



**Cambridge**  
*Regional College*  
 first for training & skills



**Full-time**  
**PROSPECTUS**  
**2011/12**

**Large Print**



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## Open Days

Friday 12 November 2010	5.30pm – 8.30pm
Saturday 13 November 2010	9.30am – 1pm
Saturday 12 March 2011	9.30am – 1pm
Saturday 14 May 2011	9.30am – 1pm

## **WELCOME to Cambridge Regional College**

As the new Principal of Cambridge Regional College from October 2010, I'm delighted to welcome you to our superb College, which has been led so successfully by my predecessor Rick Dearing for the last nine years.

There is something for everyone at CRC – whether you want to continue to gain the knowledge, skills, experience and qualifications needed for good employment, to progress in your career, or to move on to further and higher education.

We have outstanding facilities and equipment to help our students succeed on relevant, exciting courses, and we balance theory with practice so you can develop plenty of 'hands on' and team skills. This is a College to be proud of and we want you to enjoy learning here.

The report from our full OFSTED inspection confirmed that we are a very good College with:

- High student success rates
- Good teaching and learning
- High levels of learner enjoyment
- Excellent support for learners
- Good work-based learning provision (Apprenticeships)
- Excellent contribution to improving the regional skills base
- Very good information, advice and guidance for learners
- Well-qualified teachers with good levels of vocational expertise
- An outstanding and highly responsive range of provision

Learning is a partnership between students and teachers. We believe that students' commitment to hard work, on the right course for them, and enjoyment of learning are critical. With good teaching, support and encouragement from our well qualified, experienced and enthusiastic staff, this is a winning combination.

I hope that the contents of this prospectus and what you've heard about CRC inspire you to come and meet our talented, specialist teachers and guidance staff, see our great new facilities and discuss your options for a further education or

training course either at one of our Open Days or through one of our regular Welcome Events.

We look forward to welcoming you.

Anne Constantine.

*This prospectus can be made available in large print, in Braille, on tape or CD on request.*

*Please phone the Information & Advice Team on 01223 226315/418249, minicom 01223 418243 or visit [www.camre.ac.uk](http://www.camre.ac.uk). If you need any help with enrolling on a course, please contact the College on one of the numbers above.*

## **ENJOY LEARNING AT CRC**

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 teachers.

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 kitchen and much, much more to encourage learning and nurture success.

Our SmartLIFE Centre provides the perfect setting 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, all based at The Park, along with the Wisteria Travel Agency, provide valuable high-level work experience.

### **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 students.

We have numerous 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.

### **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.

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 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.

### **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 most of the Science Park campus.

### **Food and drink**

Catering outlets include a self-service cafeteria at lunchtime, as well as drinks and snacks during the day. When counter services are closed, there are drink and snack vending machines.

### **Make the right choice**

We know it can be difficult to make the right choices, but we are here to help! If you are still unsure about your options contact our information & Advice Team on 01223 226315/418249 or email [enquiry@camre.ac.uk](mailto:enquiry@camre.ac.uk).

### **No smoking**

There is no smoking on any part of College property, or on the College contract and shuttle bus services, so we have provided designated

smoking areas outside the College perimeter fence.

## **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.

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 Cambridge Council, Cambridgeshire Constabulary, the Fire Brigade and the National Health Services.

Our Careers Advisers are always on hand to offer help with the job applications, interview techniques and careers advice.

## **Your Route to University**

You may not realise it, but there is a wide range of qualifications out there that may be most suitable for you. Our vocational diplomas will allow you to progress to university or higher study.

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, many of whom came to Cambridge Regional College with no expectations of moving on to university.

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.

In partnership with Anglia Ruskin University and other leading universities, we also offer a small range of Higher Education programmes. Our Access to Higher Education programme is specifically designed for adults wishing to return to

education so that they can then progress to university.

## **PROGRESSION PATHWAYS TO CRC**

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.

### **Joining our BTEC Level 2 and Level 3 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 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 GCSEs 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.

### **Joining our Skills and Employment programmes:**

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 at Cambridge Regional College. In these 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.

If you would like some additional help, please contact our Information & Advice Team on 01223 226315/418249 who would be happy to help.

## **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.

We've given a brief summary of the entry requirements for each level. 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 our 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.

### **Functional Skills**

#### **Functional Skills on full-time courses**

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. If you are studying on one of the new 14-19 Diploma programmes, you will need to pass Functional Skills assessments in English, Maths and ICT at a specific level in order to gain the Diploma qualification.

If you are on any other full-time programme, 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 initial assessment of your skills. This 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 ITC 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? Equally as part of any of the examples 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.

## **Key Skills**

### **Developing English, Maths and ICT skills on Apprenticeships**

These skills are also developed on Apprenticeship and Advanced Apprenticeship programmes but through Key Skills qualifications, which are assessed differently to Functional Skills qualifications, through both portfolios and external tests. 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. Apprenticeships will move to Functional Skills qualifications instead of Key Skills over the next few years.

## **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 Subsidiary 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 became BTEC Level 2 Diplomas, Certificates and Extended 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.

## **FREQUENTLY ASKED QUESTIONS**

### **Full-time students**

#### **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 or take a degree or Higher Diploma course.

#### **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 226315/418249 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 9am to 5pm, Friday 9am 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 at 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 students can achieve their full potential, and are committed to developing professional partnerships with 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. If you would prefer to drive or cycle to College, we have designated parking spaces for students at our Science Park campus and cycle racks. See page 18 for more information on bus timetables.

### **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 Students' Union arranges lots of activities for students during 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 – see page 3 for details.

### **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 interview or at the start of your course, and ensure you have the additional learning support you need to be successful.

### **Can you tell me about the Education Allowance (EMA)?**

EMA is a weekly payment of up to £30 per week during term time and is aimed at young people continuing in full-time education who are aged 16-18. Eligibility also depends on an assessment of household income and on satisfactory attendance and performance. Contact the EMA helpline on 0800 1218989 or go to [www.direct.gov.uk/ema](http://www.direct.gov.uk/ema) for more information. Alternatively, the College's EMA co-ordinator is based in the Student Services Centre and can be contacted on 01223 418443.

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

Leaner Support Funds are available to help students aged 19 and over on a low income with a range of study costs including equipment, books, transport and other learning-related expenses. Students claiming EMA may also receive help with expensive kit. Students experiencing financial hardship are encouraged to apply. There is also a specific fund to assist with term-time childcare costs. Application forms are available from the Student Services Centre. All applications will be financially assessed. Please contact the Financial Support Manager on 01223 418592. Adult Learner Grants (ALGs) are also available. Please see page 17 for more information.

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

There are no tuition fees for home students ages 16-18 years of age studying on a full-time course in this prospectus. However, there may be costs associated with specific courses for kit and equipment. You will be given the details and approximate costs when you apply and come in to College to meet the tutors.

## **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 21 years of age. Programmes such as Access to Higher Education are structured for adults returning to study. We also 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?**

Fees are charged to students ages 19 or over. There is a minimum tuition fee of £600 and registration fee of £70 for a one-year full-time course, and a minimum tuition fee of £850 and registration fee of £120 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. Tuition fees are not charged for those studying basic skills qualifications, people in receipt of Jobseeker's Allowance and those receiving income-based benefits. Students doing a first full Level 2 or 3 qualifications (including Access to Higher Education) may not have to pay tuition fees.

## **Am I entitled to the Adult Learning Grant (ALG)?**

ALG is a means-tested grant that provides a payment of up to £30 a week during term-time to adults aged 19 or over studying a full-time first full Level 2 (five GCSEs or equivalent) or full Level 3 qualification (two A Levels or equivalent). Anyone receiving low pay benefits, such as Housing Benefit, can receive ALG.

For more information, contact the ALG Helpline on 0800 1218989, go to the ALG website on [www.direct.gov.uk/alg](http://www.direct.gov.uk/alg), or contact the College's Financial Support Manager on 01223 418592.

## **International students**

### **What is 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.

### **I am worried my English is not good enough?**

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 courses. For further details on courses visit our website [www.camre.ac.uk/international](http://www.camre.ac.uk/international).

### **How do I obtain further information on CRC?**

Telephone CRC's International Office on +44(0)1223 226317, visit [www.camre.ac.uk/international](http://www.camre.ac.uk/international) or email [intenquiry@camre.ac.uk](mailto:intenquiry@camre.ac.uk)

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

As a full-time overseas non-EU student, you may be liable for fees in the region of £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 of payment for your course fees before we confirm your place. Tuition fees should be paid before your course starts. Please contact the International Office on +44(0)1223 226317 for further information.

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

We support overseas students with language, housing, careers advice and other services.

If you would like a copy of our International Prospectus, please contact our International Office on +44 (0)1223 226317.

# **TRANSPORT**

## **Buses**

### **It's never been easier**

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. If you would prefer to drive or cycle to College, we have designated parking spaces for students at our Science Park campus and cycle racks.

## **Shuttle Bus**

CRC operates a free shuttle bus service, as an alternative to Citi 1 and 4 which runs within the local area. Please refer to the Student Handbook or visit [www.camre.ac.uk/school-leavers/getting-to-college](http://www.camre.ac.uk/school-leavers/getting-to-college) for further details. You must show your CRC Student Identity Card before boarding the College shuttle bus.

Below is a list of the current 2010 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. Full timetables are sent with your application and are also available on the CRC website:

<http://www.camre.ac.uk/school-leavers/getting-to-college>.

The bus service operates on induction days and during term time only. Charges for a bus pass are expected to be in the region of £420 per year if paid in advance of £450 if paid in instalments (£150 deposit plus three consecutive monthly Direct Debit payments of £100). A free pass is available to students who are both under 19 and whose families are in receipt of an income-based benefit. Please

refer to the bus pass application form for details. For those on Apprenticeship schemes attending only one day per week, the price is £115 per year and must be paid in full in advance.

## CRC bus routes (route planner for 2011/12)

Bus routes and charges may change slightly for term 2 and 3.  
Please contact the College on 01223 418244 for further details.

1	2	3	4	5	6
Sawston	Bishop's Stortford	Soham	Great Dunmow	Haverhill	March
Great Shelford	Standsted	Fordham	Thaxted	Horseheath	Wimblington
Fulborn	Quendon	Burwell	Saffron Walden	Linton	Doddington
Great Wilbraham	Newport	Exning	Little Chesterford	Great Abington	Chatteris
Little Wilbraham	Wendons Ambo	Newmarket	Great Chesterford	CRC	Somersham
Bottisham	Ickleton	CRC	CRC		Colne
CRC	Duxford				Bluntisham
	CRC				CRC

7	8	9	10	11	12
Ely (Community College)	Houghton	Bassingbourn	Huntingdon	Eaton Socon	Littleport
Witchford	RAF Wyton	Royston	Godmanchester	Eaton Ford	Ely (Market Square)
Sutton	St Ives	Melbourn	Hemingford Abbots	St Neots	Stretham
Witcham Toll	Needingworth	Harston	Hemingford Grey	Eynesbury	CRC
Haddenham	Earith	CRC	Fenstanton	Caxton Gibbett	
Wilburton	Willingham		Fen Drayton	Cambourne	
CRC	CRC		Swavesey	Highfields	
			CRC	Childreley Gate	
				CRC	

# **APPRENTICESHIPS**

At CRC we offer more than 40 Apprenticeship frameworks to support you in your choice of career.

We work with over 400 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 16 hours a week) and we are able to provide help in finding this. Employers support your training by 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.

	<b>Level 2</b>	<b>Level 3</b>
Accountancy	®	®
Beauty Therapy	®	®
Beauty Therapy Spa		®
Business Administration	®	®
Children & Young People's Workforce	®	®
Construction Maintenance Operations	®	
Contact Centre Operations	®	
Customer Service	®	®
Dental Nursing		®
Electrical & Electronic Engineering		®
Electro Technical Services (Electrician)		®
Engineering Technical Support		®
Engineering Maintenance		®
Engineering Maintenance & Installation	®	
Mechanical Manufacturing Engineering	®	®
Engineering Tool-Making		®
Fabrication & Welding	®	®
Hospitality Food & Drink Service	®	
Hospitality Food Processing & Cooking	®	
Hospitality Front Office (Reception)	®	
Hairdressing	®	®
Health & Social Care	®	®
Heating & Ventilation	®	®
Hospitality Drink Service	®	
Hospitality Housekeeping	®	
Hospitality Services (Multi-Skilled)	®	
Hospitality Supervision		®
Hospitality Professional Cookery	®	®
ITQ Practitioner	®	®
ITQ User	®	®

Management		®
Painting & Decorating	®	®
Diploma Performing Engineering Operations	®	
Performing Manufacturing Operations	®	
Plumbing	®	®
Sport – Instructing Exercise & Fitness	®	
Sport – Operational Service	®	
Supporting Teaching & Learning	®	®
Team Leading	®	
Trowel Occupations (Brick)	®	®
Vehicle Maintenance & Repair	®	®
Warehousing & Storage	®	®
Wood Occupations – Bench Joinery	®	®
Wood Occupations – Site Carpentry	®	®

## **Apprenticeship**

- Suitable for those starting on their chosen career path
- Leads to a National Vocational Qualification (NVQ)/Diploma at Level 2
- 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 Apprenticeship

## **Advanced Apprenticeship**

- Particularly useful for those aiming for technician, supervisory or middle management positions
- Leads to a National Vocational Qualification (NVQ)/Diploma at Level 3 and possible optional units

- Includes a Technical Certificate which develops our 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 relevant occupational area you wish to work in listed here on 01223 418778.

## **THE ARTS**

The reputation of CRC's Centre for The Arts has grown greatly in recent years.

To help with the development of this well-deserved reputation, the College has invested in purpose-built Art and Design Studios at our Science Park campus. Here students enjoy the very best in teaching using our outstanding modern facilities.

### **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. 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.

**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, 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.

**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, photography, contextual studies, textiles, fashion, graphics and multimedia. 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 Access & 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 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 a HNC/D, Fda, BA/BSc (Hons) programme in your chosen area of specialism.

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

This 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, textiles and 3D practices. At the heart of this course is the development of multi-skills 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.

**Progression:** Excellent higher education and/or employment in fields such as publicity, gallery management, industrial design and textiles (public and private sector). All programmes offer a progression route 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 – Graphic Design Pathways)**

This 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.

**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, Graphics, Fine Art or Textiles)**

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. It is essential to have Maths and English Grade C or above for this course. The course provides an in-depth introduction to visual language and formal elements and allows you to develop as an artist/designer.

Specialist pathways: Textiles and Fashion, 2D/Fine Art Painting, 3D/Sculpture and Graphics. Both traditional and computer-based photography will 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.

## **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.

## **BEAUTY THERAPY**

A qualification in beauty 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 management or run your own salon.

There is 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 The Park. This superb facility houses 10 state-of-the-art hair and beauty salons and two commercial salons for you to work in. Many of our students compete in the country's top skills competitions.

### **BEAUTY**

#### **Entry Level**

#### **Introduction to 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

## **Level 1**

### **Diploma in Beauty Therapy**

This one-year programme is a foundation course for those with a keen interest in beauty to gain an insight into the beauty industries. The course gives you an introduction to manicure, skin care, make-up and reception skills.

**Progression:** Level 2 Diploma in Beauty

### **Foundation Diploma in Hair & Beauty Studies**

See page 57 for more details.

## **LEVEL 2**

### **Diploma in Beauty Therapy**

This one-year programme is a progression from the Level 1 Diploma in Beauty Therapy and develops practical and theoretical skills in all aspects of beauty. You will study subjects like client care, facial massage, skin care, make-up, lash and brow treatments, nail care, waxing and reception. Past students on this programme have achieved success in regional and national competitions.

**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.

### **Diplomas in Hairdressing & Beauty**

See page 58 for more details.

## **Level 3**

### **Diploma in Beauty Therapy**

This one-year programme is a progression from the Level 2 Diploma 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.

### **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 scientific aspects. 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:** Working as a therapist in a salon or spa, health club, health farm, cruise ship, department store, hotel or fitness club.

### **Edexcel BTEC Certificate/Extended Diploma in Beauty Therapy Science**

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 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. This course carries UCAS points and so you can progress on to a higher education course.

## **Advanced Diploma in Hair & Beauty Therapy**

See page 58 for more details

## **Media Make-up Level 2**

### **Diploma in Media Make-up**

This one-year course is designed to equip you with a wide range of skills including fashion and photographic make-up, face and 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 Media Make-up or Level 3 Diploma in Styling and Performance or a wide range of careers is available including photographic work and fashion shows as well as freelance work on creative projects.

## **Level 3 Diploma in 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, camouflage make-up, airbrush

techniques, wig-making and hair designs, colouring and extensions.

**Progression:** Level 3 Diploma in Styling and Performance or a wide range of careers is available to successful candidates including photographic work and fashion shows as well as working freelance on creative projects.

### **Diploma in Styling & Performance**

This one-year course will give you the skills needed to obtain work as a make-up artist in the field of theatre, film and TV make-up. You will cover hair and make-up design for film and TV, character make-up, wig-handling, special effects make-up, historical hair design and development of creative skills.

**Progression:** Employment in TV, film and theatre as well as freelance on creative projects

A career in business is versatile, exciting and challenging. We offer a range of business and administration courses to help you on the road to a successful career. You can study retail business, accounting, finance, business administration and personal assistant skills.

We try to ensure that everyone has access to a programme which suits their needs. Our Level 1 and Level 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 at university. A range of additional modules, including GCSEs and IT, is also available.

## **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 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 Diploma 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 generic, medical or legal pathways. You will learn how to communicate electronically, handle office procedures, deal with business correspondence and understand IT applications. 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 a 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, which is equivalent to three A Levels, 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 in Business (Accounting)**

This is a specialist two-year programme, equivalent to three A Levels, 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 in Retail offers an engaging programme covering a range of general business and specialist retail topics. It is broadly equivalent to three A Levels.

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

# **CHILDCARE, HEALTH, SOCIAL CARE & PUBLIC SECTOR SERVICES**

We take great pride in providing specialist courses, up-to-date careers information, advice on learning pathways and qualifications both with and without exams. We combine theory and practice to offer a wide variety of work-related learning opportunities.

Our wide range of Care courses offers an opening into many careers, including nursing, childcare and education, community justice, nursery nursing, ambulance service, midwifery, counselling, teaching, occupational and speech therapy, social care, social work, health visiting, work within charitable organisations and many more.

We will ensure you are taught and supported by experienced professionals and receive valuable work experience with local employers, so you get a real feel for working with children or adults, in preparation for your chosen career.

## **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.

## **Level 1**

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

This one-year course is ideal for those interested in working with children. The full Award includes seven units of study and a multiple-choice question paper. 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 (Merit required) or BTEC Level 2 Diploma in Health and Social Care. Alternatively, with a Pass, you can extend your employment opportunities by joining the BTEC Introductory Diploma in Health & Social Care.

### **Edexcel BTEC Introductory 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 & 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.

### **Foundation Diploma in Society, Health & Development**

This one-year programme provides an insight into the

many rewarding careers covered by the Health, Social Care, Childcare and Justice sectors. It introduces you to the different services that work together to support people within the community. At this level, you will explore the sectors and learn how an organisation can apply their values in their everyday work and develop the essential skills to do this. You'll learn how different organisations and services work together and look at various ways of informing the general public about issues that concern them.

**Progression:** Choose to specialise in one area and undertake a further qualification, or move onto the Higher Level Diploma in Society, Health and Development to extend your understanding of the different sectors.

## 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 you will also undertake work placements in a variety of health and social care settings. 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, you could progress to any of our Level 3 programmes or gain employment within the health and social care sector as a social care assistant. Alternatively, 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 Certificate for the Children & Young People's Workforce**

This one-year course provides an excellent preparation for anyone wishing to pursue a career working with young children. The full Award includes six units of study, practical assessment and records of practical competence. Placements will be arranged for you in early years settings giving you experience of providing care and education for children of all ages. 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 full-time Level 3 programmes or gain employment as a childcare assistant. Alternatively, you can extend your employment opportunities by joining the Health & Social Care.

### **Higher Diploma in Society, Health & Development**

This programme provides a combination of information with practical experience to help you to understand the work and values covered by the Health, Social Care, Childcare and Justice sectors. It introduces you to the different services that work together to support people within the community.

**Progression:** Choose to specialise in one area and undertake a further qualification, or move onto the Advanced Level Diploma in Society, Health and Development to extend your understanding of the different sectors.

## Higher Diploma in Public Sector Services

This programme provides an interesting combination of theory and practical experience to help you to understand the wide range of work undertaken within the Public Sector: education services, health services, emergency services, Ministry of Defence, HM Revenue and Customs, Police and HM Prison services, local and central Government, housing services etc. At this level, you will develop a deeper understanding of the role of public services. You'll learn how different services are funded and look at how public services initiatives are promoted.

**Progression:** You can choose to specialise in one area and undertake a specialist qualification or you may wish to progress to further study, such as the Advanced Diploma or employment.

## Level 3

### Edexcel BTEC Diplomas in Health Studies, Social Care & The Children & Young People's Workforce

These challenging programmes are 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) in Health Studies, Social Care or The Children & Young People's Workforce. Specialist areas available are:

- Edexcel BTEC Diplomas in Health Studies
- Edexcel BTEC Diplomas in Social Care
- Edexcel BTEC Diplomas in The Children & Young Peoples Workplace

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, social care and 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.

### **Advanced Diploma in Public Sector Services**

This two-year programme provides an interesting combination of theory and practical experience to help you to understand the wide range of work undertaken within the Public Sector: Education Services, Health Services, Emergency Services, Ministry of Defence, HM Revenue and Customs, HM Prison Service, Local and Central Government, Housing Services etc. At this level, you'll evaluate the principles and practices of public services, look at how public finance operates and how political neutrality plays an important role, and also learn the principles of marketing in public services.

**Progression:** Higher education to study for a degree in subjects such as Politics, Sociology and Criminology. The

Diploma will also give you an insight into the many rewarding careers available within the sector, and introduce you to the values and principles that underpin the public services.

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

This challenging programme can be studied as a one-year programme leading to qualification as a professional practitioner, or as an Extended Diploma over two years to enable progression to Higher Education and possible 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 have a chance to 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.

**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 part-time Foundation Degree in Early Years Playwork & Education after two years in relevant employment.

### **Advanced Diploma in Society, Health & Development**

This two-year programme provides a combination of information with practical experiences to help you to

understand the work and values covered by the Health, Social Care, Childcare and Justice sectors.

At this level you will develop experience in partnership-working and team-working. You'll learn about communication and information sharing within and across organisations across the sectors. You'll also look at how vulnerable adults and children can be kept safe.

**Progression:** You will be able to progress to a University Degree in, for example, childhood studies, dietetics, nursing, community justice, applied criminology or forensic investigation. You could begin a career as a teacher, play worker, a healthcare scientist, a probation officer or a victim support worker, depending on what you are interested in.

## **Levels 4 and 5**

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

For further information on Higher Education courses and our Access to HE Nursing and Social Work programmes, please see pages 75-76.

## **Part-time Programmes**

Foundation Degree Early Years, Childcare & Education, Supporting Teaching & Learning.

For further Information on Higher Education courses, please see page 75-76.

## **CACHE DIPLOMA FOR THE CHILDREN & YOUNG PEOPLE'S WORKFORCE**

A part-time, Level 3 programme for mature learners. Please call our course enquiry line for details.

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

A qualification in Catering and Hospitality can lead to an exciting range of careers. You can work as a chef, hotel manager, front of house manager and in many other fields or choose to travel and work abroad.

The courses are all delivered in our new facility called The Park, which has two brand new training kitchens and two production kitchens serving our Restaurant and Bistro. You will have the opportunity to develop high-quality skills in both food preparation and front of house.

If you want to work in the practical side of the industry then you need to follow the practical route starting at either VRQ 1 or 2 depending on your entry grades. If you prefer to learn as you work then an Apprenticeship is a great option for you. The entry criteria for all the different levels are explained in the front of the prospectus.

If your ambition is to progress to higher education then the BTEC Diploma route is your pathway. Here you will study a blend of practical and theoretical topics to give you the skills and UCAS points to enter either a management scheme for hotels such as Concord or to go on to university.

There is flexibility within the programmes which will allow you to transfer pathways along the journey at suitable points eg after the VRQ 1 you may wish to transfer to an Apprenticeship to continue your studies.

## **Entry Level**

### **Award/Certificate in Catering & Hospitality**

This one-year programme is designed to provide you with basic catering qualifications in Hospitality Multiskills. It is particularly suitable for those who have learning support needs, who wish to prepare themselves for employment or further qualifications.

**Progression:** VRQ Level 1 or follow an Apprenticeship at work.

## **Level 1**

### **Certificate in Professional Cookery & Hospitality (VRQ1)**

This one-year City & Guilds programme is an ideal introduction if you are interested in working as a chef in the catering and hospitality sector.

It will give you a good foundation in a wide range of cooking skills.

**Progression:** Level 2 Diploma in Professional Cookery or Level 2 Professional Catering course or you can enter the hospitality and catering sector in a professional kitchen environment.

### **Foundation Diploma in Hospitality**

This one-year programme provides a taste of the opportunities available in the hospitality industry. It introduces you to a range of topics such as preparing and serving food and beverages, food safety, healthy eating and operational skills within hospitality. You will receive a variety of assessments based around team-working skills, creative thinking and self-management in preparation for your career choices and further study/training.

**Progression:** You can choose to specialise in one area and undertake a further qualification, or you may wish to move onto the Higher Diploma.

## **Level 2**

### **Diploma in Professional Cookery & Hospitality (VRQ2)**

This one-year programme is designed to develop your knowledge and skills 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 industrial establishments.

**Progression:** Work in industry and continue your training as an Advanced Apprentice

### **Diploma in Front of House Reception**

The hospitality industry is continuing to expand both in the UK and overseas. It provides career prospects for those wishing to work as hotel receptionists, cashiers and reservation clerks, and can also provide career opportunities in management. On this course you will acquire skills in dealing with reservations, customer care, computing, word-processing, customer accounts, telephone enquiries and food service.

**Progression:** Employment within a front-of-house operation or as a general receptionist in the conference, banqueting and customer services sectors. You have the opportunity to progress to the BTEC Extended Diploma in Hospitality.

### **Higher Diploma in Hospitality**

This one-year programme provides an interesting combination of job specific theory with practical

experiences related to the hospitality sector. It develops your awareness of hospitality service and current trends combined with preparing and cooking meals for a range of customers. You will cover basic business and financial principles for the hospitality industry. You will extend your knowledge, communication and interpersonal skills and experience so that you can confidently apply these to real workplace settings.

**Progression:** You can choose to specialise in one area and undertake a vocational qualification, or you may wish to move onto the Advanced Diploma in Hospitality to extend your understanding of the different sectors.

### Level 3

### 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.

## **Advanced Diploma in Hospitality**

This two-year programme provides an interesting combination of job-specific theory, practical and business opportunities to help you understand the hospitality sector. It develops your awareness of hospitality service and current trends combined with preparing and cooking meals for a range of customers. You will cover advanced business and financial principles for the hospitality industry. Completing this advanced level course will extend your knowledge, communication and interpersonal skills so you can apply these to real workplace settings.

**Progression:** On completion of this Advanced Diploma you can progress on to a degree course in higher education or you may wish to move into the employment industry.

The Park at CRC is home to our contemporary Restaurant and Bistro, where you can treat yourself to a three-course lunch at a great price, or just pop in for a special coffee and a sandwich. We serve local produce which has been freshly prepared by our Hospitality and Catering students, under the watchful eyes of our highly experienced chefs, and have regular gourmet and themed evenings.

## COMPUTING AND IT

Almost every aspect of modern life is linked to Information Technology.

There are many areas in which you can specialise, from technical writing, to business application development and support. Programmes offered are practical and work-related. You learn by completing projects and assignments that are based on realistic workplace situations, activities and demands.

CRC has extensive computing facilities on which we run state-of-the-art software and from where we offer an excellent range of study options from website design to technical systems support, leading to a wide range of rewarding careers in IT and associated functions.

### Level 1

#### City & Guilds Award for IT Users

This one-year course aims to help students take the first step towards a career in IT. You will study ITQ, word processing and presentation software.

You will develop a wide range of learning and work skills which will include trouble-shooting, computer maintenance, web development and gaming.

The course is 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 for ICT Practitioners**

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.

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

## LEVEL 3

### **Edexcel BTEC Subsidiary Diploma/Diploma/Extended Diploma for ICT Practitioners**

This two-year work-related qualification (equivalent to three A Levels) 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 and business units to specialist programming, hardware and networking 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.

# CONSTRUCTION

The construction industry moves at a fast pace. New methods, techniques and technology develop rapidly and legislation is always changing.

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

At CRC, we have some of the best workshop facilities in the region to get you started. Our professionally-qualified and experienced tutors will provide you with the knowledge and skills to progress your career within the industry.

## Level 1

### **Edexcel BTEC Introductory Diploma in Construction**

This one-year programme allows you to develop the personal 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 building services.

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

### **Foundation Diploma in Construction & The Built Environment**

This Diploma offers an excellent opportunity to study various construction methods used in today's industry, as well as the environmental impact which construction can have on our surroundings. At this level, you will learn how the built environment affects people and communities.

You'll study construction methods and techniques, as well as the maintenance of buildings and structures.

**Progression:** Higher Diploma in Construction & The Built Environment or to relevant employment.

### **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 in Construction, employment, or training as part of an Apprenticeship programme

### **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 in Construction, employment, or gain further training as part of an Apprenticeship programme.

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

This one-year 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. You will study at either Level 1 or Level 2

depending on your GCSE grades. Units of study include: Health and Safety, 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 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. You will study at either Level 1 or 2 depending on GCSE grades. Units of study include: Health and Safety, 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**

### **Higher Diploma in Construction & The Built Environment**

This Diploma offers an excellent opportunity to study various construction methods used in today's industry, as well as the environmental impact which construction can have on our surroundings. At this level, you'll learn about design considerations and architectural features associated with the built environment. You'll look at the tools and practical techniques used in design and construction and the importance of managing built

structures well.

**Progression:** Advanced Diploma in Construction & The Built Environment or relevant employment.

### **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:** Employment as a bricklayer with a view to working towards an NVQ qualification to improve skills or an Apprenticeship.

### **Diploma in Site Carpentry**

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: structural carcassing, first and second fixings, building methods and construction technology, maintenance of non-structural carpentry work and safe working practices.

**Progression:** Employment as a carpenter with a view to working towards an NVQ qualification to improve skills or an Apprenticeship.

### **Edexcel BTEC First Diploma in Construction**

This one-year programme is designed to provide a specialist work-related 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:** Employment within technical fields such as CAD technician, trainee surveyor, trainee site manager or a National Diploma.

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

This course will allow 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 in health and safety, construction planning and the principles of environmental sustainability, preparing you for a future in the modern construction industry. The course is delivered in the College's specialist SmartLIFE construction training centre, employing the latest teaching practices and equipment

**Progression:** Employment within the Construction industry through an Apprenticeship route or 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 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 construction industry.

**Progression:** Many students have used this National

Diploma as the qualification that takes 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.

### **Advanced Diploma in Construction & The Built Environment**

This Diploma offers an excellent opportunity to study various construction methods used in today's industry, as well as the environmental impact which construction can have on our surroundings. At this level, you'll develop an understanding of the extent and significance of the built environment and what shapes, develops and influences it. You'll gain a greater insight into the different construction and built environment industries and learn how site developments affect the communities that use them.

**Progression:** Relevant employment or higher education.

### **Levels 4 and 5 HNC Construction & Foundation Degree in Construction**

For further information on these part-time higher education courses in construction, please see our Part-time Course Guide on our website.

## **ENGINEERING**

Our excellent Engineering workshops, laboratories and motor vehicle workshops 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.

### **Entry Level**

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

This one-year programme is great if you are interested in working in the motor trade. The programme will prepare you for work, teaching you the fundamentals of workshop safety, introduction to the retail automotive maintenance and repair industry, workshop tools and equipment, engine components and operations, steering suspension systems, lubrication systems checks, vehicle construction, spark ignition and compression ignition fuel systems, vehicle transmission and battery and lighting systems.

**Progression:** IMI Level 1 Diploma in Vehicle Maintenance

### **Level 1**

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

This is a one-year programme suitable if you are seeking a career in the engineering industry. This practically-based qualification covers the fundamentals common to all engineering trades, including health and safety requirements and communicating engineering information, while offering skills training in machining, hand fitting, gas cutting and welding, electrical and electronics.

**Progression:** Level 2 Diploma in Engineering & Technology

**Institute of the Motor Industry (IMI) Diploma in Vehicle Maintenance (Light Vehicle Route)**

This one-year programme will suit you if you are interested in gaining employment in the motor trade as a technician and gives flexibility to learners who gain employment to join an Apprenticeship scheme by transferring to a day-release programme at the same level. You will study: health and safety practices in vehicle maintenance, tools, equipment and materials, principles of component fitting, spark and compression ignition systems, engine liquid cooling and lubricating systems, tyre construction, exhaust system components and maintenance, vehicle driverline systems and electrical foundation skills including lighting maintenance.

**Progression:** IMI Level 2 Diploma, or on to an Apprenticeship programme

**Level 2**

**EAL Diploma in Engineering & Technology**

This one-year programme will provide a broad base of engineering understanding and knowledge either as part of the Apprenticeship Framework accredited Technical Certificate or a stand-alone qualification. The Diploma programme covers the fundamentals of mechanical engineering, engineering and environmental awareness, engineering techniques and principles. The qualification follows a multi-skill route that will allow for progression into mechanical engineering, electrical/electronic engineering or welding and fabrication.

**Progression:** EAL Dip Engineering & Technology Level 3

## **Institute of the Motor Industry (IMI) Diploma in Motor Vehicle Maintenance (Light Vehicle Route)**

This one-year programme follows on from the IMI Level 1 Diploma in Vehicle Maintenance. The units covered in this programme are: routine maintenance, remove and fit components on light vehicles which include chassis, transmission, electrical and engine systems. This programme satisfies the Technical Certificate requirements of an Apprenticeship framework in Vehicle Maintenance.

**Progression:** Good employment prospects in the motor vehicle industry or further study at Level 3

## **Higher Diploma in Engineering**

This new and innovative qualification has been designed and developed by employers to make sure it matches the skills you need to succeed in the workplace. At this level you'll learn about the different engineering sectors and the industry's diverse role. In addition to a range of other subjects, you'll learn how to use computer software packages and systems to design and manufacture engineering components. You'll learn about the relationship between innovative engineering design and business success. You can take specialist courses in engineering as part of your Diploma and will undertake work experience to allow you to get first-hand knowledge of the work in the industry.

**Progression:** Advanced Diploma in Engineering or other Level 3 programmes or into relevant employment.

## Level 3

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

This one-year programme is suitable if you need an advanced level engineering qualification to gain a broad base of engineering understanding and knowledge, either as part of the Advanced Apprenticeship framework accredited Technical Certificate or a stand-alone qualification. The Diploma covers the advanced fundamentals of mechanical engineering, engineering and environment, health and engineering organisational efficiency and improvement. Additional studies include advanced mechanical engineering principles, computer-aided design, advanced computer numerical control programming/machining, advanced computer-aided manufacture and engineering design.

**Progression:** Further study or employment as a machinist in a manufacturing sector eg tool-making or engineering workshops.

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

This one-year programme is a continuation from the Level 2 Diploma and covers advanced diagnostics and rectification techniques related to chassis systems faults, engine and component faults, auxiliary equipment and electrical faults, backed up with good housekeeping practices, actions to reduce risks to health and safety and maintaining positive working relationships. This qualification is also recognised as the Technical Diploma required for Advanced Apprentices in the motor vehicle industry.

**Progression:** Further progression in this trade at supervisory or diagnostician level or employment in the

motor vehicle industry.

### **Advanced Diploma in Engineering**

This new and innovative qualification has been designed and developed by employers to make sure it matches the skills you need to succeed in the workplace. You'll learn how engineering businesses operate, their processes and the internal and external factors that affect the business. You'll develop and apply the use of Computer-Aided Design (CAD) in a range of engineering contexts. You'll learn how to apply mathematical and scientific principles in engineering analysis, design and problem solving. You can take specialist courses in Engineering as part of your Diploma and will undertake work experience to allow you to get firsthand knowledge of the work in the industry.

**Progression:** Higher Education courses, relevant employment or an Advanced Apprenticeship

### **Advanced Diploma in Manufacturing & Product Design**

This qualification gives you an understanding of manufacturing business product design across various industry sectors. It provides a mix of learning, including theoretical learning and applied learning. You will gain an understanding of manufacturing practices and design processes, while also having the opportunity to apply your technical skills in a real work environment. Local employers are involved through visits, presentations and projects. This Diploma is equivalent to 3.5 A levels. You work on nine modules, including Supply Chain Management in Manufacturing, Quality in Manufacturing and Research, Development and the Introduction of New Products in Manufacturing. Additional specialist learning is integral, and you can choose from a range of courses to

supplement the Diploma.

**Progression:** Employment, higher education or an Apprenticeship.

### **Edexcel BTEC Qualification Vehicle Technology**

This programme includes training in maintenance, repair and diagnostic skills. You will look at electrical and mechanical systems through theoretic study with supporting practical work. Your studies will include: operation of vehicle systems, vehicle engine principles, vehicle fault diagnosis and rectification, vehicle electrical and electronic principles, engine electrical charging and starting systems, engine management systems, vehicle suspension, steering and braking systems, vehicle transmission systems, diesel fuel injection systems, applications of welding technology and engineering drawings for technicians. These units will be supplemented with Mathematics and Science relevant to the area of study.

**Progression:** Higher education programmes such as the HND or HNC in motor sports or university. Success can also lead to employment as a technician in the motor industry.

### **Edexcel BTEC Qualification in Engineering**

These Level 3 qualifications are designed to provide specialist work related qualifications in a broad range of the engineering sector.

They will give you an introduction to the world of engineering, from a theoretical perspective, across a range of disciplines. Studies include: communications, maths, electrical and mechanical principles, engineering drawing/CAD, PLCs, CNC

Machining, industrial process measurement, electronic circuits and devices, analogue/digital electronics, business systems, pneumatic/hydraulic systems and a project. The subjects are mostly theoretical supported by practical experiment and demonstration where possible. You will learn by completing projects and assignments that form both part of the learning and assessment process.

**Progression:** Employment or HND/university. The course can be studied to achieve different levels of qualifications depending on the number of credits achieved.

# **ENGLISH AS A FOREIGN LANGUAGE (EFL) AND 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.

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

## **Pre-Entry Level**

### **English as a Second/Other Language (ESOL)**

This course aims to develop beginners' skills to enable you to communicate at a basic level in day-to-day situations. This is a course in communication skills for students with little or no knowledge of English. All skills will be developed (reading, writing, speaking and listening) and you will improve your vocabulary for use in everyday situations.

## **Entry Level**

### **ESOL Entry 1**

This course is designed to give a good basis in the English language. All your linguistic skills (reading, writing,

speaking and listening) will be developed to a general standard of competence.

## **ESOL Entry 2**

This course builds on knowledge of basic English structure and is designed to give a good basis in language. It is for Pre-Intermediate students who are preparing for the ESOL Entry 2 (equivalent to University of Cambridge Key English Test (KET) Certificate)

## **ESOL Entry 3**

This course is for Intermediate students and leads to the ESOL Skills for Life Entry 3 exam (equivalent to the University of Cambridge Preliminary English Test (PET) Certificate or the IELTS). The course will develop all your skills in English and enable you to use appropriate communication styles for a variety of situations in spoken and written English.

## **ESOL – Level 1**

This is a class for upper intermediate students who are preparing for the ESOL Skills for Life Level 1 (equivalent to the University of Cambridge First Certificate of English (FCE) or IELTS). You will develop all your skills in English to reach a fairly high degree of competence, and use English for many practical purposes, including business and study.

## **ESOL – Level 2**

This is a class for advanced students who are preparing for the ESOL Skills for Life Level 2 (equivalent to the University of Cambridge Certificate in Advanced English (CAE) or IELTS)

You will develop all your skills in English to reach a high degree of competence, using English effectively in social and professional situations and in higher education.

### **IELTS Test Preparation**

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

### **Cambridge Examinations**

These courses offer intensive training in the key language skills. The following exams can be taken at different times of the year:

- ENTRY LEVEL EFL Beginner
- Level 1 Key English Test (KET)
- Level 2 Preliminary English Test (PET)
- Level 3 First Certificate of English (FCE)
- Level 4 Certificate in Advanced English (CAE)
- Level 5 Certificate of Proficiency in English (CPE)

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

The A Level programme for international students is divided into AS and A2. You usually take three to five AS subjects in your first year and three subjects in the second year of A Level. A 5.5 IELTS score is essential for entry to an A Level programme. We encourage international students to take language support during their programme, particularly those wishing to go to university.

To enter the A Level programme, an interview is held that

is specifically designed to help students in their choice of programme and subjects. Each year our A Level students progress to a wide range of universities.

## **Other Programmes**

A Level subjects available are expected to include:

- Accounting
- Biology
- Business Studies
- Human Biology
- Economics
- Law
- Mathematics
- Physics
- Sociology

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

Cambridge International Centre offers a range of Higher National Certificates (HNCs) and Higher National Diplomas (HNDs). These programmes could be delivered in the UK or overseas. HNCs and HNDs are also on offer and can be tailored to suit the specific needs of individuals and groups. In addition to HNDs being offered by Cambridge International Centre 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.

## **Training Programmes**

Cambridge International Centre can offer 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.

### **Foundation Programmes for International Students**

This course prepares you for entry to British universities. You must be aged 17+, possess a Secondary School Certificate and IELTS 4.5 (if you have not done an IELTS test in your country, you can join an English course at CRC before you start your Foundation Programme). Courses run from September to June or January to August. You can choose to take Science or Business Studies courses. On successful completion you will gain a Cambridge Regional College International Foundation Certificate.

### **International Foundation: Business**

This one-year programme covers a broad base of business subjects, including accounting, human resources, macro economics and English as a Foreign Language. IELTS examination preparation is included in the EFL studies.

### **International Foundation: Science**

This one-year programme covers a range of modules including Physics, Chemistry and either Biology or Maths. The modules cover Cell and Cell Activities, Biochemistry, Energetics and Genetics and Evolution, or Maths, both Pure and Applied, IT and English as a Foreign Language. IELTS examination preparation is included in the EFL studies.

### **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 College.

### **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.

## **CELTA**

This course is aimed at those who want to become professional teachers of the English Language. It is an internationally-recognised qualification awarded by Cambridge ESOL and accepted by employers throughout the world. The main focus of the course is on basic techniques of teaching the English language and how they are applied in the classroom.

## **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.

## **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 two months.

## **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.

## **Environmental Sustainability**

With environmental matters playing an ever-increasing role in the modern economy, the Centre for Sustainable Development provides access to new and dynamic careers with an environmental focus. This new Centre offers you the opportunity to tap into a future within the largest global growth sector – The Green Economy.

After working through one of our courses, you can follow one of a number of progression routes leading to fulfilling careers such as an Environmental Health Officer, Environmental Protection Officer, Waste Management Officer, Water Conservation Officer, Modern Methods of Construction Operative, Architectural or Surveying Technician.

We use the very latest teaching methods in our purpose-built training centre. Focusing on practical teaching, the Centre provides access to both modern IT facilities and a unique indoor practical training area allowing the use of full-size system kit houses, supporting the cutting edge of student interaction.

### **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 in 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 of

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.

## **The Hive!**

Cambridge Regional College is proud to be part of a new multi-million pound education and enterprise park known as The Hive.

The SmartLIFE Low Carbon Centre, which is a joint venture between Cambridge Regional College and Cambridgeshire County Council, and part-funded by Housing Growth Fund money allocated by Cambridgeshire Horizons, will support businesses looking to adapt to a low carbon economy.

The proposed new centre will teach the skills needed for building low carbon homes and installing renewable energy systems. There will be about 1250m<sup>2</sup> of skills and training facilities for low carbon qualifications. Training in traditional skills will be enhanced to incorporate modules in low carbon technologies to help re-skill our local workforce.

Subject to planning permission being granted, it is hoped the facilities will open at the end of 2011 on a two-acre site adjacent to the College's Science Park campus.

## **FOUNDATION LEARNING**

We offer a range of programmes for young people and adults who wish to consolidate or add to their previous learning and experience.

### **Entry Level/Level 1 BTEC Certificate/Diploma in Information Technology/Health and 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 BSL and craft.

**Progression:** Level 1 or Level 2 course

### **Foundation Environmental & Land-based Diploma**

Working in partnership with COWA (College of West Anglia) and local Cambridge Area Partnership (CAP) schools, this programme offers a range of opportunities across different locations providing an insight into working with plants and animals and the impact on the environment.

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

### **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. Guidance is available. The study section includes English Literature, Numeracy, IT, Psychology, Photography, Art and Cultural Studies.

**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.

## **Level 2 Gateways**

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.

## **Level 2**

### **GCSEs: Full-time programme**

GCSEs are nationally and internationally recognised qualifications, which lead to a wide choice of further qualifications such as A Levels or BTEC Extended Diplomas.

GCSEs require commitment and perseverance in order to succeed. The GCSE Studies course offers five subjects that give flexibility for entry to Level 3 courses including A Levels. These are English Language, Mathematics, Human Physiology & Health, Psychology and Photography.

The course is full-time and for most students this comprises about 20 contact hours per week, spread over four days, for 31 weeks.

You will be interviewed to assess your suitability for this course.

We may need to assess your current Maths and English skills.

### **English & Maths GCSE Entitlement**

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

We would normally expect you to have achieved Grade D so that C becomes a viable proposition. If you have a lower grade than this, or if you have not yet taken GCSE examinations, you should seek advice from the appropriate Maths/English tutor.

If you wish to add GCSE Maths or English to your full-time course, you **MUST** do this through your tutor. This should be done before you enrol for your course so that it then becomes a part of your programme, or as soon as possible afterwards.

## **NOTE**

An alternative route to Level 3 vocational courses is an Edexcel Extended Certificate/Diploma course (see page 11-14 courses offered) together with Maths and English GCSE. This gives a possible total of six GCSE equivalents for students who know which pathway they wish to follow at Level 3. (National Qualifications Framework: BTEC first = four + Maths + English = six GCSE equivalents).

# 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. Once qualified many hairdressers continue to develop their skills in specialist areas. You may even decide to open your own salon, in which case we recommend that you take a management pathway and continue your studies at a higher level.

There are a wide number of courses for you to choose from which vary according to your skills and qualifications.

All of our courses are delivered in the Park building at our Science Park campus. This brand new facility has ten well-equipped hair and beauty salons and a commercial hair and beauty salon for you to work in and gain valuable experience in a commercial setting.

## Entry Level

### Introduction to Hairdressing

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:** Level 1 Diploma in Hairdressing

## 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 an introduction to hair care, hair styling, shampoo and conditioning hair, removing colours, neutralising, general salon assisting, reception skills and customer care. We will provide a range of learning support if you would like extra help with your studies.

**Progression:** Level 2 Diploma in Hairdressing or an Apprenticeship

### Foundation Diploma in Hair & Beauty Therapy

This one-year programme provides an insight into the many rewarding careers covered by the hair and beauty sector. It introduces you to the treatments and services that are offered in the hair, beauty, nail, spa, afro Caribbean hairdressing and barbering industries. Completing this course will give you valuable knowledge, skills and experience that can be used for application to real workplace settings. You will receive a variety of assessments based around team-working skills, creative thinking and self-management in preparation for your career choices and further study/ training.

**Progression:** Choose to specialise in one area and undertake a vocational qualification, or you may wish to move onto the Higher Diploma in Hair and Beauty to further extend your skills, understanding and progression opportunities.

## 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:** Level 3 Diploma in Hairdressing or an Advanced Apprenticeship

### Higher Diploma in Hair & Beauty Therapy

This one-year programme provides an interesting combination of job specific theory with practical experience related to the hair and beauty sector. It develops your awareness of image, fashion and wellbeing and the different aspects of this growing, dynamic and global industry with all the new technologies and products that this entails. Completing this course will help you to extend your knowledge, communication and interpersonal skills and experience so that you can confidently apply these to real workplace settings.

**Progression:** You can choose to specialise in one area and undertake a vocational qualification, or you may wish to move onto the Advanced Level Diploma in Hair and Beauty Therapy to extend your understanding of different sectors.

## **Diploma in Hairdressing & Beauty – Combined**

This intensive two-year course combines qualifications which would normally be offered individually. Diploma Level 1 Beauty Therapy combined with Diploma Level 1 Hairdressing in year 1 progressing to Diploma Level 2 Beauty Therapy and Diploma Level 2 Hairdressing in year 2. You will become skilled in areas such as facial massage, skin care, make-up, lash and brow treatments, nail care, waxing, shampoo, conditioning, styling, perming, colouring and reception duties.

**Progression:** The course opens up career opportunities in the beauty therapy and hairdressing industries as well as progression to Level 3 Hair or Beauty

## **Level 3**

### **Diploma in Hairdressing**

This one-year programme is a progression from the Level 2 Diploma in Hairdressing and develops learners who are ready to excel in the hairdressing industry whilst developing creative skills and expanding on theoretical knowledge. You will study hair extensions, 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 senior stylist, salon manager or working on a cruise ship

## **Advanced Diploma in Hair & Beauty Therapy**

This one-year programme provides an interesting combination of job specific theory, practical and business opportunities to help you understand the world of spa, marketing and business in the hair and beauty sectors. It will develop your awareness of the influence of image, design, fashion and wellbeing in UK and global industries and all the new technologies and products being marketed to customers. Completing this course will give you valuable spa, business, media, marketing and product design knowledge as well as interpersonal, business and customer service skills.

**Progression:** You can choose to specialise in one area and undertake a vocational qualification, progress to higher education, or move into employment.

## **MEDIA**

Our specialist Media facilities provide a professional environment in which to study the many different aspects of these stimulating career paths.

We have close links with specialists in 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 industry.

### **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, 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).

### **Level 3**

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

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, Radio, 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 up-skill in their chosen subjects, these courses offer an alternative to a long-term commitment to learning.

**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 (Print-Based Media)**

As the print industry continues to develop and diversify, so will the skills of tomorrow's journalists and print professionals. These qualifications provide you with the opportunity to gain an understanding of employment opportunities, job requirements and working practices in

the print and publishing sector. You will also start to build the technical skills and knowledge relevant to this competitive industry. Our quarterly student magazine, Banter, is entirely planned, designed and produced by students from the BTEC National in Creative Media Production (Print-Based Media) courses.

**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 (Radio)**

Supported by industry links, live briefs and invaluable work experience opportunities, these programmes provide 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 entirely staffed, produced and broadcast by students from 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. You will have the opportunity to 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.

**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 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.

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

## **MUSIC**

If music is your passion, then you may like to consider a career in music. It is a field that requires a lot of talent and dedication and we'd like 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 CB8 and the Junction. We have fantastic facilities including our own recording studios, Mac suite, fully spec'd rehearsal rooms with kit and backline, industry-standard live sound rig, DJ decks (vinyl and CD) and an array of music tech-based equipment for both live and studio applications. We have our own record label called 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:** 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:** 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 and 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.

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

## **Performing Arts**

Our range of Performing Arts courses ensures that you have all the practical skills and theoretical knowledge that you will need to succeed in this exciting and vibrant industry. The College has all the latest industry-standard equipment and facilities: a working public performance studio equipped with full lighting and sound equipment, an air-conditioned 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. The College is a strong advocate of enrichment activities to support and enhance your learning experience. You will 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, Musical Theatre or Dance).

## Level 3

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

These two-year programmes provide exciting opportunities to develop specialist skills in acting, 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 may, in addition, be able to take LAMDA qualifications.

**Progression:** Excellent progression opportunities to

higher education eg  
BA/BSc (Hons)/Fda/HNC or D or professional training in  
these areas.

### **Advanced Diploma in Creative & Media (Performance & Events Management)**

Discover the sharp end of the creative industry exploring skills needed to organise, manage and execute events across the arts disciplines eg festivals, broadcasts, fashion shows, exhibitions, gigs and performances. Bring together performance skills in either 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 or negotiating contracts with a client, delivering client briefs and working to tight deadlines.

**Progression:** Higher education or employment.

### **Edexcel BTEC Subsidiary Diploma (Acting or Musical Theatre 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 and 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, these courses offer an alternative to a long-term commitment to learning.

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

## Public/Uniformed Services

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.

### 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 in to UPS, 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 Services**

This one-year programme provides the first step in preparing for a career in the uniformed services. Expeditions and residentials 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/Extended Diploma in Uniformed Services**

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.

## Science

Cambridge is the ideal place to study Science. Over the years the city and its university have become synonymous with scientific research and development. This is a tradition that CRC helps to maintain through its work at the Science Park campus. Study Science at CRC and you can follow a variety of path ways, including industrial, medical and forensic science. There are also strong Applied Science elements contained in our Beauty Therapy, Catering, Construction and Engineering courses, particularly at Level 3.

### Level 2

#### **Edexcel BTEC Certificate/Extended Certificate/Diploma in Applied Science**

A one-year programme designed to help you find work as a technician in industrial or research laboratories with the prospect of further training. You will develop your practical skills and the ability to safely follow scientific procedures. Specialist units include Chemistry Applications, Biological Systems and Forensic Science.

**Progression:** Extended Diploma in Applied Science and Medical Science.

### 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 Part-Time Course Guide on our website.

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

## Sport Studies

The sport and leisure industry is now 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. Sport is important to us all and, with fitness playing a key role in our health; it is now an essential component to modern life. Active participation in sport offers a wide range of benefits, not least improved health and fitness, enhanced communication and social skills and more positive attitudes. There are also many jobs in sport, which don't actually involve playing, such as public relations, marketing, ground keeping, coaching and teaching. You will need an active interest in sport for all our Sports Studies courses.

### 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.

### **NVQ in Coaching, Teaching and Instructing (Association Football) Football & Coaches Academy**

This one-year programme is designed for those wishing to pursue a career in the Football Industry. You will study 6 units including:

Planning and preparing coaching session, maintaining and improving performance and Evaluating your own and the player's performance.

During the course you will get to coach in local primary schools working alongside Cambridgeshire Football Association as part of your own personal development. As part of the academy you will get to train

everyday alongside our UEFA coaches as part of the Long Term Player Development. You will get to play for the college Football team after a successful trial which take place throughout the year and after a successful interview. You will also have the opportunity of gaining trials with local semi and professional football teams during the season. This qualification also includes FA Level 1 coaching certificate and FA Level 2 coaching certificate.

**Progression:** Level 3 NVQ in Coaching, Teaching and Instructing.

### 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.

## **Supportive Education**

Charlotte Cox, 19, a student on CRC's Contex programme, is a star of the athletics track who has been showered with awards. She became BBC Look East's Disabled Sports Personality of the Year after a string of successes which included winning gold in the 100m and silver in the 200m at the Mencap National Championships and gold in the 200m and silver in the 100m at the Disability Sports Events National Championships. She also won gold in the 100m and silver in the 200m and 4x100m relay at the Special Olympics Great Britain, and was selected to take part in the first World Games of the Down Syndrome International Organisation in Mexico.

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

This is a one-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 expressed 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.

### **Contex**

This one-year programme is for young people aged 16-19 who have moderate learning difficulties. Students may need further general education, independent living skills and support before being ready to cope with the demands of employment, training or other CRC programmes. The programme helps students to develop their personal and educational skills. The skills necessary for employment are valuable for life in general. Employment is the goal to work

towards but not the only outcome which denotes success on the programme.

## **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.

## **FLEX**

As part of our Foundation Learning Provision we offer the FLEX programme based at Cherry Hinton Learning 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 and Office & Reception. Please contact Cathy Bayford, 01223 458256  
cbayford@camre.ac.uk

## **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.

## Travel and Tourism

Travel & Tourism is one of the UK's fastest-growing industries, with the number of people taking overseas holidays increasing rapidly. 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. Staff, students, businesses and members of the public are welcomed by our friendly and professional team of Travel Consultants who will do their utmost to organise any sort of trip - from arranging transport to organising the highest quality accommodation, both home and abroad. You can be part of this exciting industry if you enrol on one of our Travel & Tourism courses.

### Level 1

#### **Edexcel Foundation Diploma in Travel & Tourism**

This Diploma is designed to give you specific industrial and vocational experience and a real insight into what it may be like to work in the job of your dreams. At this level, you'll look at why people travel, modes of transport and how they interlink, key UK gateways, and sources of travel information. You'll study worldwide destinations and visitor attractions, why visitor numbers vary, and the impact of tourism on an area. You'll look at the importance of customer service and the range of industries in the sector, employment opportunities, and where to get advice and information about career routes. You will need to have a good standard of both Maths and English and be motivated by the travel industry.

**Progression:** Level 2 courses in Travel & Tourism.

## Level 2

### **Edexcel Higher Diploma in Travel & Tourism**

This Diploma is designed to give you specific industrial and vocational experience and a real insight into what it may be like to work in the job of your dreams. You'll learn how to use and access sources of information, how to plan itineraries, and what makes for sustainable development. You'll explore the importance of customer service and working with colleagues, and the link with personal presentation. You will need to have a good standard of both Maths and English and be motivated by the travel industry.

**Progression:** Travel & Tourism Advanced Diploma or Extended Diploma in Travel & Tourism.

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

This one-year course helps you 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 for tour operators or on to the BTEC Extended Diploma.

## Level 3

## **Advanced Diploma in Travel & Tourism**

This Diploma is designed to give you specific industrial and vocational experience and a real insight into what it may be like to work in the job of your dreams. You'll look at the world's leading tourist destinations, how they use social and cultural features to attract tourists, and the impact and ethics of tourism. You'll look at socio-economic and technological changes and their impact on choice and study different buying patterns and increased independent travel. You'll look at what is meant by environmentally-friendly tourism and the impact of transport on the environment. You will need to have a good standard of both Maths and English and be motivated by the travel industry.

**Progression:** Higher education or straight into employment.

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

During this two-year course, units include: 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.

# Higher Education

## Access to HE

Return to learn and progress to a university course. Access to Higher Education courses build your knowledge, skills and confidence to follow a new career path. You will work with like-minded adults to change direction and develop opportunities for the future.

Although no formal entry requirements are needed, it is strongly recommended that GCSE English/Maths are taken alongside the Access programmes if they have not already been achieved. Students can complete one GCSE per year alongside their Access programme. It is also recommended that students research the entry requirements of their chosen HE course before applying for Access to HE.

## Higher Education at CRC

CRC delivers a range of Higher Level courses. All courses are part-time and so offer a great opportunity to earn while you learn.

- Business & Administration NVQ
- AAT Diploma for Accounting Technicians
- CIPS Foundation and Advanced Diplomas
- ILM Level 5 Award in Management
- Foundation Degree in Early Years, Playwork and Education
- Health & Social Care NVQ4 Adult or Child Pathway
- Leadership & Management for Care Services NVQ4
- Certificate of Higher Education in Construction

- Foundation Degree in Construction
- Construction Higher National Diploma
- Additional Diploma in Teaching Numeracy/Literacy/ESOL
- Diploma in Teaching Literacy/Numeracy/ESOL
- Preparing to Teach in the Lifelong Learning Sector
- Diploma in Teaching in the Lifelong Learning Sector
- V1 Conducting Internal Quality Assurance of the Assessment Process (NVQ4)

## **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 a full-time Access programme, please complete the application form on page 86.

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).

## **Entry qualifications**

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 Environmental Chemistry, Biology, 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 Biology are available for study.

### **Higher Education**

CRC offers the following Higher Education courses:

- HNC in Construction
- Foundation Degree in Construction
- Foundation Degree in Early Years, Playwork & Education

For full details of CRC's Higher Education courses and entry requirements, please ask for our Higher Education leaflets.

To request copies, please telephone our Information & Advice Team on 01223 226315/418249 or visit [www.camre.ac.uk](http://www.camre.ac.uk)

## **Support for you**

### **The Student Services Centre Team**

The team is based centrally in the Student Services Centre at the Science Park campus and can provide information, advice, guidance and counselling on a wide range of topics.

They can help with:

- Accommodation
- Bullying/Harassment
- Careers and Higher Education
- Course Information
- Welfare Benefits
- Financial Assistance
- Health or Welfare Issues
- Personal and Family Difficulties or anything else that is of concern to you

### **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 16-17 for more details about EMA (Education Maintenance Allowance), LSF (Learner Support Fund) and ALG (Adult Learning Grant). For further information about these schemes, please call the College's Financial Support

Manager on 01223 418592 or the EMA Coordinator on 01223 418443.

## **Information and 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 by organising events and awareness raising campaigns on issues that affect you as students.

On enrolment you are eligible for a National Union of Students (NUS) card that entitles you to a wide range of discounts in many places such as high street stores, cinemas and restaurants. Students' Union 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 through the College Youth Worker in the Student Lounge at the Science Park campus or by calling 01223 226404.

## **Student Social and Emotional Support Services**

Social and emotional support is available to students through the Counsellor and Social and Emotional Learning Adviser. 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:

The Counsellor on 01223 418355 or come into the Student Service Centre for an appointment or have an urgent drop-in session between 8.30am and 4.30pm Monday to Friday; The Social and Emotional Learning Adviser on 01223 418341, or come into the Student Service Centre for an appointment or have an urgent drop-in session 8.30am and 4.30pm.

### **Student Welfare and Accommodation Services**

The Welfare Advisers offers confidential help and support with bullying and harassment, housing benefits and accommodation. They are also available to assist students who are looking for accommodation in the Cambridge area. The Welfare Adviser can be contacted on 01223 418250.

### **Study Support**

Study Support at CRC is divided into two main categories:

#### **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, etc.

- **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

Cambridge Regional College is committed to safeguarding its learners, staff and visitors through the provision of a safe environment and safe working practices. The College has a senior manager with responsibility for safeguarding and a dedicated Safeguarding Co-ordinator in post who, as part of a wider specialist team, supports learners' wellbeing and safety.

The College also has a Safeguarding Strategy supported by a range of appropriate policies, procedures and guidance to ensure that safe practices are embedded within our day-to-day working for our learners, staff and visitors.

Safeguarding is the responsibility of all staff in College regardless of role or level of contact with learners and staff are trained to take preventative and proactive actions to keep everyone safe. Throughout the academic year, learners are given information and opportunities to raise their awareness of safe practice in College and how to make informed and positive choices in life.

Safeguarding documents are published on our website and on the Virtual Learning Environment (VLE) and are also available on request via the Student Services Centre at the College. Any learner wishing to speak to a specialist Safeguarding member of staff should contact the Student Services Centre.

## Applying to CRC

Many CRC programmes have entry requirements, usually expressed in terms of GCSEs or other qualifications. These are listed on page 9. Entry requirements help us to ensure that you have the preparation and experience necessary to derive the maximum benefit from your chosen programmes. If you are unable to meet the requirements for your course choice, we'll suggest a suitable alternative. CRC tutors consider other relevant factors such as your motivation and experience when offering places. We will have a course suited to the needs of the vast majority of applicants.

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. Please also see page 17.

### **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 17 and 49.

## **Careers Advisers**

Deciding which study option you want to follow is an important step in your career. It is important to have the right information so you can decide which course is right for you, and if the qualification you obtain will take you where you want to go next.

CRC has a team of Careers Advisers working closely with Connexions staff, who will be pleased to help - please telephone them via 01223 418442.

## **Applying for a course**

If you are currently attending one of the schools shown in the column on page 82 (Cambridge Area Partnership), you should apply for a place using the Cambridge Area Partnership Application form, which is held by your Careers Teacher.

If you do not attend one of the Cambridge Area Partnership Schools or if you are a mature student, we welcome a direct application form you by using the form on page 86.

## **When should I apply?**

There is no time like the present! Applications however, are accepted right through until September 2011. 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?**

Many applicants apply for more than one course because they are uncertain as to which course or level is most suitable for them. Where the courses are in the same area but different levels it will be possible to deal with both courses at the same Welcome Event (see next paragraph for details). If the courses are in different areas eg Beauty Therapy and Childcare, you will need to meet with the tutors from both subject areas and every effort will be made to organise these on the same day. If these appointments cause particular difficulty, for example if you are travelling to Cambridge from another part of the country, please contact the Admissions Office who may be able to make alternative arrangements.

### **What's a Welcome Event?**

Welcome Events will run from February 2011, usually on Tuesday evenings and are a compulsory part of our Admissions process. This is 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.

There will be other staff on hand to help and offer advice on financial and welfare issues, study support needs and transport queries. Events will vary depending on the subject matter, for example applicants for Art & Design will need to bring along a portfolio of work, whilst those on Performance and Media courses will need an audition.

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

Parents/carers are encouraged to attend if they wish and we hope they find the evenings interesting and useful too. 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. Simply contact the staff in the Admissions Office at your earliest opportunity 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 July 2011, and attendance on both days is a compulsory part of our Admissions process. You will be written to with final confirmation of an offer of a place on a course at CRC.

If you feel you would like to accept the offer, then you are required to return an acceptance slip to the Admissions Office. Once received, Admissions 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 full-time Advice Days in August, to offer you advice after you have received your results. The Advice Days for 2011 will be on Friday 26 and Tuesday 30 August 2011.

## **Opendays**

Friday 12 November 2010 5.30-8.30pm

Saturday 13 November 2010 9.30-1pm

Saturday 12 March 2011 9.30-1pm

Saturday 14 May 2011 9.30-1pm

## **Term dates**

Autumn term begins 12 September 2011

Half term w/c 24 October 2011

Autumn term ends 16 December 2011

Spring term begins 3 January 2012

Half term w/c 13 February 2012

Spring term ends 30 March 2012

Summer term begins 16 April 2012

Half term w/c 4 June 2012

Summer term ends 6 July 2012

## **Cambridge Area 14-19 Partnership 11-16 Schools**

Bassingbourn Village College  
Bottisham Village College  
Chesterton Community College  
City of Ely Community College  
Comberton Village College  
Cottenham Village College  
Impington Village College  
Linton Village College  
Manor Community College  
Melbourn Village College  
Netherhall School  
Parkside Federation – Coleridge Campus  
Parkside Federation – Parkside Campus  
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 Village College  
Long Road Sixth Form College  
Netherhall Sixth Form College  
College of West Anglia (Milton Campus)

## **Special Schools**

Castle School  
The Centre School  
Granta School  
The Harbour School  
Highfield School

## **Board of Governors 2012/12**

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

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

Alex Plant,  
Chief Executive,  
Cambridgeshire  
Horizons

Andrew Herbert,  
Group Finance Director,  
Domino  
(UK) Ltd

Anne Kent,  
Former Liberal Democrat  
County  
Councillor, Trumpington  
Division  
of Cambridgeshire

David Adamson,  
Consultant in Sustainable  
Procurement

Reza Assadi,  
Academic Staff Governor  
and  
Sector Leader, Mechanical  
Engineering  
Rick Dearing,  
Principal and Chief  
Executive,  
Cambridge Regional College

Anne Constantine,  
Principal and Chief  
Executive,  
Cambridge Regional College  
(from October 2010)

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

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.

Treasury Manager

Two Student Governors

One Vacancy

For further information  
please

contact the Clerk to the  
Corporation on 01223  
418213.

# **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 in early July

- 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 Information, Advice and Guidance Team

## 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), 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 Youth Worker or Student Liaison Officer in the Student Lounge or on 01223 226404.

## 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 2011.
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 of up to £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 will be referred to the Head of Learner Services for assessment. Students who do not respond to requests for further information relating to their conviction 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 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. 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.

15. If you have any career plans, please note them here.

16. Please tell us how you heard about the College, eg. through school, a friend, Connexions or an advert.

17. 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.

18. 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 2010). 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.