

# ADULT EDUCATION

SKILLS & TRAINING GUIDE 2010/11



# WHO WE ARE

SEEVIC College has moved a long way from its roots as a sixth form college. In addition to our main campus at Benfleet, we lead innovative and successful provision in the centre of Basildon (New Campus Basildon). We deliver a broad range of both academic and vocational curriculum and are rapidly expanding our further and higher education and apprenticeship programmes.

Following a successful inspection in May 2009, which rated our engagement with employers as 'Outstanding', we are determined to move quickly to excellence in all areas of our business.

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# LEARN IN A WAY THAT SUITS YOU

Whether you're looking to move on in your career, develop new skills or just meet new people, SEEVIC College offer a range of courses and programmes to suit different needs.

## RETURNING TO EDUCATION

Ever wondered what it would be like to go back to education and open the door to more job opportunities?

Access courses are designed for those with few or no qualifications who want to develop a new career or study for a degree.

## IMPROVE CAREER PROSPECTS AND SKILLS

Whether you're looking for a job or looking to boost your career, improving your skills for work can open up new opportunities.

SEEVIC College offer daytime and evening courses in a range of subject areas at different levels. Courses are offered at either our Benfleet Campus or New Campus Basildon.

## LEARN ALONGSIDE EMPLOYMENT

We offer a variety of Apprenticeship programmes providing you with the opportunity to work and learn at the same time with expert tuition being delivered at SEEVIC College or at your place of employment.

## EMPLOYER TRAINING OPPORTUNITIES

If you're an employer looking for training opportunities for your staff, SEEVIC College has a dedicated Employer Engagement Team who can review your training needs and provide relevant courses or bespoke training.

## LOCAL HIGHER EDUCATION

Our partnerships with Anglia Ruskin University and the University of Hertfordshire mean that we can deliver Foundation Degrees and Full Time Degrees at our Benfleet Campus.

## INFORMATION, ADVICE & GUIDANCE

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 email [careers@seevic-college.ac.uk](mailto:careers@seevic-college.ac.uk) if you would like an individual advice session to discuss your future career plans.

# ACCESS COURSES

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.

## Access to Higher Education Diploma

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

"I decided to return to education after 25 years, having left school at 15 with no qualifications. At SEEVIC College I completed the Access Planning course and then went on to study Access to Higher Education. I was amazed at how much I enjoyed learning and still do. Since completing the courses at SEEVIC I have been to University and completed a degree, gaining a 2:1. I then attended the Institute of Education for teacher training and I am currently completing an MA in Education."

Linda Brooks

## Start date(s)

Tuesday 21 September 2010

Tuesday 4 January 2011

Tuesday 26 April 2011

## Weekly hours & time

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

## Course weeks

12 weeks

## Course day(s)

Tuesday

## Location

SEEVIC College – Benfleet Campus

## Course fee

£159 (Course code ACAPLP01)

£40 – Benefit rate

## 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.

## 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.

## Entry requirements

There are no formal entry requirements for this course.

## 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.

The Access Planning period is helpful for those students wishing to go on to the full-time Access to Higher Education course.

# ACCESS TO HEALTH & SOCIAL SCIENCE



## Start date(s)

Monday 20 September 2010

## Weekly hours & time

Daytime only 16 hours a week between 9.30am and 3.00pm.

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.

## Course weeks

34 weeks (One year)

## Course day(s)

Monday to Friday

## Location

SEEVIC College – Benfleet Campus

## Course fee

£926 – Full time (Course code ACAFP01)

£463 – Part time (Course code ACAFP02)

£160 – Benefit rate

## 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.

## Entry requirements

You will be asked to attend an interview and undertake a writing task.

## 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.

# ACCESS TO HIGHER EDUCATION

“I returned to education as an adult learner to fulfil my dream of becoming a teacher, as well as opening up other career paths. I chose SEEVIC College because it has a good reputation and good success rates at Access Level. If you attend and work hard all the facilities and support are there to help you succeed.”

Tracy Abbott

## Start date(s)

Monday 20 September 2010

## Weekly hours & time

Daytime only 16 hours a week between 9.30am and 3.00pm.

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.

## Course weeks

34 weeks (One year)

## Course day(s)

Monday to Friday

## Location

SEEVIC College – Benfleet Campus

## Course fee

£926 – Full time (Course code ACAFP01)

£463 – Part time (Course code ACAFP02)

£160 – Benefit rate

## 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.

## Entry requirements

You will be asked to attend an interview and undertake a writing task.

## 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. The subject of the degree will depend on the nature of specialist subjects completed.

# ACCESS TO HUMANITIES

## Start date(s)

Monday 20 September 2010

## Weekly hours & time

Daytime only 16 hours a week between 9.30am and 3.00pm.

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.

## Course weeks

34 weeks (One year)

## Course day(s)

Monday to Friday

## Location

SEEVIC College – Benfleet Campus

## Course fee

£926 – Full time (Course code ACAFP01)

£463 – Part time (Course code ACAFP02)

£160 – Benefit rate



## 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.

## Entry requirements

You will be asked to attend an interview and undertake a writing task.

## 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.

# ACCESS TO MIDWIFERY



## Start date(s)

Monday 20 September 2010

## Weekly hours & time

Daytime only 16 hours a week between 9.30am and 3.00pm.

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.

## Course weeks

34 weeks (One year)

## Course day(s)

Monday to Friday

## Location

SEEVIC College – Benfleet Campus

## Course fee

£926 – Full time (Course code ACAFP01)

£463 – Part time (Course code ACAFP02)

£160 – Benefit rate

## 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.

## Entry requirements

You will be asked to attend an interview and undertake a writing task.

## 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.

# ACCESS TO NURSING



## Start date(s)

Monday 20 September 2010

## Weekly hours & time

Daytime only 16 hours a week between 9.30am and 3.00pm.

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.

## Course weeks

34 weeks (One year)

## Course day(s)

Monday to Friday

## Location

SEEVIC College – Benfleet Campus

## Course fee

£926 – Full time (Course code ACAFP01)

£463 – Part time (Course code ACAFP02)

£160 – Benefit rate

## 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.

## Entry requirements

You will be asked to attend an interview and undertake a writing task.

## 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.

# ACCESS TO SOCIAL WORK



## Start date(s)

Monday 20 September 2010

## Weekly hours & time

Daytime only 16 hours a week between 9.30am and 3.00pm.

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.

## Course weeks

34 weeks (One year)

## Course day(s)

Monday to Friday

## Location

SEEVIC College – Benfleet Campus

## Course fee

£926 – Full time (Course code ACAFP01)

£463 – Part time (Course code ACAFP02)

£160 – Benefit rate

## 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.

## Entry requirements

You will be asked to attend an interview and undertake a writing task.

## 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.

# ACCESS TO TEACHING



## Start date(s)

Monday 20 September 2010

## Weekly hours & time

Daytime only 16 hours a week between 9.30am and 3.00pm.

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.

## Course weeks

34 weeks (One year)

## Course day(s)

Monday to Friday

## Location

SEEVIC College – Benfleet Campus

## Course fee

£926 – Full time (Course code ACAFP01)

£463 – Part time (Course code ACAFP02)

£160 – Benefit rate

## 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.

## Entry requirements

You will be asked to attend an interview and undertake a writing task.

## 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.



# ACCOUNTING & FINANCE COURSES



## Association of Accounting Technicians (AAT)

This course is for those students who have a genuine interest in accountancy and who are aiming to gain a professionally recognised accountancy qualification.

AAT is 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 for each level.

## Award in Personal Financial Planning

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.

The qualification is recognised by all the major financial institutions and it is the fastest route to gain employment.

## Chartered Institute of Management Accountants (CIMA)

This course is ideal to applicants who want to train as management accountants. It offers the opportunity to analyse data, make budget projections, manage business finance, deal with problem solving, cost analysis and decision-making.

## Sage Computerised Accounting

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.

You will learn how to process invoices, post invoices into the various ledgers, prepare trial balances, reconcile the cash book with the bank statement, print out aged debtor and creditor reports, make corrections and also learn to use journals.

## Finance Apprenticeships

Did you know you can do an Accounting Apprenticeship at SEEVIC College? More details about our Apprenticeship programmes can be found on page 42.

# ASSOCIATION OF ACCOUNTING TECHNICIANS (AAT) LEVEL 2

Did you know you can do an Accounting Apprenticeship at SEEVIC College?

More details about our Apprenticeship programmes can be found on page 42

## Start date(s)

Monday 13 September 2010

## Weekly hours & time

6 hours a week between 6.30pm and 9.30pm

## Course weeks

One year

## Course day(s)

Mondays & Thursdays

## Location

SEEVIC College – Benfleet Campus

## Course fee

£700 (Course code N2AATP01)

(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.

## 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

## Entry requirements

Learners must be numerate and have good reading and writing skills.

## 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

It is a well recognised qualification in the accountancy profession and many employers seek AAT trained applicants. Students will have the opportunity to progress to the AAT Intermediate & Technicians levels (Levels 3 and 4).

# ASSOCIATION OF ACCOUNTING TECHNICIANS (AAT) LEVEL 3

## Start date(s)

Wednesday 15 September 2010

## Weekly hours & time

6 hours a week between 6.30pm and 9.30pm

## Course weeks

One year

## Course day(s)

Wednesdays & Thursdays

## Location

SEEVIC College – Benfleet Campus

## Course fee

£800 (Course code N3AATP01)

(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.

## 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.

## Entry requirements

Students with the following qualifications/experience will be considered:

- 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.

## 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 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 (Level 4).

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.

# ASSOCIATION OF ACCOUNTING TECHNICIANS (AAT) LEVEL 4



## Start date(s)

Wednesday 15 September 2010

## Weekly hours & time

6 hours a week between 6.30pm and 9.30pm

## Course weeks

One year

## Course day(s)

Wednesdays & Thursdays

## Location

SEEVIC College – Benfleet Campus

## Course fee

£900 (Course code N4AATP01)

(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.

## 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)

## Entry requirements

Successful completion of AAT Intermediate Programme.

## 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.

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.

# AWARD IN PERSONAL FINANCIAL PLANNING (APFP)

## Start date(s)

Wednesday 29 September 2010  
Wednesday 23 February 2011

## Weekly hours & time

6.30pm - 9.30pm

## Course weeks

10 weeks

## Course day(s)

Wednesdays

## Location

SEEVIC College – Benfleet Campus

## Course fee

£180 (Course code AWPFP01)



## What will I do?

You will receive expert tuition and unrestricted online access to financial data and study materials.

You will study: Money and Your Life, Taking Control, Making Ends Meet, Rights and Responsibilities, Financial Solution and Future Proofing.

## Entry requirements

There are no formal entry requirements.

## Assessment

External assessments and computer based assessment.

## 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)

## Start date(s)

Monday 3 January 2011

## Weekly hours & time

6.30pm - 9.30pm

## Course weeks

Two years

## Course day(s)

Mondays & Wednesdays

## Location

SEEVIC College – Benfleet Campus

## Course fee

£1200 per year (Course code LCMIAP01)



## What will I do?

You will receive expert tuition and study at managerial level. Your studies will cover six units, three in the first year and three in the second year as follows:

### Year 1:

- P1 Management Accounting
  - Performance Evaluation
- P2 Management Accounting
  - Decision Management
- P7 Financial Accounting & Tax Principles

### Year 2:

- P4 Organisation Management & Information Systems
- P5 Integrated Management
- P8 Financial Analysis

## Entry requirements

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

## Assessment

Exams

## Progression

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

The qualification is recognised by all the major institutions and offers the fastest route to gain employment or move into senior management.

# SAGE COMPUTERISED ACCOUNTING LEVEL 1



## Start date(s)

Monday 27 September 2010

Monday 21 February 2011

## Weekly hours & time

6.30pm - 8.30pm (2 hours per week)

## Course weeks

15 weeks

## Course day(s)

Mondays

## Location

New Campus Basildon – The Icon

## Course fee

£180 (Course code L1SAGP01)

## 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

The course will teach you about basic bookkeeping using Sage accounting software package.

## 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.

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.

# SAGE COMPUTERISED ACCOUNTING LEVEL 2

## Did you know you can do an Accounting Apprenticeship at SEEVIC College?

More details about our Apprenticeship  
programmes can be found on page 42

### Start date(s)

Wednesday 29 September 2010  
Wednesday 23 February 2011

### Weekly hours & time

6.30pm - 8.30pm (2 hours per week)

### Course weeks

15 weeks

### Course day(s)

Wednesday

### Location

New Campus Basildon – The Icon

### Course fee

£180 (Course code L2SAGP01)

### 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 or the AAT Level 2 programme.

# CHILDCARE COURSES



SEEVIC College offer a range of CACHE and Children's Care, Learning and Development qualifications for those who are interested in working or are currently employed in an early years or school setting.

These qualifications are offered at different levels with the opportunity to progress to our Sector Endorsed Foundation Degree in Early Years once successfully completing level 3.

## **Playwork Apprenticeship**

Did you know you could do an Apprenticeship in Playwork at SEEVIC College? More details about our Apprenticeship programmes can be found on page 42.

## **Sector Endorsed Foundation Degree in Early Years**

Our partnership with the University of Hertfordshire means that we can deliver this foundation degree at our Benfleet Campus. Full details can be found on page 53.

# GETTING STARTED IN PRE-SCHOOL SETTING CACHE LEVEL 1

Did you know you could do an  
Apprenticeship in Playwork at  
SEEVIC College?

More details about our Apprenticeship  
programmes can be found on page 42

## Start date(s)

Throughout the year

## Weekly hours & time

2 hours per week

## Course weeks

15 weeks

## Location

SEEVIC College – Benfleet Campus

## Course fee

£180 (Course code C1CTAP01)

## 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.

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 Years sector.

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

## Entry requirements

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

## Assessment

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

## Progression

Successful completion of this course offers a progression pathway to CACHE level 2 Certificate in Supporting Teaching and Learning in Schools.

# CERTIFICATE IN SUPPORTING TEACHING AND LEARNING IN SCHOOLS CACHE LEVEL 2

“I enjoyed everything, it was brilliant! I gained confidence in my own ability and my self-esteem increased”

Alayna Harvey

## Start date(s)

Tuesday 14 September 2010

## Weekly hours & time

12.30 – 3.30pm (3 hours per week)

## Course weeks

32 weeks

## Course day(s)

Tuesdays

## Location

SEEVIC College – Benfleet Campus

## Course fee

£550 (Course code C2CTAP01)

## What will I do?

On the course you will cover 2 units:

- Teaching and learning in schools
- 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.

## Entry requirements

You need a minimum of 60 hours of placement work on a paid or voluntary basis working in a primary, secondary or special school as a teaching assistant.

We 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.

It is also recommended that your English Language skills are at GCSE Grade D or above.

## Assessment

The course is assessed by the completion of two written assignments of 2,000 words.

## Progression

Successful completion of this course offers a progression pathway to CACHE level 3 Certificate in Supporting Teaching and Learning in Schools.

# CERTIFICATE IN SUPPORTING TEACHING AND LEARNING IN SCHOOLS CACHE LEVEL 3

Did you know you could do an Apprenticeship in Playwork at SEEVIC College?

More details about our Apprenticeship programmes can be found on page 42

## Start date(s)

Wednesday 15 September 2010

## Weekly hours & time

12.30 – 3.30pm (3 hours per week) – will include additional tutorial workshops

## Course weeks

35 weeks

## Course day(s)

Wednesdays

## Location

SEEVIC College – Benfleet Campus

## Course fee

£650 (Course code C3CTAP01)

## What will I do?

The course has 2 units - The Role of the Teaching Assistant and Key Issues in Working in Schools, which covers 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 to continually improve your practice and why

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.

## Entry requirements

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.

All candidates must be at least 16 years of age.

It is also recommended that your English Language skills are at GCSE Grade C or above.

## Assessment

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

## Progression

Successful completion of this course offers progression pathways to a Foundation Degree in Learning Support and the Sector Endorsed Foundation Degree in Early Years.

# CHILDREN'S CARE, LEARNING AND DEVELOPMENT (CCLD) NVQ LEVEL 2

## Start date(s)

Throughout the year on a rolling programme

## Weekly hours & time

9.30am – 12.30pm

## Course day(s)

Wednesdays

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.

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.

## Location

SEEVIC College – Benfleet Campus

## Course fee

£850 (Course code N2EAYP01)



## What will I do?

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.

Key workshops delivered are likely to include areas such as Child Protection, Health and Safety and other important areas covered by the NVQ.

## Entry requirements

This qualification is suitable for those working in an early years setting who have no formal qualifications.

## Assessment

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

## Progression

Successful completion of this course offers a progression pathway to NVQ level 3 in Children's Care, Learning and Development.

# CHILDREN'S CARE, LEARNING AND DEVELOPMENT (CCLD) NVQ LEVEL 3

Did you know SEEVIC College offer a range of Apprenticeships in public, health & care services?

More details about our Apprenticeship programmes can be found on page 42

## Start date(s)

Throughout the year on a rolling programme

## Weekly hours & time

9.30am – 12.30pm

## Course day(s)

Wednesdays

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.

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.

## Location

SEEVIC College – Benfleet Campus

## Course fee

£1000 (Course code N3EAYP01)

Full payment required in the first year. Students working in childcare settings in Essex may receive assistance from the local authority.

## What will I do?

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.

Key workshops delivered are likely to include areas such as child protection, health and safety, child development and promoting children's rights.

This qualification is ideal for candidates planning to take on a more managerial role in a childcare setting. On completion of the course the candidate will achieve occupational competence for working in an Early Years setting.

## Entry requirements

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.

## Assessment

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

## Progression

Successful completion of this course offers a progression pathway to the Sector Endorsed Foundation Degree in Early Years.

# SKILLS FOR LIFE COURSES



Skills for Life qualifications are designed to help you develop the skills you use in everyday life.

Both our IT Skills for Life and WorkSkills for Life courses include Skills for Life in English.

Whether you're looking to improve your basic IT skills or you want to focus on techniques and tools for searching and applying for jobs both of these courses can help equip you with the skills you need.

## Skills for life courses are delivered at New Campus Basildon

**ncb**  
NEW CAMPUS BASILDON

# IT SKILLS FOR LIFE

## CITY & GUILDS CERTIFICATE IN USING ICT

### Start date(s)

Wednesday 29 September 2010  
Wednesday 23 February 2011

### Weekly hours & time

6.30pm – 9.30pm (3 hours one day per week)

### Course weeks

15 weeks

### Course day(s)

Wednesdays

### Location

New Campus Basildon – The Icon

### Course fee

£360 (Course code LECIP01)



### 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.

### Progression

Learners can progress onto Workskills for Life, Sage Accounting or The AAT Foundation course.

# WORKSKILLS FOR LIFE

## EDEXCEL LEVEL 1, BTEC AWARD WORKSKILLS

### Start date(s)

Wednesday 29 September 2010  
Wednesday 23 February 2011

### Weekly hours & time

6.30pm – 9.30pm (3 hours one day per week)

### Course weeks

15 weeks

### Course day(s)

Wednesdays

### Location

New Campus Basildon – The Icon

### Course fee

£360 (Course code L1WSAP01)



### 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.

### Progression

Learners can progress on to IT Skills for Life or Sage Accounting.



# SPORT & LEISURE COURSES



With the London 2012 Olympic Games fast approaching the sport and leisure industry is continuing to grow from strength to strength. SEEVIC College have a strong background in providing high quality training in this area together with excellent facilities at our Benfleet Campus including a fully equipped fitness suite.

## Certificate in Fitness Instructing

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. Full details on page 35.

## Sport & Leisure Apprenticeships

You can earn and learn with an Apprenticeship programme. Please see page 47 for more details about our Sport & Leisure Apprenticeships.

## BSc Sports Coaching & Physical Education

Our partnership with Anglia Ruskin University means that we can deliver this degree programme at our Benfleet Campus. Full details on page 52.

# CERTIFICATE IN FITNESS INSTRUCTING

CENTRAL YMCA QUALIFICATIONS (CYQ)  
LEVEL 2 GYM INSTRUCTOR'S AWARD



## Start date(s)

Saturday 11 September 2010 – Saturday 11 December 2010

Theory Exam Date: 4 December 2010

Practical Exam Date: 11 December 2010

Saturday 29 January 2011 – Saturday 7 May 2011

Theory Exam Date: 30 April 2011

Practical Exam Date: 7 May 2011

## Weekly hours & time

9.00am – 5.00pm

## Course weeks

14 weeks

## Course day(s)

Saturdays

## Location

SEEVIC College – Benfleet Campus

## Course fee

£700 (Course code L2FIG190)

## 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.

## Entry requirements

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
- Portfolio completion

## Progression

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.

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.

# TEACHER TRAINING COURSES



## Teaching in the Lifelong Learning Sector

From 2007 a new range of courses were introduced for those wishing to teach in the post 16 sector. For those who wish to test if teaching is an area they would like to develop the Preparing to Teach in the Lifelong Learning Sector (PTLLS) is the course to undertake. It covers all areas of teaching and allows those who take it to see if they have the skills to become a teacher. It is a short course which can be achieved at Level 3 or 4.

Aimed at those who are employed to teach or train adults as part of their job role, the Certificate in Teaching in the Lifelong Learning Sector (CTLTS) is ideal for new teachers/assistants/assessors who have some experience but whose teaching role does not include curriculum design. Teaching may include working with groups or one to one teaching. The course provides progression from the Preparation to Teach in the Lifelong Learning Sector (Level 3 and Level 4), but the PTLLS is incorporated into the course so you do not need to have completed this qualification before enrolling on the CTLTS.

For those with a full teaching role in the post 16 sector the qualification needed is the Diploma in the Lifelong Learning Sector (DTLLS). This is a two year part-time university accredited course. Although not essential, it would be beneficial for all those taking this qualification to have undertaken study at undergraduate level.

# PREPARING TO TEACH IN THE LIFELONG LEARNING SECTOR (PTLLS)



## Start date(s)

Monday 20 September 2010

## Weekly hours & time

3.00pm – 5.00pm

## Course weeks

12 weeks

## Course day(s)

Mondays

## Location

SEEVIC College – Benfleet Campus

## Course fee

£300 (Course code A3APTLP01)

## 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.

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.

## Entry requirements

There is no formal entry requirement for the course; however, teachers in the Lifelong Learning Sector are expected to have a Level 3 qualification in their own teaching subject and Level 2 Literacy and Numeracy. You do not have to be teaching or training already to join the course. Candidates should be over 18.

## Assessment

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

## Progression

You can progress onto the Certificate in Teaching in the Lifelong Learning Sector (CTLTS) or Diploma in Teaching in the Lifelong Learning Sector (DTLLS).

# CERTIFICATE IN TEACHING IN THE LIFELONG LEARNING SECTOR (CTLLS)

## Start date(s)

Monday 20 September 2010

## Weekly hours & time

3.00pm – 6.00pm

## Course weeks

1 year

## Course day(s)

Mondays

## Location

SEEVIC College – Benfleet Campus

## Course fee

£720 (Course code C3TLLP01)



## What will I do?

The CTLLS Award is comprised of four units: Preparation to Teach in the Lifelong Learning Sector, Planning and Enabling Learning, Principles and Practice of Assessment and Equality and Diversity.

## Entry requirements

An interview is required to join this course. You will need to have 30 hours of teaching practice in an appropriate learning and skills setting. This could be paid or voluntary, working with groups or in a one to one context.

Teachers are expected to have at least a Level 3 qualification in their subject teaching area and will need to show evidence of this or have appropriate experience and be working towards a Level 3 qualification. You should also have English and Maths qualifications at Level 2 or be willing to work towards these qualifications.

## Assessment

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

## Progression

You can progress on to the Diploma in Teaching in the Lifelong Learning Sector (DTLLS).

# DIPLOMA IN TEACHING IN THE LIFELONG LEARNING SECTOR (DTLLS)

VALIDATED BY ANGLIA RUSKIN UNIVERSITY



**Start date(s)**  
Thursday 16 September 2010

**Weekly hours & time**  
5.00pm – 9.30pm

**Course weeks**  
2 years (30 weeks each year)

**Course day(s)**  
Thursdays

**Location**  
SEEVIC College – Benfleet Campus

**Course fee**  
£700 - includes £40 refundable resource deposit (Course code DHTLLP02)

Validated by:



## 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.

## 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.

# ASSESSOR AWARD (A1)



## Start date(s)

On a rolling basis as required

## Weekly hours & time

4.30pm – 6.30pm

Some flexibility on times can be arranged if necessary

## Course weeks

20 weeks (2 hours per week)

## Course day(s)

To be agreed with the candidate

## Location

SEEVIC College – Benfleet Campus

## Course fee

£560 (Course code L3AA1P01)

## 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.

## Entry requirements

You must already be assessing on an NVQ course (any level) and have approval from the awarding body for the course you are assessing.

## 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.

# VERIFIER AWARD (V1)



## Start date(s)

On a rolling basis as required

## Weekly hours & time

4.30pm – 6.30pm

Some flexibility on times can be arranged if necessary

## Course weeks

20 weeks (2 hours per week)

## Course day(s)

To be agreed with the candidate

## Location

SEEVIC College – Benfleet Campus

## Course fee

£675 (Course code L4AV1P01)

## 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.

## Entry requirements

You should have completed the Assessor Award and have approval of the awarding body for the course you are internally verifying.

## Assessment

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

Are you aged 16-24? Have you considered an Apprenticeship?

# APPRENTICESHIP PROGRAMMES



## What is an Apprenticeship?

An Apprenticeship is a high quality work based learning programme that has been developed to work alongside employment giving you an opportunity to improve your knowledge and skills and ultimately your career prospects, whilst earning a salary.

An Apprenticeship allows you to gain new skills, industry recognised qualifications and a National Vocational Qualification (NVQ).

It provides an opportunity to work and learn at the same time with expert tuition at SEEVIC College or at your place of employment.

If you are already employed, it is an opportunity to up-skill and continue your professional development within your industry.

You will work towards an NVQ, Technical Certificate and the relevant Functional Skills. The programme is a mix of on-the-job training to give apprentices practical skills and experience, and off-the-job training to provide the underpinning knowledge.

## How does an Apprenticeship work?

The employer provides on-the-job opportunities for training, whilst off-the-job training is usually completed at SEEVIC College following an agreed learning plan. The individual plan and training is regularly reviewed and assessed by qualified and industry-experienced members of staff.

## What do Apprenticeships offer, why do it?

- Recognition of your skills by employers and colleagues
- Continuous professional development
- Transferable qualifications if you decide to change jobs
- Access to qualified and industry experienced staff dedicated to your progress
- Training to meet the needs of business
- A job whilst training
- An employer committed to your training

Are you aged 16-24? Have you considered an Apprenticeship?

# BUSINESS APPRENTICESHIPS



SEEVIC College offers the following Business Apprenticeship Programmes:

Business & Administration  
Level 2 & 3

Marketing & Communications  
Level 2 & 3

Team Leading  
Level 2



Apprenticeships within business often cover a range of jobs that help to keep businesses running effectively. The apprenticeships enable you to progress within a wide variety of different areas of a business. Most jobs are Monday to Friday and typically 9am – 5pm.

These may include:

- Administration – clerical assistant, secretary or personal assistant
- Management
- Marketing and public relations
- General office based work

Key qualities you need to succeed within business:

- Organised
- Well presented
- Ability to multi task
- Good communication skills both written and verbal
- Good team working skills

## Progression

On successful completion of your Level 3 advanced apprenticeship programme you may wish to progress onto a relevant Foundation Degree.

## More Information

If you would like more information about the Business Apprenticeship programmes please call us on 01268 756 111 or email [apprenticeships@seevic-college.ac.uk](mailto:apprenticeships@seevic-college.ac.uk)

More details can also be found on our website [www.seevic-college.ac.uk/apprenticeships](http://www.seevic-college.ac.uk/apprenticeships)

Are you aged 16-24? Have you considered an Apprenticeship?

# CUSTOMER SERVICE APPRENTICESHIPS



SEEVIC College offers the following Customer Service Apprenticeship Programmes:

Advice & Guidance  
Level 2 & 3

Customer Service  
Level 2 & 3



Good customer service is very important to all businesses. Many jobs within organisations require excellent customer service skills to ensure that customers receive a good experience and return to buy your products or services. The skills gained from an apprenticeship programme within customer service will prove valuable in a range of industries and jobs. Customer service can either be over the telephone or face to face.

Jobs may include:

- Large or small retail outlets
- Call centre
- Reception work
- Marketing

Key qualities you need to succeed within customer services:

- Friendly
- Excellent communication skills both written and verbal
- Enjoy interacting with a range of people
- Good listener
- Confident
- Well presented
- Good at thinking on your feet

## Progression

On successful completion of your Level 3 advanced apprenticeship programme you may wish to progress onto a relevant Foundation Degree.

## More Information

If you would like more information about the Customer Service Apprenticeship programmes please call us on 01268 756 111 or email [apprenticeships@seevic-college.ac.uk](mailto:apprenticeships@seevic-college.ac.uk)

More details can also be found on our website  
[www.seevic-college.ac.uk/apprenticeships](http://www.seevic-college.ac.uk/apprenticeships)

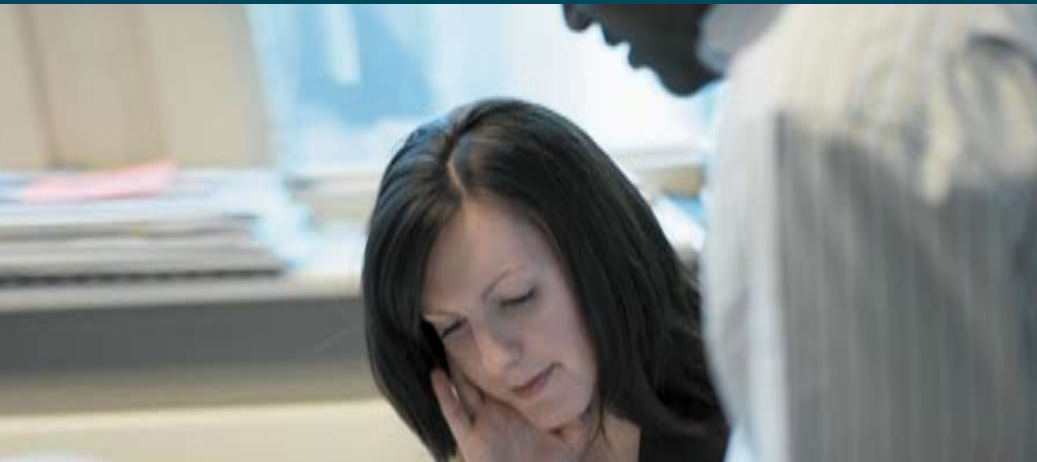
Are you aged 16-24? Have you considered an Apprenticeship?

# FINANCE APPRENTICESHIPS



SEEVIC College offers the following  
Finance Apprenticeship Programmes:

## Accounting (AAT) Level 2 & 3



They say that money makes the World go round! Nearly all businesses need to make money and in order for this to happen, finances need to be monitored and managed.

Pursuing a career within the financial service industry can lead to a good salary as well as assist you in managing your own finances.

Jobs may include:

- Accounts Clerk
- Trainee Accountant
- Financial Adviser
- Mortgage Adviser
- Bank/Building Cashier

Key qualities you need to succeed within finance:

- Enjoy working with numbers
- Good communication skills
- Understand and have an interest in financial terms
- Good business acumen
- Trustworthy and honest
- Good organisation skills
- Attention to detail

### Progression

Having completed your Level 2 and Level 3 Apprenticeship, you may be able to progress onto relevant professional qualifications or a Foundation Degree.

### More Information

If you would like more information about the Finance Apprenticeship programmes please call us on 01268 756 111 or email [apprenticeships@seevic-college.ac.uk](mailto:apprenticeships@seevic-college.ac.uk)

More details can also be found on our website  
[www.seevic-college.ac.uk/apprenticeships](http://www.seevic-college.ac.uk/apprenticeships)

Are you aged 16-24? Have you considered an Apprenticeship?

# PUBLIC, HEALTH & CARE APPRENTICESHIPS



SEEVIC College offers the following Public Health & Care Apprenticeship Programmes:

Community  
Development  
Level 2

Health & Social Care  
Level 2 & 3

Playwork  
Level 2 & 3

Youth Work  
Level 2 & 3

There is a wide range of jobs within public service, a lot of which we take for granted. People who work within public services enjoy helping others and making communities better places to live and work.

Within the UK almost 1 in 5 people are employed with public services and jobs are available all over the country. The number of jobs available is often in proportion to the size of the population in that area. Employment within Public Service is usually more secure than those who work in the private sector.

Jobs may include:

- Health
- Care
- Social Work
- Youth Work
- Community Support
- Volunteering
- Classroom Assistant

Key qualities you need to succeed within Public Services:

- Presentable
- Enjoy helping others
- Good communication skills
- Reliable and trustworthy
- Polite
- Organised

## Progression

On successful completion of your Level 3 advanced apprenticeship programme you may wish to progress onto a relevant Foundation Degree.

## More Information

If you would like more information about the Public, Health and Care Apprenticeship programmes please call us on 01268 756 111 or email [apprenticeships@seevic-college.ac.uk](mailto:apprenticeships@seevic-college.ac.uk)

More details can also be found on our website [www.seevic-college.ac.uk/apprenticeships](http://www.seevic-college.ac.uk/apprenticeships)

Are you aged 16-24? Have you considered an Apprenticeship?

# SPORT & LEISURE APPRENTICESHIPS



SEEVIC College offers the following Sport & Leisure Apprenticeship Programmes:

Exercise & Fitness  
Level 2

Operational Services  
Level 2

Spectator Safety  
Level 2

Sports Coaching  
Level 2



London 2012 is just around the corner and the sport and leisure industry is growing from strength to strength. Sport is about more than just competitions and football! There are over 620,000 people employed within the industry.

Jobs may include:

- Community leisure centre
- Private health club
- Outward bound activity centres
- After school clubs
- Fitness instructor
- Coach or activity leader
- Event stewarding

Key qualities you need to success within Sport and Leisure:

- Good team player
- Good communication skills
- Be able to motivate others
- Be fit and active
- To have a keen interest in sport and physical activity
- Good people skills

## Progression

On successful completion of your Level 3 advanced apprenticeship programme you may wish to progress onto a relevant Foundation Degree.

## More Information

If you would like more information about the Sport and Leisure Apprenticeship programmes please call us on 01268 756 111 or email [apprenticeships@seevic-college.ac.uk](mailto:apprenticeships@seevic-college.ac.uk)

More details can also be found on our website [www.seevic-college.ac.uk/apprenticeships](http://www.seevic-college.ac.uk/apprenticeships)

# BUSINESS SOLUTIONS

## EMPLOYER TRAINING



SEEVIC College has a team of expert trainers to help you identify your business needs and training solutions. We offer a free organisation needs analysis to find out your business needs and work with you to develop appropriate training packages.

We can offer training in a range of sectors, some examples include:

### **Business, Administration & Customer Service**

The world of business encompasses everything from administration, customer service and sales to legal support and finance. SEEVIC College can offer courses to support employers and employees through the fast paced world of business.

### **Management & Team Leading**

Managing people, projects and budgets is only part of a management role in today's business environment.

SEEVIC College's tailor made management training packages offer courses that can include: planning and implementing change, encouraging innovation, effective decision making, reducing conflict as well as lots more.

### **Health & Care**

If you need training in the early years, health or social care sector, SEEVIC College can offer courses that are designed to include practical and theoretical learning.

### **Learning & Development**

These courses are designed to meet the needs of people working in the training and learning sector, as well as those who wish to develop individual training skills. They are ideal for anyone who delivers or develops learning and training programmes, or who supports learners through coaching and mentoring.

### **Sport & Leisure**

London 2012 is just around the corner and the sport and leisure industry is growing from strength to strength. Sport is about more than just competitions and football. SEEVIC College have a strong background in providing high quality training in this area and we offer a range of courses for anyone wanting to develop their career within this industry.

### **More Information**

For more details about the training opportunities available for employers please call our Employer Engagement team on 01268 756 111 or email [employers@seevic-college.ac.uk](mailto:employers@seevic-college.ac.uk)

You can also view details on our website [www.seevic-college.ac.uk/employers](http://www.seevic-college.ac.uk/employers)



# HIGHER EDUCATION



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. 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.



# BA (HONS) BUSINESS MANAGEMENT

SUBJECT TO VALIDATION BY ANGLIA RUSKIN  
UNIVERSITY



## Start date(s)

October 2010 (exact start date TBC)

## 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

SEEVIC College – Benfleet Campus

## Course fee

Standard University undergraduate fee of £3290 for the academic year 2010/2011. Applications are via UCAS.

## 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.

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

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.

Subject to validation by:



# BSc SPORTS COACHING & PHYSICAL EDUCATION

VALIDATED BY ANGLIA RUSKIN UNIVERSITY

“I chose to study at SEEVIC because it was local to me and has a good learning environment. Since completing my degree I am now working for the NHS in school health and I also coach West Ham United under 19’s Ladies Football Club”

Lee Watson

## Start date(s)

Induction – Wednesday 15 September 2010  
Start – Week commencing Monday 20 September 2010

## Weekly hours & time

Full time course  
12 hours lecture time

## Course weeks

3 years

## Course day(s)

Year 1 – Monday, Wednesday and Friday

## Location

The first 2 years will take place at SEEVIC College. In the third year students will study part of the course at SEEVIC College as well as some delivery taking place at Anglia Ruskin University’s Cambridge Campus.

## Course fee

Standard University undergraduate fee of £3290 for the academic year 2010/2011. Applications are via UCAS.

## 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

## Entry requirements

Minimum age 18 years.

Please contact course leader for details on entry requirements or log onto [www.anglia.ac.uk](http://www.anglia.ac.uk) or [www.ucas.co.uk](http://www.ucas.co.uk)

Applications are via UCAS.

## 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



# SECTOR ENDORSED FOUNDATION DEGREE IN EARLY YEARS (SEFDEY)

VALIDATED BY UNIVERSITY OF HERTFORDSHIRE

“My experience of SEEVIC has been very positive. The tutors are friendly and supportive.”

Esther Fitt-Bishop

## Start date(s)

September 2010

## Weekly hours & time

9.30am – 4.30pm (one day per week)

## Course weeks

2 years

## Course day(s)

Wednesdays

## Location

SEEVIC College – Benfleet Campus

## Course fee

£2,300 per year (Course code DHEAYP02)  
Students working in some childcare settings in Essex or Southend may receive assistance with their fees from the local authority.

## 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.

# ADDITIONAL FEE INFORMATION



## 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.

A 10% surcharge applies if you wish to pay by instalments, to a maximum of £30.00.

## 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.

## 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 89 89 or visit [www.direct.gov.uk/alg](http://www.direct.gov.uk/alg)

## 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 [www.direct.gov.uk/freechildcareforlearning](http://www.direct.gov.uk/freechildcareforlearning)



## Course fee information for Access courses only

### Benefit rate

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.

### Level 2 eligibility for free tuition (excluding Access Planning)

Learners aged 25 or over who do not already hold a full Level 2 qualification may be entitled to free tuition if you are studying the Access course. 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 supplementary fee of £160.

### Level 3 eligibility for free tuition (excluding Access Planning)

Learners aged between 19 and 24 at the start of a course may be entitled to free tuition for Access courses if they have not previously achieved a full Level 3 qualification. 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 license) and the supplementary fee of £160 should be submitted with your completed application form.

# HOW TO APPLY

Please use the following charts to determine which application form(s) to complete and return.

## ACCESS COURSES (EXCLUDING ACCESS PLANNING)

- Access courses

Adult Education Application Form  
(Pink form)

Form A or B Self Declaration if you are  
eligible for Level 2 or 3 fee remission  
(blue form)

Enclose payment

## PART-TIME COURSES & FOUNDATION DEGREE

- Access Planning
- Accounting & Finance courses
- Childcare courses
- Skills for Life courses
- Sports courses
- Teacher training courses
- Sector Endorsed Foundation Degree in Early Years

Adult Education Application Form  
(Pink form)

Enclose payment

## APPRENTICESHIPS

If you are applying for any of the  
Apprenticeship Programmes

Apprenticeship application form  
(Grey form)

## EMPLOYER TRAINING

If you are an employer and want to discuss training  
for your business please contact the Employer  
Engagement team on 01268 756 111  
or email [employers@seevic-college.ac.uk](mailto:employers@seevic-college.ac.uk)

## HIGHER EDUCATION

Applications for the following Higher Education  
courses need to be made via UCAS. [www.ucas.co.uk](http://www.ucas.co.uk)

- BA (Hons) Business Management
- BSc Sports Coaching & Physical Education

# ADULT COURSES APPLICATION FORM 2010/11

## YOUR DETAILS

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

## COURSE DETAILS

CODE	COURSE TITLE	FEE ENCLOSED £	<input type="checkbox"/>	FULL FEE	<input type="checkbox"/>	BENEFIT RATE	<input type="checkbox"/>	INSTALMENT
CODE	COURSE TITLE	FEE ENCLOSED £	<input type="checkbox"/>	FULL FEE	<input type="checkbox"/>	BENEFIT RATE	<input type="checkbox"/>	INSTALMENT

APPLICABLE TO  
ACCESS COURSES ONLY

## FEE CONCESSION

RELEVANT TO ACCESS COURSES ONLY

<input type="checkbox"/> JOBSEEKERS ALLOWANCE	<input type="checkbox"/> INCOME SUPPORT	<input type="checkbox"/> PENSION CREDITS	<input type="checkbox"/> LEVEL 2 ENTITLEMENT
<input type="checkbox"/> COUNCIL TAX BENEFIT	<input type="checkbox"/> HOUSING BENEFIT	<input type="checkbox"/> WORKING TAX CREDIT	<input type="checkbox"/> LEVEL 3 ENTITLEMENT <small>PROOF OF AGE REQUIRED</small>
<input type="checkbox"/> UNWAGED DEPENDANT OF SOMEONE IN RECEIPT OF ONE OF THE ABOVE BENEFITS			

LEARNERS CLAIMING FEE REMISSION IN ONE OF THE ABOVE CATEGORIES MUST SUBMIT A PHOTOCOPY OF THE RELEVANT AWARD NOTICE OR GIRO DATED WITHIN ONE MONTH OF THE START OF THE COURSE, WITH THIS APPLICATION FORM.

IN ADDITION TO THE EVIDENCE REQUESTED ABOVE, ALL CLAIMS TO LEVEL 2 OR LEVEL 3 ENTITLEMENT MUST BE ACCOMPANIED BY A COMPLETED DECLARATION.

## 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 <small>PERSONAL ENROLMENT ONLY</small>	<input type="checkbox"/> INVOICE MY EMPLOYER/SPONSOR <small>PLEASE ENCLOSE A LETTER FROM YOUR EMPLOYER/SPONSOR INDICATING THAT THEY WILL PAY AN INVOICE FOR THE TOTAL FEE</small>
----------------------------------	--	--	--

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



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"/> 12 ASIAN OR ASIAN - INDIAN	<input type="checkbox"/> 18 CHINESE
<input type="checkbox"/> 13 ASIAN OR ASIAN BRITISH - PAKISTANI	<input type="checkbox"/> 19 MIXED - WHITE AND ASIAN
<input type="checkbox"/> 14 ASIAN OR ASIAN BRITISH - ANY OTHER ASIAN BACKGROUND	<input type="checkbox"/> 20 MIXED - WHITE AND BLACK AFRICAN
<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
	<input type="checkbox"/> 23 WHITE - BRITISH
	<input type="checkbox"/> 24 WHITE - IRISH
	<input type="checkbox"/> 25 WHITE - ANY OTHER WHITE BACKGROUND
	<input type="checkbox"/> 98 ANY OTHER

## 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

PLEASE TICK THE APPROPRIATE BOX BELOW TO INDICATE THE HIGHEST LEVEL OF QUALIFICATION THAT YOU HAVE PREVIOUSLY ATTAINED

<input type="checkbox"/> NO PREVIOUS QUALIFICATION	<input type="checkbox"/> LEVEL 3 - 2 OR MORE A LEVEL PASSES, 4 OR MORE AS LEVEL PASSES, BTEC NATIONAL OND/ONC, GNVQ ADVANCED, NVQ LEVEL 3, ESOL & FOREIGN LANGUAGE ADVANCED AWARDS
<input type="checkbox"/> BELOW ENTRY LEVEL	<input type="checkbox"/> LEVEL 4 - BTEC NATIONAL HNC/HND, FIRST DEGREE, HIGHER EDUCATION CERTIFICATE OR DIPLOMA, NVQ LEVEL 4, TEACHING QUALIFICATIONS (INCLUDING PGCE)
<input type="checkbox"/> ENTRY LEVEL	<input type="checkbox"/> LEVEL 5 - HIGHER DEGREE, NVQ LEVEL 5, OTHER HIGH LEVEL PROFESSIONAL QUALIFICATIONS
<input type="checkbox"/> LEVEL 1 - GCSE/O LEVELS GRADES D-G, 1 AS LEVEL, CSE BELOW GRADE 1, NVQ LEVEL 1, BTEC INTRO	<input type="checkbox"/> QUALIFICATIONS NOT KNOWN
<input type="checkbox"/> LEVEL 2 - 5+ GCSE/O LEVEL GRADES A-C OR CSE GRADE 1, 1 ADVANCED LEVEL, 2/3 AS LEVELS, NVQ LEVEL 2, BTEC 1ST DIPLOMA, GNVQ INTERMEDIATE	<input type="checkbox"/> OTHER

## STUDENT DECLARATION

PLEASE ENSURE ALL SECTIONS OF THIS FORM ARE COMPLETED AND THE STUDENT DECLARATION BELOW IS SIGNED

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

DATE

### FOR OFFICE USE ONLY

Student eligibility for funding checked

Fee Type  Full  Benefit

### Concession Evidence

Benefit Type..... Valid Date  YES  
 L2E  L3E Entitlement form completed  YES  NO

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

# FORM A ACCESS COURSES ONLY (EXCLUDING ACCESS PLANNING)

# L2E SELF DECLARATION

THE FOLLOWING CATEGORIES OF LEARNER ARE ENTITLED TO FREE TUITION\*\* FOR ACCESS COURSES ONLY (EXCLUDING ACCESS PLANNING)

1. LEARNERS AGED 19 YEARS AND OVER WISHING TO STUDY FOR THEIR FIRST FULL LEVEL 2 QUALIFICATION.
2. LEARNERS AGED 25 OR OVER WHO WISH TO STUDY FOR THEIR FIRST FULL LEVEL 3 COURSE, AND DO NOT ALREADY HOLD A FULL LEVEL 2 QUALIFICATION.

BELOW IS A LIST OF QUALIFICATIONS AT LEVEL 2 AND ABOVE WHICH WOULD RENDER THE LEARNER INELIGIBLE FOR FEE REMISSION UNDER L2E. STUDENTS SHOULD SIGN THE SELF-DECLARATION FORM BELOW TO CONFIRM THEIR ELIGIBILITY FOR FEE REMISSION.

STUDENTS HOLDING ANY OF THE FOLLOWING QUALIFICATIONS ARE **NOT** ELIGIBLE FOR LEVEL 2 FEE REMISSION

5 GCSES GRADE A* - C	INTERMEDIATE GNVQ OR HIGHER
5 'O' LEVEL PASSES	EDEXCEL/BTEC 1ST DIPLOMA OR HIGHER
5 CSE GRADE 1	CITY & GUILDS CRAFT PART 2
2 AS LEVELS OR MORE	ACCESS COURSE
1 A LEVEL OR MORE	HND/HNC
NVQ LEVEL 2, 3, 4 OR 5	FIRST DEGREE/HIGHER DEGREE

I CONFIRM THAT ALL THE INFORMATION ON THIS FORM IS CORRECT AND I DECLARE THAT I DO NOT ALREADY HAVE A FULL LEVEL 2 QUALIFICATION OR ABOVE. I UNDERSTAND THAT IF I HAVE DECLARED FALSE INFORMATION, ACTION MAY BE TAKEN TO RECLAIM THE TUITION FEES AND ANY ASSOCIATED COSTS FROM ME.

SIGNED BY LEARNER

SIGNATURE OF LEARNING PROVIDER

PLEASE STAMP BELOW

DATE

DATE



\*\* EXAMINATION/AWARDING BODY REGISTRATION FEES/COLLEGE REGISTRATION FEES ASSOCIATED WITH THE QUALIFICATION WILL BE PAYABLE BY THE STUDENT. THIS IS A FEE OF £160 WHICH MUST BE PAID AND SUBMITTED WITH THIS FORM AND YOUR COMPLETED APPLICATION FORM.

# FORM B

ACCESS COURSES ONLY  
(EXCLUDING ACCESS PLANNING)

# L3E SELF DECLARATION

ANY ADULT APPLYING FOR THE ACCESS COURSE AGED BETWEEN 19 - 24 YEARS AT THE START OF THE COURSE WISHING TO STUDY FOR THEIR FIRST FULL LEVEL 3 QUALIFICATION IS ENTITLED TO FREE TUITION\*\*.

BELOW IS A LIST OF QUALIFICATIONS AT LEVEL 3 AND ABOVE WHICH WOULD RENDER THE ADULT INELIGIBLE FOR FEE REMISSION UNDER L3E. STUDENTS SHOULD SIGN THE SELF-DECLARATION FORM BELOW TO CONFIRM THEIR ELIGIBILITY FOR FEE REMISSION.

STUDENTS HOLDING ANY OF THE FOLLOWING QUALIFICATIONS ARE NOT ELIGIBLE FOR LEVEL 3 FEE REMISSION

2 OR MORE ADVANCED LEVEL PASSES	TEC CERTIFICATE/DIPLOMA
BTEC NATIONAL CERTIFICATE OR DIPLOMA	ACCESS TO HIGHER EDUCATION
NVQ LEVEL 3, 4 OR 5	ESOL & FOREIGN LANGUAGE ADVANCED AWARDS
GNVQ ADVANCED	HNC/HND
CITY & GUILDS ADVANCED	PGCE
LCCI DIPLOMA	FIRST OR HIGHER DEGREE
RSA STAGE 3 ADVANCED DIPLOMA	

I CONFIRM THAT ALL THE INFORMATION ON THIS FORM IS CORRECT AND I DECLARE THAT I DO NOT ALREADY HAVE A FULL LEVEL 3 OR HIGHER QUALIFICATION. I CONFIRM THAT I INTEND TO CONTINUE MY LEARNING PROGRAMME TO ACHIEVE A FULL LEVEL 3 QUALIFICATION. I UNDERSTAND THAT IF I HAVE DECLARED FALSE INFORMATION, ACTION MAY BE TAKEN TO RECLAIM THE TUITION FEES AND ANY ASSOCIATED COSTS FROM ME.

SIGNED BY LEARNER

SIGNATURE OF LEARNING PROVIDER

PLEASE STAMP BELOW

DATE

DATE



\*\* EXAMINATION/AWARDING BODY REGISTRATION FEES/COLLEGE REGISTRATION FEES ASSOCIATED WITH THE QUALIFICATION WILL BE PAYABLE BY THE STUDENT. THIS IS A FEE OF £160 WHICH MUST BE PAID AND SUBMITTED WITH THIS FORM AND YOUR COMPLETED APPLICATION FORM.

# APPRENTICESHIPS APPLICATION FORM



## YOUR DETAILS

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

## YOUR PROPOSED COURSE

PROGRAMME (eg. Marketing & Communications)

APPRENTICESHIP LEVEL 2

ADVANCED APPRENTICESHIP LEVEL 3

## SCHOOL/COLLEGE INFORMATION

PLEASE GIVE DETAILS OF LAST/CURRENT SCHOOL OR COLLEGE ATTENDED (INCLUDING FULL ADDRESS)

## QUALIFICATIONS Please include any industry qualifications

AWARD (e.g. GCSE, A Level, BTEC)	SUBJECT & LEVEL	YEAR TAKEN	GRADE <small>ACTUAL/EXPECTED</small>

HAVE YOU COMPLETED YEAR 11 AT SCHOOL? YES  NO  HAVE YOU BEEN ON WORK BASED LEARNING BEFORE? YES  NO



## EMPLOYMENT

ARE YOU CURRENTLY EMPLOYED? YES  NO

IF YES, PLEASE GIVE EMPLOYERS NAME AND ADDRESS

YOUR JOB TITLE

PLEASE GIVE A BRIEF DESCRIPTION OF YOUR  
CURRENT ROLES AND RESPONSIBILITIES

## OTHER INFORMATION

DO YOU HAVE A LEARNING DIFFICULTY/DISABILITY OR MEDICAL CONDITION WE NEED TO BE AWARE OF? YES  NO

IF YES, PLEASE GIVE DETAILS

PLEASE GIVE DETAILS OF ANY ACTIVITIES THAT YOU ARE INVOLVED IN, INTERESTS THAT YOU HAVE OR ANY POSSIBLE CAREER PLANS

DO YOU HOLD A FULL UK DRIVING LICENCE? YES  NO  DO YOU HAVE ACCESS TO A CAR? YES  NO

HOW DID YOU HEAR ABOUT THE PROGRAMME?

CONNEXIONS  SEEVIC  SCHOOL  EVENT  WEBSITE  OTHER

IF OTHER PLEASE STATE:

## STUDENT DECLARATION

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 LEARNER

PARENT/CARER SIGNATURE Required if you are under 18 years of age

DATE

DATE

\* DATA ON YOUR PROPOSED COURSE WILL BE HELD ON COMPUTER AND USED TO ANALYSE APPLICATIONS AND SUPPORT CURRICULUM PLANNING.

FOR OFFICE USE ONLY - INTERVIEW ALLOCATED

DAY

DATE

TIME

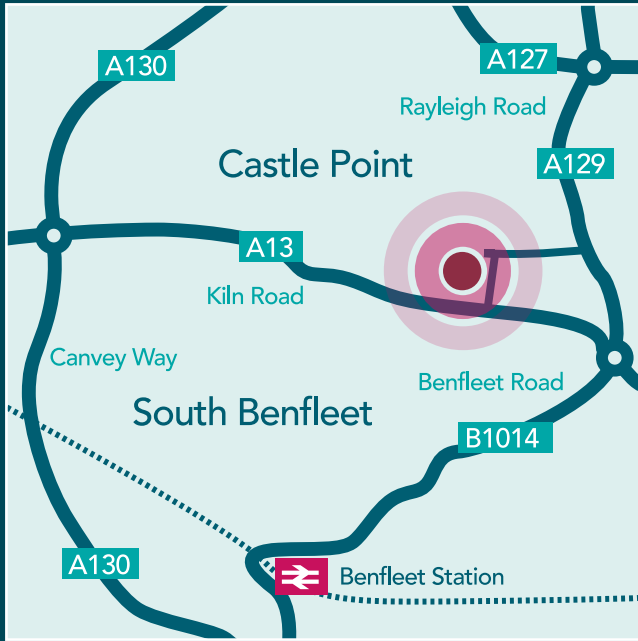
INITIALS

If you require this guide in an alternative  
format, please contact us on 01268 756 111  
or email [info@seevic-college.ac.uk](mailto:info@seevic-college.ac.uk)

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