



  
 south essex college  
 FURTHER & HIGHER EDUCATION

# Adult Courses

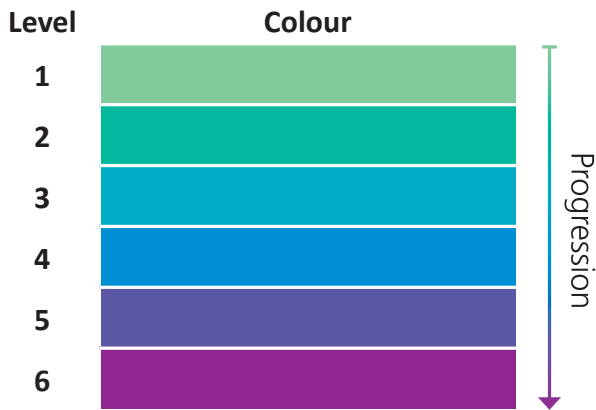
2015 - 16



- Access to Higher Education
- Accountancy
- Alcohol and Licensing
- Art and Design
- Beauty Therapy
- Business and Management
- Childcare
- Construction
- Counselling
- Dog Grooming
- Engineering
- English
- First Aid
- Foundation Studies
- Hairdressing
- Health and Fitness
- Health and Safety
- Health and Social Care
- Hospitality and Catering
- Information Technology
- Legal Administration
- Maths
- Media and Performing Arts
- Motor Vehicle Maintenance
- Photography
- Science
- Security
- Teacher Training
- Evening & Weekend Courses
- Apprenticeships



# Key



## Qualifications explained:

### Entry Level

English for Speakers of Other Languages (ESOL) Awards, Certificates, and Diplomas at Entry Level  
Foundation Learning at Entry Level  
Functional Skills

### Level 1

GCSEs grades D–G  
BTEC Introductory Diplomas and Certificates  
OCR Nationals  
Functional Skills  
BTEC Awards, Certificates and Diplomas at Level 1  
Foundation Learning Tier pathways  
NVQs at Level 1

### Level 2

GCSEs grades A\*–C  
BTEC Awards, Certificates and Diplomas at Level 2  
Functional Skills  
OCR Nationals  
NVQs at Level 2

### Level 3

A-levels  
GCE in applied subjects  
International Baccalaureate  
BTEC Awards, Certificates and Diplomas at Level 3  
BTEC Nationals  
OCR Nationals  
NVQs at Level 3  
Access to Higher Education Diplomas

### Level 4

Certificates of Higher Education  
BTEC Professional Diplomas, Certificates and Awards  
HNCs  
NVQs at Level 4

### Level 5

HNCs and HNDs  
Other Higher Diplomas  
BTEC Professional Diplomas, Certificates and Awards  
NVQs at Level 5

### Level 6

BA (Hons) degree courses

## Course Title

Course level

available funding £ 24 FF

## Icon

**19-23 Co-funded** (see page 71)

£

**24+ Loans** (see page 73)

24

**Fully funded** (no fee)

FF

**How long:** The duration of the course  
**Where:** Either at one of our main campuses or satellite sites  
**Code:** Each course has a specific code to be used when filling out an application form

### What's covered?

A general outline of the type of content covered by the course

### What do I need?

You may need a previous qualification or specific equipment to take this course, if so it will be outlined here

### How will my work be assessed?

A brief outline of how your progress will be assessed

### What can I do next?

After passing the course you may be eligible for more advanced study in a similar area or even the workplace

### • 2015-16 cost:

How much the course costs along with information on what funding may be available.

**For more information on the various forms of funding (like 24+ loans) see page 73**

# Contents



## Courses

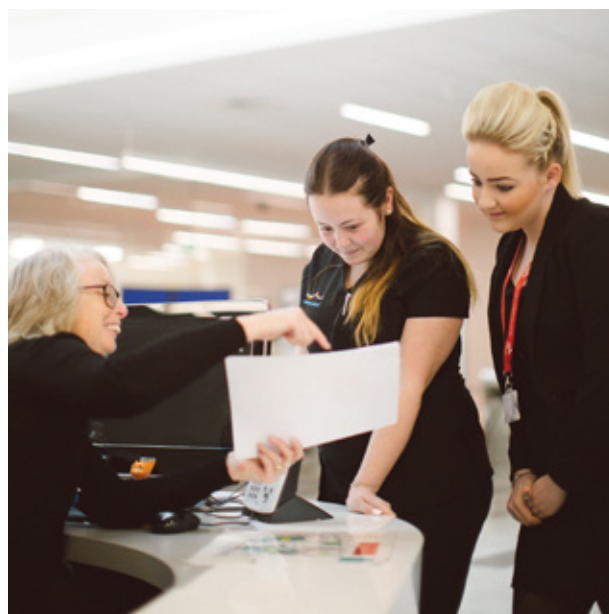
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# Welcome



# Access to Higher Education

## Access to Higher Education (Art and Design)

Level 3 Diploma

Funding Available £ 24

**How long:** One year (13 hours per week)

**Where:** Southend

**Code:** 1175

### What's covered?

- figure studies
- photography
- print making
- final major project
- 2D visual studies
- textiles
- graphic design
- academic study skills and visual analysis
- independent research

### What do I need?

- as part of the interview process, you will need to complete a short paper-based assessment in maths and English to show you are working at level 2

### How will my work be assessed?

- internally set and marked assignments

### What can I do next?

- you can progress to higher education programmes at South Essex College or at university
- some of you may also wish to apply to study further on the Foundation Art and Design Studies Level 4 Diploma course

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### • 2015-16 cost:

£ 19-23 co-funded: £1,750

24 24+: £3,000

## Access to Higher Education (Business)

Level 3 Diploma

Funding Available £ 24

**How long:** One year (13 hours per week)

**Where:** Southend

**Code:** 5531

### What's covered?

- e-commerce
- business finance
- economics
- external factors affecting business
- business planning
- HR planning and recruitment
- leadership
- marketing
- research project

### What do I need?

- as part of the interview process, you will need to complete a short paper-based assessment in maths and English to show you are working at level 2

### How will my work be assessed?

- coursework
- examinations

### What can I do next?

- you can progress to degree programmes at college or university, including our BA (Hons) Business Studies degree programme at University Centre Southend

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### • 2015-16 cost:

£ 19-23 co-funded: £1,750

24 24+: £3,000

# Access to Higher Education

## Access to Higher Education (Counselling)

Level 3 Diploma

Funding Available £ 24

**How long:** One year (13 hours per week)

**Where:** Southend

**Code:** 5291

### What's covered?

- counselling theory and skills
- psychology
- sociology
- mental health and mental disorder
- professional theory and practice
- valuing diversity
- academic study skills
- research project

### What do I need?

- the interview process consists of three aspects, a one-to-one interview with a tutor, a short computer-based assessment for maths and English to show you are working at level 2 and a personal statement

### How will my work be assessed?

- coursework
- examinations
- projects
- case study work
- presentations

### What can I do next?

- you can progress to higher education programmes at college or university, including our FdA/BA (Hons) Counselling degree programme at University Centre Southend

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#### • 2015-16 cost:

£ 19-23 co-funded: £1,750

24 24+: £3,000

## Access to Higher Education (Health Professions)

Level 3 Diploma

Funding Available £ 24

**How long:** One year (13 hours per week)

**Where:** Basildon, Southend or Thurrock

**Code:** 1178

### What's covered?

- health and disease
- principles of care
- body systems
- mental health
- health sciences
- academic study skills
- independent research

### What do I need?

- the interview process consists of three aspects, a one-to-one interview with a tutor, a short computer-based assessment for maths and English to show you are working at level 2 and a personal statement

### How will my work be assessed?

- coursework
- examinations
- projects
- case study work
- presentations

### What can I do next?

- you can progress to health-related higher education programmes at university or college, including nursing, midwifery and the allied health professions such as occupational therapy

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#### • 2015-16 cost:

£ 19-23 co-funded: £1,750

24 24+: £3,000

# Access to Higher Education



# Access to Higher Education

## Access to Higher Education (Science)

Level 3 Diploma

Funding Available £ 24

**How long:** One year (13 hours per week)

**Where:** Southend

**Code:** 1182

### What's covered?

- physics
- biology
- human physiology
- chemistry
- academic study skills
- independent research

### What do I need?

- as part of the interview process, you will need to complete a short paper-based assessment in maths and English to show you are working at level 2

### How will my work be assessed?

- coursework
- internally set examinations

### What can I do next?

- you can progress to higher education programmes at university or college, including our BA (Hons) Criminology and Forensic Investigation degree programme at University Centre Southend

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#### • 2015-16 cost:

£ 19-23 co-funded: £1,750

24 24+: £3,000



## Access to Higher Education (Social Studies)

Level 3 Diploma

Funding Available £ 24

**How long:** One year (13 hours per week)

**Where:** Southend

**Code:** 1179

### What's covered?

- psychology
- sociology
- crime and deviance
- mental health
- counselling
- globalisation
- social research
- academic study skills
- independent research

### What do I need?

- the interview process consists of three aspects, a one-to-one interview with a tutor, a short computer-based assessment for maths and English to show you are working at level 2 and a personal statement

### How will my work be assessed?

- coursework
- examinations
- projects
- case study work
- presentations

### What can I do next?

- you can progress to higher education programmes at university or college, including our BSc (Hons) Psychology and Sociology degree programme at University Centre Southend

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#### • 2015-16 cost:

£ 19-23 co-funded: £1,750

24 24+: £3,000



# Access to Higher Education

## Access to Higher Education (Teaching)

Level 3 Diploma

Funding Available £ 24

**How long:** One year (13 hours per week)

**Where:** Southend

**Code:** 1176

### What's covered?

- valuing diversity
- language development
- developmental psychology
- supporting in the classroom
- independent research
- work experience in education
- academic study skills

### What do I need?

- GCSE English at grade A\*-C, or equivalent, for example functional skills or Learndirect
- as part of the interview process, you will also need to complete a short paper-based assessment in English
- GCSE in maths at grade A\*-C, or equivalent, is desirable; without the maths qualification, you will be required to study functional skills in maths alongside the Access course
- work placement: you will need to obtain a work placement position in order to complete the course successfully; work placements within an educational or community environment will require an enhanced DBS check

### How will my work be assessed?

- coursework
- examinations

### What can I do next?

- you can progress to higher education programmes at university or college, including our BA (Hons) Early Years degree programme at University Centre Southend and Thurrock

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### • 2015-16 cost:

£ 19-23 co-funded: £1,750

24 24+: £3,000



# Accountancy

## City & Guilds Bookkeeping and Accounts

### Level 1 Award

**How long:** 10 weeks  
**Where:** Thurrock or Southend  
**Code:** 90116 (week day class)  
7230 (Saturday class, Southend)

This course is suitable for those wanting a basic introduction to bookkeeping practices and the processing of source documents that underpin accurate record keeping.

• **2015-16 cost:** £150

### Level 2 Certificate

**How long:** 12 weeks  
**Where:** Thurrock or Southend  
**Code:** 90117 (week day class)  
7231 (Saturday class, Southend)

This course is suitable for experienced or progressing bookkeepers who want to improve their knowledge of double entry and year-end adjustments in order to produce an extended trial balance ready for year-end accounts for a sole-trader.

• **2015-16 cost:** £300

## SAGE Computerised Accounts

### Level 1 Award

**How long:** 10 weeks  
**Where:** Thurrock or Southend  
**Code:** 90118 (week day class)  
7232 (Saturday class, Southend)

This course provides an introduction to routine computerised accounting procedures.

• **2015-16 cost:** £150

### Level 2 Certificate

**How long:** 12 weeks  
**Where:** Thurrock or Southend  
**Code:** 90119 (week day class)  
7233 (Saturday class, Southend)

An introduction into everyday operational aspects of computerised accounts. This course is suitable for small businesses who forward their year-end accounts to a qualified accountant.

• **2015-16 cost:** £300



# Accountancy

## AAT Accounting

### Level 2 Certificate

#### Funding Available £

**How long:** One year **Where:** Thurrock or Southend **Code:** 90104 (day time class) 882 (evening class)

Basic financial principles in accounting and bookkeeping.

• **2015-16 cost:**

£ **co-funded:** £900

### Level 3 Diploma

#### Funding Available £ 24

**How long:** One year  
**Where:** Thurrock or Southend  
**Code:** 90105 (day time class)  
881 (evening class)

#### What's covered?

- financial statements for sole traders and partnerships
- capital transactions
- indirect tax (VAT)
- accounts preparation
- spreadsheet software
- cost and revenues
- professional ethics

#### What do I need?

- AAT Level 2 Certificate in Accounting
- GCSEs at grade A\*-C in maths and English, or equivalent
- working knowledge of Microsoft Excel and Word
- a skills test will be undertaken at interview to assess your suitability for the course

#### How will my work be assessed?

- four external exams set by the AAT, completed online and marked immediately with results available within 10 minutes
- one internal exam set by the AAT and marked internally by qualified assessors

#### What can I do next?

- you can progress to the AAT Diploma in Accounting Level 4 Diploma (subject to interview)

• **2015-16 cost:**

£ **19-23 co-funded:** £1,300

**24 24+:** £1,800

### Level 4 Diploma

#### Funding Available £ 24

**How long:** One year  
**Where:** Thurrock or Southend  
**Code:** 90106 (day time class, Thurrock)  
848 (evening class)

#### What's covered?

- financial performance
- operating budgetary control systems
- preparing information for appraisal of activities and projects
- drafting financial statements
- operating a cash management and credit control system
- personal tax

#### What do I need?

- AAT Level 3 Diploma in Accounting
- the ability to work to a level 3 standard in maths and English
- working knowledge of Microsoft Excel and Word packages
- an interview will be undertaken to assess your suitability for the course

#### How will my work be assessed?

- five computer-based assessments set by the AAT
- one internal project set by the AAT and marked internally by qualified assessors

#### What can I do next?

- you can progress onto ACCA, CIMA, ACA and other professional courses
- you can apply for membership of the professional body of Accounting Technicians

• **2015-16 cost:**

£ **19-23 co-funded:** £1,300

**24 24+:** £1,800

# Alcohol and Licensing



## Personal Licence Holders

Level 2 Certificate

**How long:** 1 day  
**Where:** Basildon, Southend or Thurrock  
**Code:** 50108

This course is mandatory for those who want to sell or authorise the sale of alcohol in licensed premises such as bars, restaurants, off-licences, supermarkets and hotels. On passing this course you will be able to apply for a Personal Licence from your local licensing authority to enable you to authorise alcohol sales.

• **2015-16 cost:** £100

## Prevention of Underage Sales

Level 2 Certificate

**How long:** 1/2 day  
**Where:** Basildon, Southend or Thurrock  
**Code:** TBC, please check our website

This course is for those who sell age-restricted products including alcohol, cigarettes, aerosols and fireworks. It explains legislation, how to sell items responsibly, proof of age policies, PASS scheme and demonstrating due diligence.

• **2015-16 cost:** £45

# Art and Design



## University of the Arts London (UAL) Art and Design Foundation Diploma

Level 4 Diploma

Funding Available **£** **24**

**How long:** One year  
**Where:** Southend  
**Code:** 5004 (full-time)

### What's covered?

The programme encourages critical thinking, creative problem solving, self-led artistic practice and reflective writing skills. You will select from four specialist pathways:

- visual communication - graphic design, printmaking and illustration
- fashion communication - branding, textiles and printmaking
- fine art - painting, drawing, sculpture installation and performance
- photography - traditional, alternative and digital processes and studio lighting

The programme is also enhanced by contextual studies programme, life drawing classes, portfolio production workshops, a European residential visit and collaborative projects, for example with the V&A and the Design Museum.

### What do I need?

- five GCSEs at grade C or above to include English, maths and an arts-based subject
- one A-level or equivalent Level 3 qualification such as Pre-Foundation Level 3 Diploma in Art and Design
- you will also be expected to bring samples of your artwork to interview
- current knowledge of contemporary arts
- successful attendance at interview event and satisfactory references

### How will my work be assessed?

- your work will be assessed through a mixture of practical tasks and supporting written material
- your progress will be supported by regular, ongoing feedback throughout the course
- you will complete an assessed final major project which will be moderated externally

### What can I do next?

- you can progress to higher education courses at university or college, including our BA (Hons) degrees in Fine Art, Fashion Design, Photography, Interior & 3D Design, Costume Construction, Graphic Design, or the FdA Fashion, Communication & Marketing

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### • 2015-16 cost:

**£** **19-23 co-funded:** £2,000

**24 24+:** £3,000

# Art and Design

## Costume Construction BA (Hons)

Level 6

**How long:** Three years  
**Where:** Bob and Tamar Manoukian Costume Centre, High House Production Park  
**Code:** B5L2 (full-time)

Study our Costume Construction degree accredited by University of the Arts London, in partnership with the Royal Opera House, working alongside professionals from one of the most prestigious theatres in the world.

- **2015-16 cost:** £7,000 per academic year for home and EU students (you must apply via [ucas.com](http://ucas.com) – see our Higher Education Prospectus for more details)



## Fashion Design BA (Hons)

Level 6

**How long:** Three years  
**Where:** Southend  
**Code:** W220 (full-time)

The UK fashion industry employs over 800,000 people. This course will provide you with the skills necessary to enter this exciting and lucrative industry.

- **2015-16 cost:** £7,000 per academic year for home and EU students (you must apply via [ucas.com](http://ucas.com) – see our Higher Education Prospectus for more details)

## Fashion, Communication and Marketing FdA

Level 6

**How long:** Three years  
**Where:** Southend  
**Code:** WN2M (full-time)

This programme, which offers the option to top-up to a full BA (Hons), recognises and embraces the changing technologies in fashion's visual communication and marketing areas.

- **2015-16 cost:** £7,000 per academic year for home and EU students (you must apply via [ucas.com](http://ucas.com) – see our Higher Education Prospectus for more details)

# Art and Design

## Fine Art BA (Hons)

Level 6

**How long:** Three years  
**Where:** Southend  
**Code:** BA W100 (full-time)

This course provides graduates with a broad knowledge of fine art across a range of mediums from painting, drawing, sculpture, and printmaking, to video, performance and photography.

- **2015-16 cost:** £7,000 per academic year for home and EU students (you must apply via [ucas.com](http://ucas.com) – see our Higher Education Prospectus for more details)

## Graphic Design BA (Hons)

Level 6

**How long:** Three years  
**Where:** Southend  
**Code:** W210 (full-time)

The strength of this course lies in its industry contacts, from our extensive programme of visiting guest lecturers to exciting 'live' project briefs set by experts.

- **2015-16 cost:** £7,000 per academic year for home and EU students (you must apply via [ucas.com](http://ucas.com) – see our Higher Education Prospectus for more details)

## Photography BA (Hons)

Level 6

**How long:** Three years **Where:** Southend **Code:** W642 (full-time)

This course will give you broad knowledge and experience of advertising and editorial photography, including stills, animated imagery, video and associated post-production techniques.

- **2015-16 cost:** £7,000 per academic year for home and EU students (you must apply via [ucas.com](http://ucas.com) – see our Higher Education Prospectus for more details)



# Beauty Therapy

## VTCT Beauty Therapy

Level 2 Diploma

Funding Available **£**

**How long:** One year  
**Where:** Basildon  
**Code:** 50010 (full-time)

This course will train you in customer sales and reception work and will provide you with the basic beauty therapy practical skills such as manicure, pedicure, facials, eye treatments, waxing, make-up and health & safety.

- **2015-16 cost:**  
**£ co-funded:** £1,550



Level 3 Diploma

Funding Available **£ 24**

**How long:** One year  
**Where:** Basildon  
**Code:** 50015 (full-time)

### What's covered?

- anatomy and physiology
- customer care/business awareness/reception duties
- face and body electrical
- body massage
- electrical epilation
- self-tanning services

### What do I need?

- VTCT Beauty Therapy Level 2 Diploma
- a successful interview
- a good level of English

### How will my work be assessed?

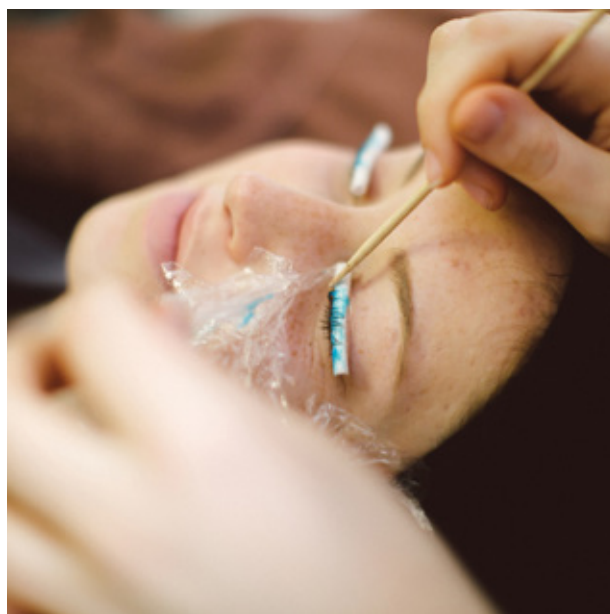
- assignments
- examinations

### What can I do next?

- you can pursue a career in beauty therapy salons, leisure centres, cruise liners or health farms

- **2015-16 cost:**  
**£ 19-23 co-funded:** £1,750  
**24 24+:** £2,180

Please note: after you have enrolled you will need to purchase your own equipment at an additional cost which is separate to the cost of course fees.





# Beauty Therapy



## VTCT Providing Manicure Services

Level 2 Award

**How long:** Six weeks

**Where:** Thurrock

**Code:** 50239

Delivered in partnership with industry experts, Nail Harmony UK, this course will give you the skills, knowledge and understanding required to perform competent manicures. It is suitable for those wishing to provide manicure services to clients.

• **2015-16 cost:** £375

You will be required to purchase a tunic (£35 each) and a manicure kit (£23)

## VTCT Nail Technology

Level 2 Award

**How long:** 15 weeks

**Where:** Thurrock

**Code:** 50240

Delivered in partnership with industry experts, Nail Harmony UK, this course is designed to develop your practical skills in providing and maintaining nail enhancements using either UV gel or Liquid and Powder system (Acrylic).

• **2015-16 cost:** £495

You will be required to purchase a tunic (£35 each) System kit (Acrylic - £150) or (UV gel - £126)



## VTCT Nail Art

Level 2 Award

**How long:** Five weeks

**Where:** Thurrock

**Code:** 50241

Delivered in partnership with industry experts, Nail Harmony UK, this course is designed to develop your practical skills in providing and maintaining nail art designs.

• **2015-16 cost:** TBC, please check our website

You will be required to purchase a tunic (£35 each) and a nail art kit (£25)

# Business and Management

## OCR Business Administration

### Level 2 Diploma

**How long:** 15 months **Where:** Work-based **Code:** 90167

Competence based qualification aimed at people who wish to specialise in business and administration functions in a supporting role in an office environment. You can choose from a large bank of optional units including human resources, document production, finance and managing information.

- **2015-16 cost:** £825

### Level 3 Diploma

#### Funding Available <sup>24</sup>

**How long:** 15 months  
**Where:** Work-based  
**Code:** 90168

#### What's covered?

- communicate in a business environment
- manage personal and professional development
- principles of business communication and information
- principles of administration
- principles of business

#### What do I need?

- Business Administration Level 2 Diploma (or equivalent)
- GCSE English at grade A\*-C or equivalent

#### How will my work be assessed?

- observation of practice by the assessor or expert witness
- questioning the candidate or witness by the assessor
- professional discussions
- work products for example letters and spreadsheets
- written evidence for example assignments and projects

#### What can I do next?

- you can progress to the Business Administration Level 4 Diploma

- **2015-16 cost:** £1,775

<sup>24</sup> **24+:** £1,775

### Level 4 Diploma

#### Funding Available <sup>24</sup>

**How long:** 18 months  
**Where:** Work-based  
**Code:** 90169

#### What's covered?

- communicate in a business environment
- resolve administrative problems
- manage the work of an administrative function
- manage personal and professional development

#### What do I need?

- Business Administration Level 2 Diploma (or equivalent)
- GCSE English at grade A\*-C or equivalent
- evidence of work experience as a manager or supervisor

- **2015-16 cost:** £1,995

<sup>24</sup> **24+:** £1,995

# Business and Management

## CMI Team Leading

### Level 2 Certificate

**How long:** Nine months  
**Where:** Work-based  
**Code:** 90078

Gives you a broader knowledge of team leading skills while focusing on the specific leadership areas appropriate to you and your workplace.

- **2015-16 cost:** £825

## CMI First Line Management

### Level 3 Diploma

**Funding Available** <sup>24</sup>

**How long:** One year  
**Where:** Southend or Thurrock  
**Code:** 9182

#### What's covered?

- personal development as a first line manager
- resource planning
- meeting stakeholder needs
- managing and communicating information
- developing individuals and teams
- being a leader
- managing stakeholder expectations

#### What do I need?

- you are required to demonstrate your ability to study at level 3
- you will already be employed in a relevant leadership or management work role
- if you have completed the CMI Award or Certificate in First Line Management you will receive credits for modules already completed

#### How will my work be assessed?

- your work will be predominantly assessed via written assignments

#### What can I do next?

- you can progress onto the Level 5 Diploma in Leadership and Management

- **2015-16 cost:** £1,775

<sup>24</sup> **24+:** £1,775

## CMI Management

### Level 5 Diploma

**How long:** up to 18 months  
**Where:** Work-based  
**Code:** 90074

For managers to support the development of their leadership and management skills. Includes developing and evaluating operational plans, providing leadership and direction, planning change and working with colleagues and stakeholders.

- **2015-16 cost:** £2,250

## World Host Principles of Customer Service

### Certificate

**How long:** One day  
**Where:** Basildon, Southend or Thurrock  
**Code:** TBC, please check our website

World Host customer service training has been used to train over one million people worldwide. The programme provides a gold standard in training for any business that relies on day to day interaction with customers for success.

- **2015-16 cost:** £75

## Conflict Management

### Level 2 Certificate

**How long:** One day  
**Where:** Basildon, Southend or Thurrock  
**Code:** TBC, please check our website

This course covers how to successfully manage conflict in the workplace. It is suitable for all industries and you will learn how to recognise common conflict flashpoints and learn the skills to defuse difficult situations.

- **2015-16 cost:** £95

# Business and Management



## OCR Customer Service

### Level 2 Diploma

**How long:** 15 months  
**Where:** Work-based  
**Code:** 90172

The course will provide you with the opportunity to develop a range of skills within your work role, with modules including delivering customer service, understanding customers, principles of customer service, understanding employer organisations and managing personal performance and development.

• **2015-16 cost:** £825

### Level 3 Diploma

#### Funding Available <sup>24</sup>

**How long:** 18 months  
**Where:** Work-based  
**Code:** 90173

#### What's covered?

- organise and deliver customer service
- understand the customer service environment
- understand customers and customer retention
- resolve customers' problems
- principles of business
- manage personal and professional development

#### What do I need?

- employed within a customer service environment with some responsibilities
- demonstrate you are able to work at level 3

#### How will my work be assessed?

- observation of practice by the assessor or expert witness
- questioning the candidate or witness by the assessor
- professional discussions
- work products for example letters and spreadsheets
- written evidence for example assignments and projects

#### What can I do next?

- you can progress to the Customer Service Level 4 Diploma

• **2015-16 cost:** £1,775

<sup>24</sup> **24+:** £1,775



# Business and Management

## CIPD Human Resource Practices

Level 3 Diploma

Funding Available £ 24

**How long:** One year  
**Where:** Southend  
**Code:** 80017

### What's covered?

Certificate units:

- understanding the role of HR
- developing yourself as an HR practitioner
- recording, analysing and using HR information
- recruitment
- performance management and reward
- learning and development

Diploma units:

- employment relations
- supporting change in organisations

### What do I need?

- you should be employed in a human resources role
- level 2 standard of English

### How will my work be assessed?

- written assignments
- skills observations

### What can I do next?

- you can progress to higher education at university or college, including our BA (Hons) Business Studies degree programme at University Centre Southend

• **2015-16 cost:**

£ 19-23 co-funded: £630

24 24+: £1,000

## Business Studies BA (Hons)

Level 6

**How long:** Three years  
**Where:** Southend  
**Code:** N100 (full-time)

Business is a broad subject covering a diverse range of areas from finance to marketing, human resources, project management and law. This is a highly vocational course that will give you the skills that employers are looking for.

• **2015-16 cost:** £7,000

per academic year for home and EU students (you must apply via [ucas.com](http://ucas.com) – see our Higher Education Prospectus for more details)



# Childcare

## CACHE Children and Young People's Workforce

Level 2 Certificate

Funding Available **£**

**How long:** 12 months  
**Where:** Basildon, Southend or Thurrock  
**Code:** 20228

For those who wish to work with children aged 0 to 19 years. It is essential that you are working, or have a voluntary placement, in an early years setting for a minimum of 9 to 12 hours per week.

- **2015-16 cost:**  
**£ co-funded:** £825



Level 3 Diploma

Funding Available **24**

**How long:** 18 months  
**Where:** Basildon, Southend or Thurrock  
**Code:** 20086

### What's covered?

- promote communication
- engage in personal development
- promote equality and inclusion
- principles for implementing duty of care
- understand child and young person development
- promote child and young person development
- understand how to safeguard the well being of children and young people
- support children and young people's health and safety
- develop positive relationships with children, young people and others involved in their care
- working together for the benefit of children and young people
- understand how to support positive outcomes for children and young people

### What do I need?

- you must be working, either on a paid or voluntary basis, in a supported supervisory capacity for a minimum of 12 to 15 hours per week

### How will my work be assessed?

- assessed in the workplace on your practical skills
- complete a portfolio of evidence which will be continually assessed
- undertake independent assignments

### What can I do next?

- you can progress to the Children and Young People's Services Level 5 Diploma

- **2015-16 cost:** £1,775  
**24 24+:** £1,775

# Construction



## City & Guilds Basic Construction

Level 1 Extended Certificate

Funding Available £

**How long:** One year  
**Where:** Thurrock  
**Code:** 40052 (full-time)

Learn the basics of the following trades in our excellent industry-standard workshops: plastering, carpentry, painting & decorating, bricklaying and plumbing.

- **2015-16 cost:**  
£ co-funded: £1,350

## City & Guilds Bricklaying

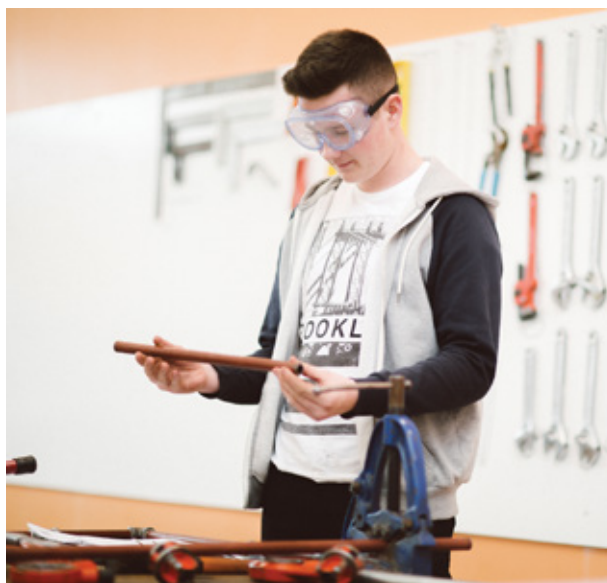
Level 2 Diploma

Funding Available £

**How long:** One year  
**Where:** Thurrock  
**Code:** 40008 (full-time)

This course will further advance your bricklaying skills and covers: block and brickwork practical and theory (including storing materials and equipment), erecting & dismantling working platforms, setting & basic building, brick & blockwork walling and health & safety.

- **2015-16 cost:**  
£ co-funded: £1,550



## City & Guilds Plumbing

Level 2 Diploma

Funding Available £

**How long:** One year  
**Where:** Thurrock  
**Code:** 35149 (full-time)

Learn common plumbing processes including cold water systems, domestic hot water systems, sanitation and central heating.

- **2015-16 cost:**  
£ co-funded: £1,550

## City & Guilds Plastering

Level 2 Diploma

Funding Available £

**How long:** One year  
**Where:** Thurrock  
**Code:** 40090 (full-time)

Learn how to apply plastering materials to interiors, fix dry lining and plasterboards, lay sand and cement screeds and produce castings and fixings.

- **2015-16 cost:**  
£ co-funded: £1,550

# Construction

## City & Guilds Carpentry and Joinery

### Level 1 Diploma

#### Funding Available **£**

**How long:** One year  
**Where:** Thurrock  
**Code:** 40013 (full-time)

This course will give you a broad introduction to carpentry and joinery.

- **2015-16 cost:**  
**£ co-funded:** £1,350

### Level 2 Diploma

#### Funding Available **£**

**How long:** One year (full-time)  
**Where:** Thurrock  
**Code:** 40015 (site carpentry)  
**Code:** 40045 (bench joinery)

These courses allow you to build on your existing carpentry or joinery skills.

- **2015-16 cost:**  
**£ co-funded:** £1,550



### Level 3 Diploma

#### Funding Available **£** **24**

**How long:** One year  
**Where:** Thurrock  
**Code:** 40000 (site carpentry)  
**Code:** 40091 (bench joinery)

#### What's covered?

- the theory and practice of carpentry and joinery
- establishing the operating area
- progressing operations
- organising resources
- coordinating and installing first and second fittings
- erecting carcassing
- producing timber products and health and safety

#### What do I need?

- Carpentry and Joinery Level 2 Diploma (or equivalent)

#### How will my work be assessed?

- coursework
- examinations

#### What can I do next?

- you can progress to higher education at university or college, including our HND Construction and the Built Environment at University Centre Thurrock

- **2015-16 cost:**  
**£ 19-23 co-funded:** £1,750  
**24 24+:** £1,750

## Construction and the Built Environment

### Level 5

**How long:** Two years  
**Where:** Thurrock  
**Code:** 40079

Our Higher National Certificate (HNC) course allows you to study whilst employed to gain an industry-recognised qualification that is accepted around the world.

- **2015-16 cost:** £3,000  
per academic year for home and EU students



# Counselling

## CPCAB Counselling Skills

Level 2

Funding Available £

**How long:** One year  
**Where:** Basildon or Southend  
**Code:** 7436

This course represents the start of training to become a qualified counsellor or to form an initial introduction to allied professions.

- **2015-16 cost:**  
£ co-funded: £380

Level 3 Diploma

Funding Available £ 24

**How long:** One year  
**Where:** Basildon or Southend  
**Code:** 7437

### What's covered?

Build your counselling skills alongside developing a theoretical understanding of the three main approaches to counselling:

- person centred experiential model
- cognitive behavioural models
- psychodynamic traditions

### What do I need?

- Counselling Skills Level 2 qualification
- level 2 standard of English
- you will also need to attend an entrance interview to determine your suitability for the course

### How will my work be assessed?

- essays and presentations
- portfolios of evidence
- case review
- role play
- agency research exam

### What can I do next?

- you can progress onto one of our level 4 diplomas in therapeutic counselling subject to a satisfactory interview and written assessment
- you can also progress to higher education at university or college, including our BA (Hons) Counselling degree programme at University Centre Southend

- **2015-16 cost:**  
£ 19-23 co-funded: £470  
24 24+: £650

## CPCAB Therapeutic Counselling (Person-Centred Pathway)

Level 4 Diploma

**How long:** Three years  
**Where:** Southend  
**Code:** 7433

### What's covered?

- person-centred experiential methodology of client work
- a particular focus is the person-centred approach, pioneered by Dr Carl Rogers, and the existential traditions
- the course integrates a holistic approach to training and includes an in-depth exploration of theory of practice and theory of personality alongside client based experience
- there is a substantial emphasis on personal growth and awareness through personal therapy, experiential work and process group

This is a part-time course, six hours a week. The course also includes 100 hours in a placement as a trainee counsellor in year two and 30 hours of personal therapy.

### What do I need?

- Counselling Skills Level 3 Diploma
- you must also provide an 800 word written submission and attend an interview

### How will my work be assessed?

- essays
- presentations
- portfolios of evidence
- case review
- role play
- external assessment

Some assessments will require the evaluation of practice within the setting and feedback from agency and clinical supervisor.

### What can I do next?

- you can progress to year two of the BA (Hons) Counselling at University Centre Southend, or gain suitable employment

- **2015-16 cost:** due to changes in government funding, the fee for this programme has not been confirmed

# Counselling

## CPCAB Therapeutic Counselling (Integrative Pathway)

Level 4 Diploma

**How long:** Two years  
**Where:** Southend  
**Code:** 20052

### What's covered?

- psychodynamic methodology of client work drawing from the work of a number of influential theorists
- a particular focus is with attachment theory, which was developed by Dr John Bowlby
- the transactional analysis approach is studied in the second year
- the course integrates a holistic approach to training and includes an in-depth exploration of theory of practice and theory of personality alongside client based experience
- there is a substantial emphasis on personal growth and awareness through personal therapy, ethics and professional development, experiential work and process groups

### What do I need?

- Counselling Skills Level 3 Diploma
- you must also provide an 800 word written submission and attend an interview

### How will my work be assessed?

- essays
- presentations
- portfolios of evidence
- case review
- role play
- external assessment

Some assessments will require the evaluation of practice within the setting and feedback from agency and clinical supervisor.

### What can I do next?

- you can progress to year two of the BA (Hons) Counselling at University Centre Southend, or gain suitable employment

• **2015-16 cost:** due to changes in government funding, the fee for this programme has not been confirmed

## Counselling BA (Hons)

Level 6

**How long:** Three years  
**Where:** Southend  
**Code:** B941 (full-time)

The FdA and BA (Hons) Counselling offers you a strong theoretical and practical base from which to begin your professional counselling practice, while working towards individual accreditation with the BACP.

• **2015-16 cost:** £7,000 per academic year for home and EU students (you must apply via [ucas.com](http://ucas.com) – see our Higher Education Prospectus for more details)



# Dog Grooming

## City & Guilds Dog Grooming Assistants

Level 2 Certificate

Funding Available **£**

**How long:** 22 weeks (day time class)  
33 weeks (evening class)  
**Where:** Basildon  
**Code:** 30047 (day time class)  
30048 (evening class)

Learn how to prepare dogs for bathing, bathe and clean dogs, maintain grooming equipment, dry and prepare dogs for styling as well as basic trimming skills.

- **2015-16 cost:**  
**£ co-funded:** £650



## City & Guilds Introductory Dog Grooming

Level 3 Certificate

Funding Available **£ 24**

**How long:** One year  
**Where:** Basildon  
**Code:** 30051

### What's covered?

Core units:

- carry out styling and finishing of dogs
- assessment and planning of dog grooming work
- promote and maintain the health and wellbeing of animals
- health checking a dog by a dog groomer

Optional units:

- welcome, receive and care for visitors
- promote, monitor and maintain health, safety and security
- moving animals between locations
- handle payments from clients
- keep stock on sale at required levels in a retail environment

### What do I need?

- successful completion of Dog Grooming Assistants Level 2 Certificate, or
- significant experience in the dog grooming industry

### How will my work be assessed?

- written tests
- coursework

### What can I do next?

- you are qualified to manage your own salon

- **2015-16 cost:** £650

**24 24+:** £650



# Engineering

## City & Guilds 2D Computer Aided Design (CAD)

### Level 2 Award

**How long:** 20 weeks  
**Where:** Southend  
**Code:** 35099

Covering construction from initial idea to finished output, this course is ideal for those with an interest in interior design, architecture, engineering or even 2D games.

- **2015-16 cost:** £470

### Level 3 Award

**How long:** One year  
**Where:** Southend  
**Code:** 35100

#### What's covered?

- you will learn the more advanced aspects of AutoCAD including the use of the application and role that CAD drawing and design plays in industry
- the course is ideal for those with an interest in visualising interior design, architecture, engineering drawing or even skills that can lead to design aspects used in websites and computer games

#### What do I need?

- a qualification in the use of CAD software such as AutoCAD, or
- relevant Level 2 qualification, for example the Award in 2D Computer Aided Design

#### How will my work be assessed?

- drawing assignments
- multiple choice online exam

#### What can I do next?

- City & Guilds 2D CAD Level 3 Diploma

- **2015-16 cost:** £550

## BTEC Engineering

### Level 3 Diploma

#### Funding Available **£** **24**

**How long:** Two years  
**Where:** Thurrock  
**Code:** 35104

#### What's covered?

- health and safety in the engineering workplace
- communications for engineering technicians
- engineering project
- mathematics for engineering technicians
- mechanical principles and applications
- electrical and electronic principles

#### What do I need?

- four GCSEs at grade C or above including English, maths and a science subject, or appropriate BTEC diploma or equivalent
- you will be required to purchase personal protective equipment in order to take part in practical sessions

#### How will my work be assessed?

- assignments
- examinations

#### What can I do next?

- you can progress onto higher education courses at university and college, including our General Engineering HNC at University Centre Thurrock

- **2015-16 cost:**

**£** **19-23 co-funded:** £780 per year

**24** **24+:** £1,950 (£975 per year)

## General Engineering HNC

### Level 5

**How long:** Two years  
**Where:** Thurrock Campus  
**Code:** 35147 (part-time)

Our Higher National Certificate course offers a good balance of academic theory and practical industry knowledge which is firmly aligned to your job requirements from day one.

- **2015-16 cost:** £3,000 per academic year for home and EU students

# Engineering



## City & Guilds Electrical Installations

### Level 1 Diploma

**Funding Available** £

**How long:** One year  
**Where:** Thurrock  
**Code:** 35155 (full-time)

The course includes electrical installation wiring and terminations, fabrication techniques for electrical installation and electrical science and technology.

- **2015-16 cost:**
- **£ co-funded:** £1,350

### Level 2 Diploma

**How long:** Two years (part-time)  
**Where:** Thurrock  
**Code:** 35011 (daytime class),  
35009 (evening class)

This course is for those who wish to have a career in the electrical contracting industry.

- **2015-16 cost:** £620

### Level 3 Diploma

**Funding Available** £ 24

**How long:** One year  
**Where:** Thurrock  
**Code:** 35013 (daytime), 35012 (evening)

#### What's covered?

- application of health and safety
- electrical principles
- inspection, testing and commissioning
- fault diagnosis and rectification

#### What do I need?

- City & Guilds Electrical Installations Level 2 Diploma (or equivalent)

#### How will my work be assessed?

- online and written exams
- assignments
- practical assessments

#### What can I do next?

- you can progress onto further electro-technical professional development qualifications

- **2015-16 cost:**
- **£ 19-23 co-funded:** £750
- **24 24+:** £1,000

# Engineering

## ABC Fabrication and Welding Practice

### Level 2 Certificate

**How long:** One year  
**Where:** Thurrock  
**Code:** 35023 (daytime class),  
35022 (evening class)

This course is for existing employees to obtain relevant and up-to-date practical skills and knowledge, and an opportunity for retraining adults who wish to access employment within the engineering sector.

• **2015-16 cost:** due to changes in government funding, the fee for this programme has not been confirmed

### Level 3 Certificate

**How long:** One year  
**Where:** Thurrock  
**Code:** 35024 (daytime class),  
35025 (evening class)

#### What's covered?

- related studies for fabrication and welding practice
- oxy-acetylene gas cutting
- manual metal-arc welding

#### What do I need?

- Fabrication and Welding Practice Level 2 Certificate (or equivalent)

#### How will my work be assessed?

- portfolio of evidence that shows achievement of all the relevant learning outcomes and knowledge requirements for your chosen units

#### What can I do next?

- you can progress onto the Level 3 Diploma in Fabrication and Welding Practice

• **2015-16 cost:** due to changes in government funding, the fee for this programme has not been confirmed

### Level 3 Diploma

#### Funding Available **£ 24**

**How long:** One year  
**Where:** Thurrock  
**Code:** 35029 (daytime)  
**Code:** 35133 (evening)

#### What's covered?

- related studies for fabrication and welding practice
- oxy-acetylene gas cutting
- manual metal-arc welding

#### What do I need?

- Fabrication and Welding Practice Level 3 Certificate (or equivalent)

#### How will my work be assessed?

- portfolio of evidence that shows achievement of all the relevant learning outcomes and knowledge requirements for your chosen units

#### What can I do next?

- you can progress onto further professional development qualifications in fabrication and welding

• **2015-16 cost:**

**£ 19-23 co-funded:** £880

**24 24+:** £1,350



# English

## Functional Skills in English

Entry Level 3 to Level 2

**Funding Available** **FF**

**How long:** Up to one year  
**Where:** Basildon, Southend or Thurrock  
**Code:** ADULTFSE  
(daytime and evening classes)

This course is for those who do not have a current qualification (e.g. GCSE) in English Language, or who wish to improve their English skills. This qualification may also be suitable for some progression options.

- **2015-16 cost:**  
**FF Fully-funded:** £0

## English as a Foreign Language (EFL) Full-time

all levels

**How long:** 17 weeks  
**Where:** Southend  
**Code:** 7421

This course is aimed at non-native English speakers interested in developing their English skills. You will attend classes for 16 hours a week. Evening classes may also be available.

- **2015-16 cost:** please enquire for details

## English as a Foreign Language (EFL) Part-time

all levels

**How long:** 17 weeks  
**Where:** Southend  
**Code:** 7207

This course is designed for non-native English speakers interested in developing and improving fluency in English. We offer three two-hour sessions a week and each class is held on a different day.

- **2015-16 cost:** due to changes in government funding, the fee for this programme has not been confirmed

## English for Speakers of Other Languages (ESOL) with Citizenship

Entry Level to Level 2

**How long:** 35 weeks  
**Where:** Southend or Thurrock  
**Code:** 85635 (daytime),  
85637 (evening)

This course will help you improve your English for work, your career or help you in your everyday life.

- **2015-16 cost:** due to changes in government funding, the fee for this programme has not been confirmed

## International English Language Testing System (IELTS)

all levels

**How long:** 17 weeks  
**Where:** Southend  
**Code:** 9070

This course is for those non-native speakers wishing to go to university or to follow a professional career path where the possession of an IELTS score is essential.

- **2015-16 cost:** please enquire for details



# First Aid

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## Emergency First Aid at Work

Level 2 Certificate

Funding Available 

**How long:** One day **Where:** Basildon, Southend or Thurrock **Code:** 7381

This course covers a comprehensive range of topics to prepare participants to administer emergency first aid care. Those taking part in this course will learn a high level of practical life-saving skills and how to deal with a range of emergencies and illnesses.

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- **2015-16 cost:** £68

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## First Aid at Work

Level 3 Certificate

**How long:** Three days  
**Where:** Basildon, Southend or Thurrock  
**Code:** 244

This qualification is for those wishing to become a first aider in the workplace for the purposes of the Health and Safety (First Aid) Regulations 1981. Topics covered include the roles and responsibilities, assessing an incident, recognising signs and symptoms of injury and illness, and assisting a casualty who is suffering from major injury and illness.

- 
- **2015-16 cost:** £125

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## First Aid in the Workplace Refresher Training

Level 3 Certificate

**How long:** Two days  
**Where:** Basildon, Southend or Thurrock  
**Code:** 1498

First aiders in the workplace are required to update their certificates every three years and this course has specifically been designed to meet that criteria.

- 
- **2015-16 cost:** £95

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## Emergency Paediatric First Aid

Level 3 Certificate

**How long:** One day  
**Where:** Basildon, Southend or Thurrock  
**Code:** 9158

This qualification provides theoretical and practical training in emergency first aid techniques that are specific to infants aged under one, and children aged from one year old to the onset of puberty. You will become familiar with the role of the paediatric first aider and be able to assess and react appropriately to an emergency situation.

- 
- **2015-16 cost:** £95

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## Paediatric First Aid

Level 3 Certificate

**How long:** Two days  
**Where:** Basildon, Southend or Thurrock  
**Code:** 7382

This course provides theoretical and practical training in first aid techniques that are specific to infants aged under one, and children aged from one year old to the onset of puberty. You will learn how to assess and react appropriately to emergency situations involving children and infants.

- 
- **2015-16 cost:** £175



# Foundation Studies

## Pathway to Independence (PSD)

Entry Level 1 to Entry Level 3 Certificate

Funding Available **FF**

**How long:** One year  
**Where:** Southend or Thurrock  
**Code:** 85730

This programme is aimed at young people aged between 19 and 25 and provides an opportunity to work on developing your own skills towards adulthood. You will work on developing your life skills such as working with others, travel, handling money, using technology as well as English and maths.

You will also be expected to take part in voluntary work or a work placement which will be mandatory. Applicants will need to have an LDA, Section 139a or EHCP to be considered for this programme.

- **2015-16 cost:**  
**FF Fully-funded:** £0

## Pathway to Independence (Employability)

Entry Level 1 to Entry Level 3 Certificate

Funding Available **FF**

**How long:** One year  
**Where:** Southend or Thurrock  
**Code:** 85732

This programme is aimed at young people aged between 19 and 25 and provides an opportunity to work on developing your own skills towards adulthood as an introduction to employment. It covers basic work preparation skills including working with others, travel, problem solving, attendance and punctuality, maths and English. You will attend employment-related workshops and take part in employer related community projects.

You will also be expected to take part in voluntary work or a work placement which will be mandatory. Applicants will need to have an LDA, Section 139a or EHCP to be considered for this programme.

- **2015-16 cost:**  
**FF Fully-funded:** £0



# Hairdressing

## City & Guilds Hairdressing

### Level 2 Certificate

**How long:** One year  
**Where:** Thurrock (daytime class x2),  
Thurrock (evening class x2),  
Basildon (evening class x2)  
**Code:** 50143 (daytime class),  
50094 (evening class)

This qualification is ideal for mature students who are interested in the hairdressing industry.

- **2015-16 cost:** due to changes in government funding, the fee for this programme has not been confirmed

### Level 3 Certificate

**How long:** One year (evening class x2)  
**Where:** Thurrock or Basildon  
**Code:** 50222

#### What's covered?

- monitoring and maintaining health and safety practice in the salon
- hairdressing consultation support for colleagues
- skills to cut women's hair to create a variety of looks
- using a variety of techniques to style and dress hair
- colouring hair to create a variety of looks
- colour correction

#### What do I need?

- two GCSEs at grade D or above in maths and English, or equivalent
- Hairdressing Level 2 Certificate (or equivalent)
- successful attendance at interview event and satisfactory references

Please note: Before starting this course, you will need to purchase your own equipment in the form of a hairdressing kit, which can be purchased at an additional cost. This is separate to the cost of course fees.

#### What can I do next?

- progress onto the College's VTCT in Salon Management Level 4 Diploma

- **2015-16 cost:** due to changes in government funding, the fee for this programme has not been confirmed

### Level 3 Diploma

#### Funding Available **£** **24**

**How long:** One year  
**Where:** Thurrock  
**Code:** 50095 (full-time)

**How long:** Two years  
**Where:** Basildon  
**Code:** 50030 (part-time)

#### What's covered?

- monitor procedures to safely control work operations
- promote additional services or products to clients
- provide hairdressing consultation services
- creatively cut hair using a combination of techniques
- colour hair using a variety of techniques
- provide colour correction services
- creatively style and dress hair
- creatively dress long hair
- develop and enhance your creative hairdressing skills
- create a variety of permed effects
- provide creative hair extension services

#### What do I need?

- successful attendance at interview
- all applicants for the 50030 (part-time) course must have a job in a salon
- two GCSEs at grade D or above in maths and English, or functional skills at level 1
- Hairdressing Level 2 Certificate (or equivalent)

Please note: Before starting this course, you will need to purchase your own equipment in the form of a hairdressing kit, which can be purchased at an additional cost. This is separate to the cost of course fees.

#### How will my work be assessed?

- practical assessment techniques
- assignments
- examinations

#### What can I do next?

- progress onto the College's VTCT in Salon Management Level 4 Diploma
- you may enter employment as a senior stylist in a hairdressing salon

#### • 2015-16 cost:

**£** **19-23 co-funded:** £1,900 (full-time),  
£950 per year (part-time)

**24 24+:** £1,900

# Hairdressing



# Health and Fitness



## CYQ Level 2 Certificate in Fitness Instructing - Gym-Based Exercise

Level 2 Certificate

Funding Available 

**How long:** 15 weeks  
**Where:** Southend  
**Code:** 6522

An industry-endorsed qualification for those who want to work in a health and fitness centre, instructing gym-based exercise. A mixture of practical and theoretical lessons and assessments, delivered in a well-equipped private training centre.

After successfully completing this course you are able to undertake other industry relevant qualifications, apply for the Register of Exercise Professionals (REPs) Level 2, or seek employment as a fitness instructor. Our extensive links to local businesses offers you great employment opportunities.

- **2015-16 cost:**
- **£ co-funded:** £560

## Sports Studies BSc (Hons)

Level 6

**How long:** Three years  
**Where:** Southend  
**Code:** C601 (full-time)

The programme is designed to provide a detailed and varied understanding of sports studies, combining traditional elements such as psychology, physiology, teaching and coaching methods and sociology, with contemporary modules such as performance analysis, strength and conditioning, nutrition, and exercise for special populations.

Careful consideration has been given to ensure assessments are related to real life scenarios, and condensed timetables mean combining education and employment is a viable option for adult learners. The applied nature of the course is reflected in the success of our graduates, who regularly progress to work as PE teachers, personal trainers, sports coaches, and performance analysts.

- **2015-16 cost:** £7,000 per academic year for home and EU students (you must apply via [ucas.com](http://ucas.com) – see our Higher Education Prospectus for more details)

# Health and Safety

## Health and Safety in the Workplace

Level 2 Award

**How long:** One day  
**Where:** Southend  
**Code:** 7242

The course provides essential knowledge and understanding of health and safety procedures.

- **2015-16 cost:** £75

## Manual Handling

Level 2 Award

**How long:** Half-day  
**Where:** Southend  
**Code:** 7247

Aimed at those who carry out any manual handling activities at work.

- **2015-16 cost:** £55

## Health and Safety

Level 2 Award

**How long:** One day  
**Where:** Basildon, Southend or Thurrock  
**Code:** 20167

This qualification provides participants with knowledge of the basic health and safety practices essential in the workplace. This includes the hazards and risks along with the relevant legislation, and ensures awareness of cost-effective, practical control methods.

- **2015-16 cost:** £68

## Risk Assessment

Level 2 Award

**How long:** One day  
**Where:** Southend  
**Code:** 7245

This course is aimed at those who require a qualification in risk assessment procedures in the workplace.

- **2015-16 cost:** £68

## Health and Safety at Work

Level 3 Award

**How long:** Three days  
**Where:** Southend  
**Code:** 7243

This training programme provides an opportunity to look more deeply into general health and safety from a supervisory capacity, and successful candidates will be able to help their organisation whatever the size or activity in improving the health and safety culture.

- **2015-16 cost:** £195

Level 4 Award

**How long:** Six days  
**Where:** Southend  
**Code:** 7244

Aimed at providing those in managerial and supervisory positions with advanced knowledge and understanding of health and safety issues in the workplace.

- **2015-16 cost:** please enquire for details

# Health and Social Care

## City & Guilds Preparing to Work in Adult Social Care

Level 2 Certificate

Funding Available **£**

**How long:** Six months  
**Where:** Basildon or Southend  
**Code:** 20082

This qualification is aimed at anyone interested in or starting a career in adult social care.

- **2015-16 cost:**  
**£ co-funded:** £725

## Leadership in Health & Social Care

Level 5 Diploma

**How long:** Up to 18 months  
**Code:** 20081  
**Where:** Work-based

This qualification is for those wishing to build managerial and care skills and fulfils the regulatory requirement for those looking to become managers of children's homes or adult residential and domiciliary services.

- **2015-16 cost:** £2,600

## City & Guilds Health and Social Care

Level 2 Diploma

Funding Available **£**

**How long:** 12 months  
**Where:** Basildon, Southend or Thurrock  
**Code:** 20078

Covers communication, personal development, equality and inclusion, safeguarding, the role of a social care worker and duty of care. You must be working in the care industry.

- **2015-16 cost:**  
**co-funded:** £825

Level 3 Diploma

Funding Available **24**

**How long:** up to 18 months  
**Where:** Basildon, Southend or Thurrock  
**Code:** 20079

### What's covered?

This qualification is aimed at anyone who has experience in care and is interested in, or starting, a career in adult social care. The course covers the role of a health and social care worker and includes:

- health and safety
- equality and inclusion
- personal development

### What do I need?

- you will attend an interview with a tutor in order to demonstrate you can work at level 3

### How will my work be assessed?

- written assignments
- observations
- professional discussions
- reflective accounts

### What can I do next?

- you can progress to the Leadership in Health and Social Care Level 5 Diploma

- **2015-16 cost:** £1,775  
**24 24+:** £1,775

# Hospitality and Catering



## HABC Food Safety

### Level 2 Award

**How long:** One day  
**Where:** Southend  
**Code:** 7237

This course will familiarise you with the occupational standards for food safety in catering.

- **2015-16 cost:** £65

## ABC General Patisserie & Confectionery

### Level 2 Certificate

**How long:** 17 weeks  
**Where:** Thurrock  
**Code:** 50146

Gain an understanding into basic patisserie skills, including fermented goods, paste products, desserts, cakes and biscuits.

- **2015-16 cost:** due to changes in government funding, the fee for this programme has not been confirmed

## City & Guilds General Patisserie & Confectionery

### Level 3 Certificate

**How long:** One year  
**Where:** Thurrock  
**Code:** 50220

#### What's covered?

- produce hot, cold and frozen desserts
- produce fermented dough and batter products
- produce biscuits, cakes and sponges
- produce paste products
- produce petits fours
- produce display pieces and decorative items

#### What do I need?

- level 2 qualification in either patisserie & confectionery or professional cookery

#### How will my work be assessed?

- portfolio of evidence based on written and practical tasks

#### What can I do next?

- you may progress onto other relevant competence based qualifications
- this course opens a range of opportunities for employment within the hospitality industry where you can use your patisserie and confectionery skills

- **2015-16 cost:** due to changes in government funding, the fee for this programme has not been confirmed

# Information Technology



## Build your own personal IT training course...

Select this easy style of learning and create your own personal training programme to solve every day IT problems that you struggle with or you feel need to be developed further in everyday life or in your career.

You can choose from a large variety of topics which could include:

- constructing valuable formulas and eye-catching charts in Excel
- using mail merge in Word to improve time and efficiency in the office
- creating a stunning slideshow in PowerPoint to display information
- a combination of several applications

With these 'pick and mix' options you build your own personal 10 hour training plan to suit your individual requirements. This course allows you the freedom to study at home, with the added benefit of tutor supported sessions at college for when you need that extra bit of help and guidance.

Our flexible training will work around your everyday commitments. Once you have decided the topics for you, we will arrange an induction to explain how everything works. We can even help you decide which units would be most beneficial to you if you need advice.

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### How to book:

Choose your training and then email [ituserbdv@southessex.ac.uk](mailto:ituserbdv@southessex.ac.uk) or give us a call on **0845 52 12345**

£99 for 10 hours, other packages available, discounts for multiple bookings.



	Topic	Details	Hours
Word-processing	<b>Formatting documents and using templates</b>	Produce professional documents using contemporary styles, themes and templates.	2
	<b>Document layout</b>	Improve document appearance by adding numbering, bullet points, columns or tabulation and incorporate section and page breaks effectively.	2
	<b>Using tables</b>	Present tabular information clearly, it allows you to organise and format data much easier than using tabs.	2
	<b>Mail merge</b>	The mail merge feature is used to combine a main document (a letter, for example), with a separate list - the data source (names and addresses, for example), into one document. Ideal for mail shots.	2
	<b>Importing text and objects, linking information</b>	Importing many different objects such as graphics, tables, spreadsheets or charts into a document. Reference points to a location within the same document or to a different document, file or web page.	2
Spreadsheets	<b>Formulas</b>	Learn to create the most effective formulas to calculate results which will automatically recalculate when data is changed.	2
	<b>Functions including Lookup tables</b>	Functions are predefined formulas in Excel which allow you to use the program effectively. Look up functions are used to pull information from a table, this eliminates the need for repeated data entry.	2
	<b>Conditional formatting</b>	By applying conditional formatting to your data, you can quickly identify changes in a range of values with a quick glance.	1
	<b>Charts and graphs</b>	An eye-catching way to present numerical data visually in order to aid analysis of information.	2
	<b>Cell referencing and Sorting and filtering</b>	Learn how to switch between relative, absolute, and mixed references. Use sorting and filtering to find specific data quickly and efficiently.	1
	<b>General formatting</b>	Improve the appearance and clarity of a spreadsheet by using the following features: freezing headings and hiding columns, merging cells, adding borders and shading. Using print areas.	2
PowerPoint	<b>Creating and editing content</b>	PowerPoint relies on visual impact, so always look at your target audience and always consider the actual purpose of the presentation. Learn which fonts and colours blend well together and which ones to avoid.	2
	<b>Presentation skills</b>	Setting themes, backgrounds and using master slides saves time and gives a very professional finish to your presentation.	2
	<b>Design templates</b>	Create an in house template which could contain company logos, fonts and colours which can be used as a starting point for business presentations.	1
	<b>PowerPoint objects</b>	Inserting pictures, diagrams, organisational charts, tables and spreadsheets into the presentation.	2
	<b>Control a presentation</b>	Animation effects can quickly be applied to text and objects on a slide in a variety of different and interesting ways. Adding a slide transition can also make a show more interesting, this special effect controls how one slide changes to the next. Adding a sound, music or video will also enhance a presentation.	2
	<b>Finishing and printing</b>	It is good practice to make sure the audience can easily identify the start and end of the presentation. Add speaker notes to prompt the speaker as they run through the show or give extra information to the audience.	1

# Information Technology

## Start IT for IT Users

entry level 3, level 1, level 2 and level 3

**How long:** 10-15 hours per unit  
**Where:** Basildon, Southend or Thurrock  
**Code:** 45082

Word processing software (2 credits), spreadsheet software (2 credits), presentation software (2 credits), desktop publishing software (2 credits), using database software (2 credits), using the internet (1 credit), using email (1 credit).

• **2015-16 cost:** £55 per credit

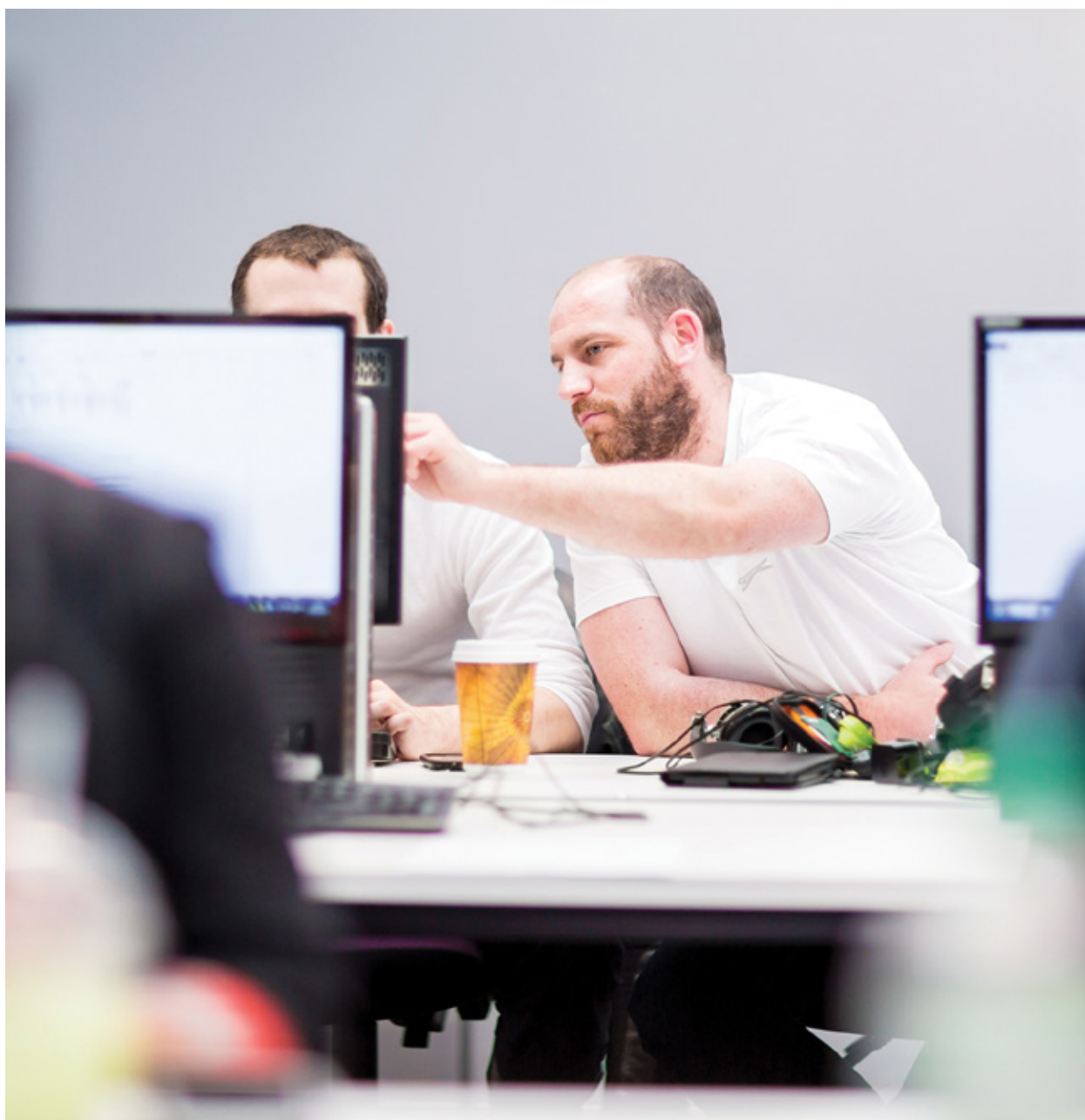
## City & Guilds ICT Professional Competence

Level 2 Diploma

**How long:** One year  
**Where:** Southend  
**Code:** 7463

How to install, configure and maintain computer equipment and operating systems and provide support to customers. A key component of this qualification is you will achieve the industry-standard CISCO IT Essentials Part 1 Certificate when you pass the examination.

• **2015-16 cost:** £825



# Information Technology

## CISCO IT Essentials

### Level 2 Certificate

**How long:** 15 weeks  
**Where:** Southend  
**Code:** 45083

This course is for those who are working, or wish to work as computer support professionals.

- **2015-16 cost:** £550

## CISCO Certified Network Associate 3 (Exploration)

### Level 3 Certificate

**How long:** 15 weeks  
**Where:** Southend  
**Code:** 45075

Voice over IP, DHCP and DNS, access control lists and network security, WAN technology and protocols.

- **2015-16 cost:** £550

## CISCO Certified Network Associate 1 (Exploration)

### Level 3 Certificate

**How long:** 15 weeks  
**Where:** Southend  
**Code:** 45073

Network protocol models and layering, IP addressing and masking, basic cabling and network design, basic router, workstation and switch configuration.

- **2015-16 cost:** £550

## CISCO Certified Network Associate 4 (Exploration)

### Level 4 Certificate

**How long:** 15 weeks  
**Where:** Southend  
**Code:** 45076

Prepare yourself for a career in computer networking and work towards taking the CCNA industry-recognised certification exams.

- **2015-16 cost:** £550

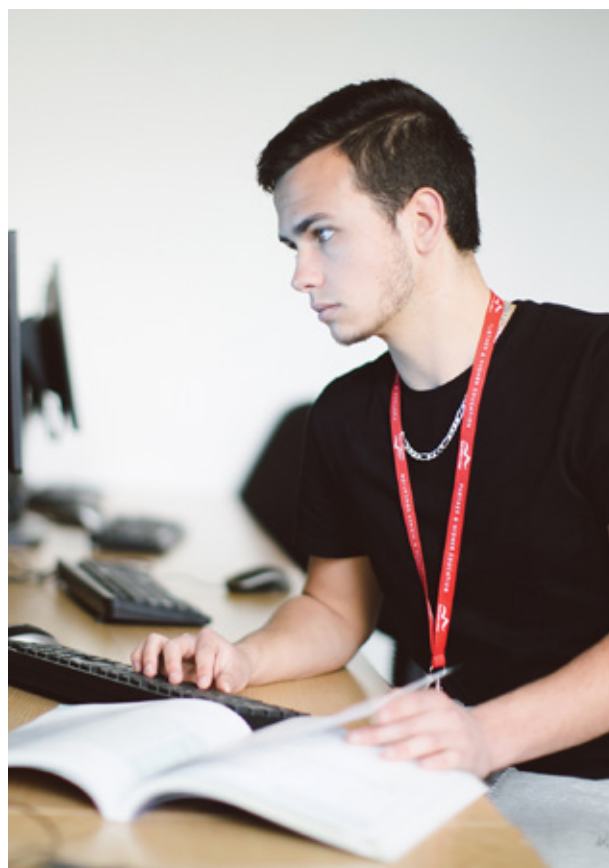
## CISCO Certified Network Associate 2 (Exploration)

### Level 3 Certificate

**How long:** 15 weeks  
**Where:** Southend  
**Code:** 45074

Configuration of router interfaces and routing protocols, classless IP addressing schemes, the use of Variable Length Subnet Masks (VLSM).

- **2015-16 cost:** £550



# Information Technology



## CompTIA A+

Level 2 Certificate

**How long:** 15 weeks  
**Where:** Southend  
**Code:** 45072

This international industry qualification validates your knowledge and skills in installing, configuring and troubleshooting computer hardware, operating systems, security and services.

- **2015-16 cost:** £550

## CompTIA Security+

Level 3 Certificate

**How long:** 15 weeks  
**Where:** Southend  
**Code:** 45070

This course is intended for new or prospective network support technicians wishing to qualify with CompTia Security+, or for experienced technicians who require an industry qualification.

- **2015-16 cost:** £550

## CompTIA Network+

Level 3 Certificate

**How long:** 15 weeks  
**Where:** Southend  
**Code:** 45071

This course is intended for new or prospective network support technicians wishing to qualify with CompTia Network+, or for experienced technicians who require an industry qualification.

- **2015-16 cost:** £550

## CompTIA Server+

Level 3 Certificate

**How long:** 15 weeks  
**Where:** Southend  
**Code:** 45077

This course is intended for new or prospective network support technicians wishing to qualify with CompTia Server+, or for experienced technicians who require an industry qualification.

- **2015-16 cost:** £550

# Legal Administration

## City & Guilds Legal Administrators and Personal Assistants

### Level 2 Certificate

Funding Available £

**How long:** One year  
**Where:** Southend  
**Code:** 6725

Suitable for those wishing to work in a legal environment as an administrator/secretary but is also suitable for general administrative or secretarial positions.

- **2015-16 cost:**  
£ co-funded: £800



### Level 3 Certificate

Funding Available £ 24

**How long:** One year  
**Where:** Southend  
**Code:** 6726

#### What's covered?

- business skills in the legal environment
- advanced word processing in the legal environment
- advanced audio transcription in the legal environment
- advanced proofreading

#### What do I need?

- ILEX Level 2 Legal Secretaries Certificate, similar qualifications or appropriate professional experience
- GCSE in English language at grade C or above (or equivalent)
- keyboarding of at least 40 wpm and sound knowledge of Microsoft Office applications

#### How will my work be assessed?

- coursework
- examinations

#### What can I do next?

- you are now qualified to progress into employment

- **2015-16 cost:**  
£ 19-23 co-funded: £900  
24 24+: £1,000

# Maths

## Functional Skills in Maths

Entry Level 3 to Level 2

Funding Available FF

**How long:** Up to one year  
**Where:** Basildon, Southend or Thurrock  
**Code:** ADULTFSM (daytime and evening classes)

This course is for those who do not have a current qualification (e.g. GCSE) in maths, or who wish to improve their maths skills. This qualification may also be suitable for some progression options.

- **2015-16 cost:**  
FF Fully-funded: £0

# Media and Performing Arts

## BTEC Music Practice

Level 3 Diploma

Funding Available **24**

**How long:** One year, full-time  
(fast track to higher education)

**Where:** Southend

**Code:** 6238

### What's covered?

- arranging, composing and improvising music
- listening skills for musicians
- planning a music project including working and developing as a music ensemble
- music performance session styles and techniques
- music theory and harmony
- singing and performance techniques
- acoustics, audio engineering, live sound, concert staging and production
- music sequencing, music theory and publishing techniques
- listening skills for musicians
- sound for film
- music industry
- functional skills in maths and English

### What do I need?

- four GCSEs at grade C or above, including maths and English, or
- Music (performance pathway) Level 2 Diploma at merit grade and maths and English at level 2, or
- successful attendance at interview event and achievement of level 2 in maths and English assessment, or
- alternatively portfolios of industry based experience will be considered
- you will be asked to provide evidence of your ability in the subject

### How will my work be assessed?

- practical assessment
- live performance
- coursework
- presentations

### What can I do next?

- you can progress to higher education at university or college, including our BA (Hons) Music Performance, Production and Composition degree programme at University Centre Southend

• **2015-16 cost:** £1,750

**24 24+:** £1,750

## Music Production & Composition BA (Hons)

Level 6

**How long:** Three years

**Where:** Southend

**Code:** W312 (full-time)

The course is concerned with the music production, performance and composition process in various different contexts (for example, sound for film and live performance) and is reinforced by a rigorous academic strand that ensures practical skills are backed up with a critical ear and an understanding of the theories that underpin them.

• **2015-16 cost:** £7,000

per academic year for home and EU students (you must apply via [ucas.com](http://ucas.com) – see our Higher Education Prospectus for more details)



# Media and Performing Arts



# Media and Performing Arts

## BTEC Broadcast Media

Level 3 Diploma

Funding Available **24**

**How long:** One year, full-time  
(fast track to higher education)

**Where:** Southend

**Code:** 60070

### What's covered?

- film
- animation
- radio
- print production
- the media industries

### What do I need?

- four GCSEs at grade C or above, including maths and English, or
- BTEC Creative Media Production Level 2 Diploma at merit grade and maths and English at level 2, or
- successful attendance at interview event and achievement of level 2 in maths and English assessment, or
- alternatively portfolios of industry based experience will be considered
- you will be asked to provide evidence of your ability in the subject

### How will my work be assessed?

- you will be assessed on the planning of your projects, the product itself, in addition to how you evaluate and present your work

### What can I do next?

- you can progress to higher education at university or college, including our BA (Hons) Digital Animation, BSc (Hons) Computer Games Design or BA (Hons) Television & Screen Media degree programmes at University Centre Southend

• **2015-16 cost:** £1,750

**24 24+:** £1,750

## BTEC Television & Film Production

Level 3 Diploma

Funding Available **24**

**How long:** One year, full-time  
(fast track to higher education)

**Where:** Southend or Thurrock

**Code:** 6130

### What's covered?

- filming and editing a music video and a short film
- making a television advertisement
- an 'as live' multi-camera studio shoot

### What do I need?

- four GCSEs at grade C or above, including maths and English, or
- BTEC Creative Media Production Level 2 Diploma at merit grade and maths and English at level 2, or
- successful attendance at interview event and achievement of level 2 in maths and English assessment, or
- alternatively portfolios of industry based experience will be considered

### How will my work be assessed?

- you will be assessed on the planning of your projects, the product itself, in addition to how you evaluate and present your work

### What can I do next?

- you can progress to higher education at university or college, including our BA (Hons) Television Production & Screen Media degree programme at University Centre Southend

• **2015-16 cost:** £1,750

**24 24+:** £1,750



# Media and Performing Arts

## Television Production and Screen Media BA (Hons)

Level 6

**How long:** Three years  
**Where:** Southend  
**Code:** P320 (full-time)

This programme covers a unique range of media production techniques including cinematography, video editing, lighting and sound recording, in conjunction with the opportunity to work in digital animation, creative writing and journalism.

**2015-16 cost:** £7,000  
per academic year for home and EU students  
(you must apply via [ucas.com](http://ucas.com) – see our Higher Education Prospectus for more details)



# Media and Performing Arts



## BTEC Animation

Level 3 Diploma

Funding Available **24**

**How long:** One year, full-time  
(fast track to higher education)  
**Where:** Southend  
**Code:** 5113

### What's covered?

- 2D/3D and stop motion animation
- 2D animation production
- digital storytelling
- filmmaking and visual effects
- concept design and storyboarding
- digital software applications

### What do I need?

- four GCSEs at grade C or above, including maths and English, or
- BTEC Creative Media Production Level 2 Diploma at merit grade and maths and English at level 2, or
- successful attendance at interview event and achievement of level 2 in maths and English assessment, or
- alternatively portfolios of industry based experience will be considered

### How will my work be assessed?

- you will be assessed on the planning of your projects, the product itself, in addition to how you evaluate and present your work

### What can I do next?

- you can progress to higher education at university or college, including our BA (Hons) Digital Animation degree programme at University Centre Southend

• **2015-16 cost:** £1,750

**24 24+:** £1,750

## Digital Animation BA (Hons)

Level 6

**How long:** Three years  
**Where:** Southend  
**Code:** W615 (full-time)

Become a successful image maker in a creative media industry environment.

• **2015-16 cost:** £7,000

per academic year for home and EU students (you must apply via [ucas.com](http://ucas.com) – see our Higher Education Prospectus for more details)

# Media and Performing Arts



## UAL Computer Games Development

Level 3 Diploma

Funding Available **24**

**How long:** One year, full-time  
(fast track to higher education)  
**Where:** Basildon, Southend or Thurrock  
**Code:** 6135

### What's covered?

- 2D/3D game creation
- 3D modelling and animation
- concept art
- story development for computer games
- games production management
- sound design for computer games

### What do I need?

- four GCSEs at grade C or above, including maths and English, or
- BTEC Creative Media Production Level 2 Diploma at merit grade and maths and English at level 2, or
- successful attendance at interview event and achievement of level 2 in maths and English assessment, or
- alternatively portfolios of industry based experience will be considered

### How will my work be assessed?

- you will be assessed on the planning of your projects, the product itself, in addition to how you evaluate and present your work

### What can I do next?

- you can progress to higher education at university or college, including our BSc (Hons) Computer Games Design or BA (Hons) Digital Animation degree programmes at University Centre Southend

• **2015-16 cost:** £1,750

**24 24+:** £1,750

## Computer Games Design BSc (Hons)

Level 6

**How long:** Three years  
**Where:** Southend  
**Code:** WG24 (full-time)

This course centres on the acquisition of skills required for creating the digital assets across a variety of styles and platforms.

• **2015-16 cost:** £7,000

per academic year for home and EU students (you must apply via [ucas.com](http://ucas.com) – see our Higher Education Prospectus for more details)

# Media and Performing Arts



## BTEC Print Media & Journalism

Level 3 Diploma

Funding Available **24**

**How long:** One year, full-time  
(fast track to higher education)  
**Where:** Southend  
**Code:** 6128

### What's covered?

- newspaper and magazine production
- article writing
- interview and presentation techniques
- website design
- photography and digital image manipulation
- traditional print methods
- writing styles
- visual analysis

### What do I need?

- four GCSEs at grade C or above, including maths and English, or
- BTEC Creative Media Production Level 2 Diploma at merit grade and maths and English at level 2, or
- successful attendance at interview event and achievement of level 2 in maths and English assessment, or
- alternatively portfolios of industry based experience will be considered
- you will be asked to provide evidence of your ability in the subject

### How will my work be assessed?

- you will be assessed on the planning of your projects, the product itself, in addition to how you evaluate and present your work

### What can I do next?

- go on to higher education at university or college
- employment in journalism, creative writing, TV, new media, advertising, marketing, public relations, events management and teaching

• **2015-16 cost:** £1,750

**24 24+:** £1,750

# Motor Vehicle Maintenance

## Vehicle Body & Paint Operations (Refinishing)

Level 1 Diploma

**How long:** One year **Where:** Basildon **Code:** 35056 (full-time)

Theory and practical skills of vehicle paint refinishing, preparing vehicles for painting, preparing and applying foundation materials and repairing non-structural body panels and components.

- **2015-16 cost:** due to changes in government funding, the fee for this programme has not been confirmed

## Vehicle Maintenance and Repair

Level 2 Diploma

**How long:** One year  
**Where:** Basildon  
**Code:** 35047 (full-time)

Motor vehicle practical skills, motor vehicle technology (engine, chassis, transmission and electrical), fault diagnosis of non-complex faults, health and safety, removing and replacing units and components.

- **2015-16 cost:** due to changes in government funding, the fee for this programme has not been confirmed



Level 3 Diploma

**How long:** One year  
**Where:** Basildon  
**Code:** 35052 (full-time)

### What's covered?

- carrying out routine vehicle maintenance
- diagnosis and rectification of engine faults
- diagnosis and rectification of component faults
- diagnosis and rectification of chassis system faults
- diagnosis and rectification of auxiliary equipment faults
- diagnosis and rectification of electrical faults

### What do I need?

- Vehicle Maintenance & Repair Level 2 Diploma (or equivalent) and maths and English at level 1
- successful attendance at interview event and satisfactory references

### How will my work be assessed?

- coursework
- examinations

### What can I do next?

- after successful completion of the course you can progress into employment and, with experience, undertake supervisory qualifications

- **2015-16 cost:** due to changes in government funding, the fee for this programme has not been confirmed

# Photography



## UAL Photography

Level 3 Certificate

**How long:** One year  
**Where:** Basildon  
**Code:** 60009

This course is a progression for level 2 learners and also an entry point for learners with established photographic skills. The course will explore numerous photographic mediums, including studio photography and the use of a range of photographic formats.

- **2015-16 cost:** £700

## Photography BA (Hons)

Level 6

**How long:** Three years  
**Where:** Southend  
**Code:** W642 (full-time)

This course will give you broad knowledge and experience of advertising and editorial photography, including stills, animated imagery, video and associated post-production techniques.

- **2015-16 cost:** £7,000 per academic year for home and EU students (you must apply via [ucas.com](http://ucas.com) – see our Higher Education Prospectus for more details)

# Science

## BTEC Applied Science

Level 2 Diploma

Funding Available £

**How long:** One year  
**Where:** Basildon and Southend  
**Code:** 6432

This course will give you an in-depth knowledge of science and help you learn what it would be like to work in a science-related field.

- **2015-16 cost:** £1,550

## Criminology & Forensic Investigation BSc (Hons)

Level 6

**How long:** Three years  
**Where:** Southend  
**Code:** LF64 (full-time)

This programme is aimed at those looking to progress to a career in criminology, forensic investigation or investigative policing. It will enable you to understand the core causes of criminal behaviour and the principles of crime scene investigation.

- **2015-16 cost:** £7,000 per academic year for home and EU students (you must apply via [ucas.com](http://ucas.com) – see our Higher Education Prospectus for more details)



# Security

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## CCTV Operator

Level 2 Award

**How long:** Four days plus exams  
**Where:** Basildon, Southend or Thurrock  
**Code:** 20221

This qualification is mandatory for those who want to apply for a CCTV licence to practise from the Security Industry Authority (SIA). Those in possession of an SIA CCTV licence can work with CCTV systems in a range of areas including local councils, shopping centres, police support and private industries that use CCTV as part of their business.

- 
- **2015-16 cost:** £225

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## Principles of Providing Security Services

Level 2 Certificate

**How long:** 12 days plus exams  
**Where:** Basildon, Southend or Thurrock  
**Code:** 20099

This qualification provides an in-depth understanding of the private security industry and is suitable for both existing security staff and those who wish to enter the industry for the first time. Subjects covered include the syllabus to enable a participant to apply for an SIA licence as well as terrorism awareness, teamwork, problem solving and more.

- 
- **2015-16 cost:** £295

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## Door Supervisor (includes Physical Intervention)

Level 2 Award

**How long:** Five days plus exams  
**Where:** Basildon, Southend or Thurrock  
**Code:** 9108

This course is mandatory for those who want to apply for a security licence to practise from the Security Industry Authority (SIA). Those in possession of a Door Supervisor SIA licence can work in a range of different security roles such as door supervision in nightclubs, pubs and bars, festivals, concerts and sporting events.

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- **2015-16 cost:** £175

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## Upskilling Door Supervisors (Physical Intervention top up training)

Level 2 Certificate

**How long:** Two days  
**Where:** Southend, Basildon, Thurrock  
**Code:** 20098

This qualification covers the mandatory requirements for door supervisors who wish to renew their SIA licence. The course comprises two units, safety awareness for door supervisors and physical intervention skills for the private security industry.

- 
- **2015-16 cost:** £80



# Security



## Security Officer

### Level 2 Award

**How long:** Four days plus exams  
**Where:** Basildon, Southend or Thurrock  
**Code:** 20097

This course is mandatory for those who want to apply for a security licence to practise from the Security Industry Authority (SIA). Those in possession of an SIA Security Officer licence can work in a range of different security roles such as security guarding in retail, offices and buildings, factories, schools, colleges and railways.

- **2015-16 cost:** £175

## Terrorism Awareness

### Single Unit Level 2 Certificate

**How long:** One day  
**Where:** Basildon, Southend or Thurrock  
**Code:** 20240

This short course discusses the history of terrorism, current threats facing the UK along with details of radicalisation, different types of terrorist groups and government threat levels. Participants will be required to complete a short workbook in order to achieve a City & Guilds certificate in this subject.

- **2015-16 cost:** £85

## Providing Security Services

### Level 2 Certificate

**How long:** Six to nine months  
**Where:** Basildon, Southend or Thurrock  
**Code:** 20050

This course allows those working in frontline security services to gain a qualification that attests to their occupational competence in the private security industry. Assessment of skills is carried out in the participant's workplace and assessment of knowledge is through completion of workbooks and assignments.

- **2015-16 cost:** £325

# Teacher Training

## Education and Training

Level 3 Award

Funding Available 

**How long:** Ten Weeks

**Where:** Southend

**Code:** 80044

This introductory course is suitable for those interested in starting a career in teaching and training. The course covers elementary principles of teaching and learning as well as practical elements of teaching such as planning learning programmes, designing materials, managing the learning environment and micro-teaching.

• **2015-16 cost:**

 **co-funded:** £370



# Teacher Training

## Specialist Support for Teaching and Learning in Schools

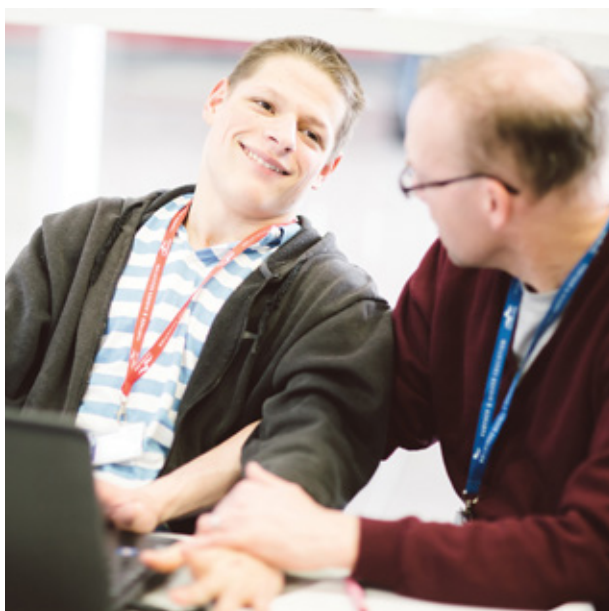
### Level 2 Certificate

#### Funding Available £

**How long:** One year  
**Where:** Basildon, Southend or Thurrock  
**Code:** 80022

For those who are working or volunteering in a school setting, with agreement from the school prior to starting the course.

- **2015-16 cost:**
- **£ co-funded:** £725



### Level 3 Certificate/Diploma

#### Funding Available 24

**How long:** 18 months  
**Where:** Basildon, Southend or Thurrock  
**Code:** 80023

#### What's covered?

- understand child and young person development
- understand how to safeguard the wellbeing of children and young people
- communication and professional relationships with children and young people
- schools as organisations
- support learning activities
- promote children and young people's positive behaviour
- develop professional relationships with children, young people and adults
- promote equality, diversity and inclusion in work with children and young people
- support assessment for learning
- engage in personal development in health, social care or children's and young people's settings
- support children and young people's health and safety

#### What do I need?

- employed in a teaching assistant role in a school environment
- Level 2 Support for Teaching and Learning qualification or relevant experience
- English qualifications or able to demonstrate you can work at Level 3 during interview

#### How will my work be assessed?

- discussion
- written evidence
- observations
- witness testimony

#### What can I do next?

- continuing professional development units at Level 3 to extend your knowledge and practice

- **2015-16 cost:** £1,995
- **24 24+:** £1,995

# Teacher Training

## Edexcel Understanding the Principles and Practice of Assessment

### Level 3 Award

**How long:** 24 weeks  
**Where:** Work-based  
**Code:** 80025

This qualification is for those who want to know about assessment, without any requirement to practice as an assessor, for example managers.

- **2015-16 cost:** £325

## Edexcel Understanding the Internal Quality Assurance and Assessment Processes and Practices

### Level 4 Award

**How long:** 24 weeks  
**Where:** Work-based  
**Code:** 80028

Develop your skills and knowledge in internal quality assurance procedures.

- **2015-16 cost:** £450

## Edexcel Assessing Competence in the Work Environment

### Level 3 Award

**How long:** 36-48 weeks  
**Where:** Work-based  
**Code:** 80039

Assess occupational competence in an individual's work environment.

- **2015-16 cost:** £450

## Edexcel Internal Quality Assurance of Assessment Processes and Practices

### Level 4 Award

**How long:** 48 weeks  
**Where:** Work-based  
**Code:** 80029

This course is for those who internally quality assure assessors and assessment, but who do not manage the centre or internal quality assurance.

- **2015-16 cost:** £525

## Edexcel Assessing Vocationally Related Achievement

### Level 3 Award

**How long:** 38-48 weeks  
**Where:** Work-based  
**Code:** 80040

For assessors who assess vocational skills.

- **2015-16 cost:** £450

## Edexcel Leading the Internal Quality Assurance of Assessment Processes and Practices

### Level 4 Certificate

**How long:** 48 weeks  
**Where:** Work-based  
**Code:** 80027

This course is for those who have wider quality assurance responsibilities and manage others, develop policies or manage external quality assurance visits.

- **2015-16 cost:** £595

## Edexcel Assessing Vocational Achievement

### Level 3 Certificate

**How long:** 48 weeks  
**Where:** Work-based  
**Code:** 80026

For those who need to be qualified in all aspects of assessment.

- **2015-16 cost:** £695

# Teacher Training

## City & Guilds Diploma in Education and Training (DETs)

Level 5

**How long:** Two years  
**Where:** Southend or Thurrock  
**Code:** 5624

This course fulfils the professional requirements for being a teacher in the lifelong learning sector.

### What's covered?

- teaching, learning and assessment in education and training
- inclusive practice
- theories, principles and models in education
- developing, using and organising resources in a specialist area
- developing teaching, learning and assessment in education and training
- wider professional practice and development in education and training
- action research

### What do I need?

- level 3 qualification in your teaching specialism (or equivalent qualifications/evidence)
- a minimum of 50 teaching practice hours per year on a one-to-one and/or group basis for a variety of learners, across a range of levels
- have provision of a mentor in the workplace who is a qualified teacher/lecturer (i.e. PGCE, Cert Ed or DTLLS) and where possible is a subject specialist in the same area as the trainee teacher
- where the mentor is not a subject specialist you will also require the support of a named subject coach

### How will my work be assessed?

- coursework-based
- 8 classroom-based observations are carried out across the two years.

### What can I do next?

- Professional Formation leading to QTLS
- you can choose to do a level 5 Additional Diploma in Teaching English (Literacy) in the LLS, a specialist qualification for teaching literacy

• **2015-16 cost:** £1,500 per year

## Certificate in Education (Cert Ed) (Learning & skills sector)

Level 5

**How long:** Two years  
**Where:** Southend  
**Code:** 5616

This course covers the theoretical and practical aspects of teaching including observations.

• **2015-16 cost:** £2,250 per year

## Professional Graduate Certificate in Education (PGCE)

Level 5

**How long:** One year (full-time),  
Two years (part-time)  
**Where:** Southend  
**Code:** 80046 (full-time)  
5617 (part-time)

This course covers the theoretical and practical aspects of teaching, including observations of practical teaching.

• **2015-16 cost:** £7,000 (full-time),  
£2,250 per academic year (part-time)

# Teacher Training



## Early Years Education BA (Hons)

Level 6

**How long:** Three years  
**Where:** Southend  
**Code:** X310 (full-time)

By choosing to study for the BA (Hons) Early Years Education, you will enhance your critical thinking skills, learn to become a reflective practitioner and discover the skills needed to facilitate children's development.

• **2015-16 cost:** £7,000 per academic year for home and EU students (you must apply via [ucas.com](http://ucas.com) – see our Higher Education Prospectus for more details)

## Special Education Studies BA (Hons)

Level 6

**How long:** Three years  
**Where:** Southend  
**Code:** X161 (full-time)

This programme is for those looking to progress to teaching, social work or management in the special education and social care sectors and will give you the skills and knowledge you need to create safe, stimulating and supportive learning environments.

• **2015-16 cost:** £7,000 per academic year for home and EU students (you must apply via [ucas.com](http://ucas.com) – see our Higher Education Prospectus for more details)

# Evening & Weekend

We are running a great range of new short courses on Saturday mornings and Thursday evenings with start dates available throughout the year. All courses take place at our Southend Campus, Luker Road, SS1 1ND.

## You can book and pay online!

Browse our courses on the [South Essex College website: www.southessex.ac.uk/shortcourses](http://www.southessex.ac.uk/shortcourses)

If you have any questions: Email: [shortcourses@southessex.ac.uk](mailto:shortcourses@southessex.ac.uk) Tel: 0845 52 12345

Courses will only run if a minimum number of people are enrolled. If your chosen course does not run when scheduled due to lack of enrolments, we will add you to a waiting list and let you know as soon as the course is ready to start. More start dates will be added throughout the year. Check our website for the latest information: [www.southessex.ac.uk/shortcourses](http://www.southessex.ac.uk/shortcourses)

## How to enrol

1. Visit: [www.southessex.ac.uk/shortcourses](http://www.southessex.ac.uk/shortcourses)
2. Search for the course you are interested in.
3. Select your start date, the number of people and press 'order now'.
4. You can pay for the course with your credit or debit card online.
5. Print your confirmation and bring it to the campus on the first day of the course.

### Adobe InDesign (Beginners)

Saturday

3 weeks

£69

You will learn how to set up and create documents for print, create, apply and edit master pages and style sheets, set up automatic page numbering, import text and images, and create various graphical elements.

### Adobe Photoshop (Beginners)

Saturday

3 weeks

£69

Learn how to crop, scale, montage and use Adobe Photoshop tools and layers to apply effects and filters.

### Adobe Photoshop (Developing Skills)

Saturday

3 weeks

£69

You will learn how to create masks using channels, explore a greater range of filters and tools and use actions to record a series of steps and play them back. In addition you will use image composition techniques to combine a selection of images to create a new one.

### AutoCAD

Saturday

10 weeks

£255

You will learn how to use industry standard AutoCAD software to assist you with your interior design, architecture or engineering computer aided design projects. You will begin by learning the basics of AutoCAD 2D design before progressing onto 3D options to further develop your projects and understanding.

### Blogging with WordPress

Thursday

4 weeks

£69

You will learn how to create a blog using WordPress, target your audience and manage your content on a blogging platform. The course also focuses on the promotion of your blog and how to monitor its performance for long-term success.

### British Sign Language

(Beginners)

Saturday

8 weeks

£155

This course is suitable for complete beginners and those with limited knowledge who wish to develop their sign language skills for personal or professional use. This course covers the alphabet (finger spelling), numbers, greetings, colours, time, weather, family and clothing.

### British Sign Language

(Developing Skills)

Saturday

8 weeks

£155

This course is suitable for anyone who has completed our British Sign Language (Beginners) course and would like to develop their skills and knowledge further. This course covers directions, in the home and garden, travel, shopping and spending, food and drink (eating out), health (visits to the doctor, hospital) and socialising.

# Evening & Weekend

## **Computer Programming (C++, VB, T&D)**

**Saturday**  
**10 weeks**  
**£205**

C++ is a very popular programming language for application development on Unix systems and PCs and the course will support you in your understanding of this language. You will also learn the basics of Visual Basic, Microsoft's proprietary programming language, and T&D.

## **Creative Writing**

**Saturday**  
**5 weeks**  
**£98**

Whether you are planning to write your first novel, improve existing work or create short stories this course will provide you with an opportunity to explore a range of creative writing topics to assist you in this process.

## **Event Planning**

**Thursday**  
**6 weeks**  
**£98**

Whether you are responsible for managing corporate events or are planning a personal event such as a wedding this course will meet your development needs. You will be guided through the process of event planning covering initial planning, promotion and marketing, delivery of your event and evaluation following completion.

## **Interior Design (Beginners)**

**Thursday**  
**5 weeks**  
**£81**

You will learn drafting, space layout, professional practice and the use of interior design materials and construction methods. If you are passionate about making creative and innovative design changes to improve your home, or if you are considering a career in interior design, this is the course for you.

## **Interior Design (Developing Skills)**

**Thursday**  
**5 weeks**  
**£81**

Using a range of practical skills you will create an on-trend interior design mood board which will reflect your expertise in the use of colour, texture and space planning.

## **Japanese (Beginners 1)**

**Thursday**  
**10 weeks**  
**£205**

This course covers introductory Japanese speaking and listening skills along with the practical use of language in a variety of everyday situations. You will learn basic Japanese characters, pronunciation and writing, sentence structuring, verbs and adjectives.

## **Japanese (Beginners 2)**

**Saturday**  
**10 weeks**  
**£205**

This course provides progression for students who have previously completed the Japanese Beginners 1 course. The course further explore Japanese speaking and listening skills enhancing understanding of Japanese characters, pronunciation, writing and conversation.

## **Massage (Holistic)**

**Saturday**  
**3 weeks**  
**£69**

You will learn the practical elements of conducting a client consultation, performing the techniques of effleurage, petrissage, frictions and percussions, along with exploring the history of massage and the effects and benefits of different massage techniques.

## **Massage (Swedish)**

**Saturday**  
**3 weeks**  
**£69**

You will learn how to refine and adapt the massage techniques you learned in Body Massage (Beginners) and apply them effectively to new anatomical areas. The course will predominantly cover massage of the hands and feet, arms and legs and front of the body.

## **Massage (Indian Head)**

**Saturday**  
**3 weeks**  
**£69**

This course will teach you the history and principles of Indian head massage. You will learn about the effects and benefits of Indian head massage and the practical application of various techniques.

## **Massage (Traditional Thai)**

**Saturday**  
**3 weeks**  
**£69**

What is known in the West as Thai massage is not massage at all, but rather an ancient energy-based healing system that combines acupuncture, reflexology and assisted yoga postures.

## **Massage (Thai Foot)**

**Saturday**  
**3 weeks**  
**£69**

Learn the skills and techniques required to perform Thai foot massage. You will learn how to work with a special wooden foot stick in order to apply pressure to specific reflex points on the feet.

## **Massage (Head, Neck, Back & Shoulders)**

**Saturday**  
**3 weeks**  
**£69**

Based on traditional Thai massage techniques this treatment uses different pressures and movements resulting in a feeling of physical and mental well-being.



# Evening & Weekend

## Massage (Aromatherapy)

**Saturday**

**3 weeks**

**£69**

Aromatherapy is a holistic therapy which promotes a physical, mental and emotional sense of harmony. It is one of the most popular and accessible form of natural medicine. This relaxing massage uses essences from plants to help balance the whole body. In addition to the theoretical and practical skills, the course will cover essential oils for your particular astrological influences, birth signs, and the use of essential oils for everyday.

## Pattern Cutting

**Thursday**

**4 weeks**

**£69**

You will learn how to take correct measurements and adapt patterns as well as how to construct basic body blocks. By the end of the course you will have designed or adapted your own pattern enabling you to construct a truly unique item of clothing.

## Photography (Beginners)

**Saturday / Thursday**

**3 weeks / 4 weeks**

**£69**

This course is ideal for anyone who has a passion for photography and wishes to develop their understanding and skills. Covering exposure, exposure composition, white balance and much more, you will learn how to get the most out of your camera, refine your skills and produce outstanding photography.

## Photography (Developing Skills)

**Saturday / Thursday**

**3 weeks / 4 weeks**

**£69**

This course is suitable for anyone who has completed the Photography (Beginners) course or already has a good understanding of photography techniques. You will have the opportunity to develop your knowledge and understanding of different photography concepts and explore new techniques that will further improve your skills.

## Photography (Outdoor)

**Saturday**

**3 weeks**

**£69**

This course is suitable for anyone who has completed the Photography (Beginners) course or already has a good understanding of photography techniques. You will have the opportunity to build on your existing knowledge and refine your practical skills to incorporate outdoor photography methods.

## Photography (Studio)

**Saturday**

**3 weeks**

**£69**

The Studio Photography course provides an introduction to photography in a studio-based setting giving you access to the College's professional studio and lighting equipment. The course covers photography for both portrait and still life subjects.

## Photography (Night Time)

**Thursday**

**4 weeks**

**£69**

This is a practical night time/long exposure course taking place in and around South Essex College in Southend. You will be given professional tuition and advice as you create your own night photographs.

## Photography (Digital Black and White)

**Saturday**

**3 weeks**

**£69**

This course is ideal to learn the best camera settings for producing effective black and white images through practical sessions. The course will also explore the optimisation of these images using computer software, such as Adobe Photoshop. Preparing the images for final presentation, both on screen and as traditional prints will also be covered.

## Poetry Writing

**Saturday**

**3 weeks**

**£69**

Whether you are new to poetry or wish to develop your existing skills this course will allow you to explore some of the fundamental elements, processes and structures required for writing poetry.

## Radio Broadcasting 1

**Saturday**

**3 weeks**

**£69**

Go behind the microphone and find out how a radio station works and how radio shows are put together. Our experienced tutor will reveal some studio secrets, offer insights on how to get a job at a radio station, and let you get hands-on with the equipment in our fully-equipped broadcast studio.

## Radio Broadcasting 2

**Saturday**

**3 weeks**

**£69**

You will explore the skills that are needed to become a radio presenter such as link creation, scriptwriting, interview techniques and common used studio techniques. The course offers the ability to get hands-on with studio equipment and look more at the skills needed to work in today's studio environment.

# Evening & Weekend

## **Screen Printing** **Saturday** **3 weeks** **£69**

This introductory course in screen printing will teach you the basic skills and techniques that are required to create your own original prints. You will learn how to design and cut stencils, work with different colours and shapes and overlay multiple prints to gain varied effects.

## **Search Engine Optimisation (SEO)** **Thursday** **4 weeks** **£69**

The key to your website's success is making sure that your customers can find you when using a search engine. Learn the techniques and strategies that can be used to improve the performance of your website.

## **Search Engine Optimisation - Advanced** **Thursday / Saturday** **4 weeks / 3 weeks** **£69**

This course covers the advanced level of Search Engine Optimisation. You will also learn new strategies and tactics, both on and off page, and raise the bar against competitor web pages.

## **Social Media Marketing** **Saturday / Thursday** **4 weeks / 5 weeks** **£99**

This course offers an overview of current social media trends, the different types of services available, and the ways that today's online services could be used to enhance your career, business, or your leisure activities. The course helps those new to the subject to build and nurture an online presence, and for those already promoting via social media, valuable information on the tools and techniques available to communicate effectively online.

## **Spanish Beginners 1** **Thursday / Saturday** **10 weeks / 8 weeks** **£155**

This beginner course in Spanish is ideal for anyone wishing to fulfil their passion for learning a new language. Whether Spanish is required for employment, you are relocating to live in a Spanish speaking country or you are simply planning a holiday and want to improve your vocabulary, this course will meet your personal needs.

## **Spanish Beginners 2** **Thursday / Saturday** **10 weeks / 8 weeks** **£155**

As well as providing direct progression for anyone who has completed Spanish Beginners 1, this course is also suitable for anyone who already has a good basic understanding of Spanish. You will have the opportunity to enhance your knowledge in previously studied topics along with exploring new topics and scenarios.

## **Website Design 1** **Saturday / Thursday** **5 weeks / 6 weeks** **£105**

This is a beginner course which provides a comprehensive introduction to website design covering HTML, formatting text and graphics, hyperlinks, website templates, domain name selection and website hosting.

## **Website Design 2** **Saturday / Thursday** **5 weeks / 6 weeks** **£105**

Develop your website design skills by learning CSS and Adobe Dreamweaver. You will learn about modern optimisation techniques and how to create and manage different webpages.

## **Website Design 3** **Saturday / Thursday** **5 weeks / 6 weeks** **£105**

Learn advanced website design techniques to add advanced features to your webpages and apply mobile responsive elements for improved formatting on smart phones and tablets.

# Our campuses

It's an exciting time to be studying at South Essex College with a new facility in Southend and a brand new campus in Thurrock.



## Basildon Campus

The Basildon Campus offers a range of vocational courses set in realistic work environments. Courses include childcare, hairdressing, beauty therapy, motor vehicle, engineering, health and social care, public services and sport. Our trainee hairdressing salons are Wella Centres of Excellence, which means Wella recognise that we offer the highest level of training and links with industry. Our animal science students can get to grips with a variety of animals at the animal management centre. Sports facilities include a five-a-side football pitch, basketball, netball, badminton and squash courts plus a fully equipped gym. There is also a greenhouse for science students. Free parking is available at the campus.



## Thurrock Campus

These brand new £45 million buildings offer you cutting-edge services including fine dining restaurant, Waves.

There are specialist workshop and studio spaces linked to courses for construction, engineering, media and creative arts, in addition to facilities for logistics, childcare, health & social care and IT courses.

The campus's state-of-the-art hairdressing and beauty therapy salons are open to the public and include a working spa complete with floatation tank. There is also an outdoor amphitheatre to showcase the College's acting and musical talent.

The car park is situated in the south-east corner with access from Sherfield Road, offering 70 car parking spaces, including three disabled spaces and a coach drop off point. A second car parking area with spaces for the disabled is situated to the south of the West Building.



## Southend Campus

Located next to Southend Central train station, our Southend Campus offers A-level courses and an impressive range of vocational subjects in realistic work environments using cutting-edge technology. Media students get access to a high-definition television studio, radio studio, fully-equipped photographic studio with digital SLR cameras, dedicated art and design work spaces, performing arts studios and a journalism newsroom. Sound and music production students have access to Xtreme, our well-equipped off-site recording and rehearsal studio, which includes mixing, recording, rehearsal and sequencing facilities.

Southend Campus also has science labs, an animal management centre, a sports lab and a 250 seat Performance Pod. There are over 2,000 PCs and plenty of Apple Mac computers to do everything from graphic design to film editing. We even have our own restaurant and coffee shop staffed by our catering students. Our Beauty Academy in Queens Road offers reasonably priced treatments to the public.

Sports students will use our Wellstead Gardens sports facility which features a gym and playing fields. Students can get refreshed at Scoff and the Atrium Café on campus while there is a huge selection of shops, restaurants, leisure and entertainment venues right on your doorstep.



## The Forum Southend-on-Sea

2013 saw the opening of The Forum Southend-on-Sea, a £27 million ultra-modern library and learning zone, which is located opposite our Southend Campus.

The Forum houses a huge range of books and resources as well as over 100 new computers and wifi access for your laptop and mobile devices.



# Student Services



**Our award winning team can provide advice, support and guidance for current and prospective students in many areas such as:**

## course and career advice

We can help you find the right course and discuss your options for further study. We can provide guidance on choosing a career and the best pathway to take. You can make an appointment or there are drop-in times available. Please be aware that certain times of the year are busier than others.

## financial advice including travel and childcare

We are able to advise you on paying for your course, childcare support and travel discounts that you might be eligible for as a student.

## pastoral support and counselling

We have a dedicated team of advisers who can support you during your time at college as well as access to trained counsellors. We work with a range of specialist support groups and organisations.

## Our offices are based by the main reception of each campus and are open as follows:

### Monday - Thursday

8.30am - 5pm

### Friday

8.30am - 2pm

For funding enquiries please come along to our funding drop-in sessions which are held in the student services office at the three main campuses.

### Alternatively you can contact us via:

Telephone	0845 52 12345
Textphone	01702 220642 (for those with hearing impairments)
Fax	01702 432320
Email	guidance@southessex.ac.uk



# Additional learning support

## Help for students with special educational needs and disabilities

South Essex College welcomes students who have a disability and/or learning difficulty and will ensure, in line with its commitment to the equality duty under the Equality Act 2010 and the new (special educational needs) Code of Practice 2014, that there is suitable access and appropriate and adequate support for individual students where necessary. We appreciate and value the contribution those with disabilities bring to the College.

The College is working in partnership with relevant agencies (for example local authorities) to make extra provision for those individuals with more complex learning needs and disabilities.

We are committed to providing equal access for all our students and aim to create an inclusive environment where students are treated on the basis of their merits, ability and potential.

The ALS team provides a flexible support service to students who face difficulties associated with disabilities, learning difficulties and health issues. The team take a learner-centred approach to supporting students.

ALS staff work closely with teaching staff to meet the needs of students with disabilities and learning difficulties to facilitate equal access to the curriculum.

We can support students with a range of additional needs on entry level and mainstream programmes across all our campuses.

Each of our main campuses is easily accessible and have designated disabled parking bays available which may be accessed by Blue Badge holders. In addition to our usual accessible toilet facilities, we also offer a Clos-o-Mat toilet, hoist and couch available for students with personal care needs.

For students who are hearing or visually impaired, we provide support through our sensory team to enable you to participate fully in all aspects of your learning programme.



# Money matters

**Depending on your circumstances and citizenship status, you may be eligible for funding and should apply to the College via the student services team.**

We understand that student funding can be extremely complicated. The government's funding rules tend to change frequently. Please contact our advisers for all the latest information on 0845 52 12345. The fees in this prospectus are to be used as a guide only.

They are the fees for the academic year 2015-16 only (up to July 2016), so fees for courses starting in September 2016 may be higher. It may be summer 2016 before we are able to confirm what the fees will be. We have tried to label each course to advise you if there are 24+ loan options available or potential fee remission. This means that if you receive income-based benefits, your course may be fully-funded. Most of the funding options depend on the availability of money allocated to the College by the government. Therefore, please bring all pages of all household income evidence to enrolment.

We suggest that you bring the following evidence, dated within the last two to three months:

- Universal Credit
- Income Support
- Job Seekers Allowance
- Income Based Incapacity Benefit
- Employment and Support Allowance
- wage slips – two monthly or eight weekly
- Child Benefit

The following evidence must be dated within the current tax year unless stated otherwise:

- Housing Benefit
- Council Tax Reduction
- Working Tax Credit (income below £16,190)
- Child Tax Credit
- Pension/Pension Credit
- self employed - an accountants letter is needed stating projected earnings or a photocopy of your Self Assessment Tax Return

It is always suggested that students apply for this funding as early as possible, but certainly within the first month after enrolment.

## Co-funding

If you are not eligible for one of the fee waivers detailed, you may be able to receive a contribution towards your tuition fees. Look out for the co-funding fees detailed in this prospectus. These fees are partially funded by the government and represent significant discounts on the full cost rate. Call us to confirm you are eligible for co-funding.

## Spread the cost

If you are aged 19 or over you could be responsible for the payment of tuition fees. If this is the case, you will be required to pay a minimum of 10% of the tuition fee at the time of enrolling, together with setting up a direct debit agreement for the remaining money. You will still be expected to do this even if you are planning, or have applied to the Discretionary Learner Support Fund and you are awaiting the decision outcome. The College fee policy can be found on our website: [www.southessex.ac.uk](http://www.southessex.ac.uk)

## Entry level & level 1 progression funding

If you are aged between 19 and 23 on the start date of your course and need to enrol on an entry or level 1 course before progressing on to your first full level 2 you may be eligible to have your tuition fees waived. If eligible the College will also supply the essential materials, equipment and cover the cost of any compulsory trips.

## Level 2 & 3 entitlement

If you are aged between 19 and 23 on the start date of your course and are studying for your first full level 2 or 3 qualification you may be eligible to have your tuition fees waived. If eligible the College will also supply the essential materials, equipment and cover the cost of any compulsory trips.

## Course fee remission: 19-23

If you are aged between 19 and 23 on the start date of your course, are studying a level 2 or 3 qualification (which isn't your first) and are unemployed and in receipt of a state benefit, you may be eligible to have your tuition fees waived. If eligible the College will also supply the essential materials, equipment and cover the cost of any compulsory trips.

## Course fee remission: 24+

If you are aged 24 or over on the start date of your course, are studying for a qualification at level 2 or below and are unemployed and in receipt of a state benefit, you may be eligible to have tuition fees waived. If eligible the College will also supply the essential materials, equipment and cover the cost of any compulsory trips.

## Discretionary Learner Support Fund (DLSF)

If you are aged 19 or over and on a low income you may be eligible to receive a contribution towards the additional costs associated with your course as agreed by the College, together with (Ofsted registered) childcare and travel expenses.

## Professional and career development loans

Professional and career development loans  
A bank loan agreed with a participating bank, paid back once you have finished studying. To receive more information or to apply please call 0800 100 900.

## Care to Learn

If you are a parent and aged under 20, you may be eligible to apply for childcare and travel support. To receive more information or to apply please call 0800 121 8989.

## Travel discounts

These include:

- Oyster cards [www.tfl.gov.uk/tickets](http://www.tfl.gov.uk/tickets)
- Arriva online discounts for monthly tickets [www.arrivabus.co.uk/south-east](http://www.arrivabus.co.uk/south-east)
- Greater Anglia discounted scholar's season tickets [www.greenrailtravel.co.uk](http://www.greenrailtravel.co.uk)
- Ensignbus discounted monthly tickets - see a student adviser at our Basildon or Thurrock campuses.
- c2c discounted season tickets – see a student adviser or funding administrator at your campus, or visit the college website for more details.

All funding is subject to change and every care is taken to ensure information is correct at time of printing. Please contact student services for further information on funding.

## National Express Foundation Bursaries

South Essex College is proud to work in partnership with the National Express Foundation. We have been awarded funding to offer assistance to students aged between 16 and 24. If you are studying a full-time course, live close to the c2c line and you are experiencing barriers to continuing your education, you can apply for a bursary. All applications are considered by a panel, so just meeting the criteria doesn't mean you will be awarded this bursary due to the limited number of bursaries.



# 24+ Advanced Learning Loans

**Most learners aged 24 and over, studying at level three and above, will qualify for a 24+ Advanced Learning Loan.**

Your household income isn't taken into account, there's no credit check and you won't have to pay anything back until your income is over £21,000 a year.

## To qualify you must be:

- aged 24 or over on the first day of your course (there's no upper age-limit)
- living in the UK on the first day of your course and have lived in the UK, the Channel Islands or the Isle of Man for three years immediately before this
- enrolling on an eligible course at level three and above, such as: Access to HE Diplomas, other Diplomas and Certificates, Advanced Apprenticeships or Higher Apprenticeships

## How much can I get?

The amount you can get depends on your course, the tuition fees charged and maximum amounts set by the government. The minimum loan amount is £300. You can take out a loan for the maximum amount to cover your tuition fee or you can pay all or part of the tuition fee yourself.

## How's the loan paid?

Student Finance England (SFE) will pay your agreed tuition fees to the College once your attendance on the course has been confirmed.



## Repayment

- your monthly repayments will be based on your income, not what you borrowed
- you'll only start making repayments when your income is more than £404 per week, £1,750 per month or £21,000 per year
- you'll only pay back 9% of any income above £21,000 a year, see the table below for examples of what you'll repay:

Income each year before tax	Monthly salary	Monthly repayment
Up to £21,000	£1,750	£0
£22,000	£1,833	£7
£25,000	£2,083	£30
£30,000	£2,500	£67
£35,000	£2,917	£105
£40,000	£3,333	£142

So, if you're paid monthly and earn £2,500 before tax you would repay 9% of the difference between what you earn and what the individual threshold is:

$$£2,500 - £1,750 = £750$$

$$9\% \text{ of } £750 = £67.50$$

Your loan repayment would be £67 in that month.

- if your income drops or rises, for example if you receive a bonus, your repayment amount will automatically change to reflect this; you can make voluntary repayments at any time to pay off your loan more quickly
- if you're self-employed you'll be responsible for making student loan repayments as part of your annual self-assessment tax return
- if you're employed, you don't need to do anything; your employer will take your repayments directly off your salary as they do with tax and national insurance contributions
- if you stop working, your repayments will stop and only start again when your income is more than £21,000 a year
- you'll be due to start repaying your loan in the April after you leave or finish your course, whichever comes first; if you leave or finish your course before April 2016, you won't start making repayments until after this date
- any loan remaining 30 years after you're due to start making repayments will be wiped

### Access to Higher Education

- if you successfully complete your Access to HE Diploma, and go on to complete your degree programme, the loan for the Access course is wiped

# Apprenticeships

## South Essex College offers a wide range of options for those wishing to undertake an apprenticeship.

Apprenticeships give you the opportunity to work for a real employer, earn a real salary and gain a real qualification whilst gaining valuable workplace skills and experience. Ask for a copy of our Guide to Apprenticeships for more information.



### Earn while you learn

All apprentices must receive the appropriate national minimum wage (£3.30 for under 19 and first year apprentices, £5.13 for 19 and 20 year olds and £6.50 for those aged 21 and over).

### A real job

All apprentices should work for at least 30 hours a week, apart from in exceptional circumstances.

Over 150,000 employers are offering apprenticeships in more than 200,000 locations.

Apprenticeships are available at Intermediate, Advanced and Higher (degree) level, covering more than 170 industries and 1,500 job roles.

### A real qualification

Quality is key to apprenticeships. All apprenticeships must be at least 12 months long and lead to a national qualification that is respected by employers around the world.

The College also offers a range of NVQ courses that are valued by employers.

### A real future

After finishing, the majority of apprentices (85%) will stay in employment, with two-thirds (64%) staying with the same employer.

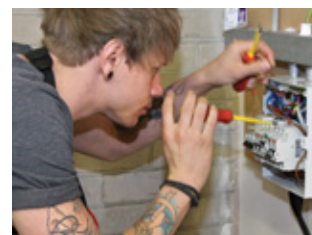
A third (32%) of all former apprentices had received a promotion within 12 months of finishing, and of those in work, three quarters (75%) reported taking on more responsibility in their job.

Employers think that qualified apprentices are 15% more employable than those with other qualifications.

Source: National Apprenticeship Service

## Apprenticeships

	Intermediate	Advanced	Campus	Start dates
Accountancy (AAT)	✓	✓	Southend	Sept
Bricklaying	✓	✓	Thurrock	Sept
Building Maintenance Operations	✓		Thurrock	Sept
Business and Administration	✓	✓	Thurrock	Any
Carpentry and Joinery - Bench Work	✓	✓	Thurrock	Sept
Carpentry and Joinery - Site Work	✓	✓	Thurrock	Sept
Community Arts Management		✓	Southend	Any
Cultural Heritage Venue Operations		✓	Southend	Any
Customer Service	✓	✓	Thurrock for Functional Skills	Any
Digital Learning Design		✓	Thurrock	Any
Driving Goods Vehicles	✓		Thurrock for Functional Skills	Any
Electrical Installation		✓	Thurrock	Sept
Engineering Manufacture		✓	Thurrock	Sept
Food Production and Cooking	✓	✓	Southend	Any
Hospitality Service	✓		Southend	Any
Light Vehicle Maintenance and Repair	✓		Basildon	Sept
Live Events and Promotions		✓	Southend	Any
Logistics Operations	✓	✓	Thurrock for Functional Skills	Any
Management (CMI)		✓	Thurrock	Any
Music Business (Marketing and Promotion)		✓	Southend	Any
Performing Manufacturing Operations	✓		Thurrock	Any
Plumbing and Heating	✓		Thurrock	Sept
Professional Cookery	✓	✓	Southend	Any
Supply Chain Operations	✓	✓	Thurrock for Functional Skills	Any
Team Leading (CMI)	✓		Thurrock	Any
Technical Theatre: Sound, Light and Stage		✓	Southend	Any
Theatre Support: Costume and Wardrobe		✓	Southend	Any
Traffic Office	✓	✓	Thurrock for Functional Skills	Any
Vehicle Maintenance and Repair: Light Vehicle	✓	✓	Basildon	Sept
Warehousing and Storage	✓	✓	Thurrock for Functional Skills	Any



# 19+ application form for 2015-16



❗ Please list your two top choices – please **do not** submit more than one application form. You will be able to change your choices at a later date if you need to.

**This form can also be completed online at [www.southessex.ac.uk/apply-now](http://www.southessex.ac.uk/apply-now)**

## Important reminders

- You don't need your grades to apply
- Applications are date stamped on receipt and are dealt with on a first-come, first-served basis

Please contact us if you need help completing this form: **0845 52 12345** or **[learning@southessex.ac.uk](mailto:learning@southessex.ac.uk)**

**Please tick this box if you are a current student at South Essex College**

## Section 1 – Personal details

Surname

Forename

Date of Birth   /   /

Male  or Female

National Insurance No.

Telephone

Mobile

Email

Address

Postcode

## Emergency Contact Information

Name

Relationship to you

Telephone

Other telephone

Address of emergency contact

Postcode

## Section 2 – Residency

South Essex College will need evidence of status to satisfy government requirements. Failure to provide evidence when asked may result in the College being unable to process your enrolment or you being charged incorrect fees.

**Nationality:**

Have you been resident in the UK for the last 3 years?

YES  NO

Are you a national of an EU country and been resident for 3 years or more?

YES  NO

Are you on a visa or is there any restriction on the length of time you can stay in the UK? YES  NO  N/A

## Section 3 – Ethnicity

Please indicate which category best describes your ethnicity

- Arab
- Asian or Asian British – Bangladeshi
- Asian or Asian British – Chinese
- Asian or Asian British – Indian
- Asian or Asian British – Pakistani
- Black or Black British – African
- Black or Black British – Caribbean
- Mixed – White and Asian
- Mixed – White and Black African
- Mixed – White and Black Caribbean
- Other Asian background
- Other Black background
- Other Mixed background
- White – English/Welsh/Scottish/Northern Irish/British
- White – Irish
- White – Gypsy or Irish Traveller
- Any other ethnic group

## Section 4 – Your course choice

### First Choice

Course title

Course code (if known)

Campus

Expected start date

### Second Choice (Optional)

Course title

Course code (if known)

Campus

Expected start date

If you wish to discuss course options, career aspirations, finance or any other queries please email:

**[guidance@southessex.ac.uk](mailto:guidance@southessex.ac.uk)** You can also visit **[www.nationalcareersservice.direct.gov.uk](http://www.nationalcareersservice.direct.gov.uk)**

## Section 5 – EFL/ESOL

(English for Speakers of Other Languages)

Do you require ESOL tuition? YES  NO

## Section 6 – Additional Learning Support

**EQUAL OPPORTUNITIES STATEMENT** We are committed to ensuring equality for all current and potential students irrespective of their age, disability, gender reassignment, race, religion or belief, sex and sexual orientation or special education needs. This information is confidential and will be used to provide appropriate support for you during your time at College.

**Learning Support** Do you have a disability or learning difficulty eg: dyslexia, dyspraxia?

Yes  No Please state condition: \_\_\_\_\_

Do you have a Learning Difficulty Assessment (S139A)  Yes  No

Are you entitled to Special Exam Considerations?  Yes  No

Do you have?  A visual impairment  A hearing impairment

Physical/mobility difficulties  Personal care/emergency medication requirements

## Medical Conditions

Do you want to declare any medical conditions?  Yes  No If yes, please provide details: \_\_\_\_\_

Do you need support for this condition?  Yes  No

If yes, how can we support you? \_\_\_\_\_

## Section 7 – Student Services

**Safeguarding** Do any of the following apply to you?

Mental health condition  On probation/in prison  History of substance abuse

## Section 8 – Your school details and results

Please provide us with your actual/estimated grades so we can ensure you are placed on to the appropriate course level:

Subject	Level	Awarding Body (if known)	Result/Grade if known

**Please complete on a separate sheet if necessary.** You will be asked to provide evidence of your qualifications at enrolment.

## Section 9 – Payment options

If paying by credit/debit card please complete the following declaration.

I authorise South Essex College to charge my account with the amount of £ \_\_\_\_\_

Card type (e.g. Visa/Barclaycard/Mastercard): \_\_\_\_\_

Name as it appears on card: \_\_\_\_\_

(For security reasons we cannot accept third party payments, or cards registered to an address other than the one completed earlier on page 1 of this application form)

Card No. \_\_\_\_\_

Expiry date    /    /    Valid from date    /    /   

Issue number (Switch/Solo cards only) \_\_\_\_\_ Security code (found on the reverse of card) \_\_\_\_\_

Card authorisation (please sign) \_\_\_\_\_

Date    /    /    /   

**If paying by cheque:** make cheques payable to South Essex College. Ensure they are signed and dated.

## Section 10 – Declaration

I hereby declare that all information on this form is correct and apply for admission to South Essex College of Further and Higher Education. **DATA PROTECTION:** I give explicit consent to process the information submitted in this application under the terms of the Data Protection Act 1998.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date    /    /    /   

Please return to us (you don't need a stamp)

**South Essex College, F.A.O Admissions, FREEPOST, Luker Road, Southend on Sea, Essex, SS1 1BR**

# Key



## Course Title

Course level

available funding £ 24 FF

### Icon

**19-23 Co-funded** (see page 71)

£

**24+ Loans** (see page 73)

24

**Fully funded** (no fee)

FF

**How long:** The duration of the course  
**Where:** Either at one of our main campuses or satellite sites  
**Code:** Each course has a specific code to be used when filling out an application form

### What's covered?

A general outline of the type of content covered by the course

### What do I need?

You may need a previous qualification or specific equipment to take this course, if so it will be outlined here

### How will my work be assessed?

A brief outline of how your progress will be assessed

### What can I do next?

After passing the course you may be eligible for more advanced study in a similar area or even the workplace

### • 2015-16 cost:

How much the course costs along with information on what funding may be available.

**For more information on the various forms of funding (like 24+ loans) see page 73**

## Qualifications explained:

### Entry Level

English for Speakers of Other Languages (ESOL) Awards, Certificates, and Diplomas at Entry Level  
 Foundation Learning at Entry Level  
 Functional Skills

### Level 1

GCSEs grades D–G  
 BTEC Introductory Diplomas and Certificates  
 OCR Nationals  
 Functional Skills  
 BTEC Awards, Certificates and Diplomas at Level 1  
 Foundation Learning Tier pathways  
 NVQs at Level 1

### Level 2

GCSEs grades A\*–C  
 BTEC Awards, Certificates and Diplomas at Level 2  
 Functional Skills  
 OCR Nationals  
 NVQs at Level 2

### Level 3

A-levels  
 GCE in applied subjects  
 International Baccalaureate  
 BTEC Awards, Certificates and Diplomas at Level 3  
 BTEC Nationals  
 OCR Nationals  
 NVQs at Level 3  
 Access to Higher Education Diplomas

### Level 4

Certificates of Higher Education  
 BTEC Professional Diplomas, Certificates and Awards  
 HNCs  
 NVQs at Level 4

### Level 5

HNCs and HNDs  
 Other Higher Diplomas  
 BTEC Professional Diplomas, Certificates and Awards  
 NVQs at Level 5

### Level 6

BA (Hons) degree courses

# Open Events

5pm to 8pm

## Basildon Campus

Nethermayne, SS16 5NN

Tuesday 10 November 2015

Thursday 4 February 2016

Wednesday 15 June 2016

## Southend Campus

Luker Road, SS1 1ND

Thursday 1 October 2015

Wednesday 18 November 2015

Wednesday 9 March 2016

### Higher education only (At the Forum, Southend-on-Sea)

Saturday 10 October 2015 (11am-1pm)

Saturday 5 December 2015 (11am-1pm)

Saturday 23 April 2016 (11am-1pm)

## Thurrock Campus

High Street, RM17 6TF

Wednesday 14 October 2015

Tuesday 12 January 2016

Wednesday 18 May 2016



0845 52 12345 [southessex.ac.uk/adults](http://southessex.ac.uk/adults)