



▶ Adult education courses

Skills and training guide 2011/12



seevic
college

ncb
NEW CAMPUS BASILDON

► Welcome to Seevic College

Choosing to continue in education is a decision that could change your life, so it's good to know you've chosen the right place to study.

Seevic College has an excellent local reputation for good teaching and results and, most particularly, for our friendly and approachable staff. We pride ourselves in meeting your educational needs and giving you a flexible learning experience to fit in with your other commitments.

At Seevic College, staff and students are united by the values we call our '3 Rs'

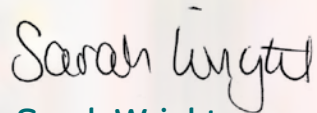
RESPECT – We treat everyone with equal respect and warmth

RESPONSIBILITY – We are each responsible for our actions and successes

RESULTS – We identify potential, raise aspirations and achieve excellence

We're here to help you to create your own success story.

I look forward to seeing you at Seevic in the near future.



Sarah Wright

Principal and Chief Executive



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Choose, learn and grow at Seevic College



Returning to your 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 offers 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

Seevic offers work-based learning programmes designed to work alongside employment. This gives you an opportunity to improve your knowledge and skills, and ultimately your career prospects, whilst earning a salary.

For more information on apprenticeships, visit www.seevic-college.ac.uk or call the Apprenticeship Team on 01268 756 111.

Whether you're looking to move on in your career, develop exciting new skills or just meet new people, **Seevic** offers a range of courses to suit your needs.



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



Through our partnerships with Anglia Ruskin University and the University of Hertfordshire we deliver Foundation Degrees, Post 16 Teaching Diploma (DTLLS) and Full Time Degrees at our Benfleet Campus.



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 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.



Access to Higher Education

What will I learn?

The Access to Higher Education Diploma helps you to develop your academic skills in preparation for studying a degree at university or college.

The essential skills of academic writing, researching and presenting information are developed in the core studies programme.

You will also study Psychology as a specialist subject.

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 exams.

Progression

After successfully completing this course, students may go on to study for a degree in a range of humanities-based subjects including Law, Psychology, Sociology and many others.



Access to Teaching

What will I learn?

This course gives you the basic requirements for entry into teacher training. You will study two specialist subjects, Human Biology and Psychology, and core subjects Maths, English, IT and Study Skills. To study for a degree in teaching, you need GCSE Maths, English and Science at pass level or equivalent. The Core Studies programme will be taught as part of this course, which ensures you have Maths and English GCSE qualifications that are needed to progress.

Entry Requirements

GCSE Science at pass level or equivalent (Maths and English can be achieved on the Access course). 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 exams.

Progression

After successfully completing this course, students may go on to study for a degree with qualified teacher status (Primary or Secondary).

▶ Access to Midwifery or Nursing

What will I learn?

Midwifery and Nursing are degree entry professions and on the Access programmes we help you to develop the skills and knowledge needed to study successfully at this level.

We help you to improve your key skills in English, Maths, IT and study skills as well as studying Human Biology in depth. The course will develop your essay writing, researching and presentation skills. As part of the course you will undertake a research project on a topic of your choice to develop your independent learning skills.

Entry Requirements

There are no formal entry requirements, although a good understanding of science would be helpful, especially Human Biology. 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 exams.

Progression

The Access to Higher Education Diploma in Midwifery or Nursing will enable you to apply for a Degree course in those subjects, or any health-related Degree programme.

Access to Social Work

What will I learn?

The course will prepare you for study at degree level by improving your key skills in English, Maths, IT and study skills as well as studying Psychology in depth.

The course helps to develop your essay writing, researching and presentation skills. As part of the course you will undertake a research project on a topic of your choice to develop your independent learning skills.

Entry Requirements

There are no formal entry requirements, although relevant work experience would be helpful. 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 exams.

Progression

The Access to Higher Education Diploma in Social Work will enable you to apply for the degree in Social Work course, or any social science degree programme.

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▶ Accounting & Finance Courses

These courses are designed for students who would like to work in the Accounting & Finance industry. **Seevic** also offers an Accounting Apprenticeship.

For more information visit www.seevic-college.ac.uk

Association of Accounting Technicians (AAT) Level 2

What will I learn?

This is a professionally recognised qualification with five units: Basic Accounting I and II, Basic Costing, Computerised Accounting, and Working Effectively in Accounting and Finance.

You will learn a variety of skills, including:

- Preparing and recording financial documentation
- Maintaining and reconciling the cash book
- Maintaining petty cash records
- Processing business transactions and extracting a trial balance
- Maintaining the journal and control accounts
- Providing basic cost and revenue information
- Computerised Accounting
- Working effectively in accounting and finance

Entry Requirements

Learners must be numerate with good reading and writing skills.

Assessment

Tutors will continuously assess and monitor students' progress throughout the course. There are five computer based assessments taken during the year.

Progression

The AAT Level 2 Certificate is well respected by businesses and may help students to obtain employment. Successful students will have the opportunity to progress to the AAT Level 3 Diploma.

Association of Accounting Technicians (AAT) Level 3

What will I learn?

This is a professionally recognised qualification with seven units. You will learn a variety of skills, including preparing final accounts, cash management, providing cost and revenue information, completing VAT returns and professional ethics

Entry Requirements

Students with the following qualifications/experience will be considered:

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

*Students with four years' relevant work experience may be entitled to direct entry.

Assessment

Tutors will continuously assess and monitor students' progress throughout the course. There are seven computer based assessments which will be taken during the year.

Progression

The AAT Level 3 Diploma is well respected by businesses and may help you to obtain employment. Successful students will have the opportunity to progress to the AAT Level 4 Diploma.

Association of Accounting Technicians (AAT) Level 4

What will I learn?

This is a professionally recognised qualification with six units. You will learn a variety of skills, including:

- Preparing and interpreting Financial Statements
- Preparing and reporting on management accounts and budgets
- Dealing with Personal Tax computations
- Analysing data and dealing with variances

Entry Requirements

You must have successfully completed the AAT Level 3 Diploma.

Assessment

Tutors will continuously assess and monitor students' progress throughout the course. There are five computer based assessments taken during the year, and a project.

Progression

On successful completion, students can progress onto higher level professional accountancy qualifications such as ACCA and CIMA Awards.

We may also be able to offer part time (unitised) courses for students who have not yet successfully completed the Level 3 or 4 programmes.

Students will study, revise and complete any outstanding units.



Chartered Institute of Management Accountants (CIMA)

What will I learn?

You will receive expert tuition and study at managerial level. Students will cover six units over the two-year course.

They include: Management Accounting, Financial Accounting and Tax Principles and Financial Analysis.

Entry Requirements

You must have successfully completed the AAT Level 4 Diploma or a recognised degree.

Assessment

Tutors will continuously assess and monitor students' progress throughout the course. There will also be final examinations at the end of each unit.

Progression

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

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

Sage Computerised Accounting Level 1

What will I learn?

The City and Guilds qualification in Sage Computerised Accounting Level 1 will help students to learn about basic bookkeeping using Sage software.

You will learn to:

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

Entry Requirements

There are no formal entry requirements but students need to have a good standard of written and oral English.

Assessment

Tutors will continuously assess and monitor students' progress throughout the course. There is a computer based assessment at the end of the course.

Progression

On successful completion of Level 1, students can progress onto the Level 2 Sage course.

Sage Computerised Accounting Level 2

What will I learn?

The City and Guilds qualification in Sage Computerised Accounting Level 2 will help you to develop your understanding of accounting, using Sage software. You will learn to:

- 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 advices

Entry Requirements

You must have successfully completed the Sage Computerised Accounting Level 1 course or equivalent.

Assessment

Tutors will continuously assess and monitor students' progress throughout the course. There is a computer based assessment at the end of the course.

Progression

On successful completion of this course, students can progress to the next level or to the AAT Level 2 Certificate.

Manual Bookkeeping Level 1

What will I learn?

This is a professionally recognised qualification with five units including preparing and processing bookkeeping documents, making and receiving payments and maintaining petty cash records.

Students will learn skills including how to maintain a two column analysed cash book and reconcile with bank statements, how to process sales and supplier invoices and credit notes and how to process petty cash.

Entry Requirements

There are no formal entry requirements but students need to have a good standard of written and spoken English.

Assessment

Students will be assessed by a combination of assignments and a final examination.

Progression

On successful completion of this course, students can progress on to the IAB Level 2 Award in Practical Bookkeeping, IAB Level 1 Award in Computerised Bookkeeping or to an AAT Accounting course.

Manual Payroll Level 2

What will I learn?

This is a professionally recognised qualification with four units including calculating gross pay, creating an employee payroll record and processing leavers.

Students will learn skills including how to calculate basic pay, overtime payments, statutory and other additional payments, how to create employee payroll records and how to determine income tax, national insurance contributions and other deductions.

Entry Requirements

There are no formal entry requirements but students need to have a good standard of written and spoken English.

Assessment

Students will be assessed by a combination of assignments and a final examination.

Progression

On successful completion of this course, students can progress on to the IAB Level 2 Certificate in Payroll or to an AAT Accounting course.

Computerised Payroll Level 2

What will I learn?

This is a professionally recognised qualification with two units which are computerised payroll theory and computerised payroll skills. Students will learn skills including how to understand organisational procedures for computerised payroll and how to process payroll accurately on a period basis.

Entry Requirements

There are no formal entry requirements but students need to have a good standard of written and oral English.

Assessment

Students will be assessed by an examination at the end of the course.

Progression

On successful completion students can progress to the IAB Level 2 Certificate in Payroll or to an AAT Accounting course.



► Childcare & Teaching Courses

Seevic offers a range of Childcare qualifications for those interested in working, or are currently employed, in an early years or school setting. We also offer a Sector Endorsed Foundation Degree in Early Years for those who have successfully completed Level 3. Not only this, but we offer a range of apprenticeships in childcare and youth work.

Seevic offers teaching courses designed for those who would like to teach in the Lifelong Learning Sector.



Children's & Young People's Workforce Level 2

What will I learn?

You will learn elements of Child Development, Child Protection and Health & Safety, which will lead to a basic understanding of the practice that surrounds caring for children.

Entry Requirements

This qualification is suitable for those working in an early years setting, either paid or as a volunteer, who have no formal qualifications.

Assessment

Assessment is by written work with some direct observation of the learner in the workplace.

Progression

On successful completion of this course, students can progress to the Children's and Young People's Workforce Level 3 Diploma.

Children's & Young People's Workforce Level 3

What will I learn?

You will learn elements of Child Development, Child Protection and Health & Safety, which will lead to a basic understanding of the practice that surrounds caring for children.

On completion of this course, you achieve occupational competence for working in an early years setting.

Entry Requirements

This qualification is suitable for those who have completed Level 2 or equivalent or have considerable experience in early years.

It is designed for people who are already working in a childcare setting or are willing to undertake substantial experience in an appropriate setting.

Assessment

Assessment is by written work with some direct observation of the learner in the workplace.

Progression

On successful completion of this course, students can progress to employment or the Sector Endorsed Foundation Degree in Early Years.

Supporting Teaching & Learning in Schools Level 2

What will I learn?

You will learn about supporting Teachers and Pupils to ensure effective teaching and learning.

Entry Requirements

You need to be employed or work on voluntary basis in a primary, secondary or special school as a teaching assistant. It is recommended that your English Language skills are at GCSE Grade D or above.

Assessment

Assessment is by written work with some direct observation of the learner in the workplace.

Progression

Successful completion of this course offers a progression pathway to the Level 3 Diploma in Specialist Support for Teaching and Learning in Schools.





Specialist Support for Teaching & Learning in Schools Level 3

What will I learn?

You will learn about the key issues in working in schools to support Teachers and Pupils to ensure effective teaching and learning.

Entry Requirements

You need to be employed or work on voluntary basis in a primary, secondary or special school as a teaching assistant. It is recommended that your English Language skills are at GCSE Grade C or above.

Assessment

Assessment is by written work with some direct observation of the learner in the workplace.

Progression

Successful completion of this course offers a progression pathway to the Foundation Degree in Learning Support or Early Years.

Preparing to Teach in the Lifelong Learning Sector (PTTLS)

What will I learn?

On completion of this course, you will achieve either a Level 3 or Level 4 Certificate. You will look at the principles of teaching including the role and responsibilities of teachers, planning and delivering sessions and assessment. The course 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 working studying for a teaching qualification.

Entry Requirements

There are no formal entry requirements for the course but candidates should be over 18.

Assessment

You will be assessed through essays and micro-teaching.

Progression

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

Assessor Award Level 3

What will I learn?

The Level 3 Award in Assessing Competence in the Work Environment is essential for anyone involved in teaching and assessing NVQs. You should hold this qualification in order to ensure competent assessment of 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 that you are assessing.

Assessment

Students will be required to produce a portfolio, and will also be observed by the tutor. There are no external tests.

Progression

You can progress on to the Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice (Verifier Award).

Verifier Award Level 4

What will I learn?

The Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice is essential for anyone that verifies NVQs, in order to verify the subjects competently and meet with awarding body requirements. Subjects covered include Assessors Performance and Meeting External Quality Assurance Requirements.

Entry Requirements

Students must hold the A1 and A2 (or D32/D33) award before they can start this course.

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.

Progression

You can progress on to the Lead Internal Verifier Role (Plan, Allocate and Monitor work in Own Area of Responsibility).





▶ IT Skills Courses

Seevic College offers a range of short IT Courses, to help those students with basic IT skills develop their understanding of a variety of software.

We offer courses to help you improve your knowledge of Microsoft Office programs, Access and Excel, as well as Microsoft Windows 7 Configuration and 3D design software. Each course offers students practical skills that will help create opportunities for employment or promotion, or lead to further qualifications in IT.



Google Sketch-up

What will I learn?

Google Sketch-up is a powerful 3D design program that is used by professionals and hobbyists alike. Students will learn a range of 3D techniques that are relevant to real world applications from re-modeling a room through to designing a house. Students will learn 3D techniques and specialist skills that also relate to the computer games industry.

Entry Requirements

Prospective students do not need to have previous experience of Google Sketch-up, but should have basic IT skills, for example the ability to open and save files.

Assessment

Assessment will be by practical tasks. On completion of the course you will be issued with a college certificate of competence in the use of Google Sketch-up.

Progression

This qualification will naturally lead on to further qualifications in 3D design and employment opportunities.

Microsoft Windows 7 Configuration

What will I learn?

This course is aimed at students who wish to update their IT skills or wish to develop an understanding of how a PC is configured.

You will learn how to install or upgrade windows, deploy Windows 7, configure hardware and applications, connecting to a network, configure access to resources, mobile computing, monitoring and maintenance and backup and recovery.

Entry Requirements

Prospective students do not need to have previous experience with Windows 7, but should have basic IT skills, for example the ability to open and save files.

Assessment

Assessment will be by practical tasks. Students completing the course will be issued with a college certificate of competence in the use of Microsoft Windows 7 Configuration.

You will also have the option of taking the Microsoft exam at an additional cost.

Progression

This course offers students the practical skills that can be used to gain employment or promotion.





Microsoft Office Access 2007

What will I learn?

Students will learn how to design and create databases, work with table fields and records.

Students will also be introduced to data entry rules, basic queries and using forms.

Many other topics will be covered that are in common use in the work place, such as normalising data, creating charts, relational databases and complex queries.

Entry Requirements

Prospective students do not need to have previous experience with Access, but should have basic IT skills, for example the ability to open and save files.

Assessment

Assessment will be by practical tasks. On completion of the course, students will be issued with a college certificate of competence in the use of Microsoft Access. You will have the option of taking a Microsoft exam at an additional cost.

Progression

This qualification will naturally lead on to further Microsoft Office product qualifications, or employment.

Microsoft Office Excel 2007

What will I learn?

This course is ideal for beginners and will take students to an intermediate level of proficiency.

You will learn how to enter and edit text, values, formulas and pictures.

The course will also cover simple functions such as formatting techniques and printing.

You will also learn more advanced techniques such as the inclusion of styles and themes.

Entry Requirements

Prospective students do not need to have previous experience with Excel, but should have basic IT skills for example the ability to open and save files.

Assessment

Assessment will be by practical tasks. On completion of the course, students will be issued with a college certificate of competence in the use of Microsoft Excel and will have the option of taking a Microsoft exam at an additional cost.

Progression

This qualification will naturally lead on to further Microsoft Office product qualifications or employment.

Microsoft Office Word 2007

What will I learn?

This course will be ideal for students who wish to develop skills applicable to a working environment.

Students will learn how to format documents and use the advanced tools available in Microsoft word.

This course is aimed at the beginner to intermediate level.

Entry Requirements

Prospective students do not need to have previous experience with Word, but should have basic IT skills for example the ability to open and save files.

Assessment

Assessment will be by practical tasks on completion of the course students will be issued with a college certificate and will have the option of taking a Microsoft exam at an additional cost.

Progression

This qualification will naturally lead on to further Microsoft Office product qualifications or employment.







▶ Sport & Exercise Courses

With the London 2012 Olympic Games fast approaching, the Sport, Exercise and Leisure industries are continuing to grow from strength to strength. Seevic College provides high quality training in this area and has an excellent range of facilities at its Benfleet Campus, including a fully-equipped fitness suite.

The post-19 courses offered at Seevic are nationally recognised qualifications that can help you to find employment in the Sport, Exercise and Leisure industries. We also offer Sport apprenticeships - visit www.seevic-college.ac.uk to find out more information about Seevic apprenticeships.

Fitness Instructing Level 2

What will I learn?

The Level 2 Certificate in Fitness Instruction is designed for those wishing to work as fitness instructors and possibly progress to becoming a Personal Trainer.

The course includes Anatomy and Physiology, maintaining health safety and welfare in fitness environments, designing effective fitness programmes, and how to deliver effective fitness sessions to clients.

The course contains both theoretical and practical elements.

Entry Requirements

You will be asked to attend an interview. Candidates should be a regular gym user and preferably have a Level One YMCA qualification in Gym Instruction.

Assessment

You will be assessed the following ways:

- Multiple choice theory paper/e-assessment
- Practical examination
- Worksheets.

Progression

The successful candidate can seek employment as a qualified Gym Instructor or progress onto the Level 3 Certificate in Personal Training delivered at Seevic.



Personal Training Level 3

What will I learn?

The YMCA Level 3 Certificate in Personal Training is designed for experienced fitness instructors who have the ambition of being a Personal Trainer.

The course includes Anatomy and Physiology and Nutrition.

Entry Requirements

Prospective students must have the Level 2 YMCA Certificate in Fitness Instructing.

All candidates need to attend an induction talk and interview to assess their suitability for the course.

Assessment

You will be through written and practical examinations.

You will also be expected to complete a case study.

Progression

Successful students can register as Personal Trainers and will be able to work within health club or on a self-employed basis.

This course is REPS registered and is therefore recognised in the industry.

Treatment & Management of Sports Injury Level 2

What will I learn?

This course has been developed in partnership with the Football Association (FA).

On completion of the course, you will achieve the Football Association Level 2 Certificate in Treatment & Management of Sports Injury.

The programme will help to develop your understanding of:

- The basic treatment of injuries
- The code of ethics for therapy
- Basic anatomy, kinesiology, pathology and recognition of injuries
- How to manage and prevent injury.

Entry Requirements

You should hold a current Emergency First Aid Certificate or equivalent.

You must also have evidence of attending the FA Workshop 'Child Protection and Best Practice'.

Assessment

You will undertake a simulated practical injury/management scenario, during which you will be observed and then questioned. You will also sit a written theory paper.

Progression

On completion of this course, students can progress on to the Level 3 Certificate in the Treatment & Management of Injury.

This course will also help you to gain paid or unpaid employment as a football therapist.



Massage Techniques Level 3

What will I learn?

The ITEC Level 3 Diploma in Massage Techniques enables candidates to gain the practical and theoretical skills necessary to provide massage treatments for the purposes of relaxation and stress release. It qualifies learners to gain employment in health clubs, spas, health clinics. This qualification is a licence to practice.

Entry Requirements

It is recommended that candidates should have achieved a level of education equivalent to five GCSEs at grade A-C prior to commencing the ITEC Level 3 Diploma in Massage Techniques; however exemptions may be made for adult returners with experience in the work place.

Assessment

Assessment is through coursework assignments, practical assessments and a multiple choice test.

The assessment includes anatomy, principles of complementary therapies and Health & Safety.

Progression

On completion of this course, you may progress onto another ITEC award or equivalent at Level 3, such as:

- Aromatherapy
- Reflexology
- On-Site, Lymphatic Drainage, Sports or Thai Massage
- Infant & Child Massage
- Healthy Eating & Wellbeing for the Complementary Therapy Client

Sports Officials in Football Level 2

What will I learn?

The Level 2 Certificate for Sports Officials in football will develop your understanding of the principles and ethics as well as the practical aspects of football officiating. You will learn how to self-assess and evaluate your football officiating skills.

Entry Requirements

If you are over 16 years of age and have experience as a football match official, or you are a student in further or higher education studying sports-related qualifications, this course is designed for you.

You are encouraged to have completed the Level 1 Certificate for Match Officials in Football and must have completed the FA Basic Referees' Training Course or completed both tiers of the FA Two Tier Training Course prior to enrolment.

Assessment

You will referee at least three open-age, 11-a-side football matches to the required standard, during which you will be observed. You will also produce a portfolio and sit a written examination.

Progression

The qualification forms part of a structured and progressive programme of football qualifications, offering access to involvement in the national game. It is a stepping-stone towards the FA's Referee qualification. When you have completed this course, you are eligible for membership and benefits of the FA Match Officials Association (FAMOA).

Understanding Stewarding at Spectator Events

What will I learn?

You will be given training on how to work in the events industry as a steward. You will take part in trips to music and sporting venues, and guest talks from experienced industry personnel.

As part of the UK-wide "Bridging the Gap" project, students who successfully complete this course will be entered in to a database of stewards for the London 2012 Olympic and Paralympic Games. You will learn how to prepare for spectator events, control the entry, exit and movement of spectators and respond to potential problems, injuries and illnesses.

Entry Requirements

You must be 18 years of age or over prior to certification. This prerequisite is a requirement of the industry, as students are not legally permitted to work as a steward unsupervised if under the age of 18.

Assessment

You will be assessed through a range of practical and theoretical tasks.

Progression

You may wish to progress onto the 1st4sport Level 3 NVQ in Spectator Safety or 1st4sport Certificate in First Aid for Sport (FAS).

With the Olympics 2012 in London and the Commonwealth Games coming to Glasgow in 2014, students will be well positioned for the rise in demand for trained stewarding staff. This qualification is a licence to practice.



Course
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Course Fees, Dates and Locations

Course	Start date	Hours & time	Course weeks	Course day(s)	Location	Fees	Code
Access to HE	Monday 12 September 2011	9.30am – 3pm	34 weeks (One year)	All day Monday and Friday, plus two half days	Benfleet Campus	£1900 plus book deposit of £45 repayable at end of course	ACAFFP
Access to Midwifery/Nursing	Monday 12 September 2011	9.30am – 3pm	34 weeks (One year)	All day Monday and Friday, plus two half days	Benfleet Campus	£1900 plus book deposit of £45 repayable at end of course	ACAFFP
Access to Social Work	Monday 12 September 2011	9.30am – 3pm	34 weeks (One year)	All day Monday and Friday, plus two half days	Benfleet Campus	£1900 plus book deposit of £45 repayable at end of course	ACAFFP
Access to Teaching	Monday 12 September 2011	9.30am – 3pm	34 weeks (One year)	All day Monday and Friday, plus two half days	Benfleet Campus	£1900 plus book deposit of £45 repayable at end of course	ACAFFP
AAT Level 2	Wednesday 14 September 2011	6.30pm – 8.30pm	34 weeks (One year)	Wednesdays and Thursdays	Benfleet Campus	£800 including exam fees* (but not the cost of AAT Membership or books)	N2AATP
AAT Level 3	Wednesday 14 September 2011	6.30pm – 9.30pm	34 weeks (One year)	Wednesdays and Thursdays	Benfleet Campus	£1,000 including exam fees* (but not the cost of AAT Membership or books)	N3AATP
AAT Level 4	Wednesday 14 September 2011	6.30pm – 9.30pm	34 weeks (One year)	Wednesdays and Thursdays	Benfleet Campus	£1,200 including exam fees* (but not the cost of AAT Membership or books)	N4AATP
Chartered Institute of Management Accountants (CIMA)	Monday 2 January 2012	6.30pm – 9.30pm	34 weeks (One year)	Mondays and Wednesdays	Benfleet Campus	£1,50	LCIMAP
Sage Computerised Accounting Level 1	Monday 26 September 2011 Monday 20 February 2012	6.30pm – 8.30pm	34 weeks (One year)	Mondays	Benfleet Campus or New Campus Basildon	£200	September L1SAG1 February L1SAG2
Sage Computerised Accounting Level 2	Wednesday 28 September 2011 Wednesday 22 February 2012	6.30pm – 8.30pm	34 weeks (One year)	Wednesdays	Benfleet Campus or New Campus Basildon	£200	L2SAG2
Manual Bookkeeping Level 1	September 2011	6.30pm – 9.30pm	8 weeks	Mondays	Benfleet Campus	£200	L1BKAP
Manual Payroll Level 2	September 2011	10am – 1pm	8 weeks	Saturdays	New Campus Basildon	£200	NCBA02
Computerised Payroll Level 2	September 2011	9am – 12pm	8 weeks	Saturdays	New Campus Basildon	£200	NCBA01

* All Accounting (AAT) students must register with the Association of Accounting Technicians. Contact AAT Direct on 0845 8630 800 for membership details.

NB: Fees include cost of exams unless otherwise stated. Students who wish to access the College library must pay a refundable resource fee of £45.

All information given in this publication is believed to be accurate at the time of going to print. For latest fees and times of courses, please contact Seevic College or visit www.seevic-college.ac.uk

Course	Start date	Hours & time	Course weeks	Course day(s)	Location	Fees	Code
Children's & Young People's Workforce Level 2	Tuesday 20 September 2011	9.30am - 12.30pm	32 weeks	Tuesdays	Benfleet Campus	£1,150**	L2CWDP
Children's & Young People's Workforce Level 3	Tuesday 20 September 2011	9.30am - 12.30pm	32 weeks	Tuesdays	Benfleet Campus	£1,550**	L3CWDP
Supporting Teaching & Learning in Schools Level 2	September 2011	12.30pm – 3.30pm	32 weeks	Wednesdays	Benfleet Campus	£1,215	C2CTAP
Supporting Teaching & Learning in Schools Level 3	September 2011	12.30pm – 3.30pm	32 weeks	Wednesdays	Benfleet Campus	£1,315	D3STLP
Preparing to Teach in the Lifelong Learning Sector	Monday 3 October 2011	3pm – 5.30pm	12 weeks	Mondays	Benfleet Campus	£260 plus book deposit of £45 repayable at end of course	A3PTLP
Assessor Award Level 3	On a rolling basis as required	On a rolling basis as required	On a rolling basis as required	To be agreed with candidate	Benfleet Campus	£895	L3AA1P
Verifier Award Level 4	On a rolling basis as required	On a rolling basis as required	On a rolling basis as required	To be agreed with candidate	Benfleet Campus	£895	L4AV1P
Google Sketch-up	Saturday 5 November 2011	9.30am – 12.30pm	6 weeks	Saturdays	New Campus Basildon	£135 plus materials cost where applicable	NCMA02
Microsoft Windows 7 Configuration	Saturday 12 November 2011	9.30am – 12.30pm	10 weeks	Saturdays	New Campus Basildon	£135 plus materials cost where applicable	NCMA05
Microsoft Office Access 2007	Saturday 14 January 2012	9.30am – 12.30pm	6 weeks	Saturdays	New Campus Basildon	£135 plus materials cost where applicable	NCMA04
Microsoft Office Excel 2007	Saturday 5 November 2011	9.30am – 12.30pm	6 weeks	Saturdays	New Campus Basildon	£135 plus materials cost where applicable	NCMA03
Microsoft Office Word 2007	Saturday 17 November 2011	9.30am – 12.30pm	6 weeks	Saturdays	New Campus Basildon	£135 plus materials cost where applicable	NCMA01
Fitness Instructing Level 2	September 2011	9.15am – 4.15pm	18 weeks	Saturdays	Benfleet Campus	£700	L2FIG1
Personal Training Level 3	September 2011	9.15am – 4.15pm on Saturdays, 6pm – 8pm on Wednesdays	20 weeks	Saturdays and Wednesdays	Benfleet Campus	£1,400	L3PTRP
Treatment & Management of Sports Injury Level 2	Throughout academic year 2011/12	10am – 2pm	4 weeks	Saturdays	New Campus Basildon	£380	NCPA01
Massage Techniques Level 3	Throughout the academic year 2011/12	9am – 4pm on Saturdays, one evening a week 6pm – 9pm	36 weeks	Saturdays and one evening a week	New Campus Basildon	£1,600	NCPA04
Sports Officials in Football Level 2	October 2011	9am – 1pm	6 weeks	Saturdays	New Campus Basildon	£500	NCPA03
Understanding Stewarding at Spectator Events	Throughout the academic year 2011/12	10am – 1pm	13 weeks	Saturdays	New Campus Basildon	£450	NCPA02

**Students working in childcare settings in Essex may receive assistance from the local authority.

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Support & Guidance



A range of support is available to Adult learners through Student Services. Should you require advice and guidance around issues relating to finance, funding entitlements, careers or opportunities to learn please speak to one of our Student Advisors.

We also recognise that returning to education can be a daunting prospect so please feel free to ask us any questions you may have about studying at Seevic College, how we do things and the support we can offer. Please visit www.direct.gov.uk for the most up to date information regarding financial support for adult students.

Additional Financial Information

The refund of fees is subject to the College's refund policy. This is available to view on the college's website, www.seevic-college.ac.uk listed under Adult Course Fees. Printed versions are also available from the Finance Office - please contact 01268 756 111

Ethnicity (please indicate by placing a tick next to the description which you feel most closely describes your ethnicity)

- | | | |
|---|---|---|
| <input type="checkbox"/> White – British | <input type="checkbox"/> White and Asian | <input type="checkbox"/> Asian/Asian British – Chinese |
| <input type="checkbox"/> White – Irish | <input type="checkbox"/> Any other Mixed/multiple ethnic background | <input type="checkbox"/> Any other Asian background |
| <input type="checkbox"/> White – Gypsy or Irish Traveller | <input type="checkbox"/> Asian/Asian British – Indian | <input type="checkbox"/> African |
| <input type="checkbox"/> Any other white background | <input type="checkbox"/> Asian/Asian British – Pakistani | <input type="checkbox"/> Caribbean |
| <input type="checkbox"/> White and Black Caribbean | <input type="checkbox"/> Asian/Asian British – Bangladeshi | <input type="checkbox"/> Any other Black/African/Caribbean background |
| <input type="checkbox"/> White and Black African | | |

Eligibility

Have you been legally resident in the UK/EU for the last three years? Yes No

Disability

Do you have a disability that 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 4 – BTEC National HNC/HND, First degree, Higher Education certificate or diploma, NVQ Level 4, Teaching qualifications (Including PGCE) |
| <input type="checkbox"/> Below entry level | <input type="checkbox"/> Level 5 – Higher Degree, NVQ Level 5, Other High Level professional qualifications |
| <input type="checkbox"/> Entry level | <input type="checkbox"/> Qualifications not known |
| <input type="checkbox"/> Level 1 – GCSE/O Level Grades D-G, 1 AS Level, CSE below Grade 1, NVQ Level 1, BTEC Intro | <input type="checkbox"/> Other Qualification (Level 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, Higher Diploma | |
| <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, Advanced Diploma | |

Student Declaration (please ensure all sections of this form are completed and the student declaration 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

Date

For office use only

Signed Registry:

Signed as Input MIS:

Finance Receipt Np:

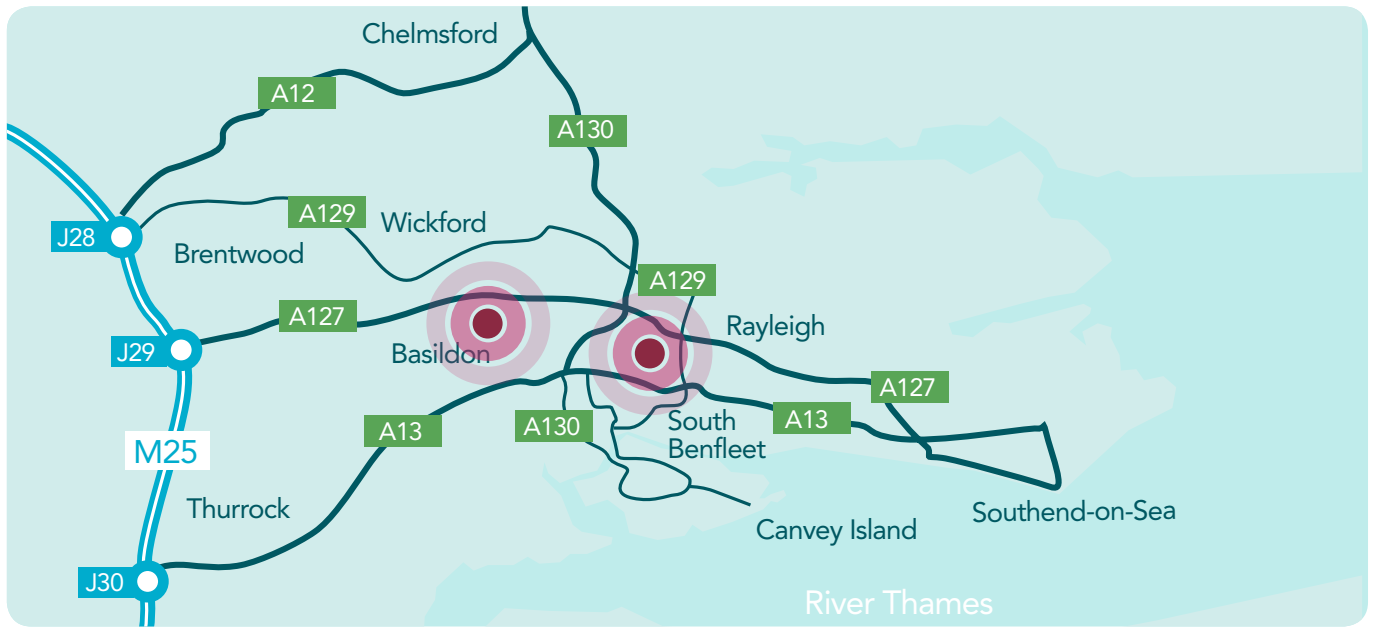
Please tick the appropriate box below to indicate how you found out about this course

- | | |
|---|----------------------------------|
| <input type="checkbox"/> Supermarket display | <input type="checkbox"/> Website |
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> Radio |
| <input type="checkbox"/> Family/Friends | <input type="checkbox"/> Other |
| <input type="checkbox"/> Careers Service | |
| <input type="checkbox"/> Received adult guide in the post | |



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

Edited by Samantha Doe, Laura Metcalf and Ann Tooby
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The information given in this publication is believed to be accurate at the time of publication, but this does not preclude changes being made at a later date. Seevic College is constantly reviewing and developing the courses and programmes that it offers.
Contact the College for details of the latest developments.

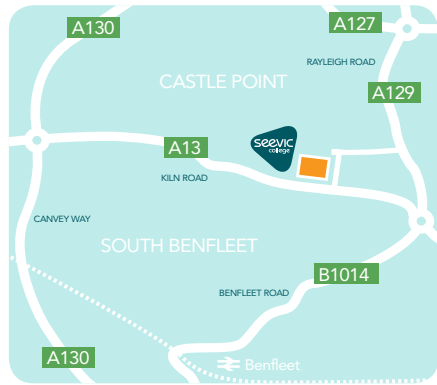


New Campus Basildon

Church Walk House, Church Walk,
Great Oaks, Basildon, Essex SS14 1XA
T 01268 240 300 F 01268 534 022

The Icon, Southernhay,
Basildon, Essex SS14 1FG
T 01268 882 622 F 01268 565 515

E questions@newcampusbasildon.ac.uk
www.newcampusbasildon.ac.uk



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