

Staff Development · Personal Development  
Courses for the Unemployed · Apprenticeships



# Adult & Business Courses

2013

Funding is available  
**£**  
for many of our courses



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

# welcome

**With continuing uncertainty in the media about the economic downturn, it's vitally important to keep your skills up to date and be willing to learn new ones to remain competitive in the workplace.**

Our carefully selected adult and business courses are aimed at underpinning career development for people living in the communities that make up the Thames Gateway, South Essex. We have sought feedback from key employers from across the region and have specifically tailored our courses to address skills gaps in these organisations to help get people into the jobs that employers are looking to fill.

Whether you're already in employment and want to improve your career prospects, if you're unemployed and want to get back into the workplace, or if you're an employer looking for a training solution for your employees, you'll find everything you need in this guide.

With courses delivered at three main campuses in Basildon, Southend and Thurrock as well as in the workplace, there are even more options for choosing how, when and where you want to study. Indeed, many of our courses are timetabled outside of normal working hours, to minimise disruption to your working day.

If you choose to learn with us, you can be assured of a quality learning experience, delivered by teaching staff who truly care about what they do. Whatever you are interested in studying, you can be assured of a friendly and welcoming learning environment, professional teaching and a solid framework of academic and learning support.

**Thank you for taking the time to consider South Essex College for your adult learning needs.**



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## About us



Funding is available for many of our courses

Turn to page 11 for more information



## Our courses

## Further information



**Sasha Darkins | South Essex College**

**NVQ Level 3 Diploma Business and Administration**

*"It's about making [students'] time here as enjoyable as possible.*

*Learning doesn't just happen in lessons but within the College*

*environment in general - it's about developing personality."*

**There's more to College than just study, it also means meeting new people and enjoying new experiences. With us, you'll have access to a huge range of facilities and services to make your college experience both successful and enjoyable.**

■ **IT**

Each of our main campuses offers networked PCs and Macs offering access to email and the internet and the latest software, hardware and learning resources. You can also access your work files and C\_Space, the College intranet, from home and all students have access to a cloud-based file storage system via their student email. Through C\_Space you can view millions of online journals and periodicals. You can also book computers and other equipment, as well as view library book loans, college news and announcements, sports results, student polls, calendars, policies and much more!

■ **Library**

Each of our campus libraries offers a great selection of books, journals, magazines, newspapers and DVDs. Our online library catalogue allows you to search for and borrow at the touch of a button and our friendly library advisers are always willing to help.

■ **Food and drink**

Each of our main campuses has its own cafeteria, offering everything from hot food, to teas, coffees, sandwiches, snacks and sweets. In addition, vending machines are also available at each campus.

■ **Childcare**

If you have young children aged between three months and school age, our Southend Campus offers a convenient childcare service at our in-college nursery. Please note that places are limited and are allocated on a first-come, first-served basis, so we recommend that you contact us as soon as possible to apply. We can also recommend alternative local nurseries as well as provide information about financial assistance that may be available to help with the cost of childcare.

■ **Pamper yourself**

During term times, our beauty academies in Basildon, Southend and Thurrock provide a wide range of treatments at extremely low prices, offering everything from pedicures to male grooming.

■ **Car parking**

Basildon and Thurrock Campuses offer free on-site parking whilst our Southend Campus is served by a pay and display car park under the building, as well as several public car parks in Southend Town Centre.



# Student Services

**Our team offers a range of services for current and prospective learners and can provide advice, support and guidance relating to:**

## ■ Courses

Choosing the right course for you and learning about options for further study.

## ■ Careers

Get guidance on choosing a career and plan how to get where you want to be.

## ■ Financial advice

Discover what financial assistance is available to help with tuition fees and other costs.

## ■ Travel assistance

Learn what financial assistance programmes are available to help with travel expenses.

## ■ Counselling

Get access to trained counsellors and contact specialist support groups and organisations.

## ■ Disability support

Find out about specialist support available to learners with disabilities, health concerns and learning difficulties.

## ■ Child protection

Get access to designated staff to assist with child protection and vulnerable adult concerns.

## ■ External agencies

Liaising with external agencies on behalf of learners.



## ■ Academic support

If you need help with studying either during or even before you start your course, we can discuss your needs and provide suitable assistance. Whether you need to develop your skills in a specific area (e.g. literacy and numeracy, presentations, assignments, time management, research etc.), if English isn't your first language, or if you have a learning difficulty like dyslexia, we can give you the help you need to overcome these obstacles so that you are free to focus on your studies.

## ■ Help for learners with disabilities and learning difficulties

We are committed to providing equality of opportunity for all our learners 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 learners who face significant difficulties associated with disabilities, learning difficulties, and health and welfare issues. This includes assessing learning needs, advocating on behalf of learners and dealing with external agencies.

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

## ■ Supported learning courses

Specially designed courses are available for those with supported learning needs. See page 51 of this guide for more information.

## ■ 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 to Braille or alternative media (audio, CD) if required.



### Contact Student Services

**Telephone:** 0845 52 12345

**Fax:** 01702 432320

**Minicom:** 01702 220642

**Email:** [Guidance@SouthEssex.ac.uk](mailto:Guidance@SouthEssex.ac.uk)

**In person:** Advice centres at our three main campuses in Southend, Basildon and Thurrock between:

**8.30 – 17.00** Monday – Thursday

**8.30 – 16.30** Friday

**9.00 – 12.30** Saturday

### ■ Am I entitled to any funds or allowances?

Education funding has changed as a result of recent Government legislation, however, we can provide information about financial assistance and benefits, including a range of funds and allowances administered or offered through the College.

### ■ Will I have to pay course fees?

If you are aged 19 or over you are generally responsible for the payment of your course fees. However, if you are unemployed and in receipt of an income-assessed benefit (such as Jobseeker's Allowance, Employment Support Allowance or Income Support) your fees may be waived.

### ■ What is the Discretionary Learner Support Fund?

The Learner Support Fund is a fund available to assist students over 19 years of age with an identified financial need. Eligible students can use it to purchase learning resources or equipment for their course, and in some circumstances, the fund can also contribute towards childcare and travel expenses.

### ■ What evidence will I need to prove I am eligible for funding?

In order to apply for funding, it is vital that you are able to provide official evidence of your earned household income and any benefit entitlements.

### ■ What should I do if I don't know what course I want to do?

If you don't know what course to apply for, or if you want to change your course choice, we recommend that you contact a client adviser. Please note that if you change your course choice, it could delay your application.

### ■ I am not on benefits but am on a low income. Is there any help I could apply for?

We understand that everyone's situation is different – if you are on a low income you may be eligible for financial help with course fees. For more information, contact a client adviser.

### ■ I am not in receipt of benefits and do not consider myself to have a low income. Can I still get help with the cost of my course?

If you are studying for your first full Level 2 qualification and are aged under 24, or if you are under 25 and studying for your first full Level 3 qualification, you may be able to study for free. For more information and to find out if you are eligible, please contact a client adviser.

### ■ If I have to pay for my course fees, is there any way I can pay in instalments?

You can usually pay for your fees in instalments via Direct Debit. This can be arranged when you enrol on your course.

### ■ I am studying on a course which requires a lot of specialist equipment, can I get any help with this?

If you are eligible, you may receive assistance from the Discretionary Learner Support Fund.

### ■ Can I receive any assistance with the cost of childcare?

In some circumstances it may be possible for the Learner Support Fund to make a contribution towards the cost of childcare for your timetabled hours at College. You will need to place your child with an Ofsted registered childminder, nursery or other childcare provider to be eligible for the fund.

### ■ Can I receive any assistance with the cost of travelling to College?

There may be funding available to help with the cost of travel. For more information, please contact a client adviser.

### ■ What level of study is suitable for me?

The table opposite lists the various different qualifications and the level of study these correspond to. For more specific entry requirements for individual courses, please refer to the course section of this guide.

### ■ I am not a UK or European Union citizen, am I eligible for funding?

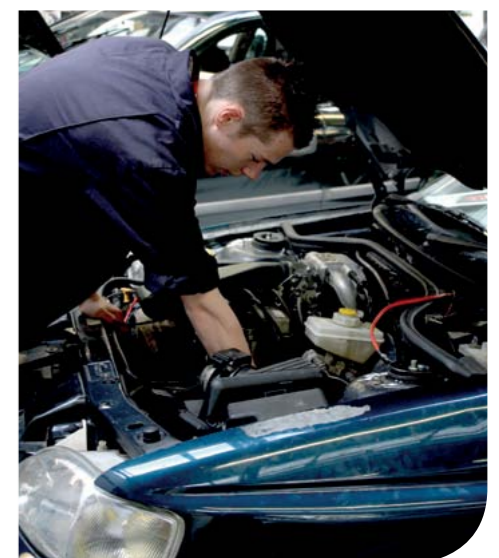
If you are not a UK or EU citizen there are restrictions on the level and type of funding available to you. A client adviser will be able to go through eligibility criteria and assist you in finding a suitable programme.

### ■ Can I see a client adviser in person?

If you have a query that you feel hasn't been answered from the above or you would like to go into more details about your own personal circumstances, you can make an appointment to see a client adviser. Client advisers are generally available between 8.30am and 5pm (except on Fridays as per page 7). During term time, interviews can be arranged on Tuesday, Wednesday or Thursday evenings, or on a Saturday morning. They can advise you on information about courses, modes of study and funding, including whether or not you are eligible for financial assistance. You can contact Student Services either in person or on **0845 52 12345** and ask to speak to a client adviser. You can also email: [Guidance@SouthEssex.ac.uk](mailto:Guidance@SouthEssex.ac.uk)

■ The table below lists the various different qualifications and the level of study these correspond to.

Level	Qualification
Entry	<ul style="list-style-type: none"> <li>English for Speakers of Other Languages (ESOL)</li> <li>Awards, Certificates, and Diplomas at Entry Level</li> <li>Foundation Learning at Entry Level</li> <li>Functional Skills</li> </ul>
1	<ul style="list-style-type: none"> <li>GCSEs grades D–G</li> <li>BTEC Introductory Diplomas and Certificates</li> <li>OCR Nationals</li> <li>Functional Skills</li> <li>BTEC Awards, Certificates and Diplomas at Level 1</li> <li>Foundation Learning Tier pathways</li> <li>NVQs at Level 1</li> </ul>
2	<ul style="list-style-type: none"> <li>GCSEs grades A*–C</li> <li>BTEC Awards, Certificates and Diplomas at Level 2</li> <li>Functional Skills</li> <li>OCR Nationals</li> <li>NVQs at Level 2</li> </ul>
3	<ul style="list-style-type: none"> <li>A-levels</li> <li>GCE in applied subjects</li> <li>International Baccalaureate</li> <li>Functional Skills</li> <li>BTEC Awards, Certificates and Diplomas at Level 3</li> <li>BTEC Nationals</li> <li>OCR Nationals</li> <li>NVQs at Level 3</li> <li>Access to Higher Education Diplomas</li> </ul>
4	<ul style="list-style-type: none"> <li>Certificates of Higher Education</li> <li>BTEC Professional Diplomas, Certificates and Awards</li> <li>HNCs</li> <li>NVQs at Level 4</li> </ul>
5	<ul style="list-style-type: none"> <li>HNCs and HNDs</li> <li>Other Higher Diplomas</li> <li>BTEC Professional Diplomas, Certificates and Awards</li> <li>NVQs at Level 5</li> </ul>



## Out of work? Want to start a new career or learn new skills? If so, you may be eligible for free training to help you get back into the workplace!

Working in partnership with Jobcentre Plus, we offer a range of free training courses in areas such as:

- **Employability Skills**
- **IT User Skills**
- **Business Administration**
- **Door Supervision and Security**
- **Food Production and Cooking**
- **Early Years**
- **Adult Care**

These courses are offered at our main campuses in Basildon, Southend and Thurrock.

### How to apply

All you need to do is make an appointment with an adviser at your nearest Jobcentre Plus branch or by calling the main Jobcentre Plus hotline on **0800 055 6688**.

The Jobcentre Plus adviser will arrange for you to attend an initial interview session at your local South Essex College campus, where we will provide you with:

- Advice and guidance on choosing a course
- An assessment of your skills to ensure you are put on the right course and aren't thrown in at the deep end
- A full induction session to make you aware of expectations, opportunities and options for further study

**For more information about our courses for the unemployed, see:**  
[www.SouthEssex.ac.uk/Unemployment](http://www.SouthEssex.ac.uk/Unemployment)



The courses detailed over the following pages represent South Essex College's main course options for customers aged 19 years and over. These courses are aimed at:

- Anyone who is unemployed and who wishes to re-enter the workforce
- Those who are employed but who are looking to change the direction of their careers
- Anyone who wants to do a degree course but who currently does not meet the entry requirements
- Businesses who wish to provide training for their employees

### ■ Access to Higher Education Diplomas

We offer a number of Access to Higher Education Diplomas for those without the academic qualifications for entry to a degree-level programme, see pages 13–14 for the full listing.

### ■ Functional Skills – English and Mathematics

The Government continues to fully fund adults who do not have a Level 2 qualification (equivalent to GCSE level) to undertake a Functional Skills qualification in literacy and numeracy. Please see page 34 for more information.

### ■ Supported learning

A range of programmes are available for learners aged 19 years and over with supported learning needs. See page 51.

### ■ What if I can't find a suitable course in this prospectus?

In addition to our formal adult offer, you may also be interested in some of our other courses, such as A-levels or vocational qualifications, Foundation and Honours Degrees or Apprenticeships. For more information about these and other courses, as well as information about funding and how to apply, visit our website or pick up one of our other prospectuses from any of our main campuses.

### Key to course locations

- B** – Basildon Campus (Nethermayne)
- S** – Southend Campus (Luker Road)
- T** – Thurrock Campus (Woodview)
- G** – Thurrock Campus (Grays)
- W** – Work-based

### Key to course costs

Each course in this directory lists a combination of the following under the course title:



■ **No Fee:** If a course states **No Fee** then the Government is prepared to fully fund this course for a particular group of people. A client adviser can advise you whether or not you are eligible for this funding.

■ **Co-funded Fee:** If a course lists a **Full Cost Fee and a Co-funded Fee** then funding is attached to it, but is dependent on individual circumstances. To find out whether you are eligible for funding and how much you will personally have to pay, contact a client adviser.

■ **Full Cost Fee:** If a course lists a **Full Cost Fee only** then no Government funding is attached to it and everyone will have to pay the full cost of the course, irrespective of personal circumstances.

**“South Essex College aims to be the premier provider of adult education and training in South Essex”**

**Carol Anson-Higgs**  
 Vice Principal, Business Development





Higher  
Education  
Open  
Events

Saturday  
6th October 2012  
and  
Saturday  
27th April 2013  
at the  
Southend Campus

11am-  
2pm

### Access to HE Diploma – Art and Design

**Level:** 3 | **Full Cost Fee:** £2995 | **Co-funded Fee:** £1500 | **Starts:** Sept | **Campus:** S | **Faculty:** MCA | **Course Code:** 1175

This course will prepare you for an art-related higher education course by developing broad art, design and academic skills. It covers: drawing, painting, observational studies, mixed media, graphic design, print-making, photography, cultural studies and more.

**Entry:** There are no formal entry requirements, but you will need to show that you have creative ability and complete an assessment test to show that you are ready for the course.

**Progression:** Foundation or Honours Degree programme in an Arts subject (e.g. fine art, fashion design, graphics, interior design, photography, textiles etc.).

### Access to HE Diploma – Business

**Level:** 3 | **Full Cost Fee:** £2995 | **Co-funded Fee:** £1500 | **Starts:** Sept | **Campus:** B/S | **Faculty:** ELS | **Course Code:** 5531

This course is aimed at those looking to go on to do a higher education course related to business. It covers: business planning, business law, management, the impact of the external environment on business, aspects of marketing and leadership.

**Entry:** You must hold a Level 2 qualification in Mathematics and English, however, entry is also dependent on passing an entrance interview and completing an assessment test to show that you are ready for the course.

**Progression:** Foundation Degree or an Honours Degree course in Business Studies.

### Access to HE Diploma – Health Professions

**Level:** 3 | **Full Cost Fee:** £2995 | **Co-funded Fee:** £1500 | **Starts:** Sept | **Campus:** B/S/T | **Faculty:** HCPS | **Course Code:** 1178

This course is for those interested in a career in nursing or a related occupation. You will study a range of units covering biosciences and health sciences.

**Entry:** There are no formal requirements for getting on the course, but you must attend an entrance interview and complete an assessment test to show that you are ready for the course.

**Progression:** Honours Degree or Foundation Degree course in a health-related subject.

### Access to HE Diploma – Media

**Level:** 3 | **Full Cost Fee:** £2995 | **Co-funded Fee:** £1500 | **Starts:** Sept | **Campus:** S | **Faculty:** MCA | **Course Code:** 6124

This course is for those wishing to progress to a higher education programme in a Media subject and covers: journalism, print, film, TV and video production. You will also be involved in a number of related practical projects.

**Entry:** There are no formal entry requirements, however, you should be able to work at Level 3 and demonstrate recent creative ability via a portfolio of relevant creative or written work. You must also attend an entrance interview and complete an assessment test to show that you are ready for the course.

**Progression:** Foundation or Honours Degree programme in a media subject.

### Access to HE Diploma – Music

**Level:** 3 | **Full Cost Fee:** £2995 | **Co-funded Fee:** £1500 | **Starts:** Sept | **Campus:** S | **Faculty:** MCA | **Course Code:** 6244

This course is for those wishing to progress to higher education programmes in music production and music technology. It provides a thorough theoretical and practical grounding in: sequencing, recording, exam preparation, work experience, production, composition, research and writing skills.

**Entry:** There are no formal entry requirements, however, you must attend an entrance interview and complete an assessment test to show that you are ready for the course.

**Progression:** Foundation or Honours Degree programme in a music subject.

### Access to HE Diploma – Science

**Level:** 3 | **Full Cost Fee:** £2995 | **Co-funded Fee:** £1500 | **Starts:** Sept | **Campus:** B/S | **Faculty:** AST | **Course Code:** 1182

This course is for those wishing to progress to higher education and careers in various scientific fields. It covers: areas such as physics, study skills, biology, human physiology and chemistry.

**Entry:** There are no formal requirements for getting on the course, but you must attend an entrance interview and complete an assessment test to show that you are ready for the course. In some cases, you may need to complete the Level 2 BTEC First Diploma Applied Science before doing this course.

**Progression:** Foundation Degrees or Honours Degrees in Science, Biology and Chemistry.

### Access to HE Diploma – Social Studies

**Level:** 3 | **Full Cost Fee:** £2995 | **Co-funded Fee:** £1500 | **Starts:** Sept | **Campus:** B/S | **Faculty:** HCPS | **Course Code:** 1179

This course is for those wishing to progress to higher education courses in social studies and related subjects and will provide you with a thorough grounding in: the theoretical and professional aspects of mental health, crime and deviance, research, counselling theory and skills as well as social policy.

**Entry:** There are no formal requirements for getting on the course, but you must attend an entrance interview and complete an assessment test to show that you are ready for the course.

**Progression:** Honours Degree or Foundation Degree course in a relevant area.

### Access to HE Diploma – Social Work

**Level:** 3 | **Full Cost Fee:** £2995 | **Co-funded Fee:** £1500 | **Starts:** Sept | **Campus:** B/S | **Faculty:** HCPS | **Course Code:** 3365

This course is for those interested in a career in social work or a related occupation. The course covers: psychology, sociology, crime and deviance and fieldwork. As part of the course, you will also achieve Level 2 qualifications in Mathematics and English.

**Entry:** There are no formal requirements for getting on the course, but you must attend an entrance interview and complete an assessment test to show that you are ready for the course.

**Progression:** Honours Degree or Foundation Degree course in a relevant area.

### Access to HE Diploma – Teaching

**Level:** 3 | **Full Cost Fee:** £2995 | **Co-funded Fee:** £1500 | **Starts:** Sept | **Campus:** B/S | **Faculty:** PDT | **Course Code:** 1176

This course is for those wishing to enter higher education in preparation for a future career in teaching, youth training or a related occupation. It covers: valuing diversity, interpersonal skills, language development, developmental psychology, supporting in the classroom, independent research and work experience in education.

**Entry:** There are no formal requirements for getting on the course, however, if you intend to pursue a Teacher Training Degree when you finish the Access course, you will need GCSE Mathematics and English at grade C or above (GCSE Science may also be required in some cases). There may be an opportunity to achieve these qualifications whilst on the Access course.

**Progression:** Teaching-related Degree programmes such as the College’s BA (Hons) Special Education Studies or BA (Hons) Early Years Education Degree courses.

### Bookkeeping and Accounts – Level 1

**Level:** 1 | **Full Cost Fee:** £200 | **Co-funded Fee:** £100 | **Starts:** Sept, Jan, Mar | **Campus:** B/S | **Faculty:** ELS | **Course Code:** 90116 (day) 7230 (weekend)

The 12-week course will give you a basic introduction to accountancy and finance, covering: processing documents involved in financial record keeping, carrying out routine Bookkeeping processes, preparing statements as a preliminary to financial control and the initial trial balance.

**Entry:** You will need sufficient education to undertake a Level 1 Award, specifically the ability to work to a Level 2 standard of Mathematics and English.

**Progression:** Intermediate Bookkeeping Level 2, AAT Diploma pathways at Level 2 or Sage Computerised Accounts Level 1.

### Bookkeeping and Accounts – Level 2

**Level:** 2 | **Full Cost Fee:** £250 | **Starts:** Sept, Jan, Mar | **Campus:** S | **Faculty:** ELS | **Course Code:** 7231

This 12-week 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 soletrader. It covers: checking and correcting errors in the ledger and day books, depreciation of fixed assets using ledger accounts, year-end adjustments, preparing individual accounts in purchase and sales ledgers, control accounts, completing an extended trial balance and making adjustments for the end of year.

**Entry:** A Level 1 Bookkeeping qualification, or sufficient Bookkeeping experience to undertake a Level 2 qualification. Specifically you will need a Level 2 standard of Mathematics and English.

**Progression:** AAT Accounting – Level 2 Certificate or Sage Computerised Accounts – Level 1.

### SAGE Computerised Accounts – Level 1

**Level:** 1 | **Full Cost Fee:** £200 | **Co-funded Fee:** £100 | **Starts:** Sept, Jan, Mar | **Campus:** B/S | **Faculty:** ELS | **Course Code:** 90118 (day) 7232 (weekend)

This 12-week course provides an introduction to computerised accounting procedures. It covers: adding new accounts to purchase ledger and sales ledger, creating accounts in the nominal ledger from given information, processing information in respect of sales and purchase ledger, processing transactions involving differing tax rates, producing a trial balance and various activity and detail reports.

**Entry:** You will need a Level 1 standard of Mathematics and English and a working knowledge of Microsoft Office programs (specifically MS Excel and MS Word).

**Progression:** Sage Computerised Accounts – Level 2, Bookkeeping and Accounts – Level 1.

### SAGE Computerised Accounts – Level 2

**Level:** 2 | **Full Cost Fee:** £250 | **Starts:** Sept, Jan, Mar | **Campus:** S | **Faculty:** ELS | **Course Code:** 7233

This 12-week course is for those who have completed a Level 1 qualification in Bookkeeping and computerised accounts. It introduces complex activities suitable for small businesses who forward their year-end accounts to a qualified accountant. The course covers: editing customer and supplier details, processing payments and receipts involving discounts, processing nominal journal entries, producing customer invoices and more.

**Entry:** You will need a Level 1 standard of Mathematics and English and a working knowledge of Microsoft Office programs (specifically MS Excel and MS Word).

**Progression:** AAT Accounting – Level 2 Certificate.

### AAT Accounting – Level 2 Certificate

**Level:** 2 | **Full Cost Fee:** £1150 | **Co-funded Fee:** £575 | **Starts:** Sept | **Campus:** B/S | **Faculty:** ELS | **Course Code:** 90104 (day) 882 (eve)

This course provides a thorough introduction to accountancy for those who are looking to become qualified accountants. Learners will develop an understanding of basic finance and accounting principles, learn relevant terminology and techniques involved in double-entry Bookkeeping and the initial trial balance. In addition you will have the opportunity to complete a professional qualification.

**Entry:** You will need a Level 2 standard of Mathematics and English and a working knowledge of Microsoft Office programs (specifically MS Excel and MS Word). You must also attend an entrance interview and complete an assessment test to assess your suitability for the course.

**Progression:** AAT Accounting – Level 3 Diploma, Sage Computerised Accounts – Level 2.

#### Key to course locations

<b>B</b> – Basildon Campus (Nethermayne)	<b>S</b> – Southend Campus (Luker Road)	<b>T</b> – Thurrock Campus (Woodview)
<b>G</b> – Thurrock Campus (Grays)	<b>W</b> – Work-based	

### AAT Accounting – Level 3 Diploma

**Level:** 3 | **Full Cost Fee:** £2410 | **Co-funded Fee:** £1205 | **Starts:** Sept | **Campus:** B/S | **Faculty:** ELS | **Course Code:** 90105 (day) 881 (eve)

Aimed at those working in an accounts department, this course provides a solid understanding of accounting and report writing. It covers: financial accounting principles, capital transactions, cost accounting, reports and returns, VAT, information technology, accounts preparation, cash management, cost and revenues, indirect tax, professional ethics and spreadsheet software.

**Entry:** AAT Accounting – Level 2 Certificate. You will also need a Level 2 standard of Mathematics and English and a working knowledge of Microsoft Office programs (specifically MS Excel and MS Word).

**Progression:** After successfully completing this course, you can progress to the AAT Accounting – Level 4 Diploma.

### AAT Accounting – Level 4 Diploma

**Level:** 4 | **Full Cost Fee:** £2460 | **Co-funded Fee:** £1230 | **Starts:** Sept | **Campus:** B/S | **Faculty:** ELS | **Course Code:** 90106 (day) 848 (eve)

Broadly equivalent to the first year of a degree course, this qualification is ideal if you work in an accounts department that is responsible for keeping the accounts of a large company. It covers: cost and analysis, operating budgetary control systems, preparing information for appraisal of activities and projects, drafting financial statements and operating a cash management and credit control system.

**Entry:** AAT Accounting – Level 3 Certificate. You will also need a Level 3 standard of Mathematics and English and a working knowledge of Microsoft Office programs (specifically MS Excel and MS Word). You must also attend an interview to assess your readiness for the course.

**Progression:** Successfully completing this course allows you to apply for membership of the professional body of Accounting Technicians. You could also take other professionally accredited accounting qualifications (e.g. ACCA, CIMA, ACA).

### VTCT Beauty Therapy – NVQ Level 2

**Level:** 2 | **Full Cost Fee:** £2980 | **Co-funded Fee:** £1300 | **Starts:** Sept | **Campus:** B/T | **Faculty:** ELS | **Course Code:** 50010

This course will provide you with basic beauty therapy skills as well as training in customer sales and reception work. It covers: basic anatomy and physiology, customer care, business awareness, reception duties, facial skincare, make-up, eye treatments, health and safety within a salon environment, manicure and pedicure and waxing.

**Entry:** There are no formal entry requirements but you will need a good level of English. You will also attend an interview to determine your readiness for the course.

**Progression:** VTCT Beauty Therapy – NVQ Level 3.

### VTCT Beauty Therapy – NVQ Level 3

**Level:** 3 | **Full Cost Fee:** £3000 | **Co-funded Fee:** £1500 | **Starts:** Sept | **Campus:** B | **Faculty:** ELS | **Course Code:** 50015

If you want to progress in the beauty therapy industry, this course is for you. It covers: anatomy and physiology, business awareness, face and body electrical, body massage, electrical epilation, self-tanning services, and pre-blended aromatherapy.

**Entry:** VTCT Beauty Therapy – NVQ Level 2 (or equivalent) as well as a good standard of English. You will also attend an interview to determine your readiness for the course.

**Progression:** Successfully completing this course will qualify you to work in beauty therapy in a salon, leisure centre, cruise liner or health farm.

### VTCT Swedish Massage – Level 3 Certificate

**Level:** 3 | **Full Cost Fee:** £940 | **Co-funded Fee:** £470 | **Starts:** Sept | **Campus:** S | **Faculty:** ELS | **Course Code:** 6328

This course will teach you the theory and practical skills you need to perform Swedish massage treatments. It covers: anatomy and physiology, health and safety in the salon, client care and communication, body massage, structure and functions of body systems, and diseases and disorders.

**Entry:** There are no formal requirements but you will need to take a test to assess your readiness for this programme.

**Progression:** After successfully completing this course, you could take other beauty therapy courses or seek relevant employment.

### Business and Administration – Level 2 Certificate (NVQ QCF)

**Level:** 2 | **Full Cost Fee:** £1240 | **Co-funded Fee:** £620 | **Starts:** See website | **Campus:** W | **Faculty:** BDV | **Course Code:** 90064

If you are working in a business environment and are looking for an introduction to office and clerical work, this course is for you. It covers: basic finance, IT, contributing to events, working and communicating in a business environment, document production, events and meetings, customer service and managing data.

**Entry:** There are no formal entry requirements but you will need to be working in a relevant role and have a Level 2 standard of literacy.

**Progression:** After successfully completing this course you could progress to the Business Administration – Level 2 Diploma (NVQ QCF) or the Business Administration - Level 3 Certificate (NVQ QCF).

### Business and Administration – Level 2 Diploma (NVQ QCF)

**Level:** 2 | **Full Cost Fee:** £1240 | **Co-funded Fee:** £620 | **Starts:** See website | **Campus:** W | **Faculty:** BDV | **Course Code:** 90065

This course is for those wanting to specialise in business and administration functions in a supporting role. Optional units allow opportunities to develop skills in a variety of areas, including human resources, document production, finance and managing information.

**Entry:** Business and Administration – Level 2 Certificate (NVQ QCF), or already be working in a relevant job role. You should also have a Level 2 standard of literacy.

**Progression:** After successfully completing this course you could progress to the Business and Administration – Level 3 Diploma (NVQ QCF) or the Business and Administration – Level 3 Certificate (NVQ QCF).

### Business and Administration - Level 3 Certificate (NVQ QCF)

**Level:** 3 | **Full Cost Fee:** £995 | **Starts:** See website | **Campus:** W | **Faculty:** BDV | **Course Code:** 90063

This course is for those with office experience who are preparing for a line management role. It covers: managing own performance in a business environment, evaluating own performance and communication, work responsibilities, business support services, project management, document production, events and meetings, customer service, managing information and data, as well as specialised support services.

**Entry:** A Level 2 Business and Administration qualification such as the Business Administration – Level 2 Certificate (NVQ QCF), or already be working in a relevant role. You will also need a Level 2 standard of literacy.

**Progression:** After successfully completing this course you could progress to the Business and Administration – Level 3 Diploma (NVQ QCF), or the Business and Administration - Level 4 Certificate (NVQ QCF).

#### Key to course locations

**B** – Basildon Campus (Nethermayne)      **S** – Southend Campus (Luker Road)      **T** – Thurrock Campus (Woodview)  
**G** – Thurrock Campus (Grays)      **W** – Work-based

### Business and Administration – Level 3 Diploma (NVQ QCF)

**Level: 3 | Full Cost Fee: £1295 | Starts: See website | Campus: W | Faculty: BDV | Course Code: 90066**

This qualification will allow you to effectively manage and contribute to the running of an office by developing your negotiating, supervisory and management skills. It covers: managing own performance, evaluating own performance and communication as well as specialised support services.

**Entry:** A Level 2 Business and Administration qualification such as the Business and Administration – Level 2 Certificate (NVQ QCF), or the Business and Administration – Level 2 Diploma (NVQ QCF). You will also need a Level 2 standard of literacy and ideally already be working in a relevant role.

**Progression:** After successful completion of this course you could progress to the Business and Administration – Level 4 Certificate (NVQ QCF) or the Business and Administration – Level 4 Diploma (NVQ QCF).

### Business and Administration – Level 4 Certificate (NVQ QCF)

**Level: 4 | Full Cost Fee: £1495 | Starts: See website | Campus: W | Faculty: BDV | Course Code: 9154**

This qualification is for those who work, or who wish to work in an office environment in supervisory roles. It covers: managing own performance, evaluating and improving own performance and communication, business support services, project management, document production, events and meetings, customer service, managing information and data, and specialised support services.

**Entry:** A Level 2 Business and Administration qualification such as the Business and Administration – Level 2 Certificate (NVQ QCF), or the Business and Administration – Level 2 Diploma (NVQ QCF). You will also need a Level 2 standard of literacy and ideally already be working in a relevant role.

**Progression:** After successfully completing this course you could progress to the Business and Administration – Level 4 Diploma (NVQ QCF).

### Business and Administration – Level 4 Diploma (NVQ QCF)

**Level: 4 | Full Cost Fee: £1685 | Starts: See website | Campus: W | Faculty: BDV | Course Code: 90062**

This qualification is for those working in supervisory or managerial roles in an office environment and covers: managing own performance, evaluating and improving own performance and communication, specialised support services, leadership and management.

**Entry:** You should have a Level 2 Certificate or Diploma in Business and Administration and/or evidence of relevant work experience. You should also have a Level 2 standard of literacy.

**Progression:** After successfully completing this course you could progress to additional qualifications in management (e.g. CMI Management – Level 5).

### Team Leading – Level 2 Certificate (QCF)

**Level: 2 | Full Cost Fee: £705 | Co-funded Fee: £370 | Starts: See website | Campus: W | Faculty: PDT | Course Code: 90078**

This course will give you a broad knowledge of team leading and management skills while focusing on the specific leadership areas appropriate to your job role and your workplace. It covers: team leading, customer care, team performance, building team relations and team development.

**Entry:** There are no formal entry requirements, however, you should be able to demonstrate the ability to work to a Level 2 standard.

**Progression:** After successful completion of this course you could progress to the Team Leading – Level 2 Diploma (NVQ QCF), or the First Line Management – Level 3 Certificate (QCF).

### Team Leading – Level 2 Diploma (NVQ QCF)

**Level: 2 | Full Cost Fee: £1240 | Co-funded Fee: £620 | Starts: See website | Campus: W | Faculty: BDV | Course Code: 90079**

This course will give you all the skills and knowledge you need to become an effective team leader. It covers: team leading, customer care, team performance, building team relations and team development.

**Entry:** There are no formal entry requirements, however, you must be employed in a relevant role be able to work to a Level 2 standard.

**Progression:** After successful completion of this course you could progress to a Level 3 management qualification.



**Faye Kadesh | Havens Hospices**

**NVQ Level 3 Business and Administration**

“My course helps me at work as it covers communication and how to adapt your style for hearing/visually impaired people.”

### CMI First Line Management – Level 3 Award (QCF)

Level: 3 | Full Cost Fee: £200 | Starts: See website | Campus: B/S | Faculty: PDT | Course Code: 9180

This introductory course is a standalone qualification which can lead to the Certificate in First Line Management. The course is designed for supervisors and first line managers who oversee a defined area of responsibility. Specifically, this qualification gives junior managers the communication and motivational skills to help improve team efficiency. This is a taught programme delivered on a workshop basis.

**Entry:** You should demonstrate the ability to work at Level 3 and already be employed in a relevant work role.

**Progression:** After successful completion of this course you could progress to the First Line Management (QCF) - Level 3 Certificate or the Management – Level 3 Certificate (NVQ QCF).

### First Line Management – Level 3 Certificate (QCF)

Level: 3 | Full Cost Fee: £400 | Starts: See website | Campus: B/S | Faculty: PDT | Course Code: 9181

This course is a standalone qualification which can lead to a Diploma in First Line Management. It is a more extensive qualification than the CMI First Line Management – Level 3 Award (QCF). The qualification is designed for supervisors and first line managers who oversee a defined area of activity. Specifically, this qualification gives junior managers the communication and motivational skills to help improve team efficiency. This is a taught programme delivered on a workshop basis. In order to take this course you will need to become a member of the Chartered Management Institute (CMI). You will need to pay a membership to join.

**Entry:** You should demonstrate ability to work at Level 3 and already be employed in a relevant work role.

**Progression:** After successful completion of this course you could progress to the Diploma in First Line Management.

### Management – Level 3 Certificate (NVQ QCF)

Level: 3 | Full Cost Fee: £1810 | Co-funded Fee: £905 | Starts: See website | Campus: W | Faculty: BDV | Course Code: 90069

This qualification is for team leaders and managers who want to improve their skills and competence in leading a team. Specifically, in making sure that the team's work achieves organisational objectives, as well as contributing to planning, problem solving and decision-making. It covers: personal development, providing support for teams, managing meetings, risk management and recruitment.

**Entry:** You will need to be employed in a relevant work role and be able to demonstrate the ability to work at Level 3.

**Progression:** After successfully completing this course you could progress to higher level management qualifications, such as a CMI First Line Management – Level 5.

### CMI Management and Leadership – Level 3 Diploma (QCF)

Level: 3 | Full Cost Fee: £1100 | Co-funded Fee: £550 | Starts: Sept, Jan | Campus: B/S | Faculty: PDT | Course Code: 9182

This course, which is a more comprehensive course than the Award or Certificate will give you all the key skills and competencies you need to be an effective line manager. It covers: team management, recruitment and selection, being a leader and managing team dynamics. This is a classroom-based course delivered either via an intensive monthly workshop or weekly classes. In order to take this course you will need to become a member of the Chartered Management Institute (CMI). You will need to pay a membership to join.

**Entry:** Demonstrate ability to work at Level 3 and already be employed in a relevant management role. If you have completed the CMI Award or Certificate in First Line Management you will receive credit for modules already completed.

**Progression:** After successfully completing this course you could progress to the CMI Management and Leadership – Level 5 Diploma (QCF).

#### Key to course locations

<b>B</b> – Basildon Campus (Nethermayne)	<b>S</b> – Southend Campus (Luker Road)	<b>T</b> – Thurrock Campus (Woodview)
<b>G</b> – Thurrock Campus (Grays)	<b>W</b> – Work-based	

### CIPD Human Resource Practices – Level 3 Certificate (QCF)

Level: 3 | Full Cost Fee: £950 | Co-funded Fee: £475 | Starts: Sept, Jan | Campus: B/S | Faculty: PDT | Course Code: 80014

The course is aimed at those who are working in personnel and Human Resource Development (HRD), for example at a job centre, employment agency or training department. It covers: understanding the role of HR, developing yourself as an HR practitioner, recording, analysing and using HR information, as well as recruitment, performance management and reward, learning and development. As the course is accredited by the Chartered Institute of Personnel and Development (CIPD) you will need to become a member of the CIPD in order to do it. To become a member, you will need to pay a membership fee.

**Entry:** Level 2 standard of literacy or evidence of working at Level 2. You should already be working in a human resources role.

**Progression:** After successfully completing this course you could progress to the CIPD Human Resource Practices – Level 3 Diploma (QCF).

### CIPD Human Resource Practices – Level 3 Diploma (QCF)

Level: 3 | Full Cost Fee: £1140 | Co-funded Fee: £570 | Starts: Sept, Jan | Campus: B/S | Faculty: PDT | Course Code: 80017

The course is aimed at those who are working in personnel and Human Resource Development (HRD), such as a job centre, employment agency or training department. It covers: 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, employment relations and supporting change within an organisation. As the course is accredited by the Chartered Institute of Personnel and Development (CIPD) you will need to become a member of the CIPD in order to do it. To become a member, you will need to pay a membership fee. This is a more intensive course than the CIPD Certificate in Human Resource Practices.

**Entry:** You should be employed in a human resources role. In addition, you will need a Level 2 standard of literacy and/or evidence of working at Level 2.

**Progression:** Further study at Intermediate/Degree Level.

### Legal Secretaries – Level 2 Certificate

Level: 2 | Full Cost Fee: £1700 | Co-funded Fee: £850 | Starts: Sept | Campus: S | Faculty: ELS | Course Code: 6725

This course is for those who wish to work in either a legal or general office environment in an administrative or secretarial role. It covers: legal word processing, office administration and business communication.

**Entry:** You will need sound knowledge of English language, experience of Microsoft Office applications and a typing speed of at least 25 words per minute.

**Progression:** After successfully completing this course you could progress to the Legal Secretaries – Level 3 Certificate.

### Legal Secretaries – Level 3 Certificate

Level: 3 | Full Cost Fee: £1700 | Co-funded Fee: £850 | Starts: Sept | Campus: S | Faculty: ELS | Course Code: 6726

This course is for people working in an administrative or secretarial position in a legal environment. It covers: advanced legal word processing, office administration and legal business communication.

**Entry:** ILEX Level 2 Legal Secretaries Certificate (or equivalent) or relevant professional experience. GCSE (or equivalent) in English language, sound knowledge of Microsoft Office applications and a typing speed of at least 25 words per minute.

**Progression:** Employment and career development.

### A1 Understanding Principles and Practices – Level 3 Award

Level: 3 | Full Cost Fee: £495 | Starts: See website | Campus: W | Faculty: PDT | Course Code: 80025

This course teaches the theory of assessment and is aimed at managers or those new to assessment and applied learning. It covers the principles and practices of assessment.

**Entry:** There are no formal entry requirements but you must be able to demonstrate a Level 2 standard of literacy.

**Progression:** After successfully completing this course you could progress to the A1 Vocational Achievement – Level 3 Certificate.

## A1 Vocational Achievement – Level 3 Certificate

**Level:** 3 | **Full Cost Fee:** £495 | **Starts:** See website | **Campus:** W | **Faculty:** PDT | **Course Code:** 80026

This certificate is for those who need to be qualified in all aspects of assessment. It covers: understanding the principles and practices of assessment, assessing occupational competence in the work environment and assessing vocational skills, knowledge and understanding.

**Entry:** There are no formal entry requirements, but you should have a Level 2 standard of literacy.

**Progression:** After successfully completing this course you could progress to the Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practices, the Award in Understanding Quality Assurance of Assessment Processes and Practice, or the Award in the Internal Quality Assurance of Assessment Processes and Practice.

## Internal Quality Assurance and Assessment Processes and Practices – Level 4 Award

**Level:** 4 | **Full Cost Fee:** £695 | **Starts:** See website | **Campus:** W | **Faculty:** PDT | **Course Code:** 80029

This course is for those who internally quality assure assessors and assessment, but who do not manage the centre or internal quality assurance. It covers the principles and practices of internally assuring quality of assessment.

**Entry:** You will need an assessor's qualification, such as the A1 Assessor's Award or Certificate, plus a Level 2 standard of literacy.

**Progression:** After successfully completing this course you could progress to the Award in Understanding the Internal Quality Assurance of Assessment Processes and Practices and/or the Award in Internal Quality Assurance and Assessment Processes and Practices.

## Understanding IV Quality of Assessment Processes and Practices – Level 4 Award

**Level:** 4 | **Full Cost Fee:** £695 | **Starts:** See website | **Campus:** W | **Faculty:** PDT | **Course Code:** 80028

This course teaches the theory of internal quality assurance and is aimed at managers or those new to quality assurance and verification.

**Entry:** You will need an assessor's qualification, such as the A1 Assessor's Award or Certificate, plus a Level 2 standard of literacy.

**Progression:** After successfully completing this course you could progress to the Award in Internal Quality Assurance and Assessment Processes and Practices.

## Leading IV Quality Assurance of Assessment Processes and Practices – Level 4 Certificate

**Level:** 4 | **Full Cost Fee:** £695 | **Starts:** See website | **Campus:** W | **Faculty:** PDT | **Course Code:** 80027

This course is aimed at those with wider quality assurance responsibilities, who manage others, develop policies or manage external quality assurance visits. It covers: understanding the principles and practice of internally assuring the quality of assessment and planning, and allocating and monitoring work in your own area of responsibility.

**Entry:** You will need an assessor's qualification, such as the A1 Assessor's Award or Certificate, plus a Level 2 standard of literacy.

**Progression:** After successfully completing this course you could progress to the Award in Understanding the Internal Quality Assurance of Assessment Processes and Practices, or the Award in Internal Quality Assurance and Assessment Processes and Practices.

## CMI Management and Leadership – Level 5 Diploma

**Level:** 5 | **Full Cost Fee:** £1399 | **Starts:** Sept, Jan | **Campus:** B/S | **Faculty:** PDT | **Course Code:** 90101

This course is designed for middle managers and those aspiring to senior management who want to develop skills in managing resources, developing staff, recruitment and information management. The course also focuses on individual personal development. This is a class-based course that is delivered through either an intensive monthly workshop or weekly classes. In order to take this course you will need to become a member of the Chartered Management Institute (CMI). You will need to pay a membership to join.

**Entry:** You must already be employed in a relevant role and demonstrate you are able to work at Level 5.

**Progression:** N/A

## CMI Management – Level 5 (NVQ QCF)

**Level:** 5 | **Full Cost Fee:** £1750 | **Starts:** See website | **Campus:** S | **Faculty:** BDV | **Course Code:** 90074

This qualification is for managers wishing to develop skills in personal development, leadership, management resources, information, performance and customer and market awareness. It covers: developing and evaluating operational plans, establishing a risk management process for an organisation, conducting a quality audit, developing a strategic business plan and outsourcing organisational processes.

**Entry:** You need to be employed in a relevant management job and demonstrate the ability to work at Level 5. You should also have a standard of literacy equivalent to Level 2.

**Progression:** N/A

## Children's and Young People's Workforce – Level 2 Certificate (NVQ QCF)

**Level:** 2 | **Full Cost Fee:** £1420 | **Co-funded Fee:** £710 | **Starts:** See website | **Campus:** B/S/T | **Faculty:** BDV | **Course Code:** 20085

This qualification is for those who want to work with children and young people from birth to 19 years of age. It covers a diverse range of job roles as well as communication, inclusion, personal development, supporting child development, health and safety, supporting positive behaviour, first aid, dealing with illness and injury and maintaining and supporting relationships.

**Entry:** There are no formal entry requirements but you must be able to work at Level 2 and already be working with children (e.g. in a nursery setting).

**Progression:** After successfully completing this course you could progress to the Children's and Young People's Workforce – Level 3 Diploma (NVQ QCF).

## Children's and Young People's Workforce – Level 3 Diploma (NVQ QCF)

**Level:** 3 | **Full Cost Fee:** £1685 | **Co-funded Fee:** £845 | **Starts:** See website | **Campus:** B/S/T | **Faculty:** BDV | **Course Code:** 20086

This course is aimed at those who want to work with children and young people from birth to 19 years of age. It covers a diverse range of job roles as well as communication, inclusion, personal development, supporting child development, health and safety, supporting positive behaviour, first aid, dealing with illness and injury and maintaining and supporting relationships. Three pathways are available: Early Learning and Childcare, Social Care Learning and Development Support Services.

**Entry:** You must already be employed in a nursery/childcare setting and hold a Level 2 qualification (or equivalent) in Children's Care, Learning and Development.

**Progression:** After successfully completing this course you could progress to the Leadership in Children's and Young People's Services – Level 5 Diploma.

## Leadership in Children's and Young People's Workforce – Level 5 Diploma

**Level:** 5 | **Full Cost Fee:** £1750 | **Starts:** See website | **Campus:** B/S/T | **Faculty:** BDV | **Course Code:** 20092

This course fulfils the regulatory requirement for those looking to become managers in nursery or childcare settings. The course offers three pathways relating to childcare settings: Management, Residential Management and Advanced Practices.

**Entry:** You must hold a Level 3 or 4 qualification (or equivalent) in Children's Care, Learning and Development and be employed in a management role in a nursery/childcare setting.

**Progression:** Continuing professional development, or higher education.

### Key to course locations

<b>B</b> – Basildon Campus (Nethermayne)	<b>S</b> – Southend Campus (Luker Road)	<b>T</b> – Thurrock Campus (Woodview)
<b>G</b> – Thurrock Campus (Grays)	<b>W</b> – Work-based	

## Cskills Awards Bricklaying – Level 1 Diploma

Level: 1 | Full Cost Fee: £2200 | Co-funded Fee: £1100 | Starts: Sept | Campus: T | Faculty: AST | Course Code: 40005

This course is for those who wish to work in construction and develop bricklaying skills. It covers: brickwork practical and theory, handling and storing materials, cutting, laying and fixing components, mixing materials, health and safety. There is also a work experience element to this course.

**Entry:** Two GCSEs grade G or above, including Mathematics or English (or equivalent).

**Progression:** After successfully completing this course you could progress to a Level 2 bricklaying programme or undertake an Apprenticeship upon gaining suitable employment.

## Cskills Awards Intermediate Bricklaying – Level 2 Award

Level: 2 | Full Cost Fee: £2565 | Co-funded Fee: £1300 | Starts: Sept | Campus: T | Faculty: AST | Course Code: 40008

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

**Entry:** You will need a Level 1 bricklaying qualification (or equivalent).

**Progression:** After successfully completing this course you could progress to the Cskills Awards Bricklaying – Level 3 Diploma. You could also take an Advanced Apprenticeship if you secure relevant employment.

## Cskills Awards Intermediate Bricklaying – Level 3 Diploma

Level: 3 | Full Cost Fee: £3000 | Co-funded Fee: £1500 | Starts: Sept | Campus: T | Faculty: AST | Course Code: 40068

This course will further develop your skills in bricklaying and covers: block and brickwork practical and theory, storing materials and equipment, erecting and dismantling working platforms, setting and basic building brick and blockwork walling, erect complex masonry structures. This qualification can be also studied as part of an Advanced Apprenticeship if you are already employed in the construction industry.

**Entry:** Level 2 bricklaying qualification (or equivalent).

**Progression:** After successfully completing this course you could progress to a higher level construction course.

## Cskills Awards Carpentry and Joinery – Level 1 Diploma

Level: 1 | Full Cost Fee: £2200 | Co-funded Fee: £1100 | Starts: Sept | Campus: T | Faculty: AST | Course Code: 40013

This course is for those who wish to work in construction and develop basic carpentry and joinery skills. It covers: the theory and practice of carpentry and joinery; safe working practices; information, quantities and communicating with others; building methods and construction technology; basic woodworking joints; maintaining and using hand tools and power tools.

**Entry:** Two GCSEs at grade G or above, including English or Mathematics (or equivalent).

**Progression:** After successfully completing this course you could progress to a Level 2 Carpentry and Joinery programme, or undertake an Apprenticeship upon gaining suitable employment.

## CAA Carpentry and Joinery – Level 2 Diploma

Level: 2 | Full Cost Fee: £2656 | Co-funded Fee: £1300 | Starts: Sept | Campus: T | Faculty: AST | Course Code: 40015

This course is for those who want to work in the construction industry, specifically in carpentry and joinery. It covers: practical theory of carpentry and joinery, safe working practice, building methods and construction technology, carrying out first and second fixing operations, erecting structural carcassing, maintenance, setting up and operating a circular saw as well as health and safety.

**Entry:** You will need a Foundation or Level 1 qualification in Carpentry and Joinery.

**Progression:** After successfully completing this course you could progress to a Level 3 Carpentry and Joinery course, or if you are employed in a relevant job you could undertake an Advanced Apprenticeship.



**Kim Midson | The Westcliff Hotel**

**Events Coordinator**

“Working with the College, the main benefit is time because they advertise and interview for the jobs and make sure we get the right candidates.”

### Carpentry and Joinery (Bench or Site) – Level 3 Diploma (Year 1)

**Level:** 3 | **Full Cost Fee:** £3000 | **Co-funded Fee:** £1500 | **Starts:** Sept | **Campus:** T | **Faculty:** AST | **Course Code:** 40000

This course is for those who want to work in construction, specifically in carpentry and joinery. It covers: 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.

**Entry:** You will need a Level 2 Carpentry and Joinery qualification.

**Progression:** After successfully completing this course you could progress to further training, such as the Chartered Institute of Building’s leadership qualifications.

### BTEC Construction – Level 2 Diploma

**Level:** 2 | **Full Cost Fee:** £2620 | **Co-funded Fee:** £1300 | **Starts:** Sept | **Campus:** S | **Faculty:** AST | **Course Code:** 5819

This course is for those who want to pursue a career in the construction industry and will teach you general construction theory and practice, including: structure of the construction industry, exploring health, safety and welfare in construction, sustainability in the construction industry and construction drawing techniques.

**Entry:** You will need two GCSEs at grade D or above (or equivalent), one of which should be English or Mathematics.

**Progression:** After successfully completing this course you could progress to the BTEC Level 3 qualification in Construction and the Built Environment followed by the Foundation Degree in Construction Management.

### CPCAB Introduction to Counselling Skills – Level 2

**Level:** 2 | **Full Cost Fee:** £290 | **Starts:** Sept | **Campus:** S | **Faculty:** HCPS | **Course Code:** 2023

This is an introductory ten-week course for people considering training as a counsellor or for those who want to develop their communication skills. Completion of this course does not qualify participants to practice as counsellors, but it does give a good insight into the basics of counselling. The course covers: effective listening, how we communicate, using body language, exploring limits and boundaries, paraphrasing and giving feedback, effective use of empathy and self-awareness.

**Entry:** There are no formal entry requirements, however, you will attend an entrance interview to ensure your readiness for the course.

**Progression:** After successful completion of the course you could progress to the CPCAB Intermediate Counselling Skills course.

### CPCAB Intermediate Counselling Skills – Level 2

**Level:** 2 | **Full Cost Fee:** £350 | **Starts:** Sept | **Campus:** B/S | **Faculty:** HCPS | **Course Code:** 7436

This programme is for those who want to start their training to become a qualified counsellor and will develop effective and reflective communication skills. You will learn to deconstruct normal patterns of relating in order to enter another individual’s frame of reference. In addition, through personal reflection you will gain experience and self-awareness.

**Entry:** You will need a Level 2 standard of English and attend an entrance interview to determine your readiness for the course.

**Progression:** After successfully completing this course you could progress to the Intermediate Counselling Studies course.

#### Key to course locations

**B** – Basildon Campus (Nethermayne)      **S** – Southend Campus (Luker Road)      **T** – Thurrock Campus (Woodview)  
**G** – Thurrock Campus (Grays)      **W** – Work-based

### CPCAB Intermediate Counselling Studies – Level 3

**Level:** 3 | **Full Cost Fee:** £385 | **Starts:** Sept | **Campus:** B/S | **Faculty:** HCPS | **Course Code:** 7437

Aimed at those seeking to progress to the Level 4 Advanced Diploma in Counselling, this course continues to develop the theory and practice of counselling, providing a theoretical understanding of the three main approaches to counselling (person-centred experiential model, cognitive behavioural models and psychodynamic traditions) and further explores the ethical requirements for counsellors. In addition, you will develop an understanding of procedural issues for agency work and an emphasis on continued personal awareness.

**Entry:** You will need a Level 2 Counselling Skills qualification and Level 2 standard of English. You will also need to attend an entrance interview to determine your suitability for the course.

**Progression:** After successfully completing this course you could progress to one of our Level 4 Diplomas in Therapeutic Counselling.

### CPCAB Therapeutic Counselling – Level 4 Advanced Diploma (Integrative pathway)

**Level:** 4 | **Full Cost Fee:** £1700 | **Co-funded Fee:** £850 | **Starts:** Sept | **Campus:** B | **Faculty:** HCPS | **Course Code:** 20052

This course is for those interested in undertaking a career as a qualified counsellor and focuses on integrative practices when working with clients. The course integrates a holistic approach to training and includes an in-depth exploration of theory of practice and theory of personality, alongside client-based experience. It emphasises personal growth and awareness through personal therapy and experiential work.

**Entry:** You should have the Intermediate Counselling Skills and Intermediate Counselling Studies qualifications. You will also attend an interview and submit an 800-word essay.

**Progression:** After successfully completing this course you could progress to Year 2 of an Foundation Degree in counselling, a Level 5 counselling course, or suitable employment.

### CPCAB Therapeutic Counselling – Level 4 Advanced Diploma (Person-centred pathway)

**Level:** 4 | **Full Cost Fee:** £1700 | **Co-funded Fee:** £850 | **Starts:** Sept | **Campus:** S | **Faculty:** HCPS | **Course Code:** 7433

This course is for those interested in becoming a qualified counsellor and focuses on the person-centred experiential methodology. The course integrates a holistic approach to training and includes an in-depth exploration of theory of practice and theory of personality, alongside client-based experience. It emphasises personal growth and awareness through personal therapy and experiential work.

**Entry:** CPCAB Intermediate Counselling Skills – Level 2 and CPCAB Intermediate Counselling Studies – Level 3 (or equivalent counselling qualifications). You must also provide an 800-word written submission and attend an interview.

**Progression:** After successfully completing this course you could progress to Year 2 of an Foundation Degree in counselling, a Level 5 counselling course, or suitable employment.

### Photography – Level 3 Certificate

**Level:** 3 | **Full Cost Fee:** £756 | **Co-funded Fee:** £378 | **Starts:** Sept | **Campus:** B | **Faculty:** MCA | **Course Code:** 60009

The course is for those with a real enthusiasm for photography who want to explore numerous photographic mediums, including studio photography and the use of a range of photographic formats. The course also provides a detailed underpinning of photographic theory and advanced photographic techniques.

**Entry:** You will need an established knowledge of photography and ideally some experience of photography as an art form.

**Progression:** After successfully completing this course you could progress to a full-time photography course, such as the College’s BA (Hons) Photography degree.

### UAL Foundation Diploma in Art and Design Studies – Level 4

**Level:** 4 | **Full Cost Fee:** £3500 | **Co-funded Fee:** £1750 | **Starts:** Aug | **Campus:** S | **Faculty:** MCA | **Course Code:** 5004

This intensive and challenging course is aimed at those who are preparing a portfolio with which to progress to specialist degree courses in art and design. It covers: fine art, 3D/sculpture, graphics, illustration, fashion and lens media.

**Entry:** Five GCSEs at Grades A – C and one A-level (or equivalent) in an Arts-based subject. You will need to attend an entrance interview at which you must present a portfolio of recent creative work. You may also include a reference from a forwarding tutor.

**Progression:** After successfully completing this course you could progress to a Foundation or Honours Degree course in an Arts subject.

### Customer Service – Level 2 Certificate (NVQ QCF)

**Level:** 2 | **Full Cost Fee:** £1240 | **Co-funded Fee:** £620 | **Starts:** See website | **Campus:** S | **Faculty:** BDV | **Course Code:** 7284

This course is aimed at those who are employed in roles that require an understanding of customer service. It covers: communicating using customer service language, following rules to deliver customer service, customer service and administration, dealing with customers, developing customer relations and supporting customer service technology.

**Entry:** There are no formal entry requirements but you will need to be employed in a relevant job role, have good communication skills and demonstrate that you can work at Level 2.

**Progression:** After successfully completing this course you could progress to the Customer Service – Level 3 Diploma (NVQ QCF) and/or the Team Leading – Level 2 Certificate (QCF).

### Customer Service – Level 3 Diploma (NVQ QCF)

**Level:** 3 | **Full Cost Fee:** £1810 | **Co-funded Fee:** £905 | **Starts:** See website | **Campus:** S | **Faculty:** BDV | **Course Code:** 7290

This course is aimed at customer service employees who deliver and manage services, who are accountable in the area of practice and who work on their own without direct supervision. It covers: demonstrating an understanding of customer service and the rules that impact on improvements in customer service.

**Entry:** There are no formal entry requirements, however, you should already be employed in a customer service role where you work on your own without direct supervision.

**Progression:** Customer Service (NVQ QCF) – Level 4 Diploma, and/or Diploma in First Line Management.

### Customer Service – Level 4 Diploma (NVQ QCF)

**Level:** 4 | **Full Cost Fee:** £1810 | **Starts:** See website | **Campus:** S | **Faculty:** BDV | **Course Code:** 9236

This course is aimed at senior level staff working in organisations that treat customer service as a priority. It covers: demonstrating an understanding of customer service at the management level and following organisational rules, legislation and external regulation when managing customer service.

**Entry:** You should hold a senior position that allows you to influence decision-making and shape the delivery of customer service.

**Progression:** After successfully completing this course you could progress to the CMI Management – Level 5 course.

#### Key to course locations

<b>B</b> – Basildon Campus (Nethermayne)	<b>S</b> – Southend Campus (Luker Road)	<b>T</b> – Thurrock Campus (Woodview)
<b>G</b> – Thurrock Campus (Grays)	<b>W</b> – Work-based	

### BTEC Engineering – Level 3 Diploma (Year 1)

**Level:** 3 | **Full Cost Fee:** £1325 | **Co-funded Fee:** £660 | **Starts:** Sept | **Campus:** T | **Faculty:** AST | **Course Code:** 35104

This part-time course is for those interested in a career in engineering, preferably via progress to a relevant higher education course such as a Foundation Degree in Engineering. It covers: health and safety in the workplace, communications for engineering technicians, engineering projects, mathematics for engineering technicians, mechanical principles and applications, and electrical and electronic principles.

**Entry:** Four GCSEs at Grade C or above (preferably including English, Mathematics and a science subject), or appropriate BTEC First Diploma or equivalent qualification.

**Progression:** After successfully completing this course you could progress to the FdSc Engineering course, or alternatively to employment.

### Electrical Installations – Level 2 Diploma (Year 1)

**Level:** 2 | **Full Cost Fee:** £1125 | **Starts:** Sept | **Campus:** T | **Faculty:** AST | **Course Code:** 35011 (day) 35009 (eve)

This course is aimed at those who wish to start their training to become a qualified electrician. It covers: practical electrical wiring systems, principles of electrotechnology, installation (buildings and structures), health and safety, electrical wiring regulations and electrical measurement. You will also undertake practical workshop experience.

**Entry:** Two GCSEs at Grade D or above, including Science and Mathematics at Grade C (or equivalent).

**Progression:** After successfully completing this course you could progress to the Electrical Installations – Level 3 Diploma.

### Electrical Installations – Level 3 Diploma

**Level:** 3 | **Full Cost Fee:** £1250 | **Starts:** Sept | **Campus:** T | **Faculty:** AST | **Course Code:** 35013 (day) 35012 (eve)

This course is for those who want to train for a career in the electrical contracting industry. The course covers: application of health and safety, electrical principles and diagnosis and rectification. You will also take part in practical workshops in inspection, testing and fault finding.

**Entry:** Level 2 Certificate in Electrotechnical Technology or equivalent.

**Progression:** After successfully completing this course you could progress to further electrotechnical professional development qualifications such as the Regulations for Electrical Installations (17th Edition) – Level 3 Award, Photovoltaic Cell Installation, or the City & Guilds Award in the Periodic Inspection, Testing and Certification of Electrical Installations.

### Regulations for Electrical Installations (17th Edition) – Level 3 Award

**Level:** 3 | **Full Cost Fee:** £400 | **Starts:** Oct, Feb, Apr | **Campus:** T | **Faculty:** AST | **Course Code:** 35002

This course is for anyone who is involved in the design, installation and maintenance of electrical systems who needs to be aware of the 17th Edition Wiring Regulations. The course is also recommended for professional engineers and students who wish to gain recognised electrical qualifications. It covers: protection for safety, selection and erection of equipment, inspection and testing, special installations or locations.

**Entry:** You will need the City & Guilds (2330) Electrotechnical Technology – Level 3 or an equivalent qualification.

**Progression:** After successfully completing this course you could progress to the Periodic Inspection, Testing and Certification of Electrical Installations – Level 3 Award.

### Periodic Inspection, Testing and Certification of Electrical Installations – Level 3 Award

**Level:** 3 | **Full Cost Fee:** £250 | **Starts:** Sept, Nov, Jan, Feb, Apr | **Campus:** S/T | **Faculty:** AST | **Course Code:** 35007

Offered on Saturdays, this four week course is for those who carry out or supervise the testing and inspection of electrical installations. It covers: the principles, practices and legislation for periodic inspection; testing and condition reporting of electrical installations in accordance with the relevant legislation. This knowledge is needed to underpin the application of skills for the periodic inspection, testing and condition reporting of electrical installations.

**Entry:** You will need to have achieved the City & Guilds (2330) Electrotechnical Technology – Level 3 and the Regulations for Electrical Installations (17th Edition) – Level 3 Award or equivalent qualifications.

**Progression:** After successfully completing this course you could progress to further professional development courses in electrotechnical technology and electrical installation.

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

**Level: 3 | Full Cost Fee: £260 | Starts: Nov, Feb, Apr | Campus: T | Faculty: AST | Course Code: 35132**

This course is aimed at anyone who is involved in the inspection and testing of electrical equipment, from qualified electricians to those in support or administrative roles who need a qualification relevant to their job role. The course focuses on the development of the theory and practice required to test portable electrical appliances in line with the Code of Practice for In-Service Inspection and Testing of Electrical Equipment.

**Entry:** There are no formal entry requirements, however, you must be a qualified tradesperson.

**Progression:** After successfully completing this course you could progress to further electrotechnical continuous professional development qualifications.

## Building Regulations for Electrical Installations in Dwellings (Part P) – Level 3 Certificate

**Level: 3 | Full Cost Fee: £650 | Starts: Oct, Feb, Apr | Campus: T | Faculty: AST | Course Code: 35134**

This course is aimed at qualified electricians and those working in the electrical industry in a secondary capacity to help them meet Part P of the Building Regulations. Part P states that the Local Authority Building Control (LABC) department must be notified about electrical works carried out in dwellings in England and Wales. Many of those who currently carry out this work (particularly those working in the heating and plumbing industry) do not have a current electrical qualification, which is required if you want to join a competent person scheme.

**Entry:** There are no formal entry requirements, however, you must be a qualified tradesperson.

**Progression:** After successfully completing this course you could progress to further electrotechnical continuous professional development qualifications.

## Fabrication and Welding Practice – Level 2 Certificate

**Level: 2 | Full Cost Fee: £1600 | Co-funded Fee: £765 | Starts: Sept | Campus: T | Faculty: AST | Course Code: 35023 (day) 35022 (eve)**

This course is for those who work in or who wish to work in the engineering industry with a focus on fabrication and welding. The course provides relevant and up-to-date practical skills and knowledge, covering: fabrication and welding practice, oxy-acetylene gas cutting and manual metal arc welding. In addition, you will also produce practical examples of fabrication and welding in a flat position.

**Entry:** There are no formal entry requirements.

**Progression:** After successfully completing this course you could progress to the Fabrication and Welding Practice – Level 3 Certificate.

## Fabrication and Welding Practice – Level 3 Certificate

**Level: 3 | Full Cost Fee: £1600 | Co-funded Fee: £765 | Starts: Sept | Campus: T | Faculty: AST | Course Code: 35025 (day) 35024 (eve)**

This one-year course is for those working in engineering roles with a focus on fabrication and welding who wish to obtain relevant and up-to-date advanced practical skills and knowledge. It covers: fabrication and welding practice, oxy-acetylene gas cutting and manual metal arc welding. You will also produce practical examples of fabrication and welding in a vertical position.

**Entry:** You will need to have attained a Level 2 Fabrication and Welding qualification.

**Progression:** After successfully completing this course you could progress to the Fabrication and Welding Practice – Level 3 Diploma.

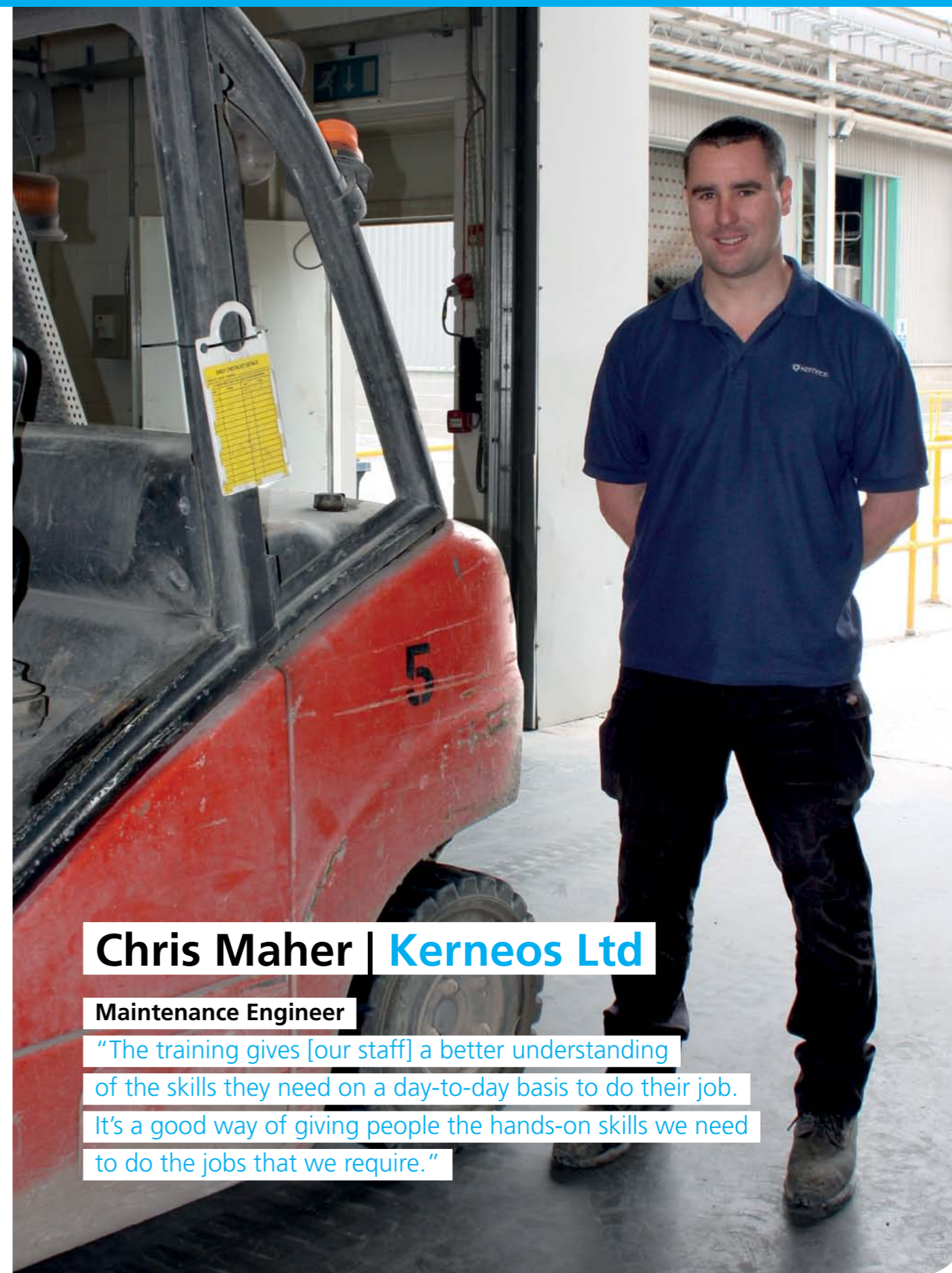
## Fabrication and Welding Practice – Level 3 Diploma

**Level: 3 | Full Cost Fee: £1600 | Co-funded Fee: £765 | Starts: Sept | Campus: T | Faculty: AST | Course Code: 35029 (day) 35133 (eve)**

This one-year course is for those working in engineering roles related to fabrication and welding who wish to obtain relevant and up-to-date advanced practical skills and knowledge. It covers: fabrication and welding practice, oxy-acetylene gas cutting and manual metal arc welding. Practical work on this programme consists mainly of fabrication and welding in an overhead position.

**Entry:** You will need the Fabrication and Welding – Level 3 Certificate or equivalent.

**Progression:** After successfully completing this course you could progress to further professional development qualifications in fabrication and welding.



**Chris Maher | Kerneos Ltd**

**Maintenance Engineer**

“The training gives [our staff] a better understanding of the skills they need on a day-to-day basis to do their job. It’s a good way of giving people the hands-on skills we need to do the jobs that we require.”

### Installation of Small-Scale Solar Photovoltaic Systems – Level 4 Award

**Level:** 3 | **Full Cost Fee:** £425 | **Starts:** Oct, Feb, Apr | **Campus:** T | **Faculty:** AST | **Course Code:** 40069

This course is aimed at teaching experienced electricians the skills needed for the basic design, installation, commissioning and service of Solar PV. The course will cover the majority of small-scale Photovoltaic systems currently installed within the British Isles. Course delivery will be 80% theory and 20% practical.

**Entry:** You will need the Award in the Regulations for Electrical Installations (17th Edition).

**Progression:** After successfully completing this course you could progress to further electrotechnical continuous professional development qualifications.

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

**Level:** All Levels | **Full Cost Fee:** £1100 | **Starts:** Sept | **Campus:** S | **Faculty:** HCPS | **Course Code:** 7421

This full-time course is aimed at non-native English speakers interested in an English teaching qualification which they can use in their home country. The course is grammar-based and covers basic English language skills in reading, writing, speaking and listening.

**Entry:** There are no formal entry requirements however you will need to attend an interview and a take short assessment to demonstrate your suitability for the course. International students may need a student visa.

**Progression:** You can progress to another EFL course, or to higher level courses at the College, such as Degrees.

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

**Level:** All Levels | **Full Cost Fee:** £450 | **Starts:** Sept | **Campus:** S | **Faculty:** HCPS | **Course Code:** 7207

This part-time course is aimed at non-native English speakers interested in an English teaching qualification which they can use in their home country. The course is grammar-based and covers basic English language skills in reading, writing, speaking and listening.

**Entry:** There are no formal entry requirements, however, you will need to attend an interview and a take short assessment to demonstrate your suitability for the course. International students may need a student visa.

**Progression:** You can progress to another EFL course, or to higher level courses at the College, such as Degrees.

### Teaching English for Speakers of Other Languages (TESOL) – Level 4 (Evenings)

**Level:** 4 | **Full Cost Fee:** £1110 | **Co-funded Fee:** £485 | **Starts:** Sept | **Campus:** S | **Faculty:** HCPS | **Course Code:** 481/9070

This course is for those who are interested in teaching English to speakers of other languages. It provides a firm foundation for self-evaluation and professional development, covering: language awareness, phonetics, phonology, classroom teaching methodology, one-to-one teaching, vocabulary, teaching practice sessions and workshops.

**Entry:** You need to be qualified to degree level (or equivalent), have a sound knowledge of English as well as verifiable teaching experience.

**Progression:** Level 5 Diploma in Teaching in the Lifelong Learning Sector (ESOL) – DTLLS Trinity Diploma.

### International English Language Testing System (IELTS) – Level 4

**Level:** 4 | **Full Cost Fee:** £250 | **Starts:** Sept | **Campus:** S | **Faculty:** HCPS | **Course Code:** 9070

This course is for non-native English speakers who are looking to go to university or who wish to get on a professional career path where an IELTS score is essential. It is suitable for those who wish to obtain or improve an IELTS score in reading writing, speaking and listening.

**Entry:** You will need a good standard of general English (Higher Intermediate and above). If you are not a UK resident, you will need an appropriate visa. Full attendance on the course is required to satisfy Home Office checks).

**Progression:** After successfully completing this course you could progress to higher education.

### Emergency First Aid Appointed Person – Level 2

**Level:** 2 | **Full Cost Fee:** £80 | **Starts:** See website | **Campus:** B/S/T | **Faculty:** PDT | **Course Code:** 7381

This one-day qualification will give you all you need to know to be a first aid appointed person who can take control of a situation involving illness or accident. It is suitable for low- to medium-risk areas that present few health and safety risks.

**Entry:** There are no formal entry requirements, however, you must be at least 15 years of age.

**Progression:** After successfully completing this course you could progress to other first aid courses in this guide.

### First Aid at Work – Level 2

**Level:** 2 | **Full Cost Fee:** £185 | **Starts:** See website | **Campus:** B/S/T | **Faculty:** PDT | **Course Code:** 244

This three-day qualification is for those who are, or who wish to become a first aider in the workplace. The course, which is recommended for medium- to high-risk areas, is designed to build your knowledge and confidence and covers everything from dealing with everyday injuries and illnesses to performing life-saving techniques.

**Entry:** There are no formal entry requirements, however, you must be at least 15 years of age.

**Progression:** After successfully completing this course you could progress to other first aid courses in this guide.

### First Aid at Work (Revalidation) – Level 2

**Level:** 2 | **Full Cost Fee:** £110 | **Starts:** See website | **Campus:** B/S/T | **Faculty:** PDT | **Course Code:** 1498

This two-day course is for employees who need to update their first aid qualifications and is recommended for medium- to high-risk areas. It has been designed to build your knowledge and confidence and covers everything from dealing with everyday injuries and illnesses to performing life-saving techniques.

**Entry:** There are no formal entry requirements, however, you must be at least 15 years of age.

**Progression:** After successfully completing this course you could progress to other first aid courses in this guide.

### First Aid for Early Years – Level 2

**Level:** 2 | **Full Cost Fee:** £130 | **Starts:** See website | **Campus:** B/S/T | **Faculty:** PDT | **Course Code:** 7382

This two-day qualification meets the Ofsted requirement for registered childminders, as well as nannies under the Approved Carers Scheme. It is also useful for parents and babysitters and is designed to promote confidence in working with babies and young children. It can also be used as evidence for employees working towards an NVQ in Childcare and Education.

**Entry:** You must be at least 15 years of age and have completed the First Aid at Work Level 2 qualification.

**Progression:** After successfully completing this course you could progress to other first aid courses in this guide.

### SJA Emergency Aid – Level 2

**Level:** 2 | **Full Cost Fee:** £65 | **Starts:** See website | **Campus:** B/S/T | **Faculty:** PDT | **Course Code:** 9141

This course is for developing emergency first aid skills and has been designed to build your knowledge and confidence by progressing from dealing with everyday injuries and illnesses to performing life-saving techniques.

**Entry:** You must be at least 15 years of age and have completed the First Aid at Work Level 2 qualification.

**Progression:** After successfully completing this course you could progress to other first aid courses in this guide.

#### Key to course locations

**B** – Basildon Campus (Nethermayne)

**S** – Southend Campus (Luker Road)

**T** – Thurrock Campus (Woodview)

**G** – Thurrock Campus (Grays)

**W** – Work-based

## Functional Skills English – Level 1 – 2

**Level:** 1 – 2 | **No fee** | **Starts:** Sept | **Campus:** B/S/G | **Faculty:** HCPS | **Course Code:** 7425L

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. The course covers: grammar, sentence structure, punctuation, writing for specific purposes, spelling, structured writing, reading for understanding, formal and informal writing.

**Entry:** There are no formal entry requirements, however, you will need to attend an interview and complete a short assessment to demonstrate your readiness for the course.

**Progression:** After successful completion of this course you could undertake other courses in this guide.

## Functional Skills in Mathematics Numeracy – Entry Level 3 – Level 2

**Level:** E3-2 | **No fee** | **Starts:** Sept | **Campus:** B/S/G | **Faculty:** HCPS | **Course Code:** 7425NE

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. The course covers essential functional mathematics including: number, ratios, estimation, percentages, symbols, fractions, temperature and money, as well as reading, understanding and presenting data.

**Entry:** There are no formal entry requirements, however, you will need to attend an interview and complete a short assessment to demonstrate your readiness for the course.

**Progression:** After successful completion of this course you could undertake other courses in this guide.

## City & Guilds Hairdressing – Level 2 Certificate

**Level:** 2 | **Full Cost Fee:** £1500 | **Co-funded Fee:** £750 | **Starts:** Sept | **Campus:** B/T | **Faculty:** ELS | **Course Code:** 50143 (day) 50094 (eve)

This part-time qualification is ideal for mature learners who are looking to develop the skills required to progress in the hairdressing industry. It covers: consulting with and advising clients, shampooing, conditioning and treating the scalp, health and safety, styling, dressing and finishing and cutting hair as well as perming and colouring the hair.

**Entry:** You will need two GCSEs at grade D or above in Mathematics and English (or an equivalent Level 1 qualification in Adult literacy and numeracy). You will also attend an interview to determine whether you are suitable for the course.

**Progression:** After successfully completing this course you could progress to the City & Guilds Hairdressing – Level 3 Diploma.

## City & Guilds Hairdressing – Level 2 NVQ Diploma

**Level:** 2 | **Full Cost Fee:** £3180 | **Co-funded Fee:** £1450 | **Starts:** Sept | **Campus:** T | **Faculty:** ELS | **Course Code:** 50033

This one-year accelerated qualification is for those interested in a career in hairdressing and covers: advising and consulting with clients, shampooing, conditioning and treating the hair and scalp, health and safety, styling, setting, dressing and finishing hair, cutting hair, changing hair colour, colour correction and more.

**Entry:** You will need two GCSEs at grade D or above in Mathematics and English (or an equivalent Level 1 qualification in Adult literacy and numeracy). You will also attend an interview to determine whether you are suitable for the course.

**Progression:** After successfully completing this course you could progress to the City & Guilds Hairdressing – Level 3 Diploma qualification or seek suitable employment as a senior stylist.

## City & Guilds Hairdressing – Level 3 NVQ Diploma (day release)

**Level:** 3 | **Full Cost Fee:** £1670 | **Co-funded Fee:** £830 | **Starts:** Sept | **Campus:** B | **Faculty:** ELS | **Course Code:** 50030

This qualification is for those interested in a career in hairdressing and covers: monitoring procedures to safely control work operations, promoting additional services or products to clients, hairdressing consultation services, cutting hair (advanced), colouring hair (advanced), colour correction, styling and dressing hair, creating permed effects and hair extension services.

**Entry:** You will need an NVQ Level 2 in Hairdressing in addition to two GCSEs at grade D or above in Mathematics and English (or an equivalent Level 1 qualification in Adult literacy and numeracy). You will also need to be employed or on a work placement in a hair salon, and you will also attend an interview to determine whether you are suitable for the course.

**Progression:** After successfully completing this course you could progress to the Level 4/5 Certificate in Management Studies, assessor and verifier qualifications, or seek suitable employment as a senior stylist.

## City & Guilds Hairdressing – Level 3 Diploma (evening)

**Level:** 3 | **Full Cost Fee:** £1670 | **Co-funded Fee:** £830 | **Starts:** Sept | **Campus:** T | **Faculty:** ELS | **Course Code:** 50032

This part-time qualification is for those interested in a career in hairdressing and covers: advising and consulting with clients, shampooing, conditioning and treating the hair and scalp, health and safety, styling, setting, dressing and finishing hair, cutting men's and women's hair, changing hair colour, colour correction, bridal hair, hair extensions and more.

**Entry:** You will need two GCSEs at grade D or above in Mathematics and English (or an equivalent Level 1 qualification in Adult literacy and numeracy). You will also attend an interview to determine whether you are suitable for the course.

**Progression:** After successfully completing this course you could progress to the Level 4 Management in Hairdressing, assessor and verifier qualifications, or employment.

## YMCA Gym Instructors Course

**Level:** 2 | **Full Cost Fee:** £1000 | **Co-funded Fee:** £500 | **Starts:** See website | **Campus:** S | **Faculty:** ELS | **Course Code:** 6522

This course provides an industry-relevant qualification for those who want to work in the fitness industry and covers: health, safety and professionalism, exercise and fitness, knowledge and practical assessment of gym instructing.

**Entry:** There are no formal entry requirements, however, you will need to be at least 19 years of age.

**Progression:** After successfully completing this course you could undertake other industry-relevant qualifications, apply for the Register of Exercise Professionals (REPs) Level 2, or seek employment as a fitness instructor.

## CIEH Basic Health and Safety – Level 2

**Level:** 2 | **Full Cost Fee:** £65 | **Starts:** See website | **Campus:** B/S/T | **Faculty:** PDT | **Course Code:** 7242

This one-day training programme provides essential knowledge and understanding of health and safety for employees working in any business. Employers have a responsibility to provide safe and healthy workplace conditions as well as safe systems and methods for workplace activities. An essential element of any safe system is the knowledge and attitude of employees and this demands proper training in the basics of health and safety, as well as training for specific tasks.

**Entry:** There are no formal entry requirements.

**Progression:** CIEH Health and Safety in the Workplace – Level 3.

## CIEH Principles of COSHH Regulations – Level 2 Award

**Level:** 2 | **Full Cost Fee:** £50 | **Starts:** See website | **Campus:** B/S/T | **Faculty:** PDT | **Course Code:** 7246

This half-day course is aimed at those who use hazardous substances at work and will enable you to contribute more effectively to workplace safety. The course will make you more aware of the hazards associated with certain substances as well as the risks and controls available and what to expect from a COSHH assessment.

**Entry:** There are no formal entry requirements, however, it is preferable to have completed the CIEH Basic Health and Safety – Level 2 qualification.

**Progression:** N/A

## CIEH Manual Handling – Level 2 Certificate

**Level:** 2 | **Full Cost Fee:** £60 | **Starts:** See website | **Campus:** B/S/T | **Faculty:** PDT | **Course Code:** 7247

This half-day course is aimed at anyone who carries out manual handling activities at work and will introduce you to the risks and hazards of manual handling, the controls available and what to expect from a manual handling assessment. Principles of Manual Handling is a standalone qualification which compliments the CIEH Basic Health and Safety course.

**Entry:** There are no formal entry requirements, however, a CIEH Basic Health and Safety qualification is preferred.

**Progression:** N/A

### CIEH Risk Assessment Principles and Practice – Level 3 Certificate

**Level:** 3 | **Full Cost Fee:** £100 | **Starts:** See website | **Campus:** B/S/T | **Faculty:** PDT | **Course Code:** 7245

This one-day course is designed for anyone responsible for conducting health and safety risk assessments. It is particularly useful for managers and supervisors but it is equally beneficial to individual workers, team leaders, technicians, engineers, or any other personnel who contribute to the risk assessment process. A properly implemented programme of risk assessments can assist in the prevention of injuries, fatalities, property damage incidents and other losses.

**Entry:** There are no formal entry requirements, however, a CIEH Basic Health and Safety qualification is preferred.

**Progression:** N/A

### CIEH Health and Safety in the Workplace – Level 4 Award

**Level:** 4 | **Full Cost Fee:** £500 | **Starts:** See website | **Campus:** B/S/T | **Faculty:** PDT | **Course Code:** 7244

This six-day course is aimed at providing those in managerial and supervisory positions with advanced knowledge and understanding of health and safety issues. Successful completion of the course will also provide trainers with a qualification that meets one of the criteria for tutors seeking approval to run CIEH Basic Health and Safety courses.

**Entry:** There are no formal entry requirements, however, a CIEH Basic Health and Safety qualification is preferred.

**Progression:** N/A

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### BTEC Working in the Healthcare Sector – Level 2 Certificate

**Level:** 2 | **Full Cost Fee:** £530 | **Co-funded Fee:** £265 | **Starts:** Sept, Jan | **Campus:** B/S/T | **Faculty:** HCPS | **Course Code:** 20102

This course is designed for new or existing support staff who either want to build on their existing skills and experience or to achieve their first formal healthcare qualification. The course covers: communication skills for working in the health sector, equality and diversity, health, safety and security, maintaining quality standards in the health sector, people and personal development and service improvement.

**Entry:** There are no formal entry requirements, however, you will need to attend an interview and complete an assessment test to show your readiness for the course.

**Progression:** After successfully completing the course, together with Level 2 passes in Functional Skills Mathematics and English, you may progress to a suitable Level 3 course, e.g. BTEC Level 3 Certificate Maternity Support Work, or Access to the HE Diploma (Health Professions).

### NCFE Healthcare Support Services – Level 2 Certificate

**Level:** 2 | **Full Cost Fee:** £1150 | **Co-funded Fee:** £575 | **Starts:** Sept | **Campus:** B/S/T | **Faculty:** HCPS | **Course Code:** 20102

This qualification is aimed at adults working in healthcare assistant roles and covers: communication skills, the role of the health and social care worker, protecting yourself and others from the risk of violence at work, and maintaining food safety when storing, holding and serving food.

**Entry:** There are no formal entry requirements, however, you will have to demonstrate your ability to study at Level 2 through an assessment.

**Progression:** Full Level 3 courses in health and social care.

### NCFE Working in the Health Sector – Level 3 Certificate

**Level:** 3 | **Full Cost Fee:** £760 | **Co-funded Fee:** £350 | **Starts:** Sept | **Campus:** B/S/T | **Faculty:** HCPS | **Course Code:** 20100

This qualification is aimed at adults wishing to progress to further study in healthcare and covers: communication, personal and people development, health, safety and security, service improvement, quality and equality and diversity.

**Entry:** There are no formal entry requirements, however, you will have to demonstrate your ability to study at Level 3 through an assessment.

**Progression:** Level 3 Access to HE Diploma Courses (with appropriate numeracy and literacy qualifications).



**Anthonia Holdgate**

**Reliable Fire Protection**

**Level 2 Diploma in Business and Administration**

"I've learned a lot. The best thing is that if I have a question I can get it answered straight away, I don't have to wait for the next class. It's all on-the-job learning and everything clicks a lot better because I've got practical experience."

## Health and Social Care – Level 2 Diploma (Adult, Children and Young People pathways - NVQ QCF)

**Level: 2 | Full Cost Fee: £1420 | Co-funded Fee: £710 | Starts: See website | Campus: B/S/T | Faculty: BDV | Course Code: 20078**

This qualification is for those already working in care, mainly under supervision, who wish to develop their skills and take on greater responsibility. It covers: communication, duty of care, health and safety, personal development, person-centred approaches and equality and diversity.

**Entry:** There are no formal entry requirements, however, you will have to demonstrate your ability to study at Level 2 through an assessment.

**Progression:** Health and Social Care – Level 3 Diploma.

## Health and Social Care – Level 3 Diploma (Adult, Children and Young People pathways - NVQ QCF)

**Level: 3 | Full Cost Fee: £1895 | Co-funded Fee: £950 | Starts: See website | Campus: B/S/T | Faculty: BDV | Course Code: 20083**

This course is for those already working in care, who hold positions of responsibility in the workplace who want to develop their skills with a view to improving their career prospects. It covers: dementia, learning disabilities, communication, duty of care, health and safety, personal development, person-centred approaches and equality and diversity.

**Entry:** You should already be employed in a care setting, in an unsupervised role with a level of responsibility. You will have to demonstrate your ability to study at Level 3 through an assessment.

**Progression:** Leadership in Health and Social Care – Level 5 Diploma.

## BTEC Maternity Support Work – Level 3 Certificate (QCF)

**Level: 3 | Full Cost Fee: £1590 | Co-funded Fee: £795 | Starts: Sept, Jan | Campus: B/S/T | Faculty: HCPS | Course Code: 20139**

This course is for anyone interested in ultimately progressing to a career in the health sector and is intended as a stepping stone to other health qualifications, such as the Access to HE Diploma (Health Professions). The course covers: effective practice for maternity support workers, anatomy and physiology, health promotion in midwifery contexts, caring for women and neonates, and clinical procedures for maternity support workers.

**Entry:** You will need either an appropriate Level 2 qualification, OR be employed or have experience of being employed within an appropriate healthcare setting, OR be able to demonstrate the ability to work successfully at Level 3 by attending an interview and completing a skills assessment.

**Progression:** After successfully completing the course, together with Level 2 passes in Functional Skills Mathematics and English, you may progress to the Access to HE Diploma (Health Professions).

## Leadership in Health and Social Care – Level 5 Diploma (Adult, Children and Young People's Services)

**Level: 5 | Full Cost Fee: £2025 | Starts: See website | Campus: B/S/T | Faculty: BDV | Course Code: 20081**

This qualification fulfils the regulatory requirement for those looking to become managers of children's homes or adult residential and domiciliary services. The course offers three pathways: Management, Residential Management and Advanced Practice.

**Entry:** You must be employed and able to work in a management role in an adult care environment. You must also hold a Level 3 or 4 Health and Social Care qualification (or relevant experience).

**Progression:** Continuing professional development or higher education.

## Alcohol Awareness – Level 1 Award

**Level: 1 | Full Cost Fee: £75 | Starts: See website | Campus: B/S/T | Faculty: BDV | Course Code: 50077**

This award meets the growing need for alcohol education in the national curriculum, as well as giving those who successfully pass the examination a nationally-recognised qualification. It is designed to educate and inform children and adults about the social, economic, career and health impacts of alcohol, and the importance of the licensed retail sector to the local and national economy.

**Entry:** There are no formal entry requirements.

**Progression:** Personal Licence Holders – Level 2 Award.

## Responsible Alcohol Retailing – Level 1 Award

**Level: 1 | Full Cost Fee: £75 | Starts: See website | Campus: B/S/T | Faculty: BDV | Course Code: 50078**

This qualification meets the legal and regulatory requirement allowing alcohol retailers to sell alcohol responsibly on their licensed premises in line with the four licensing objectives detailed in the 2003 Licensing Act.

**Entry:** There are no formal entry requirements.

**Progression:** Personal Licence Holders – Level 2 Award.

## Personal Licence Holders – Level 2 Award

**Level: 2 | Full Cost Fee: £150 | Starts: See website | Campus: B/S/T | Faculty: BDV | Course Code: 50108**

Individuals applying for a personal licence must hold an accredited licensing qualification such as the Award for Personal Licence Holders Level 2. This qualification provides participants with essential knowledge of the legal framework surrounding the sale of alcohol in England and Wales and forms an essential part of the personal licence application, enabling those selling or authorising alcohol sales to operate legally.

**Entry:** There are no formal entry requirements.

**Progression:** Award for Designated Premises Supervisors – Level 2.

## Designated Premises Supervisors – Level 2 Award

**Level: 2 | Full Cost Fee: £125 | Starts: See website | Campus: B/S/T | Faculty: BDV | Course Code: 50111**

This award provides designated premises supervisors with an understanding of their role and responsibilities under the Licensing Act 2003. It addresses the practical day-to-day issues involved in running licensed premises and is ideal for existing designated premises supervisors, as well as those who are new to the role or who want to further their understanding of the Licensing Act 2003.

**Entry:** There are no formal entry requirements, however, you should ideally be working as, or looking to work as a designated premises supervisor in a licenced premises.

**Progression:** Award in Team Leading.

## Barista Skills Training Course – Level 2 (VRQ)

**Level: 2 | Full Cost Fee: £130 | Starts: See website | Campus: B/S/T | Faculty: BDV | Course Code: 50076**

This is ideal for anyone who is employed, or who is seeking employment as a barista. It covers the products that make up beverages and the range of skills associated with preparing, presenting and serving a variety of coffee drinks.

**Entry:** There are no formal requirements.

**Progression:** Food and Beverage Service – Level 2 NVQ (QCF), or Hospitality Supervision and Leadership (QCF) – Level 3 NVQ Diploma.

## Food and Beverage Service – Level 2 NVQ (QCF)

**Level: 2 | Full Cost Fee: £1240 | Co-funded Fee: £620 | Starts: See website | Campus: B/S/T | Faculty: BDV | Course Code: 9221**

This qualification is aimed at those working in hospitality roles that involve food and drink service, who want to fill any skills gaps they might have. It covers: maintenance of a safe, hygienic and secure working environment, working effectively as part of a team, maintaining food safety when storing, holding and serving food, giving customers a positive impression of yourself and your organisation, and more.

**Entry:** There are no formal entry requirements, however, you should already be working in a hospitality role that involves food and drink service.

**Progression:** Hospitality Supervision and Leadership (QCF) – Level 3 NVQ Diploma.

## Beverage Service – Level 2 NVQ Diploma (QCF)

**Level: 2 | Full Cost Fee: £1240 | Co-funded Fee: £620 | Starts: See website | Campus: B/S/T | Faculty: BDV | Course Code: 9220**

This qualification is aimed at those working in hospitality roles that involve food and drink service, who want to fill any skills gaps they might have. It covers: maintenance of a safe, hygienic and secure working environment, working effectively as part of a hospitality team, maintaining food safety when storing, holding and serving food, giving customers a positive impression of yourself and your organisation and more.

**Entry:** There are no formal entry requirements, however, you should already be working in a hospitality role that involves food and drink service.

**Progression:** Hospitality Supervision and Leadership (QCF) – Level 3 NVQ Diploma.

## Front of House Reception – Level 2 NVQ Diploma (QCF)

**Level: 2 | Full Cost Fee: £1240 | Co-funded Fee: £620 | Starts: See website | Campus: B/S/T | Faculty: BDV | Course Code: 9217**

This qualification is aimed at those working in hospitality roles that involve reception and front of house duties who wish to fill any skills gaps they might have. It covers: reception duties (booking guests in and out, greeting and dealing with queries), maintaining safe, hygienic and secure working environments, teamwork and giving customers a positive impression of yourself and your organisation.

**Entry:** There are no formal entry requirements, however, you should already be working in a hospitality role that involves reception and front of house duties.

**Progression:** Hospitality Supervision and Leadership (QCF) – Level 3 NVQ Diploma.

## Hospitality Services – Level 2 NVQ Diploma (QCF)

**Level: 2 | Full Cost Fee: £1240 | Co-funded Fee: £620 | Starts: See website | Campus: B/S/T | Faculty: BDV | Course Code: 9225**

This qualification is appropriate for learners working in the hospitality industry who wish to fill any skills gaps they might have. It is a general qualification that covers all areas of accommodation operations, food and drink service and cookery. Candidates select units according to job role, ideal for those seeking a career in hospitality management.

**Entry:** There are no formal entry requirements, however, you should already be working in a food and beverage service environment.

**Progression:** Hospitality Supervision and Leadership (QCF) – Level 3 NVQ Diploma.

## Housekeeping – Level 2 NVQ Diploma (QCF)

**Level: 2 | Full Cost Fee: £1240 | Co-funded Fee: £620 | Starts: See website | Campus: B/S/T | Faculty: BDV | Course Code: 9218**

This is appropriate for learners working in the hospitality industry who wish to fill any skills gaps they might have and includes: maintaining safe, hygienic and secure working environments, teamwork, cleaning and servicing a range of areas, working using different chemicals and equipment, cleaning and protecting floors, carpets and soft furnishings, linen service, room servicing and more.

**Entry:** There are no formal entry requirements, however, you should already be working in a food and beverage service environment.

**Progression:** Hospitality Supervision and Leadership (QCF) – Level 3 NVQ Diploma.

## Food Production and Cooking – Level 2 NVQ Diploma (QCF)

**Level: 2 | Full Cost Fee: £1240 | Co-funded Fee: £620 | Starts: See website | Campus: B/S/T | Faculty: BDV | Course Code: 9222**

This course is appropriate for learners already working in the catering industry who wish to fill any skills gaps they might have. It covers: health and safety, communication, food preparation and cookery (cooking of meats, fish, vegetables, pasta), employment legislation, food hygiene and teamwork.

**Entry:** There are no formal entry requirements, however, you should already be working in a food and beverage service environment.

**Progression:** Hospitality Supervision and Leadership (QCF) – Level 3 NVQ Diploma.

## Professional Cookery – Level 2 NVQ Diploma (QCF)

**Level: 2 | Full Cost Fee: £1240 | Co-funded Fee: £620 | Starts: See website | Campus: B/S/T | Faculty: BDV | Course Code: 9232**

This qualification is appropriate for those working in the catering industry who wish to fill any skills gaps they might have. It covers: health and safety, communication, food preparation and cookery (including the preparation and cooking of meats, fish, vegetables and pasta), employment legislation, food hygiene and teamwork.

**Entry:** There are no formal entry requirements, however, you should already be working in a food and beverage service environment.

**Progression:** Hospitality Supervision and Leadership – Level 3 NVQ Diploma (QCF).

## Professional Cookery – Level 3 NVQ Diploma (QCF)

**Level: 3 | Full Cost Fee: £1685 | Co-funded Fee: £845 | Starts: See website | Campus: B/S/T | Faculty: BDV | Course Code: 9299**

This qualification is appropriate for those working in the industry at chef de partie level or higher. It covers advanced cookery skills, managing staff, food hygiene, health and safety and contributing to menus and recipe development.

**Entry:** Already be working in a food and beverage service environment.

**Progression:** A relevant higher education course, for example a Foundation Degree in Food Studies.

## Hospitality Supervision and Leadership – Level 3 NVQ Diploma (QCF)

**Level: 3 | Full Cost Fee: £1685 | Co-funded Fee: £845 | Starts: See website | Campus: B/S/T | Faculty: BDV | Course Code: 50107**

This qualification is appropriate for trainee managers working in the hospitality industry who wish to fill any skills gaps they might have. It covers: supervising staff in the catering and hospitality industry, maintaining health and hygiene standards, overseeing reception, housekeeping and keeping customers happy with a concierge service.

**Entry:** There are no formal entry requirements, however, you should already be working in a hospitality role that involves food and beverage service.

**Progression:** Foundation Degree in Hospitality Management.

## CIEH Food Safety in Catering – Level 2 Award

**Level: 2 | Full Cost Fee: £70 | Starts: See website | Campus: B/S/T | Faculty: PDT | Course Code: 7237**

This qualification is for anyone who handles food as part of their day-to-day job and covers: legislation concerning food safety and hygiene hazards, temperature control, refrigeration, chilling and cold holding, cooking, hot holding and reheating, food handling, principles of safe food storage, cleaning, food premises and equipment.

**Entry:** There are no formal entry requirements, however, you should already be working in a food handling environment.

**Progression:** Supervising Food Safety in Catering – Level 3 Award.

## CIEH Food Safety in Catering (Revalidation) – Level 2 Award

**Level: 2 | Full Cost Fee: £55 | Starts: See website | Campus: B/S/T | Faculty: BDV | Course Code: 7236**

This course is suitable for those who hold a current food safety qualification that is between three and five years old. It covers all the subjects needed to gain revalidation, including: food safety and hygiene hazards, temperature control, refrigeration, chilling and cold holding, cooking, hot holding and reheating, food handling, principles of safe food storage, cleaning food premises and equipment.

**Entry:** There are no formal entry requirements, however, you will need a Food Safety Certificate that is less than five years old.

**Progression:** Supervising Food Safety in Catering – Level 3 Award.

### Key to course locations

<b>B</b> – Basildon Campus (Nethermayne)	<b>S</b> – Southend Campus (Luker Road)	<b>T</b> – Thurrock Campus (Woodview)
<b>G</b> – Thurrock Campus (Grays)	<b>W</b> – Work-based	

### CIEH Managing Food Safety – Level 4

**Level:** 4 | **Full Cost Fee:** £450 | **Starts:** See website | **Campus:** B/S/T | **Faculty:** BDV | **Course Code:** 7239

This course is for those working at management level in the catering industry, who are responsible for managing/supervising food safety policies and practices. It is a minimum requirement for those wishing to train on CIEH food safety courses and covers: food-borne illness, bacteriology, food contamination, food storage, temperature control and preservations, cleaning and disinfection, personal hygiene, management control techniques and more.

**Entry:** You will ideally have a Level 3 Supervising Food Safety Certificate and already be working in the hospitality industry.

**Progression:** Higher education courses in a relevant subject, for example a BSc (Hons) Degree in Food Science.

### ABC General Patisserie and Confectionery – Level 2 Certificate

**Level:** 2 | **Full Cost Fee:** £650 | **Co-funded Fee:** £325 | **Starts:** Sep, Jan, Apr | **Campus:** S | **Faculty:** ELS | **Course Code:** 50146

This course is a lead-in to advanced patisserie and is aimed at learners with a general understanding of pastry and kitchen skills. It is suitable for people who wish to gain an understanding into the production of hot, cold and frozen desserts, fermented goods, biscuits, cakes and sponges and pastry-based produce. You will require some equipment and uniform and there is an element of home study and portfolio work.

**Entry:** There are no formal entry requirements, however, you will need a keen interest in patisserie and confectionery baking. You will need to attend an interview to determine how suitable you are for the course.

**Progression:** ABC General Patisserie and Confectionery – Level 3 Certificate.

### ABC General Patisserie and Confectionery – Level 3 Certificate

**Level:** 3 | **Full Cost Fee:** £1750 | **Co-funded Fee:** £875 | **Starts:** Sept | **Campus:** S | **Faculty:** ELS | **Course Code:** 50097

This course is for learners with a good understanding of patisserie skills and involves the production of complex fermented goods; cakes and biscuits; pastries; hot, cold and frozen patisserie goods, piece montée and petits fours. It is aimed specifically at chefs within the industry who wish to up-skill within the patisserie area. There is an element of home study and portfolio work.

**Entry:** You will need a Level 2 qualification in either patisserie and confectionery or in professional cookery.

**Progression:** Relevant employment in the catering industry, either as a pastry chef or working in the confectionery industry.

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### CISCO IT Essentials

**Level:** 2 | **Full Cost Fee:** £495 | **Starts:** See website | **Campus:** S | **Faculty:** AST | **Course Code:** 45083

This course is for those who are working, or who wish to work as computer support professionals. It is the international industry credential that shows that you have the knowledge and skills necessary to install, configure and troubleshoot computer hardware, operating systems, security and services. It covers: installation, configuration, diagnosing problems, preventive maintenance and basic networking. On successful completion of this course you will be certified with the CompTIA A+.

**Entry:** There are no formal entry requirements, however, you will need a basic knowledge of IT hardware and operating systems.

**Progression:** Further professional ICT qualifications from CompTIA and/or CISCO.

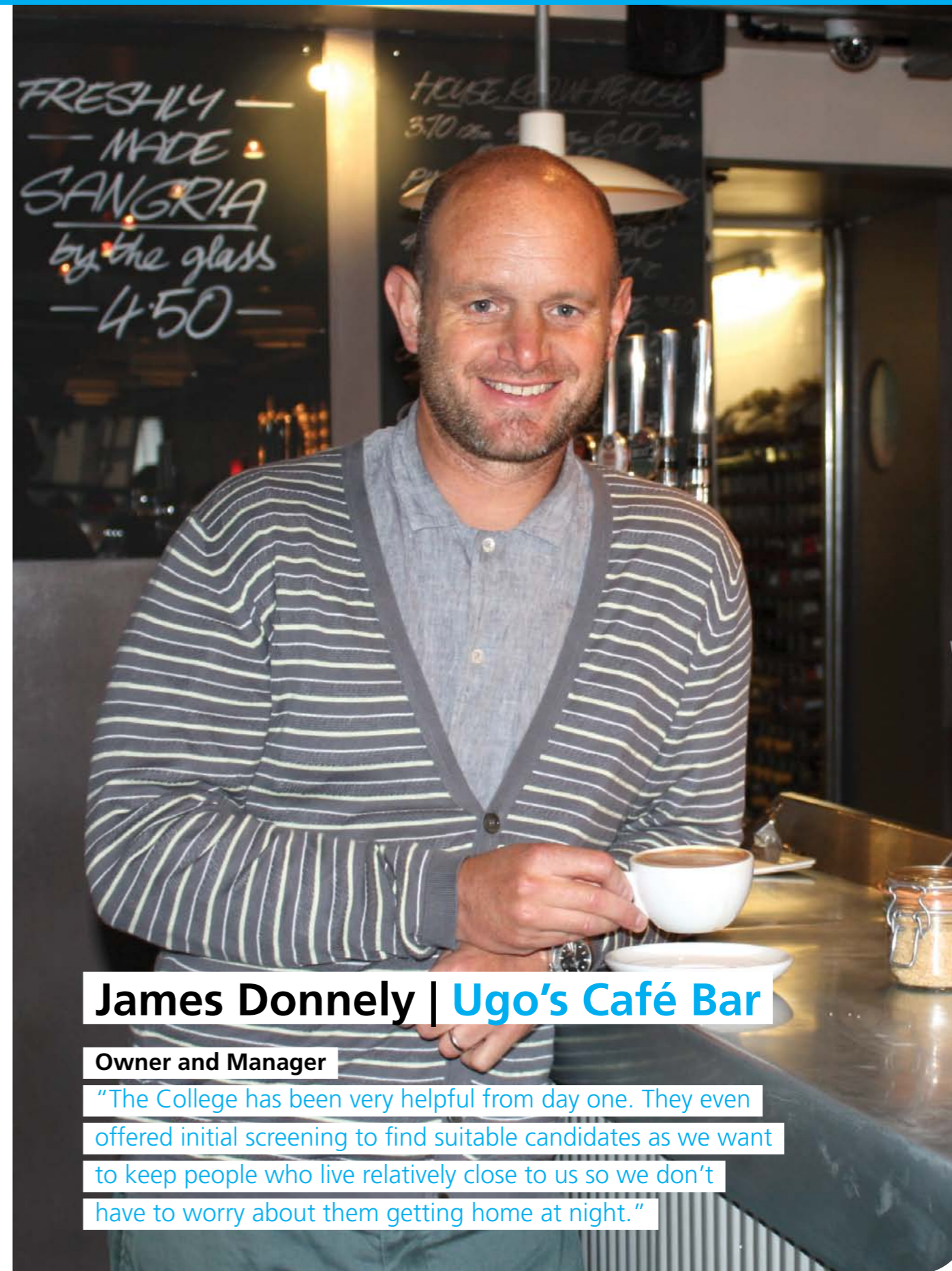
### CISCO Certified Network Associate 1 (Exploration)

**Level:** 3 | **Full Cost Fee:** £495 | **Starts:** See website | **Campus:** S | **Faculty:** AST | **Course Code:** 45073

If you are interested in starting a career in network technology, this course will help you to work towards taking the industry-recognised CCNA certification exams. It covers: network fundamentals (including network protocol models and layering), IP addressing and masking, basic cabling and network design, and basic router, workstation and switch configuration.

**Entry:** You will ideally have a Level 2 ICT qualification.

**Progression:** CISCO Certified Network Associate (Exploration) 2, and/or further professional ICT qualifications from CompTIA or CISCO.



**James Donnely | Ugo's Café Bar**

**Owner and Manager**

"The College has been very helpful from day one. They even offered initial screening to find suitable candidates as we want to keep people who live relatively close to us so we don't have to worry about them getting home at night."

### CISCO Certified Network Associate 2 (Exploration)

**Level:** 3 | **Full Cost Fee:** £495 | **Starts:** See website | **Campus:** 5 | **Faculty:** AST | **Course Code:** 45074

If you are interested in a career in network technology, this course will help you to work towards taking the industry-recognised CCNA certification exams. The course covers: routing protocols and concepts (including the configuration of router interfaces and routing protocols), classless IP addressing schemes and the use of Variable Length Subnet Masks (VLSM).

**Entry:** You will have achieved the CISCO Certified Network Associate 1 (Exploration) qualification.

**Progression:** CISCO Certified Network Associate 3 (Exploration), and/or further professional ICT qualifications from CompTIA or CISCO.

### CISCO Certified Network Associate 3 (Exploration)

**Level:** 3 | **Full Cost Fee:** £495 | **Starts:** See website | **Campus:** 5 | **Faculty:** AST | **Course Code:** 45075

If you are interested in a career in network technology, this course will help you to work towards taking the industry-recognised CCNA certification exams. The course covers: LAN switching and wireless (including troubleshooting TCP/IP layers), switch configuration (including VLANs); managing IOS configuration as well as basic wireless networking.

**Entry:** You will have achieved the CISCO Certified Network Associate 2 (Exploration) qualification.

**Progression:** CISCO Certified Network Associate 4 (Exploration), and/or further professional ICT qualifications from CompTIA or CISCO.

### CISCO Certified Network Associate 4 (Exploration)

**Level:** 3 | **Full Cost Fee:** £495 | **Starts:** See website | **Campus:** 5 | **Faculty:** AST | **Course Code:** 45076

If you are interested in a career in network technology, this course will help you to work towards taking the industry-recognised CCNA certification exams. The course covers: accessing the WAN (including voice over IP, DHCP and DNS), access control lists and network security, and WAN technology and protocols.

**Entry:** You will have achieved the CISCO Certified Network Associate 3 (Exploration) qualification.

**Progression:** Further professional ICT qualifications from CompTIA or CISCO.

### CompTIA A+

**Level:** 2 | **Full Cost Fee:** £495 | **Starts:** See website | **Campus:** 5 | **Faculty:** AST | **Course Code:** 45072

This course is for those who are working or wish to work as computer support professionals and is the international industry credential that shows that you have the knowledge and skills needed to install, configure and troubleshoot computer hardware, operating systems, security and services. It covers: installation, configuration, diagnosing problems, preventive maintenance and basic networking. On successful completion of this course you will be given the opportunity to achieve certification with the CISCO IT Essential part 1.

**Entry:** There are no formal entry requirements, however, you will need a basic knowledge of IT hardware and operating systems.

**Progression:** Further professional ICT qualifications from CompTIA or CISCO.

### CompTIA Network+

**Level:** 2 | **Full Cost Fee:** £495 | **Starts:** See website | **Campus:** 5 | **Faculty:** AST | **Course Code:** 45071

This course is intended either for new or prospective network support technicians who wish to qualify with CompTIA Network+, or for experienced technicians who require an industry-recognised qualification to validate their knowledge and skills. It covers the fundamental principles of installing and supporting networks (including describing the features of LANs, WANs and wireless Networks, understanding TCP/IP, identifying security threats, installing and configuring network cabling and managing, monitoring and troubleshooting networks).

**Entry:** There are no formal entry requirements but you should have mid-level knowledge of computer hardware and software.

**Progression:** Further professional ICT qualifications from CompTIA or CISCO.

### CompTIA Security+

**Level:** 3 | **Full Cost Fee:** £495 | **Starts:** See website | **Campus:** 5 | **Faculty:** AST | **Course Code:** 45070

This course is intended either for new or prospective network support technicians who wish to qualify with CompTIA Security+, or for experienced technicians who require an industry-recognised qualification to validate their knowledge and skills. The course covers: network security, compliance and operational security, threats and vulnerabilities, application data and host security, access control and identity management, and cryptography.

**Entry:** You will need CompTIA Network+ certification and two years of technical networking experience, with an emphasis on security.

**Progression:** Further professional ICT qualifications from CompTIA or CISCO.

### CompTIA Server+

**Level:** 3 | **Full Cost Fee:** £495 | **Starts:** See website | **Campus:** 5 | **Faculty:** AST | **Course Code:** 45077

This course is intended either for new or prospective network support technicians who wish to qualify with CompTIA Server+, or for experienced technicians who require an industry-recognised qualification to validate their knowledge and skills. Companies such as Dell, HP, IBM, Intel, Lenovo and Xerox recommend or require CompTIA Server+ for their server technicians. The course covers: system hardware, software, storage, the IT environment, disaster recovery and troubleshooting.

**Entry:** You will need CompTIA A+ certification, as well as 18 to 24 months' experience in server technology in a role such as a network administrator, network engineer, systems engineer, security analyst or website administrator.

**Progression:** Further professional ICT qualifications from CompTIA or CISCO.

### ICT Professional Competence – Level 2 Diploma

**Level:** 2 | **Full Cost Fee:** £1980 | **Co-funded Fee:** £990 | **Starts:** Sept | **Campus:** 5 | **Faculty:** AST | **Course Code:** 7463

This one-year part-time course is suitable for those who are interested in a career in ICT systems support. You will learn how to install, configure and maintain computer equipment and operating systems and provide support to customers. A key component of this qualification is you will achieve the industry-standard CISCO IT Essentials Part 1 certificate. The course covers: health and safety, developing own effectiveness, professionalism, the customer in ICT, remote support for products and services, software installation and upgrade, ICT hardware and equipment and technical advice and guidance.

**Entry:** There are no formal entry requirements.

**Progression:** ICT Professional Competence – Level 3 Diploma.

### ICT Professional Competence – Level 3 Diploma

**Level:** 3 | **Full Cost Fee:** £950 | **Co-funded Fee:** £475 | **Starts:** Sept | **Campus:** 5 | **Faculty:** AST | **Course Code:** 45069

This course is suitable for those who are interested in a career in ICT systems support. Building on the Level 2 Diploma, this one-semester, part-time course will further develop your skills in hardware installation and updating software.

**Entry:** You will need to have achieved the ICT Professional Competence – Level 2 Diploma.

**Progression:** ICT Professional Competence – Level 4 Diploma or further professional CompTIA and CISCO qualifications.

### 2D Computer Aided Design (CAD) – Level 2 Award

**Level:** 2 | **Full Cost Fee:** £400 | **Starts:** Sept | **Campus:** 5 | **Faculty:** AST | **Course Code:** 35099

This course is for those wishing to gain experience and skills in the use of Autodesk AutoCAD as a drawing aid. Covering construction from initial idea to finished output, the course is ideal for those with an interest in interior design, architecture, engineering drawing or even computer games design.

**Entry:** There are no formal entry requirements, however, you will be assessed to ensure the course is appropriate for you.

**Progression:** 2D Computer Aided Design (CAD) – Level 3 Award.

### 2D Computer Aided Design (CAD) – Level 3 Award

Level: 3 | Full Cost Fee: £480 | Starts: April | Campus: S | Faculty: AST | Course Code: 35100

This course is for anyone wishing to further their experience and skills in the use of 2D CAD and covers the 3D aspects of AutoCAD, including 3D modelling techniques and the role that 3D design plays in industry. This course is ideal for anyone with an interest in visualising 3D interior design, architecture, engineering drawing or games object modelling.

**Entry:** You will need the 2D Computer Aided Design (CAD) – Level 2 Award or an equivalent qualification.

**Progression:** N/A

### Forklift Truck Training Course – Level 1 (one-day)

Level: 1 | Full Cost Fee: £195 | Starts: See website | Campus: T | Faculty: BDV | Course Code: 35081

This one-day Road Transport Industry Training Board (RTITB) course is for those with previous experience of driving forklift trucks, but who do not have a certificate validating their skills and experience. The course includes an introduction to health and safety and covers: pre-use inspection, theory and practical skills. You will be tested on RTITB theory and practice.

**Entry:** There are no formal entry requirements, however, you will need previous experience of driving a forklift truck.

**Progression:** N/A

### Forklift Truck Training Course – Level 1 (three-day)

Level: 1 | Full Cost Fee: £295 | Starts: See website | Campus: T | Faculty: BDV | Course Code: 35082

This three-day Road Transport Industry Training Board (RTITB) course is for those with previous experience of driving forklift trucks, but who do not have a certificate validating their skills and experience. The course includes an introduction to health and safety and covers: pre-use inspection, theory and practical skills. You will be tested on RTITB theory and practice.

**Entry:** There are no formal entry requirements, however, you will need previous experience of driving a forklift truck.

**Progression:** N/A

### Forklift Truck Training Course – Level 1 (five-day)

Level: 1 | Full Cost Fee: £395 | Starts: See website | Campus: T | Faculty: BDV | Course Code: 35083

This five-day Road Transport Industry Training Board (RTITB) course is for anyone who wants to learn to operate a forklift truck. The course includes an introduction to health and safety and covers: pre-use inspection, theory and practical skills. You will be tested on RTITB theory and practice.

**Entry:** There are no formal entry requirements.

**Progression:** N/A

### Forklift Truck Instructors Course – Level 3 (ten-day)

Level: 3 | Full Cost Fee: £1400 | Starts: See website | Campus: T | Faculty: BDV | Course Code: 35080

This is a ten-day Road Transport Industry Training Board (RTITB) course is aimed at those who want to obtain registration to become a RTITB forklift instructor, meeting the regulatory and occupation standards of the Health and Safety Executive and the RTITB. You will be tested on RTITB theory and practice.

**Entry:** There are no formal entry requirements, however, you will need knowledge and experience of the basic operation of forklift trucks.

**Progression:** N/A

## Looking for a qualification in IT? Want to complete that qualification one unit at a time to allow you to have some flexibility in your learning?

If so, our range of short IT user courses may be for you. Up-to-date IT skills will increase your confidence and capability in the workplace and could increase your career potential.

Offered from a basic introductory level up to Level 3, these flexible bite-sized units allow you to work at your own pace and can be tailored to your ability or the amount of time you have available.

These units offer the opportunity to build towards a nationally recognised IT qualification.

#### Units offered include:

- Improving productivity using IT
- Word-processing software
- Getting the best out of the Internet and email
- Spreadsheets software
- Database software
- Desktop publishing software
- Website design and software
- Presentation graphics/software
- Computerised accounts software

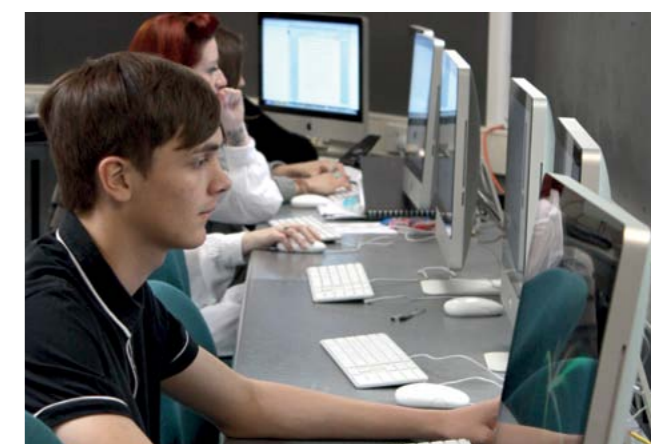
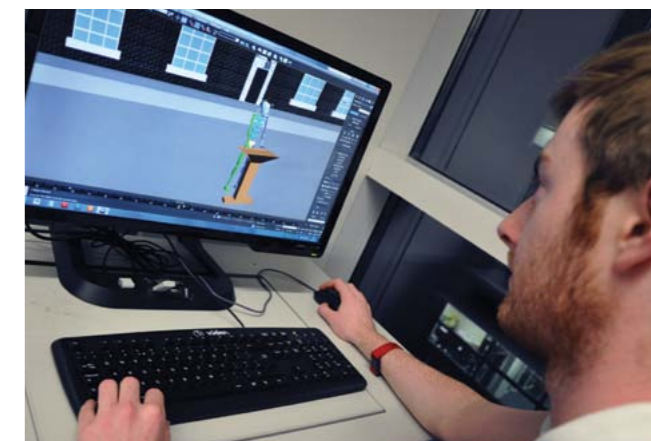
Each successfully completed unit will result in the award of credits which will build up as you work towards the qualification. These units build up to the Certificate in IT User at Levels 1, 2 or 3.

Prices vary depending on level and the credits for each course.

#### Price based on credits for each unit:

2 – 9 credits	£55.00 per credit
10-25 credits	£45.00 per credit
26-40 credits	£35.00 per credit

To find out more visit [www.SouthEssex.ac.uk](http://www.SouthEssex.ac.uk) or contact the IT User Team on **01702 220662**.



### Forklift Truck Instructors Course (refresher course) – Level 3

**Level:** 3 | **Full Cost Fee:** £660 | **Starts:** See website | **Campus:** T | **Faculty:** BDV | **Course Code:** 35079

This five-day course is aimed at registered Road Transport Industry Training Board (RTITB) forklift instructors who need to be recertified to meet Health and Safety Executive and RTITB standards. You will be tested on RTITB theory and practice.

**Entry:** There are no formal entry requirements, however, you will need knowledge and experience of the basic operation of forklift trucks.

**Progression:** N/A

### Vehicle Maintenance and Repair – Level 1 Diploma

**Level:** 1 | **Full Cost Fee:** £1500 | **Co-funded Fee:** £750 | **Starts:** Sept | **Campus:** B | **Faculty:** AST | **Course Code:** 35050 (part-time) 35056 (full-time)

This course is for anyone who is interested in a career in vehicle maintenance and repair. You will focus on light vehicles and study areas such as basic maintenance and repair of light vehicle engines, chassis, transmissions and electrical systems, motor vehicle technology, health and safety.

**Entry:** Two GCSEs at grade G or above in Mathematics and English (or equivalent).

**Progression:** Vehicle Maintenance and Repair – Level 2 Diploma, or undertake an Apprenticeship upon gaining suitable employment.

### Vehicle Maintenance and Repair – Level 2 Diploma

**Level:** 2 | **Full Cost Fee:** £2685 | **Co-funded Fee:** £1300 | **Starts:** Sept | **Campus:** B | **Faculty:** AST | **Course Code:** 35047

This course is for anyone who is interested in a career in vehicle maintenance and repair. The course covers: motor vehicle practical skills, motor vehicle technology, fault diagnosis, health and safety and removing and replacing units and components.

**Entry:** Two GCSEs at grade D or above, or a Vehicle Maintenance and Repair – Level 1 Diploma (or equivalent).

**Progression:** Vehicle Maintenance and Repair – Level 3 Diploma, or undertake an Advanced Apprenticeship on securing suitable employment.

### Vehicle Maintenance and Repair – Level 3 Diploma

**Level:** 3 | **Full Cost Fee:** £3000 | **Co-funded Fee:** £1500 | **Starts:** Sept | **Campus:** B | **Faculty:** AST | **Course Code:** 35052

This course is for anyone interested in a career in vehicle maintenance and repair. The course focuses on light vehicles and covers: carrying out routine vehicle maintenance, diagnosis and rectification of engine and component faults, chassis system faults and auxiliary equipment electrical faults.

**Entry:** You will need a Vehicle Maintenance and Repair – Level 2 Diploma (or equivalent).

**Progression:** N/A

### Vehicle Body and Paint operations – Level 3 Diploma

**Level:** 3 | **Full Cost Fee:** £3000 | **Co-funded Fee:** £1500 | **Starts:** Sept | **Campus:** B | **Faculty:** AST | **Course Code:** 35048

This course is aimed at anyone interested in a career in motor vehicle maintenance, specifically in body repair and refinishing. The course covers: repairing body panels, carrying out complete refinishing operations, mixing and matching paint colours and identifying and rectifying paint defects and faults. You will also be expected to find a work experience placement to support your College studies.

**Entry:** You will need a Vehicle Body and Paint Operations – Level 2 Diploma (or an equivalent qualification).

**Progression:** N/A

### Retail Skills – Level 2 Diploma

**Level:** 2 | **Full Cost Fee:** £1240 | **Co-funded Fee:** £620 | **Starts:** See website | **Campus:** B/S/T | **Faculty:** BDV | **Course Code:** 9067

This is a nationally-recognised qualification aimed at people working in the retail industry at an adviser or assistant level. There are a range of optional units which can be tailored individually to meet the specific requirements of any retail workplace. These are taken from areas such as sales, stock management and product expertise to customer sales and till work.

**Entry:** There are no formal entry requirements.

**Progression:** Retail Skills – Level 3 Diploma, or if you are currently employed in the retail industry, you could undertake a Retail Skills Apprenticeship.

### Retail Skills – Level 3 Diploma

**Level:** 3 | **Full Cost Fee:** £1685 | **Co-funded Fee:** £845 | **Starts:** See website | **Campus:** B/S/T | **Faculty:** BDV | **Course Code:** 9106

This is a nationally-recognised qualification aimed at people working in the retail industry at a supervisory and management level who want to develop their people and resource management skills. It covers: retail management, the sales professional and visual merchandising.

**Entry:** There are no formal entry requirements, however, you must be employed in a retail environment in a supervisory or management role.

**Progression:** Retail Apprenticeship, Foundation Degree in Retail.

### BTEC Applied Science – Level 2 Diploma

**Level:** 2 | **Full Cost Fee:** £2620 | **Co-funded Fee:** £1300 | **Starts:** Sept | **Campus:** B/S | **Faculty:** AST | **Course Code:** 6432

This course is for those interested in science and covers: chemistry and our earth, energy and our universe, biology and our environment and investigating a crime scene. You will have use of the College's Science Centre and take part in educational trips.

**Entry:** There are no formal entry requirements, however, you will be assessed to ensure the course is appropriate for you.

**Progression:** Access to HE Diploma (Science) or any Level 3 BTEC science-based qualification.

### Security Guarding – Level 2 Award

**Level:** 2 | **Full Cost Fee:** £150 | **Starts:** See website | **Campus:** B/S/T | **Faculty:** BDV | **Course Code:** 20097

This nationally-recognised qualification enables a security guard to meet one of the requirements to apply for their SIA licence to practise. It covers: working in the private security industry, working as a security officer and conflict management.

**Entry:** There are no formal entry requirements, but you will need a basic standard of English and Mathematics and a reasonable level of physical fitness. You will also need proof of identification and address as per SIA guidelines.

**Progression:** Knowledge of Providing Security Services – Level 2 Certificate, or Advanced Security Operations – Level 3 Award.

### Knowledge of Providing Security Services – Level 2 Certificate

**Level:** 2 | **Full Cost Fee:** £895 | **Starts:** See website | **Campus:** B/S/T | **Faculty:** BDV | **Course Code:** 20099

This qualification will give you solid knowledge and understanding of the security industry. It focuses on the core areas of security but also on developing transferable skills such as customer service and problem solving. It includes the mandatory award needed to qualify for an SIA licence.

**Entry:** No previous knowledge or training is required, but you will need a basic level of English and Mathematics. You must also provide proof of identification and address, as per SIA guidelines.

**Progression:** Providing Security Services – Level 2 Certificate, or Advanced Security Operations – Level 3 Award.

### Providing Security Services – Level 2 Certificate

**Level: 2 | Full Cost Fee: £1420 | Co-funded Fee: £710 | Starts: See website | Campus: B/S/T | Faculty: BDV | Course Code: 20050**

If you are working in front-line security services this qualification validates your occupational competence in day-to-day work. It covers: customer service, dealing with security incidents, maintaining a security presence, access and egress control, producing documents, dealing with disorderly or aggressive behaviour and health and safety.

**Entry:** There are no formal entry requirements, however, you will need to be employed in a front-line security role.

**Progression:** Advanced Security Operations – Level 3 Award.

### Door Supervision – Level 2 Award (includes physical intervention)

**Level: 2 | Full Cost Fee: £175 | Starts: See website | Campus: B/S/T | Faculty: BDV | Course Code: 9108**

This nationally-recognised qualification enables a door supervisor to meet one of the requirements needed to apply for their SIA licence to practise. It covers: working in the private security industry, working as a door supervisor, conflict management and physical intervention.

**Entry:** There are no formal entry requirements, but you will need a basic standard of English and Mathematics and a reasonable level of physical fitness. You will also need proof of identification and address as per SIA guidelines.

**Progression:** Knowledge of Providing Security Services – Level 2 Certificate, or Award in Advanced Security Operations.

### Physical Intervention Skills for the Private Security Industry – Level 2

**Level: 2 | Full Cost Fee: £75 | Starts: See website | Campus: B/S/T | Faculty: BDV | Course Code: 20098**

This course is designed for those working in roles where conflict management training is required and is now mandatory for new door supervisors as a condition of renewing their SIA licence. It covers: understanding physical interventions, the legal and professional implications of their use, reducing the risk of harm when physical intervention skills are used, using non-pain-related physical skills to protect yourself and more.

**Entry:** There are no formal entry requirements.

**Progression:** Knowledge of Providing Security Services – Level 2 Certificate or Advanced Security Operations – Level 3 Award.

### Awareness of Substance Misuse – Level 2 Award

**Level: 2 | Full Cost Fee: £125 | Starts: Sept | Campus: B/S/T | Faculty: BDV | Course Code: 20103**

This course is suitable for anyone working in a role which requires an awareness of the illegal drug scene (e.g. security, licensed premises, schools, colleges etc.). It covers: general drug trends, drug legislation, multi-agency liaison, partnerships with authorities, implementing and monitoring a drug strategy, carrying out needs assessments, dealing with drug users and dealers, dealing with found or confiscated drugs, eliminating drugs from your premises and more.

**Entry:** There are no formal entry requirements, however, you should already be working in a relevant role.

**Progression:** Door Supervision – Level 2 Award.

### Advanced Security Operations – Level 3 Award

**Level: 3 | Full Cost Fee: £245 | Starts: See website | Campus: B/S/T | Faculty: BDV | Course Code: 20094**

This qualification is designed to support the continuing professional development of security officers. It is suitable for those who wish to develop a more specialised understanding of security operations and is also suitable for existing or aspiring security supervisors. It covers: security health and safety operations and management, physical security operations and management, information and personnel security management, private security and the law.

**Entry:** You will need a Level 2 security-related qualification (e.g. an SIA course).

**Progression:** Management and team-leading qualifications.

### Understanding Stewarding at Events – Level 2 Award

**Level: 2 | Full Cost Fee: £245 | Starts: See website | Campus: B/S/T | Faculty: BDV | Course Code: 55029**

This qualification is for anyone interested in a career in stewarding at spectator events, such as music festivals, sports and community events. You will gain the knowledge necessary to prepare for spectator events, respond to injuries and emergencies, control the entry and exit of spectators, as well as crowd monitoring and conflict management.

**Entry:** There are no formal entry requirements.

**Progression:** Door Supervision/Security Guarding – Level 2 Award, Knowledge of Providing Security Services – Level 2 Certificate, or Spectator Safety – Level 2 Certificate.

### Spectator Safety – Level 2 Certificate

**Level: 2 | Full Cost Fee: £895 | Starts: See website | Campus: B/S/T | Faculty: BDV | Course Code: 55035**

This qualification will provide you with the knowledge and experience required to work as a steward at sports grounds, music festivals, marches and any other event that requires spectator safety. This qualification also fulfils the regulations and requirements for stewarding set out by the Government in the Green Guide.

**Entry:** There are no formal entry requirements, however, you should be employed in a relevant job role.

**Progression:** Spectator Safety – Level 3 Certificate, Door Supervision – Level 2 Award or Advanced Security Operations – Level 3 Award.

### Advanced Spectator Safety – Level 3 Certificate

**Level: 3 | Full Cost Fee: £995 | Starts: See website | Campus: B/S/T | Faculty: BDV | Course Code: 55036**

This qualification is aimed at senior stewarding staff working at a supervisory level who are responsible for preparing stewards and venues for spectator events. The course will help you to develop better working relationships with your colleagues and deal more effectively with spectator-related problems and emergencies.

**Entry:** You will need a security-related Level 2 qualification (e.g. an SIA course) and be employed in a stewarding role, preferably at a supervisory level.

**Progression:** Door Supervision – Level 2 Award or Advanced Security Operations – Level 3 Award.

### Personal Progress Towards Independence – Entry Level 1 Diploma

**Level: E1 | No fee | Starts: Sept | Campus: S | Faculty: HCPS | Course Code: 2075**

This course is for those wishing to work towards gaining their own independence and build their literacy, numeracy and social skills. The course presents a framework of activities to assist with personal development, independent living skills, work skills and Functional Skills.

**Entry:** There are no formal entry requirements, however, you should be at least 19 years of age. You will also attend an interview and complete a short assessment to show that you are suitable for the course.

**Progression:** Other supported learning courses such as Personal and Social Development – Wider Horizons. You may also enter employment or supported employment.

### Personal and Social Development (Wider Horizons) – Entry Level 2

**Level: E2 | No fee | Starts: Sept | Campus: S | Faculty: HCPS | Course Code: 5311**

This course provides work-related training as an introduction to employment. It covers: basic work preparation skills including Functional Skills (Mathematics, English, ICT), social life skills, as well as employment-related workshops and community projects.

**Entry:** You will need to be at least 19 years old and have an Entry Level 2 standard of English (reading, writing or speaking and listening) and preferably Mathematics. You will need to complete a short assessment to show that you are suitable for the course.

**Progression:** Other supported learning courses, such as the Preparing for Employment (Vocational Choices) – Entry Level 3 Certificate. You could also seek employment or supported employment.

## Supported Learning | Teacher Training

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

**Level:** E2 | **No fee** | **Starts:** Sept | **Campus:** S | **Faculty:** HCPS | **Course Code:** 5342

This course provides work-related training as an introduction to employment. The programme covers the development of social/life skills and you will also work towards Functional Skills qualifications in English, Mathematics and ICT.

**Entry:** You will need to be at least 19 years old and have an Entry Level 2 standard of English (reading, writing or speaking and listening) and preferably Mathematics. You will need to complete a short assessment to show that you are suitable for the course.

**Progression:** Other supported learning courses, such as the Preparing for Employment (Vocational Choices) – Entry Level 3 Certificate. You could also seek employment or supported employment.

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

**Level:** E3 | **No fee** | **Starts:** Sept | **Campus:** S | **Faculty:** HCPS | **Course Code:** 3461

This course is for adults who are seeking basic skills and vocational training as a route into employment. The course covers basic skills such as reading, writing, Mathematics and ICT as well as job skills such as how to look for and apply for jobs and the application process, health and safety, writing a CV, communication at work, customer service and more.

**Entry:** There are no formal entry requirements but you will need to show that you can work at Entry Level and be willing to undertake a work placement. You will need to complete a short assessment to show that you are suitable for the course.

**Progression:** Employment, supported employment or voluntary work.

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### Supporting Teaching and Learning – Level 2 Certificate

**Level:** 2 | **Full Cost Fee:** £1250 | **Co-funded Fee:** £625 | **Starts:** See website | **Campus:** B/S/T | **Faculty:** BDV | **Course Code:** 80022

This course is for those planning to work in or who are newly employed in teaching assistant roles and covers: child development, health and safety, inclusion, equality and diversity, safeguarding, working with colleagues, communication and team working, improving own practice, maintaining positive relationships, support behaviour and learning activities.

**Entry:** There are no formal entry requirements, however, you will need to show that you can work at Level 2 and be employed in a relevant role in a school environment.

**Progression:** Certificate or Diploma in Supporting Teaching and Learning – Level 3.

### Cover Supervision of Pupils in School – Level 3 Certificate

**Level:** 3 | **Full Cost Fee:** £1350 | **Co-funded Fee:** £675 | **Starts:** Sept | **Campus:** B/S/T | **Faculty:** BDV | **Course Code:** 80031

This qualification is for teaching assistants or learning support assistants who have relevant experience working with children in a particular area of responsibility, such as a cover supervisor. It covers: children and young people's development, safeguarding, communication, promoting positive behaviour, developing professional relationships, supervising whole class learning activities, personal development, health and safety, and team leading.

**Entry:** You will need to be employed in a teaching assistant role in a school environment and hold a Level 2 qualification (or equivalent experience) in supporting teaching and learning. You will also need a Level 2 standard of literacy and be able to demonstrate the ability to work at Level 3.

**Progression:** N/A

#### Key to course locations

**B** – Basildon Campus (Nethermayne)      **S** – Southend Campus (Luker Road)      **T** – Thurrock Campus (Woodview)  
**G** – Thurrock Campus (Grays)      **W** – Work-based



**Jeffrey Grace | SESNHA Care**

**Manager**

“The College introduced us to people who want to work in care and even gave them training to help prepare them for the job. We could then meet the candidates and decide which ones we wanted to take on.”

### Supporting Teaching and Learning – Level 3 Certificate

**Level:** 3 | **Full Cost Fee:** £1350 | **Co-funded Fee:** £675 | **Starts:** See website | **Campus:** B/S/T | **Faculty:** BDV | **Course Code:** 80024

This qualification is for teaching assistants or learning support assistants and covers: child development, health and safety, inclusion, equality and diversity, safeguarding, working with colleagues, communication, team working and more.

**Entry:** You will need to be employed in a teaching assistant role and hold a Level 2 qualification (or equivalent experience) in supporting teaching and learning. You will also need a Level 2 standard of literacy and be able to demonstrate the ability to work at Level 3.

**Progression:** Supporting Teaching and Learning – Level 3 Diploma.

### Specialist Support for Teaching and Learning in Schools – Level 3 Diploma

**Level:** 3 | **Full Cost Fee:** £1685 | **Starts:** See website | **Campus:** B/S/T | **Faculty:** BDV | **Course Code:** 80023

This qualification is for teaching assistants or learning support assistants who have relevant experience working with children in a particular area of responsibility, such as a special educational needs or cover supervisor. It covers: child development, health and safety, inclusion, equality and diversity, safeguarding, working with colleagues, communication, and more.

**Entry:** You will need to be employed in a teaching assistant role and hold a Level 2 qualification (or equivalent experience) in supporting teaching and learning. You will also need a Level 2 standard of literacy and be able to demonstrate the ability to work at Level 3.

**Progression:** Continuing professional development units at Level 3 to extend your knowledge and practice.

### Preparing to Teach in the Lifelong Learning Sector – Level 3 – 4 (PTLLS)

**Level:** 3-4 | **Full Cost Fee:** £400 | **Co-funded Fee:** £220 | **Starts:** See website | **Campus:** B/S | **Faculty:** PDT | **Course Code:** 5620

This course is suitable for those who are seeking introductory training prior to embarking on a career in teaching and training. The course covers the basic principles of teaching and learning as well as practical elements such as planning learning programmes, designing materials, managing the learning environment and micro-teaching.

**Entry:** You will need to be at least 18 years of age and either hold or be working towards achieving a qualification in the subject you wish to teach. You will also need a reasonable standard of literacy.

**Progression:** A full teaching qualification.

### Diploma to Teach in the Lifelong Learning Sector – Level 5 (DTLLS)

**Level:** 5 | **Full Cost Fee:** £1800 | **Co-funded Fee:** £900 | **Starts:** Sept, Jan | **Campus:** B/S | **Faculty:** PDT | **Course Code:** 5624 (Sept) 5626 (Jan-13)

This course fulfils the professional requirements for being a teacher in the lifelong learning sector, and covers: planning, delivering and assessing learning for adults, theories of learning, managing behaviour for learning, curriculum studies, leadership and management in a learning organisation, developing and managing resources, and continuing personal and professional development.

**Entry:** You will need a qualification in your teaching specialism at Level 3 or the equivalent experience, plus 50 teaching hours in each year of study, a mentor in the workplace who is a qualified teacher as well as an up-to-date CRB check. If you don't already have a Level 2 standard of literacy and numeracy you will need to achieve it in the first year of the course. All teaching qualifications require completion of the PTLLS course, however, you can complete a non-certificated PTLLS qualification on this course if you don't already have it.

**Progression:** Professional Formation leading to QTLS status, or Level 5 Additional Diploma in Teaching English in the Lifelong Learning Sector, a specialist qualification for teaching literacy.

#### Key to course locations

**B** – Basildon Campus (Nethermayne)      **S** – Southend Campus (Luker Road)      **T** – Thurrock Campus (Woodview)  
**G** – Thurrock Campus (Grays)      **W** – Work-based

### Additional Diploma in Teaching English in the Lifelong Learning Sector – Level 5

**Level:** 5 | **Full Cost Fee:** £950 | **Co-funded Fee:** £475 | **Starts:** Sept | **Campus:** S | **Faculty:** PDT | **Course Code:** 5627

This course is for qualified teachers who wish to achieve a specialist qualification in teaching English literacy. It covers: approaches to literacy learning and teaching, theories and frameworks for literacy learning and teaching.

**Entry:** You will need to be a qualified teacher with a full Level 5 teaching qualification (DTLLS or CertEd or PGCE) and be working in a teaching role with a minimum of 75 hours in teaching literacy in a recognised lifelong learning context; delivering on a one-to-one and group basis across a minimum of two levels.

**Progression:** N/A

### Trade Union Health and Safety Representatives – Level 1 Certificate

**Level:** 1 | **No fee** | **Starts:** Sept, Jan, Apr | **Campus:** B/S | **Faculty:** PDT | **Course Code:** 90022

This course is the first stage in the Trades Union Congress (TUC) health and safety training programme. It is designed to help you build the skills, knowledge and confidence needed to work as a trade union safety representative. The course will give you a basic knowledge of key health and safety legislation and an understanding of their role and functions.

**Entry:** There are no formal entry requirements, however, you will need to hold an elected position as a trade union health and safety representative.

**Progression:** Other courses for trade union representatives.

### Trade Union Health and Safety Representatives – Level 2 Certificate

**Level:** 2 | **No fee** | **Starts:** Sept, Jan, Apr | **Campus:** B/S | **Faculty:** PDT | **Course Code:** 90023

This course is designed for Trades Union Congress (TUC) health and safety representatives and builds on the Level 1 Health and Safety Representatives course. It covers: identifying, preventing and controlling risks, developing a collective and equal opportunities approach to health and safety, keeping up to date on health and safety law and effecting changes in health and safety in the workplace.

**Entry:** Trade Union Health and Safety Representatives – Level 1 Certificate (or equivalent).

**Progression:** Other courses for trade union representatives.

### Trade Union Representatives Stage 1 – Level 2 Certificate

**Level:** 2 | **No fee** | **Starts:** Sept, Jan, Apr | **Campus:** B/S | **Faculty:** PDT | **Course Code:** 90024

This is the initial course in the Trades Union Congress (TUC) core programme for elected trade union representatives to develop their representational and organisational skills in order to become effective representatives. It is designed for those who have been newly elected and offers an insight into the role and its responsibilities. Learners achieve an understanding of key employment rights and develop representational skills.

**Entry:** There are no formal entry requirements, however, you will need to hold an elected position as a trade union representative.

**Progression:** Other courses for trade union representatives.

### Trade Union Representatives Stage 2 – Level 2 Certificate

**Level:** 2 | **No fee** | **Starts:** Sept, Jan, Apr | **Campus:** B/S | **Faculty:** PDT | **Course Code:** 90025

This course is an important step after the Certificate for Trade Union Representatives Stage 1 and will develop your representational and organisational skills, enabling you to be a more effective representative and build an active role in your trade union structure.

**Entry:** There are no formal entry requirements, however, you will need to hold an elected position as a trade union representative.

**Progression:** Other courses for trade union representatives.

### Trade Union Health and Safety Representatives – Level 3 Diploma

Level: 3 | No fee | Starts: Sept | Campus: B/S | Faculty: PDT | Course Code: 90027

This course is aimed at experienced trade union health and safety representatives. It is an intensive course that will involve an element of home study in addition to attending classroom sessions. On completing this course you can apply for membership with the Institute of Occupational Safety and Health (IOSH) at the Tech IOSH level, which can offer a number of higher education opportunities.

**Entry:** You will need the Level 1 and Level 2 Certificates for Trade Union Health and Safety Representatives.

**Progression:** Other courses for Trade Union Representatives.

## Apprenticeships for Adults

**Apprenticeships aren't just for young people. No matter if you're 16 or 60, if you're looking to change careers or if you want to improve the career you're already in, an Apprenticeship can give you the skills and confidence to succeed!**

Whether you're already employed or even if you're actively seeking employment, Apprenticeships are an ideal training route that will improve your skills whilst ensuring that you get paid and receive a nationally-recognised qualification. Unlike some other adult education options that require you to attend College full-time, you won't need to give up work to achieve your qualification.

Employers value Apprenticeship training because it provides a way for the experience and skills of their employees to be recognised and improves both staff motivation and job satisfaction.

With the growing prestige of Apprenticeships, your employer may decide to put you forward for an Apprenticeship as part of their professional development programme; but even if they don't you can still put yourself forward for one with the support of your employer. This is a really good way to show your employer that you are ready to take on more responsibility, improve your job performance and your prospects for promotion.

You need to be employed in order to do an Apprenticeship, however if you are currently seeking work we can help you to find a suitable Apprenticeship placement through our links with employers.

You can also see what companies are currently recruiting Apprentices by registering with the Apprenticeship Vacancy Matching Service and searching for vacancies in the Essex area.

#### ■ A cost-effective option

While the Government fully funds the costs of Apprenticeship training for 16-18 year olds, funding is also available for those aged 19 years old and over (subject to certain criteria) who wish to pursue an Apprenticeship. Apprenticeships cost a lot less than some other adult education options, which means you won't have to borrow a lot of money. The qualification part (NVQ) of an Apprenticeship may also help support an application to university, if you are considering higher education.

If you would like to know more about adult Apprenticeships, call us on **0845 52 12345** and ask to speak with the Business Development Team (or via email at: [Business@SouthEssex.ac.uk](mailto:Business@SouthEssex.ac.uk)).

#### ■ We offer Apprenticeships in many occupational areas including:

- Accountancy
- Business and Administration
- Construction
- Childrens' and young Peoples' Workforce
- Customer Service
- Electrical Installations
- Engineering
- Financial Services
- Health and Social Care
- Hospitality and Catering
- Light Vehicle Maintenance and Repair
- Logistics
- Management and Team Leading
- Retail Skills
- Supporting Teaching and Learning

## South Essex College offers advice and guidance to help organisations and individuals affected by redundancy.

Our Response to Redundancy programme provides Government-funded support for both employers and employees to help those who have been made redundant or who are at risk of redundancy to retrain for new jobs or careers or to start their own businesses.

### Our redundancy outplacement service provides:

- Confidential one-to-one advice and guidance on careers and job searching, either at your place of work or off-site. We will discuss your options with you and help you develop an action plan.
- Employability skills training including CV writing, interview techniques and job search training
- Fully-funded training courses to help you prepare for a new job or career
- An assigned Jobs broker to help you secure a new job

If you would like to start a business after being made redundant, the Skills Support for Redundancy training can cover topics such as:

- Testing your business idea
- Business planning
- Business forecasts
- Assessing or developing your marketing plan
- Identifying your customers

### To be eligible you must:

- Be over the age of 19
- Live in the East of England

You must also be under consultation or notice of redundancy, have been notified that you may be affected by downsizing or closure, or be newly unemployed.

**For more information, call today and ask to speak to the Business Development Team.**



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**Disclaimer:**

Although great care has been taken in compiling this prospectus, it is for general guidance of prospective students only. The College cannot guarantee the provision of all the courses and services in the event of circumstances beyond its control and therefore reserves the right to make changes or cancel any course or module without notice, should this become necessary.

The information in this prospectus is believed to be accurate at the time of publication however changes may be made at a later date. The courses offered by South Essex College are under constant review and development, so students and their representatives should always contact the College directly for the most up-to-date information or visit our website at: [www.SouthEssex.ac.uk](http://www.SouthEssex.ac.uk)

**Alternative formats:**

This prospectus can be made available in large print, audio and Braille formats upon request. Please contact Student Services at the College for further information.

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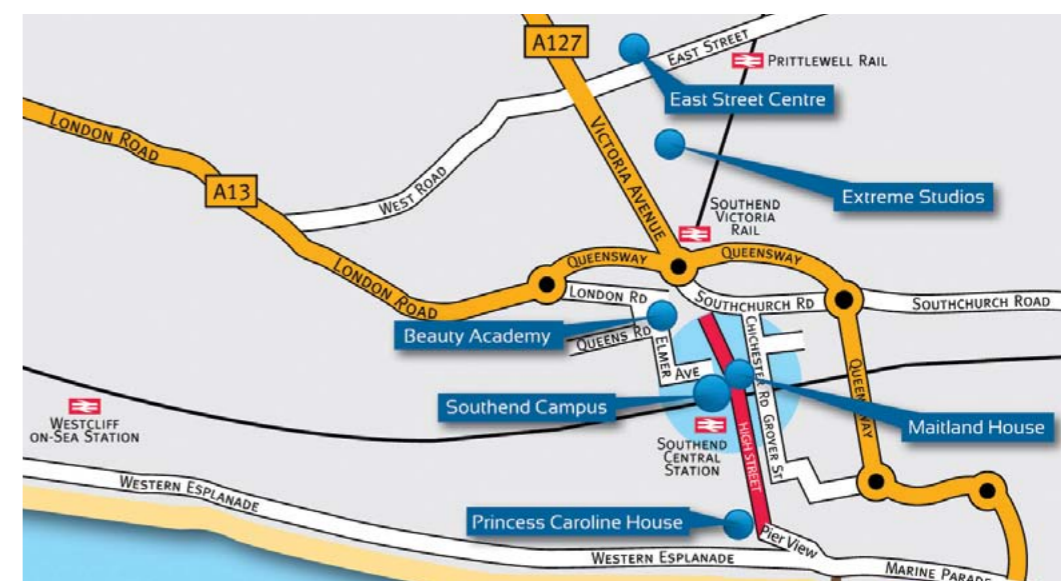
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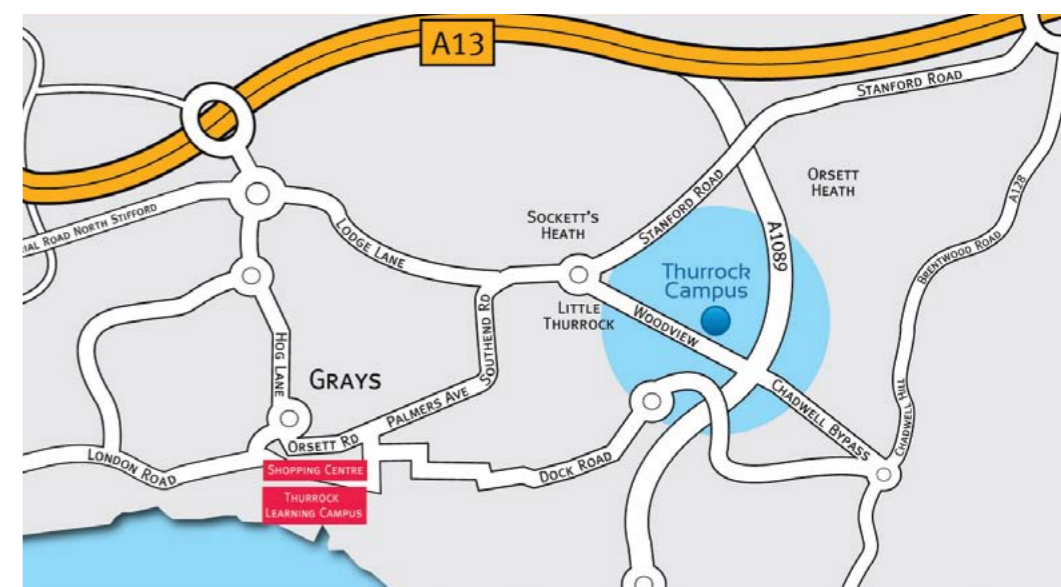
Basildon Campus  
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SS16 5NN



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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 7th November 2012

Tuesday 5th February 2013

Tuesday 18th June 2013

## Southend Campus

Luker Road, SS1 1ND

Wednesday 3rd October 2012

Thursday 15th November 2012

Thursday 7th March 2013

Thursday 9th May 2013

## Thurrock Campus

Woodview, RM16 2YR

Tuesday 16th October 2012

Wednesday 16th January 2013

Wednesday 22nd May 2013



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