



seevic  
college

# HIGHER EDUCATION GUIDE

# Who we are

Seevic College provides high-quality and innovative educational opportunities to people aged 14+, from across South Essex. We enable learners of all levels and ages to identify and achieve the skills and qualifications they need to realise their potential and succeed in their chosen career.

We deliver an extremely broad range of academic and vocational courses, including further education, higher education and apprenticeship programmes.

Seevic students will gain confidence and competencies which will equip them for a lifetime of success, because they are treated with respect, given responsibility and encouraged to achieve excellent results.

# Higher Education at Seevic College

The decision to study for a Higher Education qualification could be one of the most important you ever make.

As well as the decision on what to study you also need to decide the best place to study.

At Seevic College we work with partners Anglia Ruskin University and the University of Hertfordshire to offer Degrees and Foundation Degrees at our Benfleet Campus and New Campus Basildon. This means you can study locally, and still have the confidence that your course is being delivered by a high quality provider with validation from established and well-respected University partners.

## Supporting you to achieve

Our experienced support staff are committed to providing a high quality support service to enable you to achieve. Whether you are thinking about joining Seevic College, or are currently studying on a higher education course, the student services team are here to support you. Please contact student services to discuss any of the following:

- Health and welfare
- Finance and funding
- Careers guidance
- Job searching
- Disability and learning difficulties

Seevic College is committed to equality of opportunity, and we respect all students for their abilities, aims and individuality. We actively encourage applications from students with disabilities or learning difficulties. While studying at Seevic College, you will receive the support you need to achieve your full learning potential.

For national guidance, please visit [www.direct.gov.uk](http://www.direct.gov.uk)



# BA (Hons) Business Management

Validated by:



Anglia Ruskin  
University

## What will I do?

The aim of the course is to engage students with the reality of management practice. There will be a blend of theory and practice using innovative learning and assessment strategies. As a result of taking the course you will develop into a confident and inspired management practitioner.

In the first year you will undertake the study of key management theory whilst also developing your problem solving skills. Modules include: Economics of Business, Marketing essentials and Accounting and Finance.

## Start date(s)

September 2011

## Weekly hours & time

The course will have 12 hours a week of lectures that will take place during normal college hours (between 9.00am and 4.30pm)

## Course weeks

3 years - 30 weeks each year split over two 15 week semesters

## Course day(s)

The days of the course are to be confirmed. It is anticipated that you will attend over 3 days

## Location

The first year of the Anglia Ruskin University Degree in Business Management will be delivered at Seevic College, Benfleet Campus or New Campus Basildon. The second and third year of the degree can be completed at Anglia Ruskin University or partner institutions

## Course fee

The fees for your entry year are not available yet. The fee for the previous academic year was: Full-time undergraduate tuition fee £3290 2010/11 financial year

The wide range of course options enable you to focus on areas of particular interest, or to prepare for specific professional requirements. Close ties with international industry and business ensure that course content is aligned with contemporary business practice.

When you graduate you will be able to:

- Display a real understanding of contemporary issues such as globalisation, sustainability and social and demographic change
- Demonstrate a sound appreciation of management practice, including human resources, marketing, accounting and finance and information management
- Critically analyse strategic commercial behaviour

On a more practical level, you will be able to:

- Use appropriate IT business applications to support analysis and enhance reporting
- Utilise appropriate qualitative and quantitative techniques to analyse a range of issues
- Plan and execute research projects
- Effectively communicate results at whatever level is appropriate to the audience

## Entry requirements

Tariff points: 200

Including

GCSE(s) Required: 3 GCSEs at grade C or above including English and Mathematics or Science.

## Assessment

There will be a variety of assessments taking place including exams, projects, group and individual presentations.

## Progression

Suitable candidates can progress onto a business related Masters degree.

## How to apply

Applications via UCAS.

UCAS code: N124, Campus Code: W



# BSc (Hons) Sports Coaching and Physical Education

Validated by:



Anglia Ruskin  
University

## What will I do?

The qualification involves a range of sport and health-related disciplines geared to careers in sport science, sports coaching and sport teaching.

Modules to be taken at the beginning of the programme will provide you with an introduction to the disciplines, as well as the research methods they employ.

These introductory modules prepare you for later studies where you will explore topical issues that are prevalent in the fitness industry such as testing, nutrition and coaching.

The programme combines academic rigour with appreciation of practical sports performance and coaching.

The course may include, for example:

- Research Methods
- Coaching Processes
- Sport and Exercise Psychology
- Anatomy
- Sports Development
- National Governing Body of Sport Coaching Awards
- Exercise Physiology
- Nutrition

## Entry requirements

The standard offer may vary but typically 240 points to include 2 A levels or BTEC equivalent, of which one must be a science.

## Assessment

Modules are assessed by a variety of methods. These could be coursework, examinations, presentations, case studies, reports or project work. The method of assessment will vary depending on your module option choices.

## Progression

- Progression in most areas of sports employment
- PGCE/GTP teaching qualification
- MSc course

## How to apply

Applications via UCAS.

UCAS code: C602, Campus Code: SE-1

## Start date(s)

September 2011

## Weekly hours & time

Full time course

12 hours lecture time

## Course weeks

3 years

## Course day(s)

Year 1 – Monday, Wednesday and Friday

## Location

This is a 3 year full time course delivered at Seevic College, Benfleet Campus or New Campus Basildon

## Course fee

The fees for your entry year are not available yet.

The fee for the previous academic year was:

Full-time undergraduate tuition fee £3290 2010/11 financial year



# Diploma in Teaching in the Lifelong Learning Sector (DTLLS)

Validated by:



Anglia Ruskin  
University

## What will I do?

In year one you will study the modules: Preparing to Teach, Plan and Enable Learning in the Lifelong Learning Sector; Enabling Learning and Assessment, Theories and Principles for Planning and Enabling Learning; Assessment using Information and Learning Technologies.

In Year 2 you will study the modules: Curriculum Development for Inclusive Practice; Continuing Personal and Professional Development; Independent Learning Module.

### Start date(s)

September 2011

### Weekly hours & time

5.00pm – 9.30pm

### Course weeks

2 years (30 weeks each year)

### Course day(s)

Thursdays

### Location

This course will be delivered at Seevic College, Benfleet Campus or New Campus Basildon

### Course fee

The fees for your entry year are not available yet.  
The fee for the previous academic year was £700

## Entry requirements

A minimum of Level 3 (QCF), or equivalent, skills and knowledge of the subject taught, demonstrated either through a recent qualification or through experience.

A Level 2 (QCF) Literacy qualification or the employer's explicit support to enable an individual to achieve Level 2 Literacy within the first year of a part-time DTLLS pathway. Standards Verification UK (SVUK) produce a list of approved qualifications.

A minimum of Level 2 (QCF) personal skills in Literacy and Numeracy, evidenced through a qualification included in the SVUK's list of approved qualifications for Literacy and Numeracy is mandatory to the (post-qualification) Professional Formation process.

Engagement in appropriate professional practice (minimum 150 hours for the duration of the pathway) in an institution in the Lifelong Learning Sector.

A mentor to support the teacher in their place of work. The mentor should be a specialist in the subject the trainee teaches. As teachers will have contact with young people under 18 and may have access to vulnerable adults, they will be required to submit details for a Criminal Records Bureau check. Offers of places on the pathway will be conditional on a satisfactory CRB check.

## Assessment

Each module will be assessed and you will undergo teaching observations (9 over the 2 years).

## Progression

You can progress on to an MA in Education.

## How to apply

Please refer to page 12.

# Sector Endorsed Foundation Degree in Early Years (SEFDEY)

Validated by:

University of  
Hertfordshire



## What will I do?

This qualification includes a range of early years and practitioner related topics for individuals who work in Early Years and are in the position of being able to implement change and assess its impact on the setting.

The programme provides opportunities for students to develop and demonstrate knowledge and understanding, skills and other attributes in the following broad areas:

- Advanced Child Development
- Personal and Professional Skills at Senior Practitioner level
- Legal and Professional Responsibilities of practitioners working with children 0-8 years
- Work-based skills and understanding when working with children aged 0-8 years
- Work-based research and change management
- Leadership and Management
- Professional Diversity and Common Goals

## Assessment

Assessment is through a combination of essays, reports, reflective logs and presentations and includes assessment in the workplace and completion of a Professional Practice Log. There are no formal examinations.

## Progression

For those wishing to study for the Early Years Professional Status (EYPS) this is an appropriate progression route. There is also the opportunity for progression to the BA (Hons) in Education Studies in either 1 year full time or 2 years part time at the University of Hertfordshire for students who have successfully completed all required Level 1 and 2 modules and achieved 240 credits.

## How to apply

Please refer to page 12.

### Start date(s)

September 2011

### Weekly hours & time

9.30am-4.30pm (one day per week)

### Course weeks

2 years

### Course day(s)

Thursdays

### Location

This course will be delivered at Seevic College, Benfleet Campus or New Campus Basildon

### Course fee

The fees for your entry year are not available yet.  
The fee for the previous academic year was £2,300 per year.

Students working in some childcare settings in Essex or Southend may receive assistance with their fees from the local authority.

# Level 4 Courses



# Association of Accounting Technicians (AAT) Level 4

## What will I do?

AAT is a professional accountancy course that is designed for students who want to or already work in the field of finance such as banking, insurance, finance offices, business and commerce. The course offers the fastest route to becoming a Chartered Accountant and it is supported by all the big corporations worldwide. It is the gold standard for all prospective students who want to succeed in the field of finance.

## Entry Requirements

Students must have successfully completed AAT Level 3 or equivalent to progress on to this course. Degree holders will normally be offered exemption at level 2 and must do so through the awarding body, not the college.

## Assessment

Students will sit computer based exams for five units and also complete one 4000 word project.

Units studied include:

- Financial statements
- Budgeting
- Financial performance
- Credit management and control
- Personal tax
- Internal control and accounting systems

## Progression

Once you have completed level 4 students can practice as Accountants, work in the field of finance, or pursue further studies to become chartered Accountants.

## How to apply

Please refer to page 12.

### Start date(s)

September 2011

### Weekly hours & time

6 hours a week between 6.30pm and 9.30pm

### Course weeks

One year

### Course day(s)

Wednesdays & Thursdays

### Location

This course will be delivered at Seevic College, Benfleet Campus or New Campus Basildon

### Course fee

The fees for your entry year are not available yet. The fee for the previous academic year was £900

(Fees shown do not include membership of AAT or exam costs) All students must register with the Association of Accounting Technicians (AAT). Contact AAT direct on 0845 863 0800 for membership details

# How to Apply

## Higher Education Applications

### Applications via UCAS

If you are applying for the following Higher Education courses applications must be made via UCAS:

- BA (Hons) Business Management  
UCAS Code: N124  
Campus Code: W
- BSc (Hons) Sports Coaching and Physical Education  
UCAS Code: C602  
Campus Code: SE-1

For advice and guidance on applying via UCAS please contact our careers department on 01268 756 111.  
[www.ucas.co.uk](http://www.ucas.co.uk)

### Government Loans

The most up-to-date information regarding financial assistance for courses starting in 2011/12 can be obtained from the Direct.gov website [www.direct.gov.uk/studentfinance](http://www.direct.gov.uk/studentfinance) or by telephoning Student Finance England on 0845 300 5090.

We are always happy to help. If you would like advice or support regarding the cost of studying please contact us on 01268 756 111 or email [info@seevic-college.ac.uk](mailto:info@seevic-college.ac.uk)

### Part-Time Applications

If you are applying for the following courses you need to complete and return the attached application form in this brochure:

- Association of Accounting Technicians (AAT) Level 4
- Diploma in Teaching in the Lifelong Learning sector
- Sector Endorsed Foundation Degree in Early Years

Completed applications should be returned to:

Admissions  
Seevic College  
Runnymede Chase  
Benfleet  
Essex, SS7 1TW

Please enclose payment if cost details are available at time of submitting your application. Updates on costs will be posted to the Seevic College website, check back for updates. [www.seevic-college.ac.uk](http://www.seevic-college.ac.uk)

## Additional Fee Information for AAT

### Course fees

The fee shown is not inclusive of examination fees or textbooks unless stated.

Course fees must be paid in full by the end of the first term, with a third payable with enrolment.

### Refunds

Administration charges are not refundable. If within 4 weeks of the start of the course, you and/or your tutor decide that the course is not suitable to your particular training needs, you will be entitled to a 90% refund of the course fee. No refund will be available after this time.

# Part-Time Higher Education and Level 4 Courses - 2011

## YOUR DETAILS

SURNAME		FORENAMES	
ADDRESS		POSTCODE	
TELEPHONE		MOBILE	
GENDER	DATE OF BIRTH		AGE
EMAIL ADDRESS		NAT. INSURANCE NUMBER	

## COURSE DETAILS

COURSE TITLE	FEE ENCLOSED £
COURSE TITLE	FEE ENCLOSED £

## PAYMENT

PLEASE INDICATE HOW YOU ARE MAKING YOUR PAYMENT FOR THE COURSE

<input type="checkbox"/> CHEQUE*	<input type="checkbox"/> CREDIT/DEBIT CARD	<input type="checkbox"/> CASH PERSONAL ENROLMENT ONLY	<input type="checkbox"/> INVOICE MY EMPLOYER/SPONSOR PLEASE ENCLOSE A LETTER FROM YOUR EMPLOYER/SPONSOR INDICATING THAT THEY WILL PAY AN INVOICE FOR THE TOTAL FEE
CREDIT/DEBIT CARD NUMBER	ISSUE NUMBER	SECURITY CODE	CARDHOLDERS SIGNATURE
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
NAME AS IT APPEARS ON CARD	DATE VALID FROM	DATE VALID TO	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

\*PLEASE MAKE CHEQUES PAYABLE TO SEEVIC COLLEGE

If fee information is not available at time of application, please leave this section blank and you will be contacted when these details are available. You can also check for updates to fee information on our website [www.seevic-college.ac.uk](http://www.seevic-college.ac.uk)



BOTH SIDES OF THIS APPLICATION SHOULD BE COMPLETED AND SUBMITTED WITH YOUR PAYMENT TO:  
ADMISSIONS, SEEVIC COLLEGE, RUNNYMEDE CHASE, BENFLEET, ESSEX SS7 1TW

## ETHNICITY

PLEASE INDICATE BY PLACING A TICK IN THE BOX NEXT TO THE DESCRIPTION WHICH YOU FEEL MOST CLOSELY DESCRIBES YOUR ETHNICITY

NATIONALITY	FIRST LANGUAGE	
<input type="checkbox"/> 11 ASIAN OR ASIAN BRITISH - BANGLADESHI	<input type="checkbox"/> 17 BLACK OR BLACK BRITISH - ANY OTHER BLACK BACKGROUND	<input type="checkbox"/> 23 WHITE - BRITISH
<input type="checkbox"/> 12 ASIAN OR ASIAN - INDIAN	<input type="checkbox"/> 18 CHINESE	<input type="checkbox"/> 24 WHITE - IRISH
<input type="checkbox"/> 13 ASIAN OR ASIAN BRITISH - PAKISTANI	<input type="checkbox"/> 19 MIXED - WHITE AND ASIAN	<input type="checkbox"/> 25 WHITE - ANY OTHER WHITE BACKGROUND
<input type="checkbox"/> 14 ASIAN OR ASIAN BRITISH - ANY OTHER ASIAN BACKGROUND	<input type="checkbox"/> 20 MIXED - WHITE AND BLACK AFRICAN	<input type="checkbox"/> 98 ANY OTHER
<input type="checkbox"/> 15 BLACK OR BLACK BRITISH - AFRICAN	<input type="checkbox"/> 21 MIXED - WHITE AND BLACK CARIBBEAN	
<input type="checkbox"/> 16 BLACK OR BLACK BRITISH - CARIBBEAN	<input type="checkbox"/> 22 MIXED - ANY OTHER MIXED BACKGROUND	

## ELIGIBILITY

PLEASE ANSWER YES OR NO TO THE FOLLOWING QUESTION

HAVE YOU BEEN LEGALLY RESIDENT IN THE UK/EUROPEAN UNION FOR THE LAST 3 YEARS?

YES  NO

IF YOU HAVE ANSWERED YES TO THE ABOVE QUESTION, PLEASE INCLUDE A PHOTOCOPY OF THE LAST PAGE OF YOUR PASSPORT (WHICH INCLUDES YOUR PASSPORT NUMBER AND PHOTOGRAPH) WITH THIS APPLICATION. IF YOU HAVE ANSWERED NO, THEN YOU WILL NEED TO INCLUDE DOCUMENTATION TO SUPPORT YOUR ELIGIBILITY FOR FUNDING FOR YOUR LEARNING PROGRAMME.

## DISABILITY

PLEASE ANSWER YES OR NO TO THE FOLLOWING QUESTION

DO YOU HAVE A DISABILITY WHICH MAY REQUIRE SPECIAL FACILITIES, A MEDICAL CONDITION WE NEED TO BE AWARE OF, OR ANY LEARNING DIFFICULTIES?

YES  NO

IF YES, PLEASE GIVE DETAILS

## PREVIOUS QUALIFICATIONS

NAME OF QUALIFICATION & SUBJECT	LEVEL	GRADE	YEAR TAKEN
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## STUDENT DECLARATION

PLEASE ENSURE ALL SECTIONS OF THIS FORM ARE COMPLETED AND THE STUDENT DECLARATION BELOW IS SIGNED. PLEASE ALSO ENSURE YOU HAVE READ AND UNDERSTOOD THE ENTRY REQUIREMENTS FOR THE PROGRAMME YOU ARE APPLYING FOR

I CERTIFY THAT THE INFORMATION I HAVE GIVEN ON THIS FORM IS CORRECT AND I GIVE MY CONSENT TO THE PROCESSING AND SHARING OF THIS INFORMATION FOR ALL PURPOSES RELATING TO MY APPLICATION.

SIGNED BY STUDENT

PLEASE TICK THE APPROPRIATE BOX BELOW TO INDICATE HOW YOU FOUND OUT ABOUT THIS COURSE

- |  |   |
|--|---|
| <input type="checkbox"/> SUPERMARKET DISPLAY | <input type="checkbox"/> RECEIVED ADULT GUIDE IN THE POST |
| <input type="checkbox"/> NEWSPAPER           | <input type="checkbox"/> WEBSITE                          |
| <input type="checkbox"/> FAMILY/FRIENDS      | <input type="checkbox"/> RADIO                            |
| <input type="checkbox"/> CAREERS SERVICE     | <input type="checkbox"/> OTHER <input type="text"/>       |

DATE

### FOR OFFICE USE ONLY

Student eligibility for funding checked

Fee Type  Full

Signed Registry:

Signed as Input MIS:

Finance Receipt No:

### A57 Tuition Fees

- Direct from Employer  
 From learner and learner to recover them from employer  
 No tuition fees received  
 Not known



Seevic College delivers courses at both our Benfleet Campus and New Campus Basildon.

Our main campus in Benfleet, Essex, located on the A13 currently delivers education and training to over 2,500 students from 14 years +.

The campus benefits from a fully stocked library, comprehensive IT suites and facilities, a range of sports facilities, a 200 seat theatre as well as a restaurant and coffee bar.

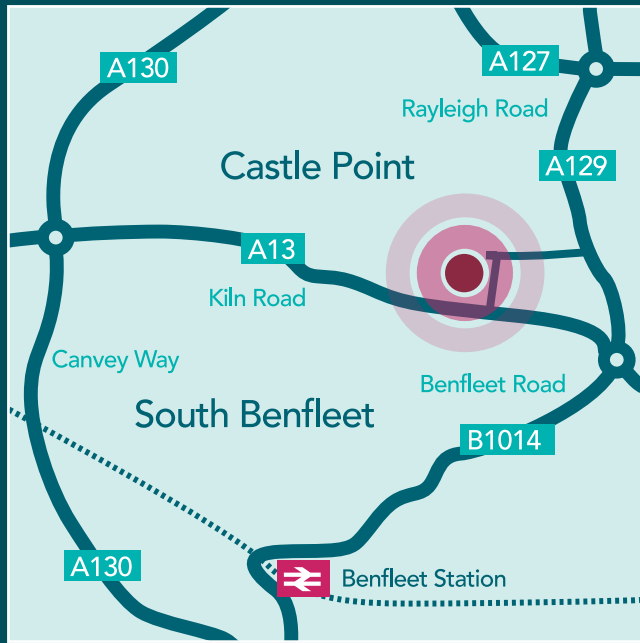


New Campus Basildon is based across two sites in the town centre and has excellent transport links being close to both Basildon train and bus stations.

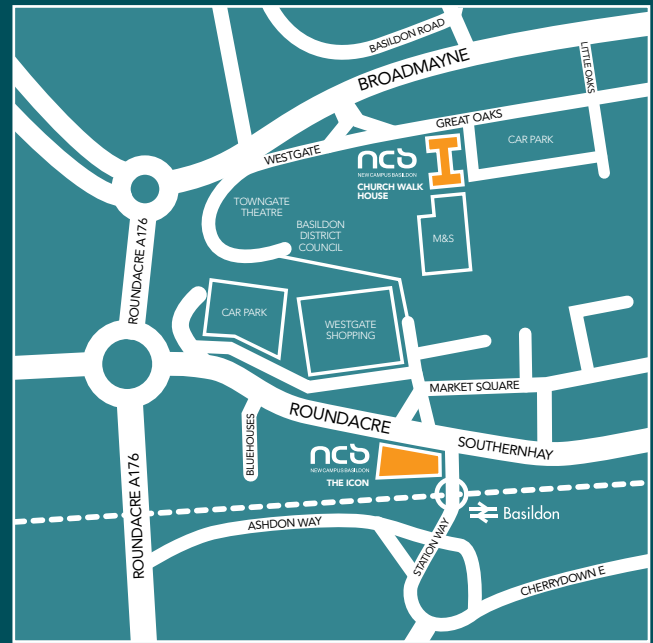
Seevic College works closely with local councils, the new Sporting Village in Basildon and also Basildon Hospital. Our links and partnerships with these key stakeholders and employers provide a range of opportunities for our students whilst they are studying at Seevic College.

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The information given in this publication is believed to be accurate at the time of publication, but this does not preclude changes being made at a later date. Seevic College is constantly reviewing and developing the courses and programmes it offers. Contact the College for details of the latest developments. Thanks to all students and staff whose photos appear in this publication.



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New Campus Basildon  
The Icon, Southernhay,  
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