

Qualifications for career development



south essex college

FURTHER & HIGHER EDUCATION

Skills | Education | Careers

Adult Courses

2013-14

Funding is available



for many of
our courses



0845 52 12345 southessex.ac.uk/adults

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Find out more, visit our website
www.southessex.ac.uk/adults

Ultra-modern new buildings

It's an exciting time to be studying at South Essex College with a brand new facility in Southend, a new campus due to open in Thurrock and plans moving on rapidly for a new campus in Basildon.

September 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 Southend-on-Sea houses a huge range of books and resources as well as over 100 new computers and wifi access for your laptop and mobile devices.

Built to replace the old Woodview Campus, the new Thurrock Campus opens September 2014. Situated in Grays High Street, the £45 million construction is a milestone for education and enables the College to offer students high quality teaching and facilities whilst fulfilling the skills needs of employers in the area.

Completing the trilogy of new buildings is a new Basildon Campus that will provide the very best facilities and new courses for local people. This new campus is still in the planning stage but is scheduled to open 2015-2016.

Whichever campus you study at, you can be assured of the same high quality teaching, support and access to facilities that will improve and enhance your studies.

▼ **The Forum, an ultra-modern library and learning zone located opposite our Southend Campus.**

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.



◀ **New Thurrock Campus, opens in September 2014, built to replace the old Woodview Campus.**

Southend Campus

Located next to Southend Central 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.

Thurrock Campus

You are set to become the first students in the brand new Thurrock Campus, located in Grays town centre, which will open September 2014.

The campus consists of two impressive three and four storey buildings which include cutting-edge training facilities for teaching gas, heating and sustainable technologies along with ultra-modern beauty and hairdressing salons, training kitchens and specialist centres for health care and childcare.

For those who are interested in the construction industry the new campus offers facilities for brickwork and carpentry as well as engineering, mechanical studies, electrical studies, plumbing and logistics.

There are state-of-the-art IT and media facilities which include spaces for costume production, fine art and technical theatre. With a top-notch library and study facilities, the new Thurrock Campus offers you an exciting, twenty-first century educational experience.



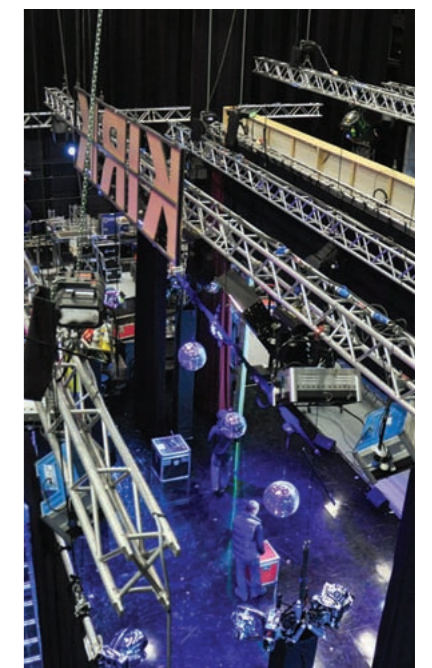
The Backstage Centre, Purfleet

The Backstage Centre is situated in Purfleet in a new cultural industries business zone, High House Production Park.

Designed by experts in the theatre, music and live events industry, The Backstage Centre offers practical and extended training and rehearsals in a bespoke environment that allows full-scale venue-style training opportunities.

The centre is a dedicated meeting point for technicians, producers, creative teams and learners of all ages and at every stage of their careers – from world-renowned international artists to young people taking their first career steps.

Students from South Essex College have the opportunity to work in roles including sound engineers, lighting designers and runners when professional companies hire the building.



Student services

Our 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

Talk to us about how we can help with travel and childcare.

Pastoral support & child protection

We have access to trained counsellors and can contact specialist support groups and organisations. There are designated staff to assist with vulnerable adult concerns.

Help for students with disabilities and learning difficulties

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

Our advisers provide a flexible and intensive support service to students who face significant difficulties associated with disabilities, learning difficulties, and health & welfare issues. This includes assessing learning needs, advocating on behalf of students and dealing with external agencies.

Our student services staff work closely with teaching staff to meet the needs of students with disabilities and learning difficulties to ensure equal access to the curriculum, equipment and physical resources.



The College held a progression evening for supported learning students who have completed their courses with us. The event gave them the chance to find out more about future study or employment opportunities, giving help and advice were the Salvation Army, Jobcentre Plus, Mencap, RE House, YMCA, Essex Careers, Pathway transition service and the College's own Student Services.



Foundation studies

Specially designed courses are available for those who need extra help with studying.

Accessibility

Each of our main campuses is easily accessible and specially designated disabled parking is available. In addition to our usual facilities, we also have a Clos-o-Mat toilet hoist and couch available for learners with personal care needs.

For learners who are hearing or visually impaired, we offer the assistance of our in-house communicators to enable you to participate fully in all aspects of your learning programme.

We also offer the following facilities to enable easier study for those with disabilities:

- The College has a Minicom system to make telephone communication easier. If you have a hearing impairment you can contact the College by calling 01702 220642
- A portable CCTV which enlarges print will help you if you access text and are visually impaired. The College also has computers with specially designed software for visually impaired users
- A portset reader is located in student services and can be accessed upon request
- All course materials including prospectuses can be converted



Contact student services

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

Southend Campus

Monday to Wednesday

8.30am - 5pm

Thursday

9.30am - 5pm

Friday

8.30am - 4.30pm

Basildon and Thurrock Campus

Monday to Thursday

8.30am - 5pm

Thursday

9.30am - 5pm

Friday

8.30am - 4.30pm

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:

Tuesday to Friday

11am - 1pm

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

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 finance 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 2013-14 only (up to July 2014), so fees for courses starting in September 2014 may be higher. It may be summer 2014 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, you may get your course fully-funded.

Most of the funding options detailed in money matters 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 always suggest 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 in money matters, you may be able to receive up to a 50% 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 monies. 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.

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

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

Arriva online discounts for monthly tickets
www.arrivabus.co.uk/south-east

Greater Anglia discounted scholar's season tickets
www.greenrailtravel.co.uk

Ensignbus discounted monthly tickets (See a student services adviser. Available at Thurrock and Basildon only)

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

National Express Foundation Bursaries

South Essex College is proud to work in partnership with the National Express Foundation.

We have been awarded funding to be able to offer hardship bursaries to our adult students. If you are studying a full-time further education course, live close to the c2c line and your household income is below £10,000, you can apply for a £500 bursary. All applications are considered by a panel, due to the limited number of bursaries.

24+ Advanced Learning Loans



If you are looking to start a level 3 and above programme, are aged 24 or over on the start date of your course and have been a resident of the UK for three years or more, you will be able to apply for a loan to cover the cost of your tuition fees.

The 24+ Advanced Learning Loans will help you pay your tuition fees so you don't have to pay any money upfront. Applications are easy, don't take into account your household income, and there is no credit check. Loans do not have to be repaid until you are earning over £21,000 a year. Additionally, you may be eligible for a bursary to support childcare or travel.

Eligible level 3 and above courses include A-levels, Access to Higher Education, Diplomas and Certificates, Advanced Apprenticeships or Higher Apprenticeships.

If you choose to take out a 24+ loan, complete and pass the course, you may also receive a cash bonus from the College. The bonuses are shown in the course listing below.

To receive more information, check personal eligibility or to apply please go to:

www.southessex.ac.uk/adults/24-learning-loans

List of courses that can be financed by a 24+ Advanced Learning Loan

Access to Higher Education Level 3 Diplomas in:

Art and Design, Counselling, Health Professions, Media, Music, Science, Social Studies, Social Work and Teaching (bonus: £250)

AAT **Accounting** Level 3 and 4 Diplomas (bonus: £150)

Foundation **Art and Design** Studies Level 4 Diploma (bonus: £250)

VCTC **Beauty Therapy** (NVQ) Level 3 Diploma (bonus: £200)

VTCT **Swedish Massage** Level 3 Certificate (bonus: £50)

CiFS **Business and Finance** Level 3 Diploma (bonus: £250)

CIPD **Human Resource** Practices Level 3 Diploma (bonus: £100)

CMI **First Line Management** Level 3 Diploma (bonus: £100)

CITB **Bricklaying** Level 3 Diploma (bonus: £150)

Carpentry and Joinery Level 3 Diploma (bonus: £150)

CPCAB Intermediate **Counselling** Studies Level 3 Diploma (bonus: £50)

CPCAB **Therapeutic Counselling** (Integrative or Person-Centred Pathways) Level 4 Diploma (bonus: £150)

BTEC **Engineering** Level 3 Diploma (bonus: £150)

City & Guilds **Electrical Installations** (Buildings and Structures) Level 3 Diploma (bonus: £50)

ABC **Fabrication and Welding** Practice Level 3 Certificate or Diploma (bonus: £100)

City & Guilds **Hairdressing** Level 3 Diploma and NVQ Level 3 Diploma (bonus: £200 full-time and £150 part-time)

City & Guilds **Preparing to Work in Adult Social Care** Level 3 Certificate (bonus: £50)

BTEC **Maternity Support Work** Level 3 Certificate (bonus: £100)

ABC General **Patisserie and Confectionery** Level 3 Certificate (bonus: £100)

City & Guilds **ICT Professional Competence** Level 3 Diploma (bonus: £50)

City & Guilds **Legal Administrators and Personal Assistants** Level 3 Certificate (bonus: £50)

IMI **Vehicle Maintenance and Repair** Level 3 Diploma (bonus: £200)

UAL **Photography** Level 3 Certificate (bonus: £50)

CACHE **Supporting Teaching and Learning** Level 3 Certificate (bonus: £150)

CACHE **Specialist Support for Teaching and Learning in Schools** Level 3 Diploma (bonus: £250)



Qualifications explained

Entry	<p>English for Speakers of Other Languages (ESOL) Awards, Certificates, and Diplomas at Entry Level</p> <p>Foundation Learning at Entry Level</p> <p>Functional Skills</p>
1	<p>GCSEs grades D–G</p> <p>BTEC Introductory Diplomas and Certificates</p> <p>OCR Nationals</p> <p>Functional Skills</p> <p>BTEC Awards, Certificates and Diplomas at Level 1</p> <p>Foundation Learning Tier pathways</p> <p>NVQs at Level 1</p>
2	<p>GCSEs grades A*–C</p> <p>BTEC Awards, Certificates and Diplomas at Level 2</p> <p>Functional Skills</p> <p>OCR Nationals</p> <p>NVQs at Level 2</p>
3	<p>A-levels</p> <p>GCE in applied subjects</p> <p>International Baccalaureate</p> <p>Functional Skills</p> <p>BTEC Awards, Certificates and Diplomas at Level 3</p> <p>BTEC Nationals</p> <p>OCR Nationals</p> <p>NVQs at Level 3</p> <p>Access to Higher Education Diplomas</p>
4	<p>Certificates of Higher Education</p> <p>BTEC Professional Diplomas, Certificates and Awards</p> <p>HNCs</p> <p>NVQs at Level 4</p>
5	<p>HNCs and HNDs</p> <p>Other Higher Diplomas</p> <p>BTEC Professional Diplomas, Certificates and Awards</p> <p>NVQs at Level 5</p>

This table lists the various different qualifications and the level of study these correspond to.



Access to Higher Education

If you want to go to university but left school without the qualifications you needed, Access to Higher Education is for you.

Key - government funding

£ fee remission available

24+ 24+ loan available

Pre-Access to Higher Education Level 2 Award (OCNER Certificate in Preparation for Further Learning and Training)

Prepares you for the Access to Higher Education Diploma course.

Code: 85651
Venue: Basildon or Southend
Duration: Six weeks
2013-14 cost: £95

Access to Higher Education (Art and Design) Level 3 Diploma

Allows progression to an art and design degree course.

Code: 1175 (full-time)
Venue: Southend
Duration: One year
2013-14 cost: £1,600
£ 19-23 co-funded: £1,600
24+ 24+: £2,750

Access to Higher Education (Counselling) Level 3 Diploma

Prepares you to study for a degree in counselling.

Code: 5291 (full-time)
Venue: Southend
Duration: One year
2013-14 cost: £1,600
£ 19-23 co-funded: £1,600
24+ 24+: £2,750

Access to Higher Education (Health Professions) Level 3 Diploma

Allows you to progress to a degree course in a subject related to health professions.

Code: 1178 (full-time)
Venue: Basildon, Southend or Thurrock
Duration: One year
2013-14 cost: £1,600
£ 19-23 co-funded: £1,600
24+ 24+: £2,750

Access to Higher Education (Media) Level 3 Diploma

Allows you to progress to a media-related degree.

Code: 6124 (full-time)
Venue: Southend
Duration: One year
2013-14 cost: £1,600
£ 19-23 co-funded: £1,600
24+ 24+: £2,750

Access to Higher Education (Music) Level 3 Diploma

Allows progression to higher education in music production and music technology.

Code: 6244 (full-time)
Venue: Southend
Duration: One year
2013-14 cost: £1,600
£ 19-23 co-funded: £1,600
24+ 24+: £2,750

Access to Higher Education (Science) Level 3 Diploma

Allows progression to higher education and a science-based career.

Code: 1182 (full-time)
Venue: Basildon or Southend
Duration: One year
2013-14 cost: £1,600
£ 19-23 co-funded: £1,600
24+ 24+: £2,750

Access to Higher Education (Social Studies) Level 3 Diploma

Allows progression to higher education in a social studies-related area.

Code: 1179 (full-time)
Venue: Southend
Duration: One year
2013-14 cost: £1,600
£ 19-23 co-funded: £1,600
24+ 24+: £2,750

Access to Higher Education (Social Work) Level 3 Diploma

Allows progression to higher education in social work.

Code: 3365 (full-time)
Venue: Basildon or Southend
Duration: One year
2013-14 cost: £1,600
£ 19-23 co-funded: £1,600
24+ 24+: £2,750

Access to Higher Education (Teaching) Level 3 Diploma

Allows progression to higher education in a teaching-related subject.

Code: 1176 (full-time)
Venue: Basildon or Southend
Duration: One year
2013-14 cost: £1,600
£ 19-23 co-funded: £1,600
24+ 24+: £2,750



Christine Bartrum is a great example of it never being too late to return to education. Having completed the Access to Nursing course at South Essex College, she is embarking on a degree in Adult Nursing. Christine said: "My Access course has made a real difference to my future and it will allow me to now go on and help many others."



Accountancy

City & Guilds Bookkeeping and Accounts Level 1 Award

This course is for those wanting a basic introduction to accountancy and finance.

Code: 90116 (week day class)

Venue: Basildon or Southend

Duration: 12 weeks

2013-14 cost:

£ co-funded: £70

Code: 7230 (Saturday class)

Venue: Southend

Duration: 12 weeks

2013-14 cost:

£ co-funded: £70

City & Guilds Bookkeeping and Accounts Level 2 Certificate

This course is for experienced bookkeepers who want to improve their knowledge of double entry and year-end adjustments in order to produce year-end accounts for a sole-trader.

Code: 90117 (week day class)

Venue: Basildon or Southend

Duration: 12 weeks

2013-14 cost: £275

Code: 7231

Venue: Southend

Duration: 12 weeks

2013-14 cost: £275



AAT Accounting Level 2 Certificate

Basic financial principles in accounting and bookkeeping.

Code: 90104 (day time class), 882 (evening class)

Venue: Basildon or Southend

Duration: One year

2013-14 cost:

£ co-funded: £600

AAT Accounting Level 3 Diploma

Extend your understanding of accounting and report writing.

Code: 90105 (day time class), 881 (evening class)

Venue: Basildon or Southend

Duration: One year

2013-14 cost:

£ 19-23 co-funded: £1,300

24+ £1,800

AAT Accounting Level 4 Diploma

Ideal for those working in an accounts department in a large company.

Code: 90106 (day time class), 848 (evening class)

Venue: Basildon or Southend

Duration: One year

2013-14 cost:

£ 19-23 co-funded: £1,300

24+ £1,800



SAGE Computerised Accounts Level 1 Award

This course provides an introduction to computerised accounting procedures.

Code: 90118 (week day class)

Venue: Basildon or Southend

Duration: 12 weeks

2013-14 cost: £105

Code: 7232 (Saturday class)

Venue: Southend

Duration: 12 weeks

2013-14 cost: £105

SAGE Computerised Accounts Level 2 Certificate

An introduction into complex activities, this course is suitable for small businesses who forward their year-end accounts to a qualified accountant.

Code: 90119 (week day class)

Venue: Basildon or Southend

Duration: 12 weeks

2013-14 cost: £275

Code: 7233 (Saturday class)

Venue: Basildon or Southend

Duration: 12 weeks

2013-14 cost: £275

Key - government funding

£ fee remission available

24+ 24+ loan available

Art and Design

University of the Arts London Art & Design Level 2 Award

An opportunity to explore some of the materials, methods and processes that support many art and design activities, and to begin to develop some related technical skills.

Code: 60053

Venue: Southend

Duration: 20 weeks

2013-14 cost:

£ co-funded: £1,400



UAL Foundation Art and Design Studies Level 4 Diploma

Covers a range of specialist areas and helps you to create a portfolio to assist with entry into higher education in an art and design subject.

Code: 5004 (full-time)

Venue: Southend

Duration: One year

2013-14 cost:

£ 19-23 co-funded: £1,850

24+ £2,750



An art and design student from South Essex College enlisted the aid of visitors to Southend Pier to help with his final project by posing for a seaside peep board. **Tom Kemp**, 20, from Westcliff-on-Sea, took pictures of people popping their heads through his fun design of a male and female bathing duo.

Beauty Therapy

VTCT Beauty Therapy NVQ Level 2 Diploma

This course will train you in customer sales, 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 and safety.

Code: 50010 (full-time)

Venue: Basildon

Duration: One year

2013-14 cost:

£ co-funded: £1,400



VTCT Beauty Therapy NVQ Level 3 Diploma

You will study units such as anatomy and physiology, customer care, face and body electrical, body massage, electrical epilation and self-tanning services.

Code: 50015 (full-time)

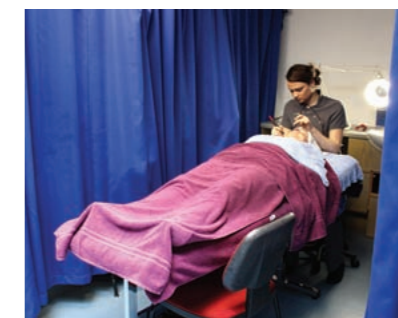
Venue: Basildon

Duration: One year

2013-14 cost:

£ 19-23 co-funded: £1,600

24+ £2,000



VTCT Swedish Massage Level 3 Certificate

This course is suitable for those wishing to learn anatomy and physiology in depth coupled with skills in massage.

Code: 6328

Venue: Southend

Duration: One year

2013-14 cost:

£ 19-23 co-funded: £500

24+ £700



Business and Management

CiFS Business and Finance Level 3 Diploma

Gain an insight into a variety of business concepts including human resources, marketing and finance. Progress to university or employment.

Code: 5513 (full-time)
Venue: Southend
Duration: One year
2013-14 cost:
 £ 19-23 co-funded: £1,600
 24+ £2,500

CIPD Human Resources Practice Level 3 Certificate

Recognised Chartered Institute in Personnel and Development (CIPD) course, aimed at anyone who is currently working in a personnel or human resources role.

Code: 80014
Venue: Basildon or Southend
Duration: Six months
2013-14 cost: £600

CIPD Human Resource Practices Level 3 Diploma

Further improve your career development and job performance. Membership of CIPD required.

Code: 80037 (Basildon) and 80017 (Southend)
Venue: Basildon or Southend
Duration: Nine months
2013-14 cost:
 £ 19-23 co-funded: £600
 24+ £950

CMI First Line Management Level 3 Award

This is an introductory course in first line management.

Code: 9180
Venue: Southend
Duration: 20 hours
2013-14 cost: £250

CMI First Line Management Level 3 Certificate

Improve your management and leadership skills.

Code: 9181
Venue: Southend
Duration: Six months
2013-14 cost: £500

CMI First Line Management Level 3 Diploma

Suitable for leaders and new managers who wish to develop their skills and understanding of key management concepts.

Code: 9182
Venue: Basildon or Southend
Duration: One year
2013-14 cost:
 £ 19-23 co-funded: £600
 24+ £950

CMI Management and Leadership Level 5 Diploma

This course is designed for middle managers and those aspiring to senior management who want to develop skills in managing resources, developing staff and recruitment.

Code: 90101 (Full-time)
Venue: Basildon or Southend
Duration: Two years
2013-14 cost: £1,450 per year



Childcare

CACHE Children's and Young People's Workforce NVQ Level 2 Certificate

This qualification is for those who want to work with children and young people from birth age to 19 years.

Code: 20085
Venue: Basildon, Southend or Thurrock
Duration: One year
2013-14 cost:
 £ co-funded: £625



Nearly 60 construction students from South Essex College took advantage of an event which featured guest speakers from some of the UK's top construction companies including Skanska, ARUP, KSS Architects and Turner & Townsend. The event gave students a valuable insight about how to get into the industry.

Construction

CSkills Awards Bricklaying Level 1 Diploma

Basic bricklaying skills

Code: 40005 (full-time)
Venue: Thurrock
Duration: One year
2013-14 cost:
 £ co-funded: £1,200

Bricklaying Level 2 Diploma

Block and brickwork practical and theory, erecting and dismantling working platforms, setting and basic building brick and blockwork walling and health & safety.

Code: 40008 (full-time)
Venue: Thurrock
Duration: One year
2013-14 cost:
 £ co-funded: £1,400



CITB Bricklaying Level 3 Diploma

Erecting and dismantling working platforms, setting and building brick and blockwork walling, erecting complex masonry structures.

Code: 40068 (full-time)
Venue: Thurrock
Duration: One year
2013-14 cost:
 £ 19-23 co-funded: £1,600
 24+ £1,800

CITB Carpentry and Joinery Level 1 Diploma

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

Code: 40013 (full-time)
Venue: Thurrock
Duration: One year
2013-14 cost: £1,200

CAA Carpentry and Joinery Level 2 Diploma

Allows you to build on your existing carpentry and joinery skills.

Code: 40015 (full-time)
Venue: Thurrock
Duration: One year
2013-14 cost:
 £ co-funded: £1,400

CAA Carpentry and Joinery Level 3 Diploma

Suits those who work in carpentry and joinery as a site or bench crafts person.

Code: 40000
Venue: Thurrock
Duration: One year
2013-14 cost:
 £ 19-23 co-funded: £1,600
 24+ £1,800

BTEC Construction Level 2 Diploma

Structure of the construction industry, exploring health, safety and welfare, sustainability in the construction industry and drawing techniques.

Code: 5819 (Full-time)
Venue: Southend
Duration: One year
2013-14 cost:
 £ co-funded: £1,400

Key - government funding

£ fee remission available

24+ 24+ loan available

Counselling

CPCAB Introduction to Counselling Skills Level 2 Award

This is an introductory course for people considering training as a counsellor.

Code: 2023

Venue: Southend

Duration: Ten weeks

2013-14 cost: £300

CPCAB Intermediate Counselling Skills Level 2 Certificate

Start the journey to becoming a qualified counsellor.

Code: 7436

Venue: Basildon or Southend

Duration: One Year

2013-14 cost:

£ co-funded: £350

Key - government funding

£ fee remission available

24+ 24+ loan available

CPCAB Intermediate Counselling Studies Level 3 Diploma

Builds on your counselling skills and develops theoretical understanding of the three main approaches to counselling.

Code: 7437

Venue: Basildon or Southend

Duration: One year

2013-14 cost:

£ 19-23 co-funded: £400

24+ 24+: £600



CPCAB Therapeutic Counselling (Integrative Pathway) Level 4 Diploma

Focuses on psychodynamic methodology of client work drawing from the work of a number of influential theorists.

Code: 20052

Venue: Basildon or Southend

Duration: Two years

2013-14 cost:

£ 19-23 co-funded: £900 per year

24+ 24+: £1,800

CPCAB Therapeutic Counselling (person-centred) Level 4 Diploma

Of particular focus are the Person-centred Approach pioneered by Dr Carl Rogers and the Existential traditions.

Code: 7433

Venue: Southend

Duration: Two years

2013-14 cost:

£ 19-23 co-funded: £900 per year

24+ 24+: £1,800

Dog Grooming

City & Guilds Dog Grooming Assistants Level 2 Certificate

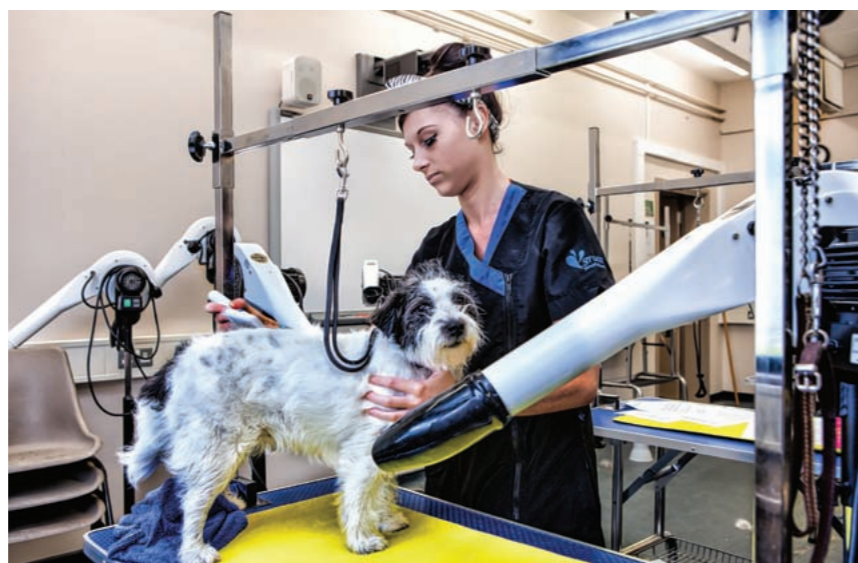
Learn how to prepare dogs for bathing, bathe and clean dogs, maintain grooming equipment, dry and prepare dogs for styling as well as basic trimming skills.

Code: 30047 (day time class) and 30048 (evening class)

Venue: Basildon

Duration: 22 weeks (day time class) and 33 weeks (evening class)

2013-14 cost: £625



Engineering

City & Guilds 2D Computer Aided Design (CAD) Level 2 Award

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.

Code: 35099

Venue: Southend

Duration: 20 weeks

2013-14 cost:

£ co-funded: £425

City & Guilds 2D Computer Aided Design (CAD) Level 3 Award

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.

Code: 35110

Venue: Southend

Duration: One year

2013-14 cost:

£ co-funded: £500

BTEC Engineering Level 3 Diploma

Gives you a broad knowledge of engineering that will prepare you for employment in the appropriate industry or progression to a level 4 programme. Meets the requirements for the Engineering Apprenticeship Framework.

Code: 35104 (day release)

Venue: Thurrock

Duration: Two years

2013-14 cost:

£ 19-23 co-funded: £700 per year

24+ 24+: £1,800

City & Guilds Electrical Installations (Buildings and Structures) Level 2 Diploma (2365-02)

Designed for people new to the industry, you can gain the knowledge and abilities that will enable you to progress onto an Electrotechnical Apprenticeship programme or help you gain the underlying knowledge to progress onto an electrotechnical NVQ.

Code: 35011

Venue: Thurrock (daytime class)

Duration: Two years

2013-14 cost:

£ co-funded: £1,125 per year

Code: 35009

Venue: Thurrock (evening class)

Duration: Two years

2013-14 cost:

£ co-funded: £1,125 per year

City & Guilds Electrical Installations (Buildings and Structures) Level 3 Diploma (2365-03)

Aimed at those who have already completed the Level 2 qualification or with some relevant experience and knowledge of the industry. Will enable progression onto an Electrotechnical Apprenticeship programme or electrotechnical NVQ.

Code: 35013

Venue: Thurrock (daytime)

Duration: One year

2013-14 cost:

£ 19-23 co-funded: £500

24+ 24+: £800

Code: 35012

Venue: Thurrock (evening)

Duration: One year

2013-14 cost:

£ 19-23 co-funded: £500

24+ 24+: £800

Key - government funding

£ fee remission available

24+ 24+ loan available

ABC Fabrication and Welding Practice Level 2 Certificate

Covers a range of welding processes, including manual metal arc, metal gas shielded, tungsten arc gas shielded, oxy/fuel gas cutting and fabrication up to 6mm plate.

Code: 35022 (evening class) or 35023 (day time class)

Venue: Thurrock

Duration: One year

2013-14 cost:

£ co-funded: £800

ABC Fabrication and Welding Practice Level 3 Certificate

This course is for existing employees to obtain relevant and up-to-date advanced practical skills and knowledge.

Code: 35024 (day time class) or 35025 (evening class)

Venue: Thurrock

Duration: One year

2013-14 cost:

£ 19-23 co-funded: £800

24+ 24+: £1,200

ABC Fabrication and Welding Practice Level 3 Diploma

Fabrication and welding practice, oxy-acetylene gas cutting and manual metal arc welding.

Code: 35029 (day release; evening classes will also be available)

Venue: Thurrock

Duration: Two years

2013-14 cost:

£ 19-23 co-funded: £800 per year

24+ 24+: £1,200

In-service Inspections and Testing of Electrical Equipment (PAT testing) Level 3 Award

This course is for those undertaking practical inspection and testing of electrical equipment.

Code: 35132

Venue: Thurrock

Duration: Two days

2013-14 cost: £275

Engineering

City & Guilds Installation of Small-Scale Solar Photovoltaic Systems Level 3 Award

Provides experienced electricians with the necessary skills for the basic design, installation, commissioning and service of Solar PV.

Code: 40069

Venue: Thurrock

Duration: Five days

2013-14 cost: £450

City & Guilds Periodic Inspection, Testing and Certification of Electrical Installations Level 3 Award

This course is for those who are carrying out or supervising the testing and inspection of electrical installations.

Code: 35143 (Southend) or 35007 (Thurrock) (day release)

Venue: Southend or Thurrock

Duration: Six weeks

2013-14 cost: £275

City & Guilds Regulations for Electrical Installations (17th Edition) Level 3 Award

This course is for anyone involved in the maintenance, installation and design of electrical installations or wiring in buildings.

Code: 35002 (day release)

Venue: Southend

Duration: Three days

2013-14 cost: £425



English

Functional Skills in English (Entry Level 3 to Level 2)

This course is for those who do not have a current qualification (e.g. GCSE) in English Language, or whose qualification is more than five years old.

Code: ADULTFSE (day time and evenings classes)

Venue: Southend, Basildon and Thurrock

Duration: One year

2013-14 cost:

fully funded: £0



English as a Foreign Language

English as a Foreign Language (EFL) Full-time (all levels)

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.

Code: 7421

Venue: Southend

Duration: 17 weeks

2013-14 cost: £1,450



English as a Foreign Language (EFL) Part-time (all levels)

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.

Code: 7207

Venue: Southend

Duration: 17 weeks

2013-14 cost: £510



English for Speakers of Other Languages (ESOL) with Citizenship Entry Level to Level 2

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

Code: 85635 (daytime), 85637 (evening)

Venue: Southend or Thurrock

Duration:

2013-14 cost: £370 (daytime), £200 (evening)

International English Language Testing System (IELTS)

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.

Code: 9070

Venue: Southend

Duration: 17 weeks

2013-14 cost: £350

Equality and Diversity

Equality and Diversity Level 2 Award

Learn about Equality and Diversity and find out how people's rights and responsibilities are protected at work.

Code: 85429

Venue: Southend

Duration: Ten weeks

2013-14 cost:

£ co-funded: £350

First Aid

Emergency First Aid at Work Level 2 Award

A one day first aid course which covers primary first aid topics and is equivalent to the former Appointed Persons First Aid qualification.

Code: 7381
Venue: Southend
Duration: One day
2013-14 cost: £95

First Aid at Work Level 3 Award

A three day first aid course which covers primary and secondary first aid topics.

Code: 244
Venue: Southend
Duration: Three days
2013-14 cost: £165

Paediatric First Aid Level 2 Award

A two day first aid course which covers infants, children and adult first aid topics and is suitable for nursery workers and child minders.

Code: 7382
Venue: Southend
Duration: Two days
2013-14 cost: £95

Foundation Studies

Personal Progress Towards Independence – Entry Level 1 Diploma

The course presents a framework of activities to assist with personal development, independent living skills, work skills and Functional Skills.

Code: 2075
Venue: Southend
Duration: One year
2013-14 cost: Fully-funded: £0

Personal and Social Development (New Horizons) – Entry Level 2

Provides work-related training as an introduction to employment. You will cover social/life skills and work towards Functional Skills qualifications in English, maths and ICT.

Code: 5342 (full-time)
Venue: Southend
Duration: One year
2013-14 cost: Fully-funded: £0

Employability (Wider Horizons) – Entry Level 2

Covers basic work preparation skills including Functional Skills (maths, English, ICT), social life skills, as well as employment-related workshops and community projects.

Code: 5311 (full-time)
Venue: Southend
Duration: One year
2013-14 cost: Fully-funded: £0

Preparing for Employment (Vocational Choices) – Entry Level 3 Certificate

The course covers reading, writing, maths, information technology, job skills (how to look for a job and the application process), health and safety, writing a CV, communication at work, customer service and more.

Code: 3461
Venue: Southend
Duration: One year
2013-14 cost: Fully-funded: £0

Personal and Social Development Entry Level 3 Certificate

Work on life skills including independent travel, using money and self advocacy. Through group work, you will develop communication skills and build in confidence.

Code: 85668 (full-time)
Venue: Southend
Duration: One year
2013-14 cost: Fully-funded: £0

Personal and Social Development Level 1 Certificate

Functional Skills in English, maths and ICT, oral communications, problem solving, team work, rights and responsibilities and healthy living.

Code: 85669 (full-time)
Venue: Basildon or Southend
Duration: One year
2013-14 cost: Fully-funded: £0

Hairdressing

City & Guilds Hairdressing Level 2 Certificate

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

Code: 50143 (day time class)
Venue: Thurrock
Duration: One year
2013-14 cost:

£ co-funded: £800

Code: 50094 (evening class)
Venue: Basildon or Thurrock
Duration: One year
2013-14 cost:

£ co-funded: £800

City & Guilds Hairdressing Level 3 Diploma

This course will suit students with a basic understanding of hairdressing who wish to advance their skills for employment or further study.

Code: 50095 (full-time)
Venue: Thurrock
Duration: One year
2013-14 cost:

£ 19-23 co-funded: £1,600

24+ £2,000

Code: 50032 (evening class)
Venue: Thurrock
Duration: Two years
2013-14 cost:

£ 19-23 co-funded: £880 per year

24+ £1,800



City & Guilds Hairdressing NVQ Level 3 Diploma

This qualification is ideal for students, already working in a salon, who are interested in progressing in their hairdressing careers.

Code: 50030 (day time class)
Venue: Basildon
Duration: Two years
2013-14 cost:

£ 19-23 co-funded: £900 per year

24+ £1,800

City & Guilds Hairdressing (Bridal Hair) Level 3 Award

Introduces you to a variety of bridal styles for women including rolls, knots, twists, plaits, woven effects and use of ornamentation, selection and use of products and equipment, health and safety.

Code: 50617
Venue: Thurrock
Duration: 7 weeks
(5/3/14 - 30/4/14)
2013-14 cost: £220

City & Guilds Hairdressing (Hair Extensions) Level 3 Award

Introduces you to a variety of techniques, including the use of products and hair attachments, methods of attaching the added hair, health and safety.

Code: 50618
Venue: Thurrock
Duration: 7 weeks
(7/5/14 - 18/6/14)
2013-14 cost: £220

City & Guilds Hairdressing (Cutting Men's Hair) Level 3 Award

Develop skills including layering, club cutting, scissor over comb, use of clippers, texturising/thinning, using a razoring, freehand, graduation and disconnected cuts.

Code: 50170
Venue: Thurrock
Duration: 7 weeks
(6/11/13 - 18/12/13 and 8/1/13 - 26/2/14)
2013-14 cost: £220



Health and Fitness

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

An industry-endorsed qualification for those who want to work in a Health and Fitness Centre instructing gym-based exercise.

Code: 6522
Venue: Southend or Thurrock
Duration: 15 weeks
2013-14 cost:
 £ co-funded: £525

Key - government funding

£ fee remission available
 24+ 24+ loan available



Health and Safety

Health and Safety in the Workplace Level 2 Award

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

Code: 7242
Venue: Southend
Duration: 1 day
2013-14 cost: £65

Principles of COSHH Level 2 Award

This course is aimed at those who use substances hazardous to health in the workplace.

Code: 7246
Venue: Southend
Duration: Half-day
2013-14 cost: £50

Manual Handling Level 2 Award

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

Code: 7247
Venue: Southend
Duration: Half-day
2013-14 cost: £50

Risk Assessment Level 2 Award

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

Code: 7245
Venue: Southend
Duration: One day
2013-14 cost: £65

Health and Safety at Work Level 3 Award

Provides a qualification in health and safety in the workplace and is often required by employees working in a supervisory role.

Code: 7243
Venue: Southend
Duration: 3 days
2013-14 cost: £280

Health and Safety at Work Level 4 Award

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

Code: 7244
Venue: Southend
Duration: 6 days
2013-14 cost: £500

Health and Social Care

Key - government funding

£ fee remission available
 24+ 24+ loan available

BTEC Working in the Healthcare Sector Level 2 Certificate

This course allows existing support staff to build on their existing skills and achieve a formal healthcare qualification.

Code: 20102
Venue: Basildon, Southend or Thurrock
Duration: 15 weeks
2013-14 cost:
 £ co-funded: £300

NCFE Healthcare Support Services Level 2 Certificate

The course is aimed at adults working in Healthcare Assistant roles.

Code: 20141
Venue: Basildon, Southend or Thurrock
Duration: One year
2013-14 cost:
 £ co-funded: £575

City & Guilds Preparing to Work in Adult Social Care Level 2 Certificate

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

Code: 20082
Venue: Basildon or Southend
Duration: Six months
2013-14 cost:
 £ co-funded: £350

City & Guilds Preparing to Work in Adult Social Care Level 3 Certificate

Aimed at those wishing to begin a career in adult social care in England.

Code: 20091
Venue: Basildon or Southend
Duration: Six months
2013-14 cost:
 £ 19-23 co-funded: £400
 24+ 24+: £800

BTEC Maternity Support Work Level 3 Certificate

For those of you who want to gain an understanding of maternity support roles who are already, or wish to, work in a support role in the health sector.

Code: 20139
Venue: Basildon, Southend or Thurrock
Duration: 15 weeks
2013-14 cost:
 £ 19-23 co-funded: £800
 24+ 24+: £1,000

Awareness of Substance Misuse Level 2 Award

This course is suitable for anyone working in a role which requires awareness of the illegal drug scene.

Code: 20103
Venue: Basildon, Southend or Thurrock
Duration: One day
2013-14 cost: £125



Hospitality and Catering

City & Guilds Barista Skills Training VRQ Level 2 Certificate

For those who wish to become a coffee barista.

Code: 50076

Venue: Basildon, Southend or Thurrock

Duration: Two days teaching and one day for the exam

2013-14 cost: £450

ABC General Patisserie & Confectionery Level 2 Certificate

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

Code: 50146

Venue: Thurrock

Duration: 17 weeks

2013-14 cost: £350

ABC General Patisserie & Confectionery Level 3 Certificate

Aimed at industry chefs wishing to pursue a career or up skill in patisserie. This course expands on the four units covered at level 2 with the addition of petit fours and display pieces.

Code: 50097

Venue: Thurrock

Duration: 1 year

2013-14 cost:

£ 19-23 co-funded: £925

24+ £1,200



CIEH Award in Food Safety in Catering Level 2 Award

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

Code: 7237

Venue: Basildon, Southend or Thurrock

Duration: One day

2013-14 cost: £75

CIEH Award in Supervising Food Safety in Catering Level 2 Award

This course is for managers and supervisors in medium and large manufacturing or catering businesses and for those working in all food businesses at a supervisory level.

Code: 7238

Venue: Basildon or Thurrock

Duration: 20 hours

2013-14 cost: £295

CIEH Food Safety in Catering (Revalidation) Level 2 Award

A revalidation course for existing holders of the CIEH Food Safety in Catering Level 2 Award.

Code: 7236

Venue: Basildon, Southend or Thurrock

Duration: One Day

2013-14 cost: £55

CIEH Managing Food Safety Level 4 Award

Aimed at food business owners, food safety trainers, production managers and hygiene auditors, this course prepares you for planning, developing and implementing food safety policy.

Code: 7239

Venue: Basildon, Southend or Thurrock

Duration: Six days

2013-14 cost: £450

BIIAB Alcohol Awareness Level 1 Award

Learn about the impacts of alcohol.

Code: 50077

Venue: Southend

Duration: One day

2013-14 cost: £75

BIIAB Responsible Alcohol Retailing Level 1 Award

This award provides essential knowledge and understanding of the responsibilities of alcohol retailers authorised by a personal licence holder to sell alcohol.

Code: 50078

Venue: Basildon or Southend

Duration: One day

2013-14 cost: £75

BIIAB Designated Premises Supervisors Level 2 Award

This award provides designated licensed premises' supervisors with an understanding of their role and responsibilities under the Licensing Act 2003.

Code: 50111

Venue: Basildon, Southend or Thurrock

Duration: One day

2013-14 cost: £125

BIIAB Personal Licence Holders Level 2 Award

This course enables those selling and authorising alcohol sales to operate legally.

Code: 50108

Venue: Basildon, Southend or Thurrock

Duration: One day

2013-14 cost: £160

Information Technology

City & Guilds ICT Professional Competence Level 2 Diploma

Learn how to install, configure and maintain computer equipment and operating systems.

Code: 7463

Venue: Southend

Duration: One Year

2013-14 cost:

£ co-funded: £1,400

City & Guilds ICT Professional Competence Level 3 Diploma

Develop your skills in hardware installation and updating software.

Code: 45069

Venue: Southend

Duration: 15 weeks

2013-14 cost:

£ 19-23 co-funded: £500

24+ £800

CISCO IT Essentials Level 2 Certificate

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

Code: 45083

Venue: Southend

Duration: 15 weeks

2013-14 cost: £495

CISCO Certified Network Associate 1 (Exploration) Level 3 Certificate

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

Code: 45073

Venue: Southend

Duration: 15 weeks

2013-14 cost: £495

CISCO Certified Network Associate 2 (Exploration) Level 3 Certificate

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

Code: 45074

Venue: Southend

Duration: 15 weeks

2013-14 cost: £495

CISCO Certified Network Associate 3 (Exploration) Level 3 Certificate

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

Code: 45075

Venue: Southend

Duration: 15 weeks

2013-14 cost: £495

CISCO Certified Network Associate 4 (Exploration) Level 4 Certificate

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

Code: 45076

Venue: Southend

Duration: 15 weeks

2013-14 cost: £495

CompTIA A+ Level 2 Certificate

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

Code: 45072

Venue: Southend

Duration: 15 weeks

2013-14 cost: £495

CompTIA Network+ Level 3 Certificate

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.

Code: 45071

Venue: Southend

Duration: 15 weeks

2013-14 cost: £495

CompTIA Security+ Level 3 Certificate

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

Code: 45070

Venue: Southend

Duration: 15 weeks

2013-14 cost: £495

CompTIA Server+ Level 3 Certificate

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

Code: 45077

Venue: Southend

Duration: 15 weeks

2013-14 cost: £495

Key - government funding

£ fee remission available

24+ 24+ loan available

Legal Administration

City & Guilds Legal Administrators and Personal Assistants Level 2 Certificate

Ideal for those interested in introductory-level study in legal administrative practice.

Code: 6725
Venue: Southend
Duration: One year
2013-14 cost:
£ co-funded: £900

Key - government funding

- £ fee remission available
- 24+ 24+ loan available

City & Guilds Legal Administrators and Personal Assistants Level 3 Certificate

Suitable for those working in an administrative or secretarial position in a legal environment who would like to gain an industry-standard qualification.

Code: 6726
Venue: Southend
Duration: One year
2013-14 cost:
£ 19-23 co-funded: £870
24+ 24+: £900



Logistics

Fork Lift Truck Training Level 1 Certificate (renewal)

This course is designed for trained truck operators whose certification is due for renewal.

Code: 35081
Venue: Thurrock
Duration: One day
2013-14 cost: £195



Fork Lift Truck Training Level 1 Certificate (semi-skilled)

This ITSSAR course is designed for operators with no formal qualification but who have had extensive practical training.

Code: 35082
Venue: Thurrock
Duration: Three days
2013-14 cost: £295



Fork Lift Truck Training Level 1 Certificate (novice)

This ITSSAR course is for anyone wanting to drive a fork lift truck with no operational skills required for any type of mechanical handling equipment.

Code: 35083
Venue: Thurrock
Duration: Five days
2013-14 cost: £450

Maths

Functional Skills in Maths (Entry Level 3 to Level 2)

This course is for those who do not have a current qualification (e.g. GCSE) in Mathematics, or whose qualification is more than five years old.

Code: ADULTFSM
 (day time or evening classes)
Venue: Basildon, Southend or Thurrock
Duration: One year
2013-14 cost:
Fully-funded: £0

Key - government funding

- £ fee remission available
- 24+ 24+ loan available



Media and Performing Arts

NCFE Moving Image Production (Final Cut Pro) Level 2 Certificate

Develops skills and knowledge in multi-platform moving image production.

Code: 60052
Venue: Southend
Duration: 20 weeks
2013-14 cost:
£ co-funded: £475

NCFE Radio Production Level 2 Certificate

This qualification will equip you with the skills to record and produce audio content for radio.

Code: 60051
Venue: Southend
Duration: 20 weeks
2013-14 cost:
£ co-funded: £265

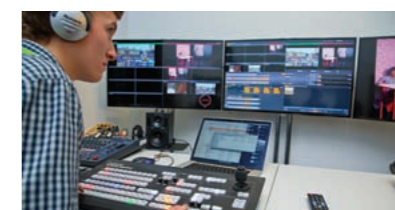
NCFE Music Technology Level 2 Certificate (Logic Pro and Pro Tools)

Explore and develop your musical interests and skills. Provides a starting point for those wanting to establish a career in the music industry and gain experience using industry standard software and equipment.

Code: 6229
Venue: Southend
Duration: 20 weeks
2013-14 cost:
£ co-funded: £475



South Essex College celebrated Adult Learners Week with Ukulele playing, film, art and face painting. The event was hosted by adult learners and visitors enjoyed film screenings, took part in a guitar clinic, visited an art exhibition and listened to acoustic performances from music students



Motor Vehicle Maintenance

IMI Vehicle Body & Paint Operations (Refinishing) Level 1 Diploma

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

Code: 35056 (full-time)
Venue: Basildon
Duration: One year
2013-14 cost:
£ co-funded: £1,200

IMI Vehicle Maintenance and Repair Level 2 Diploma

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

Code: 35047 (full-time)
Venue: Basildon
Duration: One year
2013-14 cost:
£ co-funded: £1,400

IMI Vehicle Maintenance and Repair Level 3 Diploma

Routine vehicle maintenance, diagnosis and rectification of engine, component faults, chassis system faults, auxiliary equipment faults, electrical faults.

Code: 35052 (full-time)
Venue: Basildon
Duration: Two years
2013-14 cost:
£ 19-23 co-funded: £1,600 per year
24+ £2,000

Key - government funding

£ fee remission available

24+ 24+ loan available

Photography

UAL Photography Level 2 Certificate

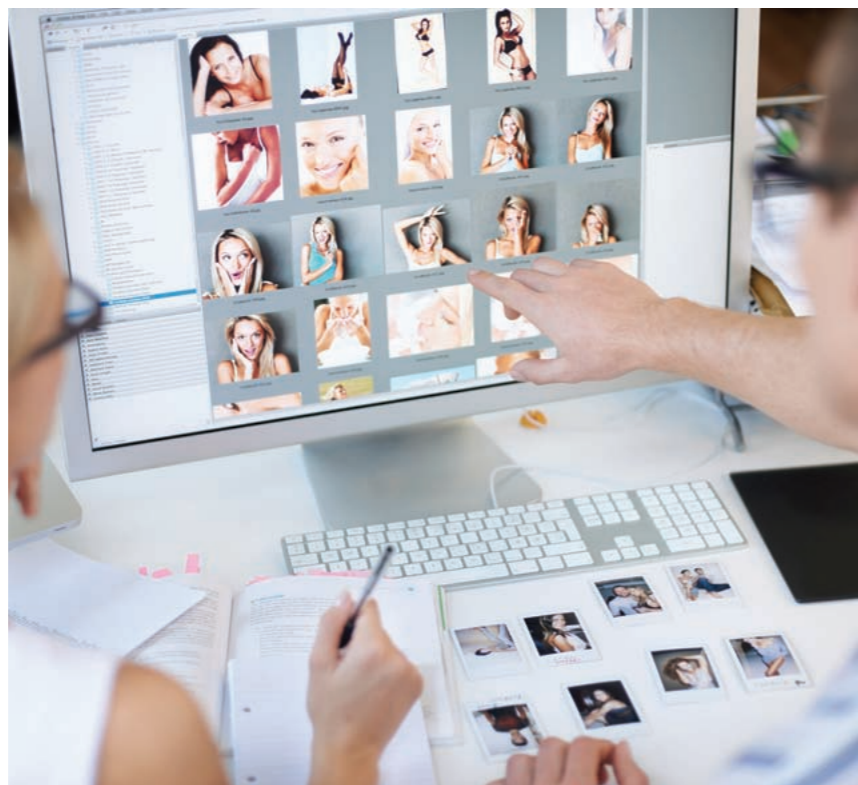
Explores silver-based and digital technologies.

Code: 60054
Venue: Southend
Duration 20 weeks:
2013-14 cost:
£ co-funded: £350

UAL Photography Level 3 Certificate

Explore numerous photographic mediums, including studio photography and the use of a range of photographic formats.

Code: 60009
Venue: Basildon
Duration: One year
2013-14 cost:
£ 19-23 co-funded: £400
24+ £600

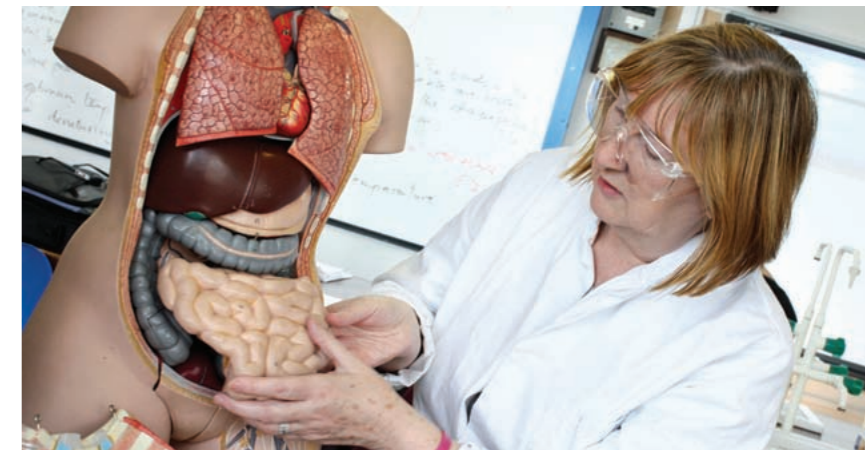


Science

BTEC Applied Science Level 2 Diploma

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

Code: 6432 (full-time)
Venue: Basildon or Southend
Duration: One year
2013-14 cost:
£ co-funded: £1,400



Security

Door Supervision (includes Physical Intervention) Level 2 Award

This nationally-recognised qualification enables a door supervisor to meet one of the requirements needed to apply for their SIA licence.

Code: 9108
Venue: Basildon, Southend or Thurrock
Duration: Four days
2013-14 cost: £185

Knowledge of Providing Security Services Level 2 Certificate

This qualification gives learners a solid knowledge and understanding of the security industry.

Code: 20099
Venue: Basildon, Southend or Thurrock
Duration: 15 days
2013-14 cost:
£ co-funded: £450

Physical Intervention Skills for Private Security Industry Level 2 Certificate

This course is designed for those working in roles where conflict management training is required.

Code: 20098
Venue: Southend, Basildon, Thurrock
Duration: One day
2013-14 cost: £75

Providing Security Services Level 2 Certificate

This qualification validates your occupational competence in day-to-day work.

Code: 20050
Venue: Basildon, Southend or Thurrock
Duration: One year
2013-14 cost:
£ co-funded: £350

Security Guarding Level 2 Award

This nationally-recognised qualification enables a security guard to meet one of the requirements to apply for their SIA licence.

Code: 20097
Venue: Basildon, Southend or Thurrock
Duration: Three days
2013-14 cost: £160

Understanding Stewarding at Events Level 2 Award

This qualification is for anyone interested in a career in stewarding at spectator events, such as music festivals, sports and community events.

Code: 55029
Venue: Basildon, Southend or Thurrock
Duration: Four days
2013-14 cost: £245

Teacher Training

CACHE Supporting Teaching and Learning Level 2 Certificate

This course is for those planning to work in, or who are newly employed, in a teaching assistant role.

Code: 80022
Venue: Work-based
Duration: One year
2013-14 cost:
£ co-funded: £625

Supporting Teaching and Learning Level 3 Certificate

This qualification is for Teaching Assistants or Learning Support Assistants with Level 2 Supported Teaching and Learning (STL) qualifications and relevant experience working with children.

Code: 80024
Venue: Employer-based
Duration: One year
2013-14 cost:
£ 19-23 co-funded: £750
24+: £1,500

Specialist Support for Teaching and Learning in Schools Level 3 Diploma

This qualification is for teaching assistants or Learning Support Assistants who have relevant experience working with children in a particular area of responsibility.

Code: 80023
Venue: Employer-based
Duration: 18 months
2013-14 cost:
£ 19-23 co-funded: £875
24+: £1,750

City & Guilds Preparing to Teach in the Lifelong Learning Sector (PTLLS) Level 4 Award

This course is suitable for anyone interested in starting a career in teaching and training.

Code: 5620
Venue: Southend
Duration: Ten weeks
2013-14 cost: £350

City & Guilds Diploma to Teach in the Lifelong Learning Sector (DTLLS) Level 5 Diploma

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

Code: 5624
Venue: Basildon or Southend
Duration: Two years
2013-14 cost: £950 per year

City & Guilds Additional Diploma in Teaching English in the Lifelong Learning Sector Level 5 Diploma

Allows qualified teachers to achieve a specialist qualification in teaching literacy.

Code: 5627
Venue: Southend
Duration: One year
2013-14 cost:
£ co-funded: £500

Edexcel Understanding the Principles and Practice of Assessment Level 3 Award

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

Code: 80025
Venue: Work-based
Duration: 24 weeks
2013-14 cost: £300

Edexcel Assessing Competence in the Work Environment Level 3 Award

This qualification is for those who assess occupational competence in an individual's work environment.

Code: 80039
Venue: Work-based
Duration: 36- 48 weeks
2013-14 cost: £495

Edexcel Assessing Vocationally Related Achievement Level 3 Award

This course is for assessors who assess vocational skills.

Code: 80040
Venue: Work based
Duration: 36-48 weeks
2013-14 cost: £400

Edexcel Assessing Vocational Achievement Level 3 Certificate

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

Code: 80026
Venue: Work-based
Duration: 48 weeks
2013-14 cost: £525

Key - government funding

£ fee remission available

24+ 24+ loan available



Edexcel Internal Quality Assurance of Assessment Processes and Practices Level 4 Award

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

Code: 80029
Venue: Work-based
Duration: 48 weeks
2013-14 cost: £695

Edexcel Understanding the Internal Quality Assurance and Assessment Processes and Practices Level 4 Award

Develop your skills and knowledge in internal quality assurance procedures.

Code: 80028
Venue: Work-based
Duration: 24 weeks
2013-14 cost: £500

Edexcel Leading the Internal Quality Assurance of Assessment Processes and Practices Level 4 Certificate

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

Code: 80027
Venue: Work-based
Duration: 48 weeks
2013-14 cost: £695

Trade Union Studies

NOCN Trade Union Representatives (Stage 1) Level 2 Certificate

For elected Trade Union Representatives to develop representational and organisational skills in order to become effective representatives.

Code: 90024
Venue: Basildon or Southend
Duration: 10 weeks
2013-14 cost:
Fully-funded: £0

NOCN Trade Union Representatives (Stage 2) Level 2 Certificate

This course is an important step after the Certificate for Trade Union Representatives Stage 1 and will develop your representational and organisational skills.

Code: 90025
Venue: Basildon or Southend
Duration: 10 weeks
2013-14 cost:
Fully-funded: £0

NOCN Trade Union Health and Safety Representatives Level 1 Certificate

Build the skills, knowledge and confidence to work as a trade union safety representative.

Code: 90022
Venue: Basildon or Southend
Duration: 10 weeks
2013-14 cost:
Fully-funded: £0

NOCN Trade Union Health and Safety Representatives Level 2 Certificate

This course is designed for health and safety representatives and builds upon the TUC Stage 1 Health and Safety Representatives course.

Code: 90023
Venue: Basildon or Southend
Duration: 10 weeks
2013-14 cost:
Fully-funded: £0

NOCN Trade Union Health and Safety Representatives Level 3 Diploma

This course is aimed at experienced trade union health and safety representatives and will develop understanding of health and safety practices.

Code: 90027
Venue: Basildon or Southend
Duration: 36 weeks
2013-14 cost:
Fully-funded: £0

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19+ application form for 2013-14

This form can also be completed online at 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

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

Section 1 Personal details

Surname _____ Forename _____

Date of birth DD / MM / YYYY

Male or Female

National Insurance No. _____

Telephone _____

Mobile _____

Email _____

Address _____

Postcode _____

Emergency Contact Information

Name of parent/guardian _____

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

If you have answered no to either of the above questions, what is the reason for entry and your date of entry into the UK (evidence will need to be provided).

Reason: _____

Date: DD / MM / YYYY

Are you an asylum seeker? YES NO N/A

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

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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

Course title _____

Course code (if known) _____

Campus _____

Expected start date _____

Don't worry if you are unsure about your course choice. The information you give here is intended to help us process your application.

If you are unsure please tick and we will arrange for you to meet with a client adviser to discuss your course options, career aspirations, finance or any other queries at one of our campuses. Please select your preferred campus for your IAG interview.

Basildon Southend Thurrock

Section 5 EFL/ESOL (English for Speakers of Other Languages)

Do you require ESOL tuition? YES NO

Section 6 Student 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 have any medical conditions for which you will require support in college? eg:

Asthma Diabetes Epilepsy

Other, please state: _____

Section 7 Student Services

Safeguarding Do any of the following apply to you? Mental health condition On probation/in prison

Section 8 Your school details and results

Name of last school attended: _____ From: DD/MM/YYYY To: DD/MM/YYYY

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 MM/YY Valid from date MM/YY

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

Card authorisation (please sign) _____ Date DD/MM/YYYY

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 DD/MM/YYYY

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

South Essex College, FAO Admissions, FREEPOST, Luker Road, Southend-on-Sea, Essex, SS1 1BR

How to find us



Basildon Campus

Nethermayne
Basildon
Essex SS16 5NN



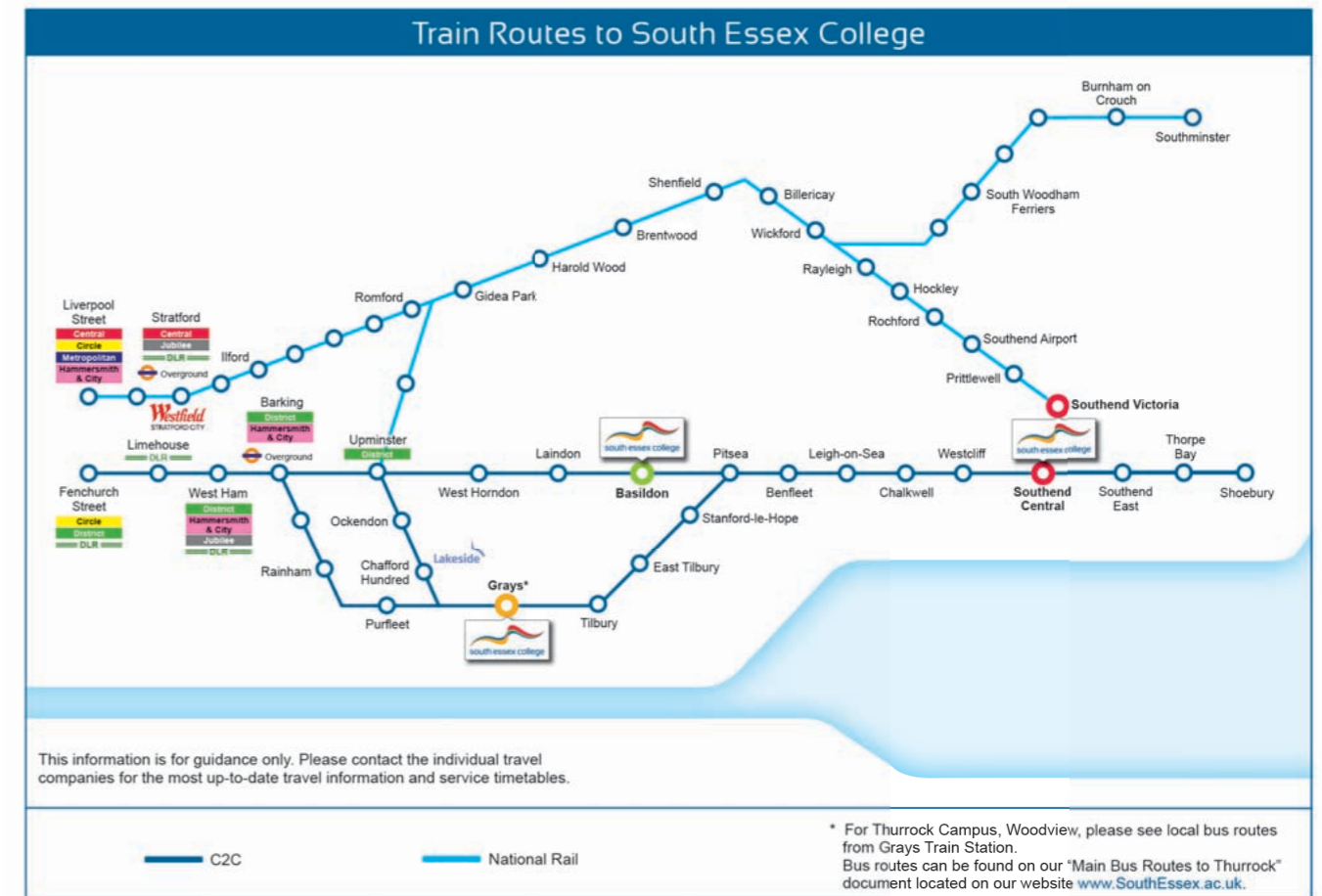
Southend Campus

Luker Road
Southend-on-Sea
Essex SS1 1ND



Thurrock Campus

Woodview
Grays
Essex RM16 2YR



Open Events

5pm to 8pm

Basildon Campus

Nethermayne, SS16 5NN

Wednesday 13 November 2013

Wednesday 5 February 2014

Tuesday 17 June 2014

Southend Campus

Luker Road, SS1 1ND

Wednesday 2 October 2013

Saturday 12 October 2013 (11am-2pm)

Tuesday 19 November 2013

Thursday 6 March 2014

Saturday 26 April 2014 (11am-2pm)

Thursday 8 May 2014

Thurrock Campus

Woodview, RM16 2YR

Tuesday 15 October 2013

Wednesday 15 January 2014

Thursday 22 May 2014



0845 52 12345 southessex.ac.uk/adults