

- ~ Government loans to cover tuition fees ~
- ~ Don't pay any money for your course upfront ~
- ~ No credit check ~

# ADULTS

Courses for

eligible for 19+ loans

2016-17



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# Advanced Learner Loans

Welcome to our brochure featuring courses for adults that have been approved by the government for 19+ advanced learner loans.

## What are Advanced Learner Loans?

These government loans help students like you aged 19 or above pay the fees charged by colleges for approved courses between level three and level six. The loans mean you will not pay any money for your course upfront. Getting a loan doesn't depend on your household income and there's no credit check.

## I thought Advanced Learner Loans were for students aged 24 and over?

The eligibility criteria for loans is being expanded so they are available to everyone aged 19 and over. Applications for the expanded Advanced Learner Loan can be made now.

## When do I repay my Advanced Learner Loan?

Repayments start the April following the completion of your course. You pay back your loan when you finish your course and earn more than £21,000 a year. Your repayments will stop if your income drops below £21,000 a year. Your annual repayment amount will be 9% of any income you earn over £21,000.

## For example, your monthly repayments would be:

- £7.50 a month - if you earned £22,000 a year
- £30 a month - if you earned £25,000 a year

## How do I apply for an Advanced Learner Loan?

Please apply for the course as normal on the College website or via a paper form if you don't have access to the internet. Once you have been offered a place, our experts will guide you through the next steps when you enrol.

## Is there more government funding available for level three courses?

If you are aged between 19 and 23, and do not already hold a full level three qualification, you are entitled to funding for the courses within this brochure. This means that no course fees will apply.

"These government loans help students like you aged 19 or above pay the fees charged by colleges for approved courses between level three and level six."

## Examples of a full level three include:

- A-levels at grades A\*-E and AS-levels
- a certificate or diploma qualification at level three
- Access to Higher Education Diploma



# Access to Higher Education

## What is an Access to Higher Education (HE) course?

Access to Higher Education courses prepare adults like you for study at university level.

Access courses are designed for people who have been out of education for some time, especially if you left school with too few qualifications to be able to go straight to university. The courses provide a good foundation in the knowledge and skills required for studying at university level, so that you will be confident and well prepared to go on to study a degree.

## Is the Access to Higher Education Diploma recognised by universities?

Yes. The Access to Higher Education Diploma is widely recognised by universities and over 20,000 students who complete the courses progress to university each year.

## How does the Access to Higher Education Diploma relate to other qualifications?

The Access to Higher Education Diploma is a full level three qualification. Examples of other level 3 qualifications include A-levels and BTEC Extended Diplomas.

## Does my Access to Higher Education course have to be in the same subject area as the one I am going to study at university?

In general, universities will expect that your Access to Higher Education course includes subjects which are relevant as a preparation for the course you're applying for.

However, bear in mind that the best preparation for most university courses will involve study of a range of subjects; there doesn't have to be a direct match between the title of the Access to Higher Education Diploma course and the subject you want to study later on or the career you want to pursue.



## How do I know whether the Access to Higher Education course that I choose will meet the requirements of a particular university or college?

If you have a particular university destination in mind, it is especially important to check what areas of study the university expects Access to Higher Education students to have covered, and what grades they will expect you to achieve.

You can check entry requirements for particular courses by looking at universities' prospectuses or websites, or by checking their entry profiles, listed on the UCAS course search.



### **How is the Access to Higher Education Diploma assessed?**

The Access to Higher Education Diploma is assessed principally by coursework undertaken by students throughout the course. A range of assessment methods are used, according to the subject, including essays, presentations, laboratory work, research projects and exams. Each unit is individually assessed by one or more assignments. Assignments are assessed by a course tutor, and marks are internally moderated by another member of staff at the same institution. All courses have an external moderator who reviews students' work and assessment outcomes. The moderator acts on behalf of the Access Validating Agency to ensure that standards are maintained on different courses.

### **I finished school a long time ago, and I haven't done any formal study for a long time. Will an Access to HE course be suitable for me?**

You can expect the course to be challenging, but you will be taught how to study, and the whole purpose of an Access to Higher Education course is to help people in your situation to be successful.

Many people are nervous when they start an Access to Higher Education course, particularly if they haven't been in a classroom for some time. Tutors are aware of this and take it into account in their teaching. You won't be thrown in at the deep end or tested on things that you forgot years ago.

### **Is there a maximum or minimum age limit for students on Access to Higher Education courses?**

Almost everyone considering an Access to Higher Education Diploma worries that they may have left it too late, but there is no maximum age limit for starting a course.

Access to Higher Education courses are intended for mature students who have been out of education for some time. This generally means that students should be at least 19 when they start the course.

### **What are the entry requirements for Access to Higher Education courses?**

Many universities require GCSE maths and English, or equivalent qualifications. It is worth checking what qualifications you require with the university or college you wish to progress to.

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 two. If you wish to enrol on an English or maths programme, you will be given the opportunity to study this alongside your main qualification.

# Access to Higher Education

## Access to Higher Education Art and Design

Level 3 Diploma

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

**Where:** Southend or Thurrock

**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 can I do next?

- you can progress to higher education programmes at university or college, including our range of honours degrees validated by University of the Arts London and delivered at University Centre Southend & Thurrock
- some of you may also wish to apply to study further on the Foundation Art and Design Studies Level 4 Diploma course

• **2016-17 cost: £3,000**

## Access to Higher Education Business

Level 3 Diploma

**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 can I do next?

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

• **2016-17 cost: £3,000**



# 19+ Advanced Learner Loans

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## Access to Higher Education Counselling

Level 3 Diploma

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

**Where:** Southend

**Code:** 5291

### What's covered?

- counselling theory and skills
- psychology
- social studies
- mental health and disorder
- professional theory and practice
- valuing diversity
- academic study skills
- independent research

### What can I do next?

You can progress to higher education programmes at university or college, including our BA (Hons) Counselling degree programme at University Centre Southend.

• **2016-17 cost:** £3,000

## Access to Higher Education Health Professions

Level 3 Diploma

**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 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.

• **2016-17 cost:** £3,000

## Access to Higher Education Information Technology

Level 3 Diploma

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

**Where:** Southend

**Code:** 45111

### What's covered?

- computing: including computer architecture, hardware and data flow
- databases: including database design, an introduction to XML and XSL and using structured query language (SQL)
- maths: including algebra, calculus and statistics
- networking: including routers, WAN and wireless networking
- programming: including fundamentals, user interface design and visual programming
- web design: including advanced CSS techniques, HTML and web authoring software

### What can I do next?

You can progress to higher education programmes at university or college, including Computing & Systems Development, Software Engineering and Security Networks & Forensics.

• **2016-17 cost: £3,000**

## Access to Higher Education Science

Level 3 Diploma

**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 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.

• **2016-17 cost: £3,000**



## Access to Higher Education Social Studies

Level 3 Diploma

**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 can I do next?

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

• **2016-17 cost:** £3,000

## Access to Higher Education Teaching

Level 3 Diploma

**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 can I do next?

You can progress to higher education programmes at university or college, including our BA (Hons) Early Years Education degree programme at University Centre Southend.

• **2016-17 cost:** £3,000

# Accountancy



Check out our website for...

Bookkeeping and Accounts Level 1 Award  
Bookkeeping and Accounts Level 2 Award  
AAT Accounting Level 2 Certificate

[www.southessex.ac.uk](http://www.southessex.ac.uk)

## AAT Accounting

Level 3 Diploma

**How long:** One year

**Where:** Southend or Thurrock

**Code:** 90105 (daytime)  
881 (evening)

### What's covered?

- financial accounting principles
- capital transactions
- cost accounting
- reports and returns
- VAT, indirect tax
- information technology
- accounts preparation, spreadsheet software
- cash management
- cost and revenues
- professional ethics

### What do I need?

- AAT Level 2 Certificate in Accounting
- ability to work to a Level 2 standard in maths and English
- 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?

- six 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.

• **2016-17 cost: £1,900**



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## AAT Accounting

Level 4 Diploma

**How long:** 12-18 months

**Where:** Southend or Thurrock

**Code:** 90106 (daytime)  
848 (evening)

### What's covered?

- cost and analysis
- operating budgetary control systems
- preparing information for appraisal of activities and projects
- drafting financial statements for Limited Companies
- operating a cash management and credit control system

### 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 and marked by AAT with results available within six weeks
- one computer-based 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
- apply for membership of the professional body of Accounting Technicians
- on successful completion of the Level 4 Diploma in Accounting you can apply to become a registered AAT accountant and achieve AAT professional MAAT status

• **2016-17 cost:** AAT is launching a new specification for this course - please check with us for the latest information

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

Level 4 Diploma

**How long:** One year (full-time)

**Where:** Southend

**Code:** 5004

### What's covered?

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

### 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 programmes at university or college, including our BA (Hons) degrees in Costume Construction, Fashion Communication, Fashion Design, Fine Art, Graphic Design, Interior Design or Photography.

• **2016-17 cost: £3,000**





# Beauty Therapy



Check out our website for...

Beauty Therapy Level 2 Diploma

[www.southessex.ac.uk](http://www.southessex.ac.uk)

VTCT

## Beauty Therapy

Level 3 Diploma

**How long:** One year (full-time)

**Where:** Thurrock

**Code:** 50015

### 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?

- 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.

• **2016-17 cost: £2,400**

**Please note:** after you have enrolled you will need to purchase your own equipment at an additional cost.



# Business and Management



Check out our website for...

Business Administration Level 2 Diploma  
Business Start-up Level 2 Certificate  
Customer Service Level 2 Diploma

[www.southessex.ac.uk](http://www.southessex.ac.uk)

## OCR Business Administration

Level 3 Diploma

**How long:** 18 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 evidence of work experience
- GCSE English at grade C or above, 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?

Business Administration Level 4 Diploma.

- **2016-17 cost:** £1,900

## OCR Business Administration

Level 4 Diploma

**How long:** 15 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 3 Diploma or evidence of work experience as a manager or supervisor
- GCSE English at grade C or above, or equivalent

### How will my work be assessed?

- discussion and questions
- written evidence
- observation
- witness testimony

### What can I do next?

You can progress to additional qualifications in management, for example CMI Management Level 5.

- **2016-17 cost:** £1,995

# OCR

## Customer Service

Level 3 Diploma

**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?

- be 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?

Customer Service Level 4 Diploma

• **2016-17 cost: £2,500**





# CIPD

## Human Resource Practices

Level 3 Diploma

**How long:** Nine months

**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
- GCSE English at grade C or above, or equivalent

### 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 at University Centre Southend.

• **2016-17 cost: £1,050**



# 19+ Advanced Learner Loans

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## Legal Administrators and Personal Assistants

Level 3 Certificate

**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 or equivalent
- keyboarding of at least 40 wpm and sound knowledge of Microsoft Office applications

### How will my work be assessed?

- through a range of assessment techniques which include coursework and examinations

### What can I do next?

After successful completion of the course you may progress to suitable employment.

• **2016-17 cost:** £1,030



# Catering and Hospitality



Check out our website for...

Professional Cookery Level 2 Diploma  
Patisserie and Confectionery Level 2 Certificate

[www.southessex.ac.uk](http://www.southessex.ac.uk)

## ABC

## Patisserie and Confectionery

Level 3 Certificate

**How long:** One year

**Where:** Southend

**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?

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

### How will my work be assessed?

- portfolio of evidence
- observations

### What can I do next?

This course opens a range of opportunities for employment within the hospitality industry where you can showcase your patisserie and confectionery skills.

• **2016-17 cost:** £775





# City & Guilds Professional Cookery

Level 3 Diploma

**How long:** One year  
**Where:** Southend  
**Code:** 50271

## What's covered?

- prepare, cook and finish a range of dishes including meat, fish and pastry
- develop productive working relationships with colleagues
- maintain the health, hygiene, safety and security of the working environment
- maintain food safety when storing, preparing and cooking food

## What do I need?

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

## How will my work be assessed?

- portfolio of evidence
- observations

## What can I do next?

This course opens a range of opportunities for employment within the hospitality industry where you can showcase your professional cookery skills.

- **2016-17 cost:** £1,800





Check out our website for...

CACHE Introduction to Early Years Education and Care Level 2 Certificate

[www.southessex.ac.uk](http://www.southessex.ac.uk)

## CACHE

## Children and Young People's Workforce

Level 3 Diploma

**How long:** 12 months

**Where:** Work-based

**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.

• **2016-17 cost: £1,900**



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Find out more on page 3

CACHE

## Early Years Workforce (Early Years Educator)

Level 3 Diploma

**How long:** 24 months

**Where:** Work-based

**Code:** 20229

### What's covered?

- health and well-being
- legislation, frameworks and professional practice
- play, development and learning for school readiness
- professional development

### 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
- GCSE at grade C or above in maths and English

### 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 will be able to enter the workforce as an Early Years Educator.

• **2016-17 cost:** £1,900



# Construction and the Built Environment



Check out our website for...

Construction Skills Level 1 Certificate  
Electrical Installations Level 1 Diploma  
Electrical Installations Level 2 Diploma

[www.southessex.ac.uk](http://www.southessex.ac.uk)

## City & Guilds Carpentry and Joinery

Level 3 Diploma

**How long:** One year

**Where:** Thurrock

**Code:** 40000 (site carpentry)  
40084 (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 programmes at university or college, including our HNC Construction and the Built Environment at University Centre Thurrock.

• **2016-17 cost: £1,800**

## City & Guilds Electrical Installations

Level 3 Diploma

**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?

- 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.

• **2016-17 cost: £1,050**



# BTEC

## Construction and the Built Environment

Level 3 Subsidiary Diploma

**How long:** One year

**Where:** Thurrock

**Code:** 5817

### What's covered?

- health, safety and welfare in construction and the built environment
- sustainable construction
- maths in construction and the built environment
- science and materials in construction and the built environment
- construction technology and design in construction and civil engineering
- building technology in construction
- surveying in construction and civil engineering

### What do I need?

- Bricklaying, Carpentry & Joinery, Painting & Decorating, Plastering or Plumbing Level 2, or equivalent
- maths and English at level 2

### How will my work be assessed?

- assignments
- examinations

### What can I do next?

You can progress to higher education programmes at university or college, including our HNC in Construction and the Built Environment at University Centre Thurrock.

• **2016-17 cost:** £1,800



# Counselling



Check out our website for...

Introduction to Counselling Level 1 Award  
Counselling Certificate Level 2

[www.southessex.ac.uk](http://www.southessex.ac.uk)

## CPCAB Counselling Skills

Level 3 Diploma

**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
- GCSE at grade C or above in maths and English, or equivalent
- you will also need to attend an entrance interview to determine your suitability for the course

### How will my work be assessed?

- essays
- 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 FdA Counselling programme at University Centre Southend

• **2016-17 cost: £670**



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CPCAB

## Therapeutic Counselling (Person-Centred Pathway)

Level 4 Diploma

**How long:** Two years

**Where:** Southend

**Code:** 7433

### What's covered?

- person-centred experiential methodology of client work, pioneered by Dr Carl Rogers, and the existential traditions
- holistic approach to training and includes an in-depth exploration of theory of practice and theory of personality alongside client based experience
- personal growth and awareness through personal therapy, experiential work and process groups

All students are required to undergo personal therapy on the course. The requirement is 30 hours over the two years, 10 of which must be completed before entering into placement. Students in voluntary placement will be required to attend clinical supervision in line with the BACP requirement for counsellors in training. Some placement providers provide supervision, but this is not always the case. In these cases, students are required to consult and appoint their own clinical supervisor. All personal counsellors and clinical supervisors are subject to the approval of the level 4 counselling tutor.

### 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.

- **2016-17 cost: £4,000\***

\* This fee includes the cost of 30 hours of personal therapy.

CPCAB

## Therapeutic Counselling (Integrative Pathway)

Level 4 Diploma

**How long:** Two years

**Where:** Southend

**Code:** 20052

### What's covered?

- person-centred counselling, transactional analysis and cognitive behavioral therapy; this integrated approach aims to meet the needs of clients with a range of emotional problems
- holistic approach to training and includes an in-depth exploration of each theory, alongside experiential work; client-based practice follows successful completion of fitness to practice work
- there is a substantial emphasis on personal growth and awareness through personal therapy, ethics & professional development, experiential work and process groups

All students are required to undergo personal therapy on the course. The requirement is 30 hours over the two years, 10 of which must be completed before entering into placement. Students in voluntary placement will be required to attend clinical supervision in line with the BACP requirement for counsellors in training. Some placement providers provide supervision, but this is not always the case. In these cases, students are required to consult and appoint their own clinical supervisor. All personal counsellors and clinical supervisors are subject to the approval of the Level 4 counselling tutor.

### 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.

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• **2016-17 cost: £4,000\***

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\* This fee includes the cost of 30 hours of personal therapy.

# Dog Grooming



Check out our website for...

Dog Grooming Level 2 Certificate

[www.southessex.ac.uk](http://www.southessex.ac.uk)

## City & Guilds Dog Grooming

Level 3 Certificate

**How long:** One year

**Where:** Basildon

**Code:** 30051

### What's covered?

Mandatory units:

- carry out styling and finishing of dogs
- assessment and planning of dog grooming work
- promote and maintain the health and well-being 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.

- **2016-17 cost: £1,250**





Check out our website for...  
Fabrication and Welding Practice Level 2 Certificate  
[www.southessex.ac.uk](http://www.southessex.ac.uk)

## ABC Fabrication and Welding Practice

### Level 3 Certificate

**How long:** One year

**Where:** Thurrock

**Code:** 35025 (daytime)  
35024 (evening)

#### What's covered?

- 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

#### What can I do next?

You can progress onto the Fabrication and Welding Practice Level 3 Diploma.

- **2016-17 cost: £875**

## ABC Fabrication and Welding Practice

### Level 3 Diploma

**How long:** One year

**Where:** Thurrock

**Code:** 35029 (daytime)  
35133 (evening)

#### What's covered?

- advanced fabrication and welding practice
- advanced oxy-acetylene gas cutting
- advanced 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

#### What can I do next?

You can progress onto further professional development qualifications in fabrication and welding.

- **2016-17 cost: £1,350**



# 19+ Advanced Learner Loans

Find out more on page 3

## BTEC Engineering

Level 3 Diploma

**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?

- through a range of assessment techniques which include assignments and examinations

### What can I do next?

You can progress to higher education programmes at university or college, including our HNC in General Engineering at University Centre Thurrock.

• **2016-17 cost:** £2,000





# Hairdressing



Check out our website for...

Women's Hairdressing Certificate Level 2

[www.southessex.ac.uk](http://www.southessex.ac.uk)

## City & Guilds Hairdressing

### Level 3 Certificate

**How long:** One year

**Where:** Thurrock

**Code:** 50222 (evening)

#### 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

#### How will my work be assessed?

- practical assessment techniques
- assignments
- examinations

#### What can I do next?

You are prepared to enter employment as a stylist in a hairdressing salon.

• **2016-17 cost:** £900

**Please note:** after you have enrolled you will need to purchase your own hairdressing kit at an additional cost.





# City & Guilds Hairdressing

## Level 3 Technical Diploma

**How long:** One year (full-time)

**Where:** Thurrock

**Code:** 50095 (daytime)

### 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

### What do I need?

- two GCSEs at grade D or above in maths and English, or equivalent
- Hairdressing Level 2 Diploma, or equivalent

### How will my work be assessed?

- practical assessment techniques
- assignments
- examinations

### What can I do next?

You are prepared to enter employment as a stylist in a hairdressing salon.

• **2016-17 cost: £2,020**

**Please note:** after you have enrolled you will need to purchase your own hairdressing kit at an additional cost.



# Health and Social Care



Not ready

for level 3?

Check out our website for...

Health and Social Care Level 2 Diploma

[www.southessex.ac.uk](http://www.southessex.ac.uk)

## City & Guilds Health and Social Care

### Level 3 Diploma

**How long:** 12 months

**Where:** Work-based

**Code:** 20079

#### What's covered?

- dementia
- learning disabilities
- communication
- duty of care
- health and safety
- personal development
- person-centered approaches
- equality and diversity

#### What do I need?

This course is suitable for those working in adult social care who have a work role in which they work independently, not under direct supervision.

#### How will my work be assessed?

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

#### What can I do next?

You can progress to the Health and Social Care Level 4 Diploma.

• **2016-17 cost:** £1,900





# 19+ Advanced Learner Loans

Find out more on page 3

## City & Guilds Health and Social Care

Level 4 Diploma

**How long:** 15 months

**Where:** Work-based

**Code:** 20255

### What's covered?

- work in partnership in health and social care
- advanced communication skills
- personal development
- equality and diversity
- facilitate person centred assessment to support well-being of individuals
- facilitate support planning to ensure positive outcomes for individuals and to support well-being
- understand personalisation in care and support services
- health and safety in health and social care settings
- professional practice in health and social care
- safeguard children and young people who are present in the adult social care sector
- develop, maintain and use records and reports
- understand safeguarding and protection in health and social care settings

### What do I need?

This course is suitable for those working in adult social care who supervise others or wish to progress to a management role.

### How will my work be assessed?

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

### What can I do next?

You can progress to the Leadership in Health and Social Care Level 5 Diploma.

• **2016-17 cost: £1,995**

## City & Guilds ICT Professional Competence

Level 3 Diploma

**How long:** One year

**Where:** Southend

**Code:** 45069

### What's covered?

- health and safety in ICT
- develop own effectiveness and professionalism
- customer care in ICT
- computer games development
- technical fault diagnosis
- fibre optics
- software installation and upgrade

### What will I need?

- ICT Professional Competence Level 2 Diploma, or equivalent

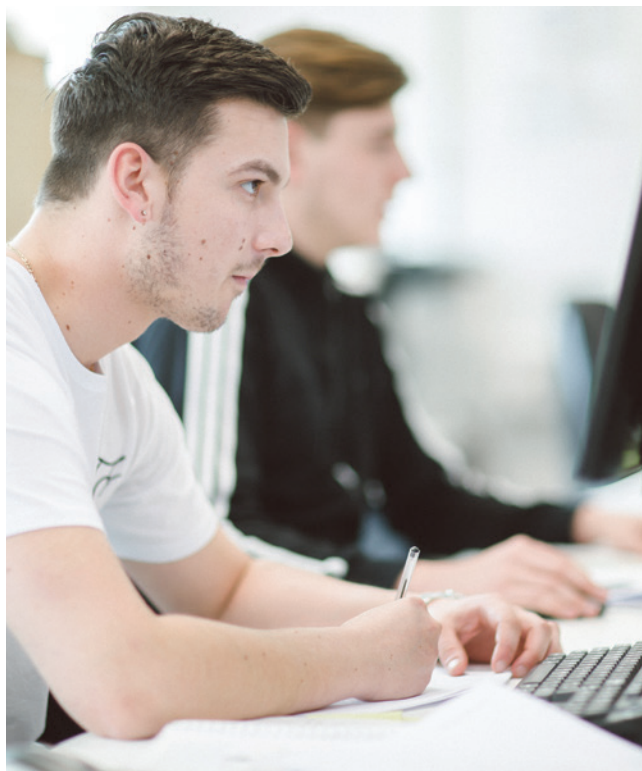
### How will my work be assessed?

- portfolio based assessment

### What can I do next?

This qualification can help you to progress in a wide range of ICT roles including a database administrator, IT product developer or software developer.

- **2016-17 cost: £1,600**



# Motor Vehicle



Check out our website for...

Vehicle Maintenance and Repair Level 2 Certificate  
Vehicle Accident Repair Level 2 Diploma

[www.southessex.ac.uk](http://www.southessex.ac.uk)

## City & Guilds Vehicle Maintenance and Repair

Level 3 Diploma

**How long:** One year

**Where:** Basildon

**Code:** 35179

### What's covered?

- basic and advanced service and repair techniques
- basic and advanced diagnosis processes
- theory including vehicular maths, science, electronics and ICT

### What will I need?

- Motor Vehicle Maintenance and Repair Level 2 Diploma, or equivalent, and maths and English at level 2



### 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.

• **2016-17 cost:** £2,100



# City & Guilds

## Vehicle Accident Repair

Level 3 Diploma

**How long:** One year

**Where:** Basildon

**Code:** 35181

### What's covered?

- working with plastic materials and components
- skills of establishing paint defects
- skills of applying topcoats and completing refinishing operations

### What do I need?

- Motor Vehicle Accident Repair Paint Level 2 Diploma, or equivalent, and maths and English level 2

### 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.

- **2016-17 cost: £2,100**







Check out our website for...  
CYQ Fitness Instructing - Gym-based Exercise Level 2 Award  
[www.southessex.ac.uk](http://www.southessex.ac.uk)

## YMCA Personal Training

Level 3 Certificate

**How long:** One year  
**Where:** Southend  
**Code:** 55127

### What's covered?

- anatomy and physiology for exercise and health
- health, safety and welfare in a fitness environment
- principles of exercise, fitness and health
- know how to support clients who take part in exercise and physical activity
- applying the principles of nutrition to a physical activity programme
- programming personal training with clients
- delivering personal training

### What do I need?

- Level 2 Certificate in Fitness Instructing, or equivalent

### How will my work be assessed?

- coursework
- multiple choice theory paper
- practical examination
- worksheets

### What can I do next?

You can progress to study qualifications in sports conditioning, sports massage or outdoor fitness.

• **2016-17 cost:** £1,400



# Teacher Training



Check out our website for...

Education and Training Award (short course)  
Supporting Teaching and Learning in Schools Level 2 Certificate  
[www.southessex.ac.uk](http://www.southessex.ac.uk)

## Supporting Teaching and Learning in Schools

Level 3 Certificate

**How long:** 18 months

**Where:** Southend

**Code:** 80024

### What's covered?

- communication and professional relationships with children, young people and adults
- 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
- understand 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
- engage in personal development in health, social care or children's and young people's settings

### What do I need?

- suitable for anyone who has previously completed their level 2 or equivalent award in Early Years or Supporting Teaching and Learning
- if you do not have a level 2 you will need at least three GCSEs at grade C or above, or at least three years experience in childcare
- it is essential that you are working in a school within Foundation Stage to Key Stage 1-4 for a minimum of 12-15 hours per week

### How will my work be assessed?

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

### What can I do next?

You can progress onto the Supporting Teaching and Learning Level 3 Diploma.

• **2016-17 cost: £1,265**





# 19+ Advanced Learner Loans

Find out more on page 3

## Specialist Support for Teaching and Learning in Schools

Level 3 Diploma

**How long:** 18 months

**Where:** Work-based

**Code:** 80023

### What's covered?

- understand child and young person development
- understand how to safeguard the well-being 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 and witness testimony

### What can I do next?

You can continue your professional development units at level 3 to extend your knowledge.

- **2016-17 cost: £1,900**

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