

A7117-1002 – Level 1: NCFE Level 1 Certificate in Occupational Studies for the Workplace (Business)

Welcome to Your Course at Burnley College!

We are excited to welcome you to the NCFE Level 1 Certificate in Occupational Studies for the Workplace course. This programme is designed to support your development, build your confidence, and prepare you for progression into further study or employment.

Your First Day (Induction Day)

 Date:	Wednesday 2 September 2026
 Time:	9:00 AM
 Meeting Point:	Professional Learning Zone (PLZ)

Induction Day

On your first day, you will take part in our Induction Program.

This includes a series of engaging workshops and activities designed to:

- Build your confidence and resilience
- Introduce you to college life
- Help you develop important personal and professional skills

You will also receive more details from your tutor about upcoming trips, visits, and what to expect during the year.

Please arrive on time and be ready to meet your tutors and new classmates. You will begin by taking part in a group introduction and induction session on the first day of the course.

After this first day, you will follow your timetabled sessions, which you can find by accessing the Burnley College Learner Hub (see below).

Accessing College Systems

You can access your timetable, learner documents, attendance records, and more through the **Burnley College Learner Hub**:

 <https://apply.burnley.ac.uk>

To log in:

- Click '**Studying Here**'
- Use your **college username and password**

If you need help accessing your account, please visit Student Services in the Atrium.

Before You Arrive

To help you start your course successfully, please make sure of the following:

✓ Travel Arrangements

Check bus and train times in advance to ensure you arrive on time each day.

✓ ID Badge

You must wear your college ID and lanyard at all times while on campus (this will be issued on your first day). This helps keep our environment safe and professional.

✓ Breakfast

All full-time students are entitled to a free breakfast from the Refectory each morning before 8:30 AM. Don't miss out!

✓ Next of Kin Form

Please bring your completed Next of Kin form during Induction Week. If you're under 18, ensure it is signed by a parent or guardian.

✓ Financial Support

Please complete the following form on our website, if you feel you are eligible for financial support, this could be for lunches or travel support.

 [Financial Support - Burnley College](#)

If you have any questions before your start date, please contact our Divisional Administration Team:

 01282 733151 / 01282 733022 / 01282 733289

 bps@burnley.ac.uk