

FULL-TIME  
PROSPECTUS  
2012-13



LARGE PRINT

# **WELCOME TO CAMBRIDGE REGIONAL COLLEGE**

Welcome to Cambridge Regional College. We are delighted that you are thinking of joining us. The College is a great place to study with excellent teachers and resources. We will challenge you to achieve your very best and also provide you with the support you need.

Coming to College is not just about gaining qualifications, it is also about gaining confidence in yourself and developing a range of skills that will help you get the job you want, build a career, start your own business or progress to higher education. Elements of your course will be designed to develop these wider skills.

Your learning and success are the reason Cambridge Regional College exists and every member of staff will be working to enable you to succeed.

I hope you find this prospectus has what you are looking for. Please visit us on one of our Open Days to find out more. I hope you decide to join us and look forward to meeting you.

Anne Constantine  
Principal

## **TERM DATES\***

### **Autumn Term**

10 September to 19 December 2012

Half Term from 25 October - 2 November 2012

### **Spring Term**

8 January to 26 March 2013

Half Term from 11 - 19 February 2013

### **Summer Term**

15 April to 5 July 2013

Half Term from 27 – 31 May 2013

## **OPEN DAY\***

Friday 11 November 2011 4pm-8.30pm

Saturday 12 November 2011 9.30am-1pm

Saturday 25 February 2012 9.30am-1pm

Saturday 30 June 2012 11am-3pm

Friday 24 August 2012 9.30am-1pm\*\*

Tuesday 28 August 2012 9.30am-1pm\*\*

\*Dates correct at time of printing but could be subject to change

\*\*Advice Days

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## **ENJOY LEARNING AT CRC**

It's amazing what you can do when you study at Cambridge Regional College. At CRC, everyone is here because they want to learn, achieve and progress. We want you to enjoy learning as well - so even if you felt switched off by courses at school, think again! We'll inspire you with our fantastic facilities - among the best in the country - and our well-qualified, committed tutors.

Our learning departments are superbly equipped, thanks to a £23 million development programme. We have purpose-built art and design studios, a magnificent £9 million motor vehicle workshop, fantastic hair and beauty salons, state-of-the-art catering kitchens and much, much more to encourage learning and nurture success.

Our SmartLIFE Construction Centre and our new SmartLIFE Low Carbon Centre provide the perfect settings for our Modern Methods of Construction and Sustainability courses, giving you the skills you need to succeed in the construction industry. Our commercial hair and beauty salons, restaurant and bistro, along with the Wisteria Travel Agency, provide valuable high-quality work experience.

## **Path to success**

At CRC, we will help you to develop your skills and knowledge, so if you want to follow a career in catering, you can. If you fancy setting up a business in vehicle repair and servicing, we'll give you the skills to do it, both from a practical and management perspective. If you want to learn about childcare, we'll not only teach you, we'll ensure you receive valuable work experience with local employers so you get a real feel for working with children. Work experience also gives you an opportunity to gain a good reference and is key to your CV and future career.

We want you to succeed to the best of your ability, so we'll provide a programme of study to meet your specific needs and aspirations, carefully monitor your progress and provide the support you need for success. We will also help you develop your English, Maths and IT skills to a level and at a pace that suits you, and give you the opportunity to grow your interpersonal and teamwork skills.

## **Enjoy your free time**

Our outstanding Sports Centre has two sports halls, squash and badminton courts, superb new gym and training equipment, a climbing wall, dance studio and a multi-use games area, all available to our students. We have many sports teams which compete at county, national and

international levels, and a wide range of enrichment programmes. Singing, photography, sports, dance and reading clubs are among the activities which take place each term, mostly over lunchtimes.

If you want to set up a special interest group, sports club, fun event or activity, we'll help you to do so. Students are also encouraged to stage sponsored events to help raise money for a variety of charities.

### **Food & drink**

We have a fantastic range of catering outlets at the College, giving you a wide choice of food and drink. These include a self-service refectory (with Deli Bar), two new Costa Cafés, a Spar Shop and a bistro and restaurant.

### **Computer drop-in facilities**

CRC has a wide selection of computing resources, which run the latest software packages, and Wi-Fi access is available throughout the College

Cambridge Regional College is fully committed to equalising opportunities and welcomes enrolments from everyone, irrespective of age, background, gender, disability or support needs. We are also committed to safeguarding our learners, staff and visitors through the provision of a safe environment and safe working practices.

## **SUCCESSFUL CAREERS START HERE!**

At Cambridge Regional College you will achieve more than qualifications. For each full-time programme we have identified the most important skills, behaviours and attitudes that will help lead to successful progression and employment. These are detailed in the “CRC Passport to Success” for your programme. You will be encouraged and supported to achieve these standards throughout your time at the College. When you move on from the College, we want you to be skilled, confident and enterprising, and therefore well prepared to enter higher education, further specialist training or to move competently into employment.

### **Skilled**

We will provide opportunities for you to:

- be inspired to achieve outstanding skill levels and to become world class
- have your skills recognised through appropriate qualifications valued by HE and/or employers
- develop a good understanding of your chosen employment field
- understand and value the importance of Maths, English and IT in your chosen career, and further develop these skills

## **Confident**

As well as achieving vocational skills and qualifications, we will inspire you to:

- display high levels of professional standards in your chosen field
- realise the importance and value of your aspirations, contributions and creativity, and their importance in the world of work
- value teamwork, learning to be effective as both a team leader and team player, and being flexible and adaptable in both roles
- be an innovative self-starter who takes responsibility and communicates their ideas clearly

## **Enterprising**

To ensure your adaptability in a rapidly changing world, we will help you to:

- develop your entrepreneurial skills, learning to identify and maximise opportunities
- learn about the business, cultural and social implications of the global economy
- learn to be resilient, positive and confident when faced with change
- become confident in solving problems and identifying when you need to further develop your skills in order to achieve your aspirations

## **YOUR ROUTE TO EMPLOYMENT**

Cambridge Regional College will give you the right skills to find the job that's right for you. Don't worry if you haven't any qualifications or aren't even sure what the right job is - we're here to help.

Our excellent vocational training covers a wide range of subjects to prepare you for jobs in many industries including construction, beauty, health, care, hospitality, media and travel. Delivered by tutors who are practising experts in their field, everything that you learn at Cambridge Regional College will be of practical use to you in the workplace.

All our courses have excellent career prospects, but if you want to start working straight away, why not consider one of our many Apprenticeship programmes. An Apprenticeship allows you to get training on the job. For more information, please turn to page 19.

We enjoy close links with a large number of businesses, which means we can put you directly in touch with leading companies when you complete your course. We also have strong partnerships with all the key public sector employers - such as local councils,

Cambridgeshire Constabulary, the Fire Brigade and the National Health Service.

In addition, our Careers Advisers are always on hand to offer help with job applications, interview techniques and careers advice.

## **YOUR ROUTE TO UNIVERSITY**

Our students have gone on to some of the most prestigious institutions across the country - including Cambridge University - to study biomedicine, teaching, law, business, marketing, fashion, criminology and many other subjects. Anglia Ruskin, Nottingham Trent and Norwich University College of the Arts are all popular choices for our students.

If you are thinking about going to university after studying at CRC, we will keep you well-informed about the courses on offer, help you with your UCAS application and offer you practice in interview techniques.

This year, we have added an innovative new Higher Education programme to our range of courses - helping you to work towards a degree without the expensive costs associated with university. Check out our wide range of options on page 144. We also have an Access to Higher

Education programme which is specifically designed for adults wishing to return to education so that they can then progress to university.

For more information about Higher Education, see page 144.

## **WHICH COURSE IS RIGHT FOR YOU?**

Deciding on the right course can be daunting. We've made sure that, whatever stage you're at in your studies, we have a course at the right level for you. The next few pages will help you find your way through the wide range of courses we offer.

Many schools now offer vocational or applied qualifications, so it is likely that you will have taken one of these alongside your GCSEs at school. This may be one of the new Diplomas or a BTEC Level 2 Certificate or Diploma.

Although you may be studying a vocational or applied qualification at school, these may not be specific enough to progress straight onto a higher level skills-based programme. In such cases, you will be offered a place on a course that matches your current skill level, before progressing.

For example, construction is often delivered in schools as a combination of joinery, painting/decorating, and bricklaying, and although this forms a very relevant foundation for further study the actual level of craft skills acquired is often not sufficiently developed to progress immediately to the next level. At CRC it's our aim to place you on the appropriate course for your

skills and for you to progress as quickly as possible.

### **Joining our vocational programmes**

A Pass in most Level 2 vocational/applied qualifications at school equates to two GCSEs at grade C. To access our BTEC Level 3 programmes you need an additional two GCSEs. If, however, you get a Merit or Distinction at school, we may be able to count them as the equivalent of four GCSEs if there has been sufficient opportunity for you to develop appropriate skill levels - enough for entry to our Level 3 Diplomas on their own.

This applies for all combinations of GCSE and vocational/applied qualifications, but due to the very specialist nature of some BTEC programmes, you may require specific Level 2 qualifications or GCSE subjects in some cases.

We've given a brief summary of the entry requirements for each level on the next few pages. Many factors are taken into consideration before you're placed on a specific course. Apart from our general entry requirements, we'll also take into account the outcomes of initial assessment, literacy and numeracy results and references from your previous school.

We have also tried to explain what each type of qualification means, so you'll be able to tell your Diplomas from your NVQs!

More information about course qualification levels can be found at [www.youthoria.org](http://www.youthoria.org) or use [www.cambscoursefinder.com](http://www.cambscoursefinder.com) to search for courses, qualifications and training opportunities in Cambridgeshire.

### **How we deliver BTEC Level 3 qualifications**

Most learners on BTEC Level 3 programmes work towards a BTEC Level 3 Subsidiary Diploma in Year One and progress onto a Diploma or Extended Diploma in Year Two. Learners then benefit from a nationally recognised Level 3 qualification which carries UCAS points should their plans change, for example, through illness, relocation or transfer to a different course.

### **BTEC First and BTEC National Title Changes**

Level 2 Firsts and BTEC Level 3 Nationals have been part of the educational landscape for over 25 years. From September 2010 the qualifications formed part of the new Qualifications and Credit Framework (QCF) and their names changed. Level 2 Firsts became BTEC Level 2 Diplomas, Extended Certificates and Certificates, equivalent to four, two or one GCSE respectively. Level 3 Nationals became BTEC Level 3 Extended

Diplomas, Diplomas and Subsidiary Diplomas, equivalent to three, two and one A Levels respectively. A new qualification was introduced called the BTEC Level 3 Certificate, which is worth one AS Level.

If you would like some help in deciding which course is right for you, please contact our Information & Advice Team on 01223 226315/418249 who would be happy to help.

## **FREQUENTLY ASKED QUESTIONS**

### **Full-time students**

#### **I don't know what I want to do. Can CRC help?**

Deciding on a career or course of study can be difficult. People often find it hard to choose between two or three areas in which they are interested. Our Information & Advice Team can help; just give them a call on 01223 26315/418249 or email [enquiry@camre.ac.uk](mailto:enquiry@camre.ac.uk). You can also drop in to the Student Services Centre, which is open Monday to Thursday from 8.30am to 5pm, Friday 8.30am to 4.30pm. We also have a team of qualified Careers Advisers who will use the latest methods to identify your particular skills and abilities. To arrange a meeting, please call 01223 418442.

#### **Are colleges of further education as good as sixth form colleges?**

Yes! As a large further education college, we can offer you excellent standards, a wide range of courses and subjects and a programme of study to suit your individual needs. Teachers in vocational subjects are very experienced in their field and we have superb purpose-built accommodation to provide you with the best facilities to support your practical learning. Our last Ofsted inspection

confirmed that the College offers very high quality courses.

### **How will I organise my time and how will my progress be assessed?**

CRC has a well-developed tutorial system - each student has a personal tutor with whom they regularly review progress, set targets and sort out any difficulties. Our tutors welcome your ideas both in discussion and written assignments and encourage you to develop the ability to organise your time and take responsibility for your learning. We expect commitment and hard work so that you can achieve your full potential, and we are committed to developing professional partnerships with our students to support this. We have a wide range of additional study and social activities, from theatre visits and sports, to careers education and information technology.

### **How will I travel to College?**

Decide to enrol at CRC and you'll find it's one of the easiest colleges to get to. Our buses travel from all over Suffolk, Essex, Cambridgeshire and Hertfordshire to pick up students. The College is also situated on the Guided Busway, with a bus stop right outside the College. See page 28 for more information on bus timetables and bus passes.

If you would prefer to drive or cycle to College, we have designated parking spaces and cycle racks for students. Please note however that the car parking for students is charged at £2 per visit.

### **Is it all work, work, work?**

To achieve your potential and open up doors to employment or university you do have to work hard - yet balance is essential. The College's Students' Union arranges lots of activities for students throughout the year. If you have ideas for additional activities, the Students' Union will help you organise them. The College also runs a wide range of enrichment activities such as SPATS, special interest groups, photography and much more.

### **How much private study will I have to do?**

All courses require some private study and CRC is well equipped with facilities to support this need. Our Learning Resource Centres and state-of-the-art computer facilities have books, equipment and trained staff who can help you with assignments and project work.

### **What if I need help with a basic skill, such as English or Maths?**

I don't want everyone to know I have a problem! Most of us have an area of weakness. Come and discuss this with us confidentially. It may be a

challenge, such as dyslexia, or it may be a problem, such as having difficulty with long division. CRC provides a wide range of additional study support services. We will help you to assess your particular needs when you come for your Welcome Event or at the start of your course, and ensure you have the additional learning support you need to be successful.

### **Is there financial support available?**

Yes, there is a range of financial help available - please see below. Please contact the Student Financial Support Team on 01223 418592/418443 for further details. Information is correct at time of going to press.

### **16-18 Discretionary Bursary**

Funds are available to help students “in real need” (ordinarily families under £25,000 household income).

It can be used as contribution towards College costs such as kit, equipment, clothing, food, residential fees, etc. It can also be used as a contribution towards travel costs where the County Council are unable to provide support.

### **16-19 Bursary**

A guaranteed Bursary of £1,200 is available to learners who are:

- In care

- A care leaver
- Independently claiming Income Support
- Independently receiving Employment Support Allowance and Disability Living Allowance

Evidence of one or more of the above should be included with the completed 16-19 Bursary application.

### **Childcare Bursary**

There is also a specific bursary to assist with term-time childcare costs. Application forms are available from the Student Services Centre. All applications will be financially assessed.

### **What are Functional Skills and Key Skills?**

As a full-time student at the College, you will develop your functional English, Maths and ICT skills through your studies as well as your vocational and/or occupational skills. Your tutors will advise you on exactly what Functional Skills you will study. This will depend on your GCSE results, the course you are enrolled on and an initial assessment of your skills. Functional Skills will form part of your personalised learning plan.

Our aim is to enable you to show you can apply some of the skills you have already learned in your previous study of English, Maths and ICT to your other studies and at work. For example, you may

know how to add, subtract, divide and multiply, but could you apply them to a fundraising event, plumbing a house, organising a rock concert, running a business or applying to university? You may have to write a letter, talk to customers, use ICT to present a business plan, research a venue or complete your UCAS application. Your knowledge will be tested through externally set assessments.

Our Intermediate and Advanced Level apprenticeship programmes deliver these through either Key Skills qualifications or Functional Skills qualifications. All Apprenticeship frameworks include a requirement to achieve at least Communication and Application of Number at a particular level in order to successfully complete the Apprenticeship programme.

### **Where do students go after a full-time course at CRC?**

More than 95% of our full-time students progress to further or higher education or employment within three months of completing their course. Over 1,000 start their careers in a wide range of employment areas, often with further training, and around 500 a year go onto higher education to take a degree or Higher Diploma course.

## **Mature Students**

Will I be the only adult in a group of 16 year-olds? More than 600 of our full-time students are over 19 years of age.

Programmes such as Access to Higher Education and our HNCs and HNDs are structured for adults returning to study. We seek to maintain an age balance in classes and ensure that all members of a group feel comfortable.

### **It has been years since I studied. What if I can't keep up with the tutor or pressures at home prevent me from doing my assignments?**

A return to formal learning after a study break is bound to feel strange. We recognise that everyone learns at their own pace and will endeavour to help you learn at the speed you find most comfortable. We understand that adults have many other demands on their time, and your tutors - especially your personal tutor - will work to support you.

### **What facilities does CRC have for adult learners?**

We have a wide range of self-study materials in our Learning Resource Centres, which can be used to supplement lectures. The Centres also have quiet study areas for those who prefer to study on their own.

## **How much do I have to pay?**

Learners aged 19 or over at the time of enrolment should expect to pay fees. However, tuition fees may be waived for some learners;

- Learners in receipt of JSA or ESA (WRAG) currently fall into this category. And, in addition, learners in the following situations;
- Learners enrolling on an Entry 3 or Level 1 programmes where the learner doesn't currently have a full level 2 qualification
- 19-24 year olds enrolling on full level 2 programmes who don't have a full level 2 already
- 19-24 year olds enrolling on full level 3 programmes who don't have a full level 3 already

The above is dependent upon Government legislation and is therefore subject to change; the College will confirm and communicate fee policy decisions to all applicants via the College Joining Instructions which will be sent out in early August 2012 prior to enrolment.

There is a minimum tuition fee of £700 and registration fee of £70 for a one-year full-time course, and a minimum tuition fee of £990 and registration fee of £130 for a two-year full-time course. There may be costs for kit and equipment

and there are also exam and awarding body registration fees.

## **Is there any financial support available?**

### **19+ Discretionary Bursary**

A discretionary bursary is available to help 19+ students on a low income with a range of study costs including equipment, books, transport and other learning related expenses. Students experiencing financial hardship are encouraged to apply.

## **International students**

### **Why Cambridge Regional College?**

CRC is one of the largest further education colleges in the eastern region, with some of the best facilities in the country, situated in the university town of Cambridge. We are proud of our links with the University of Cambridge and Anglia Ruskin University - our students progress to study at these and many other British universities.

### **How can I improve my English?**

We provide English training to suit all levels. You can come to CRC to improve your English or receive help with English as part of your course. For further details on courses visit our website [www.camre.ac.uk/international](http://www.camre.ac.uk/international).

### **As a non-EU student how much will I pay?\***

As a full-time overseas non-EU student, you may be liable for fees from £5,200. Full-time EFL courses cost a minimum of £5,000 a year. If you require a visa from your home country before you enter the UK, we ask for a registration fee of £50 and deposit of £800. £750 is refunded if you do not get the entry visa. We use this as part payment for your course fees before we confirm your place. Tuition fees should be paid before your course starts.

### **Can CRC offer help with accommodation?**

Yes, we support overseas students with language, housing, careers advice and other services. For more information or for a copy of our International Prospectus, please contact our International Office on +44 (0)1223 226317.

## **GETTING TO COLLEGE TRANSPORT**

CRC is one of the easiest colleges to get to. Our buses travel from all over Suffolk, Essex, Cambridgeshire and Hertfordshire to pick up students. We are also right on the Guided Busway. We actively encourage our students and staff to choose a “green” method of transport when travelling to College.

### **College Buses**

We have a number of dedicated bus services to help our students travel to College. Full timetables for our buses are available on the CRC website. The bus service operates during term time and on induction days.

Charges for a bus pass are expected to be in the region of £470 per year if paid in advance or £495 if paid in instalments (£165 deposit plus three consecutive monthly Direct Debit payments of £110). Apprentices attending College for one day a week pay £125 per year, which must be paid in full in advance. A free or discounted pass may be available to Cambridgeshire students who are under 19 and whose families are on income-based benefits - please contact Cambridgeshire County Council.

## **The Guided Busway**

The College has two stops on the Guided Busway. “Cambridge Regional College” and “Orchard Park East” drop off directly adjacent to our campus. It has replaced our College bus routes from Huntingdon and Houghton/St Ives.

## **Bikes**

If you would prefer to cycle to College, we have plenty of cycle racks available including covered spaces.

## **Cars**

If you drive to College, we have designated parking spaces for students. There is a student car parking charge of £2 per visit; pre-payment cards are available at a discounted price.

## **CRC bus routes (route planner for 2012/13)**

Below is a list of the current pick-up points and route numbers. All routes are timed to arrive at CRC prior to 8:45am and depart after normal teaching ends at 4:15pm. Bus routes and charges may change slightly.

Please contact the College on 01223 418244 for further details.

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Sawston</b>	<b>Bishop's Stortford</b>	<b>Soham</b>	<b>Great Dunmow</b>	<b>Haverhill</b>
<b>Great Shelford</b>	<b>Stansted</b>	<b>Fordham</b>	<b>Thaxted</b>	<b>Horseheath</b>
<b>Fulbourn</b>	<b>Quendon</b>	<b>Burwell</b>	<b>Saffron Walden</b>	<b>Linton</b>
<b>Great Wilbraham</b>	<b>Newport</b>	<b>Exning</b>	<b>Little Chesterford</b>	<b>Great Abington</b>
<b>Little Wilbraham</b>	<b>Wendons Ambo</b>	<b>Newmarket</b>	<b>Great Chesterford</b>	<b>CRC</b>
<b>Bottisham</b>	<b>Ickleton</b>	<b>CRC</b>	<b>CRC</b>	
<b>CRC</b>	<b>Duxford</b>			
	<b>CRC</b>			

6	7	9	11	12
<b>March</b>	<b>Ely C.College</b>	<b>Bassingbourn</b>	<b>Eaton Socon</b>	<b>Littleport</b>
<b>Wimblington</b>	<b>Witchford</b>	<b>Royston</b>	<b>Eaton Ford</b>	<b>Ely (M.Square)</b>
<b>Doddington</b>	<b>Sutton</b>	<b>Melbourn</b>	<b>St Neots</b>	<b>Stretham</b>
<b>Chatteris</b>	<b>Witcham Toll</b>	<b>Harston</b>	<b>Caxton Gibbett</b>	<b>CRC</b>
<b>Somersham</b>	<b>Haddenham</b>	<b>CRC</b>	<b>Cambourne</b>	
<b>Colne</b>	<b>Wilburton</b>		<b>Highfields</b>	
<b>Earith</b>	<b>CRC</b>		<b>Childerley Gate</b>	
<b>Willingham</b>			<b>CRC</b>	
<b>CRC</b>				

## **APPRENTICESHIPS**

At CRC we offer more than 60 Apprenticeship frameworks to support you in your choice of career.

We work with over 500 local employers to offer training for people of all ages. If you're keen to earn while you learn, an Apprenticeship may be for you.

### Benefits of doing an Apprenticeship

- Earn a wage while you learn
- An Apprenticeship is highly valued by employers
- Gain many skills that are useful in the job market
- An individual learning programme to suit you and your workplace
- Possible progression into management or higher education

CRC offers high quality fully-funded Apprenticeships for 16-18 year-olds. Places are also available for 19+ learners, although fees apply for this age group. Applicants for an Apprenticeship do need employment (a minimum of 30 hours a week with a contract of employment) and we are able to provide help in finding this.

Employers support your training by through our new employability training programmes providing a broad range of experience and skills. During your Apprenticeship you will be visited regularly in the workplace for assessments and progress reviews. Depending on occupational area, day release at the College may be required. Please call 01223 418778 for more information or visit our website [www.camre.ac.uk](http://www.camre.ac.uk)

### **Intermediate Level Apprenticeship (Level 2)**

- Suitable for those starting on their chosen career path
- Leads to a competence based qualification (NVQ, QCF, Certificate/Diploma) at Level 2
- Usually includes a Technical Certificate which develops your occupational knowledge
- Key Skills/Functional Skills form an integral part of the Apprenticeship
- Successful completion may lead to an Advanced Level Apprenticeship

### **Advanced Level Apprenticeship (Level 3)**

- Particularly useful for those aiming for technician, supervisory or middle management positions
- Leads to a competence based qualification (NVQ, QCF, Certificate/Diploma) at Level 3 and possible optional units

- Usually includes a Technical Certificate which develops your occupational knowledge
- Key Skills/Functional Skills form an integral part of the Apprenticeship
- Successful completion may lead to a course in higher education or a place at university

We are constantly increasing our range of Apprenticeship frameworks.

Please enquire if you do not see the occupational area you wish to work in listed here.

\* Applications for these qualifications may be referred to one of our approved subcontractors if Cambridge Regional College is unable to assist.

## **THE ARTS**

Our Arts academy attracts promising young artists from across the region who are looking to work at the highest of standards. Our students achieve excellent results and progress to some of the top art schools in the country.

You will learn from practising artists and designers who are experts in their fields, from art, design, fashion, graphic design, 3D, textiles, contemporary fine art and more. Classes are taught in superb, purpose-built Art and Design Studios, where you will be given the opportunity to develop your artistic talents to the full. Our end of year summer art exhibitions will provide a fantastic showcase for your work.

### **Level 1**

#### **Edexcel BTEC Certificate/Diploma (Art & Design)**

This course is an introduction to the arts and will offer you the opportunity to investigate and experiment with a range of techniques and materials associated with professional art and design practice, such as drawing, painting and design skills, looking at composition, design development, sketchbook and communicating your ideas. You will engage in a range of activities designed to develop self-management skills and

build on your knowledge of the arts. The course finishes with an end-of-year art and design show. You will need a basic toolkit to use at every session.

Progression: Level 2 BTEC Extended Certificate/Diploma (Art & Design).

## **Level 2**

### **Edexcel BTEC Extended Certificate/Diploma (Art & Design)**

This exciting one-year course will offer you the opportunity to further develop your investigative, experimental and research-based skills by introducing you to a wide range of techniques and materials associated with professional art and design practice. You will build a portfolio exploring 2D/3D visual and design studies including elements of printmaking, photography, contextual studies, graphics and textiles and learn how to present and evaluate your work. The course finishes with an end-of-year art and design show. You will need a basic art and design toolkit to use at every session.

Progression: Level 3 BTEC Subsidiary Diploma/Diploma/Extended Diploma (Art & Design).

### **Edexcel BTEC Extended Certificate/Diploma (Art & Design) 19+**

This exciting one-year course covers all the

elements of art and design, including 2D/3D visual and design studies, printmaking, contextual studies, textiles, textiles processes, experimental techniques and an introduction to digital manipulation techniques. The programme follows core themes throughout the year and culminates in a major project.

You can exhibit your work in an end-of-year art and design show.

Progression: Level 3 BTEC Subsidiary Diploma/Diploma/Extended Diploma (Art & Design) course or the Access to Art & Design course.

### **Level 3**

#### **Edexcel BTEC Foundation Diploma in Art & Design**

This one-year intensive course develops skills for independent learning, critical awareness of the contemporary visual world and methods of creative production. The course covers a broad range of art and design disciplines such as fine art, 3D design, textiles and fashion and graphic design. Some elements of multimedia and photography may be taught within graphic design. We also organise trips, visits and guest speakers to bring contemporary arts practice into the teaching and learning.

The final major project completed towards the end

of the course is at Level 4.

Progression: Excellent opportunities to progress to HNC/D, Fda, BA/BSc (Hons) programmes in your chosen area of specialism.

### **Edexcel BTEC Subsidiary Diploma/Diploma/Extended Diploma (Art & Design general)**

This two-year art and design course offers you the opportunity to study a range of subjects to develop a broad portfolio and an understanding of contemporary fine art and 3D practices. At the heart of this course is the development of multi-skilled artists who are confident at using, thinking and working across multi-disciplinary skills, processes and techniques in response to assignment themes. Year 1 is underpinned by a core drawing programme with a balance of 2D/3D visualisation and exploration.

Year 2 has a more specific focus, preparing you for progression to higher education or employment with live assignments and client-based briefs.

Employability skills such as writing proposals for public art projects, health & safety restrictions with siting public art, costs and constraints, negotiation and liaison with clients and fellow artists/designers and presentation/selling are embedded in this course.

Progression: Excellent higher education and/or employment in fields such as publicity, gallery

management, industrial design and textiles (public and private sector). This programme offers progression routes to higher level studies at art school or university eg HNC/D, Fda, BA/BSC (Hons).

**Edexcel BTEC Subsidiary  
Diploma/Diploma/Extended Diploma (Art &  
Design - Fashion Pathway)**

This two-year course forms part of the art and design suite of Level 3 qualifications and particularly focuses on fashion. Specialist units covering textiles, fashion visualisation, design and making techniques are teamed with units covering key principles of art and design. Working with industry is an important element of this course and live assignments set in conjunction with industry are a regular feature ensuring the application and development of skills learned.

Employability skills such as working to industry scenarios, writing proposals, completing risk assessments, exhibiting work, presenting to a client, understanding the fashion industry, understanding colour palettes and how they influences the industry and patent/intellectual property rights/registering designs are embedded in this course.

Progression: Excellent opportunities to progress to employment or higher education eg HNC/D, Fda, BA/BSc (Hons) courses.

**Edexcel BTEC Subsidiary  
Diploma/Diploma/Extended Diploma (Art &  
Design - Graphic Design Pathway)**

This two-year course forms part of the art and design suite of Level 3 qualifications and particularly focuses on graphic design. Specialist units in traditional and non-traditional graphics-based media cover 2D visual exploration and communication. You will use Apple Macs to create designs and animations using packages such as Photoshop, Illustrator, Flash and Indesign. Working with industry is an important element of this course and live assignments set in conjunction with industry are a regular feature ensuring the application and development of skills learned. Employability skills such as point of sale, negotiating with clients, working to a client brief, understanding your audience, communicating a message, using new media (web page, ipod application) are embedded in this course.

Progression: Excellent opportunities to progress to employment or higher education eg HNC/D, Fda, BA/BSc (Hons) courses.

**Edexcel BTEC Subsidiary Diploma (Art &  
Design specialising in either Fashion or  
Graphics or Fine Art or Textiles) - 1 year  
programme**

These qualifications can be used to top up UCAS

points in addition to A Levels. The one-year qualification gives you the opportunity to develop your skills in painting, drawing and mark-making to explore thinking and processing skills to a deeper level. The course provides an in-depth introduction to visual language and formal elements and allows you to develop as an artist/designer. It is essential to have Maths and English Grade C or above for this course.

Specialist pathways: Textiles and Fashion, 2D/Fine Art Painting, 3D/Sculpture and Graphics. Both traditional and computer-based photography may be integrated within the course.

Progression: Excellent progression opportunities to University/schools of art and design for BA/BSc (Hons)/Fda/HNC or HND or employment.

### **Access to Art & Design**

Our Access to Higher Education courses are designed for adults who wish to return to study and progress to higher education. See page 144 for details.

### **Levels 4 & 5**

#### **BTEC HNC Art & Design and BTEC HND Art & Design**

For further information on these higher education courses in Art & Design, please see page 144 or visit our website [www.camre.ac.uk](http://www.camre.ac.uk)

### **Access to Art & Design**

Our Access to Higher Education course is designed for adult students who wish to return to study with a view to going on to Higher Education. See page 144 for details.

### **Guaranteed Progression Opportunities**

Our Level 3 Art & Design courses include Extended Diplomas, Foundation Diplomas, and Subsidiary Diplomas in Art & Design, Fashion or Graphics and Access to Art & Design. They have guaranteed progression opportunities for students who meet the entry requirements into higher education places at Norwich University College of the Arts. You can study, for example, BA (Hons) Textiles, Fine Art, Graphic Design, Illustration, Spatial Design, Fashion and Photography, with input from professionals from the creative industries.

## **BEAUTY THERAPY & MEDIA MAKE UP**

A qualification in beauty therapy can lead to an exciting range of careers: in a salon, in a spa, working abroad or even on a cruise liner. You may use it as a springboard to manage or run your own salon.

There are a wide range of courses for you to choose from depending on your skills and qualifications.

You can even specialise in media make-up and create special effects for film, television or theatre.

All of our courses are delivered in state-of-the-art beauty salons. We also have two commercial salons where you will be able to gain valuable real-life work experience.

Many of our students compete in the country's top skills competitions with great results. The College has also been chosen to host WorldSkills events - a recognition of our superb facilities.

### **Entry Level**

#### **Introduction to Hairdressing & Beauty Therapy**

This one-year programme will enable you to gain an insight into the beauty industry and provide an introduction to beauty therapy treatments. It is particularly suitable for those who have learning

support needs and who wish to prepare themselves for employment or further qualifications. The course covers introduction to skin care, nail care and working with customers. You will also find out about other beauty salon treatments. We will provide a range of learning support for learners who would like extra help with their studies.

Progression: Level 1 Diploma in Beauty Therapy.

## **Level 1**

### **Level 1 Diploma in Beauty Therapy**

This one-year programme is a foundation course for those with a keen interest in beauty therapy to gain an insight into the beauty industries.

The course gives you an introduction to manicure, pedicure, skin care, make-up and reception skills.

Progression: NVQ Level 2 Diploma in Beauty Therapy or Intermediate Level Apprenticeship.

## **Level 2**

### **Level 2 Diploma in Beauty Therapy or Intensive Diploma in Beauty Therapy**

This one-year programme is a progression from the Level 1 Diploma in Beauty Therapy or can be direct entry with suitable grades. You will develop practical and theoretical skills in all aspects of beauty. You will study subjects such as client care, facial massage, skin care, make-up, lash and brow treatments, nail care, waxing and assisting in our

spa. Past students on this programme have achieved success in regional and national competitions. You will also undertake work experience.

Progression: The course opens up career opportunities in the beauty industries as well as progression to Level 3 Diploma in Beauty Therapy, Spa Therapy or an Advanced Apprenticeship.

## **Level 3**

### **Level 3 Diploma in Beauty Therapy**

This one-year programme is a progression from the Level 2 Diploma (or equivalent) in Beauty Therapy and offers the opportunity to develop further skills in beauty therapy. You will study topics such as body massage, facial and body mechanical and electrical treatments, aromatherapy massage and epilation. Support subjects include anatomy and physiology, business and supervisory studies. You will also undertake a weekly work experience placement within industry throughout the duration of your course.

Progression: Employment as senior therapist, salon manager, on a cruise ship or in large corporations.

### **Level 3 Diploma in Spa Therapy**

This one-year programme is another progression route from the Level 2 Diploma in Beauty Therapy

and offers the chance to develop further skills in beauty therapy and new skills in the spa industry. You will study head and body massage treatments, specialist spa treatments and stone therapy. Support subjects include anatomy and physiology, business and supervisory studies. You will also undertake a work experience placement within industry throughout the duration of your course.

Progression: Working as a therapist in a salon or spa, health club, health farm, cruise ship, department store, hotel or fitness centre.

### **Edexcel BTEC Level 3 Subsidiary Diploma/Diploma/Extended Diploma in Beauty Therapy**

This is a two-year programme for those who are interested in a supervisory or management position in the beauty and related industries. You will cover a wide range of topics from facial therapy, body massage, spa science, Indian head massage, aromatherapy massage and salon marketing. You will be required to undertake work experience both in our College salons and out in industry. Past students on this programme have achieved great success in regional and national competitions.

Progression: A wide choice of career opportunities in beauty therapy. Areas of possible employment include: beauty salons, salon management,

teaching (subject to further training), health farms, cosmetic manufacturers and cruise ships. You can also progress on to a higher education course.

## **Levels 4 & 5**

### **BTEC HNC Beauty Therapy**

For further information on this higher education course in Beauty Therapy, please see page 75 or visit our website [www.camre.ac.uk](http://www.camre.ac.uk)

## **MEDIA MAKE- UP**

### **Level 2**

#### **Level 2 Diploma in Hair & Media Make-Up**

This one-year course is designed to equip you with a wide range of skills including fashion and photographic make-up, body painting, the art of dressing hair and creating an image based on a theme within the hair and beauty sector.

Progression: Level 3 Diploma in Hair & Media Make-Up or there is a wide range of careers available including photographic work and fashion shows as well as freelance work on creative projects.

### **Level 3**

#### **Level 3 Diploma in Theatrical Special Effects, Hair & Media Make-up**

This one-year course will help you to develop the skills you need to work as a hair and make-up

artist in the field of fashion, music video, film or media. You will develop many exciting new skills during this course including fashion and photographic make-up, face and body art, special effects, airbrush techniques and creative hairdressing.

Progression: A wide range of careers is available to successful candidates including photographic work and fashion shows as well as working freelance on creative projects.

We also offer Apprenticeships in Beauty Therapy.  
See page 32 for more info.

## **BUSINESS & ADMINISTRATION**

A career in business is versatile, exciting and challenging, opening the door to a wealth of opportunities. Our business and administration courses will put you on the road to a successful career, and you can specialise by studying retail business, accounting, finance, marketing, business administration and personal assistant skills.

Our courses will help you develop your entrepreneurial skills to give you a wider understanding of the business market - you can even learn how to set up and run your own business.

Our Level 1 and 2 programmes enable you to gain the right skills to help you progress into employment or onto our Level 3 programmes, which can lead to a degree course.

### **Level 1**

#### **Certificate in Business & Administration**

This one-year course is aimed at school leavers requiring skills to work in administration. You will learn how to prepare business documents, work with colleagues and customers, prepare for work in business organisations, follow routine office procedures and learn about IT applications. You

will spend three days at College and one day doing work experience each week.

Progression: Level 2 NVQ Diploma in Business and Administration or to employment as a secretary or administrator.

### **Skills for Business**

This qualification provides you with an understanding of the skills required to work in a business environment. The course will involve business communication, IT applications (ITQ) and employability skills. The business topics include business enterprise, marketing, customer care, business documents and finance.

Progression: Level 2 BTEC Extended Certificate/Diploma in Business or to employment.

## **Level 2**

### **Edexcel BTEC Extended Certificate/Diploma in Business**

This one-year programme provides you with a good general knowledge of how a business is run and will equip you with many useful business skills. You will study areas such as finance, sales, customer service, online business and how to start your own business.

Progression: BTEC Level 3 Certificate/Subsidiary Diploma/Diploma/Extended Diploma in Business or to employment in junior accounts positions such as marketing, sales and customer service

## **NVQ 2 Certificate in Business & Administration**

This practical, intermediate, one-year programme develops much sought after administration skills. You will learn how to manage office procedures, deal with business correspondence and understand IT applications. There are opportunities to follow a generic, medical or legal pathway. You should note normal attendance is three days in College and one day work placement.

Progression: Level 3 Advanced Administration or to employment as a secretary or administrator.

## **Level 3**

### **Advanced Administration/Personal Assistant**

This one-year course is great if you work, or are planning to work, in a role which demands responsibility, autonomy, and a wide range of skills. It is ideal if you have completed AS or A Levels and NVQ 2 Administration or if you are interested in a change of career. You will develop skills in business correspondence and activities, working relations, communication skills and employment legislation. You will spend three days at College and one day doing work experience per week.

Progression: Employment in a senior position within secretarial, administration or PA fields.

**Edexcel BTEC Subsidiary  
Diploma/Diploma/Extended Diploma in  
Business**

This two-year course gives you the chance to develop a range of skills and techniques, personal skills and attributes essential for successful performance in working life. You will study subjects such as the business environment, business resources, marketing, business communication, managing an event and developing teams.

Progression: Higher education courses or employment.

**Edexcel BTEC Subsidiary  
Diploma/Diploma/Extended Diploma Business  
(Accounting)**

This is a specialist two-year programme, providing you with the skills to enter accounting jobs or progress to Higher Education. You will develop an understanding of accounting processes to help you process financial data essential for managing the financial information aspects of a business. You will examine reasons for costing and budgeting, learning about the year-end financial information vital to any business and study a range of IT qualifications.

Progression: Higher education or employment.

## **Edexcel BTEC Subsidiary**

### **Diploma/Diploma/Extended Diploma (Retail)**

The Extended Diploma Retail offers an engaging programme covering a range of general business and specialist retail topics.

Progression: Employment in the retail sector, higher education or further professional training.

## **Edexcel BTEC Level 3 Diploma in Enterprise & Entrepreneurship**

The key purpose of this two-year programme is to stimulate and develop your spirit of enterprise and entrepreneurship. As part of the programme you will be required to start up and run a fully functioning legal business to demonstrate and develop these skills. This programme has been developed in partnership with the National Enterprise Academy (NEA), in consultation with entrepreneurs and business people, experienced teachers and learners. You will get key support by working alongside successful business people. You will study a range of units including business planning and pitching, financial planning and implementation, monitoring the performance of your business, operating your business, planning the future strategy of your business, leadership and teamwork, e-marketing and website design, financial literacy and awareness. The course will be supplemented by professional qualifications to support your business start up, such as IT,

management and book-keeping.

Progression: Higher education courses or employment or set up your own business.

## **Levels 4 & 5**

### **BTEC HNC Business**

For further information on these higher education courses in Business, please see page 144 or visit our website [www.camre.ac.uk](http://www.camre.ac.uk)

We also offer a number of Business Apprenticeships including Accountancy and Retail Management - please see page 32 for more info

## **CATERING, HOSPITALITY & FRONT OF HOUSE**

Do you dream of being a top chef or working as a maitre d' in one of London's leading restaurants? When you study on a Hospitality or Catering course at Cambridge Regional College, you open up the door to an exciting range of careers such as hotel manager, head chef, skilled waiter and restaurant manager, with many opportunities to work abroad.

We have state-of-the-art training and production kitchens, equipped to the highest professional standard, where you will experience life in a bustling restaurant kitchen. We have our own Restaurant and Bistro, which is run by our students and open to the public.

Following a practical route into the industry is a great advantage, or if you prefer to learn as you work, an Apprenticeship is another good option. The BTEC Diploma can give you the skills and UCAS points to enter either a management scheme for hotels such as Concord or to go on to higher education.

### **Entry Level**

**Certificate in Introduction to the Hospitality Industry**

This one-year programme is suitable for someone starting out and wanting a basic understanding of the catering industry. It will cover a range of hospitality skills and is particularly suitable for those who have learning support needs, who wish to prepare themselves for employment or further qualifications.

Progression: Level 1 Certificate in Introduction to the Hospitality Industry

## **Level 1**

### **Level 1 Certificate in Introduction to the Hospitality Industry**

This one-year programme will build up a basic understanding of the catering industry. It covers a range of hospitality skills so you can prepare yourself for employment or further qualifications.

Progression: VRQ Level 1 Diploma in Professional Cookery & Hospitality or follow an Apprenticeship programme.

### **Diploma in Professional Cookery & Hospitality (VRQ 1)**

This one-year programme is an ideal introduction for anyone who works or wants to work as a chef in the catering and hospitality sector. You'll gain a high standard of cookery skills and learn other workplace essentials like health and safety in a modern kitchen, as well as food and beverage

service skills.

Progression: VRQ Level 2 Diploma in Professional Cookery & Hospitality

## **Level 2**

### **Diploma in Professional Cookery & Hospitality (VRQ 2)**

This one-year programme is designed to develop your knowledge and skills built up from the Level 1 Diploma so that you are in a position to take up a career as a chef, or to work in food service in hotels, restaurants and other types of hospitality establishments.

Progression: VRQ Level 3 Diploma in Advanced Professional Cookery or work in industry or continue your training as an Advanced Apprentice.

## **Level 3**

### **Diploma in Advanced Professional Cookery (VRQ 3)**

This is a one-year programme designed to refine your knowledge and skills to secure your position as Section/Head Chefs or Managers in the hospitality industry. Although the course is predominantly practical, you will also be doing assignment work throughout the year which goes towards your final grade. There is a high proportion of independent study needed to underpin your practical skills. You will be working in our professional restaurant kitchens and looking

after the paying customers who have dinner with us alongside developing your investigative and organisational skills. A part-time job or placement in a relevant establishment is a requirement of this course.

Progression: Employment within industry

### **Edexcel BTEC Subsidiary Diploma/Diploma/Extended Diploma in Hospitality**

This two-year programme will appeal to those wishing to take up a career in hospitality management, and provides an insight into the varied occupational areas associated with this dynamic and fascinating industry. Weekly practical and supervisory opportunities are available in our Restaurant and Bistro, kitchens and bar. On successful completion of the Diploma you will have acquired skills in human resource management, food and beverage operations, marketing, reception and business operations.

Progression: Higher education and/or employment in the hospitality industry in supervisory or junior management positions.

We also offer Apprenticeships in Catering, Hospitality & Front of House - please see pages 32 for more info

## **CHILDCARE, HEALTH & SOCIAL CARE**

Our wide range of care courses offers an opening into many rewarding careers, including nursing, childcare, counselling, teaching, occupational and speech therapy, social work and more.

We take great pride in providing specialist courses, up-to-date careers information, advice on learning pathways and qualifications both with and without exams. Our ground-breaking new Deakin learning centre at Addenbrooke's Hospital is a fantastic new facility where you will learn right at the heart of the healthcare system with all the additional opportunities this means for you as a student here.

You will be taught and supported by experienced professionals and receive valuable work experience with local employers, giving you a real feel for working with children or adults, in preparation for your chosen career.

### **Level 1**

#### **CACHE Level 1 Award/Certificate/Diploma in Caring for Children**

This one-year course is ideal for those interested in working with children. Units will include personal and social development, sharing learning experiences with children, growth and

development of young children and healthy eating for families. You will gain valuable practical experience in an early years setting, which will be arranged for you.

Progression: CACHE Level 2 Certificate for the Children & Young People's Workforce or BTEC Level 2 Diploma in Health and Social Care. Alternatively you could be employed as an Apprentice in Early Years.

### **BTEC/City & Guilds Level 1 Certificate/Diploma in Health & Social Care**

This one-year programme allows you to develop the personal skills and qualities you need for working in a health or social care setting. This practical hands-on programme gives you the chance to explore aspects of health and social care and includes relevant work experience.

Progression: On successful completion with a Merit you will have the opportunity to progress to the BTEC Level 2 Diploma in Health and Social Care or the CACHE Level 2 Certificate for the Children & Young People's Workforce. Alternatively, with a Pass, you can extend your employment opportunities by joining the CACHE Level 1 Award/Certificate in Caring for Children.

## **Level 2**

### **Edexcel BTEC Extended Certificate/Diploma in Health & Social Care**

This one-year course provides an excellent preparation for anyone wishing to pursue a career working with people of all ages. The full Diploma covers eight units of study and there may be the opportunity to gain experience in a care setting. At this level, you will learn about the principles and values of different organisations and how they apply these in their everyday work. You'll develop experience in partnership working and team-working and learn different ways of communicating with the community about issues that concern them.

Progression: On successful completion with a Merit and GCSE Maths and English grade C, you could progress to any of our Level 3 programmes. With a Pass, you can extend your employment opportunities by joining the CACHE Level 2 Certificate for the Children & Young People's Workforce or join an Apprenticeship programme.

### **CACHE Award for the Children & Young People's Workforce**

This one-year course provides an excellent qualification for anyone wishing to pursue a career working with young children. The full Award includes written assignments, practical assessment and records of practical competence. Placements will be arranged for you in an early years setting giving you experience in providing care and education for children. Units of study

include health & safety, child development, positive environments & play and learning activities in real work settings.

Progression: On successful completion you could progress to our fulltime Level 3 programmes or gain employment as a childcare assistant. Alternatively, you can extend your employment opportunities by joining the BTEC Level 2 Diploma in Health & Social Care.

### **Level 3**

#### **Edexcel BTEC Diploma in Health Studies**

This challenging programme is available with three main options: a one-year Subsidiary Diploma course (equivalent to one A Level), a two year diploma course (equivalent to two A Levels) and as an Extended Diploma (equivalent to three A Levels).

Achieving the Extended Diploma will be based on progression through the three stages of the programme. Each stage consists of successful completion of six units of study. You will also participate in a work experience programme and undertake key activities in a variety of health settings working with a variety of client groups.

Progression: Higher Education in subjects such as: nursing, social work, occupational or speech therapy, paramedic training, teaching, psychology, sociology, social policy, physiotherapy, nutrition, employment or further training in residential care

for the elderly or with children/young people, nursing care, day centres, rehabilitation centres, youth work, advice centres, probation work, family therapy centres, nursery practitioners, the police force, working with people of all ages.

### **Edexcel BTEC Diploma in Social Care**

This challenging programme is available with three main options: a one-year Subsidiary Diploma course (equivalent to one A Level), a two-year Diploma course (equivalent to two A Levels) and as an Extended Diploma (equivalent to three A Levels).

Achieving the Extended Diploma will be based on progression through the three stages of the programme. Each stage consists of successful completion of six units of study. You will also participate in a work experience programme and undertake key activities in a variety of social care settings working with a variety of client groups.

Progression: Higher Education in subjects such as: nursing, social work, occupational or speech therapy, paramedic training, teaching, psychology, sociology, social policy, physiotherapy, nutrition, employment or further training in residential care for the elderly or with children/young people, nursing care, day centres, rehabilitation centres, youth work, advice centres, probation work, family therapy centres, nursery practitioners, the police force, working with people of all ages.

## **Edexcel BTEC Diploma in Children's Care, Learning & Development**

This challenging programme is available with three main options: a one-year Subsidiary Diploma course (equivalent to one A Level), a two-year Diploma course (equivalent to two A Levels) and as an Extended Diploma (equivalent to three A Levels).

Achieving the Extended Diploma will be based on progression through the three stages of the programme. Each stage consists of successful completion of six units of study.

You will also participate in a work experience programme and undertake key activities in a variety of childcare settings working with a variety of client groups.

Progression: Higher Education in subjects such as: nursing, social work, occupational or speech therapy, paramedic training, teaching, psychology, sociology, social policy, physiotherapy, nutrition, employment or further training in residential care for the elderly or with children/young people, nursing care, day centres, rehabilitation centres, youth work, advice centres, probation work, family therapy centres, nursery practitioners, the police force, working with people of all ages.

## **CACHE Level 3 Extended Diploma for the Children & Young People's Workforce**

This two-year extended Diploma over two years

will allow you to progress to Higher Education and possibly early years teacher training. You will study subjects such as the development of a child, supporting children, keeping children safe and play and learning in children's education. You will look at the principles underpinning the role of the practitioner working with children and how to promote a healthy environment for them. Your course includes key workplace activities through professional practice in placements within early years settings.

This programme is also available on a part-time basis, please call us for details.

Progression: Employment as a professional childcare and education worker, classroom learning support assistant, nanny, childminder, or playworker, or progress to Higher Education studying subjects areas such as early years teaching, nursing, midwifery, social work, or a Degree of your choice. You can also consider joining our HNC/HND in Early Years.

### **Access to Nursing & Access to Social Work**

Our Access to Higher Education courses are designed for adults who wish to return to study and progress to higher education. See page 144 for details.

## **Levels 4 and 5**

**Foundation Degree Early Years, Playwork & Education**

**BTEC HNC Advanced Early Years**

**BTEC HNC Advanced Health & Social Care**

For further information on Higher Education courses and our Access to HE Nursing and Social Work programmes, please see page 144.

### **Please note**

Due to the environment in which you will be working whilst studying at the College, it is a requirement for you to complete an enhanced Criminal Records Bureau check by the start of your programme to enable you to fully participate within your placement setting.

Please visit [www.crb.gov.uk](http://www.crb.gov.uk) for further information.

We also offer Apprenticeships in Childcare, Health & Social Care and Dental Nursing - please see page 32 for more info.

## **COMPUTING IT**

Would you like to work in IT? Check out our state-of-the-art computing facilities with the latest software, where we offer an excellent range of study options from website design to technical systems support, all leading to a wide range of rewarding careers in IT.

You can specialise in an exciting range of subjects, from network development and maintenance to basic software engineering. All our programmes are practical and your projects and assignments are based on realistic workplace situations, activities and demands, equipping you for the world of work.

### **Level 1**

#### **City & Guilds Diploma for IT Users**

This one-year course aims to help students take the first step towards a career in IT. You will develop a wide range of learning and work skills which will include trouble shooting, computer maintenance, web development, word processing, presentation software and gaming. You will be assessed by means of coursework and practical activities.

Progression: Level 2 BTEC Extended Certificate/Diploma for ICT Practitioners.

## **Level 2**

### **Edexcel BTEC Extended Certificate/Diploma in Information Technology**

This one-year course provides a good overview of IT. You will have the opportunity to specialise in a software or technical route. In choosing a software route you will study graphics, gaming, programming and website development. On the technical route you will study CISCO, IT essentials, networking and IT support. Each unit is assessed by means of coursework or on-line testing.

Progression: Level 3 BTEC Subsidiary Diploma/Diploma/Extended Diploma for ICT Practitioners.

## **Level 3**

### **Edexcel BTEC Subsidiary Diploma/Diploma/Extended Diploma in Information Technology**

This two-year work-related qualification aims to give you the knowledge, understanding and skills needed either to prepare for employment in the IT industry or for progression to University.

Assessment is by means of coursework. You will study 18 units over two years which cover a wide range of IT topics. They range from general IT units for example computer systems and IT trouble-shooting to specialist programming, hardware and network units. For successful

progression to higher education, GCSE Maths at grade C or better may be needed. Opportunities to re-sit GCSEs are available as part of the programmes on offer. You will have some choice regarding the units studied.

Progression: Higher education courses or employment.

### **City & Guilds Level 3 Diploma in ICT Systems & Principles for IT Professionals**

This one-year course aims to give you the knowledge, understanding and skills needed to apply for employment or for progression to higher education courses. It is structured so that there are options to choose your preferred route, a combination of two out of three of the following:  
Hardware: which includes testing ICT systems, maintaining ICT equipment and systems, install, configure and upgrade ICT software and Unix operating system.

Networking: which includes fibre optic and copper cabling, design and planning for internal network cabling infrastructure and networking principles.

Software Developing: which includes creating an object oriented computer program using C#, software testing, web development and developing software using SQL.

This qualification does not carry UCAS points.

Progression: Employment or higher education courses.

**BTEC Level 3 Subsidiary  
Diploma/Diploma/Extended Diploma in  
Information Technology with AS/A2 Maths**

The BTEC Diploma is a two-year programme to be offered alongside an AS/A2 in maths. This programme covers a range of general IT and business units for example computer systems and IT trouble-shooting to specialist programming, hardware and networking units.

Progression: Employment or higher education courses.

**Levels 4 & 5**

**BTEC HNC Computing & Systems  
Development**

For further information on our higher education courses, please see page 144 or visit our website [www.camre.ac.uk](http://www.camre.ac.uk)

We also offer Apprenticeships in ITQ - please see page 32 for more info.

## **CONSTRUCTION**

At CRC, we have some of the best construction facilities in the region to get you started on a fast-paced career. Our professionally-qualified and experienced tutors will provide you with the knowledge and skills to progress your future within this fast-evolving sector.

New methods, techniques and technology develop rapidly in this industry. We are at the forefront of construction teaching, helped by our unique SmartLife Centres, where you will learn the latest 'green' building skills so essential to the future of the industry.

There are many different careers within the construction sector, from architecture and civil and structural engineering to building services, engineering construction and surveying.

### **Level 1**

#### **BTEC Certificate/Diploma in Construction**

### **Level 1**

This one-year programme allows you to develop the skills and qualities you need for the construction industry. The programme introduces you to working safely in the Construction industry and explores the practical aspects of brickwork, carpentry and joinery, and painting and decorating.

Progression: Further full-time courses or enter employment and gain further training through an

Apprenticeship programme.

### **Level 1 Diploma in Bricklaying**

This one-year course prepares you to enter the Construction industry by gaining the skills and underpinning knowledge required by a bricklayer. The course includes: basic brick and block wall construction, setting out buildings, safe working practices, construction methods and technology.

Progression: Level 2 Diploma in Bricklaying, First Diploma Construction, employment, or training as part of an Apprenticeship programme.

### **Level 1 Diploma in Carpentry & Joinery**

This one-year course prepares you to enter the Construction industry by gaining the skills and underpinning knowledge required by a carpenter and joiner. The course includes: basic woodworking joints, maintenance and use of hand tools, preparation and use of power tools, safe working practices, building methods and construction technology.

Progression: Level 2 Diploma in Site Carpentry, First Diploma Construction, employment, or gain further training as part of an Apprenticeship programme.

### **Level 1 Diploma in Plastering**

This one-year programme allows you to build and develop your practical skills and underpinning

knowledge in order for you to progress into employment. The course includes: general construction technology, plastering, rendering and repairs.

Progression: Full-time Level 2 Plastering programme or straight into employment as a plasterer with a view to working towards an NVQ qualification to improve skills or an Intermediate Level Apprenticeship.

### **Building Services Studies - Plumbing & Heating**

This one-year level 1 course will allow you to gain theoretical and practical knowledge in the building services sector of the construction industry, with a focus on plumbing and heating. Units of study include: working in construction, basic plumbing, heating and ventilating, basic electrical installations and functional skills.

Progression: Apprenticeship in one of the building services trades or further study in building design and construction.

### **Building Services Studies - Electrical Installations**

This one-year level 1 course will allow you to gain theoretical and practical knowledge of the building services sector of the construction industry, with a focus on electrical installations. Units of study include: working in construction, basic plumbing,

heating and ventilation, basic electrical installations and functional skills.

Progression: Apprenticeship in one of the building services trades or further study in building design and construction.

## **Level 2**

### **Level 2 Diploma in Bricklaying**

This one-year programme allows you to build and develop practical skills and underpinning knowledge to progress into employment. The course includes: interpreting working drawings to set out masonry structures, solid walling, thin joint systems, masonry cladding, building methods, construction technology and cavity walling forming masonry structures.

Progression: Full-time Level 3 programme or straight into employment as a bricklayer with a view to working towards an NVQ qualification to improve skills or an Apprenticeship.

### **Level 2 Diploma in Decorative Finishing**

This one-year programme allows you to build and develop your practical skills and underpinning knowledge in order for you to progress into employment. The course includes: surface preparation, application of paint coatings, wallpapering and wood stain.

Progression: Employment as a painter and decorator with a view to working towards an NVQ

qualification to improve skills or an Apprenticeship.

### **Level 2 Diploma in Site Carpentry**

This one-year programme allows you to build and develop your practical skills and knowledge to progress into employment. The course includes: structural carcassing, first and second fixings, building methods and construction technology, maintenance of non-structural carpentry work and safe working practices.

Progression: Full-time Level 3 programme or straight into employment as a carpenter with a view to working towards an NVQ qualification to improve skills or an Apprenticeship.

### **Edexcel BTEC Level 2 Diploma in Construction**

This one-year programme is designed to provide a specialist workrelated qualification in the built environment. The course provides a variety of diverse and varied units, enabling you to gain a greater understanding of the construction industry. An awareness of Modern Methods of Construction will be part of this course.

Progression: Level 3 Edexcel BTEC Certificate/Subsidiary Diploma/Extended Diploma in Construction or employment within technical fields such as CAD technician, trainee surveyor or trainee site manager.

## **Modern Methods of Construction (MMC)**

You will develop skills and knowledge focusing on all aspects of modern construction methods and environmental sustainability. You will learn how to work with innovative construction techniques and full-size houses from domestic timber frame to light gauge steel.

Progression: Employment within the industry through an Apprenticeship or BTEC Extended Diploma in Construction leading to higher education and/or employment at technical-professional level.

## **Building Services Studies - Plumbing & Heating**

This one-year level 2 course will allow you to gain theoretical and practical knowledge in the building services sector of the construction industry, with a focus on plumbing and heating. Units of study include: working in construction, basic plumbing, heating and ventilating, basic electrical installations and functional skills.

Progression: Apprenticeship in one of the building services trades or further study in building design and construction.

## **Building Services Studies - Electrical Installations**

This one-year level 2 course will allow you to gain theoretical and practical knowledge of the building

services sector of the construction industry, with a focus on electrical installations. Units of study include: working in construction, basic plumbing, heating and ventilation, basic electrical installations and functional skills.

Progression: Apprenticeship in one of the building services trades or further study in building design and construction.

### **Level 3**

#### **Level 3 Diploma in Brickwork**

This one-year programme is a direct follow on from the Level 2 course, and it will allow you to use the knowledge gained to develop higher level and supervisory skills.

Progression: Edexcel BTEC Certificate/Subsidiary Diploma/Diploma/Extended Diploma in construction, employment as a Bricklayer with a view to working towards an NVQ qualification to improve skills or an Apprenticeship.

#### **Level 3 Diploma in Site Carpentry**

This one-year programme is a direct follow on from the Level 2 course, and it will allow you to use the knowledge gained to develop higher level and supervisory skills.

Progression: Edexcel BTEC Certificate/Subsidiary Diploma/Diploma/Extended Diploma in Construction, employment as a carpenter with a view to working towards an NVQ qualification to

improve skills or an Apprenticeship.

### **Edexcel BTEC Certificate/Subsidiary Diploma/Diploma/ Extended Diploma in Construction**

This two-year programme can launch careers in all aspects of the Construction industry, including civil engineering, building, architecture and quantity surveying. This programme provides a variety of units, enabling you to have a greater and well-informed understanding of the industry.

Progression: Many students have used this Extended Diploma as the qualification to take them into university to study for a degree or professional qualification. Alternatively you could progress into employment and take further qualifications through part-time study.

### **Levels 4 & 5**

### **BTEC HNC Construction & Built Environment Foundation Degree in Construction Management & Surveying**

For further information on these part-time higher education courses in construction, please see page 144 or visit our website [www.camre.ac.uk](http://www.camre.ac.uk)

We also offer Apprenticeships in Construction - please see page 32 for more info.

## **ENGINEERING**

Engineering is a hugely exciting field with very many different study and career options. Our excellent Engineering workshops and laboratories enable you to develop the right skills and knowledge to progress to employment or higher education. Our close relationship with the industry ensures that we are in step with the latest technological advances, giving you the very best training available.

If you're interested in Motor Engineering, you could be learning in our superbly equipped new Motor Vehicle workshops, with the latest equipment, a rolling road - and room for dozens of cars.

### **Entry Level**

#### **Institute of the Motor Industry (IMI) - Diploma in Introduction to Vehicle Technology**

This one-year programme is designed for learners taking their first step in becoming a garage fast fit fitter. It is designed to introduce the basics of the skills required in the trade and will cover Health & Safety, Workshop tooling and equipment, Engine components and their operation, Steering and Suspension systems, Lubrication system checks, Vehicle construction, Spark ignition and Compression ignition fuel systems, Vehicle transmission, Battery and Lighting systems and

Valeting.

This programme will also prepare you for employment focusing on life skills and employability skills. It also provides a secondary qualification covering Bicycle maintenance and repair that could lead to an alternative career pathway.

The programme is highly 'hands on' in outstanding modern and well equipped workshops. Learning is achieved by carrying out practical tasks, supported with underpinning knowledge. Assessment is by practical skills tests with verbal questioning, along with some assignment work.

Progression: Level 1 Diploma in Vehicle Maintenance and Repair Principles.

## **Level 1**

### **EAL Certificate in Performing Engineering Operations**

This one-year programme is designed for learners taking their first step into Engineering. The programme is broad-based and teaches a range of essential engineering skills backed up with theoretical underpinning knowledge. You will develop your skills across Mechanical Engineering (Hand Skills and Machining), Electrical/Electronics, Computer Aided Design and Welding.

The programme is highly 'hands on' in modern and well-equipped workshops. Learning is achieved by carrying out practical tasks, supported with

underpinning knowledge. Assessment is by practical skills tests and written questioning, along with assignment work. This programme will also prepare you for employment, focusing on life skills and financial awareness.

Progression: Level 2 Diploma in Engineering Technology

### **Institute of the Motor Industry (IMI) Diploma in Vehicle Maintenance & Repair Principles**

This one-year light vehicle programme is designed for learners aspiring to become garage technicians. It is a progression from the entry level qualification and extends to more in depth practice and knowledge of health & safety, tooling and equipment, engine operation, steering and suspension systems, lubrication systems, vehicle construction, ignition & fuel systems, transmission, battery and lighting systems.

The programme is very 'hands-on' and is taught in our outstanding modern and well-equipped workshops. Learning is achieved by carrying out practical tasks, supported with underpinning knowledge.

Assessment is by practical skills tests and on line exams for each of the units studied, along with logbook/assignment work.

This programme will prepare you for employment focusing on life skills, environmental issues and sustainability.

Progression: Level 2 Diploma in Vehicle Maintenance & Repair Principles.

## **Level 2**

### **EAL Diploma in Engineering Technology**

This one-year broad-based engineering programme is designed for learners aspiring to become Technician Engineers in a wide range of engineering trades. It is a progression from the Level 1 qualification and extends to more in-depth practice and knowledge covering: mechanical engineering techniques & principles, maintenance skills, electrical/electronics and computer aided design.

The programme is highly 'hands-on' and is taught in our modern and well-equipped workshops.

Learning is achieved by carrying out practical tasks, supported with underpinning knowledge.

Assessment is by practical skills tests and written on line examinations, along with assignment work and log book work.

This programme will prepare you for employment and includes work experience.

This programme is part of the Intermediate Level Apprenticeship framework for a variety of Apprenticeship frameworks in Engineering.

Progression: Level 3 Diploma in Engineering Technology

## **Institute of the Motor Industry (IMI) Diploma in Motor Vehicle Maintenance & Repair Principles**

This one-year light Vehicle Maintenance & Repair programme is a progression from the Level 1 qualification. It extends learning following the same units of study but in greater depth and complexity, with more in depth practice and underpinning knowledge. The course mainly teaches the removal and refitting of component parts that include chassis, transmission, engine, electrical parts, plus general routine maintenance techniques.

The programme is highly 'hands-on' and is taught in our outstanding modern and well-equipped workshops. Learning is achieved by carrying out practical tasks, supported with underpinning knowledge. Assessment is by practical skills tests and on line exams for each of the units studied, along with logbook/assignment work. This programme will prepare you for employment and includes work experience. This programme is part of the Intermediate Level Apprenticeship framework in motor vehicle.

Progression: Level 3 Diploma in Vehicle Maintenance & Repair Principles

## **Institute of the Motor Industry (IMI) Diploma in Motor Cycle Maintenance & Repair Principles**

This one-year broad-based Motor Cycle Maintenance & Repair programme is designed for

learners aspiring to become Motor Cycle Technicians. The content of this programme will cover: health & safety, job roles, materials, tools and measuring devices used in the automotive trade, plus customer service needs, routine maintenance checks, internal engine systems, fuel, ignition, air and exhaust systems and components, remove and replace electrical units, chassis units and components and diagnosis and rectification of engine, chassis, transmission, drive line and auxiliary faults.

The programme is very 'hands-on' and is taught in our outstanding modern and well-equipped workshops. Learning is achieved by carrying out practical tasks, supported with underpinning knowledge.

Assessment is by practical skills tests and on line exams for each of the units studied, along with assignment work and log book work.

This programme will help prepare you for employment in the motor cycle trade and includes work experience.

Progression: Employment into the trade. There is no direct progression to the next level from this programme. You can move across to Level 2 in Vehicle Maintenance & Repair.

### **Edexcel BTEC Diploma in Engineering**

This one-year broad-based engineering programme is designed for learners aspiring to

take a more academic route in becoming technician in Engineering, Motor Vehicle or progressing into university or an Apprenticeship in a wide range of engineering disciplines. The course has a greater focus on mathematics and science by applying theory into everyday engineering problems. The programme also includes specialist subjects in electrical/electronics, mechanical, metrology and design subjects.

This programme has mixture of theory and laboratory experimental learning methods along with assignments and a detailed project, all of which form the basis of assessment. There are no formal externally set examinations.

This programme will prepare you for employment by studying additional skills for life units, and is also part of the Intermediate Level Apprenticeship framework for a variety of engineering specialisms.

Progression: Level 3 Edexcel BTEC Extended Diploma in Engineering

### **Level 3**

#### **EAL Diploma in Engineering Technology**

This one-year advanced level Diploma is a progression from the Level 2 Diploma in Engineering Technology and extends to a more in depth practice and knowledge covering: mechanical engineering techniques and principles, maintenance skills, electrical/electronics, and

computer aided design.

This programme is very 'hands-on' and is taught in our modern well equipped workshops. Learning is achieved by carrying out practical tasks, supported with underpinning knowledge. Assessment is by practical skills tests, written questioning and formal online examinations. Assignment and log book work are also requirements.

This programme will prepare you for employment and will include work experience. The programme is also part of the Advanced Level Apprenticeship framework for a variety of Engineering specialisms.

Progression: Edexcel BTEC Extended Diploma in Engineering Level 3 or an Advanced Apprenticeship in an Engineering trade discipline, or employment as a Technician Engineer.

### **Edexcel BTEC Extended Diploma in Engineering**

This two-year qualification follows a more academic pathway and consists of a balance of theory, experimental laboratory work, coupled with own research and development. It provides a broad engineering base of knowledge and understanding. There are 17 units of study, including: mathematics, science, mechanical and electronic principles, digital/ analogue electronics, programmable logic control (plc), hydraulics and pneumatics, industrial processes and

measurement, computer numerically controlled (cnc)machining, computer aided design, business/communication systems and project work.

Assessment of each unit is by assignments that are ongoing throughout the programme. There are no formal externally set examinations.

This programme will prepare you for university or employment and includes a work experience element in the second year. The programme is also part of the Advanced Level Apprenticeship framework in Motor Vehicle Engineering. This programme can also be studied and certificated at differing milestones depending on the number of units achieved.

Progression: Entry to university or an Advanced Apprenticeship in an Engineering trade discipline or employment as a Technician Engineer.

## **Edexcel BTEC Extended Diploma in Vehicle Technology**

This two-year qualification follows a more academic pathway and consists of a balance of theory, vehicle workshop activities, coupled with own research and development. It provides a broad base of knowledge and understanding of the motor trade. There are 17 units of study, including: mathematics, science, vehicle electronic principles, vehicle fault diagnosis, engine management, suspension, steering and braking

systems, transmission, fuel systems, engineering drawing and computer aided design, communication systems, welding technology and project work. Assessment of each unit is by assignments that are ongoing throughout the programme.

This programme will prepare you for university or employment and includes work experience in year 2. The programme is also part of the Advanced Level Apprenticeship framework in Motor Vehicle Engineering. This programme can also be studied and certificated at differing milestones depending on the number of units achieved.

Progression: Entry to university or an Advanced Level Apprenticeship in motor vehicle or employment in one of the many occupational areas of the motor trade.

## **Level 4 & 5**

**BTEC HNC/D Automotive Engineering**

**BTEC HNC/D General Engineering**

For further information on Higher Education courses, please see page 144 or consult our Adult Course Guide.

We also offer Apprenticeships in Engineering and Vehicle Maintenance & Repair - please see page 32 for more info.

## **ENGLISH OTHER PROGRAMMES FOR INTERNATIONAL STUDENTS**

The Cambridge International Centre offers full and part-time courses in EFL for beginners through to advanced level. English courses are open all year round and you can join at any time. Courses cover reading, writing, speaking and listening.

Specialised options focus on specific areas such as: Academic English, Speaking and Listening, IELTS Exam Preparation, English for Science, Technology, Business and IT Skills. These classes develop independent learning skills, analytical and critical thinking, academic communication, confidence in using English and strategies for entry to higher education or employment.

### **Beginner (ESOL) - Pre Entry**

Aimed at developing beginners' skills to enable you to communicate at a basic level in day-to-day situations.

### **Elementary ESOL - Entry 1**

Designed to give learners a good basis in the English language.

All linguistic skills (reading, writing, speaking and listening) are developed to a general standard of competence.

### **Pre-Intermediate ESOL - Entry 2**

Designed to give learners a good basis in the English language. All linguistic skills (reading, writing, speaking and listening) are developed to a general standard of competence.

### **Intermediate ESOL - Entry 3**

Specifically designed for students preparing for the University of Cambridge Preliminary English Test (PET) or IELTS.

### **Upper Intermediate ESOL - Level 1**

Designed for students preparing for the University of Cambridge First Certificate of English (FCE) or IELTS. Develop your English skills to reach a fairly high degree of competence.

### **Advanced ESOL - Level 2**

Designed for students preparing for the University of Cambridge Certificate in Advanced English (CAE) or IELTS. Learn how to develop all your skills in English to reach a high degree of competence.

### **Proficiency in English (CPE)**

Designed for students preparing for the University of Cambridge Certificate of Proficiency in English (CPE) or IELTS. These qualifications are highly regarded and often required by employers and higher education institutions in Britain.

## **IELTS Preparation**

British Universities and Colleges require you to have a good academic IELTS score as an entry requirement. This course teaches you successful exam techniques and study skills to help you achieve your goal.

## **English Plus Other Subjects**

This course combines language skills and other subjects. You can choose to study English with Computing, Business Management, Design or any other academic/vocational courses at CRC.

## **English for General Purposes**

This is a course for individuals who want to improve their competence in all four skills of reading, writing, speaking and listening. The course aims to improve communication skills.

## **English for Academic Purposes**

This is a course for individuals who want to improve their competence so that they are able to join academic or vocational courses (in the UK or other countries).

## **English for Special Purposes**

Flexible courses are held throughout the year and are designed to address language skills required in the workplace.

### **English for Teachers**

This is a course for teachers of English as a Foreign Language (EFL). The course is aimed at updating teaching skills and the focus is on teaching methodology, course design and classroom management. The main objective is to improve your performance and knowledge of the latest trends in teaching EFL.

### **English for Professionals**

Designed to give confidence to communicate in English in the workplace, you learn many practical skills such as writing business letters, speaking in meetings and giving presentations. You also have the opportunity to sit the Cambridge Business English Certificate exam.

### **English with Work Placement**

This is a great opportunity to gain valuable work experience in an English-speaking country and improve your English skills with an English for Business course.

### **Short Courses**

Short courses are flexible and are delivered at CRC or in the students' home countries. The courses cover English and other subjects and aim at improving confidence in the use of the language.

### **Study Abroad (1, 2 or 3 terms)**

The Study Abroad programme provides an opportunity to learn English or another subject for one, two or three terms. You have many opportunities to practice English with native speakers and experience living in Britain.

### **Summer/Winter/Spring Schools**

We offer four different types of summer, winter and spring schools: English for Teachers, English for Professionals, Academic English, and General English. Courses last from a minimum of two weeks to a maximum of two months.

### **CELTA with PTLLS**

CELTA (Certificate in Teaching English to Speakers of Other Languages) is an initial qualification for people who are interested in teaching English to speakers of other languages. It is one of the most popular courses for people who wish to teach English. Over 10,000 people a year take a CELTA course. CELTA gives you the skills you need to get teaching jobs all over the world and is suitable if you have no previous experience or if you are already teaching but want a formal qualification.

PTLLS (Preparing to Teach in the Lifelong Learning Sector) is an award designed to provide teachers with initial preparation to teach in the

lifelong learning sector. It may be taken pre-service or at the start of employment in the sector.

### **IGCSE for International students**

The IGCSE qualifications are internationally recognised Level 2 qualifications which are used by British schools and colleges to determine an applicant's suitability for acceptance on a further education programme. The quality of the IGCSE qualification is recognised throughout the world. Success at IGCSE allows you to progress to all our Level 3 programmes including A Levels and the University Foundation Programme. We offer Business and Science pathways consisting of 5 IGCSEs including English and Mathematics. Our programmes normally take two years and externally assessed. Examinations are taken on completion of the second year.

### **A Levels for International Students**

GCE Advanced level (A Level) is the UK national qualification which is used by British universities to determine an applicant's suitability for acceptance on an Undergraduate Degree programme. The quality of the A Level qualification is recognised throughout the world. Success at A Level allows you to choose the right University and degree course. If you have exceptional academic ability, your ambition might be to graduate to either Oxford or Cambridge

University or a UK medical school.

We offer A Levels in the following areas of study:

- Business
- Law
- Engineering
- Science (including Bio Medical)
- Computing

Our A Level programmes normally take two years to complete and the syllabuses are divided into a number of modules, four for most academic subjects and six for Mathematics. Externally assessed examinations are taken at the end of year one (AS Level) and final examinations are taken upon completion of year two (A2 Level). Cambridge Regional College is registered as an examination centre with all the major UK examination bodies.

### **University Foundation Programme**

This three-term course provides an intensive, fast-track route to a University place in just one year. You can choose to start in September or January, enabling you to choose the best time to start depending on your own personal circumstances. The programme is particularly suited to students aged 17 or over who are willing to study hard on an intensive course and need English support and study skills to enable them to succeed at University.

## **Business Studies & Economics**

This programme is for those students who are seeking to follow a Higher Education Degree in IT, Business-related subjects, Economics, Marketing, Accounting, International Trade, Finance or Management.

## **Science**

This programme is for those students who are seeking to follow a Higher Education Degree in Engineering, Science or Health and Medical fields.

## **Higher National Certificates & Diplomas (HNC & HND)**

Cambridge Regional College offers a range of Higher National Certificates (HNCs) and Higher National Diplomas (HNDs). These programmes can be delivered in the UK or overseas. HNCs and HNDs can be tailored to suit the specific needs of individuals and groups.

In addition to HNDs being offered by Cambridge Regional College both in the UK and overseas, these programmes are also offered through some of our international partners. The areas of study covered are Engineering, IT, Business and Management. For more details on our Higher Education courses, please see page 144.

## **Training Programmes**

Cambridge International Centre offers a range of training programmes which are available all year

around and can be delivered in Cambridge, in the workplace or overseas. Subjects include Management, International Law Terminology, IT Management, Health & Social Care, Presentation Skills and many more. Please call the International Centre for full details on programmes available.

If you are unsure of which course to choose, please contact our International Centre on  
+44 (0)1223 226317

## **ENVIRONMENTAL SUSTAINABILITY**

With environmental matters playing an ever-increasing role in the modern economy, Cambridge Regional College provides access to new and dynamic careers with an environmental focus. We can offer you the opportunity to tap into a future within the largest global growth sector - the Green Economy.

You can take the first steps to a fulfilling career in Environmental Health, Protection, Waste Management, Water Conservation, Modern Methods of Construction, Architecture or Surveying.

We are extremely proud to teach the very latest construction methods in our purpose-built Smartlife training centres. Focusing on practical teaching, our centres provide access to unique indoor training areas - where students can work on a full-size timber-frame house.

### **Level 2**

#### **Modern Methods of Construction (MMC)**

This course allows you to develop skills and knowledge focusing on all aspects of modern construction methods and environmental sustainability. You will learn how to work with innovative construction techniques and full-size houses from domestic timber frame to light gauge steel. You will also gain an understanding health

and safety, construction planning and the principles of environmental sustainability; preparing you for a future in the modern construction industry.

Progression: Enter employment within the Construction industry through an Apprenticeship route or progress along other education routes such as BTEC National Diploma in Construction leading to Higher Education and/or employment at technical-professional level within a construction-related discipline.

### **Level 3**

#### **Edexcel BTEC Level 3 Subsidiary Diploma/Diploma/Extended Diploma in Environmental Sustainability**

This new two-year course allows you to develop skills and underpinning knowledge focusing on the environment and how industry can minimise its environmental impact. Areas studied include: understanding the principles of sustainable development, sustainable communities, sustainable construction, energy management, principles of ecology, principles of plant and soil science, sustainable facilities management, environmental informatics, ecology and conservation, geology of natural resources, understanding water quality, waste management, pollution control and management, understanding principles of physical and biological processes,

scientific practical techniques, science for environmental technicians, mathematical calculations for science, and practical chemical analysis. You will also undertake an investigative project linked to one of the areas of study.

Progression: Higher Education to study for a degree or undertake further specialist training with the Institute for Environmental Management and Assessment or NEBOSH or enter one of the growing range of environmental-related jobs including pollution monitoring, water or waste water treatment, waste management, facilities management or Local Authority environmental control.

### **Access to Environmental Science**

Our Access to Higher Education courses are designed for adults who wish to return to study and progress to higher education. See page 144 for details.

### **OUR SMARTLIFE CENTRES**

Our innovative new SmartLife Low Carbon Centre is where we teach the skills needed for building low carbon homes and installing renewable energy systems. With 1250m<sup>2</sup> of skills and training facilities, it is the only one of its kind in the country. The College is also home to the SmartLife Construction Centre, one of Europe's leading centres for sustainable development and a focal

point for our delivery of modern methods of construction.

The combination of the two teaching centres enables us to give you the best possible start for a green career.

The SmartLife Low Carbon Centre is part of The Hive project, a multi-million pound partnership project between Cambridge Regional College, Cambridgeshire County Council and Future Business.

## **FOUNDATION LEARNING**

We offer a range of fully-supportive programmes for young people and adults, giving the chance to prepare for further study or employment within a caring and supported environment.

We pride ourselves in helping our students progress through a carefully planned programme of tuition and guidance.

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We pride ourselves in helping our students progress through a carefully planned programme of tuition and guidance..

### **Entry Level/Level 1**

#### **BTEC/City & Guilds - Certificate/Diploma in Information Technology/Health & Social Care/Construction**

This one-year programme has no formal entry requirements, just a strong interest in the vocational area. Alongside your vocational subject you will study for either an award or certificate in Workskills.

The courses offer a wide range of practical experience and a variety of enrichment programmes eg British Sign Language, motor vehicle maintenance, cooking and craft.

Progression: Level 1 or Level 2 course.

## **FLEX**

As part of our Foundation Learning Provision we offer the FLEX programme based at our Science Park Campus and the Ely Skills Centre. This is a useful stepping stone for full-time courses or Apprenticeships and is aimed at 16 -18 year olds not currently in employment or training. The course has various intakes throughout the year and covers Life & Work Skills, Functional Skills and Vocational Skills in areas including Painting & Decorating, Motor Vehicle Maintenance, Gardening, IT, Office and Reception.

## **Level 1**

### **Options**

This course is designed for adults aged 19+ who wish to return to education in a supportive and pressure-free atmosphere. It aims to increase self-confidence, renew interest in learning, develop new skills and provide the opportunity to meet new people. The study section includes English Literature, Numeracy, IT, Psychology, Photography, Expressive Arts, Creative Writing and Employability Skills.

Progression: On completion, you receive a College Certificate and also have an opportunity to study for an accredited qualification alongside the Options Programme.

## **Young Options**

The Young Options course follows the same programme as Options but is aimed at the younger age group of 16-19.

## **Options Level 1**

This course is designed for those who want to follow the Options Programme and at the same time gain a NOCN Level 1 Award or Diploma in progression which will include units in the above subjects and Functional Skills in English, Maths or ICT.

## **The Prince's Trust Team Programme (12 weeks Full-Time)**

The team programme is a personal development course for unemployed young people aged between 16-25 who wish to gain the skills necessary to seek employment or go on to further education. The course offers the opportunity to gain confidence and leadership skills through participation in team building activities, a residential week, community projects and work experience. There are no formal entry requirements. A nationally recognised Level 1 qualification can be achieved which supports learner applications to employers or progression into further training.

## Level 2

### Gateways (Pre-Access)

The Gateways programme is a full-time Level 2 Diploma in Progression for adults who have not previously obtained a full Level 2 qualification. You will study units in English, Maths and ICT and also a range of additional subjects:

- Psychology
- Sociology
- Art
- Human Biology

You will have the opportunity to complete GCSEs in both English and Maths alongside your Diploma.

Progression: Access to Higher Education Course or other Level 3 qualifications or gain skills and qualifications necessary for employment.

## **GCSES**

All our full-time learners have the opportunity to resit GCSE English and Maths alongside a main programme. We also offer a number of GCSEs in the evening, details of which you can find in our Adult Course Guide or on our website [www.camre.ac.uk](http://www.camre.ac.uk)

### **English & Maths GCSE - Improve your grades**

Students on either one or two-year programmes who have yet to achieve Grade C in English and Maths will be offered the opportunity to study either or both at GCSE level as part of their main course.

We would normally expect you to have achieved a Grade D at school to join a GCSE English or Maths class. If you have a lower grade than this, or if you have not yet taken GCSE examinations, you will still have the opportunity to achieve GCSE English or Maths at Grade C but it is likely to take longer.

### **Alternatives to GCSEs**

An alternative route to Level 3 vocational courses is an Edexcel BTEC Extended Certificate/Diploma course (see pages 11-14 for courses offered) together with Maths and English GCSE.

This can result in the equivalent of six GCSEs -  
National Qualifications Framework: BTEC first =  
four + Maths + English = The equivalent of  
six GCSEs.

## **HAIRDRESSING**

Hairdressing is a popular career which has many exciting prospects. You can work in a salon, at home, abroad or even on a cruise liner. You may even decide to open your own salon, and we can help you achieve this through one of our management pathways.

All our courses are delivered in our beautiful new hair salons. We also have a luxurious commercial hair salon, where you will be able to gain valuable real life work experience working with paying clients.

Once qualified, many hairdressers continue to develop their skills in some of the many specialist areas we offer.

### **Entry Level**

#### **Introduction to Hairdressing & Beauty Therapy**

This is a one-year programme that is particularly suitable for those who have learning support needs and wish to prepare themselves for further qualifications and employment. The course covers reception work, customer care, hair care, hair products, styling hair, shampooing and conditioning hair and finding out about other hairdressing services.

We will provide a range of learning support if you would like extra help with your studies.

Progression: VRQ Level 1 Diploma in Hairdressing

or VRQ Level 1 Diploma in Beauty Therapy.

## **Level 1**

### **VRQ Level 1 Diploma in Hairdressing**

This one-year programme is a foundation course for those with a keen interest in hairdressing who wish to gain a qualification to assist the stylist. The course covers hair care, cutting, hair styling, shampoo and conditioning hair, colouring, perming, general salon assisting, reception skills, customer care and health & safety. We will provide a range of learning support if you would like extra help with your studies.

Progression: Level 2 Diploma in Hairdressing and Barbering or a Hair or Barbering Intermediate Level Apprenticeship.

## **Level 2**

### **VRQ Level 2 Diploma in Hairdressing**

This one-year programme is a progression from Level 1 Diploma in Hairdressing and develops practical and theoretical skills in all aspects of hairdressing. Studies include: client care, shampoo/conditioning, blow-drying, cutting, perming/neutralising, colouring, working as a team, effective use of resources, health & safety and setting and dressing hair.

Each unit is continuously assessed, practically, orally and in writing.

Progression: VRQ Level 3 Diploma in Hairdressing

or an Advanced Apprenticeship or Barbering.

## **Level 2**

### **VRQ Level 3 Diploma in Hairdressing**

This one-year programme is a progression from the Level 2 Diploma in Hairdressing and Barbering and develops learners who are ready to excel in the hairdressing industry whilst developing creative skills and expanding on theoretical knowledge. You will study creative cutting, colour correction, Avant Garde styling, advanced cutting, fashion forming and waves.

Each unit is continually assessed practically, orally and in writing. You will need to prove that you are hard working, committed and dynamic with a flair for funky creative hairdressing. The programme consists of three days in College and two days working in the hairdressing industry. Included in the programme will be an opportunity to produce a portfolio to showcase your work.

Progression: Employment as a stylist or working on a cruise ship.

We also offer Apprenticeships in Hairdressing and Barbering. See page 32 for more info.

## **MEDIA**

Our specialist Media facilities provide a professional environment in which to study the many different aspects of these stimulating career pathways. You can become a journalist, a radio broadcaster, games developer or photographer - just some of the exciting options on offer.

Our students write and publish their own magazine, and others run our student radio station, which has been shortlisted for a national award.

We have close links with the media industry which enable us to offer fantastic work-related experiences to give you the hands-on training that will prepare you for work in the sector.

### **Level 1**

#### **Edexcel BTEC Certificate/Diploma (Creative Media Production)**

This course is an introduction to the disciplines of media production and will offer you the opportunity to study a variety of subjects and areas associated with professional media practice. You will engage in a range of activities designed to develop your creativity, self-management skills and knowledge in the media arena.

Progression: Level 2 BTEC Extended Certificate/Diploma (Creative Media Production).

## **Level 2**

### **Edexcel BTEC Extended Certificate/Diploma (Media)**

This Media Production one-year programme gives you the understanding, knowledge and skills required to plan and produce media work across a range of disciplines (Video, Print and Audio). This programme will give you the opportunity to develop the fundamental research skills which underlie all media production, and gain a basic understanding of employment opportunities, job requirements and working practices in the media sector. You will also develop an understanding of how media products are constructed for specific audiences or markets.

Progression: Level 3 BTEC Subsidiary Diploma/Diploma/Extended Diploma (Media disciplines including Games Development or Print-Based Media or TV and Film or Radio and Journalism or Events Management and Print.

## **Level 3**

### **Edexcel BTEC Subsidiary Diploma (Film & Television or Radio or Games Development or Print-Based Media with Photography)**

These fast-track, one-year programmes offer the opportunity for intensive vocational study in one of the College's specific media sectors. They are delivered alongside existing media programmes, provide in-depth study in the areas of Film and

Television or Radio or Games Development or Print-based Media. Popular with mature learners returning to education, existing students who are keen to gain extra UCAS points (eg those who already have AS/A levels) or those who simply want to upskill in their chosen subjects.

Progression: Excellent progression opportunities to university for BA/BSs (Hons)/Fda/HNC or D level study or employment.

### **Edexcel BTEC Subsidiary Diploma/Diploma/Extended Diploma (Radio)**

Supported by excellent industry links, live briefs and invaluable work experience opportunities, this programme provides you with a challenging, rewarding and industry-relevant learning experience. Radio has been a key feature of the College's media provision for many years and this subject area has a strong history of progression to industry and higher education study. Located in the College's own radio studios and delivered by academic and industry professionals, our unique radio programme offers the key techniques, skills and understanding required to build a successful broadcast career. We have our own radio station, Core Radio which is staffed, produced and broadcast by students.

Employability skills such as networking, timekeeping, presentation and broadcast techniques, broadcasting codes and regulations,

client liaison, negotiating and fulfilling a brief are embedded in this course.

Progression: Excellent progression opportunities to university for BA/BSc (Hons)/Fda/HNC or D level study or employment.

**Edexcel BTEC Subsidiary  
Diploma/Diploma/Extended Diploma (Games  
Development)**

This very popular qualification includes study in a range of games related subjects such as Animation, Games Design, 3D Environments, Flash Programming and Concept Art for Games. Gain an understanding of employment opportunities, job requirements and working practices in the games sector whilst also enabling you to start building the creative aptitude, technical skills and essential knowledge relevant to this exciting and fast-growing industry. Employability skills such as timekeeping, codes and regulations, programming, ideas development, hardware and software competencies, industry relations, networking and overview of industry structures are embedded in this course.

Progression: Excellent progression opportunities to university for BA/BSc (Hons)/Fda/HNC or D level study or employment.

**Edexcel BTEC Subsidiary  
Diploma/Diploma/Extended Diploma (Film &  
Television)**

Our Film and Television programme is one of the most popular of our media courses, and many of our talented learners progress into industry or to university. The course provides an in-depth introduction to all the required creative, theoretical and technical skills of moving image production. Industry links, work experience and live briefs are a key aspect of this programme. Specific areas of study include research techniques, music promo production, factual film production, film studies, and video editing.

Employability skills such as timekeeping, time and project management, legal and ethical considerations and regulations, research techniques, client liaison, negotiating and fulfilling a brief are embedded in this course.

Progression: Excellent progression opportunities to university for BA/BSc (Hons)/Fda/HNC or D level study or employment.

**Edexcel BTEC Subsidiary  
Diploma/Diploma/Extended Diploma (Events  
Management)**

Discover the sharp end of the creative industry exploring the skills needed to organise, manage and execute events across the arts disciplines including festivals, broadcasts, fashion shows,

exhibitions, gigs and performances. For example bring together skills in either media, art and design or music or performing arts disciplines with events management skills and knowledge to develop a full and rounded view of the arts industry. Be challenged by working as part of a team, leading a team, negotiating contracts with a client, delivering client briefs and working to tight deadlines. Employability skills such as marketing and PR techniques, project management, negotiation skills, finance management, business development, creative and lateral thinking, working to a client brief and design skills are embedded in this course.

Progression: Higher Education to BA/BSc (Hons), Fda/HNC or HND or employment.

### **Levels 4 & 5**

**BTEC HNC & HND Creative Media Production (Journalism)**

**BTEC HNC & HND Creative Media Production (Games Development)**

For further information on these higher education courses in Media, please see page 144 or visit our website [www.camre.ac.uk](http://www.camre.ac.uk)

## **MUSIC**

If music is your passion, then you may like to consider a career in this field. It requires a lot of talent and dedication but we're here to help you on your way. Our professional tutors have excellent links with the music industry, giving you the chance to attend workshops with guest professionals and visit external venues.

Some of last year's students worked on in-house as well as external gigs at local venues such as the Junction. We have fantastic facilities including our own recording studios, Mac suite, fully equipped rehearsal rooms with kit and backline, industry-standard live sound rig, DJ decks (vinyl and CD) and array of music techbased equipment for both live and studio applications. We even have our own record label, Morph Recordings.

### **Level 1**

#### **Edexcel BTEC Certificate/Diploma Performing Arts (Music)**

This introductory programme is designed to enhance your work and life skills within the music environment. These programmes are appropriate for a diverse range of learners. There are many performance and recording opportunities, giving you the skills to progress into the industry or on to further vocational study in the music sector at the College.

You must be able to play a musical instrument to a

competent level.

Progression: Level 2 BTEC Extended Certificate/Diploma (Performing Arts).

## **Level 2**

### **Edexcel BTEC Extended Certificate/Diploma (Music)**

The course provides a broad and practical introduction to popular music performance, music technology and to the music business. You will develop a variety of practical and creative music skills. You must be able to play a musical instrument to a good level.

Progression: Level 3 Subsidiary Diploma/Diploma/Extended Diploma in Music Practice or Technology courses.

### **Edexcel BTEC Extended Certificate/Diploma (Music - DJ Technology)**

This one-year course introduces a range of recording, DJ and performance skills, whilst also addressing both the music industry and music theory. It is ideal for students looking to build practical skills, within state-of-the-art facilities and pursue careers as performers/producers.

Progression: Level 3 Subsidiary Diploma/Diploma/Extended Diploma in Music Practice or Technology courses.

## **Level 3**

### **Edexcel BTEC Subsidiary Diploma/Diploma/Extended Diploma (Music Practice or Music Technology)**

These two-year programmes offer a broad skills base to help you realise your potential and prepare for Higher Education or careers within the music industry. They provide industry-standard training, within custom-built, state-of-the-art facilities with a strong emphasis on music technology across both courses. The Music Practice pathway focuses on live sound, recording and production techniques, coupled with specialist delivery of performance skills. The Music Technology pathway is aimed at students wishing to work as producers, looking to work in professional recording studios and those keen to extend their knowledge of sound production across media forms. You must be able to play a musical instrument to a very high level for Music Practice and very good level for Music Technology.

Employability skills such as project management and organisation, teamwork, creative aptitude, flexibility, collaboration, technical, instrumental and technology competencies, performance skills, business skills and understanding the music industry are embedded in this course.

Progression: Excellent opportunity to progress to higher education or industry such as recording studios, touring bands and live sound or HNC/D,

Fda or BA/BSc(Hons) courses at university.

### **Edexcel BTEC Subsidiary Diploma (Music Practice or Music Technology)**

This one-year programme offers a practical and work-related experience where you will learn skills to start a career in the industry.

Equivalent to one A Level, you will complete:

**Music Practice** - Assignments and projects based on realistic workplace situations such as planning and executing gigs, working with live clients and practitioners already performing.

**Music Technology** - Recording projects for different genres, recording live artists, audio engineering, music production and sound for the music industry. Employability skills such as project management and organisation, teamwork, creative aptitude, flexibility, collaboration, technical, instrumental and technology competencies, performance skills, business skills and understanding the music industry are embedded in this course.

**Progression:** Excellent opportunity to progress to Higher Education or industry such as recording studios, touring bands and live sound or HNC/D or Fda or BA/BSc(Hons) courses at university.

## **PERFORMING ARTS**

Our range of Performing Arts courses give you the practical skills and knowledge to succeed in this exciting and vibrant industry.

The College has the latest industry-standard equipment and facilities: a working public performance studio equipped with full lighting and sound equipment, a dance studio and many singing and rehearsal rooms.

All programmes are delivered by experienced academic and industry-trained staff and you will work closely with a wide range of guest lecturers and speakers from the acting, dance and musical theatre professions.

You will also benefit from numerous public showcases and performances, workshops and live briefs.

### **Level 1**

#### **Edexcel BTEC Certificate/Diploma (Performing Arts)**

This engaging programme provides an introduction to the skills, qualities and knowledge required for you to embark on a performance career.

The balance of practical skills, theoretical understanding and performance opportunities will also allow you to progress to further vocational study in the performing arts and music sectors at

the College.

Progression: Level 2 BTEC Extended Certificate/Diploma (Performing Arts).

## **Level 2**

### **Edexcel BTEC Extended Certificate/Diploma (Performing Arts)**

This one-year course provides a broad and practical in-depth introduction to the performance disciplines of acting, dance and singing.

You will also receive an introduction to the Performing Arts business and the process of producing in a performance space. The College has specific dance studio, drama studio and performance space to further enhance your study facilities.

Progression: Level 3 Subsidiary Diploma/Diploma/Extended Diploma in Performing Arts (Acting or Musical Theatre or Dance).

## **Level 3**

### **Edexcel BTEC Subsidiary Diploma/Diploma/Extended Diploma (Performing Arts: Musical Theatre or Acting or Dance)**

These two-year programmes provide exciting opportunities to develop specialist skills in acting or performance or dance. The various aspects of the programmes are taught by a team of specialist tutors and external public performances are a

strong feature of the courses. You will be expected to take part in show cases and external performances during evenings and possibly competitions during weekends. In addition, you may be able to take LAMDA qualifications.

Employability skills such as timekeeping, audition preparation, leading on choreography, working as a team, self reflection and evaluation, character preparation, research skills, public performance and project management skills are embedded in this course.

Progression: Excellent progression opportunities to higher education eg BA/BSc (Hons)/Fda/HNC or D or professional training in these areas.

### **Edexcel BTEC Subsidiary Diploma (Performing Arts: Musical Theatre or Acting or Dance) 1 Year Programme**

This one-year programme offers the opportunity for intensive theoretical and practical study in one of the College's specific performing arts sectors. These fast-track programmes are delivered alongside existing Performing Arts courses and provide in-depth study in the areas of acting, musical theatre or dance. Popular with mature learners returning to education, existing students who are keen to gain extra UCAS points or those who simply want to upskill in their chosen subjects. Employability skills such as timekeeping, audition

preparation, leading on choreography, working as a team, self reflection and evaluation, character preparation, research skills, public performance and project management skills are embedded in this course.

Progression: Excellent progression opportunities to university for BA/BSc (Hons)/Fda/HNC or D level study or employment.

## **PUBLIC UNIFORMEDSERVICES**

The Public and Uniformed Services are always looking for physically fit, enthusiastic and well-prepared recruits to train for a variety of careers within the services, such as the Army, Navy, Air Force, Police, Fire Brigade, Ambulance, Paramedics, Customs & Excise and Security. Key skills of leadership, assertiveness, physical fitness and personal responsibility are very important and emphasised in all of our courses. Our students have a busy programme of external activities, from camping to army assault courses to help hone their skills.

### **Level 1**

#### **Edexcel BTEC Certificate/Diploma in Public Services**

If you are interested in a career in the Public & Uniformed services, this course will give you the basics to get you started. During the year your studies will include: improving health and fitness for entry to the sector, searching for a job, forensic detection, expedition skills, personal skills for the Public Services, introduction to security work in the Public Services, Level 1 Award in personal and social development.

In addition, residentials, guest speakers and fitness tests form a large part of the course.

Progression: Level 2 BTEC Diploma in Public

Services, Sport or other Level 2 programmes.

## **Level 2**

### **Edexcel BTEC Certificate/Extended Certificate/Diploma in Uniformed Ser vices**

This one-year programme provides the first step in preparing for a career in the uniformed services. Expeditions and residential form part of this course. You will study units from the following: uniformed public service fitness, employment navigation with map & compass, law and its impact on the individual, public service skills and physical training.

A variety of other awards - Sports Coaching and First Aid - form part of the course. During the course, guest speakers from the services are invited to discuss career opportunities. You will also visit service establishments. Assessment is through practical and theoretical assignments.

Progression: Extended Diploma or other Advanced Level programmes. This course does not guarantee entry into the uniformed services but is designed to give you every opportunity to develop and improve the skills necessary for such selection.

## **Level 3**

### **Edexcel BTEC Subsidiary Diploma/Diploma/Extended Diploma in Uniformed Ser vices**

These two-year programmes prepare you for a career in a range of uniformed services. Guest speakers from the services are invited to discuss career opportunities with you. You will also visit service establishments and undertake expeditions and residentials. Assessment is through practical and theoretical assignments, with an emphasis on teamwork, team leadership and fitness.

Units include: leadership & teamwork, physical preparation & fitness, major incidents, law & the legal system, uniformed services, teamwork activities, understanding discipline, international perspectives, expedition skills, criminology, emergency service incidents, command & control, communications systems and physical training. In addition you will study physical preparation for the public services, expedition skills, media and the public services, understanding discipline, public services in Europe, dealing with accidents, health and fitness, radio communications and outdoor activities. A variety of other awards such as Sports Leaders, Sports Coaching and First Aid awards form part of the course.

Progression: The Extended Diploma is recognised as an entry qualification for higher education. All our specialist programmes equip you with the skills and background knowledge necessary for a career in the Public and Uniformed Services and many other areas.

We also offer Apprenticeships in Laboratory Science. See page 32 for more info.

## **SCIENCE**

Study science at Cambridge Regional College and you can follow a variety of pathways, including industrial, medical and environmental science.

‘Green’ science is a rapidly growing area, and our new course in Environmental Sustainability, taught at our ground-breaking SmartLife Low Carbon Centre, can give you a leading edge in this field. You will be taught in well-equipped labs by scientists who are experts in their field, with opportunities to visit leading pharmaceutical companies - one of the many advantages of the College’s position on the Science Park.

### **Level 3**

#### **Edexcel BTEC Subsidiary**

#### **Diploma/Diploma/Extended Diploma in Applied Science (Applied Science/Medical Science)**

This two-year academic course gives you the chance of studying a wide range of units including: biomedical science techniques, physiology of the human body, industrial applications of organic chemistry, medical physics techniques and microbiological techniques. You should have a strong interest in science, be committed to the level of work required and have good time-management skills. If you prefer, you can study for a National Certificate in Applied Science over two years on a part-time basis - please refer to our Adult Course Guide on our website.

Progression: Wider range of higher education courses including Physiotherapy and Biomedical Sciences.

### **Edexcel BTEC Level 3 Subsidiary Diploma/Diploma/Extended Diploma in Environmental Sustainability**

This new two-year course allows you to develop skills and underpinning knowledge focusing on the environment and how industry can minimise its environmental impact. Areas studied include: understanding the principles of sustainable development, sustainable communities, sustainable construction, energy management, principles of ecology, principles of plant and soil science, sustainable facilities management, environmental informatics, ecology and conservation, geology of natural resources, understanding water quality, waste management, pollution control and management, understanding principles of physical and biological processes, scientific practical techniques, science for environmental technicians, mathematical calculations for science, and practical chemical analysis. You will also undertake an investigative project linked to one of the areas of study.

Progression: Higher education to study for a degree or undertake further specialist training with the Institute for Environmental Management and Assessment or NEBOSH or enter one of the

growing range of environmental-related jobs including pollution monitoring, water or waste water treatment, waste management, facilities management or Local Authority environmental control.

### **Access to HE - Environmental Science, Science & Teaching (Science)**

Our Access to Higher Education courses are designed for adults who wish to return to study and progress to higher education. See page 144 for details.

We also offer Apprenticeships in Laboratory Science. See page 32 for more info.

## **SPORTS STUDIES**

Our Sports Studies courses are some of the most popular in the College. Our students benefit from a superb, new sports centre and have the opportunity to train as Sports Leaders alongside their main course.

The sport and leisure industry is one of the largest employers in the world and offers a wide range of career opportunities. Most people today are members of a sports club or attend a sporting event on a regular basis - which means a booming jobs market for you.

There are also many exciting careers within the sports industry, which don't actually involve playing, such as public relations, marketing, groundkeeping, coaching and teaching.

### **Level 1**

#### **Edexcel BTEC Certificate/Diploma in Sport & Active Leisure**

This one-year programme is designed for those wishing to pursue a career in sport. You will study 12 units including: Investigating roles and responsibilities, job opportunities, how the body works, taking part in exercise and fitness, sports training, managing your health and work, risks and hazards in sport, planning fitness programmes and understanding personal identity. This qualification also includes a Level 1 Award in personal and

social development. In addition residentials, guest speakers and fitness tests form a large part of the course.

Progression: Level 2 BTEC Diploma in Sport or other Level 2 programmes.

## **Level 2**

### **Edexcel BTEC Certificate/Extended Certificate/Diploma in Sports Studies**

This one-year programme is designed for those wishing to take the first step in preparing for a career in the sports industry. You study three core units - the sports industry, safety & injury in sport and preparation for sport. In addition, you study three further units, which cover the broad spectrum of sport, for example sports leadership skills, sports performer, practical sports study, the body in action and opportunities in sport.

A variety of other awards, such as coaching and first aid, will also be available. Residentials form part of your course.

Progression: Edexcel BTEC Extended Diploma or other Level 3 programmes.

### **Level 2 Diploma in Football Coaching and/or Playing**

This one-year programme, in association with Southend United, is designed for those wishing to pursue a career in the football industry. You will study a variety of qualifications including Level 1

and 2 Certificate in Coaching Football, Leadership through Football and Principles of Coaching. During the course you will coach in local primary schools, working alongside Cambridgeshire Football Association, as part of your own personal development. As part of the academy you will train every day alongside our UEFA coaches, part of the Long Term Player Development. You will also have the opportunity to play for the College football team and play in the FA Youth Cup, after successful trials which take place throughout the year. You will also have the opportunity of trials with local semi and professional football teams during the season.

Progression: BTEC Level 3 Diploma in Sports Studies.

### **Level 3**

#### **Edexcel BTEC Subsidiary Diploma/Diploma/Extended Diploma in Sports Studies (Development, Coaching & Fitness)**

These two-year programmes prepare you for a career in sports, leisure and related industries. Units studied include: fitness testing, health & safety in sport, training & fitness, sports coaching, sports development and practical sports. Specialist units including: sports nutrition, sports injuries, psychology for sports performance, sport as a business, exercise health & lifestyle, exercise for specific groups, organising sports events, talent

identification & development in sport, working with children in sport. A variety of other awards may be available, such as sports coaching, leadership, first aid, sports massage and YMCA fitness instructor. Visits and residentials are an integral part, as is participation in a range of sports activities. Year 2 students can specialise in personal training, coaching or sport science.

Progression: Higher education or employment in careers such as instructors, coaches, sports development, working alongside clubs and committees, fitness and leisure industries such as sport centres.

### **Personal Trainer Certificate**

You will study client lifestyle and fitness, advanced gym, and weight management training and business/ marketing skills. In addition you will study for a coaching qualification - either Exercise to Music or Circuit Training, plus First Aid. This is an internationally-recognised qualification. You must hold a Level 2 YMCA Certificate in Fitness Instructing (gym).

Progression: This course is full-time for six months and is designed to prepare you for a career in the leisure industry.

### **Level 4**

### **BTEC HNC Coaching & Sports Development**

For further information on higher education

courses, please see page 144 or visit our website  
[www.camre.ac.uk](http://www.camre.ac.uk)

We also offer Apprenticeships  
in Sport Instructing & Leisure Management.  
See page 32 for more info.

## **SUPPORTIVE EDUCATION**

At Cambridge Regional College, we place great importance on providing education and support at all levels. We have a range of provision suitable for students with a variety of learning difficulties and/or disabilities, both at College and in the community. We also offer link provision to school-aged pupils and taster sessions to adults, both to introduce the College and help them make the right choice of programme.

### **PALS (Preparation for Adult Life)**

This can be a 1 or 2 year programme for young adults with severe learning difficulties. The aims of the programme are to help students increase their confidence, communication skills, independence and self-advocacy skills. This programme is also appropriate for young adults who have an interest in trying new activities leading towards work skills. Students may have already undertaken limited work experience and wish to gain further work preparation skills and progress onto the Skills Matrix programmes.

### **Contex**

This is a one-year programme for young people with moderate learning difficulties aged 16-25, with a second year dependent on progression and need. The programme helps students to develop

their personal and educational skills and to build self confidence. Students may need general further education, independent living skills and support before being ready to cope with the demands of training, other CRC programmes or employment. Students work towards Personal Social Development (PSD) qualifications and Functional Skills - English, Maths and ICT at the appropriate level.

### **New to Work**

This course is for people who would like to learn practical skills for work and whose long-term aim is to work - either in paid employment or voluntary work. It is for people who need extra support with their learning. Each programme of learning will be individual, but everyone will be trained in the following areas:

- Practical Skills for Employment eg Catering, Retail or Horticulture
- Health & Safety at Work
- Customer Service Skills
- Team Working Skills
- How Business Works
- Career Planning and Job Search
- Independent Travel Training
- Functional Skills

You will also be offered the chance to do some work experience in the second or third term.

## **Training in the Workplace**

The Academy of Supportive Education at Cambridge Regional College provides learners with opportunities to continue their training in sympathetic and supportive work places.

Vocational training opportunities exist in catering, horticulture, office work and administration, manufacturing, printing and the arts.

The College has training partnerships with organisations which include Rowan Humberstone, Burwell Community Print, The Prospects Trust (Snake Hall Farm), Opportunities Without Limits (OWL) Community Café, Milton Country Park and Red 2 Green. These training enterprises provide high quality workplace training in a range of vocational skills. Where appropriate help can also be provided enabling learners to move on to more 'open' employment. The programmes help learners to develop both their life and their work skills. Paid employment is one goal to work towards but not the only outcome which denotes success on the programme. Broadening an individual's skills base, continuing to develop their independence and raising their levels of self confidence are also important.

The College can also offer City & Guilds vocational training/accredited courses at entry Level and Level 1 at The Owl café (catering) and Milton Country Park (land-based operations).

**NPTC/ City & Guilds Level 1  
Certificate/Diploma in Land-based Operations**

Working in partnership with Milton Country Park, this programme offers a range of practical learning opportunities on site and some college study. Vocational training includes landscape creation, landscape maintenance, equipment and machinery use and maintenance and growing plants.

Progression: You may choose to follow a higher level of study or move directly into the workplace.

## **TRAVEL & TOURISM**

Travel & Tourism is one of the UK's fastest-growing industries. Opportunities exist both in the UK and abroad in tour operation, tour management and in the airline industry.

We have our own travel agency, Wisteria Travel Agency, in partnership with Freedom Travel Group, which offers a fantastic real-life work experience for our Travel & Tourism students.

Our courses provide great work experience opportunities with leading travel organisations, from airports to hotels, and visits to external businesses are an important part of our teaching programmes, giving you the skills and knowledge to progress to careers with international companies.

### **Level 2**

#### **Edexcel BTEC Certificate/Extended Certificate/Diploma in Travel & Tourism**

This one-year course helps you to develop a good general knowledge of the travel and tourism industry and to establish the skills you need in your chosen career. Units include: Customer Service, UK Travel & Tourism Industry, UK Travel & Tourism Destinations, Marketing, Business Skills and European Holiday Destinations. You will find

this an exciting and varied course, with interesting visits to organisations to enhance your understanding.

**Progression: Employment in trainee positions, such as in travel agencies, airports and/or head offices of tour operators or on to the BTEC Extended Diploma.**

### **Level 3**

#### **Edexcel BTEC Certificate/Subsidiary Diploma/Diploma/Extended Diploma in Travel & Tourism**

During this two-year course you will study a wide range of units and learn about tourist destinations, retail operations, visitor attractions, handling air passengers, customer service, travel & tourism industry, marketing, tour operations and passenger transport options. Further qualifications can be gained such as the NCFE Certificate in Resort Representatives, Air Cabin Crew and Airport Passenger Services. Visits to external organisations are an important part of the course.

**Progression:** Higher education or employment in the travel and tourism industry, for example as travel agents, tour operators, holiday representatives, cabin crew and airport staff.

### **Level 4 & 5**

#### **BTEC HNC Travel & Tourism Management**

For further information on higher education

courses, please see page 144 or visit our website  
[www.camre.ac.uk](http://www.camre.ac.uk)

CRC has excellent connections with many travel companies to ensure that the courses offered equip you with the necessary skills and understanding to pursue a career of your choice.

## **HIGHER EDUCATION & ACCESS TO HIGHER EDUCATION**

There's never been a better time to stay local when it comes to higher education - so if you want to avoid high tuition fees and expensive accommodation costs, then studying HE at Cambridge Regional College could be the answer. We offer an innovative teaching programme which combines College-based tuition with e-learning. All courses are designed to give you the opportunity to work alongside your study programme.

**BTEC HNC/HND Art & Design**

**BTEC HNC Beauty Therapy**

**BTEC HNC Business**

**BTEC HNC/D Advanced Early Years**

**BTEC HNC/D Advanced Social Care**

**Foundation Degree in Early Years, Playwork & Education**

**BTEC HNC Computing & Systems Development**

**BTEC HNC Diploma in Construction & Built Environment**

**Foundation Degree in Construction Management & Surveying**

**BTEC HNC/D Automotive Engineering**

**BTEC HNC/D General Engineering**

**BTEC HNC/D Creative Media Production (Journalism)**

**BTEC HNC/D Creative Media Production  
(Games Development)  
BTEC HNC Coaching & Sport Development  
BTEC HNC Travel & Tourism Management**

### **Access to Higher Education**

Our Access to Higher Education programme is specially designed to meet the needs of adult students (aged 19 and over) wishing to return to education so that they can then progress to university. The dynamic courses aim to refresh and extend knowledge, skills and confidence. Full-time courses take one year; part-time Access programmes are available for Social Work and Nursing. You follow a pathway from the selection listed and, on completion, progress to study university-level courses.

If you wish to be considered for an Access programme, please complete the application form. All applicants will be interviewed to assess individual goals and needs. Advice about financial commitments can be discussed at interview. You may be eligible for financial support towards the costs of travel, equipment, books, childcare etc.

You can only be accepted for entry onto the course by completing an application form and attending a Welcome Event (it is not possible to enrol by post or telephone). You should:

- have a goal of entry into higher education
- have the ability and motivation to benefit from the programme
- have the potential to meet the programme demands and complete the programme requirements

### **Access to Art & Design**

Study Contextual Art, Contextual Practice and Design Practice and progress to various Arts courses at higher education.

### **Access to Environmental Science**

Study any three from Biology, Environmental Chemistry, Geography and Physics.

### **Access to Humanities**

Study English Language, History and Sociology and progress to study Cultural Studies or Social Sciences at degree level.

### **Access to Nursing**

Study Human Biology, Psychology and Sociology. This course is designed for entry to nurse training. For students who do not already have GCSE Maths, this course is also provided.

### **Access to Science**

Study any three from Biology, Physics, Chemistry and Mathematics. The first part of the programme provides a good science foundation.

We recommend that students who do not already have GCSE Maths should also study this option.

### **Access to Social Work**

Study Sociology, Psychology and either Human Biology or Criminology to progress into degree programmes leading to careers in social work.

### **Access to Teaching (Humanities or Science)**

Students intending to teach in primary schools need GCSEs in Science, Maths and English. The course requires students to have at least two national curriculum subjects for teaching in the primary or secondary sector. Subjects to choose from include English Literature, Geography, History (Humanities pathway), Biology, Geography, English Literature (Science pathway). Students can progress to university to study for a first degree and a Post-Graduate Certificate in Education (PGCE) where relevant. GCSEs in Maths, English or Human Health & Physiology are available for study.

## **SUPPORT FOR YOU**

Over the years we have supported many students in gaining qualifications that they had only dreamed of achieving - let us also help you make the most of your future.

We're here to talk to if you need any support or advice and help you make the most of your time at College.

Our Student Services team can provide information, advice, guidance on a wide range of topics.

We can help with advice on many areas including:

- Accommodation
- Bullying/Harassment
- Careers and Higher Education
- Course Information
- Financial Assistance
- Health Issues & Assessment
- Social and Emotional Issues
- Young & Expectant Parent Support

### **Careers Guidance**

CRC has a team of Careers Advisers who will discuss your career plans with you and provide information, advice and guidance to enable you to make informed, well-considered decisions about your future learning and work. The Careers Advisers can be contacted on 01223 418442.

## **Financial Support**

There are several financial schemes that are available to help you fund your studies at CRC. Please see pages 21-22 for more details. For further information, please call the College's Financial Support Team on 01223 418592/418443.

## **Information & Advice**

If you would like to find out more about the College and its courses, the Information and Advice team is here to help you. They are happy to discuss your needs and aim to provide you with appropriate information to enable you to make the right choices. The team can be contacted on 01223 226315/418249 or by email: [enquiry@camre.ac.uk](mailto:enquiry@camre.ac.uk)

## **Students' Union**

When you join CRC, you automatically become a member of the Students' Union. The Union aims to enhance your experience at College by supporting societies and clubs and organising events and awareness-raising campaigns on issues that affect you as students.

Buy your NUS card to get a wide range of discounts. Students' Union Executive Committee members are elected each year and represent the student body in order to ensure that you have a voice within the College.

The Union can be contacted by email  
sunion@students.camre.ac.uk.

### **Student Social & Emotional Support Services**

Social and emotional support is available to students. This is a confidential service that is available to all students. When social and emotional issues affect your ability to learn and how you get on with others you are welcome to either drop in or contact us on 01223 418355, come into the Student Service Centre for an appointment.

### **Health Issues and Young & Expectant Parent Support**

If you have any health issues you are concerned about, or if you are a young or expectant parent and would like some support, then please get in touch. Our students are eligible for a wide range of support.

### **Study Support**

We want you to achieve to the very best of your ability at CRC and offer both learning and personal support.

### **Learning Support**

Students with specific learning difficulties, such as Dyslexia and Dyscalculia, can receive support from specialist staff who are not only familiar with

their specific learning needs, but also with their curriculum area.

Support staff work with students to help develop their functional skills - reading, writing and numeracy - as well as study, research and organisational skills. Support can be allocated to take place either in or outside of classes and can be 3:1 or 1:1, depending on assessed needs. The Study Support team based in each curriculum area works with tutors to make sure that course materials are fully accessible. You can discuss your learning support needs at any time with either your personal tutor or with the Study Support staff based in your learning area.

### **Personal Support**

Personal Support is provided by specialist staff who are trained to work with students with a range of sensory, physical and other access needs and support is tailored to the specific needs of the individual.

Personal Support can be arranged for:

- **Visually Impaired/Blind students**

Support includes sighted guides, Braille, adapting materials, visual description and advice on assistive technologies to enable access to computer programs.

- **Students with Physical Access needs**

Support includes mobility, personal care, note-taking and loan of assistive equipment.

- **D/deaf students**

Support includes British Sign Language or Sign Supported English Communicators, note-taking, mentoring and 1:1 support to help develop written language skills.

- **Students with Autism Spectrum Conditions**

Support includes study and communication strategies, mentoring and life skills.

- **Students with Language Impairment**

Support includes note-taking, 1:1 support, assistive technologies and amended resources, ie handouts.

## **SAFEGUARDING**

All Cambridge Regional College staff are responsible for safeguarding in College, regardless of role or level of contact with learners, and staff are trained to take preventative and practical actions to keep everyone safe.

Each learner is supported by a tutor who will help them with coursework and general wellbeing. The College has a senior manager responsible for safeguarding, a Safeguarding Co-ordinator and a number of welfare staff in Student Services, all who support learners' wellbeing and safety.

Student Services are there to support you on a wide range of concerns you may have such as housing, finance, health, mental health, family life, relationships and bullying. You are given information about safeguarding in College and information about how to make positive choices so that you can keep safe. You are also able to report abuse to trained Child Protection/Safeguarding of Vulnerable Adult officers, who can be contacted via Student Services (see contact details below).

The College has a number of safeguarding plans to ensure safe practices are included in the day-to-day working for our learners, staff and visitors. This means that we have a range of actions to make sure that the College environment is safe.

Safeguarding information is available on our website and on the College's Virtual Learning Environment and is also available on request via the Student Services Centre at the College. If you wish to speak to a Safeguarding member of staff you should contact the Student Services Centre on 01223 418442, email [safeguarding@camre.ac.uk](mailto:safeguarding@camre.ac.uk) or call the Safeguarding telephone number 0845 519 7890.

## **APPLYING TO CRC**

Applying to CRC couldn't be easier

We operate an open admissions policy, which means anyone can apply for any CRC course, irrespective of his or her age, background or gender. We'll make every effort to find you a course best suited to your needs and abilities.

Our Information and Advice team can help with any queries - please ring 01223 226315/418249 or email [enquiry@camre.ac.uk](mailto:enquiry@camre.ac.uk).

Many of our programmes have entry requirements, usually expressed in terms of GCSEs or other qualifications. General information on these is available in the table on pages 9/10. They help us to ensure that you have the preparation and experience necessary to get the most out of your course. If you are unable to meet the requirements for your choice, we'll suggest a suitable alternative. Our tutors consider other relevant factors, such as your motivation and experience when offering places.

The College will not charge fees (including tuition, registration, examinations and material fees) to students who are aged 16-18 years at the start of their programme, exceptions being examination re-sit and re-entry fees. Costs for essential kit and

College trips may be charged but these will be notified to you prior to the start of your course.

### **Mature students**

Mature applicants can be reassured that many of the entry requirements can be waived, depending on your previous work and study experience, or your commitment and determination to succeed.

### **International students**

We offer English as a Foreign Language (EFL) for students at all levels.

For entry to an advanced programme, we look for an above average pass in your country's school examinations, and an average pass for entry to GCSE or Intermediate level programmes. We will be pleased to discuss this when you apply. We offer additional support with written and spoken English as part of your study programme. We do ask that you have studied English to a reasonable standard (for example the Cambridge Intermediate) before joining. For further Information please contact the International Office on +44 (0)1223 226317. See also page 26 and 89.

### **Careers Advisers**

Deciding which study option you want to follow is a big step in your career. It is important to have all the information so you can decide which course is right for you. CRC has a team of Careers Advisers

working closely with Guidance Advisers, who will be pleased to help - please telephone them on 01223 418442.

### **Applying for a course**

If you are currently attending one of the Cambridge Area Partnership schools (see page 160), you should apply for a place using the Cambridge Area Partnership Application form, which is held by your Careers Teacher, or via the online application process which your careers teacher will advise you of.

If you do not attend one of the Cambridge Area Partnership Schools or if you are a mature student, please fill in the application form.

### **When should I apply?**

There is no time like the present! Applications are accepted right through until September 2012. There is also no problem if you have already applied to other schools and colleges. Once we receive your application form, you will be invited to come to College to discuss your application.

### **Can I apply for more than one course?**

Yes, many students apply for more than one course because they are uncertain as to which course or level is most suitable for them. You only have to fill in one application form and you will be invited to come to a Welcome Event.

## **What is a Welcome Event?**

Welcome Events are an opportunity for you and your parents/carers to have a good look around the College, see the specialist facilities, talk to your tutors, look at some previous student work and ask questions. It's also our chance to assess if you are suitable for the course and level you have chosen.

There will be staff on hand to help and offer advice on financial and welfare issues, study support needs and transport queries. Depending on your subject area, you may be asked to bring a portfolio of work or to have an audition.

Welcome Events run from February 2012, usually on Tuesday evenings and are a compulsory part of our Admissions process.

## **Can my parents/carers come too?**

Parents/carers are encouraged to attend and we hope they will also find the evenings interesting and useful. Please note however, that staff may wish to speak to you separately, as well as meeting with you and your parents/carers.

## **What if I change my mind?**

It's not a problem if you change your mind about the course you have applied for. Simply contact the staff in the Admissions Office as soon as you can on 01223 418448 and they will be happy to

amend your application details and organise a future Welcome Event for you to attend.

### **How should I prepare for my visit?**

This will vary slightly depending on the course that you've applied for. For some courses you may be asked to bring in examples of work, or to prepare for an audition, but you will be notified of this in writing in advance of your visit.

### **What happens after my Welcome Event?**

Your Welcome Event will be followed by attendance at two Taster Days where you will participate in activities related to your course and meet your fellow students. Taster Days will be held in the summer term, and attendance on both days is a compulsory part of our Admissions process. We will then get in touch with you to make a formal offer of a place at CRC.

To accept the offer, you need to return an acceptance slip to the Admissions Office. We will then send you joining instructions which cover in detail everything you need to know about the start of term arrangements and equipment you should bring with you on your first day.

## **Advice Days**

The College holds two Advice Days in August, to offer you help and advice after you have received your results. These will be on Friday 24 and Tuesday 28 August 2012.

### **OPEN DAYS**

Friday 11 November 2011 4pm-8.30pm  
Saturday 12 November 2011 9.30am-1pm  
Saturday 25 February 2012 9.30am-1pm  
Saturday 30 June 2012 11am-3pm

## **Cambridge Area 14-19 Partnership**

### **11-16 Schools**

Bassingbourn Village College  
Bottisham Village College  
Chesterton Community College  
Comberton Village College  
Cottenham Village College  
Ely College  
Impington Village College  
Linton Village College  
The Manor - A Foundation School  
Melbourn Village College  
Netherhall School  
Parkside Federation Academies – Coleridge  
Parkside Federation Academies – Parkside

Sawston Village College  
Soham Village College  
St Bede's Inter-Church School  
Swavesey Village College  
Witchford Village College

### **Post 16 Schools and Colleges**

Ely Sixth Form College  
Hills Road Sixth Form College  
Impington International Sixth Form  
Long Road Sixth Form College  
Netherhall Sixth Form Centre  
College of West Anglia  
Comberton Sixth Form College  
Cottenham Sixth Form College  
Parkside Sixth Form College

### **Special Schools**

Castle School, Cambridge  
The Centre School, Cottenham  
Granta School, Linton  
The Harbour School, Wilburton  
Highfield School, Ely

### **Board of Governors 2012/13**

#### **Christopher Spokes**

(Chair of Governors), Group Partner, Land &  
Business, Bidwells

#### **Barry Popplewell**

(Vice Chair of Governors), Independent  
Management Consultant in Business Excellence

**Alex Plant**

Executive Director, Environmental Services,  
Cambridgeshire County Council

**Andrew Herbert**

Group Finance Director, Domino Printing Services  
PLC

**Anne Kent**

Former Liberal Democrat County Councillor,  
Trumpington Division of Cambridgeshire &  
Spokesperson for Education, Libraries & Heritage

**David Adamson**

Consultant in Sustainable Procurement

**Dr Jill Preston**

Formerly Director of Research and Professor of  
European Business within the Business School at  
Anglia Ruskin University

**Anne Ridgeon**

Chairman, Ridgeons Ltd

**Reza Assadi**

Academic Staff Governor and Sector Leader &  
Chair of UCU, Electronic Engineering

**Anne Constantine**

Principal and Chief Executive, Cambridge  
Regional College

**Tony Cooper**

Executive Head Teacher, The Cottenham  
Federation

**Vernice Key**

Head of Finance and Performance,  
Cambridgeshire County Council

**Vicky Parrett**

Support Staff Governor and Payroll, Capital and  
Treasury Manager

**Nichola Harrison**

Independent Member of Cambridgeshire County  
Council

**James Allen**

Partner for Taylor Vinters Solicitors

**Student Governors**

Ben Graves

Chloe Aichinger

## **CRC STUDENTS' CHARTER**

### **When you make an enquiry to CRC**

We will provide, clear and correct information about the College and the courses you are interested in. This will include information on:

- The College
- College facilities
- The courses available
- The support available to students
- Transport arrangements

### **The course**

- How to apply
- What qualifications, knowledge or experience you need to have before you start
- Course content, structure and assessment and what qualification(s) you can get
- How much time you will need to spend studying
- What you will be able to do after you have successfully completed the course
- The costs related to the course

We will offer support and guidance to help you choose the right programme for you. This will include:

- An opportunity to talk to someone who can tell you about the courses available, and how well these will meet your needs

- An opportunity to have an initial assessment of your current skills to help us to make sure that you choose a course at the right level for you
- An opportunity to have your support needs assessed and to talk to someone about how your support needs can be met
- If you are applying for a full-time course we will invite you to a Welcome Event at which you can find out more about the courses available. We will also invite you to Taster Days to help you to be sure you are on the right course.
- We will tell you the start date, time and other key information about joining your course and we will advise you of any changes or cancellations

### **When you enrol on a course**

- We will try to make it as quick and easy as possible for you to enrol
- We will provide help if you need it. You will have to provide evidence of your existing qualifications before you can enrol

### **When you join CRC**

- You will receive an appropriate induction to your programme of study
- You will also be given a Student Handbook
- You will have a well taught and effectively managed programme of study

- You will be assigned a Personal Tutor who will help you study more effectively
- You will have access to information, advice and guidance on educational, career and personal matters
- You will be studying in a caring and supportive environment in which you can learn
- You will have opportunities to comment on your programme of study and the services offered by the College
- When you start your course at CRC, you will be given additional information about your entitlements and responsibilities as a student
- Before you leave CRC, you will be offered help to progress to the next stage of your career
- Whilst the College will try its best to put this Charter into practice, the commitments in it are expressions of intent and are not legally binding
- A more detailed version of the Charter is published in the Student Handbook and a full version is also available from the College on request

### **Equal opportunities**

At Cambridge Regional College we treat everyone with respect.

We believe that all have a right to be valued and to have equality of opportunity regardless of gender, disability, support needs, ethnicity, religion and

belief, age, sexual orientation or social class. We expect all staff and students to play an active role in promoting equality and challenging discriminatory behaviour.

We expect any student who feels unfairly treated, who is upset by thoughtless comments or jokes, are victims of abuse or who experience any form of discrimination or harassment will tell us. We take any form of discrimination or harassment very seriously.

You can talk to:

- Any of our staff that you feel able to confide in
- A member of our Student Services team

### **No smoking**

There is no smoking on any part of College property, or on the College contract and shuttle bus services, other than in the designated shelters provided. We also provide smoking shelters outside the College perimeter fence.

## **STUDENT CONSULTATION**

The College is committed to listening to and consulting with students. We are particularly keen to hear feedback on your experience of teaching, learning, support, services and facilities provided. There are a range of mechanisms the College uses to receive feedback and take actions for sharing good practice and improving in areas where this is required:

- Day-to-day feedback to lecturers, tutors and services staff is welcomed. This helps us all understand better the good things and difficulties to resolve.
- Focus groups are a great opportunity for you to make suggestions for improvements to cross-College services etc.
- Informal one-to-one chats with College managers to hear your thoughts on how we're doing as a College.
- The chance to participate in 'mock lessons' when we recruit new members of teaching staff.
- The Complaints and Compliments procedure also provides feedback opportunities.
- Student questionnaires issued regularly seek your feedback on the course, as well as wider issues around services provided and College facilities.

- At course level, we ask for students to act as representatives of their peers through the Academy Board and Student Liaison Committee.
- Academy Boards meet three times a year and provide an opportunity for student representatives to discuss issues with the relevant Head of Academy and members of the Senior Management Team.

One of the representatives at the Academy Board will then attend the next Student Liaison Committee in order to feedback on key issues.

- The Student Liaison Committee meets three times a year and comprises of all democratically-elected Student Representatives from all Academies. It is also attended by the Principal and Vice Principals, plus College Governors. Student Representatives will bring key issues to the Committee for information and College managers will ask the Student Liaison Committee members to seek views from their classes on any major changes which may affect them. Training will be offered to all Student Representatives so that they are aware of their rights and responsibilities and are able to really make a difference within this consultative framework.

- The Governing Body of the College (known as the “Corporation”) has ultimate responsibility for the direction, policies and leadership of the College. It currently comprises 16 representatives from the business and local communities

(Governors), members of staff (Staff Representatives) and two Student Governors. This year the Corporation will meet a minimum of five times, usually on a Wednesday from approximately 5.15pm-7.45pm.

- The Student Governors on the Corporation usually serve for two years and provide a student perspective on matters discussed. They will gain valuable experience in understanding how the College works and provide a clear voice for students in high-level decision-making by the College.

These are all excellent opportunities for young people to get involved in and to really make a difference in the decisions made by the College.

If you're interested in finding out how you can become a Student Representative or Student Governor, or want more details on the training we provide, please contact our Student Liaison Officer in the Student Lounge or on 01223 226404.

## **IMPORTANT GUIDANCE NOTES**

Cambridge Regional College is fully committed to equalising opportunities and welcomes enrolments from everyone, irrespective of age, background, gender, disability or support needs. We are committed to safeguarding our learners, staff and visitors through providing a safe environment and safe working practices. If you need any advice on which study option is best for you or if you need help with applying, please contact our Information & Advice Team on 01223 226315/418249.

- 1.** Please complete the application in block capitals using a ball point pen, preferably black. If you need any help completing your form, please contact the Admissions Office on 01223 418448.
- 2.** Please enter date of birth and your age on 31 August 2012.
- 3.** Home address. If you have a different address for correspondence, please write it on a separate sheet and attach it to the form. If you change address after you have made an application, please inform the Admissions Office on 01223 418448 so your details can be updated.
- 4.** The ULN is a personal 10-digit number randomly generated and allocated to post 16

learners. It is anonymous and will remain with the learner throughout their lives so that, in the future, all their learning experiences, exam results and qualifications will be linked together.

**5.** 11-16 Education details. Please complete if you are in full-time education or have just left, indicating current/most recent school/college.

**6.** Please complete if you are not in full-time education.

**7.** We are aware that young people who have been in care, or are carers themselves, move schools more frequently than others or have often missed chunks of schooling through actual absence or as a result of disruption to their lives. If we are aware that you are being looked after, or are caring for someone in your family, we will aim to provide you with additional support and opportunities to catch up with your work. Your circumstances will be treated confidentially and only shared with your permission with those staff who need to know.

**8.** Resident status. Please note as a full-time non EU International student you will be liable for full-time fees from £5,200\* (FE) and £8,200\* (HE) depending on your course of study. Please contact

the International Office on +44 (0)1223 226317 for further information.

**9.** This section invites you to describe your ethnic origin. It helps us to monitor our Equal Opportunities policy and is treated in strict confidence. However, if you do not wish to provide this information there is no obligation to do so.

**10.** You are invited to tick the relevant additional support boxes if you feel you would benefit from learning or other specialist support.

**11.** Applicants declaring that they have a conviction, caution, reprimand, warning etc. will be referred to the Head of Learner Services for assessment. Students who do not respond to requests for further information relating to these will be reminded in writing on two occasions. If they fail to acknowledge three written requests they will be informed in writing of the College's intention to withdraw their offer of a place. If an applicant is found later to have not disclosed a conviction, caution, reprimand, warning etc. on their application, they risk being excluded from the College in accordance with the Terms and Conditions of enrolment.

**12.** Please state your chosen course(s) in order of preference. If you wish, you may bracket your

choices to indicate that they are of equal preference.

**13.** It is important that you discuss your course choice and future career direction. If required, we can arrange for you to attend an individual interview with a Careers Adviser prior to your Welcome Event.

**14 -15.** Please enter the estimated grades for the subjects/courses you are currently following, or the actual grades of qualifications/examinations already taken. Please make sure you indicate the level of the course, i.e. GCSE, Foundation, Intermediate etc.

**16.** If you have any career plans, please note them here.

**17.** Please tell us how you heard about the College, eg. through school, a friend, Connexions or an advert.

**18.** All applicants for full-time courses have to supply a written reference. If you are under 19 and/or have been in full-time education for the last two years, your reference should be from your current or most recent school or college. If you are 17 or over and haven't been in full-time education for the last two years, you will still need to provide

a reference from a responsible person other than a family member or friend. We would request that the reference includes details on the following areas: predicted achievement or application to work tasks, motivation, general behaviour and relationships with others, attendance, punctuality, reliability and other relevant comments.

Please attach your reference to the form, or have it sent separately to the Admissions Office.

Course places will not be offered without a satisfactory reference.

**19.** Please use this section to provide additional information about yourself, e.g. work experience, interests, skills and other achievements, and why you wish to follow a course at CRC Applicants who have not recently completed full-time education in school or college please include education/training details in this personal statement.

**Disclaimer**

The information in this prospectus is believed to be accurate at the time of going to press (September 2011). Whilst every effort is made to ensure that courses are offered as set out in the prospectus, it may be necessary to vary them or their content at short notice. Whenever possible, changes are made in the interest of improvement. CRC reserves the right not to run programmes which are not viable, in which case guidance will be given on other suitable opportunities.