LEADERS OF TOMORROW

Student Handbook

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Student Handbook

Welcome to Leaders of Tomorrow. We are so glad you are here.

This handbook is your friendly guide to the program: who we are, what your journey looks like, what to expect, and where to turn for help. Keep it handy — you can come back to it any time.

Welcome and about LOT

Leaders of Tomorrow (LOT) is an educational program that helps young people grow into confident, capable and caring leaders. Through sessions, activities, projects and a supportive community, you will build skills, meet new people, and discover more about what you are capable of.

You can learn more about the wider program at lotep.org. Most of your day-to-day journey, though, happens right here on this platform.

Your journey through the program

The program follows a clear path. You will move through these stages:

1. **Application.** You apply to join LOT, telling us about yourself and why you would like to take part.
2. **Selection.** Our team reviews applications and, for many programs, invites applicants to an interview or other selection steps. You will be kept informed about what happens next.
3. **Participation.** Once you join, this is the heart of the journey: sessions, activities, assignments, events and working alongside your peers and the staff who support you.
4. **Graduation.** As you complete the program, your achievements are recognised — for many students this includes certificates and a graduation milestone.
5. **Alumni.** Your relationship with LOT does not end at graduation. As an alum you can stay connected, access opportunities and resources, and give back to the next generation of leaders.

Every stage is supported. You will never be left to figure things out alone.

What to expect

- A welcoming, respectful community where everyone is encouraged to take part.
- Sessions and activities that challenge and support you in equal measure.
- Clear communication about what is happening and what is expected of you.
- Opportunities to lead, collaborate, give feedback and try new things.
- Staff who are here to help you learn, grow and feel that you belong.

Some moments will stretch you. That is by design — growth happens just outside your comfort zone, and we will be right there with you.

Your responsibilities

Being part of LOT is a two-way commitment. To get the most from it, we ask you to:

- Show up: attend the sessions and activities you commit to, and arrive ready to take part.
- Engage: contribute, ask questions, and support your peers.
- Act with respect and integrity, online and in person.
- Communicate: if you cannot attend something or you are struggling, tell us early so we can help.
- Look after yourself and others, and speak up if something is wrong.

These are described in full in the Student Code of Conduct. Once you are accepted into the program you will be asked to acknowledge it.

Support and wellbeing

Your wellbeing matters to us. If you are finding something hard — in the program or in life — you do not have to carry it alone.

- Talk to any staff member you trust; they can help or point you to the right person.
- For a safeguarding or safety concern, contact help@lotep.org or speak to your program coordinator.
- For practical questions, open a Support Ticket in the platform or email help@lotep.org.

If you or someone else is in immediate danger, contact your local emergency services first, then let us know.

Using the platform

This platform is your home base for the program. At a high level, you can use it to:

- See what is coming up and keep track of what you need to do.
- Take part in program activities, assignments and announcements.
- Read program documents like this handbook and the Code of Conduct.
- Get help through Support Tickets.

For a step-by-step walkthrough of the features available to you, see the role guide for students in the Document Center. This handbook stays high-level on purpose; the role guide is where the detailed "how to click here" lives.

Key policies at a glance

A few key policies shape life at LOT. Each has its own document in the Document Center — this is just the short version:

- **Safeguarding.** Your safety and wellbeing come first. If anything makes you feel unsafe or worried, raise it (see *Support and wellbeing* above). You will always be taken seriously.
- **Code of Conduct.** Our shared expectations around respect, integrity, attendance and online behaviour. Once you are accepted into the program you will be asked to acknowledge it.
- **Complaints.** If something goes wrong or feels unfair, you can raise a complaint and have it looked at fairly. Ask any staff member or your program coordinator how.

When in doubt, ask — we would always rather you asked than worried.

Frequently asked questions

- **How do I get help?** Open a Support Ticket in the platform, or email help@lotep.org. For anything about your safety, use the safeguarding contact.
- **What if I cannot attend a session?** Let the relevant staff member know in advance through the agreed channel, as early as you can.
- **Where do I find program documents?** In the Document Center on the platform, alongside this handbook.
- **What happens after I graduate?** You become part of the LOT alumni community, with ongoing opportunities to stay involved.
- **I have a worry but I am not sure it is "big enough" to raise.** Raise it anyway. There is no such thing as too small when it comes to your wellbeing.

Contacts

- **General support:** help@lotep.org, or a Support Ticket in the platform.
- **Safeguarding / wellbeing:** help@lotep.org.
- **Your program team:** your program coordinator and the staff who run your sessions.
- **More about LOT:** lotep.org.

Welcome again to Leaders of Tomorrow. We cannot wait to see what you will do.