

2012/13

# new college durham higher education guide

full and part-time programmes

# welcome

IT'S GOOD TO HEAR THAT YOU'RE CONSIDERING  
NEW COLLEGE DURHAM AS A PLACE TO STUDY.

Our multi-million pound campus is designed to provide you with top class facilities and resources. We can also provide you with flexible study options so you can fit your education around your work or family life.

Come and see what we have to offer at one of our open events. Our Information and Advice events take place on the first Tuesday of every month, 5.00-7.00pm (see page 10 for full details). See our website for specific Higher Education open events, which are held throughout the year.

At the time of publication the details of our fees for 2012/13 were not finalised.

For more information call 0191 375 4040 or visit [newcollegedurham.ac.uk](http://newcollegedurham.ac.uk)

Our UCAS institution code is **N28**. Our UCAS institution name is **NCD**.

This publication is available electronically in the Downloads section of our website.

We will consider any request for this document to be available in an alternative format - please call 0191 375 4040/minicom 0191 383 2371.

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Every effort was made to ensure that the information in this guide was correct at the time of going to print (April 2011). New College Durham reserve the right to amend information at any time.

# qualifications

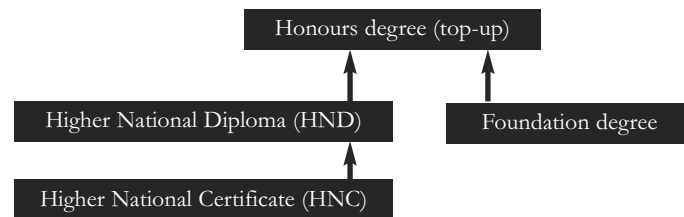
## PROVIDING YOU WITH THE RIGHT SKILLS.

Our qualifications are work-related, enhancing your employability by giving you the skills to take on a new career, or progress in your existing one.

Higher education qualifications are valued by employers and can also count towards membership of professional bodies.

The Higher Education awards detailed in this prospectus are validated by a number of awarding bodies. Details of the validating body are listed against each programme.

You may find the progression diagram below helpful in understanding how higher education qualifications relate to each other.



## Honours Degree

The College offers top-up honours degrees in a variety of subject areas. Honours degrees (BA - Bachelor of Arts/BSc - Bachelor of Science) help you develop a thorough understanding of a subject. They are also known as 'first' degrees and are the most common higher education qualification. They are normally three year full-time programmes. Each year is divided into two semesters with assessments at the end of each semester. Many degrees are subject-based, rather than focused on a specific profession, and can offer a wide range of employment options.

## Foundation Degree

Foundation degrees are employment-related higher education qualifications that provide professional development in a broad range of vocational areas. They are normally of two years full-time or three years part-time duration. Many people choose to study part-time or by flexible learning, often while working. Foundation degrees are valuable qualifications with progression available to a relevant honours degree programme or other higher level qualifications.

## HNC

A Higher National Certificate (HNC) is normally a two-year part-time advanced course. This award is based on assessments rather than examinations. A HNC will allow entry onto the second year of a relevant HND programme or progression to the first or second year of a degree programme.

## HND

A Higher National Diploma (HND) is a one-year programme. This award is also based on assessments rather than examinations. A HND can allow entry onto the second or third year of a relevant degree programme.

# academic quality and success

## AN EXCELLENT REPUTATION FOR ACHIEVEMENT.

We are one of the leading colleges of further and higher education in the North East with an excellent reputation for achievement. Of our higher education students, 94% successfully achieved their qualification in the academic year 2009/10.

The latest review of the College's higher education provision by the Quality Assurance Agency (QAA) expressed Confidence in the academic standards and quality of learning opportunities at the College, which is the highest judgement available. We are proud of the high academic standards we achieve and are constantly striving to ensure our students receive the best possible learning experience.



# information & advice events

WE ARE LOOKING FORWARD TO MEETING YOU.

If you are thinking of studying at New College Durham, come and see us at one of our Information and Advice events. Meet our staff, tour the campus and find out what we can offer you. Bring your family and friends along too.

Events take place from 5.00pm until 7.00pm.

Tuesday 4 October 2011  
Tuesday 1 November 2011  
Tuesday 6 December 2011  
Tuesday 10 January 2012  
Tuesday 7 February 2012  
Tuesday 6 March 2012  
Tuesday 27 March 2012  
Tuesday 1 May 2012  
Tuesday 12 June 2012  
Tuesday 3 July 2012

There will also be dedicated Higher Education information and enrolment events in late August/early September. Please visit our website for further details.



# we value your experience

## UNLOCK YOUR POTENTIAL.

We seek to enable all those who can benefit from a higher education experience to be able to do so. Our entry requirements are designed to give credit for both the qualifications you hold and any relevant experience you have.

We recognise that mature students and those with a wealth of work experience but no formal qualifications, usually have a high level of motivation and commitment and have a lot to offer our student community.

We are passionate about widening participation in higher education and therefore entry requirements for mature students are more flexible. So don't let age or academic qualifications prevent you from achieving your personal and professional goals.

If you think you've missed your chance to experience higher education, think again.



# great employment prospects

## PREPARING YOU TO SUCCEED

All our qualifications are focused towards a particular career and our programmes are developed in consultation with local employers. This ensures that the course you are studying prepares you directly for employment and makes you more employable. Our experienced staff will explore contemporary issues and practice in your subject area with you, ensuring that you graduate with the knowledge and skills that employers are looking for.

Higher education will offer you the opportunity for professional development and achievement and will open up lots of opportunities for you. Studying for a higher education qualification whilst working can offer you a fast track route to furthering your career or pursuing a new one.



# a worthwhile investment

## INVEST IN YOURSELF AND DO SOMETHING DIFFERENT.

Our higher education programmes provide real value for money. We set our fees at an affordable level to minimise your study costs without sacrificing the quality of learning you deserve.

**Financial help is constantly changing. For the most up to date information and forms visit the Government's website [www.direct.gov.uk/studentfinance](http://www.direct.gov.uk/studentfinance).**

### All progressing full-time students

If you are commencing the second year of a foundation degree, HNC programme or accessing a top-up degree (after studying a foundation degree, HNC or HND at New College Durham), the tuition fees and financial arrangements will be set at the 2011/12 fee rate plus inflation. You may be eligible to receive a non-means tested bursary and a further bursary for those who receive a full maintenance grant.

### New applicants

Different tuition fees and financial arrangements apply to new applicants that are not currently studying a higher education programme at the College.

Please see our website for full details or contact our Finance Office on 0191 375 4068 or email [income@newdur.ac.uk](mailto:income@newdur.ac.uk).

For information on NHS Bursaries and Grants go to [www.nhsbsa.nhs.uk/students](http://www.nhsbsa.nhs.uk/students).

### *Tuition Fees Loan*

All eligible full-time students can now get a student loan for tuition fees (sometimes known as a 'tuition fee loan') to cover the full amount charged, so you do not need to find the money for fees either before or during your course. You won't have to start making repayments until you've left your programme and are earning over a certain amount, currently £15,000 a year, but is likely to rise to £21,000 for entrants in 2012.

### *Maintenance Loan (Living Costs)*

You can apply for a maintenance loan (also known as a 'living cost loan') to cover the cost of living expenses. The repayment system is the same as for the tuition fee loan. Currently you don't have to start any repayments until you have completed your programme and are earning over £15,000 a year, but is likely to rise to £21,000 for entrants in 2012.

### *Maintenance Grant*

Most full-time students are likely to be eligible for a yearly maintenance grant, towards living expenses. This grant is non-repayable. How much you can get depends on your household income.

### **Part-time students**

If you are a part-time higher education student, financial help is available towards your fees and other costs related to your programme. How much you can get depends on your household income and the type of programme you study.

You may be able to receive a fee grant and a course grant. You do not have to repay these. The fee grant can help pay for your tuition fees. The course grant can help pay for other study costs such as books, materials and travel. If you receive a fee grant that does not cover the fees charged to you, you may be able to get extra money through the Additional Fee Support Scheme. To apply for the fee and course grants, you and your course must be 'eligible'. For further information log onto [www.newcollegedurham.ac.uk](http://www.newcollegedurham.ac.uk). The Government is currently considering extending the student loans system to part-time students from 2012. For the latest information log onto [www.direct.gov.uk/studentfinance](http://www.direct.gov.uk/studentfinance).

### **Access to Learning Fund**

Full and part-time students may get help from the Access to Learning Fund. Contact the Access Fund Administrator on 0191 375 4205 or email [access.fund@newdur.ac.uk](mailto:access.fund@newdur.ac.uk).

### **Fees**

For fee information relating to your programme, log onto [www.newcollegedurham.ac.uk](http://www.newcollegedurham.ac.uk) and download our latest fees list from our Fees and How to Pay section. If you would like help with information concerning fees contact our Finance Office on 0191 375 4068 or email [income@newdur.ac.uk](mailto:income@newdur.ac.uk).

### **Funding Advice**

You can contact our Funding and Welfare Advisors for funding advice at ASC (Advice Support Careers) on 0191 375 4400 or email [asc@newdur.ac.uk](mailto:asc@newdur.ac.uk).

### **EU and International students**

The same fee policy applies for European and International students. International students will incur additional costs relating to student visa requirements. These requirements are set by the UK Border Agency. For more information contact our International Office on 00 44 (0)191 375 4157, email [international@newdur.ac.uk](mailto:international@newdur.ac.uk) or visit [www.newcollegedurham.ac.uk/international](http://www.newcollegedurham.ac.uk/international).

# campus life

## AN IMPRESSIVE CAMPUS WITH ALL THE FACILITIES YOU NEED.

Our light and spacious campus offers an impressive range of buildings, facilities and resources to give you a dynamic and stimulating learning environment. It also offers a one-stop shop for all the services and amenities you need.

Our outdoor piazza areas with seating, provides space for you to relax and meet friends between lectures (weather permitting, of course). You will have access to a wide range of facilities including Global Travel our travel agency, Halo our hair and beauty retreat, Steps2Fitness gym and dance studio, and Bright Beginnings our children's nursery. There are also restaurants, cafes and shops, plus free parking.



## Campus life

### Eating

You'll be spoilt for choice when looking for a bite to eat...

Le Nouveau Restaurant, situated in the East Mall, is where our Hospitality and Catering students use the finest and freshest ingredients to give you a meal that you'll want to savour, and at a price you will enjoy just as much. The restaurant can accommodate 60 diners and serves morning coffee, fine cuisine evening meals and also caters for private functions.

Contact 0191 375 4095 for further details.

The Mix is the main eating place and offers everything from a full English breakfast to traditional hot dishes such as Shepherd's Pie, carved roast beef or fish and chips. Our chefs cook in front of you on a daily basis at our Live Theatre section. Also look out for our wide range of freshly prepared healthy sandwiches, jacket potatoes and salads.

Costa Coffee, also in the East Mall, is our stylish high street style coffee bar which serves a range of freshly ground and speciality coffees, teas and juices. If you fancy a sweet or savoury light bite we have freshly made panini's, scones, muffins and filled bagels.

Located close to Costa Coffee is the Pod, our recently re-furnished retail shop. It sells a wide range of 'grab and go' hot and cold snacks and drinks, with newspapers and magazines, as well as some essential items.

Cafeology.com, situated on the ground floor of the Sports and Music Building, is where you should head if you want to chill out in relaxing surroundings. Serving a wide range of hot and cold food and drink, with offers to suit your budget, you are sure to find something tasty to eat.



## Campus life

### Halo

Halo, our hair and beauty salon, is located in the West Mall of the Main Building. It is a tranquil environment and the perfect place to relax and unwind. The salon offers an extensive range of treatments at reduced prices - from manicures to massages and from cuts to colours.

See our website for price and treatment information or contact Halo on 0191 375 4295.

### Global Travel

Go places with our very own travel agency, Global Travel. We can arrange your flights, rail and coach travel, weekends away, package holidays, car hire, travel insurance and much more, all at very competitive prices. Global Travel is part of the UK Global Travel Group PLC and is a fully bonded travel agency.

Contact 0191 375 4555 for further details.

### Sport

We have a fully equipped gymnasium and we run fitness classes and other recreational activities in our Steps2Fitness sports centre, located in the Sports and Music Building. For the more energetic, a wide range of social and competitive sport teams for both students and staff are provided by the Sports Development Officer.

Contact 0191 375 4479 for further details.

### Nursery

Our on-site nursery, Bright Beginnings, is an Ofsted registered nursery. It has 54 places providing full day care for children aged from birth to 4 years 11 months. We provide a high standard of care and education in a safe, secure and happy environment. We offer full time and part time places.

Contact 0191 375 4429 for further details.



## Campus life

### **Learning Resources Centre**

Our Learning Resources Centre (LRC) is located in the West Mall of the Main Building and is home to the Library and e-Learning Centre.

### **The Library**

The Library provides you with access to a variety of information resources. We have over 65,000 books, subscribe to over 200 journals and have online resources too. There are places for you to study in groups or quietly on your own.

### **Online Catalogue**

Our online library catalogue, Heritage, lets you manage your own account; you can check or renew your loans and make reservations, even when you are not in College. And if we don't have the books or articles you require, you can request them online and we will borrow them for you from another library.

### **Online Databases & Electronic Journals**

We subscribe to a variety of online databases and electronic resources for up-to-date reports and articles which can help you with your studies. These include Mintel, Marketline, Britannica Online, InfoTrac and many others. They can be easily accessed through any College PC and with an Athens account, you can use them off campus too.

### **e-Learning Centre**

The e-Learning Centre offers free access to over 180 networked computers, all with Internet access and email facilities. You can also use the printers and scanners and you can book computers in advance, so you can manage your learning effectively. You can also find other networked computers in various locations around the College.

### **WiFi**

You can get a high speed wireless connection to the Internet anywhere in the Learning Resources Centre. Just ask staff in the e-Learning centre to find out more.

### **NCD Online**

You will have your own log in and access to NCD Online, our Virtual Learning Environment for online course information, access to LRC resources, notice boards and communication with your lecturers and other students.

### **Remote Access**

You are fully supported off campus too as you can access NCD Online, Heritage catalogue and other online resources from home or another remote terminal any time you like.

# student life

## Student life

A DIVERSE AND STIMULATING STUDENT COMMUNITY.

We are very proud of our vibrant and culturally diverse student community.

More than half of our higher education students are part-time and are combining study with work or family commitments. Classes are arranged at times to suit this group of people, usually afternoon/evening time.

Full-time students study during the day when the College is at its busiest. Although most of our full-time higher education students are from the North East, around a quarter of them are from outside the region.

### International Students

We have approximately 200 international students coming from across the European Union and from other parts of the world. They come to join our excellent programmes of study and to experience the rich culture that Durham and the North East of England has to offer. UK students are also given the opportunity to undertake periods of study in another EU country as an Erasmus student at one of our European partner institutions.

### Students' Union

Our Students' Union is for the benefit of all our students. It plays an active part in the life of the College and in its support of the local community. Throughout the year the Students' Union organises a range of social, cultural and sporting events and activities.

As a student of New College Durham and a National Union of Students (NUS) card holder you can also visit the various college bars at Durham University and other University Student Unions. Look out for generous student discounts at shops, bars and places of interest throughout Durham and beyond.

### Graduation Ceremony

Every student successfully completing their higher education programme of study is invited to attend our prestigious graduation ceremony, in order to celebrate their achievement. These ceremonies take place in July and November (the ceremony you will be invited to depends on the date of your programmes' examination board).

### Diversity and Difference

At New College Durham we strongly believe that everyone is entitled to:

- Be treated with respect
- Be regarded as of equal value
- Work and learn in an environment that is free from harassment and discrimination.

The College actively celebrates diversity and promotes equality of opportunity for everyone, whatever their race, religion, age, marital status, intellectual or physical capability, political beliefs, sexual orientation, social or cultural background.

All students and staff are responsible for ensuring that they:

- Do not discriminate against or harass others
- Actively discourage any discriminatory behaviour
- Report any incidents of harassment or discrimination - all such incidents are considered to be serious misconduct and will be dealt with promptly.

As a student you will have an important part to play in helping us to create a college environment which welcomes, values and builds on Diversity and Difference.

# looking for help?

asc advice support careers



WE'RE HERE FOR YOU.

We have a comprehensive range of support services, so there is always help available for any problems or issues you have during your time with us.

#### Contact with teaching staff

All teaching staff have an open access policy, which means you can arrange a one-to-one or individual support when you need it.

The classes on our higher education programmes are generally small with informal groups, which enable you to establish good relationships with your lecturers and other students on your course. You'll also meet with your Personal Tutor at frequent intervals throughout each semester, to obtain feedback on your course work and assignments, and to raise any issues or problems that you have.

#### ASC (Advice Support Careers)

ASC offers advice on student finance, careers and course guidance, future study options and employment applications.

If you are considering a programme of study you can contact ASC advisers to discuss financial support and your career plans and aspirations. We also offer advice whilst on your programme of study if you are worried about any personal issues including mental health.

You can contact a member of the ASC team on 0191 375 4400, email [asc@newdur.ac.uk](mailto:asc@newdur.ac.uk) or call into ASC next to Main Reception situated in the Main Building.

All ASC services are free, impartial and confidential and will take into consideration all your specific individual circumstances.



# student support

WE'LL DO EVERYTHING WE CAN TO HELP YOU.

We are fully committed to helping you get the best out of your learning experience and we have an extensive range of support available for all students.

We offer higher education academic study support, including:

- Academic/essay writing, assignment/essay planning and essay structuring
- Report writing
- The Harvard System (references and bibliographies)
- Information retrieval and literature searching
- Writing Literature Reviews
- Online database interrogation
- Presentation skills
- Reading efficiently
- Revision and examination skills.

For further information contact 0191 375 4373.

For students with disabilities and/or specific learning difficulties we also offer a range of services, including:

- Advice and support pre-entry, on-course and for progression to further study
- A team of specialist support tutors
- In-class support, readers and note takers
- Communication support workers
- Audio equipment and specialist computer software
- Assessment and examination arrangements
- Parking spaces for disabled drivers
- Loop systems available on request.

For further information or to discuss your individual needs contact Learning Support on 0191 375 4380 or email [support@newdur.ac.uk](mailto:support@newdur.ac.uk).



# student profiles

FIND OUT WHAT OUR STUDENTS THINK OF US.



**Stella Jones**  
**BA (Hons)**  
**Business Management in Housing**

When my company offered me the opportunity to gain further qualifications, I came to New College Durham and initially completed a Foundation degree in Housing. As part of this course I achieved an APEX qualification which got me my membership to the Chartered Institute of Housing. This was particularly useful to me, I wanted to continue my studies here and am now studying for my BA (Hons) Business Management in Housing.

I have been very impressed with the standard of teaching here and enjoyed the learning experience. The facilities here are very good, particularly the library and the computer access. The building is nice and modern and I've got to know my tutors well over the last five years. I think the course is very well structured as it incorporates specific housing modules but also general business modules. I would recommend anyone wanting to study higher education to come to New College Durham.



**Gemma Mitchell**  
**Level 4 Higher National Certificate (HNC)**  
**Electrical Engineering**

After having my children I took a career break and when I decided to return to work I wanted a career change. My family are all involved in electrical engineering and this influenced me to look for a course in that area. Firstly I completed a BTEC National Diploma in Electrical Engineering at New College Durham and really enjoyed it. I knew that I wanted to continue my studies in Electrical Engineering so I progressed to the HNC.

I've found my time at College to be very positive; the other students have been friendly and the staff are really helpful. The tutors have an open door policy so it's easy to talk to them if I need help or advice. It's a great environment to study in as it has a relaxed atmosphere and I found the colour coding very helpful in finding my way around. I also have my child in the College nursery, which is very convenient as it's located on-site.



**Graham Harris**  
**Foundation Degree**  
**Graphic Design**

Originally from North Carolina, I have lived in the UK for 5 years. I used to work in sales but wanted a complete career change, so I looked around the colleges in the region and thought that New College Durham was the best.

When I first enquired about coming to study at New College Durham my course leader was so passionate about the course that I knew I definitely wanted to come here. Due to international regulations, I had to wait 3 years to get onto the course but the College's Advice, Support, Careers (ASC) team and my course leader were really helpful in getting my application approved.

What I really like about the course is that some of our work is for real clients. I've already had some of my work used by companies and this not only looks good in my portfolio but has also given me confidence that I have made the right choice in graphic design as a career. I think the College's facilities and equipment are particularly good. The College is easy to get to, there are plenty of parking spaces and it's well laid out. I've really enjoyed my time here and have gained lots of useful knowledge in addition to the qualification.



**Nadja Zimmermann**  
**BA (Hons) Management,**  
**Business and Administration**

I did an internship at the College's International Office as part of my 3 year course in Germany as International Administration Manager – ESA (equivalent to Foundation Degree). This led to my decision to study on the one year Top-Up degree at New College Durham to enhance my knowledge and expertise.

Studying in a different country is a great addition to my CV and it also gave me an insight into the British culture and the British 'way of learning'. The course is built on a good mix of lectures, seminars and individual study and we are often encouraged to work in groups. All the modules link perfectly into each other and are well structured. I felt that it is advantageous that a lot of lecturers have an appropriate working background of the modules they are delivering. I'm currently the President of the College's Society of International Students (SOIS) which is a subdivision of the Students' Union and I'm also the Student Representative for my course.



**Kirsty May**  
**Professional Graduate Certificate in**  
**Education (PGCE):**  
**Teaching in the Lifelong Learning Sector**

I've got quite a long history with New College Durham. I first came to the College in 2005 because I thought this was the best place to study travel and tourism. I completed a BTEC Travel and Tourism Level 3 course, followed by a Foundation Degree in Travel & Tourism Management. I completed my BA (Hons) in Management, Business and Administration last year and am currently studying on the Professional Graduate Certificate in Education (PGCE) course.

At present, I am acting manager of the College's travel agency 'Global Travel' and my teaching placement is within the Travel and Tourism department. Once I have gained more experience in the Travel and Tourism industry I hope to begin teaching about it.

# how to apply

## IT'S NEVER TOO EARLY TO APPLY.

For the latest information on our application process and how to apply online, log on to [newcollegedurham.ac.uk](http://newcollegedurham.ac.uk).

### **Full-time Programmes**

Foundation degree and degree programmes are usually processed by the Universities and Colleges Admissions Service (UCAS).

All applications for UCAS are now processed online, via the UCAS website. Full instructions on completing your application are available online and you will need your CV, a personal statement and an academic reference.

The website address is: [ucas.com](http://ucas.com)

Our UCAS institution code is **N28**. Our UCAS institution name is **NCD**.

Still at school or college? Advice is available from your teacher/tutor or careers adviser. An online application is submitted to a member of staff for checking and an academic reference is added before being submitted to UCAS for processing.

Not currently in education? Apply online independently via UCAS. Advice can be obtained from your local careers centre or at ASC at the College. Call 0191 375 4400.

### **Clearing**

We will welcome applications for courses that still have vacancies in August 2012 through the UCAS Clearing system. These vacancies will appear in UCAS listings and on our website at [www.newcollegedurham.ac.uk](http://www.newcollegedurham.ac.uk).

### **Part-time Programmes**

Applications to part-time programmes are made directly to the College. For further information log on to [www.newcollegedurham.ac.uk](http://www.newcollegedurham.ac.uk) or contact the Admissions Office on 0191 375 4210 or email [admissions@newdur.ac.uk](mailto:admissions@newdur.ac.uk).

### **Non-UCAS Applications**

Applications for Higher National Certificates and Higher National Diplomas and Access to Higher Education programmes are made directly to the College. For further information log on to [www.newcollegedurham.ac.uk](http://www.newcollegedurham.ac.uk) or contact the Admissions Office on 0191 375 4210 or email [admissions@newdur.ac.uk](mailto:admissions@newdur.ac.uk).

### **Information and Advice Events**

If you would like to talk to us directly and see our campus facilities come to one of our Information and Advice events, see page 10 for full details of dates.

# access to higher education

DURATION: 1 YEAR FULL-TIME OR 2 YEARS PART-TIME.

UCAS CODE: N191

AWARDING BODY: OCN

## **Programme outline:**

This programme has been designed to give mature students the skills and knowledge necessary to progress onto a higher education programme.

## **Entry requirements:**

You must attend an interview where you will be expected to show commitment, motivation and the ability to cope with the course. You must also complete an initial assessment in literacy and numeracy and write a personal statement in support of your application.

If we consider that the Access to Higher Education Diploma course is not appropriate at the time of application there will be the opportunity for you to study for the Diploma for Progression (a full Level 2 qualification). This is a part time course, studied over 2 days per week. Successful completion of this qualification will allow you to progress onto the Access to Higher Education Diploma course in the next academic year.

## **Programme content:**

You will follow a course in Study Skills to equip you with the necessary skills to facilitate your learning. You will then choose a pathway from a range of options to construct a tailor-made programme and to give access to the relevant degrees, including Foundation degrees. These may be in areas such as Nursing, Midwifery, Occupational Health, Social Sciences and Social Work, Teaching, Pharmacology, Diet and Nutrition, Podiatry, Biological Sciences and Dentistry.

GCSEs in Mathematics and English Language are becoming necessary for acceptance onto most university courses. As a result these will be available in the college and can be studied alongside the Access to Higher Education programme.

## **Progression opportunities:**

This course is recognised throughout the country as an entry qualification for degrees and many professional courses. Upon successful completion, you will have the required qualifications to apply for a higher education programme.

## **Career opportunities:**

This course will equip you with the skills and knowledge required for careers that require a Level 3 qualification. However it is primarily recognised as a qualification to gain entry onto higher education programmes.

## **Study hours:**

Full-time students will be required to attend around 17 hours per week.  
Part-time students will be required to attend for 8 hours per week in year 1 and 9 hours per week in year 2.

To find out more about this programme and to download a factsheet log onto our website.

# business

DURATION: 4 TERMS PART-TIME

UCAS CODE: N191

AWARDING BODY: EDEXCEL

**Programme outline:**

The HNC programme provides a broad-based study of business-related subjects through a combination of higher level business qualifications with the acquisition of work-related skills.

**Entry requirements:**

You will need to have reached a Level 3 educational standard, such as A/AS Levels, NVQ, BTEC National Certificate or equivalent. Applicants without the minimum entry requirements are encouraged to apply, but you will need to demonstrate that you have relevant experience and can benefit from the course.

**Programme content:**

The programme comprises 8 study units, consisting of 4 core and 4 specialist option units.

The core units are: Marketing Principles, Managing Financial Resources and Decisions, Organisations and Behaviour, and Business Environment.

The specialist units include a choice from Human Resource Management, Managing Communications, Knowledge and Information, Project Management, Small Business Enterprise, Introduction to E-Business, Managing Professional Development, Common Law, Advertising and Promotion, Environmental Management and Employment Law. (Specialist units offered may vary from year to year.)

**Progression opportunities:**

On successful completion of the programme you will have the opportunity to progress directly onto a guaranteed place on the College's HND Business programme.

**Career opportunities:**

This programme is designed to help students to pursue a range of careers in the private and public sectors; successful candidates may look for employment or seek development within a range of sectors as a senior administrator or first line manager.

**Study hours:**

Approximately 6 hours per week on 2 evenings each week or 1 afternoon/evening each week.

To find out more about this programme and to download a factsheet log onto our website.

# business

DURATION: 4 TERMS PART-TIME

AWARDING BODY: EDEXCEL

**Programme outline:**

This top-up programme will enable anyone who holds an HNC Business, or relevant Level 4 qualification to obtain a Level 5 Diploma, enabling them access onto the College's Management, Business and Administration degree programme.

**Entry requirements:**

Level 4 HNC Diploma or other relevant Level 4 qualification

**Programme content:**

The programme comprises 8 study units, consisting of 4 core and 4 specialist option units.

Core units: Business Strategy, Business Decision Making, Aspects of Contract and Negligence for Business and a Research Project.

The specialist units presently offered include European Business, Human Resource Development, Marketing Planning, Financial Reporting, Events Management and Environmental Management, but the range of units offered may vary from year to year.

**Progression opportunities:**

The Level 5 HND Diploma is a valued qualification in its own right. However on completion of the programme you will have achieved sufficient Credit Accumulation and Transfer points (CATs) to be eligible to apply for entry to relevant top-up degree programmes, including the top-up degree in Management, Business and Administration offered by the College.

You should check the precise entry requirements attached to individual top-up degree programmes. They may for example, specify that students should normally achieve merits in their HND units. This is the entry requirement for the College's top-up degree.

The HND may also grant you exemption from units of study on professional programmes. Again, you should check with the appropriate professional bodies.

**Career opportunities:**

The programme is designed to help students to pursue a range of careers in the private and public sectors; successful candidates may look for employment or seek development within the sector at management level.

**Study hours:**

The programme will be completed by studying at College on 2 evenings each week from 6.00pm - 9.00pm, or on one afternoon and evening each week from 2.00pm - 9.00pm.

To find out more about this programme and to download a factsheet log onto our website.

foundation degree

# business

DURATION: 2 YEARS FULL-TIME

UCAS CODE: N191

AWARDING BODY: LEEDS METROPOLITAN UNIVERSITY

**Programme outline:**

This programme is designed to equip you with the broad knowledge, understanding and skills required for success in a range of business careers or for progression onto an honours top-up degree course.

**Entry requirements:**

*Standard entry*

You will be required to have met the following minimum entry qualifications: 3 passes at GCSE grade C (including Mathematics and English) or equivalent. Plus have reached Level 3 educational standard, such as A/AS levels, NVQ, BTEC National Certificate or equivalent, obtaining a minimum of 40 UCAS tariff points.

*Non-standard entry*

Applicants without the minimum entry requirements are encouraged to apply but you will need to demonstrate that you have relevant work experience and can benefit from the course.

**Programme content:**

The core business modules are Business Law, Marketing, Information in Business, People Management and Entrepreneurship. The specialist modules include Managing Finance, Customer Communications and Events Management. The remaining modules focus on work-based learning and personal development.

You will also undertake a work placement of approximately 12 weeks in the second year of the programme, during which a work based project will be undertaken.

**Progression opportunities:**

On successful completion of the programme, you will have the opportunity to progress directly onto a guaranteed place on the College's BA (Hons) Management, Business and Administration top-up degree or a similar top-up degree programme at a university.

**Career opportunities:**

The programme is designed to help students to pursue a range of careers in the private, public and voluntary sectors relating to a chosen pathway, including marketing officer, human resources officer, training officer, administration officer, and other posts at higher technician and associate professional level.

**Study hours:**

15 hours per week, over 2 days.

To find out more about this programme and to download a factsheet log onto our website.

# management, business and administration

DURATION: 1 YEAR FULL-TIME OR 2.5 YEARS PART-TIME  
(DAY AND/OR EVENING)  
UCAS CODE: N200  
AWARDING BODY: LEEDS METROPOLITAN UNIVERSITY

**Programme outline:**

This is an honours degree programme which is aimed at people who wish to work as professional administrators or managers in any type of organisation. The degree is in effect the final level of an honours degree programme for students who have already obtained appropriate pre-honours degree qualifications.

**Entry requirements:**

HND or Foundation degree in a Business/Management related subject, or equivalent qualification.

Requirements may vary for applicants who can demonstrate a substantial record of management experience at a middle or senior level in addition to holding the recognised qualifications.

**Programme content:**

The programme contains two elements: Core Management Modules and Option Modules, which offer a range of specialist areas of study so that you can tailor the course to meet your particular career requirements and aspirations.

**Progression opportunities:**

On successful completion of the programme, you may progress to higher qualifications, such as an MA, MBA, or professional qualification.

**Career opportunities:**

The degree programme will provide you with a stimulating, rigorous and challenging academic experience. It will equip you with the skills necessary for a manager in a middle ranking or senior position within a public, private or voluntary sector organisation.

**Study hours:**

You will study a total of 8 modules, each requiring approximately 3 hours attendance per week, for a semester of 15 weeks. You will also be expected to commit to self directed study hours.

To find out more about this course and to download a factsheet log onto our website.

# computing and networking

DURATION: 2 YEARS FULL-TIME

UCAS CODE: GG45

AWARDING BODY: LEEDS METROPOLITAN UNIVERSITY

## Programme outline:

This programme recognises the explosive growth in the Internet and the need for IT professionals who can not only specify, design and implement network infrastructures but also implement, manage, support and troubleshoot web-based applications.

The course also incorporates the Cisco Certificate Network Associate (CCNA) syllabus, which is recognised and accepted by employers worldwide.

## Entry requirements:

Minimum of 18 years of age; and  
3 GCSE passes at grade C or above, normally including Mathematics and English (or appropriate Key Skills at Level 2); and National Certificate, 2 A Levels, GNVQ or NVQ at Level 3 or an equivalent qualification in an appropriate subject; or a total of at least 80 UCAS tariff points.

The College also welcomes applications from individuals possessing non-standard entry qualifications.

Applicants who hold qualifications different to those above, or do not possess any formal qualifications, may gain entry onto the course but you will need to show that you have relevant experience and can benefit from the course.

## Programme content:

### *Year 1*

Introduction to Software Development, Introduction to Database Development, Networking Fundamentals, Routing Protocols and Concepts, Personal and Professional Development 1 and 2, Work Based Learning 1 and 2.

### *Year 2*

Database Design and Construction, Wide Area Network Technologies, Local Area Network Technologies, Systems Analysis and Design, Personal and Professional Development 3 and 4, Work Based Learning 3 and 4.

## Progression opportunities:

On completion of the programme, you have the opportunity to progress onto a related honours degree top-up programme at university.

## Career opportunities:

This programme aims to produce students who are capable of progressing to skilled technical and graduate level positions in network specifications, network operations and support, technical support and systems administration.

## Study hours:

8 hours, 2-3 days per week. You will also be expected to commit to self directed study hours.

To find out more about this programme and to download a factsheet log onto our website.

foundation degree

# internet computing for business

DURATION: 2 YEARS FULL-TIME

UCAS CODE: N190

AWARDING BODY: LEEDS METROPOLITAN UNIVERSITY

**Programme outline:**

The Internet Computing for Business Foundation degree recognises the dramatic growth in the use of the Internet in business. This has in turn created a need for IT professionals who can work in a number of related fields, such as e-business, web design and databases. The programme is designed to give you experience and knowledge in areas that will allow you to seek employment in a range of technical positions as IT professionals.

**Entry requirements:**

Minimum of 18 years of age; and 3 GCSE passes at grade C or above, normally including Mathematics and English (or appropriate Key Skills at Level 2); and National Certificate, 2 A Levels, GNVQ or NVQ at Level 3 or an equivalent qualification in an appropriate subject; or a total of at least 80 UCAS tariff points.

The College also welcomes applications from individuals possessing non-standard entry qualifications.

Applicants who hold qualifications different to those above, or do not possess any formal qualifications, may gain entry onto the course but you will need to show that you have relevant experience and can benefit from the course.

**Programme content:**

*Year 1*

Introduction to E-Business, Introduction to Multimedia Applications, Website Design and Development, Introduction to Database Development, Personal and Professional Development 1 and 2, Work Based Learning 1 and 2.

*Year 2*

Database Design and Construction, Advanced Website Development, Systems Analysis and Design, E-Marketing and Procurement, Personal and Professional Development 1 and 2, Work Based Learning 3 and 4.

**Progression opportunities:**

On completion of the programme, you have the opportunity to progress onto a related honours degree top-up programme at university.

**Career opportunities:**

The programme is designed to help students to pursue a range of careers within the sector.

**Study hours:**

8 hours, 2-3 days per week. You will also be expected to commit to self directed study hours.

To find out more about this programme and to download a factsheet log onto our website.

# housing

DURATION: 3 YEARS PART TIME, 1 DAY PER WEEK  
(2 YEAR PROGRAMME VALIDATION PENDING)  
AWARDING BODY: LEEDS METROPOLITAN UNIVERSITY AND  
CHARTERED INSTITUTE OF HOUSING

**Programme outline:**

This programme provides a single integrated route to the Chartered Institute of Housing (CIH) professional qualification. Successful completion of the programme results in both a Foundation degree and corporate membership of the CIH.

The programme is aimed at people working for housing organisations such as housing associations, local authorities or Arms Length Management Organisations, or who would like to achieve or develop a career in housing. It includes a comprehensive and up to date range of modules covering all major aspects of housing policy and practice.

While undertaking the programme, you will be registered as a student member of the CIH. The programme is validated by both the CIH and Leeds Metropolitan University.

**Entry requirements:**

CIH Level 3 Certificate in Housing, NVQ Level 3, or one relevant A Level and 3 GCSEs at grade C or above. Applicants who do not have these qualifications will be considered if they can demonstrate relevant housing experience. Students are required to have some work experience in a housing organisation during the period of study; the College can arrange placements if required.

**Programme content:**

*Year 1*

Housing, Society and Policy, Housing Organisations, Personal and Professional Development 1, Legal Framework, Customer and Neighbourhood Services and Construction and Design.

*Year 2*

Collaborative Working, Economic Framework for Housing, Managing Staff, Planning and Development, Research Methods and IT.

*Year 3*

Regeneration and Sustainability, Work Based Research Project, Personal and Professional Development 2 (Apex), Housing Business, Housing with Care and Support or Law for Housing Managers (Option).

**Progression opportunities:**

Successful completion of the course allows for progression onto a top-up honours degree, such as BA (Hons) Managing Housing Business.

**Career opportunities:**

Successfully completing the programme will equip you with both an academic qualification (Foundation degree) and a professional qualification (corporate membership of the CIH) which will assist in developing your career within the field of housing. The programme develops knowledge, understanding and skills that will assist in both academic, professional and personal development. The content of the programme will aid you in undertaking a housing role, as well as allowing consideration of furthering your career in a management, supervisory, or more specialist direction. It also provides the opportunity to meet and study with other housing professionals from a wide range of organisations and roles.

**Study hours:**

Attendance at College is 1 day a week for 26 days a year, over 3 years. To find out more about this programme and to download a factsheet log onto our website.

The Chartered Institute of Housing offers bursaries for housing students undergoing financial hardship, applications should be made to CIH by April. Anyone wanting more information is advised to contact the CIH housing team on 02476 851700.

To find out more about this programme and to download a factsheet log onto our website.

foundation degree top-up

# housing

**DURATION:** 1 YEAR (26 DAYS)

**AWARDING BODY:** LEEDS METROPOLITAN UNIVERSITY AND  
CHARTERED INSTITUTE OF HOUSING

**Programme outline:**

This programme provides a route to the Chartered Institute of Housing (CIH) professional qualification for existing holders of an HNC in Housing. Successful completion of the programme results in both a Foundation degree and corporate membership of the CIH. It is aimed at people working in housing organisations. It includes a comprehensive and up to date range of modules covering all major aspects of housing policy and practice.

While undertaking the programme, you will be registered as a student member of the CIH. The programme is validated by both the CIH and Leeds Metropolitan University.

**Entry requirements:**

This programme is available to holders of an HNC in Housing.

**Programme content:**

Regeneration and Sustainability, Work Based Research Project, Personal and Professional Development 2 (Apex), Housing Business, and Housing with Care and Support or Comparative Housing Studies or Law for Housing Managers (Option).

**Progression opportunities:**

Successful completion of this course allows for progression onto a top-up honours degree, such as BA (Hons) Managing Housing Business.

**Career opportunities:**

Successfully completing the programme, will equip you with both an academic qualification (Foundation degree) and a professional qualification (corporate membership of the CIH) which will assist in developing your career within your own organisation or elsewhere. The programme develops knowledge, understanding and skills that will assist in both academic, professional and personal development. The content of the programme will aid you in undertaking a housing role, as well as allowing consideration of furthering your career in a management, supervisory, or more specialist direction. It also provides the opportunity to meet and study with other housing professionals from a wide range of organisations and roles.

**Study hours:**

Attendance at College is by day release 1 day a week for 1 year.

To find out more about this programme and to download a factsheet log onto our website.

The Chartered Institute of Housing offers bursaries for housing students undergoing financial hardship, applications should be made to CIH by April. Anyone wanting more information is advised to contact the CIH housing team on 02476 851700.

To find out more about this programme and to download a factsheet log onto our website.

ba (hons) top-up

# business management in housing

DURATION: 2 YEARS PART-TIME

AWARDING BODY: LEEDS METROPOLITAN UNIVERSITY

**Programme outline:**

This honours degree aims to provide holders of a Foundation Degree in Housing, or equivalent programme, or who have experience with business and management, advanced knowledge and skills which can be applied when working in housing organisations.

**Entry requirements:**

This programme is available to holders of a Foundation Degree in Housing or equivalent qualification. We may also consider applicants who can demonstrate a substantial record of management experience at a middle or senior level in a housing environment.

**Programme content:**

The degree is awarded on successful completion of a combination of core management modules and housing related modules.

Housing modules - Building Sustainable Communities, Promoting Equality and Inclusion, Project Management, Housing Research Project

Business Management modules - Managing Organisational Performance, Management and Organisational Behaviour, Business Strategy, Research and Academic Skills.

**Career opportunities:**

The programme offers learners who have successfully completed a Foundation Degree in Housing the opportunity to study aspects of management, business and related subjects which are relevant to management positions in a housing or public sector organisation.

**Study hours:**

7 hours, 1 day a week on day release. Opportunities may exist for the modules to be studied over 2 evenings or 1 evening and 1 afternoon or morning.

Each module requires 3 hours attendance per week, for a semester of 15 weeks. You will also be expected to commit to self directed study hours.

The part-time degree can be completed in between 2 and 3 years.

To find out more about this programme and to download a factsheet log onto our website.

chartered management institute (cmi) level 3

# diploma in management and leadership

DURATION: 1 YEAR PART-TIME

AWARDING BODY: CHARTERED MANAGEMENT INSTITUTE

**Programme outline:**

The aim of the programme is to provide a firm platform for the professional and personal development of managers at first line management level through the acquisition of knowledge and the development of professional competencies that will enhance managerial capability. The programme will focus on the practical application of a range of management perspectives and their underpinning theoretical concepts, coupled with an exploration of a range of principles used to guide management thinking.

**Entry requirements:**

It is expected that applicants will have a relevant management qualification at Level 2, a National qualification in a relevant subject coupled with some line management responsibility within an organisation. Entry without the above may be possible subject to consideration by the programme leader to establish the suitability/eligibility of the applicant.

**Programme content:**

The programme is designed around units devised by the Chartered Management Institute which cover a range of management competencies appropriate for those working at operational level.

**Progression opportunities:**

On successful completion of the programme, the broad range of management concepts and practices will provide a firm platform for further management and educational development. The natural progression will be the Level 5 Diploma in Management and Leadership.

**Career opportunities:**

The programme leads to the award The Chartered Management Institute Level 3 Diploma in First Line Management, which is a nationally recognised and well respected qualification.

**Study hours:**

4 hours, 1 day a week.

To find out more about this programme and to download a factsheet log onto our website.

# diploma in management and leadership

DURATION: 1 YEAR PART-TIME

AWARDING BODY: CHARTERED MANAGEMENT INSTITUTE

**Programme outline:**

The aim of the programme is to provide a firm platform for the professional and personal development of managers at operational level through the acquisition of knowledge and the development of professional competencies that will enhance their managerial capability. The programme will focus on the practical application of a range of management perspectives and their underpinning theoretical concepts, coupled with an exploration of a range of principles used to guide management thinking.

**Entry requirements:**

It is expected that applicants will have a relevant management qualification at Level 3, a Higher National or degree qualification in a relevant subject coupled with some operational management responsibility within an organisation. Entry without the above may be possible subject to consideration by the programme leader to establish the suitability/eligibility of the applicant.

**Programme content:**

The programme is designed around units devised by the Chartered Management Institute which cover a range of management competencies appropriate for those working at operational level.

**Progression opportunities:**

On successful completion of the programme, the broad range of management concepts and practices will provide a firm platform for further management and educational development. The natural progression will be the Level 7 Executive Diploma. Alternatively, successful students can access the bridging programme to BA (Hons) Management, Business and Administration at the College.

**Career opportunities:**

The programme leads to the award The Chartered Management Institute Level 5 Diploma in Management and Leadership, which is a nationally recognised and well respected qualification.

**Study hours:**

6.5 hours, 1 day a week.

To find out more about this programme and to download a factsheet log onto our website.

# diploma in strategic management and leadership

DURATION: 1 YEAR PART-TIME

AWARDING BODY: CHARTERED MANAGEMENT INSTITUTE

**Programme outline:**

The aim of the programme is to enhance the development of the career manager by focusing on the strategic aspects of managing the organisation. The programme explores a range of principles used to guide management thinking at strategic level. The programme will enable the momentum of continuous managerial development to be maintained.

**Entry requirements:**

It is expected that applicants will have a relevant management qualification at Level 5, or a degree in a management subject, coupled with management responsibility, preferably at strategic level, within an organisation. Entry without the above may be possible subject to the demonstration of relevant senior management experience.

**Programme content:**

The programme is designed around units devised by the Chartered Management Institute, which cover a range of management competencies appropriate for those operating at operational level.

**Progression opportunities:**

On successful completion of the programme, the broad range of management concepts and practices will provide a firm platform for further management and educational development. The natural progression will be the Level 7 Executive Diploma. Alternatively successful students can access the bridging programme to BA (Hons) Management, Business and Administration at the College.

**Career opportunities:**

The programme leads to the award The Chartered Management Institute Level 7 Diploma in Strategic Management and Leadership, which is a nationally recognised and well respected qualification.

**Study hours:**

6.5 hours, 1 day a week.

To find out more about this programme and to download a factsheet log onto our website.

# association of accounting technicians (aat)

DURATION: 1 YEAR PART TIME, 2 EVENINGS OR 1 DAY  
AWARDING BODY: THE ASSOCIATION OF ACCOUNTING TECHNICIANS

## Programme outline

This programme is about accounting procedures and work skills. This qualification is recognised and valued by employers.

## Level 2 Certificate in Accounting

**Duration:** 1 year part-time, 2 evenings or 1 day

### Entry requirements:

There are no formal entry requirements for Level 2. However, it is important that you have basic numeracy, literacy and IT skills before you start the qualification. Competence in accounting does depend upon an ability to deal with figures and be effective in communication skills.

### Programme content:

You will study the following topics: 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; Communication skills; Understanding of role and function; Managing self; Team working.

## Level 3 Diploma in Accounting

**Duration:** 1 year part-time, 2 evenings or 1 day

### Entry requirements:

You will be required to have completed AAT Level 2 Certificate. Alternatively, you may be permitted to join Level 3 provided you can demonstrate achievement in other business/accounting qualifications, or have significant work experience in an accounting environment. Such students will have a short interview with an AAT tutor to assess suitability for the course.

### Programme content:

You will study the following topics: Preparing final accounts for partnerships and sole traders; Cash management; Providing cost and revenue information; Preparing and completing VAT returns; Spreadsheets.

## Level 4 Diploma in Accounting

**Duration:** 1 year part-time, 2 evenings or 1 day

### Entry requirements:

You will be required to have completed AAT Level 3 Diploma.

### Programme content:

You will study the following topics: (Mandatory) Drafting financial statements; Drafting budgets; Measuring financial performance; Evaluating accounting systems; Professional ethics in accounting and finance. (Optional - choose 2): Credit management; Calculating personal tax; Calculating business tax; Auditing financial statements.

### Progression opportunities:

The Level 4 Diploma in Accounting qualification enables progression is onto a higher level professional qualification such as CIPFA; CIMA; ACCA; ACAEW. Alternatively you can access the part-time BA (Hons) Management, Business and Administration top-up.

### Career opportunities:

The above programmes will help you embark on, or progress, a career as an accountancy assistant.

### AAT membership

Membership of the AAT requires the applicant to be accredited at both the Level 3 and 4 Diploma stages. To find out more about this programme visit the AAT website.

To find out more about these programmes and to download a factsheet log onto our website.

# graphic design

DURATION: 2 YEARS FULL-TIME

UCAS CODE: W210

AWARDING BODY: LEEDS METROPOLITAN UNIVERSITY

**Programme outline:**

This programme aims to equip you with the knowledge, understanding and skills necessary to prepare you for employment as a professional graphic designer. The programme will nurture and develop your individual creativity, conceptual and professional skills to a level where you can either seek employment or undertake further study. During the programme you will gain experience of working in the design industry through work experience.

**Entry requirements:**

A minimum of 4 GCSEs plus one of the following:

A BTEC National Certificate/Diploma or equivalent in an appropriate subject; A Diploma in Foundation Studies (Art and Design) or an appropriate A Level subject.

All applicants are interviewed and are required to present a portfolio of art and design work. The College welcomes applications from those individuals possessing non-standard entry qualifications. Applicants without minimum entry requirements as detailed above are also encouraged to apply but will need to show that they have relevant experience and can benefit from the programme.

**Programme content:**

The programme provides a strong balance between traditional design principles, practical skills and current work practice methods encompassing digital technology. There is a strong emphasis on the importance of analytical research, creativity and practical problem solving, plus the development of individual personal style. Throughout the programme, work related skills are developed with live briefs and in year 2, students have the opportunity undertake a programme of work experience.

Projects cover the following areas: editorial and publishing design, information graphics, advertising and promotional graphics, packaging, corporate identity and branding, and design for the Internet.

**Progression opportunities:**

A high proportion of our students each year decide to continue their education at honours degree level. Others seek direct employment in graphic design studios or related industries.

**Career opportunities:**

Each year, students successfully gain employment in the graphic design and advertising industry. The programme also enables students to seek employment in related print and publishing industries.

**Study hours:**

3 days per week.

To find out more about this programme and to download a factsheet log onto our website.

# teaching in the lifelong learning sector

DURATION: 2 YEARS PART-TIME

AWARDING BODY: TEESSIDE UNIVERSITY

## Programme outline:

The Certificate/Professional Graduate Certificate in Education is a part-time initial teacher training qualification for the Post Compulsory and Lifelong Learning Sector. The course includes the PTLLS (Preparing to Teach in the Lifelong Learning Sector), CTLLS (Certificate in Teaching in the Lifelong Learning Sector) and DTLLS (Diploma in Teaching in the Lifelong Learning Sector).

## Entry requirements:

On entry to the programme you will need to meet the following requirements: Be employed or volunteer as a full or part-time teacher in post-16 education or training (a part-time teacher will normally be expected to have a regular teaching commitment) of 75 hours in year 1 and 75 hours in year 2; and

Hold a recognised qualification relevant to your subject area. Examples of such qualifications are: a degree for academic subjects (for the PGCE); an HNC or Diploma; Licentiate of City and Guilds; the award of Royal Society of Arts at Advanced Level; and NVQ Level 3 qualification for vocational subjects, or any equivalent qualification to those listed above.

A good command of written and spoken English.

A Level 2 qualification in Maths/Numeracy and English/Literacy will be important to gain QTLS after the completion of the programme.

Applicants who do not meet entry level qualifications may be considered for exceptional entry.

## Programme content:

### Year 1

You will study 4 modules that include: PTLLS - (Preparing to Teach in the Lifelong Learning Sector). This module is mandatory for all new teachers. It can also be accessed as a stand alone programme for those who would like an insight into teaching in the Post 16 Sector (it is equivalent to the C&G 7303 at Level 4).

CTLLS - (Certificate in Teaching in the Lifelong Learning Sector). This is covered by 3 modules which relate the theory of education to teaching practice. Therefore, all students undertaking these modules must have 75 hours of teaching/training.

CTLLS is the level of qualification required for the 'associate teacher' role, identified by LLUK.

### Year 2

You must study 4 modules that include: (DTLLS) - Diploma in Teaching in the Lifelong Learning Sector.

DTLLS is the level of qualification required for the 'full teaching role', identified by LLUK.

All students will need a further 75 hours of teaching practice, predominantly teaching groups of students/trainees.

There is differentiation by assignment for the Certificate and PGCE levels.

The overall aim of the programme is to develop professional skills required by teachers in post-16 education and training.

## Progression opportunities:

The course is the essential teaching qualification for full-time teaching staff in Post Compulsory Education and Training. It allows you to gain enhanced entry to the BA (Hons) Education and Training which may be studied at the College.

## Career opportunities:

Enhanced opportunities within education and training in the post compulsory sector.

## Study Hours:

4 hours per week either day or evening, plus tutorials and teaching practice.

To find out more about this programme and to download a factsheet log onto our website.

ba (hons)

# education and training

DURATION: 2 YEARS PART-TIME

AWARDING BODY: LEEDS METROPOLITAN UNIVERSITY

**Programme outline:**

This course provides the opportunity for you to top up your Certificate in Education to degree level. It builds upon existing knowledge of teaching/training, along with continued experience in the Lifelong Learning Sector, to enhance professional development.

**Entry requirements:**

Entry qualifications include the Certificate in Education, or equivalent, and for you to be working in a post 16 education or training environment.

**Programme content:**

The course is divided into 2 groups of modules spread over 2 years that award 80 credits each year.

*Year 1*

Level 5

In the first semester of year 1, there are two Level 5 credits to introduce students to the level of study required for the course, with practice in critical thinking and academic writing skills, plus a module on the use of IT in teaching and training.

Level 6

In the second semester of year 1, students start to study at Level 6. There are two modules, one that considers contemporary issues in post compulsory education and training and a second module that looks at professionalism.

*Year 2*

Level 6

Three modules are studied:

- Planning an academic research project
- Management in education
- Research dissertation

**Progression opportunities:**

On completion of the BA (Hons) Education and Training, there is an opportunity to progress to Masters qualifications.

**Career opportunities:**

The achievement of this course often provides the opportunity for promotion within an educational/training establishment, particularly into management.

It should be noted that this is not a qualification to teach in either primary or secondary education.

**Study Hours:**

1 evening - 4 hours per week, for 2 years

To find out more about this programme and to download a factsheet log onto our website.

# supported learning

DURATION: 2 YEARS PART-TIME EVENING PLUS 1 WEEK  
SUMMER SCHOOL AT THE START OF LEVELS 4 AND 5  
AWARDING BODY: LEEDS METROPOLITAN UNIVERSITY

## Programme outline:

Building upon your existing knowledge of children and using your workplace experience, this qualification will enable you to develop professionally. A recognised higher education qualification in its own right, it will also be a valuable contribution to continuing Professional Development.

## Entry requirements:

Entry qualifications include the possession of a National Framework Qualification Level 3 or above (CACHE DCE/CTA Level 3, BTEC Diploma, NVQ Level 3, HNC/D, ADCE) and the opportunity to work a minimum of 20 hours a week in an educational setting (paid or voluntary) and 2 years post-qualification experience.

OR

Applicants must have 200 credit points from an education related Level 3 course. 120 credits from your main program (not including Key Skills) and a Merit from Professional Practice and the opportunity to work a minimum of 20 hours a week in an educational setting (paid or voluntary).

All students must:

Be in employment for 20 hours a week minimum, be able to provide a letter of support from your tutor and employer, possess a Level 2 qualification in Maths and English, or be prepared to gain them.

While it does not affect acceptance on the course, students wanting to progress to teaching by any route need to be aware that GCSE Grade C in English, Mathematics and Science is a requirement. The only alternatives accepted by the Training and Development Agency (TDA) are higher education qualifications from a Higher Education Institution (HEI) and these can only be guaranteed as acceptable for the issuing HEI.

## Programme content:

The course is divided into 2 groups of modules spread over 2 years that award 120 credits each year.

Level 4

Becoming a Reflective Practitioner, Observing Child Development and Learning, The Government Core Curriculum - The role of resources, Understanding Equal Opportunity Issues, Special Educational Needs: Legislation and The Statementing Process and Strategies for Creative Learning.

Students may exit the foundation degree with a Certificate in Higher Education having achieved 120 credits at Level 4.

Level 5

Schools, Society and The Reflective Professional, The Government Core Curriculum - the Role of Assessment, Society and The Vulnerable Child, Special Educational Needs - The Post Statementing Experience, Mentoring Behaviour and Using Creative Learning Strategies.

## Progression opportunities:

Registered Teacher Programme - you can apply to work in schools and achieve QTS through a 2 year course that concentrates on workplace based learning.

Graduate Teacher Programme - Should you prefer to spend a third year completing your BA honours degree there is a similar 1 year programme for graduates.

## Career opportunities:

Completion of the Foundation Degree Supported Learning in Education is a potential pathway to QTS (Qualified Teacher Status); although it is a freestanding qualification in its own right for senior management posts in the private daycare sector. It can allow you to achieve senior support roles in schools working with pupils from 3 to 16 years old. If it is combined with a PCET in post-compulsory education then it can lead to teaching and training roles within the post compulsory sector.

## Study Hours:

1 evening a week for 2 years plus availability for a half day in each half-term holiday (usually Tuesday) if required:

Block week in the summer (August) for both years, 8 hours for 4 days.

To find out more about this programme and to download a factsheet log onto our website.

# supported learning

DURATION: 10 WEEKS PER MODULE  
AWARDING BODY: LEEDS METROPOLITAN UNIVERSITY

## Programme outline:

As current market demand grows for an increasingly skilled and diverse range of school support staff, New College Durham, in partnership with Leeds Metropolitan University has designed a range of modules to help those employed within schools continue their professional development in a flexible and manageable manner. We are now able to offer a range of modules at higher education Level 4 (equivalent to NVQ Level 4). Upon successful completion of both modules you will gain a Higher Education Certificate detailing the modules you have achieved at higher education Level 4. They can all be credited fully towards the Foundation Degree in Supported Learning in Education. (We appreciate many students would like to progress but are not able to commit to the long period of study often required for university degree programmes).

## Entry requirements:

Entry qualifications include the possession of a National Framework Qualification Level 3 or above (CACHE DCE/CTA Level 3, BTEC Diploma, STA, NVQ Level 3, HNC/D, ADCE).

All applicants must have a literacy and numeracy qualification at Level 2 (equivalent to GCSE Grade C).

## Programme content:

Modules available for free standing qualifications are:

Special Education Needs (SEN) - legislation and the statementing process and the government core curriculum - the role of resources.

SEN theory - An overall understanding of what is considered special educational needs from a social, political, health/medical and educational perspective. This module will look at theories, which reflect children's needs including cultural and gender considerations. It will cover the understanding of policy and procedure implementation linked to government legislation. It will encourage you to identify and evaluate roles and functions of school support staff in the context of a multi-disciplinary team. You will consider the empowerment of children and highlight the potential for discrimination within society.

Core Curriculum - You will consider research evidence linked to effective teaching and consider if this can or should be applied within the classroom. Discussions will highlight the rhetoric and application, investigating cross-curricular themes within these structures. You will be required to evaluate a range of resources from within the workplace setting for promoting learner understanding in a critical manner. In accordance with New College Durham's commitment to Lifelong Learning, every effort has been made to develop a course, which enables you to balance your commitments successfully.

## Progression opportunities:

Long term, you can take the credits gained for these modules and with further study on the Foundation degree in Supporting Learning in Education, you can achieve 120 credits at Level 1 and follow this with 120 credits at Level 2. Upon completion of a Foundation degree you can 'top-up' to a full Honours degree.

## Career opportunities:

Completion of the Foundation degree is a potential pathway to QTS (Qualified Teacher Status); although it is a freestanding qualification in its own right for senior management posts in a range of education settings. It can allow you to achieve senior support roles in schools working with pupils from 3 to 16 years old (or 19 if working in a special school). If it is combined with a PCET in post-compulsory education then it can lead to teaching and training roles within the Post Compulsory sector.

## Study Hours:

1 evening per week for the duration of the module and then the remaining weeks spent in self directed study with e-tutorial support from the tutor.

To find out more about this programme and to download a factsheet log onto our website.

ba (hons)

# supporting learning in education

DURATION: 1 YEAR PART TIME DAY/EVENING  
1 YEAR PART TIME - 1 EVENING A WEEK PLUS 1 WEEK  
SUMMER SCHOOL  
AWARDING BODY: LEEDS METROPOLITAN UNIVERSITY

**Programme outline:**

This BA honours degree allows you to complete the transition from a vocational to a professional qualification; and has been specifically designed to combine practical and academic aspects of your subject area. Building upon your existing knowledge of children and using your workplace experience, it will enable you to develop professionally into senior support roles or even offer opportunities to consider teaching.

**Entry requirements:**

Entry requirements include the possession of a Foundation degree in an appropriate subject.

All applicants must possess a literacy and numeracy qualification at Level 2 (GCSE grade C or above). If you do not possess a Level 2 literacy and numeracy qualification you must be prepared to study for one alongside your degree and successfully complete it, in order to achieve your degree.

All applicants must be able to show that they are supported by their school and that they have at least 20 hours of work experience a week. Your school will need to provide a written statement supporting your application and undertaking to provide the necessary support with your chosen age group.

**Programme content:**

The course continues the pathways developed by the Foundation Degree Supported Learning in Education as well as asking the student to engage in secondary research.

Topics are:

Research Methods, The Core Curriculum, Developmental Strategies for Managing Behaviour, Wider issues of Vulnerability and The Dissertation.

**Progression opportunities:**

Successful completion of this degree will allow you to apply for post graduate and masters level study in a range of subjects.

**Career opportunities:**

The degree is a freestanding qualification in its own right for senior management posts in the private day-care sector. It can allow students to achieve senior support roles in schools working with pupils from 3 to 16 years old (or up to 19 if working in a special school). If it is combined with a PCET in post-compulsory education then it can lead to teaching and training roles within the post compulsory sector.

You can also apply to study for a PGCE and achieve qualified teacher status.

**Study Hours:**

1 evening per week for 1 year, plus availability for a half day in each half-term holiday (usually Tuesday) if required:

Block week in the summer, 8 hours for 4 days.

To find out more about this programme and to download a factsheet log onto our website.

# counselling

DURATION: 2 YEARS PART-TIME 1 AFTERNOON/EVENING PLUS COUNSELLING PRACTICE

AWARDING BODY: LEEDS METROPOLITAN UNIVERSITY

**Programme outline:**

Opportunities for careers in counselling are growing, and this programme has been designed to meet the needs of new and existing potential employers. It will interest those students who wish to gain a professional qualification and enhance their professional and personal development as a counsellor.

**Entry Requirements:**

You must have successfully completed at least 120 hours of previous counselling training or substantial counselling practice in an appropriate setting, have the skills and personal qualities which would enable you to become a reflective practitioner, be able to demonstrate an ability to study at Foundation degree level, be able to engage in supportive, helping relationships and be able to undertake a specified number of mandatory supervised counselling placement hours.

**Programme content:**

*Year 1:*

Personal and Professional Development 1 (Human Growth and Development), Personal and Professional Development 2 (Personal Development and Counselling), Work Based Learning 1 (Professional Issues), Work Related Learning 2 (Ethical responsibility, supervision and CPD), Core Model of Counselling and Counselling Skills, Practice and Development.

*Year 2:*

Personal and Professional Development 3, Personal and Professional Development 4 (Critical analysis of self in relation to other), Work Related Learning 3 and 4 and Contemporary Issues in Counselling.

**Progression opportunities:**

Students who successfully complete the Foundation degree may wish to continue their studies by following a BA (Hons) Counselling top-up degree.

**Career opportunities:**

Career opportunities are varied and include work in the public and private sector. Students may also wish to consider private practice or volunteer opportunities.

**Study Hours:**

Part-time 1 afternoon/evening plus counselling practice.

To find out more about this programme and to download a factsheet log onto our website.

ba (hons)

# counselling

DURATION: 1 YEAR PART-TIME 1 DAY A WEEK

AWARDING BODY: LEEDS METROPOLITAN UNIVERSITY

**Programme outline:**

The degree provides you with a programme of study designed both to broaden and deepen your knowledge and skills in counselling principles and practice, which you have gained at Foundation degree or Diploma level. This programme provides a curriculum which supports the expanding demand for counselling services.

**Entry requirements:**

Applicants seeking entry to this degree should normally hold a qualification in a cognate field. This will usually be satisfied if applicants hold a Foundation degree in Counselling or alternatively a Counselling Diploma or equivalent. Students who do not possess standard entry qualifications may be admitted to the degree if the admissions tutor is satisfied that they can provide evidence demonstrating that they are capable of studying at this level through: other qualifications they hold, relevant work experience at the appropriate level, or a combination of both.

Applicants are expected to be currently in practice, in a paid or voluntary capacity.

**Programme content:**

The degree is delivered by means of a semesterised programme. All modules are at Level 6.

*Semester 1:*

Aspects of the Therapeutic Relationship, Developing a Personal Integrative Approach to Counselling and Research Methods.

*Semester 2:*

Research Dissertation, Cognitive-Behavioural Therapy and Developing a Personal Integrative Approach to Counselling.

**Progression opportunities:**

Students who successfully complete the award may wish to continue their studies to masters degree level, or undertake further, specialist training, which is available in the local area.

**Career opportunities:**

Improving access to 'Talking Therapies' is currently high on the Governments' agenda, and demand for Counselling Services is expanding. Graduates may wish to follow careers in the NHS, Education and Specialist Services, such as drug and alcohol agencies. There is also the opportunity to work in private practice.

**Study hours:**

1 day a week.

The course runs for 1 calendar year plus counselling practice.

To find out more about this programme and to download a factsheet log onto our website.

ba (hons)

# social work

DURATION: 3 YEARS FULL-TIME OR 6 YEARS PART-TIME  
UCAS CODE: L500  
AWARDING BODY: LEEDS METROPOLITAN UNIVERSITY

## Programme outline:

The three-year BA Honours Social Work is the recognised professional qualification to achieve GSCC registration as a social worker. If you wish to pursue a career as a social worker then the BA (Hons) Social Work is the qualification you need.

In order to encourage students to study social work, the General Social Care Council offers a bursary and the majority of students are eligible for this. The bursary is paid in addition to any student loans available through the Local Education Authority. For information on NHS Bursaries and Grants go to [www.nhsbsa.nhs.uk/students](http://www.nhsbsa.nhs.uk/students).

## Entry requirements:

You are required to have 220 UCAS tariff points overall. These must be obtained from A Levels, AVCE, National Award/Certificate/Diploma or equivalent qualifications.

Additionally you must have GCSE English Language and Mathematics Grade C or above (or equivalent qualifications, e.g. Key Skills in Communication and Application of Number).

Possession of appropriate personal and intellectual qualities and meet the required standards by the end of the course.

Ability to understand and make use of written material and ability to communicate clearly and accurately in spoken and written English (or equivalent for students with sensory impairments).

Individuals without the minimum entry requirement must have an achievement of Key Skills Level 2, or equivalent, in English and Mathematics. An equivalent qualification would be GCSE grade C in Maths and English. Applicants without these qualifications may still apply, as support can be offered to assess applicants in these subjects and bring them up to the required standard, before the start of the course.

Possession of appropriate personal and intellectual qualities to be a social worker, and meet the required standards by the end of the course.

Ability to understand and make use of written material and ability to communicate clearly and accurately in spoken and written English (or equivalent for students with sensory impairments).

A QAA recognised Access to Higher Education qualification is an acceptable entry qualification for mature applicants, alternatively mature applicants will be considered for entry as long as they fulfill the Department of Health (DoH) and General Social Care Council (GSCC) requirements.

Applicants who are short-listed will be required to provide a reference. If this is considered to be satisfactory they will be invited to interview and if successful at this stage, will be offered a place subject to a satisfactory CRB disclosure and health declaration.

## Programme content:

### Year 1:

Skills Development, Social Work Principles and Practice 1, Psychology and Human Growth & Development, Law for Social Workers, Sociology, Social Policy and Placement 1 for 30 days.

### Year 2:

Working with Children, Young People & Families, Working with Adults, Principles & Practice 2, Social Work in Organisations and Placement 2 for 80 days.

### Year 3:

Ethical Practice in Social Work, Comparative Social Policy, Social Work Research, Principles & Practice 3 and Placement 3 for 90 days.

## Progression opportunities:

Graduates of the programme will be able to progress onto masters programmes in related curriculum areas.

## Career opportunities:

On successful completion of this course you will be able to seek employment in a whole range of social work settings.

## Study hours

Full or part-time.

Each module requires 200 learning hours, these are a combination of self-directed study, workshops, lectures and guided learning.

To find out more about this programme and to download a factsheet log onto our website.

foundation degree

# assistant practitioner in podiatry

DURATION: 2 YEARS PART-TIME: DISTANCE (BLENDED) LEARNING  
AWARDING BODY: LEEDS METROPOLITAN UNIVERSITY

## Programme outline:

This programme integrates theory and practice allowing you to develop clinical skills in treating the foot, whilst applying theoretical underpinnings of practice. You will work under the supervision/guidance of a qualified Podiatrist who will act as your clinical educator in the work place. The programme is intended to train students in all aspects of practice, which would enable you to become a qualified and effective Assistant Practitioner in Podiatry. The programme is mapped to professional competences identified by the Society of Chiropodists and Podiatrists and Skills for Health. This programme is accredited by the Society of Chiropodists and Podiatrists.

## Entry requirements:

Standard entry criteria is a minimum of at least 40 UCAS points including A Levels, National Certificate/Diploma, NVQ Level 3, AVCE or equivalent in an appropriate subject. The College, however, also welcomes applications from those individuals possessing non-standard entry qualifications with evidence of relevant prior learning and/or experience, that can benefit from the course. Current non-standard requirements include: staff who are currently employed (NHS or Private Practice) and have a work-based clinical educator in place, staff who hold Band 2 - 4 positions within NHS Podiatry, staff who wish to gain accreditation for their current roles and responsibilities, and fast-track components of the programme, staff who wish to enhance their educational profile and move up through the Skills Escalator, staff who wish to maintain a CPD portfolio.

Those students who do not possess formal qualifications to GCSE level (grade C or above) in English or Maths are able to get free support to enable them to attain nationally accredited numeracy and literacy qualifications.

## Programme content:

The Foundation degree comprises 12 modules including:

### Level 4

Work Related Learning 1, Foundations of Practice 1, Introduction to Anatomy, Introduction to Physiology, Introduction to Dermatology and Foot Screening. In Level 1 you will be expected to undertake the study skills module, which is non-assessed.

### Level 5

Work Related Learning 2, Foundations of Practice 2, Evidence Based Practice, Introduction to Body Systems and Disease, Functional Anatomy, and Dermatology.

You are expected to undertake the majority of your education in the workplace and will be supported by a clinical educator in the development of a work based learning portfolio. This course is ideally suited to those who are seeking a vocational qualification as it provides theoretical knowledge as well as training students to apply an enhanced level of clinical skill. Some attendance at College will be required throughout the year.

## Progression opportunities:

Successful graduates may progress onto one of the other degree programmes in health that are available at New College Durham, for example BSc (Hons) Health and Well-Being, or alternatively a relevant degree at a university.

## Career opportunities:

Work based learning is a major part of any Foundation degree, and runs concurrently throughout this 2 year programme. This facilitates the necessary level of clinical skill to be developed. The Assistant Practitioner Foundation degree programme has also been designed to equip students with transferable skills such as numeracy, literacy, problem solving and communication skills. These skills can be linked to the Knowledge and Skills Framework that is used to assess and monitor development/progress within the National Health Service. Mapping of competences throughout the programme affords the student an opportunity to demonstrate their ability in key professional principles, in line with the Society of Chiropodists and Podiatrists and Skills for Health. Students who successfully complete the programme are eligible for Associate membership of the Society of Chiropodists and Podiatrists and will use the designated letters A.Ch.S. Students will also be eligible for associate membership to the College of Podiatry.

## Study hours:

The programme will be studied over 2 years by Distance (blended) Learning with short College attendance periods running throughout the academic year.

To find out more about this programme and to download a factsheet log onto our website.

bsc (hons)

# podiatry

DURATION: 3 YEARS FULL-TIME

UCAS CODE: B985

AWARDING BODY: LEEDS METROPOLITAN UNIVERSITY

**Programme outline:**

The aim of the programme is to produce podiatrists who will ensure the quality of care to patients. By putting the patients' needs at the centre of our teaching, we equip graduates with the knowledge and skills required to provide the best possible service.

**Entry requirements:**

Applicants must normally be over 18 years of age and have two A Levels, preferably one being a science; or equivalent qualifications.

**Programme content:**

You will study the following modules:

*Level 4*

Clinical Practice 1, Clinical Theory, Evidence Based Practice, Foundations of Practice 1, Human Physiology, Dermatology, Functional Anatomy.

*Level 5*

Clinical Practice 2, Research Design, Foundations of Practice 2, Podiatric Medicine, Principles of Podiatric Surgery, Musculoskeletal Pathology and Management, Disorders of Growth and Management.

*Level 6*

Clinical Practice 3, Research Project, Foundations of Practice 3, Pharmacology Podiatric Surgery, Clinical Biomechanics and Gait Analysis.

**Progression opportunities:**

There are opportunities in specialist areas such as sports medicine, diabetic foot care, wound care, rheumatology, podiatric surgery and the care of the young and the elderly. Many students continue their studies at masters and PhD level.

**Career opportunities:**

Graduates from the Durham School of Podiatric Medicine are considered to be very employable. Your knowledge and skills allow you to seek employment within the NHS, private practice and industry.

**Study hours:**

Approximately 22 hours per week Monday to Friday.

Applicants accepted onto this programme who are residents within the European Union are entitled to apply for an NHS Bursary and are exempt from tuition fees.

For information on NHS Bursaries and Grants go to [www.nhsbsa.nhs.uk/students](http://www.nhsbsa.nhs.uk/students)

*Access to Higher Education*

An Access programme has been designed to give mature students the skills and knowledge necessary to progress onto science based degree programmes, including the BSc Hons Podiatry programme.

To find out more about this programme and to download a factsheet log onto our website.

foundation degree

# applied health and social care

DURATION: 2 YEARS FULL-TIME OR 3 YEARS PART-TIME

UCAS CODE: L510

AWARDING BODY: LEEDS METROPOLITAN UNIVERSITY

## Programme outline:

This Foundation degree has been developed in consultation with employers in Health and Social Care within the region.

The programme is vocationally focused and aims to help individuals who would like to work or seek employment in the Health and Social Care sector. For students already working within the health and social care sector the programme aims to capitalise on an individual's experience and set that experience in the context of an academically rigorous learning experience.

## Entry requirements:

All applicants will be required to attend an admissions interview.

Applicants for this programme will be considered on the basis of experience and/or previous certificated learning, e.g. Access to HE, NVQ Level 3, A Levels or other relevant awards.

Applicants are encouraged to apply if they feel they can benefit from the programme. Applicants with non-standard entry applications will be considered on the basis of relevant work experience and attainment of skills, which demonstrate an ability to study at this level. Applicants with non-standard qualifications may be asked to complete a written piece of work on a relevant subject and/or a learning needs assessment. Given the wide experience of potential applicants to this course, applications for Accreditation of Prior Learning (APL) and Accreditation of Experiential Learning (AEL) are welcomed in accordance with Leeds Metropolitan University and New College Durham Admissions Policy.

All successful applicants must provide evidence of a current Criminal Records Bureau (CRB) check.

## Programme content:

This Foundation degree comprises the following modules:

### Year 1

Work Based Learning; Personal and Professional Development; Health and Social Care Policy; Equality, Diversity and Rights and Approaches to Evidence and Inquiry in Research.

Option modules for year 1 (choose one)

Coping with Change in Health and Social Care, Philosophy and Theoretical Understanding of End of Life Care, Nutrition and Well-Being, Managing Individuals with Chronic Illness and Infection Control.

### Year 2

Work Based Learning; Personal and Professional Development; Research Skills - Design and Methods; Advocacy in Health and Social Care and Safeguarding.

Option modules for year 2 (choose one)

Health Improvement, Bereavement Care, Dementia Care, Medication Management, Small Business Management and Assessing and Managing Risk.

The focus of this programme is work based learning. Students are expected to undertake a large amount of their education in the workplace.

NB. Some of these modules can be taken as stand alone modules.

## Progression opportunities:

After completing the programme you can study for a further year at New College Durham and complete the BSc (Hons) Health and Well-Being or other related programmes of study.

## Career opportunities:

This programme will allow graduates to be employed as Assistant Practitioners or Personal Assistants in Health and Social Care; Residential Unit Managers; Supervisors of Specific Services; Senior Care Assistant; Care Workers; Care Assistants; Community, Support and Outreach workers; or other roles as defined by the employer. Some of these roles will also be determined by your level of previous experience in this sector.

It will also give graduates the ability to undertake vocational professional qualifications within this sector.

## Study hours:

Full time: Over 2 days per week

Part-time: Contact the course leader

To find out more about this programme and to download a factsheet log onto our website.

bsc (hons)

# specialist community public health practice: health visitor or school nurse

DURATION: 1 YEAR FULL-TIME OR 2 YEARS PART-TIME  
AWARDING BODY: LEEDS METROPOLITAN UNIVERSITY

**Programme outline:**

This programme is for qualified nurses who wish to gain NMC (Nursing and Midwifery Council) registration on the Public Health Practitioner part of the register and consists of 50% theory and 50% practice.

**Entry requirements:**

You will be required to meet the following criteria:

Be a qualified registered nurse, hold a current registration with the NMC, or in the case of overseas students, have studied an equivalent degree, have 120 academic credits at Level 5 or equivalent and have access to an appropriately qualified practice teacher.

**Programme content:**

*Core modules are:*

Legal and Ethical Issues in Health and Social Care, Enhancing Practice through Research Skills, Management and Leadership, Developing Skills for Public Health, Public Health: Themes and Perspectives, Prescribing from the Community Practitioners Formulary (V100) and the Practice Module.  
NB. Some of these modules can be taken as stand alone modules.

**Progression opportunities:**

Completion of the degree may enable students to progress onto masters programmes.

**Career opportunities:**

This course will enable you to enhance your knowledge of the public health agenda and will allow you to work with providers of public health as a Health Visitor or School Nurse.

**Study hours:**

5 days per week (full-time) 52 weeks  
2.5 days per week (part-time) 104 weeks

To find out more about this programme and to download a factsheet log onto our website.

bsc (hons)

# community specialist practice: practice nursing or district nursing

DURATION: 1 YEAR FULL-TIME OR 2 YEARS PART-TIME  
AWARDING BODY: LEEDS METROPOLITAN UNIVERSITY

**Programme outline:**

This programme is for qualified nurses who wish to gain NMC (Nursing and Midwifery Council) registration on the Specialist Practice part of the register and consists of 50% theory and 50% practice.

**Entry requirements:**

Applicants are required to meet the following criteria:  
Be a qualified registered nurse, hold a current registration with the NMC, or in the case of overseas students, have studied an equivalent degree, have 120 academic credits at Level 5 or equivalent. and have access to an appropriately qualified practice teacher.

**Programme content:**

*Core modules are:*

Legal and Ethical Issues in Health and Social Care, Enhancing Practice through Research Skills, Management and Leadership Skills, Developing Skills for Public Health, Prescribing from the Community Practitioners Formulary (V100) and practice module.

In addition there will be a range of option modules to choose from.

**Progression opportunities:**

Completion of the degree may enable students to progress onto master programmes.

**Career opportunities:**

This course will enable you to enhance your knowledge of community nursing and will allow you to work with providers of community nursing as a District Nurse or Practice Nurse.

**Study hours:**

5 days per week (full-time) 52 weeks  
2.5 days per week (part-time) 104 weeks

To find out more about this programme and to download a factsheet log onto our website.

# independent and supplementary nurse prescribing programme

DURATION: 6 MONTHS PART-TIME

AWARDING BODY: LEEDS METROPOLITAN UNIVERSITY

## **Programme outline:**

Nurse prescribing is part of the development and expansion of non-medical prescribing that has been clearly outlined by the Government in several Department of Health documents. The programme is set within the context of non-medical prescribing but has been specifically designed to prepare nurses to prescribe.

## **Entry requirements:**

Students must be first level registered nurses who have been qualified for a minimum of 3 years. Applicants must have 120 Level 5 credits or be able to demonstrate the ability to study at Level 6. In addition they must have a Designated Medical Practitioner to assess practice competencies and should have been practising in the area in which they intend to prescribe for a minimum of 1 year.

## **Programme content:**

The aim of the programme is to prepare nurses, midwives and specialist community public health nurses to prescribe safely, appropriately and cost effectively as an independent and supplementary nurse prescriber.

The programme covers the following:

Clinical Pharmacology, Consultation, Decision Making and Therapeutics, including Referral, Influences on Prescribing, Prescribing in a Team Context Evidence-based Practice and Clinical Governance, Legal, Policy and Ethical Issues, Professional Accountability and Responsibility and Prescribing in the Public Health Context.

## **Progression opportunities:**

On successful completion of this programme, students will gain 30 credits at Level 6 which may be used as part of the Accredited Prior Learning (APL) process when moving on to further study.

## **Career opportunities:**

On successful completion of the programme students will be qualified to work as an independent and supplementary nurse prescriber within their own area of practice and their qualification will be recorded on the Nursing and Midwifery register.

## **Study hours:**

6 hours per week for a period of six months - College based.  
78 practice hours.

To find out more about this programme and to download a factsheet log onto our website.

foundation degree

# complementary health care

DURATION: 2 YEARS FULL OR 3 YEARS PART-TIME  
UCAS CODE: B300  
AWARDING BODY: LEEDS METROPOLITAN UNIVERSITY

**Programme outline:**

Many people choose to consult with a complementary therapist not only to complement their current health care with a holistic approach, but also to manage their health and well-being and fend off disease.

When choosing a therapist, patients, health care professionals and the general public are faced with confusing qualification definitions and few guidelines are available to help. The House of Lords Science and Technology sixth report on Complementary and Alternative Medicine made several recommendations with regard to training and education of Complementary Therapists.

This programme has embraced the recommendations made in the House of Lords' report culminating in a professionally recognised practitioner qualification through the International Federation of Professional Aromatherapists (IFPA).

**Entry requirements:**

The following entry criteria apply:  
Minimum of 18 years of age; and

3 GCSE passes at grade C or above, normally including Mathematics and English, or appropriate Key Skills at Level 2

GNVQ or NVQ at Level 3 or an equivalent qualification in an appropriate subject; or

A total of at least 40 UCAS tariff points.

The College welcomes applications from those individuals possessing non-standing entry qualifications.

**Programme content:**

The Foundation degree aims to equip you with specialist practical skills and accompanying knowledge allied to health.

The programme covers the following:

Clinical Aromatherapy - (accredited by IFPA), Specialist CAM Technique (Indian Head Massage accredited by IFPA), Introduction to Complementary Health Care, Human Biology and Health, Critical Thinking Skills for Evidence Based Practice, Personal and Professional Development, Deviation from Health, Nutrition and Diet, Research Methods and Business Principles.

**Progression opportunities:**

On successful completion of this programme students will gain 120 credits at Level 4 and 120 credits at Level 5 culminating in the award of a Foundation degree. These credits may be used as part of the Accredited Prior Learning (APL) process when moving on to further study. You may wish to progress on to BSc Honours Degree Health and Well-Being or the BA (Hons) Management, Business and Administration at the College.

**Career opportunities:**

Students awarded with the Foundation degree Complementary Health Care have gained employment within the NHS, palliative care, charitable sector and self employment. Employment opportunities within the industry that graduates of the Foundation degree may wish to pursue also include roles such as; clinical aromatherapist, complementary therapies service co-ordinator or manager. Graduates of the Foundation degree may also enter into non clinical related employment, particularly in the areas of research and management.

**Study hours:**

2 days full-time

To find out more about this programme and to download a factsheet log onto our website.

bsc (hons) top-up

# health and well-being

DURATION: 1 YEAR FULL-TIME OR UP TO 3 YEARS PART-TIME  
AWARDING BODY: LEEDS METROPOLITAN UNIVERSITY

**Programme outline:**

The BSc (Hons) Health and Well-Being is a top-up honours degree. It can be studied full-time over 1 year and part-time up to 3 years. The programme aims to produce a graduate who is able to compare and contrast a wide range of theories and concepts regarding health and well-being, to provide an insight into the human experience of health and well-being. The individual, societal and global context of health and well-being will be explored which will lead to a reflexive and critical evaluation of the factors that determine health. The graduate will develop the ability to debate health and well-being within the context of ethical principles and organisational structure.

**Entry requirements:**

Applicants are required to meet the following criteria:

Have a minimum of 120 credit points at Level 5 or equivalent. This should include a research focused module.

OR

Demonstrate the ability to study at Level 6.

The degree is available to anyone who can provide evidence of the entry criteria and pre-requisites who wish to study a degree with a broad public health and well-being focus.

**Programme content:**

The award contains core modules and option modules, core modules will need to be studied by all students.

*Core modules:*

Public Health Themes and Perspectives, Legal and Ethical Issues in Health and Social Care, Developing Skills for Public Health and Project Supervision.

*Option Modules:*

Management and Leadership, Tissue Viability, Care of the Older Person, The Impact of Diabetes on Health and Well-Being.

Please note not all option modules will be delivered each year.

**Progression opportunities:**

Graduates can continue their development with masters and PhD studies.  
Career opportunities:

There are a number of new job opportunities becoming available as part of the government's agenda to improve the health and well-being of communities.

These opportunities are available within the NHS, local authority and private sector.

**Study hours:**

2 days per week in College, plus additional self directed study.

To find out more about this programme and to download a factsheet log onto our website.

foundation degree

# public and community services

DURATION: 2 YEARS FULL-TIME

UCAS CODE: L490

AWARDING BODY: LEEDS METROPOLITAN UNIVERSITY

## Programme outline:

This programme leads to the award of a Foundation degree in Public and Community Services. As well as the taught element, the programme focuses on the need for personal development and practical involvement with the public/community services. If you are interested in pursuing a career in any of the public and community services, multi agency associates and their equivalents then this is the course for you.

## Entry requirements:

Minimum of 18 years of age, a full Level 3 qualification which may include A Levels, NCFE, BTEC, GNVQ or NVQ or equivalent, a total of at least 80 UCAS tariff points. The College also welcomes applications from those individuals possessing non-standard entry qualifications.

Applications without the required entry qualifications will be considered on an individual basis.

## Programme content:

Modules covered on the programme include:

### *Modules at Level 4:*

Principles of Management, Introduction to Sociology, Introduction to Psychology, Research Methods, Personal and Professional Development (PPD) and Work Based Learning (WBL).

### *Level 5 compulsory units:*

Equal Opportunities, Diversity in the Public and Community Services, Criminology and Local Response, Health and Safety, Personal and Professional Development (PPD) and Work Based Learning (WBL).

### *Level 5 optional units:*

Lifestyle Management, The Community Sector, Financial Decision Making and Physical Fitness.

Throughout the programme you will have the opportunity to visit or work with numerous public and community sector bodies enabling you to relate theory attained from the classroom to a 'real' working environment.

A variety of teaching methods will be used such as interactive lectures, seminars, practical sessions and reviews meeting all aspects of student centred learning. You will be assessed through coursework and on-going assignments (formal examinations are not a part of the programme).

## Progression opportunities:

On successful completion of the programme you can progress onto the Top-Up year of the BA (Hons) Management, Business and Administration at the College or a BA (Hons) degree programme at a university.

## Career opportunities:

Alternatively the programme provides a strong qualification which will assist when applying for employment with a public and community or uniformed service.

## Study hours:

2 to 3 days per week.

To find out more about this programme and to download a factsheet log onto our website.

foundation degree

# sport and exercise studies

DURATION: 2 YEARS FULL-TIME

UCAS CODE: C600

AWARDING BODY: LEEDS METROPOLITAN UNIVERSITY

**Programme outline:**

This programme considers all aspects of sport and exercise with a view to optimising exercise performance whilst integrating the theoretical and physical aspects of sport. Work related learning is a central theme in this programme and as such it takes into account the views of employers to ensure you are suitably skilled and prepared for employment in your chosen career. Within this programme you will gain an underpinning knowledge of sport and exercise with a focus on either health and exercise, or sport management.

**Entry requirements:**

Students will normally be a minimum of 18 years old at the start of the course and have at least 4 GCSEs grade C or above (including Mathematics and English), a BTEC, GNVQ or NVQ at Level 3 in an appropriate subject or an A2 at grade E or above.

Applicants with non-standard entry requirements, may be eligible to access the course via an interview with the programme admissions tutor.

**An example of programme content would be:**

*Year 1:*

Anatomy and Physiology, Principles of Fitness and Training, Research Methods, Personal and Professional Development, Work Related Learning and Nutrition.

*Year 2:*

Work Related Learning, Exercise Prescription with Special Considerations, Sport and Exercise Psychology, Personal and Professional Development, Sport and Exercise Development, and Coaching Studies.

Assessment will include written assessments, laboratory reports, portfolio work, practical assessments and examinations.

**Progression opportunities:**

The programme may enable you to progress into the health and fitness sector or the leisure industry. In addition, you may have the option to progress to a one year top-up honours degree programme.

**Career opportunities:**

Potential career prospects may include fitness manager/instructor, sports coach, lifestyle consultant, activity co-ordinator, duty manager, health promotions officer or sports development assistant.

**Study hours:**

Normally delivered 3 days a week.

To find out more about this programme and to download a factsheet log onto our website.

foundation degree

# travel and tourism management

DURATION: 2 YEARS FULL-TIME

UCAS CODE: N800

AWARDING BODY: LEEDS METROPOLITAN UNIVERSITY

## Programme outline:

The Foundation degree in Travel and Tourism Management is ideal for students who wish to pursue a career in the public or private sectors of the travel and tourism industry. The programme covers a number of fundamental aspects within travel and tourism management, with the aim of equipping students with the knowledge and skills required to pursue a career in this exciting and expanding industry.

## Entry requirements:

Standard minimum entry criteria is 18 years of age or more at the commencement of the programme; at least 3 GCSEs at grade C or above, normally including Mathematics and English (or appropriate Key Skills Level 2); a Level 3 in an appropriate subject; a total of at least 40 UCAS tariff points; applicants who hold another qualification(s) which in the opinion of the admissions tutor can be treated as equivalent to the above.

Applicants who do not satisfy the above requirements may still be admitted to the degree if they can satisfy the admissions tutor that they are likely to benefit from, and be able to cope with, the academic demands of the programme.

## Programme content:

### *Year 1*

Managing People in Organisations, The Geography of Travel and Tourism, Introduction to Travel and Tourism, Management and Resources, Sales and Marketing Management in Travel and Tourism and Research Methods/Project Management.

### *Year 2*

Strategic Customer Service, Research Based Learning and Work Based Learning.

### *Optional modules include*

Tour Operations Management, International Tourism Development, Introduction to Events Management, Visitor Attraction and Heritage Management, Sports Tourism Management and Hospitality Management.

## Progression opportunities:

The programme will develop student's skills, knowledge and understanding to prepare them for a range of careers in the travel and tourism industry. Alternatively students may choose to progress onto a one year top-up honours degree programme at the College.

## Career opportunities:

Students may seek employment with travel agents, tour operators, hotels, regional attractions or multi-national corporations.

## Study hours:

Approximately 3 days a week.

The modules within this course are constantly under review to ensure validity within the industry.

To find out more about this programme and to download a factsheet log onto our website.

level 4 higher national certificate (hnc)

# civil engineering

DURATION: 2 YEARS PART-TIME DAY RELEASE

AWARDING BODY: EDEXCEL

**Programme outline:**

This HNC programme is designed as a part-time course, which will enable students to study on a day release basis in order to achieve the qualification. The part-time nature of the programme enables many people who are employed in the industry to attend.

**Entry requirements:**

You will be required to have a National Certificate in Civil Engineering or 2 A Levels in Mathematics, English and/or Science.

**Programme content:**

In year 1 you will study Design Principles and Applications, Science and Materials, Health, Safety and Welfare, Civil Engineering Technology (A) and Site Surveying Procedures.

In year 2 you will study Management Principles and Application, Group Project, Civil Engineering Technology (B), Analytical Methods and Transportation

**Progression opportunities:**

The HNC programme can be seen as an important and useful entry into the world of the civil engineering profession. Progression from the HNC onto the HND Civil Engineering would usually be the most natural route.

Further progression can follow onto a degree programme.

**Career opportunities:**

The HNC qualification is often seen as entry level to management jobs within the industry.

**Study hours:**

HNC year 1 - one day per week.

HNC year 2 - one day per week.

To find out more about this programme and to download a factsheet log onto our website.

level 5 higher national diploma (hnd) top-up

# civil engineering

DURATION: 1 YEAR PART-TIME DAY RELEASE

AWARDING BODY: EDEXCEL

**Programme outline:**

This top-up is designed as a part-time, one year programme, which will enable students to study on a day release basis towards the achievement of the HND qualification. The part-time nature of the programme enables many people who are employed in the industry to attend. It also means the programme can be completed in one year.

**Entry requirements:**

150 credit HNC in Civil Engineering (50% of the credits must be at Level 5).

**Programme content:**

There are 6 units that will be studied. They are Project Management, Civil Engineering Maths, Individual Student Project, Contract Law and Contractual Procedures, and Production Design Analysis.

**Progression opportunities:**

Successful completion of this programme will enable you to progress to an appropriate honours degree.

**Career opportunities:**

Many civil engineering management jobs require an HND qualification as part of the job specification.

**Study hours:**

1 day per week

To find out more about this programme and to download a factsheet log onto our website.

level 4 higher national certificate (hnc)

# construction and the built environment

DURATION: 2 YEARS PART-TIME DAY RELEASE

AWARDING BODY: EDEXCEL

**Programme outline:**

This HNC is designed as a part-time programme, which will enable students to study on a day release basis in order to achieve the qualification. The part-time nature of the course enables many people who are employed in the industry to attend.

**Entry requirements:**

You are required to have a National Certificate in Construction or 2 A Levels in Mathematics, English and/or Science.

**Programme content:**

In year 1 you will study Design Principles and Applications, Science and Materials, Health, Safety and Welfare, Construction Technology (A) and Site Surveying Procedures.

In year 2 you will study Management Principles and Application, Group Project, Construction Technology (B), Analytical Methods, and Tendering and Estimating.

**Progression opportunities:**

The HNC programme can be seen as an important and useful entry into the world of the construction professional. Progression from the HNC onto the HND Construction/Building Studies would usually be the most natural route.

Further progression can follow onto a degree programme.

**Career opportunities:**

The HNC qualification is often seen as entry level to management jobs within the industry.

Study hours:

HNC year 1 - 1 day per week

HNC year 2 - 1 day per week

To find out more about this programme and to download a factsheet log onto our website.

level 5 higher national diploma (hnd) top-up

# construction and the built environment

DURATION: 1 YEAR PART-TIME DAY RELEASE

AWARDING BODY: EDEXCEL

**Programme outline:**

This top-up is designed as a part-time, one year programme, which will enable students to study on a day release basis towards the achievement of the HND qualification. The part-time nature of the programme enables many people who are employed in the industry to attend. It also means the course can be completed in one year.

**Entry requirements:**

150 credit HNC in Construction (50% of the credits must be at Level 5).

**Programme content:**

There are 6 modules on the programme: Project Management, Construction Technology (C), Individual Student Project, Refurbishment and Adaptation, Contract Law, and Contractual Procedures.

**Progression opportunities:**

Successful completion of this programme will enable you to progress to an appropriate honours degree.

**Career opportunities:**

Many construction management jobs require a HND qualification as part of the job specification.

**Study hours:**

1 day per week

To find out more about this programme and to download a factsheet log onto our website.

level 4 higher national certificate (hnc)

# electrical/ electronic engineering

DURATION: 2 YEARS PART-TIME

AWARDING BODY: EDEXCEL

**Programme outline:**

This programme is designed for current or future technicians in electrical and electronic engineering sectors. This is a QCF (Qualification and Credit Framework) Level 4 qualification.

**Entry requirements:**

You should have achieved at least one of the following:  
A BTEC National Certificate in Electrical/ Electronic Engineering or A Level in Mathematics or an appropriate science-based subject, plus another A Level in a different subject, plus five GCSEs at grade C or above, including Mathematics and Science.

A vocational Double Award A Level (AVCE) in an appropriate subject, or an equivalent qualification.

Students wishing to undertake both years simultaneously will require an interview.

**Programme content:**

You will learn through a variety of different methods including formal lectures, laboratory work, classroom study and devised workbooks.

Units taken:

Students are required to take units to gain a total of 120 credits or more including the core units:

Unit 1. Analytical Methods for Engineering (15 credits); Unit 2. Engineering Science (15 credits); Unit 3. Project Design, Implementation and Evaluation. (20 credits).

Specialist units: (all 15 credits) from, for example;

Business Management Techniques for Engineers, Electrical and Electronic Principles, Engineering Design, Combinational and Sequential Logic, Health and Safety, and Risk Assessment in Engineering.

**Progression opportunities:**

On successful completion of the HNC you will be eligible to progress onto a QCF Level 5 HND course.

**Career opportunities:**

The HNC aims to produce students who are capable of progressing to skilled technical technician level. Opportunities for employment exist in a wide range of industries, for example, manufacturing, design, pharmaceutical, service industries and off-shore oil and gas companies.

**Study hours:**

1 day, day release normally between 9am and 5.30pm.

To find out more about this programme and to download a factsheet log on to our website.

level 5 higher national diploma (hnd) top-up

# electrical/ electronic engineering

DURATION: 1 YEAR PART-TIME

AWARDING BODY: EDEXCEL

**Programme outline:**

This course is designed for current or future technicians in the Electrical and Electronic Engineering sectors. The course is designed as a top-up from the QCF Level 4 HNC to the QCF Level 5 HND which provides a greater breadth and specialisation.

**Entry requirements:**

You will be required to have achieved a HNC in Electrical & Electronic Engineering (120 credits).

**Programme content:**

You will learn through a variety of different methods including formal lectures, laboratory work, classroom study and devised workbooks.

Units taken:

You are required to take additional units to the value of 120 credits and mandatory core units are:

Unit 1. Analytical Methods for Engineering (15 credits); Unit 2. Engineering Science (15 credits); Unit 3. Project Design, Implementation and Evaluation. (20 credits), Unit 5. Electrical & Electronic Principles (15 credits)

Specialist units (usually 15 credits) from for example:

Health and Safety and Risk Assessment, Business Improvement Techniques, Quality Assurance and Management, Managing the Work of Individuals and Teams and Management of Projects.

**Progression opportunities:**

On successful completion of the HND students will be eligible to progress onto a QCF Level 6 qualification such as BEng (Hons) Engineering.

**Career opportunities:**

The HND aims to produce diplomates who are capable of progressing to higher skilled technical technician level. Opportunities for employment exist in a wide range of industries including, for example, manufacturing, design, pharmaceutical, service industries and off-shore oil and gas companies.

**Study hours:**

1 day, and 1 evening.

To find out more about this programme and to download a factsheet log on to our website.

level 4 higher national certificate (hnc)

# mechanical engineering

DURATION: 2 YEARS PART-TIME

AWARDING BODY: EDEXCEL

**Programme outline:**

This programme is designed for current or future technicians in mechanical and manufacturing engineering sectors. This is a QCF Level 4 qualification.

**Entry requirements:**

Students should have achieved at least one of the following:

A BTEC National Certificate in Manufacturing Engineering or an A Level in Mathematics or an appropriate science-based subject, plus another A Level in a different subject, plus five GCSEs at grade C or above, including Mathematics and Science.

A vocational Double Award A Level (AVCE) in an appropriate subject or an equivalent qualification.

Students wishing to undertake both years simultaneously will require an interview.

**Programme content:**

You will learn through a variety of different methods including formal lectures, laboratory work, classroom study and devised workbooks

Units taken:

Students are required to take units to gain a total of 120 credits or more including the core units:

Unit 1. Analytical Methods for Engineering (15 credits); Unit 2. Engineering Science (15 Credits); Unit 3. Project Design, Implementation and Evaluation. (20 credits).

Specialist units: ( All 15 credits) from for example; Business Management Techniques, Engineering Design, Advanced Computer-Aided Design Techniques, Mechanical Principles, Computer-Aided Machining and Design for Manufacture.

**Progression opportunities:**

On successful completion of the HNC you will be eligible to progress onto a QCF Level 5 HND in Mechanical Engineering.

**Career opportunities:**

The HNC aims to produce students who are capable of progressing to skilled technical technician level. Opportunities for employment exist in a wide range of industries, for example, manufacturing, design, pharmaceutical, service industries and off-shore oil and gas companies.

**Study hours:**

1 day, day release normally between 9am and 5.30pm.

To find out more about this programme and to download a factsheet log on to our website.

level 5 higher national diploma (hnd) top-up

# mechanical engineering

DURATION: 1 YEAR PART-TIME

AWARDING BODY: EDEXCEL

**Programme outline:**

This course is designed for current or future technicians in the mechanical and manufacturing engineering sectors. The course is designed as a top-up from the QCF Level 4 HNC. The QCF Level 5 HND provides a greater breadth and specialisation than the former.

**Entry requirements:**

You will be required to have achieved a HNC in Mechanical Engineering (120 credits).

**Programme content:**

You will learn through a variety of different methods including formal lectures, laboratory work, classroom study and devised workbooks.

**Units taken:**

Students are required to take additional units to the value of 120 credits and essential core units are:

Unit 1. Analytical Methods for Engineering (15 credits); Unit 2. Engineering Science (15 credits); Unit 3. Project Design, Implementation and Evaluation. (20 credits), Unit 4. Mechanical Principles (15 credits)

Specialist units: (usually 15 credits) from, for example; Health and Safety and Risk Assessment, Further Business Improvement Techniques, Quality Assurance and Management, Managing the Work of Individuals and Teams and Management of Projects.

**Progression opportunities:**

On successful completion of the HND you will be eligible to progress onto a QCF Level 6 qualification such as BEng (Hons) Engineering.

**Career opportunities:**

The HND aims to produce diplomates who are capable of progressing to higher skilled technical technician level. Opportunities for employment exist in a wide range of industries including, for example, manufacturing, design, pharmaceutical, service industries and off-shore oil and gas companies.

**Study hours:**

1 day, and 1 evening.

To find out more about this programme and to download a factsheet log on to our website.



## **New College Durham**

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