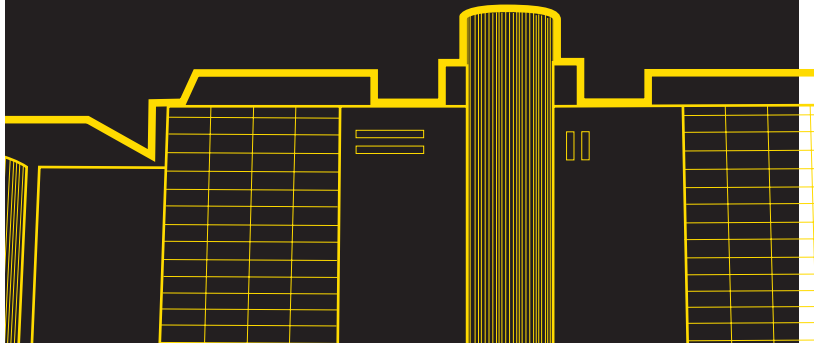


Higher Education Prospectus

THINK ABOUT YOUR FUTURE
NEW COLLEGE DURHAM
FULL AND PART-TIME PROGRAMMES 2010/11





Welcome

YOU'VE TAKEN THE FIRST STEP BY PICKING UP THIS PROSPECTUS
GOOD THINKING
NOW YOU NEED TO CHOOSE WHAT'S RIGHT FOR YOU

Our College has a 30 year history of producing graduates and diplomates, through flexible part-time and full-time routes. As well as outstanding facilities, we offer students a supportive environment, accessible lecturers and an excellent learning experience. Our fees are affordable too, plus generous bursaries are available to most full-time students.

If you would like to speak to us face-to-face or visit our campus facilities come along to one of our Information and Advice Events normally held on the first Tuesday of every month, 5.00pm to 7.00pm. See page 11 for full details.

For more information call 0191 375 4040 or visit our website at www.newcollegedurham.ac.uk.

We will consider any request for this document to be available in an alternative format, please call 0191 375 4040.

This document is also available electronically at www.newcollegedurham.ac.uk in our Downloads Section.

WELCOME: Freely permitted or invited; you are welcome to call. An expression of greeting, the act of receiving a person with open arms.

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HNC - Higher National Certificate HND - Higher National Diploma

Qualifications

QUALIFICATIONS CAN GIVE YOU A KICK START

YOU'RE TALENTED

USE IT TO YOUR BEST ADVANTAGE

We offer a wide range of work-related qualifications, depending on the subject and type in which you're interested. Our courses enhance 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 and other employer organisations.

QUALIFICATION:

An official record of achievement awarded on the successful completion of training. Ability, accomplishment, aptitude and capability.

Foundation Degree

Foundation degrees are employment-related higher education qualifications that provide professional development in a broad range of vocational areas. They take two years full-time but many people choose to study part-time or by flexible learning, often while working. Foundation degrees are valuable qualifications with progression to a relevant honours degree programme through further study.

Honours Degree

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 advanced 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.

HNC

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

HND

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

Achievements & Success

WHEN YOU'RE DEDICATED AND FOCUSED ON YOUR GOAL
SUCCESS FOLLOWS
ACHIEVEMENT IS SOMETHING TO BE PROUD OF

We are one of the leading colleges of further and higher education in the North East with an excellent reputation for achievement. 90% of our higher education students were successful in completing their studies in the academic year 2006/07.

A review of the College's higher education provision by the Quality Assurance Agency (QAA) in 2006/07 judged the academic standards and quality of learning opportunities at the College to be 'commendable', the highest rating available.

SUCCESS: A favourable outcome. To be successful, to bring home the bacon, to go down a bomb. Prosper, thrive, triumph and hit the jackpot.





Information & Advice Events

IT'S GREAT TO TALK FACE TO FACE WITH THOSE IN THE KNOW
FIND DIRECTION
MAKE A DECISION THEN TAKE THE PLUNGE AND APPLY

Events take place at the College on the first Tuesday of every month between 5.00pm and 7.00pm throughout the year, except April and August.

Tuesday 6 October 2009
Tuesday 3 November 2009
Tuesday 1 December 2009
Tuesday 5 January 2010
Tuesday 2 February 2010
Tuesday 2 March 2010
Tuesday 4 May 2010
Tuesday 1 June 2010
Tuesday 6 July 2010

We will also hold two dedicated higher education events between 10.00am and 4.00pm on:

Friday 27 August 2010
Tuesday 31 August 2010

ADVICE: A recommendation as to an appropriate choice of action. Help, suggestion, opinion, view, information and intelligence.

Your Experience Counts

YOU'VE WORKED, TRAVELLED OR HAD A FAMILY
SHARE IT
YOU'RE A LIVING WEALTH OF EXPERIENCE, USE IT

Higher education is an invaluable experience and your experience counts too. We recognise the importance and value of work and life experience and therefore for entry onto our courses we give equal consideration to work experience and training against the full spectrum of academic and vocational qualifications.

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 committed to widening participation in higher education and therefore entry requirements for mature students (those over 21 years old) are more flexible, so don't let age or academic qualifications prevent you from achieving your personal and professional goals.

EXPERIENCE:
Direct personal participation, accumulated knowledge especially on practical matters. Doing, evidence, know-how, practice and understanding.





Great Employment Prospects

WHAT YOU REALLY NEED IS REAL SKILLS
LAUNCH YOURSELF
INTO FURTHERING YOUR CAREER OR GETTING A NEW ONE

All our qualifications are career focused, with many of our higher education programmes devised in consultation with local employers. This ensures that the course you are studying prepares you directly for employment. Our experienced teaching team will explore with you contemporary issues and practice in your subject area, ensuring that you graduate with the knowledge and skills that employers are really looking for.

Fast track to better job prospects

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

PROSPECTS:
Probability of future success. Expectation, chance, possibility and outcome. Future, hope, odds, opening and outlook.

A Worthwhile Investment

GRAB LIFE WITH BOTH HANDS
INVEST IN YOURSELF
AND DO SOMETHING DIFFERENT

Our higher education programmes provide real value for money. We have set our fees at an affordable level to minimise your study costs without sacrificing the quality learning you deserve. We also offer a generous bursary to most full-time students.

Financial help is constantly changing. For the most up to date information and forms visit the government website www.direct.gov.uk/studentfinance.

Full-time students

Bursaries

To help with your studies, the College offers a generous bursary for each year of your studies if you are on an eligible programme. You will receive the bursary whatever the level of your family income. A payment will be made to you in your first term, followed by payments in the second and third terms.

For full details of the bursary available for 2010 log onto www.newcollegedurham.ac.uk/adultfinance.

Tuition Fees Loan

All eligible full-time students can now get a Student Loan for 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.

INVESTMENT:

A contribution of something such as money, time, energy or effort to an activity, project or undertaking, in the expectation of a benefit

Student Loan (Living Cost)

You can apply for a Student 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.

Maintenance Grant

More than half of all full-time students are likely to be eligible for a yearly Maintenance Grant. 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 personal circumstances 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 doesn't 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.

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.

Fees

For fee information relating to your programme, log onto 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.

Funding Advice

For funding advice you can contact our Funding and Welfare Adviser at ASC (Advice Support Careers) on 0191 375 4400 or email asc@newdur.ac.uk.

EU and International students

There is a different fee policy and welfare system for European and International students. For more information contact our International Office on 00 44 (0)191 375 4157 or email international@newdur.ac.uk.



Campus Life

LOCATION, LOCATION, LOCATION

IT'S IMPRESSIVE

MODERN AND SPACIOUS, DESIGNED WITH YOU IN MIND

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

The three buildings which make up our modern campus are light and spacious and were designed with today's student in mind. The outdoor piazza areas with seating provides space for you to relax and meet friends between lectures. You will have access to a wide range of facilities, most of which are open to the general public, including a travel agency, hair and beauty salons, health and fitness centre and a nursery. There are also restaurants, shops, cafes and free car parking.

LIFE: The state or quality that distinguishes human beings. A present condition, state, or mode of existence; my life could be very exciting if I made a change.

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 available in the Sports Development Centre.

Dining

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 to fine cuisine evening meals with fine dining service.

The Mix is the main eating place and offers everything from a full English breakfast to a traditional hot dish such as Moroccan lamb, carved roast beef or fish and chips. Look out for our special themed menus for something completely different.

Java City, also in the East Mall, is a new modern style coffee bar, which serves a range of freshly ground and speciality coffees. Croissants, muffins, traybakes, flapjacks and toasted paninis are sold throughout the day, as well as a range of Fairtrade products.

The Café Bar, situated on the ground floor of the Sports and Music Building, is where you can go for a healthier choice of food ranging from home made smoothies, freshly squeezed juices, fresh filled baguettes, fresh baked muffins and pastries, hot jacket potato bar and Pasta King.





Pampering

Halo Hair and Beauty 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 4294/4295.

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.

Little Ones

Our on-site nursery, Bright Beginnings, is an Ofsted^{*} registered nursery available to both staff and students. It has 54 places providing full day care for children aged from birth to 4 years eleven months. We aim to provide a high standard of care and education in a safe, secure and happy environment.

Contact Bright Beginnings on 0191 375 4429.

* Office for Standards in Education

Learning Resources Centre

Our Learning Resources Centre is located in the West Mall and houses the Library and e-Learning Centre.

The Library

The Library provides access to a variety of information resources. We have over 65,000 books, subscribe to over 250 print journals and online journals and databases too. With places for you to study in groups or quietly on your own.

e-Learning Centre

The e-Learning Centre offers free access to over 180 networked computers, 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 worldwide web anywhere in the Learning Resources Centre.

NCD Online and Email

You will have your own log in, College email address and you will also have access to NCD Online, our Virtual Learning Environment for online course information, access to LRC resources, noticeboards and communication with your lecturers and other students.

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 others. They can be easily accessed in college and are also available remotely through the Athens gateway, once you have set up your own Athens account. LRC staff can tell you more about this.

Heritage Catalogue

Our online library catalogue, Heritage, lets you search and reserve items that are held in the library. It also enables you to manage your account: you can check or renew your loans even when you are not in college. If we don't have the books or articles you require we can borrow it for you from another library.

Remote Access

You can access our online resources, NCD Online, Heritage catalogue and your email from home or another remote terminal 24/7 so your learning need never stop.



Student Life

IT'S NOT JUST ABOUT LEARNING AND STUDYING

ENJOY IT

IT'S YOUR CHANCE TO MAKE NEW LIFELONG FRIENDS

We attract students from all walks of life to our College creating a vibrant and 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 busy 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.

STUDENT: A person following a course of study. Learner, observer, pupil, scholar and undergraduate. Directing passion at a subject.

Students' Union

Our Students' Union exists 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 an 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.

International Students

We have approximately 200 international students with over 20 nationalities from countries such as Germany, Denmark, France, Austria, Sweden, Finland and further afield studying with us. 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.

Looking for help?

EVERYONE NEEDS SOMEONE TO LEAN ON
REACH OUT
AND ASK FOR HELP WHEN YOU NEED IT

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

Access to lecturers

All lecturers have an open access policy, which means you can arrange one-to-one attention and individual support when you need it. The classes are often small informal groups which enable you to establish a good relationship 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, help with job applications and also a personal counselling service. If you are considering a programme you can contact an adviser to discuss funding or your career plans and aspirations. We also offer advice on support arrangements if you are worried about any personal or mental health issues that may affect your programme.

To contact a member of the ASC team telephone 0191 375 4400, email asc@newdur.ac.uk, or call in to see us at the Framwellgate Moor Campus.

All ASC services are impartial and confidential.

asc advice
support
careers



HELP: To assist someone to do something, especially by sharing the work, cost or burden. Assist, lend a hand, encourage and support.





Student Support

THERE'S NO NEED TO GO IT ALONE
WE'RE HERE TO SUPPORT YOU
TALK TO US IF YOU NEED SUPPORT

We are fully committed to helping you get the best out of your college 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
- The Harvard System (references and bibliographies)
- Information retrieval and literature searching
- Online database interrogation
- Presentation skills
- Reading efficiently and report writing
- Revision and examination skills.

For students with disabilities 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
- Special 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.

SUPPORT:

To carry the weight.
To give aid or courage.
To assist, be a source of strength, encourage, promote and sustain.

What our students say

DON'T TAKE OUR WORD FOR IT
BE INSPIRED
BY WHAT OUR STUDENTS SAY



Helen Saunders
Foundation Degree
Professional Practice
in Salon and
Spa Management

I had previously studied hair and beauty at the College, so when I decided to enhance my skills to management level, New College Durham was the natural choice for me. It has a good reputation and the salon facilities are of an excellent standard. This combined with the high quality teaching, will place me in an excellent position to achieve my goal. The programme covers a diverse range of management skills which have enabled me to develop my existing knowledge and learn new skills. I hope to continue my training, enabling me to teach beauty in the future, and one day manage my own salon.



Peter Porelli
BSc (Hons) Podiatry

I chose to study podiatry after deciding that I wanted a change of career. There are good opportunities for qualified podiatrists with the option of working in a variety of settings and specialisms. As part of the programme there are opportunities for placements in the NHS to observe qualified practitioners perform clinical skills on patients, enabling you to gradually build up your confidence. The lecturers are extremely supportive and passionate about their subjects and always give plenty of support.

Following a recommendation by a former student, I decided to look at New College Durham as an option for studying my HND in Business, and using the college website, I found it offered everything I was looking for.



Nicola Hepple
HND Business

After a discussion with the programme leaders, who were very supportive, they were able to point me in the right direction and suggest the best programme for my requirements. The best thing about the programme is that the modules relate to my new job role, and after being out of education for a number of years, the help I received from my tutors meant I was brought up to speed with my studies in no time.

The programme also offers a route to the BA (Hons) Business, Management and Administration, which I need in order to progress further in my job.

Working with children and families in a Social Work setting seemed like a fulfilling and worthwhile role, and one that would offer me a wealth of employment opportunities. I chose New College Durham knowing that many of the lecturers had worked in the field.



Neil Morris
BA (Hons)
Social Work

I specialised in children and families and passed with a 2:1 Degree, before applying for a position with Darlington's Child Care Duty Team. After two years and with a case load of child protection and children in need work, I then moved to a small independent fostering agency where I stayed for a year.

I now work for the National Fostering Agency and I'm thankful that New College Durham provided me with the skills and expertise to now work for such a fantastic organisation.



Katherine Cooper
Foundation Degree
Travel and Tourism
Management

I came to New College Durham straight from school to study travel and tourism, so to progress to the Foundation Degree was the natural step for me. I also have the comfort of knowing I can work part-time alongside my studies. The College has a really friendly atmosphere and the lecturers are always helpful and supportive, encouraging you all the way. As part of the course I attended a conference in Edinburgh and spent two weeks in Belgium for my work experience. On completion of the programme I would like to complete the one year top-up degree programme and then go on to do my teaching qualification.



Jonny Gray
Foundation Degree
Music Management

The College has just about everything you could possibly need on site, but the best thing for me is the music studio. It was great to get some hands on experience of operating a mixing desk, this gave me a new appreciation of how a recording session is managed. There's a really friendly atmosphere about the College and it makes for a good learning environment. The programme has provided me with a good insight into the workings of the music industry and given me the confidence to proceed with my chosen career.



Kanchanca Bell
Foundation Degree
Graphic Design

After a 6 year break I decided to return to my studies and follow my passion for design. I had previously studied at New College Durham, so it seemed the obvious choice for me. I was wowed by the design of new campus both inside and out, and it didn't take long for me to settle in, thanks to the internal colour co-ordination which makes finding your way around easy. The IT facilities are also very impressive, with up-to-date graphic software. There is also an excellent range of resources available in the Learning Resources Centre, such as design magazines, which have provided me with inspiration for my programme.

Once I've completed my Foundation Degree, I plan to go to university to achieve the Honours Degree and then into editorial design.



Kevin Mullen
HNC/HND
Mechanical Engineering

I returned to study after 17 years in order to progress my career. After some research and discussions with lecturers, I was convinced that New College Durham would be the ideal place to further my education. My experience of the College was excellent and I found the staff to be helpful and welcoming, whilst the facilities really enhanced my learning. The equipment in the workshops is of a very high standard, and learning how to use state of the art software, such as AutoCAD and Inventor, has been extremely useful. After completing my HNC and HND in Mechanical Engineering, I am now ready to progress onto a Degree and I have enrolled onto the BSc (Hons) Management of Engineering Technologies at another college. My overall experience of studying at New College Durham has proved invaluable to my current career development.

Throughout my career I have been involved in training Apprentices, so I decided to get a professional qualification. I believe the PCET (Certificate/Professional Graduate Certificate in Education: Teaching in the Lifelong Learning Sector) programme will help me progress my career and develop my skills from trainer to teacher.

The facilities at the College are fantastic and I find the flexibility of the programmes and tutors really useful, as it allows me to continue my job running Global Travel, the College travel agents, whilst continuing my studies.



Catherine Dixon
PCET Year 1

How to apply

IT'S NEVER TOO EARLY TO APPLY

START NOW

LOG ON TO FIND OUT MORE

For the latest information on our application process and how to apply online log on to www.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 reference.

Website: www.ucas.com

The UCAS institution code for New College Durham 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 career centre or at ASC at the College. Call 0191 375 4400.

TO APPLY: to make a request, petition, demand, appeal, put in for.

Art & Design

To apply for an Art and Design programme you are required to complete an institution preference form and list up to three choices of course through UCAS.

Clearing

We will welcome applications for courses that still have vacancies in August 2010 through the UCAS Clearing system. These vacancies will appear in UCAS listings and on our website at 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 or contact the Admissions Office on 0191 375 4210 or email 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 or contact the Admissions Office on 0191 375 4210 or email: admissions@newdur.ac.uk.

Information and Advice Events

If you would like to talk to us directly and see our campus facilities check out our Information and Advice Events held on the first Tuesday of every month, 5pm - 7pm. See page 11 for full details of applicable dates.

Access to Higher Education

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

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. Students must also complete an initial assessment in literacy and numeracy.

For those not successfully completing the initial assessment there will be the opportunity to take the Diploma for Progression. Successful completion of this qualification will allow progression onto the Access to Higher Education course in the next academic year.

ACCESS: The ability or right to approach, enter, exit, communicate with or make use of; an increase by addition; onset.

Programme content:

All students will follow a course in Study Skills to equip them with the necessary skills to facilitate their learning. Each student then chooses a pathway from a range of options to construct a tailor-made programme and to give access to the relevant degrees or HND/HNC programme in, for example, health related courses such as Nursing, Midwifery, Occupational Health, Social Sciences and Social Work, Teaching; and science based courses such as Pharmacology, Diet and Nutrition, Podiatry, Biological Sciences and Dentistry.

Progression opportunities:

This course is recognised throughout the country as an entry qualification for degrees and many professional courses. Upon successful completion students 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 into HE programmes.

Study hours:

Full-time students will be required to attend around 16 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.

Higher National Certificate (HNC)

Business

DURATION: 2 YEARS PART-TIME

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:

Students will have reached a level 3 educational standard, such as A/AS levels, NVQ, BTEC National Certificate or equivalent. Candidates over the age of 21 without the minimum entry requirements are encouraged to apply, but will need to demonstrate that they have relevant experience and can benefit from the course.

BUSINESS:

Whether you're a small time entrepreneur or the CEO of a large corporation, you cannot escape the daily challenges of business. Get equipped with adequate skills and resources to meet those challenges head on.

Programme content:

The programme comprises 10 study units, consisting of five core and five specialist option units.

The core business units are Marketing, Managing Financial Resources and Decisions, Organisations and Behaviour, Business Environment and a research project.

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

Progression opportunities:

On successful completion of the programme students will have the opportunity to progress directly onto a guaranteed place on the College's top-up HND in Business.

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 as a senior administrator or first line manager.

Study hours:

Approximately six hours per week on two evenings each week from 6.00pm - 9.00pm, or one day each week from 2pm - 9pm.

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

Higher National Diploma (HND) Business Top Up Programme and Degree Conversion

DURATION: 2 YEARS PART-TIME AFTERNOON/EVENING OR EVENINGS

Programme outline:

This top-up programme will enable anyone who holds an HNC Business, HNC Business and Finance or an HNC Public Administration to obtain an HND (Business or Public Administration, as appropriate) by successfully completing extra units. For example, if students have an HNC Public Administration they will need to study four extra units and if they have obtained an HNC Business or Business and Finance after 1997 they will need to study six extra units. Alternatively, students who hold business related qualifications equivalent to HNC, or non-business qualifications at level 4 or above may complete four units from the programme to convert their qualification for access to the BA (Hons) Management, Business and Administration programme.

Entry requirements:

HNC in Business or Public Administration or an equivalent level 4 qualification i.e. AAT or a non-business degree for conversion.

BUSINESS, INDUSTRY, COMMERCE & TRADE. These nouns apply to forms of activity that have the objective of supplying goods and services. Business relates broadly to commercial, financial, and industrial activity. Commerce and trade refer to the exchange and distribution of goods or services.

Programme content:

Three of the four/six units are compulsory and provide a valuable study bridge for anyone progressing onto the degree. They are Business Strategy, Business Decision Making and Common Law. Depending upon the award students already have, one or three further modules must also be completed. The units presently offered include European Business, Human Resource Development, Marketing Planning and Financial Reporting, but the range of units offered may vary from year to year. (Students may, in addition, take required units from the HNC programme).

Progression opportunities:

The HND is a qualification in its own right. However, on completion of the programme students 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:

Currently the programme is delivered on Tuesday and Thursday evenings or Thursday afternoons and evenings.

Duration:

The programme will be completed over a 20-week academic period by studying at college on two evenings each week from 6.00pm - 9.00 pm, or on one afternoon and evening each week from 2.00pm - 9.00 pm.

Students completing the four standard units will complete the programme in February. Students requiring six units will continue until June, taking units from second year HNC from mid-March. Students transferring from HNC programmes at other centres will need to discuss personal timetables with the Course Tutor.

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

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

Students are 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

Students (ie candidates over the age of 21 without minimum entry requirements) are encouraged to apply, but will need to demonstrate that they have relevant work experience and can benefit from the course.

ECONOMIC

TERMS: Business is a social science involved in managing people to organise and maintain shared productivity towards accomplishing particular innovative and productive objectives, usually to generate profit.

Programme content:

The core business modules are Business Law, Marketing, Information in Business, People Management and Entrepreneurship.

The specialist modules include Finance, Customer Communications and Employee Relations.

The remaining modules focus on work-based learning and personal development. This involves a work placement of approximately 12 weeks in the second year of the programme, along with work based research.

Progression opportunities:

On successful completion of the programme, students 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, three days.

BA (Hons) Management, Business and Administration

DURATION: 1 YEAR FULL-TIME OR 2 YEARS PART-TIME (DAY AND/OR EVENING)

UCAS CODE: N200

Programme outline:

This is a vocationally-based 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.

Requirements may vary for mature students who can demonstrate a substantial record of management experience at a middle or senior level.

BUSINESS: The great industries that rule our world and the small ones that make us feel special. It's about managing the people, processes and products to reap success. Now and again we dream of Wall Street, Manhattan and making it big.

Programme content:

The programme contains three elements: Core Management Studies, Option Units and Research Methods/Research Project. The degree offers a range of units so students can tailor the course to meet their particular career requirements and aspirations.

Progression opportunities:

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

Career opportunities:

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

Study hours:

Students will study a total of nine modules, each requiring three hours attendance per week, for a semester of 15 weeks, plus a research project/dissertation supported by one-to-one tutorials with a research supervisor.

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

Foundation Degree Leadership and Management

DURATION: 1 YEAR FULL-TIME OR 2 YEARS PART-TIME (DAY AND/OR EVENING)

UCAS CODE: N200

Programme outline:

This course is ideal for full-time staff with leadership and/or management responsibilities within their organisation. The organisations can be private, public or voluntary sector. Whilst studying, students can also gain a CMI Level 5 Diploma in Management.

Entry requirements:

This is a challenging course and you need to be committed, enthusiastic and prepared to study in your own time. An interview with the course leader is a requirement for this course.

LEADERSHIP:

Great leaders are almost always great simplifiers, who can cut through argument, debates and doubt to offer a solution everyone can understand.

Programme content:

This course includes all of these modules, customised for leadership and management:

Developing Leadership and Management style, Managing Financial and Non-Financial Resources, Communication and Decision Making, Managing Performance, Leading Change, Continuous Improvement and Quality Management, Recruitment and Selection or Marketing, Project, Management or Human Resource Development and Work-based Learning and Professional Development

Progression opportunities:

The course provides progression opportunities for successful students to the BA (Hons) Management, Business & Administration.

Career opportunities:

Successful students would be encouraged to progress their Management/Leadership career, either within their existing role or other suitable posts.

Study hours:

Wednesday 2.00pm - 9.00pm

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

Foundation Degree Public Sector Administration

DURATION: 2 YEARS PART-TIME

UCAS CODE: N200

Programme outline:

This is a two year day release programme leading to the award of a foundation degree. The course was designed, with input from public sector employers in the area, for those currently working in the public sector in administrative roles but who are expecting to progress into more senior positions.

Entry requirements:

Ideally applicants will have reached a level 3 educational standard but those with relevant experience are welcome to apply.

ADMINISTRATION:

The persons who make up a body for the purpose of administering something. Administrators set up and maintain systems and procedures that ensure the smooth running of an organisation.

Programme content:

Core modules

Governing in the Public Sector, Local Governance, Service Improvement and Development, Resourcing and Financing the Public Sector, Customer Focus and Public Law

Option modules

Mentoring Skills within the Workplace **or**
Financial Management in the Public Sector

As part of the course you will complete a work-based project and continuous professional development.

Progression opportunities:

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

Career opportunities:

Upon successful completion of the programme students may progress into senior administrative and management roles within the public sector.

Study hours:

9.00 am - 5.00 pm, one day per week.

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

Foundation Degree Music Management

DURATION: 2 YEARS FULL-TIME

UCAS CODE: WP33

Programme outline:

This programme is for students who are interested in pursuing a career within the music industry and is designed to support students whilst they develop their understanding of the music business and guide them towards their chosen career.

Entry requirements:

Students will have reached a Level 3 educational standard, such as A/AS level, NVQ 3, BTEC National Diploma or an equivalent qualification.

Candidates over the age of 21 without the minimum entry requirements are encouraged to apply, but will need to demonstrate that they have relevant experience and can benefit from the course.

MUSIC MANAGEMENT:

Take an unknown, talented artist and make them a commercial success. Tour Manager, Band Manager, Plugger and Marketeer. From studio to shelf, from MTV to NME. Untouched by stardom.

Programme content:

The music management modules of the programme are: Career Opportunities in the Music Industry, Producing and Promoting Events, Producing Popular Music, Setting Up Your Record Label, Digital Music and New Media, and Music Marketing.

All students will also have the opportunity to arrange their own live music events and have recording studio time within the College; either in the role of a musician or in a manager/producer capacity.

In addition students explore the internal and external environment of corporate companies with an emphasis upon small business management and entrepreneurialism later in the course. Business modules of the course have an environmental, organisational, managerial and entrepreneurial focus.

The remaining modules focus on work-based learning (involving a work placement of the students' choice within the music industry) and work-based research.

Progression opportunities:

On successful completion of the foundation degree, students have the opportunity to progress directly onto a guaranteed place on the College's one year BA (Hons) Management, Business and Administration top-up degree programme. Past students from the College have also progressed onto level 3 and postgraduate music management courses within other institutions.

Career opportunities:

The qualification is a useful pathway for students wanting to progress into the fields of event and venue management, music promotion and marketing, music retail and self-employment. Students have consistently managed to secure successful employment within the music industry regionally, nationally and internationally after completion of the programme.

Study hours:

Approximately 15 hours per week, over three days.

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

Foundation Degree Computing and Networking

DURATION: 2 YEARS FULL-TIME

UCAS CODE: GG45

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.

ICT: Communicate, create, shape and transform the world around us. Ever changing, fast moving, jaw dropping, mind blowing, time saving ways of working. Only a courageous man could predict the future, Thomas Watson, Chairman of IBM: "I think there is a world market for maybe five computers" (1943).

Individuals over 21 years of age who hold qualifications different to those mentioned, or do not possess any formal qualifications, could gain entry onto the course but will need to show that they 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:

Between 9.00 am - 5.00 pm 2-3 days per week. In addition it is expected that students will spend time working on their own.

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

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 students experience and knowledge in areas that will allow them 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.

E-COMMERCE:

The buzzword of the online business revolution, it captures the excitement and focus of this expanding market. It's about doing business better and faster by letting people serve themselves.

Individuals over 21 years of age who hold qualifications different to those mentioned, or do not possess any formal qualifications, may gain entry onto the course but will need to show that they 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:

Between 9.00 am - 5.00 pm 2-3 days per week. In addition it is expected that students will spend time working on their own.

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

Foundation Degree Housing

DURATION: 3 YEARS DAY RELEASE

UCAS CODE: N200

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 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 National Certificate in Housing, NVQ level 3, or one A level and 3 GCSEs at grade C or above, or relevant housing experience.

HOUSING:

Everyone needs somewhere to live. Take the challenge of managing, letting and maintaining housing and caring for those in need.

Programme content:

Year 1

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

Year 2

Collaborative Working, Economic Framework for Housing, Personal and Professional Development 2, Managing Staff, Planning and Development, Research Methods and IT

Year 3

Regeneration and Sustainability, Work Based Research Project, Personal and Professional Development 3 (Apex), Housing Business, Housing with Care and Support or Law for Housing Managers or Comparative Housing Studies (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 students with both an academic qualification (foundation degree) and a professional qualification (corporate membership of the CIH) which will assist in developing their career within their 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 students in undertaking a housing role, as well as allowing consideration of furthering their 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 one day a week 9.00 am - 5.00pm for three years. Year 1 is on Monday, year 2 Tuesday, and year 3 Wednesday.

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

The Chartered Institute of Housing offers bursaries of up to £300 per year for housing students. Anyone wanting more information is advised to contact the housing team on 02476851700.

Foundation Degree Housing Year 3 Top Up

DURATION: 1 YEAR DAY RELEASE

UCAS CODE: N200

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.

The programme 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.

HOUSING: This topic is rising rapidly up the political agenda: the lack of affordable homes, the problems of low demand and abandoned housing. Recent years have seen a number of reports and initiatives, including the publication of the Government's 'Communities Plan', a review of housing supply and a Housing Bill.

Programme content:

Regeneration and Sustainability, Work Based Research Project, Personal and Professional Development 3 (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) Management, Business, and Administration (Housing Pathway).

Career opportunities:

Successfully completing the programme, will equip students with both an academic qualification (foundation degree) and a professional qualification (corporate membership of the CIH) which will assist in developing their career within their 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 students in undertaking a housing role, as well as allowing consideration of furthering their 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 one day a week
Wednesdays 9.00 am - 5.00 pm for one year.

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

The Chartered Institute of Housing offers bursaries of up to £300 per year for housing students. Anyone wanting more information is advised to contact the housing team on 02476851700.

BA (Hons) Business Management in Housing

DURATION: 2 YEARS DAY RELEASE

Programme outline:

This programme provides a progression route to honours degree level for holders of a foundation degree in Housing.

The programme is aimed at people working, or intending to work at senior levels within housing organisations. It focuses on the higher level skills and knowledge required by housing organisations.

The programme is validated by Leeds Metropolitan University.

Entry requirements:

This programme is available to holders of a foundation degree in Housing or an equivalent qualification in a relevant subject.

HOUSING: 'A house is a home when it shelters the body and comforts the soul.'
(Phillip Moffitt)

Programme content:

There are four core modules

Organisational Strategy, Managing Change, Business Deconstructed and Managing the Organisation.

There is also a research methods module and a housing project.

These are complemented by four housing specific modules:

Project Management, Building Sustainable Communities, Promoting Equality and Inclusion and Managing and Monitoring Performance.

Progression opportunities:

Successful completion of this course can allow for progression onto a relevant masters programme.

Career opportunities:

Successfully completing the programme will equip students with higher levels skills, knowledge and understanding which will assist in developing their career within their own organisation or elsewhere. It will be particularly beneficial to those who would like to be engaged in a managerial or strategic role. It also provides the opportunity to meet other senior staff and ambitious professionals.

Study hours:

Attendance at College is by day release on a Thursday over two years followed by supported study for a dissertation. Subject to demand, students might also be able to attend on a two evening or afternoon/evening basis. Modules can also be studied on an individual basis, subject to availability.

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

Chartered Management Institute Level 5 Diploma in Management and Leadership

DURATION: ONE YEAR (PART-TIME)

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/ 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.

**THE
CHARTERED
MANAGEMENT
INSTITUTE
(CMI):** is the only chartered professional body that is dedicated to management and leadership. The CMI is committed to raising the performance of business by championing management; supporting and advising individuals and engaging with policy makers and key influencers.

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 5 Diploma in Management which is a nationally recognised, and well respected, qualification.

Study hours:

One day a week 2.00pm - 8.30pm.

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

Chartered Management Institute Level 7 Diploma in Strategic Management and Leadership

DURATION: ONE YEAR (PART-TIME)

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.

THE CHARTERED MANAGEMENT INSTITUTE

(CMI): Choosing to join the Chartered Management Institute is an important career decision.

Membership brings with it professional recognition and a wide range of support services that will aid development as a manager throughout working life.

Programme content:

The programme is designed around units devised by the Chartered Management Institute and covers a range of management competencies appropriate for those operating at a strategic level.

Progression opportunities:

On successful completion of the programme a number of options are available including the BA (Hons) Management, Business and Administration at the College and an MBA at neighbouring universities.

Some universities allow exemptions within the first year of study.

Career opportunities:

The Level 7 Executive Diploma, a nationally recognised qualification, is aimed to reflect the professionalism of those working in management at strategic level.

Study hours:

One day a week 2.00pm - 8.30pm.

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

Chartered Institute of Public Finance and Accountancy (CIPFA)

DURATION: MINIMUM OF 2 YEARS DEPENDING UPON ENTRY ROUTE

Programme outline:

The programme is the only chartered accountancy qualification that is designed to train accountants with unique skills for the public services. The qualification consists of three levels: Certificate, Diploma and the Final Test of Professional Competence.

Entry requirements:

Academic – you are eligible to study for CIPFA if you have a minimum of 3 GCSEs (grade C or above) and 2 A levels (grade C or above). Subjects must include Maths and English. BTEC National Certificates are also accepted. The minimum vocational qualification is an NVQ/GNVQ at Level 3. Scottish equivalents apply.

THE CHARTERED INSTITUTE OF PUBLIC FINANCE AND ACCOUNTANCY (CIPFA): is one of the leading professional accountancy bodies in the UK and the only one which specialises in the public sector. It is responsible for the education and training of professional accountants and for their regulation through the setting and monitoring of professional standards.

Mature - for students aged 21 or over with a minimum of three years relevant work experience and the support of your employers.

Senior Entry - for students aged 25 or over with at least 5 years relevant work experience.

Fast track routes also exist for AAT and fully CCAB-qualified accountants.

Programme content:

You will study a range of modules covering financial reporting; management accounting; public finance; governance and public policy; taxation; audit and management.

Progression opportunities:

On completion of all three levels you will be a CPFA – Chartered Public Finance Accountant. You will be qualified to work in both the public and private sectors.

Career opportunities:

As a CPFA you will find wide career opportunities open up to you. You will have the skills to take you to director level and beyond.

Study hours:

One day per week 9.00am - 4.00pm.

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

Association of Accounting Technicians (AAT) Certificate

DURATION: ONE YEAR (PART-TIME)

Programme outline:

This programme is about basic accounting procedures and accounting work skills. On successful completion you will be awarded the AAT Certificate in Accounting.

Entry requirements:

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

ACCOUNTANCY:

The skills or activity of keeping records of the money a person or organisation spends.

Programme content:

You will study the following units: Introductory Accounting and Accounting Work Skills.

Progression opportunities:

Programme progression is to the AAT Advanced Certificate.

Career opportunities:

The programme will help to get you started on a career as a Book-Keeper or Accountancy Assistant.

Study hours:

Day release Tuesday 9.30am – 3.30pm or part-time evenings Wednesday and Thursday 6.00pm - 8.30pm.

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

Association of Accounting Technicians (AAT) Advanced Certificate

DURATION: ONE YEAR (PART-TIME)

Programme outline:

This programme is about recording and preparing financial and management accounting information. On successful completion you will be awarded the AAT Advanced Certificate in Accounting.

Entry requirements:

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

You may start at the Advanced Certificate, provided you feel you have the necessary grounding to start at this level.

AAT QUALIFICATIONS:
an excellent foundation, skills and knowledge necessary to increase opportunities in the job market. The qualification and full membership give a high level of competence that enables individuals to work effectively.

Programme content:

You will study the following units: Financial Accounting; Recording and Analysing Costs and Revenues; Operating a Cash Management and Credit Control System; Accounting Work Skills and Professional Ethics for Accounting Technicians.

Progression opportunities:

Programme progression is to the AAT Diploma level.

Career opportunities:

The programme will help to get you started on a career as an accountancy assistant.

Study hours:

Day release Thursday or Friday 9.00am – 4.00pm or part-time evenings Monday and Wednesday 6.00 - 9.00pm.

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

Association of Accounting Technicians (AAT) Diploma

DURATION: ONE YEAR (PART-TIME)

Programme outline:

This programme covers higher level accounting areas and involves four core units and two optional units from a choice of four. On successful completion you will be awarded an NVO Level 4 in Accounting.

Entry requirements:

There are no formal entrance requirements. However, it is important that you have basic numeracy and literacy skills before you start the qualification. Competence in accounting depends upon an ability to deal with figures and effective communication skills.

Membership of the AAT requires the applicant to be accredited at both the Advanced Certificate and Diploma stages.

AAT

MEMBERSHIP:

widely recognised and valued; AAT full membership provides individuals with status and recognition. As a full member individuals will be able to use the letters MAAT after their name, providing instant recognition of skills and knowledge in the workplace and across the wider profession.

Programme content:

You will study the following units: Drafting Financial Statements, Planning and Control of Resources, Management of Performance and Enhancement of Value, Audit, Tax, Cash Management and Credit Control, Managing Systems and People, Health and Safety.

Progression opportunities:

Programme progression is to a higher level professional qualification such as CIPFA; CIMA; ACCA; ACAEW.

Career opportunities:

The course will help to get you started on a career as an accountancy assistant.

Study hours:

Day release Monday or Wednesday 9.00am – 4.00pm or part-time evenings Tuesday and Wednesday 6.00pm - 9.00pm.

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

HNC Civil Engineering

DURATION: 2 YEARS PART-TIME DAY RELEASE

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:

National Certificate in Civil Engineering or 2 A levels in Maths, English and Science.

CIVIL ENGINEERING:

The Great Wall of China and the Pyramids of Egypt are great constructions of our ancient past. Spaghetti Junction, Hoover Dam and the Forth Bridge are landmarks of more recent centuries. Build your own history and leave your mark.

Programme content:

In year 1 students will study Design Principles and Applications, Science and Materials, Health, Safety and Welfare, Technology and Site Surveying Procedures.

In year 2 students will study Management Principles and Application, Group Project, Technology, Analytical Methods and Structural Analysis.

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 at university.

Career opportunities:

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

Study hours:

HNC Year 1 - Wednesday 9.00am - 5.30pm
HNC Year 2 - Thursday 9.00am - 5.30pm

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

HND Civil Engineering Top-Up

DURATION: 1 YEAR PART-TIME DAY RELEASE

Programme outline:

This top-up to the HND programme 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:

10 unit HNC in Civil Engineering (please refer to notes in study hours section).

HND CIVIL ENGINEERING:

the award has a well-established reputation amongst employers in its own right, but appropriate HND students may transfer to a course of study leading to related degrees in civil engineering and construction engineering.

Programme content:

There are six units that will be studied. They are Project Management, Civil Engineering Maths, Individual Student Project, Tendering and Estimating, Law, and Contract and Contractual Procedures.

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:

Wednesday (1 unit) 5.30pm - 7.00pm

The above can be done in conjunction with the HNC mode of study.

Monday (5 units) 9.00am - 5.00pm.

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

HNC Construction

DURATION: 2 YEARS PART-TIME DAY RELEASE

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:

National Certificate in Construction or 2 A levels in Maths, English and Science.

CONSTRUCTION:

Be part of something amazing. Construct giant glass houses and football stadiums. Interior, exterior, technical and professional, everyone plays a part. You can see it, you can take people there and claim 'I was part of that building'.

Programme content:

In year 1 students will study Design Principles and Applications, Science and Materials, Health, Safety and Welfare, Technology and Site Surveying Procedures.

In year 2 students will study Management Principles and Application, Group Project, Technology, Analytical Methods, and Tendering and Estimating.

Progression opportunities:

The Higher National Certificate 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 at university.

Career opportunities:

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

Study hours:

HNC Year 1 - Wednesday 9.00am - 5.30 pm.
HNC Year 2 - Thursday 9.00am - 5.30 pm.

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

HND Construction Top-Up

DURATION: 1 YEAR PART-TIME DAY RELEASE

Programme outline:

This top-up to the HND programme 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:

10 units HNC in Construction (please refer to notes in study hours section).

HND

CONSTRUCTION: to gain a high level of understanding of the design, function, construction and statutory requirements for buildings of all classes, and to prepare for more advanced employment within the construction industry.

Programme content:

There are six modules on the programme: Project Management, Construction Technology, Individual Student Project, Refurbishment and Adaptation, Law, and Contract 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 an HND qualification as part of the job specification.

Study hours:

Wednesday (1 unit) 5.30pm - 7.00pm

The above can be done in conjunction with the HNC mode of study.

Monday (5 units) 9.00am - 5.00pm.

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

Foundation Degree Graphic Design

DURATION: 2 YEARS FULL-TIME

UCAS CODE: E210 (ROUTE B)

Programme outline:

This programme aims to equip students with the knowledge, understanding and skills necessary to prepare them for employment as a professional graphic designer. The programme will nurture and develop students' individual creative, conceptual and professional skills to a level where they can either seek employment or undertake further study. During the programme students 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. Individuals over 21 without minimum entry requirements detailed above are also encouraged to apply. Such individuals will need to show that they have relevant experience and can benefit from the programme.

GRAPHIC DESIGN:

Passionate, creative, colourful and black and white. Change perceptions, change attitudes and make people think. Get a big idea and plaster it on every billboard in town.

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 over the two years with live briefs and in year 2 students 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.

Progression opportunities:

Most students continue their education at honours degree level before seeking employment.

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:

The programme is taught over three days per week.

To find out more about this programme or to download a factsheet log onto our website at www.newcollegedurham.ac.uk.

Foundation Degree Professional Practice in Salon and Spa Management

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

Programme outline:

This programme is for those who are interested in potential management positions in salons, spas, health clubs and other related companies. The programme incorporates beauty and spa therapies with a grounding in business management and a scientific understanding of health, beauty and spa therapy practices.

Entry requirements:

A BTEC National Diploma in Applied Science (Beauty Therapy), NVQ level 3, or AVCE double award in a related subject or;
Equivalent qualifications or professional experience;
An IELTS 5.5 or equivalent if you are an International/EU students and English is not your first language.

SALON AND SPA MANAGEMENT:

Enter the world of well-being. From exotic shores to the city resort, the spa is the ultimate retreat. Indulge us in the traditional and the glamorous. Pamper us with facials and massage our senses. Replenish, rejuvenate and relax.

Programme content:

The programme covers therapeutic studies, management and science in an integrated program of studies over two years. You will experience a range of beauty therapy techniques including spa/hydrotherapy, facial cosmetic treatments, and advanced hair removal technology. You will research a variety of products, treatments and technologies currently used in the beauty and spa industry to enable you to examine, analyse and evaluate new developments.

Work based projects and salon experience will enable you to learn about current professional practice. Science is integrated within the course through practical aspects and provides an in depth academic background for the study of beauty, health and spa therapies, drawing on your research and analytical skills.

In particular the programme is designed to develop knowledge and understanding of human physiology, anatomy, chemistry, dermatology, cosmetic science, and general health and well-being. Emphasis is also given to the development of a sound understanding of the business and marketing strategies currently operating in the beauty, spa and health industries. An integrated programmed of finance, marketing, resource management and information technology will prepare you to enter the industry either as a practitioner, a trainee or assistant manager.

Progression opportunities:

Successful graduates could progress further to BA (Hons) Management, Business and Administration at the College.

Career opportunities:

Successful graduates are readily employed as beauty therapists and quickly progress to senior therapists, advancing to management level in salons, spas and health clubs.

Study hours:

One day a week (8 hours)/with additional direct study accessing VLE).

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

Certificate/Professional Graduate

Certificate in Education:

Teaching in the Lifelong Learning Sector

(validated by University of Teesside)

DURATION: 2 YEARS PART-TIME

Programme outline:

The Certificate/Professional Graduate Certificate in Education is the main part-time initial teacher training qualification in Post Compulsory Education and Training. The programme normally takes two years of part-time study but holders of the CTLLS/City and Guilds 7407 and its equivalent can complete in one year, but candidates would have to complete a 'bridging' module prior to starting year 2 of the course.

This programme is offered at two levels depending on the type of teaching/training students are undertaking:
Certificate level – The associate teacher role teach predominantly from pre-prepared material; one to one; or short courses.

Diploma level – the full teacher role teach or train using materials they have designed and evaluated; across a range of levels and learner types; or across a range of programmes of varying lengths.

Entry requirements:

On entry to the programme students will normally 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

QUALIFIED TEACHER LEARNING AND SKILLS (QTLS): is a new award for teachers in the learning and skills sector. It covers both taught and practical skills, and is the equivalent of Qualified Teacher Status (QTS) in schools.

Hold a recognised qualification relevant to their subject area. Examples of such qualifications are: a degree (for the PGCE); corporate membership of a professional institution; an HNC or Diploma; Licentiate of City and Guilds; the award of Royal Society of Arts at Advanced Level; and NVQ Level 3 qualification 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 needed on exit from the course.

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

Programme content:

Year 1

Preparing to teach in the Lifelong Learning Sector (PTLLS).

This is mandatory for all new teachers but can be accessed as a stand alone programme for those wanting to teach in the Post 16 Sector (previously offered as the C&G 7302 Introduction to Delivering Learning).

Certificate in Teaching in the Lifelong Learning Sector

For those who have teaching/training hours to fulfil either the full teaching or associate teaching role.

Year 2

Diploma in Teaching in the Lifelong Learning Sector

This is the final year in which learners will achieve your Cert/PG Cert in Education Teaching in the Lifelong Learning Sector.

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.

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 DAY/EVENING

Programme outline:

This programme is designed for practitioners involved in working with adult learners in both an education and training environment. It is a part-time programme, which can be studied over two years. At the end of the first year successful candidates can opt to be awarded the Diploma in Education and Training. Most students however elect to study the second year of the course exiting with an honours degree.

Possession of a degree is increasingly becoming a mandatory requirement for many professional occupations. This degree reflects this changing context of education/training and is especially relevant to those who wish to advance their career into a management position.

Entry requirements:

Possession of a Certificate in Education (post-16) obtained within the last 5 years (or specialist entry evidence of staff development if outside 5 year duration.) or NVQ Training and Development Level 4.

TEACHING:

Every teacher has a story to tell, every student has a teacher they will never forget. Be an inspiration to others.

Programme content:

The programme investigates education theory explaining current issues that impact on the training context. Examples of modules studied would include:

Year 1

Post-Compulsory Issues, Professional Learning and Development, Introduction to Research and ILT in Teaching and Learning.

Year 2

Advanced Research, Management in Education/Training and Dissertation.

Progression opportunities:

Students may wish to further their education by undertaking a masters programme either in education or in their specialist subject area, subject to the entry requirements of the relevant university.

Career opportunities:

Enhanced opportunities within education and training. The ability to apply for promoted posts.

Study Hours:

4 hours per week.

Additional independent study and individual tutorial are a major element of each module.

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

Foundation Degree Supporting Learning in Education

DURATION: 2 YEARS PART-TIME DAY/EVENING

Programme outline:

Building upon your existing knowledge of children and using your workplace experience, the qualification will enable you to develop professionally.

A recognised HE 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, NVO level 3, HNC/D, ADCE).

Applicants must have 200 credit points from an education related level 3 course.

120 credits from main program (not including key skills) or a Merit from Professional Practice

Applicants who are in possession of an appropriate level 3 qualification, two years post qualification experience and at least 20 hours in placement per week are also eligible.

All students must:

Be in employment for 20 hours a week minimum, be able to provide a letter of support from 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 or equivalent in English, Mathematics and Science is a requirement.

LEARNING:

The acquisition of knowledge or skills through experience, practice and study.

Programme content:

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

Level 1

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 degree with a Certificate in Higher Education having achieved 120 credits at level 1

Level 2

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

Registered Teacher Programme

Students can apply to work in schools and achieve QTS through a two year course that concentrates on workplace based learning.

Progression opportunities:

Graduate Teacher Programme – should students prefer to spend a third year completing their BA Hons degree there is a similar one year programme for graduates.

Career opportunities:

Completion of the FdA 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 students to achieve senior support roles in schools working with pupils from 3 - 16yrs. 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:

2 years on a Monday or Tuesday evening:(depending on the year of entry)
Plus 1 day in each half-term:

Block week in the summer 9.00am – 5.00pm for 5 days (day 5 self directed study).

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

CPD Modules for Foundation Degree Supporting Learning in Education

DURATION: 10 WEEKS PER MODULE

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 1 (equivalent to NVQ level 4). Upon successful completion staff will gain a Higher Education Certificate detailing the modules they have achieved at higher education level 1. They can all be credited fully towards the Foundation Degree in Supporting Learning in Education. (We appreciate many staff 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 students must have a literacy and numeracy qualification at Level 2 (equivalent to GCSE Grade C).

LEARNING:

The acquisition of knowledge or skills through experience, practice and study.

Programme content:

Modules available for free standing qualifications

SEN - legislation and the statementing process and the government core curriculum - the role of resources

Special Education Needs 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, students can take the credits gained for these modules and, with further study on the Foundation Degree in Supporting Learning in Education they can achieve 120 credits at level 1 and follow this with 120 credits at level 2. Upon completion of a FdA they can 'top-up' to a full Honours.

Career opportunities:

Completion of the FdA 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 students to achieve senior support roles in schools working with pupils from 3 - 16yrs. 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:

Day to be decided according to the academic year
4.30pm - 4.50pm Tutorials
5.00pm - 9.00pm Taught sessions

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

BA (Hons) Supporting Learning in Education

DURATION: 2 YEARS PART-TIME DAY/EVENING

Programme outline:

This BA (Hons) Degree allows the student 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 students must possess a literacy and numeracy qualification at level 2 (GCSE grade C or above) or be prepared to study for one.

All students 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.

SUPPORT:

To bear the weight of, to hold in position, to keep from weakening, to give aid or encouragement to a person or cause

Programme content:

The course continues the pathways developed by the foundation degree; Supporting Learning in Education as well as asking the student to engage in research within their workplace.

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 students 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 - 16yrs. 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. Students can also apply to study for a PGCE and achieve qualified teacher status.

Study Hours:

1 year on a Wednesday evening, plus 1 day in each half-term: Block week in the summer 9.00am – 5.00pm for 5 days (day 5 self directed study)

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

Foundation Degree Counselling

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

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:

Students 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 them 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 in year 1 and be able to undertake to carry out at least 100 hours of supervised counselling practice in year 2.

GUIDANCE:

Something that provides direction or advice as to a decision or course of action.

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 Based 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 Based 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 afternoon and evening.

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

BA (Hons) Counselling

DURATION: 1 YEAR PART-TIME ONE DAY A WEEK

Programme outline:

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

Programme content:

Students 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.

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

COUNSELLING:

It's a people thing. It's about finding a way of connecting with people to help them. Relationships matter.

Programme content:

The degree is delivered by means of a semesterised programme. All modules are at level 3.

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:

The course currently runs on Thursdays from 10.30am to 4.30pm with tutorials from 4.30pm to 5.30pm.

The course runs for one calendar year. The next course will run from January 2010 to December 2010

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

Programme outline:

The three-year BA (Hons) 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.

Entry requirements:

Entry requirements for mature students aged 21 and over: Achievement of Key Skills Level 2, or National Certificate or equivalent in English and Mathematics eg. GCSE grade C, some experience, either in a paid or voluntary capacity, possession of appropriate personal and intellectual qualities to be a social worker, and meet the required standards by the end of the course, the ability to understand and make use of written material and the ability to communicate clearly and accurately in spoken and written English (or equivalent for students with sensory impairments).

SOCIAL WORK:

Choose life. Choose a job. Choose a career. Choose making a real difference in people's lives. Choose Social Work.

In addition to these requirements, non-mature students must have 220 points from a minimum of two six unit awards, eg. A levels, AVCEs or equivalent, including GCSE Grade C or above in Mathematics and English or equivalent (eg. Key Skills Level 2 or above or National Certificate etc).

Candidates who are short-listed 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:

Modules to be studied include: Level 1 - Communication Skills, Psychology and Human Growth and Development, Sociology, Social Policy, Law for Social Workers, Principles and Practice of Social Work. Level 2 - Child Care, Community Care for Adults, Principles and Practice 2 and Working in Organisations. Level 3 - Research Methods, Comparative Social Policy, Social Work, Ethics and Principles and Practice. There is also a placement at each of the three levels of the course.

Modules can be offered on a Continuing Professional Development basis.

Progression opportunities:

Graduates of the programme will be able to go onto masters level programmes in related curriculum areas. Graduates employed as social workers will have the opportunity to apply to their employers for release to undertake post qualifying social work courses.

Career opportunities:

There has recently been a national shortage of social workers and on successful completion of this course you will be able to seek employment in a number of social work settings to begin your worthwhile and rewarding career.

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. Level 1 placement is 30 days, Level 2 placement is 80 days and Level 3 placement is 90 days.

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

Programme outline:

This programme integrates theory and practice allowing students to develop clinical skills in treating the foot, assisting the podiatrist and foot screening. The programme is intended to train students in all aspects which would enable them to become a qualified and effective Assistant Practitioner in Podiatry.

Entry requirements:

Standard entry criteria represents a minimum of at least 40 UCAS points including A and AS 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 i.e. over 21 with evidence of relevant prior learning and/or experience, and can benefit from the course.

Those students who do not possess formal qualifications to G.C.S.E. level in English or Maths are able to get free support to enable them to attain nationally accredited numeracy and literacy qualifications.

All those wishing to gain access to the Assistant Practitioner in Podiatry Foundation Degree must also be in employment and hold a contract with a NHS trust.

PRACTITIONER:

A person actively engaged in an art, discipline, or profession, especially medicine.

Programme content:

The Foundation Degree comprises of 12 modules of which include:

Level 1

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

Level 2

Work Based Learning, Foundations of Practice, Evidence Based Practice, Introduction to Body Systems and Disease, Introduction to Biomechanics and Advanced Foot-screening.

The students are expected to undertake a large amount of their education in the workplace. 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 a level of clinical skill. Teaching takes place within the College premises as well as within the student's workplace.

Progression opportunities:

Successful students from this programme can study a further bridging programme and two year top up qualification leading to BSc (Hons) Podiatry. Alternatively, graduates may choose to access one of the other degree programmes in health that are available to them at New College Durham, for example the BSc (Hons) Health & Wellbeing programme.

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.

Study hours:

1.5 Days per week

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

BSc (Hons) Podiatry

DURATION: 3 YEARS FULL-TIME OR 4-5 YEARS PART-TIME*
UCAS CODE: B985

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:

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

PODIATRIC SPORTS

MEDICINE: Is the application of podiatric medical principles to the sportsperson and the sporting environment.

Podiatrists need to know where the weight load on the body is greatest, the way the foot twists, in other words specific knowledge of the way the muscles, bones and soft tissues interact for that particular sport.

* Part-time route is subject to validation

Programme content:

You will study the following modules:

Level 1

Clinical Practice 1, Anatomy and Biomechanics I, Physiology, Dermatology, Clinical Theory I and Study Skills.

Level 2

Clinical Practice II, Clinical Theory, Methods of Investigation, Podiatric Medicine, Musculoskeletal Medicine and Biomechanics II.

Level 3

Clinical Practice III, Podiatric Surgery, Professional Studies, Integrated Podiatric Studies and Research Project.

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.

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

Students accepted onto this programme are exempt from tuition fees.

Access to Higher Education

This programme has been designed to give mature students the skills and knowledge necessary to progress onto this programme by offering a podiatry route, see page 38 for details.

BSc (Hons) Podiatric Medicine

DURATION: DEPENDANT UPON ROUTE TAKEN UP TO 5 YEARS MAXIMUM

Programme outline:

This programme is a post registration, initial degree programme offered by flexible learning, which provides the HPC (Health Professions Council) Registered Podiatrist with the opportunity to pursue professional development and/or gain a degree qualification. There are several entry and exit points facilitating diversity of learning.

On the programme students will study Research Methods and can choose three elective studies from a menu of available modules, for example, Podopaediatrics, Infection Control and Podopsychology. You will also have to undertake a substantial research project.

If you wish to study particular programme modules as part of your Continuing Professional Development you may do so at various times throughout the year.

Entry requirements:

Students should have a diploma or equivalent in chiropody or podiatry and must already have HPC registration.

PODIATRY:

practitioners never stop learning, it is an important part of professional development and commitment to providing patients with the best care possible.

Programme content:

The programme provides the opportunity to study core modules in Research Methods, alongside elective modules in Microbiology, Podopaediatrics, Sports Medicine, Pharmacology, Psychology and Podogerontology in year one and the opportunity to exit at this stage with a BSc pass degree.

Alternatively students can return for a second year, undertake another Research Methods module and a Research Project, and upon successful completion students will gain an honours degree.

All assessments are by individual assignments.

Progression opportunities:

Several graduates continue their development with masters and PhD studies.

Career opportunities:

A number of graduates who have followed this route have subsequently been promoted to management positions within the NHS.

Study hours:

Part-time flexible time frame distance learning programme. Students are advised to study a minimum of 6 hours per week.

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 PART-TIME

Programme outline:

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

Full-time: The full-time programme is vocationally focused and it aims to help aspiring individuals who want to work or seek employment in the Health and Social Care sector.

Part-time: The part-time programme aims to capitalise on an individual's experience within the Health and Social Care sector and set that experience in the context of an academically rigorous learning experience. Students must be in relevant employment for part-time route.

Entry requirements:

All applicants will 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.

Candidates are encouraged to apply if they feel they can benefit from the programme. Candidates 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. Students 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 (except those sponsored by the employer) must provide evidence of a current Criminal Records Bureau (CRB) check.

HEALTH:

The general condition of the body or mind with reference to soundness and vigour.

Programme content:

This Foundation Degree comprises the following modules:

Year 1

Work Based Learning; Personal and Professional Development; Health & 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 Governance, Small Business Management and Assessing and Managing Risk.

The focus of this course lies very much within work based learning. Students are expected to undertake a large amount of their education in the workplace.

Progression opportunities:

After completing the course you can study for a further year at New College Durham and complete the BSc (Hons) Health and Well-being or alternatively the BA (Hons) Management, Business and Administration.

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: 2 days in College, 2 days in vocational placement, 1 day directed/personal study.

Part-time: 1 day and 1 evening in College plus a vocational placement (must be in relevant employment).

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

BSc (Hons) Specialist Community Public Health Nursing: Health Visitor or School Nurse

DURATION: ONE YEAR FULL-TIME OR TWO YEARS PART-TIME

Programme outline:

The 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:

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 a minimum of one year post-registration experience, have 120 academic credits at level 2 or equivalent and have access to an appropriately qualified practice mentor.

PUBLIC HEALTH:

The science and art of preventing disease, prolonging life and promoting health through the organised efforts of society.

Programme content:

Core modules are:

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.

Progression opportunities:

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

Career opportunities:

This course will enable you to enhance your knowledge of the public health agenda and will allow you to work within PCT's or other providers of public health.

Study hours:

To be arranged.

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: ONE YEAR FULL-TIME OR TWO YEARS PART-TIME

Programme outline:

The 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 a minimum of one year post-registration experience, have 120 academic credits at Level 2 or equivalent, and have access to an appropriately qualified practice mentor.

PRACTICE NURSES:

Community Specialist Practitioners work with individuals, families and communities towards the achievement of independence.

Programme content:

Core modules are:

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 level programmes.

Career opportunities:

This course will enable you to enhance your knowledge of community nursing and will allow you to work within PCT's or other providers of community nursing.

Study hours:

To be arranged.

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)

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. Students must have 120 Level 2 credits or be able to demonstrate the ability to study at Level 3. 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 one year.

QUALIFIED NURSE INDEPENDENT PRESCRIBERS:

individuals are now able to prescribe any licensed medicine for any medical condition within their competence, including some controlled drugs.

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 3 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 time.
78 practice hours.

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

Foundation Degree Complementary Health Care

DURATION: 2 YEARS FULL OR PART-TIME
UCAS CODE: B300

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.

COMPLEMENTARY

THERAPIES: See healthcare from both sides of the fence.

We can enhance traditional western medicine with complementary therapeutic approaches. See things differently. Integrate and embrace, the choice is ours.

Programme content:

The foundation degree aims to equip the student with specialist practical skills and accompanying knowledge allied to health.

The programme covers the following:

Clinical Aromatherapy - (validated by IFPA), Specialist Cam Technique (Accupressure), 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 and Business Principles.

Progression opportunities:

On successful completion of this programme students will gain 120 credits at Level 1 and 120 credits at level 2 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. Students 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 plus one evening.

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

BSc (Hons) Health and Well Being

Top-up from Foundation Degree

DURATION: ONE YEAR FULL-TIME OR UP TO 5 YEARS PART-TIME

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 5 years. The programme aim is 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:

Candidate must gain:

A minimum of 120 credits points at level 2 (higher education) or the equivalent.

A minimum of a level 2 qualification which includes the studying of research methods.

Demonstrate the ability to study at level 3 (higher education).

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

PUBLIC HEALTH:

Is the study and practice of managing threats to the health of a community.

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 and Advanced Myofascial Manipulation Techniques (AMMT).

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:

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:

To be arranged.

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

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 equivalents, a total of at least 80 UCAS tariff points, the College also welcomes applications from those individuals possessing non-standard entry qualifications, Applications from mature students over 21 years of age without the required entry qualifications will be considered on an individual basis.

PUBLIC AND COMMUNITY SERVICES:

Essential to modern life, it's more than a job. Dealing with emergencies, out in the field, out on the beat, heart pounding, it's your duty to keep calm. Unusual, demanding and challenging you must remain strong. With complete dedication, honour will be earned.

Programme content:

Modules covered on the programme include:

Modules at Level 1:

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

Level 2 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 2 optional units – from:

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

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

A variety of teaching methods will be used such as interactive lecture, seminars, practical sessions and reviews meeting all aspects of student centred learning. Students 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 students can progress onto a BA (Hons) degree programme at a university or to BA (Hons) Management, Business and Administration at the College.

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.

Sport

Foundation Degree Sport and Exercise Studies

DURATION: 2 YEARS FULL-TIME
UCAS CODE: C600

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 based 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 Maths and English), a BTEC, NVQ or NVQ at Level 3 in an appropriate subject or an A2 at grade E or above.

Mature students aged over 21 years or students with non-standard entry requirements may be eligible to access the course via an interview with the programme admissions tutor.

SPORT: The power of play, the blood, sweat and tears of victory and defeat. Embrace the passion to succeed and the strength to perform. Take on the challenge and win all the way. Get in the starting blocks and keep your eye on the finish line.

An example of programme content would be:

Year 1:

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

Year 2:

Work Based Learning, Exercise Prescription with Special Considerations, Sport and Exercise Psychology, Personal and Professional Development, Sport and Exercise Development, 2 optional modules from Health and Exercise or Sports Management fields eg. Sports/Coaching.

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.

Subject to validation and confirmation.

Foundation Degree Travel and Tourism Management

DURATION: 2 YEARS FULL-TIME
UCAS CODE: N800

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 students will require to pursue a career in this exciting and expanding industry.

Entry requirements:

Standard minimum entry criteria will be that the applicant: Will be 18 years of age or more at the commencement of the programme;

Has at least 3 GCSE passes at grade C or above, normally including Maths and English (or appropriate Key Skills Level 2);

Has a Level 3 in an appropriate subject;

Has a total of at least 40 UCAS tariff points;

Mature students 21 years or over who hold another qualification or qualifications which in the opinion of the admissions tutor can be treated as equivalent to the above.

TRAVEL AND TOURISM: The world is your oyster. The glossy brochure, the heady heights of the cabin crew, the smiling face at the hotel reception, the guide at the Empire State Building: we make your holiday dreams reality. We are part of a complex puzzle, but when pieced together we make memories of a lifetime.

Applicants who do not satisfy the above requirements above may still be admitted to the degree if they can satisfy the admissions tutor that they are likely to be able 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 & 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 go on to work for local based travel agents, tour operators, hotels, regional attractions or multi-national corporations.

Study hours:

Three 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.

Higher National Certificate (HNC) Electrical/Electronic Engineering

DURATION: 2 YEARS PART-TIME

Programme outline:

This programme is designed for current or future technicians in electrical and electronic engineering sectors. It has been developed with an emphasis on new technologies together with the necessary theoretical knowledge and is a level 5 qualification.

Entry requirements:

Students 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.

An equivalent qualification.

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

Mature applicants aged 21 years and over with no formal qualifications, but with relevant industrial experience are also welcome to apply.

ELECTRONIC ENGINEERING:

develop knowledge of the theory and practice of modern electronic engineering; design and construction of electronic circuits, embedded systems hardware and software, and to develop skills in applying engineering concepts.

Programme content:

Students will learn through a variety of different methods: Formal Lectures, Laboratory Work, Classroom Study and Deviced Workbooks

Units taken:

Students are required to take ten units including core units: Business Management Techniques, Engineering Science, Analytical Methods for Engineers, Project, Electrical and Electronic Principles, Engineering Design, Utilisation of Electrical Energy, Manufacturing Process, Programmable Logic Controllers and Electronic Computer-Aided Design.

Progression opportunities:

On successful completion of the HNC you will be eligible to progress onto a 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 including manufacturing, design, pharmaceutical, service industries and off-shore oil and gas companies.

Study hours:

Tuesdays 9.00am - 5.30pm.

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

Higher National Certificate (HNC) Mechanical Engineering

DURATION: 2 YEARS PART-TIME

Programme outline:

This programme is designed for current or future technicians in mechanical and manufacturing engineering sectors. It has been developed with an emphasis on new technologies together with the necessary theoretical knowledge and is a level 5 qualification.

Entry requirements:

Students should have achieved at least one of the following:

A BTEC National Certificate in Manufacturing Engineering or a GCE 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.

An equivalent qualification.

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

Mature applicants aged 21 years and over with no formal qualifications, but with relevant industrial experience are also welcome to apply.

MECHANICAL ENGINEERING:

the application of principles of physics for analysis, design, manufacturing and maintenance of mechanical systems. This needs a solid understanding of key concepts including mechanics, kinematics, thermodynamics and energy.

Programme content:

You will learn through a variety of different methods: Formal Lectures, Laboratory Work, Classroom Study and Devised Workbooks

Units taken:

Students are required to take ten units including core units: Business Management Techniques, Analytical Methods for Engineers, Engineering Sciences, Engineering Design, Project, Manufacturing Process, Advanced Computer-Aided Design Techniques, CAD/CAM, Computer-Aided Machining and Design for Manufacture.

Progression opportunities:

On successful completion of the HNC students will be eligible to progress onto a 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 including manufacturing, design, pharmaceutical, service industries and off-shore oil and gas companies.

Study hours:

Tuesday 9.00am - 5.30pm.

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

Higher National Diploma (HND) Manufacturing Engineering

DURATION: 1 YEAR PART-TIME

Programme outline:

This course is designed for current or future technicians in mechanical and manufacturing engineering sectors. It has been developed with an emphasis on new technologies together with the necessary theoretical knowledge. The course is designed as a top-up to the HNC and provides a greater breadth and specialisation than the HNC.

Entry requirements:

Students should have achieved the HNC in Manufacturing or Engineering.

MANUFACTURING ENGINEERING:

a creative activity: manufacturing engineers design, implement, monitor and maintain manufacturing process. They consult with design engineers in order to achieve the most efficient and cost effective way of producing the highest quality product possible.

Programme content:

Students will learn through a variety of different methods: Formal Lectures, Laboratory Work, Classroom Study and Devised Workbooks

Units taken:

Students are required to take six additional units including core units: Health and Safety and Risk Assessment, Further Business Improvement Techniques, Planning and Scheduling, Quality Assurance and Management, Managing the Work of Individuals and Teams and Project Management

Progression opportunities:

On successful completion of the HND students will be eligible to progress onto a BEng (Hons) Engineering Design and Manufacture Degree.

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 manufacturing, design, pharmaceutical, service industries and off-shore oil and gas companies.

Study hours:

Thursday 9.00am - 7.00pm.

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

