



Benefits



REGENT'S COLLEGE
LONDON

Background

Regent's College is a private, charitable, higher education institution located in the beautiful surroundings of Regent's Park in Central London. It has two faculties, 'Business and Management' and 'Humanities Arts and Social Sciences' which encompass: 'The European Business School London', 'Regent's Business School London', 'Internexus (English as a Foreign Language)', 'Regent's American College', 'The Webster Graduate School', 'The London School of Film Media and Performance', and 'The School of Psychotherapy and Counselling Psychology'. The College is the largest campus based supplier of private higher education programmes in Great Britain. It currently has an international student body of 2,200 FTE students drawn from over 100 countries with an expectation of growth to c.3,500 FTE higher education students across the next five years. The students are supported by close to three hundred academic and 200 corporate support staff.

Annual Leave

You are entitled to 30 days annual leave in every full holiday year (pro rata for part-time staff). The leave year runs from 1st August to 31 July.

Employees are entitled to, (subject to the agreement of their Line Managers), carry five days from one leave year to the next, however; this carryover must be used within two months.

Any annual leave must be requested through and authorised by your Line Manager.

Visiting Lecturers receive accrued holiday pay including payment for bank holidays of 14.58%.

Efficiency Days

You may receive up to five 'efficiency' days for use at Christmas, New Year or such other times as the CEO may determine.

Pension Scheme

You are invited to join the College's Group Pension Scheme with effect from your first day of employment.

Regent's College will make a contribution of 7% of your gross salary into the scheme, with no requirement for you to contribute.

In addition the College will match the contribution of employees (1, 2 or 3%). As such the College will add a further 1% contribution for each percent that you contribute to the scheme up to a maximum of 10% Employer Contribution.

There are also group Death in Service and Income Protection Schemes.

Further details of the above schemes please see the "Employee Group Personal Pension Scheme Booklet or contact the Payroll Officer on extension **7642**.

Interest Free Season Ticket Loan

You may be eligible may apply for an interest-free loan to purchase a season ticket for use to travel to and from work.

Completed application forms must be sent to the Human Resources Department (HRD), by the 15th of the month for the loan to be paid in that month. Loans will be paid with salary and will appear on your payslip as "interest-free season ticket loan". Any applications after the 15th will be processed for payment with the following month's salary.

For further information please see the Season Ticket Loan Policy which is available on the HR Intranet page.

Gym

You have access to an on site gym which you can use all the facilities at a cost of only £10 per month. To join you will need to attend an induction with the Sports Co-ordinator and provide him/ her with a copy of the receipt of payment, which needs to be made in advance to the Finance Department. In addition there are various other classes, such as Yoga, Boxersize etc, which are available at an additional cost.

To join the gym or for further information please contact the Sports Co-ordinator on extension **7810**.

Therapy Sessions

The School of Psychotherapy and Counselling Psychology (SPCP) offer the entitlement to access up to eight free consultations sessions with a qualified therapist on site in the Therapy Centre. The consultations are confidential and can be singular or in couples. They offer help with Depression, Relationship Concerns, Personal Problems, and more.

To make an appointment please contact **020 7487 7555** or email therapy@regents.ac.uk

Evening Language Classes

You are entitled to attend language classes that run every semester at a cost of £40 per course. These range from beginner to advanced and all levels in between.

These are in the following languages:

Spanish, French, Russian, German, Chinese (Mandarin), Japanese, Italian and more dependant on the demand.

To arrange to be assessed and sign up for a course please contact the Commercial Administrator on extension **7933**.

Eye Care Vouchers

Regent's College have contracted Accor to provide eye care vouchers. There are over 6,000 opticians including all the major high street chains and local independents who are affiliated to the Accor Eye Care Voucher Scheme.

If Regent's College employees work on a VDU (such as a computer) they are eligible for a free eye examination. Please contact the Human Resources Department to collect your Eye Care Examination Voucher

which you will present to your optician. This Voucher covers the full cost of your eye examination.

You are only entitled to an eye test every two years, unless recommended by your optician that you require one more frequently.

The optician will issue you with a certificate of recommendation which will show the results of your test and whether you require VDU corrective spectacles. If spectacles are recommended, for VDU use only, you will be eligible to receive a Spectacles Voucher to the value of £75 from the HR Department to contribute towards the cost.

Childcare Voucher Scheme

Busy Bees who have the largest dedicated childcare voucher support team in the UK administer our childcare scheme.

Key Benefits For The Employee

- Reduced Tax and National Insurance Contributions. Savings of up to £1196* per annum per parent towards the cost of Childcare totalling a potential saving of £2392* per family per annum.
- A wide range of efficient payment methods are available to pay carers.
- Childcare Vouchers can be used for children up to the age of 16.
- You can use Childcare Vouchers to pay for the following forms of registered Childcare: Day Nurseries, childminders, before and after school clubs, au pairs and holiday clubs.
- Free phone customer services number with call back facility.
- A further 5% discount is available if parents use any Busy Bee nursery in the U.K.

**subject to individual circumstances*

Key Benefits To The Carer (person who is providing childcare)

- Guaranteed payment.
- Clear and concise Vouchers which are traceable from request to redemption.
- A choice of simple Voucher redemption methods.
- Increased occupancy by promoting savings to parents.

if you wish to sign up to the scheme or you have any queries please call Busy Bees on the free phone customer services number **08000 430 860** to obtain a parent pack, an order form and any further other information.

All order forms need to reach Busy Bees by the 10th of each month to be included in that payroll month. Busy Bees will collate all order forms received from Regent's College staff and will detail the required to the Human Resources Department who will then process all deductions through the payroll system.

If you have any questions please contact the HR Department for further information.

Learning & Development

Regent's College is very passionate about growing and nurturing talent. Development opportunities come in various shapes and sizes dependant on your job, your experience, your future plans and so on.

Naturally we run training courses: Core Skills courses to make sure that we are all working in the same way; Elective Skills courses – so that you can brush up on things such as Influencing Skills, should you need to and Leadership & Management courses to ensure that our managers have all the necessary skills to lead our people.

We also believe that growing and nurturing talent requires more than a few courses. We organise and update the induction programme; featuring both the half-day where you get to meet our Directorate and Senior managers and the Buddy scheme that is focused on helping you feel welcome and happy in your first few weeks here.

Feedback is of particular interest too and we support everyone by co-ordinating the yearly performance and Development review and by having a clear process in place.

Your Human Resources Department are always around to talk with you on anything relating to learning, development, coaching, feedback, performance and development review, team building, facilitation, mentoring and anything else. You can call at anytime, you don't have to wait until you see us on a workshop.

For further details, or a one to one development session, please contact the Learning & Development Manager on **7851**.

Catering at Regent's College

On Campus we offer excellent catering facilities for breakfast, lunch and evening meals. Accompanied by a substantial range of snacks and confectionary that are available all day.

Regents College Refectory

The main restaurant within the college is the Refectory providing a wide selection of dishes from around the world. The menu changes everyday and caters for vegetarians and other dietary requirements. It is open from early in the morning until late at night and includes the Express bar which serves sandwiches and cold drinks as well as sushis and salads.

The Refectory has the following services:

Breakfast	Monday – Friday	08.00 – 10.00
	Saturday – Sunday	08.30 – 10.30
Lunch	Monday – Friday	12.00 – 14.00
	Saturday – Sunday	12.30 – 14.00
Dinner	Monday – Friday	17.00 – 19.00
	Sunday	17.00 – 19.00

Regent's College Sports Bar & The Grill Bar

The Sports Bar is an ideal location which is ideal for parties and drinks. We also have a kitchen which is ideal for food and provides burgers, chips and other delicious home cooked products for the students. Food includes:

Burgers: (beef, half pounders, chicken etc)
Paninis
Chicken nuggets
French fries
Potato wedges

The Regent's College Sports Bar offers competitive prices, evening entertainment and cable TV for all those sports fans amongst you.

Bar	Monday – Friday	17.00 – 23.00
Grill Bar	Monday – Friday	17.00 – 22.45

Regent's College Brasserie

We have a fantastic Brasserie here at the college. It boasts an exciting, innovative menu which serves a selection of foods from around the world. A table service for food is available between 12pm and 3pm and we would recommend booking in advance.

In addition to table service food we offer Seattle's Best coffee and tea, & snacks between 8.30am and 9pm at night.

Regent's Brasserie service times are as follows:

Opening Times:	Monday – Friday 08.30 – 21.00
Café	08.30 – 21.00
Lunch	12.00 – 15.00
Dinner	17.00 – 20.30
Café / Wine bar	08.30 – 21.00

Regent's College Deli Bar

The Deli Bar provides great service to our employees and students and is a popular food destination. Food is made to order and is ready in "grab and go" packets or have a sandwich prepared to your own requirements while you wait on a variety of breads and wraps.

Monday – Friday 11.30 - 17.00

Regent's College Coffee Shop

We have a coffee shop on the Quadrangle which serves "Seattle's Best" coffee as and when you require it. The service is quick and friendly and you can even take some snacks to go while you are there.

Monday – Sunday 08.00 – 18.00

Any changes to the above opening times will be communicated to all staff by email.

College Bookshop & Campus Shop

The recently refurbished Bookshop at the front of the College is run by John Smith & Son, the UK's leading academic bookseller and specialist campus retailer. The Bookshop stocks a wide range of books including new and best-selling fiction and non-fiction titles, language learning books and study guides - as well as academic textbooks reflecting the variety of subjects taught in the College.

Employees are entitled to a 10% discount on all books; additionally there are also regular special offers. There is also a swift ordering service for any titles not stocked, and the staff discount is valid on most special orders.

The John Smith's team also run the Campus Shop, located near to the Refectory in the Oliver Building. On sale here are non-book lines including stationery, greetings cards, digital equipment and accessories, alongside gift items and College-branded merchandise from T-shirts to teddy bears. Employees benefit from 10% off the majority of these products.

The Campus Shop also sells confectionery, a range of essential toiletries and household items, tobacco, postage stamps, and top-ups for all of the main UK mobile networks.

Opening hours (Monday to Friday) are 09.00 to 17.30 in the Bookshop, while the Campus Shop normally opens from 11.00 to 16.00 - though seasonal variations may apply.



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