

ADULT EDUCATION



EVER WONDERED WHAT IT MIGHT
BE LIKE TO GO BACK TO EDUCATION
AND OPEN THE DOOR TO MORE
JOB OPPORTUNITIES?

2009/10

Our mature students benefit from learning in small groups with friendly teachers who encourage them to achieve their maximum potential.

Most of our adult courses require no previous experience or qualifications, just the ability and determination to succeed.

The College has an excellent track record in successfully preparing adults for worthwhile careers and degree courses, in partnership with Anglia Ruskin University and The University of Hertfordshire. We very much look forward to welcoming you to the College and if you want to develop your knowledge and gain nationally recognised qualifications, why not come and see what we have to offer?

Enrolment week

You can enrol at any time, however, the main enrolment event will be:

**Tuesday 1 September to
Friday 4 September 2009
9am-5pm**

Enrolment evening

**Wednesday 2 September 2009
6-9pm**

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SEEVIC COLLEGE

Established in 1972, SEEVIC College provides first rate education from GCSE, NVQ, BTEC, AS and A2 Level through to degree courses. The range and diversity of courses on offer, supported by excellent resources and high quality teaching, create a stimulating and purposeful learning environment.

The College's excellent facilities include:

- State-of-the-art Learning and Information Centre (LINC) where students carry out individual assignments with support from self-help computer systems, CD-ROMs, the Internet and expert staff.
- A well-stocked Library with access to over 22,000 volumes plus newspapers, periodicals and magazines.
- A professional, purpose-built Theatre where students can become involved in all areas of performing arts.
- A fully equipped specialist Sports Centre provides the opportunity for a full range of sports, recreations and leisure activities. The College is renowned for its sporting success at both local and national levels.

Information and Advice for Adults

The SEEVIC College information advice and guidance service offers free impartial advice on all aspects of education, employment and training.

Please contact careers on 01268 756 111 or careers@seevic-college.ac.uk if you would like an individual advice session to discuss your future career plans.

SEEVIC College is part of the Eastern Region Information, Advice and Guidance Network.



This Guide can be made available in alternative formats for people with a visual impairment. To request a different version, call 01268 756 111 or email learning@seevic-college.ac.uk

The information given in this Guide is believed to be accurate at the time of publication, but this does not preclude changes being made at a later date.

ACCESS COURSES

Introduction to ACCESS Courses

ACCESS TO HIGHER EDUCATION DIPLOMA

The ACCESS Diploma is designed for those with few or no formal qualifications who want to develop a new career or study for a degree.

The ACCESS programme is split into two courses, ACCESS Planning (the pre-ACCESS course) and ACCESS to Higher Education Diploma [a one-year course with various pathways from which to choose].

ACCESS Planning

Return to Learning

This is a short course, usually one day per week over twelve weeks, which gives all participants an opportunity to 'Return to Learning'. The course encourages students to write a short project on a subject of their choice, write about what their plans are for the future, revisit and develop basic numeracy skills and take part in subject tasters that are offered on the one year Access to Higher Education courses. Students will also get expert careers advice. During the course, students will be supported by the course leader, who will help and advise on all aspects of the course. There are no exams.

The ACCESS Planning course really does help people decide what direction to take in the future; whether to take the one year ACCESS to Higher Education Diploma, study other courses on offer, or seek new work opportunities.

The one-year ACCESS course gives students the platform to launch themselves into a new direction. The course is split into two parts: Core Studies and Specialist Options.

Core Studies covers:

- Numeracy: which could be used to complete a GCSE in Mathematics equivalents for those who need this qualification.
- Communication: which includes completing a research project, presenting a seminar and also covers written and oral communication (students can enter for the GCSE equivalent in English if needed).
- Information Technology: where the skills of word processing, spreadsheets, databases and Internet skills are developed.

In order to gain an ACCESS certificate, students will need to study two specialist subjects. Depending on which subjects studied, you may achieve the Diploma with a pathway title.

The current pathways on offer are:

- ACCESS to Teaching
- ACCESS to Social Work
- ACCESS to Nursing
- ACCESS to Midwifery
- ACCESS to Health and Social Science
- ACCESS to Humanities
- ACCESS to Higher Education

All students have a personal tutor who will help with all academic aspects of the course, including helping with the application for a university place.

GCSE Maths and English equivalents are built into the core study programme. Students' existing qualifications may be taken into account and this will help to reduce the workload on the course (Accredited Prior Learning).

ACCESS PLANNING

How long is the course?

One day a week for 12 weeks

9.30am-3.00pm (with a 'flexible' last hour to enable students who need to collect children from school to do so).

Start dates

Wednesday 23 September 2009

Wednesday 21 April 2010

Who is it for?

Anyone who wants the opportunity to review their career and education position. The ACCESS Planning period is helpful for those students wishing to go on to the full-time ACCESS to Higher Education course.

What will I do?

Students will take part in a 'Return to Learning' package of Numeracy, Communication, Study Skills, IT, Presentation Skills and a package of 'tasters': Psychology, Sociology, English Literature and Human Biology.

Careers advice

Students have access to careers advice, using materials designed for adult students, including consultation with a professional careers adviser.

Study skills

This helps students to develop general communication and number skills, and gives them the opportunity to take part in group discussions. It will also help students identify possible further educational routes.

What qualifications will I gain?

The course is validated by the nationally recognised Open College Network Eastern Region (OCNER). Students receive a certificate and a Student Credit Record detailing the content and level of their achievement.

Assessment

If students wish to be considered for assessment they will have to produce a personal statement and a written investigation into a subject of their choice, all presented in a portfolio.

Progression

Access to Higher Education Diploma.

ACCESS TO HEALTH & SOCIAL SCIENCE

How long is the course?

One year (34 weeks)

Daytime only between 9.30am and 3.00pm, 16 hours per week, Monday to Friday. SEEVIC College follows school half-terms.

This course can be studied on a part-time basis over two years. The classes are during the day and your attendance requirements can be discussed with the course leader.

Start date

Monday 14 September 2009

What will I do?

This course will be of interest to students who wish to enter the caring professions or take Higher Education courses in Health and Social Care. By combining the specialist subjects of Human Biology and Sociology, students gain insight into relevant issues.

Students also complete the Core Studies programme in order to achieve the requisite number of credits needed to gain the ACCESS to Health and Social Studies Diploma.

Assessment

Students are assessed through coursework, essays, projects, presentations and in-class tests. In GCSE English and Mathematics equivalents there are externally set tests.

Progression

After successfully completing the course, students may go on to study Sports-related degree courses.

Additional fee information for this course is available on page 38

ACCESS TO HIGHER EDUCATION

How long is the course?

One year (34 weeks)

Daytime only between 9.30am and 3.00pm, 16 hours per week, Monday to Friday. SEEVIC College follows school half-terms.

This course can be studied on a part-time basis over two years. The classes are during the day and your attendance requirements can be discussed with the course leader.

Start date

Monday 14 September 2009

What will I do?

Students who are interested in achieving a recognised qualification to gain access to Higher Education can combine a number of specialist subjects, or selections from specialist subjects, plus the requisite number of credits from Core Studies to achieve the Access to Higher Education Diploma. This is a good pathway for those wishing to gain access to Business Studies degree programmes.

Assessment

Students are assessed through a mixture of coursework, essays, projects, presentations and in-class tests. In GCSE English and Maths equivalents there are externally set tests.

Progression

After successfully completing the course, students can progress into Higher Education. The subject of the degree will depend on the nature of specialist subjects completed.

Additional fee information for this course is available on page 38

ACCESS TO HUMANITIES

How long is the course?

One year (34 weeks)

Daytime only between 9.30am and 3.00pm, 16 hours per week, Monday to Friday. SEEVIC College follows school half-terms.

This course can be studied on a part-time basis over two years. The classes are during the day and your attendance requirements can be discussed with the course leader.

Start date

Monday 14 September 2009

What will I do?

By combining the Humanities specialist subjects, students can progress on to a wide choice of degree courses. Students need to select two subjects from English Literature, Psychology and Sociology.

The choice of Humanities degree programmes is now wider than ever, and includes:

- Art History
- Cultural Studies
- English Literature
- Environmental Studies
- European Studies
- Film History
- History
- Law
- Media Studies
- Psychology
- Psychosocial Studies
- Sociology

Students also complete the Core Studies programme in order to achieve the requisite number of credits needed to gain the ACCESS to Humanities Diploma.

Assessment

Students are assessed through a mixture of coursework, essays, projects, presentations and in-class tests. In GCSE English and Mathematics equivalents there are externally set tests.

Progression

After successfully completing the course, students can progress into Higher Education. Students wishing to develop a career in business may want to study for a Degree in Business Studies with specialist pathways in Accounting, Business Law, Marketing, Administration and Human Resource Management.

Additional fee information for this course is available on page 38

ACCESS TO MIDWIFERY

How long is the course?

One year (34 weeks)

Daytime only between 9.30am and 3.00pm, 16 hours per week, Monday to Friday. SEEVIC College follows school half-terms.

This course can be studied on a part-time basis over two years. The classes are during the day and your attendance requirements can be discussed with the course leader.

Start date

Monday 14 September 2009

What will I do?

Successful completion of this course offers students an alternative route into the midwifery profession. Midwifery training takes place locally at Anglia Ruskin University, although you can also study at Greenwich University.

It is essential that you have a GCSE in Maths, or equivalent, and this is built into the course. The compulsory specialist subject is Human Biology; students must choose a second specialist subject from Psychology, Sociology or English Literature.

It is necessary for students to complete a Core Studies programme in order to achieve the requisite number of credits to gain the Access to Midwifery Diploma.

Assessment

Students are assessed through a mixture of coursework, essays, projects, presentations and in-class tests.

Progression

After successfully completing the course, students may progress on to the Degree in Midwifery or other related health occupations.

Additional fee information for this course is available on page 38

ACCESS TO NURSING

How long is the course?

One year (34 weeks)

Daytime only between 9.30am and 3.00pm, 16 hours per week, Monday to Friday. SEEVIC College follows school half-terms.

This course can be studied on a part-time basis over two years. The classes are during the day and your attendance requirements can be discussed with the course leader.

Start date

Monday 14 September 2009

What will I do?

Successful completion of this course offers students an alternative route into the nursing profession and the opportunity to train for other health-related occupations such as Occupational Therapy and Speech Therapy.

Nursing training takes place locally through Anglia Ruskin University. SEEVIC College ACCESS students have been successful in gaining places on the Nursing and Midwifery programmes.

Human Biology is a compulsory subject; students must choose a second subject from Psychology, Sociology or English Literature.

It is necessary for students to complete a Core Studies programme in order to achieve the requisite number of credits to gain the Access to Nursing Diploma.

Assessment

Students are assessed through a mixture of coursework, essays, projects, presentations and in-class tests. In GCSE English and Mathematics equivalents there are externally set tests.

Progression

After successfully completing the course, students may progress on to a Diploma or Degree in Nursing, Health Studies or other related subjects.

Additional fee information for this course is available on page 38

ACCESS TO SOCIAL WORK

How long is the course?

One year (34 weeks)

Daytime only between 9.30am and 3.00pm, 16 hours per week, Monday to Friday. SEEVIC College follows school half-terms.

This course can be studied on a part-time basis over two years. The classes are during the day and your attendance requirements can be discussed with the course leader.

Start date

Monday 14 September 2009

What will I do?

This course can lead students into a worthwhile and exciting career. Students who complete the course can apply to study the Degree in Social Work, offered locally at Anglia Ruskin University and Havering College. Being a mature student with experience, including voluntary work, is seen as a positive factor in your application.

The two specialist subjects students need to study are:

- Psychology
- Sociology

To study for a degree in Social Work, students must have a GCSE in Maths or equivalent. (These qualifications are provided in the Core Study programme.) These subjects give students the analytical skills which are vital in social work. While on the ACCESS course it is useful to undertake a one-day per week work placement to provide more evidence of a commitment to social work.

Along with the specialist subjects, students will also need to complete the Core Studies programme in order to achieve the requisite number of credits to gain the ACCESS to Social Work Diploma.

Assessment

Students are assessed through a mixture of coursework, essays, projects, presentations and in-class tests. In GCSE English and Mathematics equivalents there are externally set tests.

Progression

After successfully completing the course, students may go on to study for a Degree in Social Work, or any related degree course. Preparation for interviews at institutions of Higher Education must be undertaken.

Additional fee information for this course is available on page 38

ACCESS TO TEACHING

How long is the course?

One year (34 weeks)

Daytime only between 9.30am and 3.00pm, 16 hours per week, Monday to Friday. SEEVIC College follows school half-terms.

This course can be studied on a part-time basis over two years. The classes are during the day and your attendance requirements can be discussed with the course leader.

Start date

Monday 14 September 2009

What will I do?

This is a very popular course which gives students the basic requirements for entry into teacher training. The course covers two areas of the National Curriculum in the specialist subjects:

- Human Biology
- English Literature

To study for a degree in teaching, students need GCSE Mathematics, English and Science at pass level or equivalents. (Maths and English GCSE qualifications are provided in the Core Studies programme.)

Students also need to complete the Core Studies programme in order to achieve the requisite number of credits to gain the ACCESS to Teaching Diploma.

Assessment

Students are assessed through a mixture of coursework, essays, projects, presentations and in-class tests. In GCSE English and Mathematics equivalents there are externally set tests.

Progression

After successfully completing the course, students may go on to study for a degree with qualified teacher status (Primary or Secondary). It is important that students fully research the teaching qualification on offer before starting this course. Help and advice will be given on request.

Additional fee information for this course is available on page 38

ASSOCIATION OF ACCOUNTING TECHNICIANS

[AAT] NVQ Level 2

How long is the course?

One year (six hours per week)

6.30-9.30pm Mondays and Thursdays

Start date

Monday 14 September 2009

Who is it for?

The AAT courses are for students who have an interest in accountancy and wish to gain a professionally recognised qualification. It is a well recognised qualification in the accountancy profession and many employers seek AAT trained applicants.

What will I do?

The AAT is a professional, recognised qualification, which contains 4 accountancy and 3 business administration units. The units will cover some of the following topics:

Accounting

- Recording Income and Receipts
- Making and Recording Payments
- Preparing Ledger Balances and an Initial Trial Balance
- Supplying Information for Management Control

Administration

- Working with Computers
- Achieving Personal Effectiveness
- Contribute to the Maintenance of a Healthy Safe and Productive Working Environment

Assessment

Students can be assessed at work, or complete devolved assessments during the course.

These assessments may involve the following:

- Case studies
- Role play
- Objective tests and short answer questions
- In-tray exercises
- Reports
- Simulations
- Oral questioning

There will also be a central external examination in June (resits December), based on one of the accountancy units.

Throughout the course, tutors will be assessing and monitoring your progress.

During the course students will collect evidence and complete a portfolio of evidence. Some of this evidence can be collected from the workplace.

Devolved assessments take place in the daytime.

Progression

Students will have the opportunity to progress to the AAT Intermediate & Technicians levels (NVQ 3 and 4).

All students must register with the Association of Accounting Technicians (AAT). Contact AAT direct on 0845 863 0800 for membership details.

Additional fee information for this course is available on page 38

SEEVIC College also offers an AAT apprenticeship programme to work alongside employment. For more details contact us on 01268 756 111.

ASSOCIATION OF ACCOUNTING TECHNICIANS

(AAT) NVQ Level 3

How long is the course?

One year (six hours per week)

6.30-9.30pm Wednesdays and Thursdays

Start date

Wednesday 16 September 2009

Who is it for?

The course is for those students who have a genuine interest in accountancy and who are aiming to gain a professionally recognised accountancy qualification. The course is also a well-recognised qualification in the accountancy profession and many employers seek AAT trained applicants. Although coming from an accounting background is very useful, it is not essential providing you meet the entry requirements below. Students with the following qualifications/experience will be considered for the Intermediate course:

- AAT Foundation
- 2 academic A Levels (grades A-E)
- A Level Accountancy (grades A-E)
- AVCE Business Studies
- HND/C Business and Finance
- Mature entrant route (over 21)**
- Other Scottish and Irish certificates
- UK degree

** Students who have four years' relevant work experience may be entitled to direct entry on to the Intermediate Stage.

A **skillcheck** will be required to assess suitability for this route.

Where students are unsure about their eligibility for the programme they must contact the College to talk to a member of the AAT team.

What will I do?

The Intermediate Level AAT is a professionally recognised qualification which contains three core accountancy units, one information technology unit and one business administration unit. The units will cover the following topics:

- Maintaining Financial Records and Preparing Accounts (**central assessment**)
- Recording and Evaluating Costs and Revenues (**central assessment**)
- Preparing Reports and Returns
- Working with Computers*
- Contribute to the Maintenance of a Healthy, Safe and Productive Working Environment*

*These units need not be repeated if they have been completed at Level 2.

Continued on next page ...

ASSOCIATION OF ACCOUNTING TECHNICIANS

[AAT] NVQ Level 3 (continued)

Assessment

Students can be assessed at work, or complete devolved assessments during the course. These assessments may involve the following:

- **Accounting units** – will be individually assessed by AAT simulation. Students will undertake a series of AAT tasks related to the unit. Normally, class sessions are set aside for the completion of simulations. Once students have completed the simulations they are internally marked in order to judge competence in the unit of study.
- **Administration units** – are normally assessed by undertaking work-based projects, although where this is not possible alternative assessment methods are considered.
- During the course, students will also collect evidence through the completion of class accounting and administration tasks which will be contained in a portfolio of evidence.

Devolved assessments take place in the daytime.

Central assessment

The Intermediate Stage contains two AAT central assessments (highlighted on the previous page) which are held in June and December each year. Normally the December examination sitting is used for resits, while it will be the aim of College tutors to prepare all students to successfully pass their central assessments in June.

Progression

Students will have the opportunity to progress to the AAT final Technician Stage (NVQ Level 4).

All students must register with the Association of Accounting Technicians (AAT). Contact AAT direct on 0845 863 0800 for membership details.

Additional fee information for this course is available on page 38

SEEVIC College also offers an AAT apprenticeship programme to work alongside employment.

We may also be able to offer part-time (Unitised) courses. This is for students who have not successfully completed the Level 3 or Level 4 programme. You will study, revise and complete any Level 3 and 4 outstanding units.

For more details on these contact us on 01268 756 111.

ASSOCIATION OF ACCOUNTING TECHNICIANS

(AAT) NVQ Level 4

How long is the course?

1 year (6 hours per week)

6.30-9.30pm Wednesdays and Thursdays

Start date

Wednesday 16 September 2009

Entry requirements

Successful completion of AAT Intermediate Programme.

What will I do?

Six units have been chosen for study.

Compulsory Units:

- Contributing to the Management of Performance and the Enhancement of Value (central assessment)
- Contributing to the Planning and Control of Resources (central assessment)
- Managing Systems and People in the Accounting Environment (project)

Devolved assessments

Optional Units:

- Operating a Cash Management and Credit Control System
- Preparing Personal Taxation Computations
- Drafting Financial Statements (Accounting Practice, Industry and Commerce) (central assessment)

Assessment

Assessment is through AAT simulations, project work and three central assessments.

Progression

After successfully completing the course, students could progress on to higher level professional accountancy qualifications including Association of Chartered Accountants (ACCA) and Chartered Institute of Management Accountants (CIMA) awards.

All students must register with the Association of Accounting Technicians (AAT). Contact AAT direct on 0845 863 0800 for membership details.

SEEVIC College also offers an AAT apprenticeship programme to work alongside employment.

We may also be able to offer part-time (Unitised) courses. This is for students who have not successfully completed the Level 3 or Level 4 programme. You will study, revise and complete any Level 3 and 4 outstanding units.

For more details on these contact us on 01268 756 111.

AWARD IN PERSONAL FINANCIAL PLANNING [APFP]

How long is the course?

10 weeks

Monday Evenings 6.30-9.30pm

Start date

Termly

Who is it for?

This course is suitable for applicants in or without employment. If you aspire to work in the world of finance, either in an office, in banking, an insurance company or even in the mortgage market then this is the ideal course for you. With this qualification you will take the first step towards fulfilling your aspirations. The qualification is recognised by all the major financial institutions and it is the fastest route to gain employment.

This is a part-time programme aimed at preparing students to achieve competence at Level 2 in the Award in Personal Financial Planning (APFP).

You will need to be determined to achieve, focus on the career you have chosen and be prepared to work hard.

What will I do?

You will receive expert tuition and unrestricted online access to financial data and study materials. On completion of the course you will be awarded a certificate in Personal Financial Planning (APFP).

Prerequisites

A good standard of written and oral English.

Assessment

External assessments.

Progression

On completion, students can progress onto the next level i.e. Certificate or Diploma in Financial Studies Level 3.

CHARTERED INSTITUTE OF MANAGEMENT ACCOUNTANTS

[CIMA]

How long is the course?

2 years

Wednesday/Thursday Evenings
6.30-9.30pm

Start date

January/February 2010

Who is it for?

This course is suitable for applicants in or without employment. If you aspire to become a Chartered Management Accountant and wish to work in the world of business then this is the ideal course for you. With this qualification you will take your first step towards fulfilling your aspirations. The qualification is recognised by all the major institutions and offers the fastest route to gain employment or move into senior management.

You will need to be determined to achieve, focus on the career you have chosen and be prepared to work hard.

What will I do?

This is a part-time programme aimed at preparing students to achieve competence at managerial level. The course runs for a period of two years. During the first year, you will complete the first part of the course, before progressing onto year two to complete the full Managerial Level. Each year of study is charged separately.

Prerequisites

You will have already achieved AAT Level 4 Technician or a recognised degree.

Assessment

External assessments.

Progression

On completion of Managerial Level, students can progress onto the next level i.e. Strategic Level.

SAGE COMPUTERISED ACCOUNTING

Level 1

How long is the course?

15 Weeks (2 hours per week)

6.30pm - 8.30pm

Start dates

Tuesday 29 September 2009 and

Tuesday 23 February 2010

Who is it for?

This course is ideal for those seeking employment or who are in employment but want to improve or learn how to use the Sage package. The course will teach you about basic bookkeeping using Sage accounting software package.

Whether you aspire to work in the world of finance or in an office, this is the ideal course for you. With this qualification you will take the first step towards fulfilling your aspirations. The qualification is recognised by all employers and it is the fastest route to gain employment or promotion.

What will I do?

- Create new customer/supplier accounts
- Process invoices and post to nominal accounts
- Update the sales and purchases ledger
- Learn how to use the journal
- Process transactions involving differing tax rates
- Record payments and receipts
- Batch entries as required
- Produce a trial balance
- Produce activity reports

Entry Requirements

There are no formal entry requirements but you must have a good standard of written and oral English.

Assessment

Computer based assessment.

Progression

On completion, students can progress onto the next level i.e. Level 2

This course will be delivered at



The Icon
Southernhay
Basildon
SS14 1FG

SAGE COMPUTERISED ACCOUNTING

Level 2

How long is the course?

15 Weeks (2 hours per week)

6.30pm - 8.30pm

Start date

Tuesday 23 February 2010

Who is it for?

This course is ideal for those seeking employment or who are in employment but want to improve or learn how to use the Sage package. The course will teach you about basic bookkeeping using Sage accounting software package.

Whether you aspire to work in the world of finance or in an office, this is the ideal course for you. With this qualification you will take the first step towards fulfilling your aspirations. The qualification is recognised by all employers and it is the fastest route to gain employment or promotion.

What will I do?

- Edit customer/supplier accounts
- Process invoices and post to nominal accounts
- Perform month-end procedures
- Further updates to sales and purchases ledger
- Deal with disposals
- Record more payments and receipts
- Batch entries as required
- Produce aged debtors and creditors reports
- Deal with remittance advice

Entry Requirements

Completed and passed Sage Accounting Level 1 or equivalent.

Assessment

Computer based assessment.

Progression

On completion, students can progress onto the next level i.e. Level 3

This course will be delivered at



The Icon
Southernhay
Basildon
SS14 1FG

GETTING STARTED IN PRE SCHOOL SETTING

CACHE Level 1

How long is the course?

15 weeks (2 hours per week)

6.30-8.30pm

Start date

Thursday 24 September 2009

Who is it for?

This course is suitable for parents, newly appointed and/or unqualified staff in pre-school settings, committee members and people wishing to explore an option of working in the Early Year's sector.

What will I do?

Delivery will involve practical work and small workshops, discussions, question and answers, role play and case studies. These will include an awareness of how pre-schools can provide learning opportunities for children and parents and a basic understanding of the management of pre-school settings, including the legislation within which they should work.

You will also gain a basic understanding of how pre-schools support children's learning and development through the activities and environment which they provide and a basic understanding of how the adults in the pre-school environment interact with the children.

Practical placements are not required but it is recommended that learners have access to a pre-school setting.

Assessment

There is no assessment in the workplace and certification is by successful completion of a short multiple choice question paper.

Entry requirements

There are no formal entry qualifications but learners must be at least 16 years of age at the date of registration.

CERTIFICATE IN SUPPORTING TEACHING AND LEARNING IN SCHOOLS

CACHE Level 2

How long is the course?

32 weeks (3 hours per week)

12.00-3.00pm

Start date

Tuesday 15 September 2009

Who is it for?

This course is suitable for those who work in a primary, secondary or special school as a teaching assistant. You need a minimum of 60 hours of placement work on a paid or voluntary basis.

What will I do?

On the course you will cover 2 units - teaching and learning in schools and effective communication within a safe school environment.

The teaching and learning in schools unit is about the support you will provide to the teacher and the pupils to ensure effective teaching and learning. You will look at the development of children and young people, the role of play and the routine in everyday work. You will also learn about ways to support children and young people during key transitions in their lives.

The effective communication within a safe school environment unit requires you to examine how you interact with and respond positively to children, young people and adults. It requires you to examine the importance of effective communication and of valuing people equally. You will develop an understanding of keeping children safe and also of aspects of your professional responsibilities and development.

Assessment

The course is assessed by the completion of two written assignments of 2,000-word length.

Entry requirements

There are no formal entry requirements; however it is recommended that your English Language skills are at GCSE Grade D or above. We also recommend that you have a signed letter from the school headteacher supporting your application, and that you have opportunities to help with literacy, numeracy and ICT classes.

CERTIFICATE IN SUPPORTING TEACHING AND LEARNING IN SCHOOLS

CACHE Level 3

How long is the course?

35 weeks (3 hours per week)

12.00-3.00pm (Will include additional tutorial workshops)

Start date

Wednesday 16 September 2009

Who is it for?

This course is suitable for people working with pupils on an individual or group basis, under the supervision of a class teacher or group leader. Candidates should already be employed or working as a volunteer on a regular basis in a school environment with children between the ages of 0-16 years.

What will I do?

The course has 2 units - The Role of the Teaching Assistant and Key Issues in Working in Schools, which include a broad range of subjects including:

- Child development
- The role of a teaching assistant and how to support colleagues
- The importance of communication and play in development and learning
- How and why to continually improve your practice

The first unit, The Role of the Teaching Assistant, looks at the relationship between national framework and local strategies and their affect on the teaching assistant's role. It looks at the importance of monitoring learning, implementing changes and developing your own reflective practice.

The Key Issues in Working in Schools unit looks at how to develop and promote positive behaviour, key legislation and the procedures to keep children safe and how to identify and manage risks. In addition you will identify and develop the skills required to be an effective member of the school team.

Assessment

The course is assessed by the completion of two written assignments.

Entry requirements

All candidates must be at least 16 years of age and work on a regular basis in a school environment.

There are no formal entry requirements; however it is recommended that your English Language skills are at GCSE Grade C or above.

CHILDREN'S CARE, LEARNING AND DEVELOPMENT

[CCLD] NVQ Level 2

How long is the course?

This course will run on a flexible mode of delivery with a number of key workshops being delivered on a rolling programme that will be repeated throughout the course. These are likely to include areas such as Child Protection, Health and Safety and other important areas covered by the NVQ. It is anticipated that you will come to College to access these workshops and on weeks where these specific workshops are not being delivered then your assessor will be available to meet with you to discuss your progress.

Start date

Throughout the year on a rolling programme

9.30am-12.30pm

What will I do?

This qualification is suitable for those working in an Early Years setting who have no formal qualifications. Candidates who complete the course may then progress to Level 3.

You will be required to complete an individual portfolio of evidence that demonstrates your competence in the workplace and your knowledge and understanding of Early Years care and education.

Assessment

This is predominantly by direct observation by a qualified assessor of the candidate in the workplace and also by production of the portfolio.

Additional fee information for this course is available on page 38

CHILDREN'S CARE, LEARNING AND DEVELOPMENT

[CCLD] NVQ Level 3

How long is the course?

This course will run on a flexible mode of delivery with a number of key workshops being delivered on a rolling programme that will be repeated throughout the course. These are likely to include areas such as Child Protection, Health and Safety and other important areas covered by the NVQ. It is anticipated that you will come to College to access these workshops and on weeks where these specific workshops are not being delivered then your assessor will be available to meet with you to discuss your progress.

Start date

Throughout the year on a rolling programme

9.30am-12.30pm

What will I do?

This qualification is suitable for those who have completed NVQ Level 2 or have equivalent qualifications or experience. It is designed for people who are already working in a childcare or education setting or is willing to undertake substantial workplace experience in an appropriate setting. This qualification gives the candidate a licence to practice in an Early Years setting.

You will be required to complete an individual portfolio of evidence that demonstrates your competence in the workplace and your knowledge and understanding of Early Years care and education.

Assessment

This is predominantly by direct observation by a qualified assessor of the candidate in the workplace and also by production of the portfolio.

Full payment required in the first year.

Additional fee information for this course is available on page 38

SECTOR ENDORSED FOUNDATION DEGREE IN EARLY YEARS

[SEFDEY] Validated by the University of Hertfordshire

How long is the course?

2 years (1 day per week at SEEVIC College)

9.30am-4.30pm

Start date

Tuesday 22 September 2009

What will I do?

The 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.

Funding

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

Validated by:



IT SKILLS FOR LIFE

City & Guilds Certificate in using ICT

How long is the course?

15 Weeks (3 hours a week)

Tuesday evenings 6.30pm - 9.30pm

Start dates

Tuesday 29 September 2009 and

Tuesday 23 February 2010

What will I do?

This course focuses on improving your IT knowledge as well as providing you with skills for life. It will teach you all the basics of using a computer; whether working at home, surfing the internet or working in the office. These are vital skills that employers believe are lacking in many job candidates.

You will study ICT skills covering internet surfing, emailing, word processing and PowerPoint. Different ways of displaying, communicating and searching for information, including creating graphs, charts and tables.

You will also study skills for life in English.

Entry Requirements

There are no formal entry requirements. You will be required to use a computer outside of your time in the classroom; therefore having access to a home computer would be an advantage. Local libraries offer IT facilities that can be used by the general public.

Assessment

IT Skills for Life will be assessed by an online examination at the end of the course.

This course will be delivered at



The Icon
Southernhay
Basildon
SS14 1FG

WORKSKILLS FOR LIFE

Edexcel Level 1 BTEC Award WorkSkills

How long is the course?

15 Weeks (3 hours a week)

Tuesday evenings 6.30pm - 9.30pm

Start dates

Tuesday 29 September 2009 and

Tuesday 23 February 2010

What will I do?

This course focuses on equipping you with the essential skills employers are looking for in candidates applying for a job. You will learn to use various techniques and tools for searching and applying for jobs and how to improve on interview skills.

In particular you will learn to:

- Identify key areas of interest, know where your strengths and abilities lie and be able to look for appropriate employment opportunities that match these criteria
- Apply for a range of job vacancies and look at the importance of presenting job application information in an appropriate and accurate way
- Prepare appropriate responses to the interviewer's questions and how to ask questions to an interviewer
- Improve your English through the Skills for Life programme

Entry Requirements

There are no formal entry requirements. A basic understanding of IT is expected on the WorkSkills course, we would advise you to sign up to the IT Skills course if you have no understanding of IT. You will be required to use a computer outside of your time in the classroom; therefore having access to a home computer would be an advantage. Local libraries offer IT facilities that can be used by the general public.

Assessment

WorkSkills for Life is coursework/portfolio based and no exams are required.

This course will be delivered at



The Icon
Southernhay
Basildon
SS14 1FG

BSc COACHING SCIENCES

Validated by Anglia Ruskin University

How long is the course?

3 years

(2 years at SEEVIC College, 1 year at Cambridge Campus)

Start date

September 2009

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
- Health and Exercise Behaviour
- National Governing Body of Sport Coaching Awards
- Exercise Physiology
- Nutrition

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.

Entry requirements

Minimum age 18 years.

Please contact course leader for details on entry requirements or log onto www.anglia.ac.uk or www.ucas.co.uk

APPLICATIONS ARE VIA UCAS

Validated by:



Anglia Ruskin
University

CERTIFICATE IN FITNESS INSTRUCTING

Central YMCA Qualifications (CYQ) Level 2 Gym Instructor's Award

This award is a nationally-recognised qualification, which is based around planning and teaching safe and effective gymnasium sessions. Upon successful completion of this course candidates will be awarded the **CERTIFICATE IN FITNESS INSTRUCTING**, which is the industry standard qualification for those pursuing a career in the health and fitness industry. It will also enable you to gain membership onto the Register of Exercise Professionals at entry Level 2. Courses will be full days 9am-5pm.

How long is the course?

14 weeks

Start dates

Course 1: 12 September 2009-
12 December 2009

Practical Assessment: 12 December 2009

Course 2: 30 January 2010-8 May 2010

Practical Assessment: 8 May 2010

Who is it for?

- Individuals who already work in the industry but do not hold a recognised qualification
- Individuals wishing to work in the industry as a Fitness Instructor or Personal Trainer and have either completed the Level 1 Certificate, or have some underpinning knowledge on the subject
- Individuals wishing to study the highly respected YMCA Level 3 qualifications

What will I do?

The course comprises of 50% theory covering exercise and fitness knowledge, theory of bones and joints, muscles and muscle actions, lungs

and circulation, energy systems, and fitness principles. The remaining 50% of the course focuses on the practical application of this theory to enable candidates to feel confident in all areas of cardiovascular, fixed machine, and free weight training within a gymnasium environment. A mixture of lectures and practical fitness suite sessions based in the College's well-equipped Sports Department.

Prerequisites

Applicants need to be interested in fitness and want to progress within the industry.

Need to be interested in their own training and health development within a gymnasium environment.

Either progression from the YMCA Level 1 Certificate in Assistant Fitness Instructing or have some underpinning knowledge either from other courses or self-taught.

Assessment

- Theory exam
- Practical exam
- Health and safety worksheets and practicals
- Portfolio completion

Progression

Central YMCA Qualifications (CYQ) offer a wide range of Level 3 qualifications to which the student may progress.

Successful completion will enable employment within a gymnasium environment for both leisure centres and private health clubs.

PREPARING TO TEACH IN THE LIFELONG LEARNING SECTOR

[Level 3/4]

How long is the course?

The course will be delivered over 12 weeks.

Start date

Monday 14 September 2009

3.00-5.00pm

Who is it for?

This course is a requirement for new teachers in the Lifelong Learning Sector who do not have or who are not currently studying for a teaching qualification.

What will I do?

You will look at the principles of teaching including the role of the teacher, teaching and learning approaches, planning and delivering sessions and assessment.

You do not have to be in a teaching role to do this course, so it is suitable for those who are considering a career in teaching and would appreciate a taster course.

Assessment

You will be assessed through a number of short essays, micro-teaching and through writing a personal reflective journal.

CERTIFICATE IN TEACHING IN THE LIFELONG LEARNING SECTOR

[Level 3/4]

How long is the course?

1 year

Start date

Monday 14 September 2009

3.00-6.00pm

Who is it for?

This course is suitable for people working in 'associate teacher' roles e.g. teaching one to one or delivering teaching using training manuals.

What will I do?

You will look at preparing to teach in the lifelong sector, planning and delivering learning, principles and practice of assessment and other educational optional studies.

All candidates must have access to 30 teaching practice hours in an appropriate learning and skills setting.

Assessment

You will be assessed using a variety of methods including teaching observations, essays and through writing a personal reflective journal.

DIPLOMA IN TEACHING IN THE LIFELONG LEARNING SECTOR

[Level 4/5] Validated by Anglia Ruskin University

How long is the course?

2 years (30 weeks each year)

5.00-9.30pm

Start date

Thursday 17 September 2009

Who is it for?

The course is suitable for those who work as teachers in the Lifelong Learning Sector. This includes the Further Education, Adult and Community and Work Based Learning sectors. The course is also suitable for those who work in the voluntary sector.

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.

Assessment

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

Entry Requirements

Applicants must be teaching or training in the lifelong learning sector for a minimum of 150 hours for the duration of the pathway. The place of work of the applicant could be an FE or Sixth form college or adult community learning service, a large or small employer, a voluntary sector organisation, a prison or probation service, or any other type of institution in the lifelong learning sector.

A minimum of QCA level 3 knowledge and skills in the specialist subject the applicant intends to teach, demonstrated either through a recent qualification and/or an initial assessment task.

QCA level 2 personal skills in Mathematics and ICT or the willingness to achieve these before completion of the Pathway.

A mentor to support the teacher in his/her place of work. The mentor should be a specialist in teaching the subject the applicant intends to teach.

Validated by:



**Anglia Ruskin
University**

ASSESSOR AWARD

[A1]

VERIFIER AWARD

[VI]

How long is the course?

20 weeks (2 hours per week)

4.30-6.30pm

Some flexibility on times can be arranged if necessary.

Start date

On a rolling basis as required

What will I do?

Anyone who is involved with teaching and assessing NVQs should hold this qualification in order to ensure competent assessment of their students' work and meet with awarding body requirements. Topics covered will include assessment planning, judging validity of evidence, using different types of evidence, making assessment decisions, feeding back to students and maintaining suitable records.

Assessment

Students are assessed by producing a portfolio of work, and observations by the tutor. There are no external tests.

Progression

Students can progress on to the Verifier Award [V1]. The progression time will depend on the student's previous teaching experience.

How long is the course?

20 weeks (2 hours per week)

4.30-6.30pm

Some flexibility on times can be arranged if necessary.

Start date

On a rolling basis as required

What will I do?

Anyone who is involved with verifying NVQs should hold this qualification in order to verify the subjects competently and meet with awarding body requirements. Students must hold the A1 and A2 (or D32/D33) award before they can start this course. Subjects covered will include Evaluation of Verification Systems, Supporting Assessors, Monitoring Assessors Performance and Meeting External Quality Assurance Requirements.

Assessment

Students are assessed by producing a portfolio of work, and observations by the tutor. There are no external tests.

COURSE FEES FOR ADULT COURSES 2009/10

Course Fees and Policy for September 2009 to July 2010

COURSE CODE	COURSE TITLE	FULL RATE*	BENEFIT RATE*	ADDITIONAL INFORMATION
N2AATP90	AAT Foundation NVQ Level 2	567	167	Fees shown do not include membership of AAT or exam costs
N3AATP90	AAT Intermediate NVQ Level 3 Fee for students who have completed the Foundation Level Fee for students who have not completed the Foundation Level	615	115	
		647	147	
N4AATP90	AAT Technician NVQ Level 4	716	116	
NUAATP90	AAT Levels 2 – 4 Unitised	215	N/A	
ACAFPP90	Access Course	1,081	155	Includes £40 refundable Resource Deposit
ACAFPP91	Access Course (part-time)	618	155	
ACAPLP90	Access Planning	159	33	
L3Aaip90	Assessor Award (A1)	496	38	
AWPFP90	Award in Personal Financial Planning – Level 2	167	35	
C1CTAP90	CACHE Level 1 Getting Started in Pre-School Setting	96	41	
C2CTAP90	CACHE Level 2 Certificate in Supporting Teaching and Learning in Schools	400	75	
C3CTAP90	CACHE Level 3 Certificate in Supporting Teaching and Learning in Schools	450	77	
L2FIGI90	Certificate in Fitness Instructing YMCA Level 2 (Sept)	632	110	
L2FIG290	Certificate in Fitness Instructing YMCA Level 2 (Jan)	632	110	
C3TLLP90	Certificate in Teaching in the Lifelong Learning Sector Level 3/4	400	108	Includes £40 refundable Resource Deposit
LCIMAP90	Chartered Institute of Management Accounts – Year 1	648	N/A	
N2EAYP90	Children's Care, Learning & Development NVQ Level 2	550	93	
N3EAYP80	Children's Care, Learning & Development NVQ Level 3	600	110	
D3TLLP90	Diploma in Teaching in the Lifelong Learning Sector Level 4/5	705 (per year)	n/a	Includes £40 refundable Resource Deposit
DHEAYF91	Foundation Degree in Early Years	2250	n/a	
LECITP90	IT Skills for Life	30	n/a	This fee is a refundable deposit
A3PTLP90	Preparing to Teach in Lifelong Learning Sector Level 3/4	200	108	Includes £40 refundable Resource Deposit
L1SAGP	SAGE Computerised Accounting Level 1	145	45	
L2SAGP	SAGE Computerised Accounting Level 2	145	45	
L4AVIP90	Verifier Award (VI)	568	38	
L1WSAP90	WorkSkills for Life Level 1	30	n/a	This fee is a refundable deposit

* Course fees/Examination/Assessment fees are included unless otherwise stated.

1. Course Fees – All fees are inclusive of a £15.00 registration fee which is payable on the first enrolment each academic year. If you are enrolling for more than one course during this academic year, please deduct £15.00 from the cost of the second and subsequent enrolments. The fees shown are inclusive of examination/assessment costs unless stated. Please refer to Section 2 for details of entitlement to concession rates. A 10% surcharge applies if you wish to pay by instalments, to a maximum of £30.00.

2. Benefit rate is available to learners, or unwaged dependants of learners, who meet one or more of the following criteria:

a) In receipt of any of the following **income based** benefits:

- Council Tax Benefit
- Housing Benefit
- Income Support
- Working Tax Credit with a household income of less than £15,050
- Pension Credits (Guarantee Credits only)

b) Unemployed people in receipt of contribution based Jobseeker's Allowance.

If you are eligible for the Benefit rate, you must enclose a photocopy of the relevant Award Notice or giro, dated within one month of the start of the course, with your completed application form.

Students who qualify for the Benefit rate may also be able to claim against the Learner Support Fund for the examination costs which are charged within the Benefit rate.

Learners aged 16, 17 or 18 on 31st August 2009 are automatically entitled to free tuition and exam costs. Proof of age must be submitted with the completed application form.

3. Level 2 Eligibility for free tuition –

Learners who do not already hold a full Level 2 qualification may be entitled to free tuition for certain courses. Please refer to the course information in this Course Guide for details of which courses are applicable. Information to help you establish whether you qualify for free tuition is given on **Form A**. If you are entitled to free tuition the completed Form A must be submitted with your course application and the fee, which is payable at the benefit rate.

4. Level 3 Eligibility for free tuition –

Learners aged between 19 and 24 at the start of a course may be entitled to free tuition on certain courses if they have not previously achieved a full Level 3 qualification. Please refer to the course information in this Course Guide for details of which courses are applicable.

Information to help you establish whether you qualify for free tuition is given on **Form B**. If you are entitled to free tuition, the completed Form B, proof of age (photocopy birth certificate, passport or driving licence) and the fee which is payable at benefit rate should be submitted with the completed application form.

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.

Please note that if paying by instalments, the refund policy still applies.

For short courses, refunds will only be available if the candidate withdraws at least one week before the start of the course.

COURSE FEES FOR ADULT COURSES 2009/10

Additional fee information

This information refers to the following courses:

- AAT Foundation NVQ Level 2
- NVQ 2 in Children's Care Learning & Development Level 2

Learners aged 19 years or over who wish to enrol for these courses will be eligible for free tuition if they do not already hold a full Level 2 qualification. For further details please refer to Form A.

Learners aged 16, 17 or 18 on 31st August 2009 are automatically entitled to free tuition and exam costs.

This information refers to the following courses:

- ACCESS Courses (excluding ACCESS Planning)
- AAT NVQ Level 3
- NVQ Level 3 in Children's Care Learning & Development

Learners who wish to enrol for these courses and are aged between 19 and 24 years at the start of the course will be eligible for free tuition if they do not already hold a full Level 3 qualification. For further details, please refer to Form B.

Learners who are aged 25 and over and wish to enrol for the course and who do not hold a full Level 2 or Level 3 qualification will be eligible for free tuition. For further details please refer to Form A.

Learners aged 16, 17 or 18 on 31st August 2009 are automatically entitled to free tuition and exam costs.

Adult Learning Grant

You may be eligible to apply for the Adult Learning Grant for some of the courses we have available. For more information call 0800 121 8989 or visit www.adultlearninggrant.com or www.directgov.co.uk

Free Childcare

Free Childcare for Training and Learning for Work is a new Government scheme that provides free Ofsted registered childcare for parents wanting to learn new skills or train for a better job. It is offered to parents with a child or children aged 14 or under (18 or under for children with disabilities).

For more details and to find out if you are eligible to apply for this free childcare scheme call 0800 121 89 89 or visit direct.gov.uk/freechildcareforlearning

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SEEVIC College

SEEVIC COLLEGE HAS THE FOLLOWING COURSES AVAILABLE:

- ACCESS – Return to Learning
- Association of Accounting Technicians (AAT)
- Award in Personal Financial Planning
- BSc Coaching Science
- CACHE Level 1 Getting Started in Pre School Setting
- CACHE Levels 2 & 3 Certificate in Supporting Teaching and Learning in Schools
- Certificate in Fitness Instructing (YMCA)
- Certificate in Teaching in the Lifelong Learning Sector
- Chartered Institute of Management Accountants (CIMA)
- Children's Care, Learning and Development (NVQ Levels 2 and 3)
- Diploma in Teaching in the Lifelong Learning Sector
- Preparing to Teach in the Lifelong Learning Sector
- Sage Computerised Accounting
- Sector Endorsed Foundation Degree in Early Years
- Skills for Life
- Verifier and Assessor Awards

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