or the LLC itself.

Pre-application

As part of our free, impartial pre-entry guidance service, LLC staff are happy to talk to anyone thinking of returning to education to help answer whatever concerns you may have.

Mature learners considering coming into higher education can make an appointment with our qualified Guidance Officer for confidential information and advice. This can include helping you to decide whether part-time or full-time study is the option for you; if you are ready to study at university level now or if doing a preparatory course would be better; what your options are (including financial implications); or finding the right course for you. Support is also available in areas such as time management; enhancing your career opportunities; balancing work and study; how to apply; and taking your next step.

If you are planning to join the University we can put you in touch with a student already studying here, so that you can find out what it’s really like and get some early questions answered.

The LLC runs two schemes for those who wish to study at the University, but who do not have the necessary formal qualifications to meet entry requirements.

The University Matriculation Scheme is for candidates referred to us by faculties where they have made an application but have not satisfied the requirement for a GCSE or equivalent in Maths or English.

The Alternative Entry Scheme is for applicants to part-time degree programmes run through the LLC who do not meet entry requirements in other ways.
Getting started

Welcome events for new students

The LLC offers a range of events to welcome new part-time and full-time mature learners to the University:

- A two-day **Academic Toolkit** programme to introduce students to academic skills in higher education. Held in July, these sessions are free and open to those thinking of applying, as well as those already holding offers.

- A free two-day HE level 2 to 3 **Bridging Toolkit** workshop held in September designed for people who wish to progress to a University of Leeds ‘top-up’ degree at level three, following the successful completion of a relevant Foundation Degree.

- A flexible three day **induction programme** to introduce mature undergraduate part-time and full-time students to the University, held during mid-September before other students begin to arrive, when the campus is quieter. This includes a series of events, drop-ins and tours to help new students familiarise themselves with the University and the opportunity to meet staff and other students, see the Library and other facilities, receive study tips, and generally start to feel at home. Attendance is optional and highly flexible to accommodate students with other commitments. We also run a welcome evening which repeats key aspects of the induction programme for those who cannot attend during the day.

- **Individual support** from experienced staff is available during the early weeks of term to help students with online processes such as registration, enrolment and paying fees. Pre-booked sessions are available. Further guidance about how to use these online processes is available in our *Student’s Guide to University Systems* sent to all LLC students and available on request to others.

- A series of **drop-in workshops**, held during semester one, to help support and develop academic skills. These sessions are particularly aimed at mature learners who are concerned that their basic skills and knowledge in these areas need a boost and no prior knowledge is assumed.

- The LLC offers a range of its modules as level one **electives** to all undergraduates. These modules are usually taught in a small group setting, by tutors experienced in teaching mature students. There are no exams, which can be particularly appealing and appropriate for mature students. Some are taught in the evening, which students with external commitments might find helpful. Many of these electives attract a higher proportion of older learners and can provide a supportive environment for mature students.

Further information about these elective modules can be found on our website, [www.leeds.ac.uk/lifelonglearningcentre](http://www.leeds.ac.uk/lifelonglearningcentre).
Social space and events

Social space
The LLC has its own resources centre and all mature and part-time undergraduate students from across the campus are welcome to make use of this. It is a space in which students can eat lunch, meet friends or work between lectures and offers the following facilities:

- Several student-access computers which can be used for checking emails, renewing library books and other quick tasks
- A student-access printer (please provide your own paper)
- Reference books including atlases, dictionaries and directories
- Books on study skills, available for loan
- ‘Takeaway’ material (leaflets, booklets) of interest to mature undergraduate students, such as information on University and Union services.
- Space for individual or small group working.

There is also a shared common room on the floor above, for use by all students. The Ziff Building also has a café, open daily between 8.30am and 5.00pm.

Social events
The LLC hosts a number of social events each year – usually in December, March and June. These are open to all mature and part-time undergraduates across the University, and provide an opportunity for students to meet and socialise with each other. Days and times are varied to maximise the chance of part-time students being able to attend. Posters advertising these events are sent to all Schools and buildings, and students are also alerted via announcements on the Student Portal and the LLC student newsletter.

Student Newsletter
All LLC students receive a newsletter three times a year – usually in November, February and May/June. Most items are LLC-specific, but some are of wider interest to other mature full-time and part-time undergraduates across the University and we are happy to add anyone to the newsletter mailing list. If you are not an LLC student and would like to receive a copy, please let Geoff Humble know on (0113) 343 4851 or g.f.humble@leeds.ac.uk

Details of social events are in the newsletter.
Individual support during your studies

Personal staff contacts
All Certificate of Higher Education, Foundation Degree and honours degree students studying at least 60 credits a year will have a personal tutor allocated to them under the Leeds for Life scheme. This will be a member of teaching staff whose responsibility it is to offer both academic skills and pastoral support throughout the duration of their programme. This means you will always have at least one named person to contact for advice and information.

In addition, LLC students studying a full-time programme through a part-time route have a personal advisor in the LLC. For more information contact Cathy Dolan on (0113) 343 2696 or c.dolan@leeds.ac.uk

IT, library and academic skills support
For those who would like to receive support on an individual basis, the LLC offers one-to-one support with academic skills throughout the year. These are open to all mature undergraduate students and sessions can be booked with a specialist member of LLC staff at a mutually agreeable time. Please contact Cathy Dolan on (0113) 343 2696 or c.dolan@leeds.ac.uk

The LLC also produces its own ‘beginners’ guide’ to the University IT system aimed at mature students; available for download from our website (www.leeds.ac.uk/lifelonglearningcentre) or in hard copy form.

Information and advice about financing part-time undergraduate study
LLC staff are happy to provide information about fees, bursaries and financial support which may be available to you as a part-time student, depending on your programme of study and personal circumstances. The LLC produces two guides, Financial Support for LLC Students and Fees and Financial Support: Notes for Non-UK Part-Time Students which are available from our website or in hard copy form. In addition, we can also provide advice about managing finances as a part-time undergraduate student or refer you to other expert services within the University. Please contact MJ Morgan on (0113) 343 3244 or m.j.h.morgan@leeds.ac.uk for more information.

In the first instance, mature full-time undergraduate students should contact the Student Advice Centre in Leeds University Union for fees and financial support information. Please refer to the Student services across the University section towards the end of this guide for contact details.

For students parented by the LLC, there is a Student Bursary Fund available which can help students in financial need who have exhausted all other means of support. Each case is dealt with on its own merits, confidentially, by the LLC Student Bursary Fund Committee. For more information, including an application form, please contact us directly using the contact details at the end of this leaflet, or visit our website, www.leeds.ac.uk/lifelonglearningcentre.

Mentoring and buddying
All part-time Certificate of Higher Education or degree students parented by the LLC are automatically offered the opportunity to have a peer mentor and will be contacted about this as part of our welcome programme.
The LLC also runs a mature student buddying scheme, whereby new mature undergraduates can contact us and be put in touch with another mature undergraduate student who has volunteered to act as a source of information and support. Volunteers are drawn from the LLC’s own students and from the Students Union’s Mature and Part-Time Students’ Assembly and Student Parent Assembly. Where possible, students and buddies are matched according to particular needs and experience; for example, a new student seeking information about childcare issues will be buddied by a current student who has personal knowledge of this. It is hoped this will help link older undergraduates, whether full-time or part-time, across the campus and help prevent mature undergraduate students feeling isolated.

On-course educational guidance
At any time during your study, the LLC Guidance Officer is available to discuss your next steps and whether progression to further study at the University, or elsewhere, is right for you. This service provides an independent space where students can access support in managing their learning effectively, particularly in relation to transition, assessment or progression. Exit guidance is also available for anyone who needs to leave their studies earlier than anticipated for whatever reason, or who wish to change their course or transfer modules.

In addition to the support provided by the LLC, we work closely with the wide range of other University support services. Mature and part-time undergraduate students are encouraged to make use of these services, all of which welcome older learners. Further information about these can be obtained from the LLC or directly from the services themselves.

The University Library
Using the resources of the University Library can be challenging for students with limited recent experience of learning, and in addition to the LLC support mentioned above, the Skills@Library Service provides a wide range of training workshops on using different resources. If there are a group of students on an LLC module who are all interested in the same topic a group training session tailored to specific needs can be arranged via the Faculty Team Librarian. The Skills@Library Service also provides a range of helpful workshops on matters relating to study, time management, presentation skills, writing skills, conquering exam anxiety and many more

Contact: (0113) 343 7166 library@leeds.ac.uk or http://library.leeds.ac.uk
Skills@Library: (0113) 343 4096 skills@library.leeds.ac.uk or http://skills.library.leeds.ac.uk

Disability Services
The LLC’s Disability Officer works alongside the University’s Equality Service to provide support for disabled students across the campus, and ensure that disability is not a barrier to educational achievement. The LLC’s Information for Students with a Disability leaflet provides useful advice in the first instance on such matters as car parking and financial support.

Contact: (0113) 343 3927 disability@leeds.ac.uk or www.equality.leeds.ac.uk
Leeds University Union

The Union’s Student Advice Centre welcomes mature undergraduate students, and can give information, advice and guidance about money, housing, University academic procedures and other issues. The service is free and impartial. The Union’s ‘Joblink’ service can help find part-time work for students.

The LLC works with the Students’ Union to support undergraduate mature learners and promote their needs within the University. In particular, it maintains close contacts with the Mature and Part-Time Students Assembly and the Student Parent Assembly, and can facilitate introductions to these groups for a student.

Contact: (0113) 380 1300 advice@luu.leeds.ac.uk or www.luuonline.com

Careers Centre

The University Careers Centre offers a wide range of services for students finishing a degree or contemplating a career change, and welcomes mature undergraduate students.

Contact: (0113) 343 5296 or http://careerweb.leeds.ac.uk

University Counselling Centre

The University has its own counselling service for students, offering free and confidential support for a wide range of situations.

Contact: (0113) 343 4107 stucouns@adm.leeds.ac.uk or www.leeds.ac.uk/studentcounselling

The University Chaplaincy

The Chaplaincy provides a pastoral service to staff and students at the University and Leeds Metropolitan University, to those of all faiths and none. Its main base is the Emmanuel Centre on the Leeds Campus.

Contact: (0113) 343 5071 chaplaincy@leeds.ac.uk or www.leeds.ac.uk/chaplaincy
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