

PART-TIME

COURSE DIRECTORY | 2011-12



WELCOME FROM OUR PRINCIPAL

A very warm welcome to Chichester College. I'm really pleased that you're thinking of coming here to study. We have such a wide range of courses that I'm sure you will find the right subject and level for you. Whether you want to improve your skills or qualifications to get the job of your dreams or your aim is to learn something new that will help you enjoy life more we can help you achieve your goals. Our vision is to change lives through learning.

Our students tell me that what they like about Chichester College is that it's a really friendly place, where you are free to be yourself and you can tell the moment you walk through the door. They say they feel stretched and challenged but also really appreciate the additional support available. Many people get this help for the first time and find it helps them be successful.

Both our campuses are easy to get to, so you can be green and leave the car at home. The Chichester campus is less than 5 minutes walk from the train and bus stations and only 5 minutes from the city centre. At the Brinsbury campus there's a bus route that brings you to the door.

If you want to get first hand experience of the College, hear what our students say and speak to lecturers about courses you are interested in try and come to one of our Open Evenings.

I hope you find what you need in the prospectus to help you decide which course to study. If you have any questions get in touch with our Admissions team; you can ring them on 01243 786321, email info@chichester.ac.uk or pop in to the Student Centre at either campus and speak to an advisor.

I look forward to meeting you and welcoming you to Chichester College.



Shelagh Legrave, Principal



OPEN EVENINGS & COURSE INFORMATION

CHICHESTER CAMPUS

Thursday 1st September 2011	5pm - 7pm
Tuesday 11th October 2011	4.30pm - 7.30pm
Thursday 15th March 2012	4.30pm - 7.30pm

BRINSBURY CAMPUS

Wednesday 31st August 2011	5pm - 7pm
Wednesday 5th October 2011	5pm - 7pm
Wednesday 7th March 2012	5pm - 7pm

CONTACT US

Reception is open for calls or visitors at the following times:

DURING TERM TIME

Monday - Thursday	8am - 8pm
Friday	8am - 5.30pm

NON TERM TIME

Monday - Friday	8am - 5.30pm
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t 01243 786321 f 01243 539481
e info@chichester.ac.uk www.chichester.ac.uk

CASE STUDIES

JULIA MARLOW



Pictured; Julia Marlow (centre) with Chamber of Commerce representatives, Julie Harrison and Louise Fenwick

I am about to complete my 3rd year (of 4) of the ILEX Law course.

I work at Bolitho Way solicitors in Portsmouth; the firm has been very supportive of my studies. The course has been extremely useful, I am able to apply what I've learnt at college in the office and likewise, I am often able to apply the experience I have gained at work, in the classroom.

At college I have been able to meet and enjoy the support of a fantastic group of people, most of whom are in a similar situation to me (juggling work, home responsibilities and our studies) and I have thoroughly enjoyed it.

GREG TARGETT

I initially completed a Basic Plumbing course then progressed onto the NVQ Level 2 Plumbing Certificate.

After a recent illness I decided to retrain and start a new career in an area that had always interested me.

Not without trepidation I came along to Chichester College. I hadn't been in education for about 20 years so it was rather daunting but the friendly, helpful and well organised staff, the excellent support from my Student Tutor and being part of a really good group meant it was a really good experience and not at all the way I remembered school.

I thoroughly enjoyed my time at Chichester College. My course has helped get into the plumbing industry working with a large store as well as starting my own business. I am planning to come back and do more courses here in the future.

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THERE'S LOTS GOING ON AT CHICHESTER COLLEGE

We have excellent sports and fitness facilities, a good library and learning resource centre, lot of internet access, a theatre, restaurants, hair & beauty salons and even our own travel agency too. All students can benefit from discounted gym membership, lower prices for hair & beauty treatments or from discounts at high street stores such as Topshop or McDonalds.

Goodwood Restaurant

The fully licensed Goodwood Restaurant at Chichester College offers a refined and peaceful atmosphere where you can dine at your leisure.

Open to students and the public during term time.

For reservations or more information, please ring
01243 789024 or
01243 786321 ext 2210

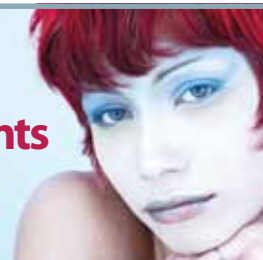


OASIS HAIR AND BEAUTY

Discounts for Students
on a wide range of Hair
& Beauty Treatments

Come along and pamper yourself

To book an appointment please call (01243) 812935 or (01243) 776227



Dog Grooming Parlour Does your dog need a hair cut?

To book them in now for a special treatment
please call 01243 786321



Beautiful Flowers for Special Occasions

Pre-order now from our floristry department
Email: dee.watkins@chichester.ac.uk



College Travel

The College has its
very own travel agency!

Located next to Stop 'n' Shop, students can save up to 5% on a package holiday. There are often special deals on flights and holidays and we also do offers on coaches and day trips. Visit us for a quote and see how much you could save!



SPORTS CENTRE at Chichester College



Make use of the fantastic facilities in the Sports Centre at Chichester College. We have a wide range of activities on offer, including;

- Gym membership available at a discounted price for students
- A variety of exercise classes suitable for all ages and abilities
- Sports facilities including: Badminton, Tennis and 5-a-side football
- Climbing wall

For more information please call 01243 812936

GET SKILLED, GET QUALIFIED WITH ONE OF OUR PART-TIME COURSES

Whether you want to learn a trade, study a professional qualification, improve your business, learn new skills or update your old ones, you will find the right course at Chichester College to help you improve your career prospects.

CHOOSE FROM:

- A huge range of courses offered during the day, evening or at weekends
- Courses that are studied at College or at work
- Short bespoke courses or professionally recognised qualifications



STUDY OR TRAIN:

- In well equipped classrooms, salons, workshops or specialist training areas eg our Gas Centre
- In our up to date Learning Resources and Open Access Centre
- At our city centre campuses, close to all public transport with free evening and weekend parking or
- At our beautiful Brinsbury Campus, close to Pulborough, set in 570 acres in the heart of the South Downs National Park
- At an excellent college – EFQM Five Stars, Outstanding Ofsted Care Standards report, Matrix accreditation, Investors in Careers, Investors in People, Two Ticks Disability Kitemark

YOU WILL BE TAUGHT, TRAINED AND ASSESSED BY:

- Experienced industry practitioners
- Qualified, empathetic and enthusiastic teachers and assessors

WANT TO FIND OUT MORE?

- Check out our website where you will find more course details – www.chichester.ac.uk
- Speak to an Admissions Advisor – call 01243 786321 (they can give you the information you need and arrange for you to see a member of the teaching staff, if necessary)
- Visit one of our Open Evenings – August, October, March
- Enrol on the telephone or online. If you see the   symbols you can enrol over the telephone or online



SO WHAT'S STOPPING YOU APPLYING NOW?

HERE ARE SOME OF THE THINGS YOU MAY BE WORRIED ABOUT – AND THE ANSWERS

Q 'I'M NOT SURE I CAN AFFORD TO COME TO COLLEGE'.

A There are a number of different ways we may be able to help you. These are explained on pages 8-9.

Q 'I HAVE YOUNG CHILDREN AND THE COURSE I WANT TO DO IS THROUGH THE DAY SO I DON'T KNOW WHAT TO DO ABOUT CHILDCARE'.

A Don't worry, we have a student nursery for student's children which is subsidised by the College. When you have your timetable just book your child(ren) into the student nursery for the hours you need childcare. Using the childcare vouchers you can apply for through our student finance team.

Our student nursery is inspected by Ofsted and has very high standards so your child(ren) will be well cared for leaving you free to join your classes.

Q 'I HAVEN'T BEEN IN EDUCATION SINCE I LEFT SCHOOL 20 YEARS AGO - AND I AM FRIGHTENED I WON'T BE ABLE TO KEEP UP'.

A We believe everyone has the right to the best possible education and that every one of our students can achieve but sometimes we all need a bit of help and encouragement and our staff are there to support you throughout your course.

They understand that returning to study can be daunting and that our mature learners often have multiple priorities to juggle, whether it be work or family or both - some of them have even done it themselves. Our job is to help you succeed so, if you aren't sure or don't understand something just ask and we'll help.

Q 'I USE A WHEELCHAIR AND AM WORRIED ABOUT ACCESS'.

A We welcome all students regardless of disability and will make all reasonable adjustments possible, including the provision of ramps, hoists, lifts, special toilet facilities and arrangements for parking. Where there is no wheelchair access, where possible, classes will be relocated to the ground floor.

The College has the Two Ticks symbol for disability and received an Outstanding in the last Ofsted Care Standards inspection.

Q 'I CAN'T READ OR WRITE VERY WELL'.

A Don't let that stop you! You could qualify for free classes and could even gain a nationally recognised qualification in English or Maths.

Our Skills for Life classes are taught at our Outreach Centres in Littlehampton and Bognor Regis as well as at our Chichester campus. Classes have a relaxed and informal atmosphere which makes learning easy and enjoyable. Our friendly staff work with you to improve your English and Maths giving you the skills you need to succeed.

Many of our Skills for Life students have gone on to further courses and even on to university so go on, take that first step to a great future now.

SKILLS FOR LIFE

We will help you develop your confidence, job prospects, literacy and numeracy skills. Call our friendly Skills for Life team now on 01243 786321 for more details.

UNDERSTANDING THE LEVELS AND COURSE LISTINGS

Sometimes it can be difficult to get to grips with all the qualifications and the different levels. There's such a wide variety of qualifications with different levels. Not surprisingly, many people need help to understand it all. Our friendly Admissions Team are always available for advice and guidance, but for a brief overview of how many of the qualifications compare, take a look at the diagram below. It shows how qualifications fit

into the different levels and what they can lead on to. In some cases you will need to start at level 1 or 2 in order to get all the background knowledge and skills you need for that course e.g. in the construction trades. In others, so long as you have achieved a certain level of qualification, e.g. GCSEs at grade C, you can go on to higher qualifications such as the level 3 diploma.

QUALIFICATION LEVELS

LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5	LEVEL 6 / 7
NVQ LEVEL 1	NVQ LEVEL 2	NVQ LEVEL 3	NVQ LEVEL 4	FOUNDATION DEGREE	PROFESSIONAL COURSES
	APPRENTICESHIPS	APPRENTICESHIPS	PROFESSIONAL COURSES	HND / HNC	
	GCSEs	AS/A-LEVELS		PROFESSIONAL COURSES	
	DIPLOMAS / CERTIFICATES	DIPLOMAS / CERTIFICATES			
		ACCESS			
		PROFESSIONAL COURSES			

HEADINGS AND SYMBOLS EXPLAINED (EXAMPLE BELOW)




Course (Qualification) – Course title and qualification.

Level – Course qualification level (see table above for more information).

Campus – The campus the course can be studied at eg Chichester, Brinsbury (near Pulborough), Terminus Road (in Chichester) or the workplace.



Start, Duration, Days & Times – The start date, duration, days and times the course runs on (if no details are listed in these columns, please call for more details).

Fee – This indicates the full amount to pay for the course. Discounts on the full costs are available for courses showing the *²3 symbols. Please see page 8 for details.

Enrol – The required way to enrol on to the course (eg  = you must attend an interview at the College with the course tutor.   = you can apply online or by phone, in some cases you may be required to have a telephone interview).

Code – The course code the College uses to easily identify your course enquiry.

ACCESS TO HIGHER EDUCATION

Course (Qualification)	Level	Campus	Start	Duration	Days	Times	Fee	Enrol	Code
Allied Health Professions (OCN Access to HE Diploma)	3	Chichester	19/09/11	34 weeks	Mon	09.15-15.15	£1309* ³		ACC004
Art & Design (Access to Higher Education Diploma)	3	Chichester	01/11/11	29 weeks	TBC	09.15-15.15	£1308* ³		ART010

COURSE FEE INFORMATION

STUDY FOR FREE (OVER 19s)

Our fees are listed next to the course. Some courses have a little 2 ⁽²⁾ or 3 ⁽³⁾ next to them. These symbols mean that if you don't have qualifications at that level (eg 5 GCSEs at grades A-C make a level 2 and 2 A-levels make a level 3) you may be able to get a substantial reduction in your fees. If you select a course displaying either symbol, and for level 3 are aged up to 24 years old, reductions may be available.

Also if you select a course leading to a Basic Skill qualification (English or Maths) there will be no tuition fees to pay.

You may also be able to claim fee discounts for courses at level 1 and entry level if you're aiming for a level 2 course and do not already hold a qualification at this level.

FEES FOR HOME STUDENTS ¹ (OVER 19s)

These are shown for each course in the prospectus and include the tuition fee and any exam fees.

If the course is longer than a year then the fees will be payable for each year of the course, except for

some NVQs. Students will be advised during the summer term of fees for the next year.

Fees for some courses have increased significantly as government subsidies have been withdrawn from many qualifications. Fees shown in this Course Guide are correct at the time of going to print but there may be adjustments so please check the fee at the time of enrolling.

¹ Home students are people who have lived in the UK or EEA for a minimum of three years for reasons other than education preceding their application.

If you have not lived in the UK/EEA in the last three years you should speak to our International Directorate on 01243 536294 for advice.

STUDENT IN RECEIPT OF BENEFITS

If you are in receipt of Job Seekers' Allowance or Employment and Support Allowance in the Work Related Group you may qualify for reductions in your course fees if you choose a fully funded course. These courses are indicated with the asterisk symbol (*) next to the course fee.

Note: There are no concessions for courses which don't receive government funding.

IS YOUR FEE PAID BY YOUR EMPLOYER?

If your employer is paying your course fees, please ensure that they have filled in the Employer Sponsorship Form at the back of this directory and submit this with your completed Registration Form to the College. It is advisable that you do this to avoid any delay in starting your course.

COURSE FEE INFORMATION CONTINUED

MATERIALS & TOOLS

Students are expected to provide their own tools and materials. Where applicable a list of equipment will be supplied to students. On some courses materials may be available for students to purchase.

REFUNDS

If a course is cancelled by the College a full refund of fees paid will be made.

For courses lasting longer than one term:

If you choose to leave your course within one month of it starting and the course is longer than a term, a refund may be made of fees paid, less an administration charge and any payments made to examining or other bodies that cannot be reclaimed by the College. After one month on the course no refund will be given.

For courses lasting one term or less:

If you are booked on a short course and cancel at least 10 working days before the course date you will receive a refund of 80% of the course fee. If you cancel less than 10 days before the start of the course, or leave the course after it has started, no refund will be made. Where there are exceptional personal circumstances, an application for a refund may be made in writing to the Chief Operating Officer.

NVQ FEES

Students undertaking a NVQ course will be expected to pay the full fee for the qualification at enrolment. Where NVQ courses are studied alongside another course the second course fee will be paid early.

FINANCIAL HELP

We try to help our students get the financial help they may need. The Student Finance Team who are located in the Student Centre can advise on grants that are available.

Sometimes students have financial difficulties and are unable to afford essential items for their course. If this happens to you we may be able to help. Talk to Student Finance staff in the Student Centre or to your Tutor about your needs and complete a Learner Support application form.

We have a limited amount of money to help students with items such as books, uniforms, equipment, travel costs, childcare and in some cases with residential costs.

We also have a childcare grant which can be used by parents of young children to pay for childcare in the student nursery. Pick up a leaflet from the Student Centre to find out more.

INSTALMENT PLANS

Depending how long your course is it may be possible for you to pay your fees in instalments. If the course fee is over £100 and the course duration is longer than three months then you can arrange to pay in instalments by direct debit. There is an additional charge of £15 for this option.

UNEMPLOYED OR BEING MADE REDUNDANT?

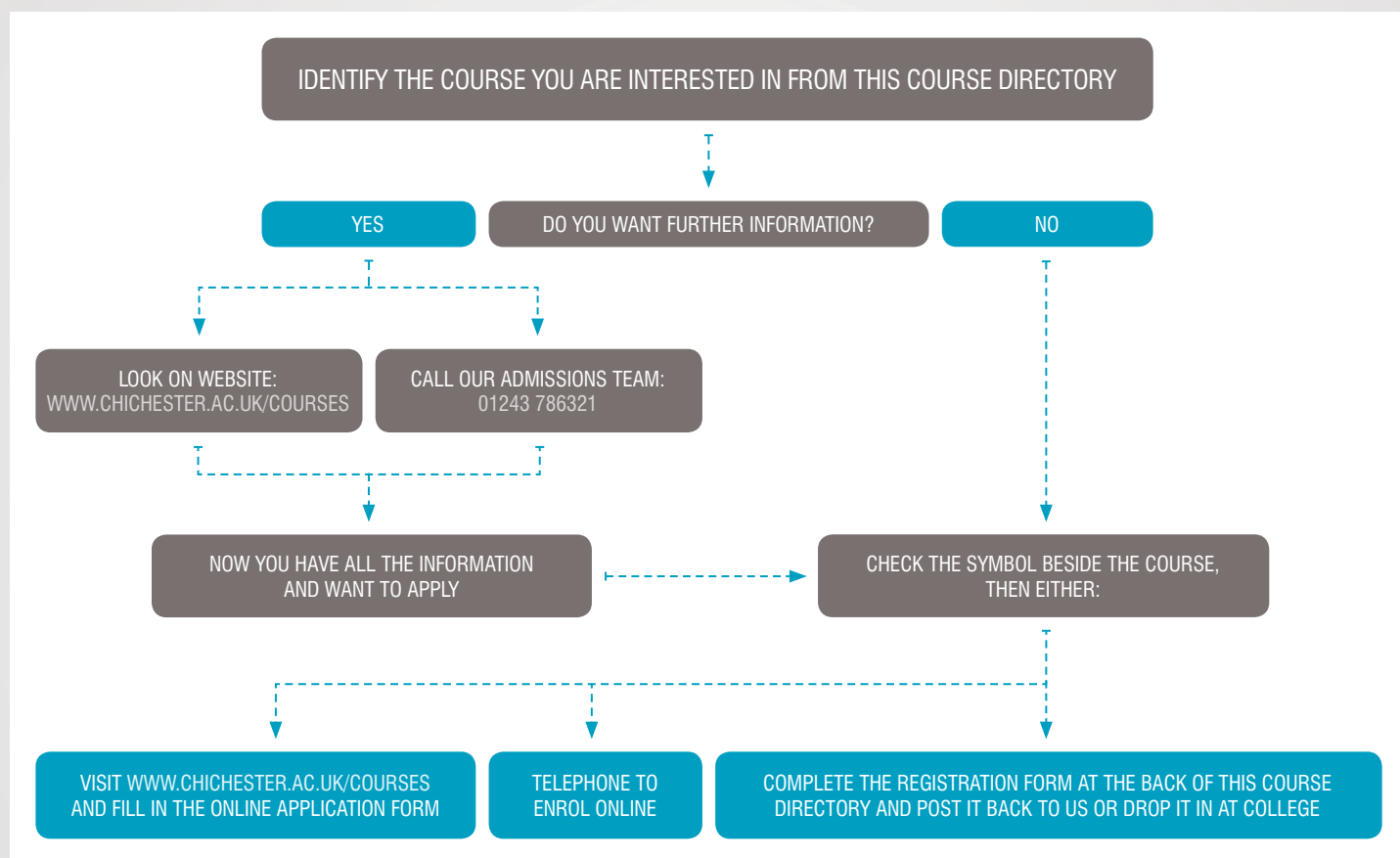
We have a specialist team who can advise you on the training you may be eligible to have – FREE.

Whether you have been unemployed for some time or have just lost your job we could be able to help you.

Give us a call on 01243 786321 ext 2554 or 1160.

HOW TO APPLY

Our qualifications will help you gain professional qualifications, improve your job prospects or learn a new skill. Applying and enrolling is easy. Just follow these simple steps:



WHAT HAPPENS NEXT?

- If you are able to enrol online or over the telephone you will receive a confirmation of your payment. Details of when to start your course will follow.
- If your course requires an interview you will be offered an interview date, usually by post.
- If you do not have the entry requirements needed for the course you have applied for you will be contacted and offered an alternative course

or an advisory interview with our Admissions, Careers or Subject staff, depending which is most appropriate for you.

Our helpful and experienced staff are here to help so if you want to do a course but really don't know which is the right course for you then please ask to see one of our Careers Advisors who can offer careers advice and guidance.

OUR PART-TIME COURSES

ACCESS TO HIGHER EDUCATION

Course (Qualification)	Level	Campus	Start	Duration	Days	Times	Fee	Enrol	Code
Allied Health Professions (OCN Access to HE Diploma)	3	Chichester	19/09/11	34 weeks	Mon	09.15-15.15	£1309* ³		ACC004
Art & Design (Access to HE Diploma)	3	Chichester	01/11/11	29 weeks	TBC	09.15-15.15	£1308* ³		ART010
Humanities & Social Sciences (OCN Access to HE Diploma)	3	Chichester	14/09/11	35 weeks	Wed & Fri	09.15-15.15	£1085* ³		ACC001
Humanities & Social Sciences (OCN Access to HE Diploma)	3	Chichester	21/09/11	34 weeks	Tue	09.15-15.15	£1309* ³		ACC001
Physical & Natural Sciences (HAVA Access to HE Diploma)	3	Chichester	21/09/11	33 weeks	Tue	09.15-12.15	£1284* ³		SCI009

ACCOUNTING & FINANCE

Course (Qualification)	Level	Campus	Start	Duration	Days	Times	Fee	Enrol	Code
Accounting and an Introduction to AAT (Chichester College Certificate)	–	Chichester	13/09/11	13 weeks	Tue	09.15-17.15	£250		BUS320
Accounting and an Introduction to AAT (Chichester College Certificate)	–	Chichester	13/09/11	13 weeks	Tue & Wed	17.30-21.00	£250		BUS320
Accounting (AAT Certificate)	2	Chichester	10/01/12	20 weeks	Tue	09.15-17.15	£600* ²		BUS301
Accounting (AAT Certificate)	2	Chichester	10/01/12	20 weeks	Tue & Wed	17.30-21.00	£600* ²		BUS301
Accounting (AAT Diploma)	3	Chichester	14/09/11	35 weeks	Wed	09.15-17.15	£850* ³		BUS302
Accounting (AAT Diploma)	3	Chichester	13/09/11	35 weeks	Tue & Wed	17.30-21.00	£850* ³		BUS302
Accounting (AAT Diploma)	4	Chichester	15/09/11	35 weeks	Thu	09.15-17.15	£1000		BUS303
Accounting (AAT Diploma)	4	Chichester	13/09/11	35 weeks	Tue & Thu	17.30-21.00	£1000		BUS303
Introduction to Book-Keeping & Sage Accounts (Chichester College Certificate)	–	Chichester	30/01/12	15 weeks	Mon	18.00-20.00	£250		BUS233
Introduction to Book-Keeping & Sage Accounts (Chichester College Certificate)	–	Chichester	14/09/11	15 weeks	Wed	18.00-20.00	£250		BUS233
Introduction to Book-Keeping & Sage Accounts (Chichester College Certificate)	–	Chichester	12/09/11	15 weeks	Mon	13.15-15.15	£250		BUS233
Book-Keeping & Sage Accounts (Chichester College Intermediate Certificate)	–	Chichester	23/01/12	15 weeks	Mon	13.15-15.15	£265		BUS232
Book-Keeping & Sage Accounts (Chichester College Intermediate Certificate)	–	Chichester	01/02/12	15 weeks	Wed	18.00-20.00	£265		BUS232
Book-Keeping & Sage Accounts (Chichester College Intermediate Certificate)	–	Chichester	12/09/11	15 weeks	Mon	18.00-20.00	£265		BUS232
Sage Accounts (Chichester College Certificate)	3	Chichester	13/09/11	30 weeks	Tue	18.00-20.00	£425		BUS244
Performance Management (ACCA Fundamentals F4)	–	Chichester	08/09/11	12 weeks	Thu	17.30-20.30	£500		BUS259
Performance Management (ACCA Fundamentals F5)	–	Chichester	09/02/12	12 weeks	Thu	17.30-20.30	£500		BUS260
Taxation (ACCA Fundamentals F6)	–	Chichester	09/02/12	12 weeks	Thu	13.30-16.30	£500		BUS261
Financial Reporting (ACCA Fundamentals F7)	–	Chichester	08/09/11	12 weeks	Thu	13.30-16.30	£500		BUS262
Enterprise Operations (CIMA E1)	5	Chichester	23/08/11	10 weeks	Tue & Sat	17.00-21.00	£630		BUS380
Enterprise Management (CIMA E2)	5	Chichester	25/08/11	10 weeks	Thu & Sat	17.00-21.00	£630		BUS381
Financial Management (CIMA F2)	–	Chichester	19/08/11	10 weeks	Fri	13.00-17.00	£600		BUS313
Financial Operations (CIMA F1)	–	Chichester	02/02/12	10 weeks	Thu & Sat	17.00-21.00	£600		BUS312
Performance Operations (CIMA P1)	–	Chichester	03/02/12	10 weeks	Fri & Sat	13.00-17.00	£600		BUS263

AGRICULTURE & ANIMAL CARE

Course (Qualification)	Level	Campus	Start	Duration	Days	Times	Fee	Enrol	Code
Animal Transport by Road – Short Journey (Lantra Award)	2	Brinsbury	Various	1 day	Various	08.40-16.30	POA		BCS105
Tractor Driving & Related Operations – Novice (City & Guilds Award)	2	Brinsbury	Various	1 week	Various	08.40-16.30	POA		BCS110
Tractor Driving & Related Operations – Experienced (City & Guilds Award)	2	Brinsbury	Various	1 week	Various	08.40-16.30	POA		BCS111
Tractor Maintenance (Chichester College Certificate)	–	Brinsbury	Various	1 week	Various	08.40-16.30	POA		BCS025

AS / A-LEVELS

We offer a comprehensive range of A-levels. Full subject details and entry requirements are available on our website at www.chichester.ac.uk. Times and days of classes are shown on the matrix below.

A	B	C	D	E
Tuesdays at 09.15-12.15 & Fridays at 13.15-15.15	Mondays at 09.15-12.15 & Thursdays at 13.15-15.15	Thursdays at 09.15-12.15 & Tuesdays at 13.15-15.15	Fridays at 09.15-12.15 & Wednesdays at 11.30-13.30	Wednesdays at 09.15-11.15 & Mondays at 13.15-16.15
Business Studies	Biology	Art: Fine Art	Art: Graphic Design	Accounting
Communication Studies	Citizenship (AS only)	Chemistry	Business Studies	Dance (Advanced)
English Language & Literature	Economics	English Language	Chemistry	English Language
English Literature	Film Studies	English Literature	Drama & Theatre Studies	English Language & Literature
French	History	German	Fashion & Textiles (Advanced)	Further Maths
Mathematics	Information Technology	Law	Geography	Human Biology
Media Studies	Music (Wed pm & Thu pm)	Photography	Photography	Information Technology
Music Technology	Sociology	Psychology	Physics	Mathematics
Tutorial with Student Tutor	Spanish	Pure Mathematics	Psychology	Media Studies
	Tutorial with Student Tutor	Sociology	Tutorial with Student Tutor	Vocational Music (Advanced)
		Tutorial with Student Tutor		Tutorial with Student Tutor

BUSINESS & ADMINISTRATION

Course (Qualification)	Level	Campus	Start	Duration	Days	Times	Fee	Enrol	Code
Business (Edexcel Subsidiary Diploma)	3	Chichester	12/09/11	35 weeks	Between Mon - Fri	09.15-17.00	£1166* ³		BUS296
Business & Administration (EDI NVQ Certificate)	2	Workplace	Various	52 weeks	Various	TBC	POA		BUS344
Business & Administration (EDI NVQ Diploma)	3	Workplace	Various	52 weeks	Various	TBC	POA		BUS342
Business & Administration (EDI NVQ Diploma)	4	Workplace	Various	52 weeks	Various	TBC	£1800		BUS372
Customer Service (EDI Certificate)	2	Chichester	21/09/11	18 weeks	Mon	17.00-20.00	£195* ²		BUS349
Customer Service (EDI Certificate)	2	Chichester	22/02/12	18 weeks	Wed	17.00-20.00	£195* ²		BUS349
Customer Service (EDI Certificate)	3	Chichester	22/02/12	18 weeks	Wed	17.00-20.00	£195		BUS350
Customer Service (EDI Certificate)	3	Chichester	21/09/11	18 weeks	Wed	17.00-20.00	£195		BUS350
Customer Service (EDI NVQ Certificate)	2	Workplace	Various	52 weeks	Various	TBC	POA		BUS339
Customer Service (EDI NVQ Diploma)	3	Workplace	Various	52 weeks	Various	TBC	POA		BUS343
Legal Studies (City & Guilds Award)	2	Chichester	15/09/11	32 weeks	Thu	09.15-11.45	£630		BUS341
Legal Secretaries (City & Guilds Certificate)	2	Chichester	13/09/11	35 weeks	Tue & Thu	09.15-16.15	£1209* ²		BUS243
Principles of Business & Administration (EDI Certificate)	2	Chichester	21/09/11	18 weeks	Wed	17.00-20.00	£195* ²		BUS347

BUSINESS & ADMINISTRATION (CONTINUED)

Course (Qualification)	Level	Campus	Start	Duration	Days	Times	Fee	Enrol	Code
Principles of Business & Administration (EDI Certificate)	2	Chichester	22/02/12	18 weeks	Wed	17.00-20.00	£195*2		BUS347
Principles of Business & Administration (EDI Certificate)	3	Chichester	22/02/12	18 weeks	Wed	17.00-20.00	£195		BUS348
Principles of Business & Administration (EDI Certificate)	3	Chichester	21/09/11	18 weeks	Wed	17.00-20.00	£195		BUS348
Shorthand Beginners (Chichester College Certificate)	-	Chichester	15/09/11	10 weeks	Thu	16.15-17.45	£120		OFS028
Shorthand Improvers (Chichester College Certificate)	-	Chichester	05/01/12	10 weeks	Thu	16.15-17.45	£120		OFS029
Shorthand Speedbuilding (Chichester College Certificate)	-	Chichester	19/04/12	10 weeks	Thu	16.15-17.45	£120		OFS030
Text Processing - Business Professional (OCR Award)	2	Chichester	15/09/11	35 weeks	Thu	09.15-11.45	£250		OFS031

CARPENTRY & JOINERY

Course (Qualification)	Level	Campus	Start	Duration	Days	Times	Fee	Enrol	Code
Advanced Trend Routing (Chichester College Certificate)	-	Terminus	Various	1 day	Various	09.00-16.30	£95		CCS069
Advanced Trend Routing (Chichester College Certificate)	-	Terminus	Various	1 day	Various	09.00-16.30	£95		CCS069
Hand Power Tool Safety (Chichester College Certificate)	-	Chichester	Various	1 day	Various	09.00-16.30	£95		CCS025
Trend Routing (Chichester College Certificate)	-	Terminus	Various	1 day	Various	09.00-16.30	£95		CCS019
Trend Routing (Chichester College Certificate)	-	Terminus	Various	1 day	Various	09.00-16.30	£95		CCS019
Trend Routing (Chichester College Certificate)	-	Terminus	Various	1 day	Various	09.00-16.30	£95		CCS019
Trend Routing (Chichester College Certificate)	-	Terminus	Various	1 day	Various	09.00-16.30	£95		CCS019
Woodwork Machine Safety (Chichester College Certificate)	-	Chichester	Various	1 day	Various	09.00-16.30	£125		CCS015
Woodwork Machine Safety (Chichester College Certificate)	-	Chichester	Various	1 day	Various	09.00-16.30	£125		CCS015
Woodwork Machine Safety (Chichester College Certificate)	-	Chichester	Various	1 day	Various	09.00-16.30	£125		CCS015

Please call the Workforce Skills Team direct on 01243 786321 ext 2150 to discuss entry requirements for the above courses.



















CLEANING SERVICES

Course (Qualification)	Level	Campus	Start	Duration	Days	Times	Fee	Enrol	Code
Cleaning & Support Services (City & Guilds Certificate)	2	Workplace	01/08/11	52 weeks	Various	TBC	POA		HOS164
Cleaning Supervision Skills (City & Guilds Certificate)	3	Workplace	01/08/11	50 weeks	Various	TBC	POA		HOS167
Cleaning Supervision Skills (City & Guilds Diploma)	3	Workplace	01/08/11	50 weeks	Various	TBC	POA		HOS168




















COMPUTING & IT

Course (Qualification)	Level	Campus	Start	Duration	Days	Times	Fee	Enrol	Code
Advanced Dreamweaver (Chichester College Certificate)	3	Chichester	19/04/12	10 weeks	Thu	18.00-20.00	£113		CIT534
Cisco CCNA® Discovery 1	-	Chichester	20/09/11	32 weeks	Tue & Thu	18.00-20.30	£350		CIT450
Cisco CCNA® Discovery 2	-	Chichester	20/09/11	32 weeks	Tue & Thu	18.00-20.30	£350		CIT450
Cisco CCNA® Discovery 3	-	Chichester	20/09/11	32 weeks	Tue & Thu	18.00-20.30	£350		CIT450
Cisco CCNA® Discovery 4	-	Chichester	20/09/11	32 weeks	Tue & Thu	18.00-20.30	£350		CIT450
CSS 2.1 XHTML & Web Design (Chichester College Certificate)	-	Chichester	28/09/11	10 weeks	Wed	18.00-21.00	£299		CIT463
Dreamweaver (Chichester College Certificate)	1	Chichester	22/09/11	10 weeks	Thu	18.00-20.00	£158		CIT470
Dreamweaver (Chichester College Certificate)	1	Chichester	12/01/12	10 weeks	Thu	18.00-20.00	£158		CIT470
Flash Solutions using Adobe Flash CS4 (Chichester College Certificate)	-	Chichester	11/01/12	10 weeks	Wed	18.00-21.00	£299		CIT466






COMPUTING & IT (CONTINUED)

Course (Qualification)	Level	Campus	Start	Duration	Days	Times	Fee	Enrol	Code
Introduction to C# using Visual Studio 2010 (Chichester College Certificate)	–	Chichester	27/09/11	10 weeks	Tue	18.00-21.00	£299	 	CIT462
Introduction to SQL Server (Chichester College Certificate)	–	Chichester	26/09/11	10 weeks	Mon	18.00-21.00	£299	 	CIT461
IT User Skills (OCR Certificate)	2	Workplace	Various	52 weeks	Various	TBC	POA	 	CIT531
IT User Skills (OCR Certificate)	3	Workplace	Various	52 weeks	Various	TBC	POA	 	CIT538
LINQ & Data Connectivity in C# using Visual Studio 2010 (Chichester College Certificate)	–	Chichester	17/04/12	10 weeks	Tue	18.00-21.00	£299	 	CIT468
Microsoft SQL Server Programming (Chichester College Certificate)	–	Chichester	09/01/12	10 weeks	Mon	18.00-21.00	£299	 	CIT464
Object Oriented Development in C# using Visual Studio 2010 (Chichester College Certificate)	–	Chichester	10/01/12	10 weeks	Tue	18.00-21.00	£299	 	CIT465
Server-Side Website Development (Chichester College Certificate)	–	Chichester	18/04/12	10 weeks	Wed	18.00-21.00	£299	 	CIT469
SQL Server Administration & Optimisation (Chichester College Certificate)	–	Chichester	16/04/12	9 weeks	Mon	18.00-21.00	£299	 	CIT467

CONSERVATION & COUNTRYSIDE MANAGEMENT

Course (Qualification)	Level	Campus	Start	Duration	Days	Times	Fee	Enrol	Code
Arboriculture / Forestry Groundsperson (Chichester College Certificate)	–	Brinsbury	Various	TBC	Various	08.40-16.30	POA		BCS100
Assisted Shooting (Lantra Award)	2	Brinsbury	Various	1 week	Various	08.40-17.30	POA		BCS034
Bushcraft & Survival Skills (Chichester College Certificate)	–	Brinsbury	Various	1 week	Various	08.40-16.30	POA		BCS039
Climb Trees & Perform Aerial Rescue (City & Guilds Award CS38)	2	Brinsbury	Various	1 week	Various	08.40-16.30	POA		BCS008
Competence in Brushcutting Operations (City & Guilds Certificate)	2	Brinsbury	Various	1 week	Various	08.40-16.30	POA		BCS002
Coppicing (Lantra Award)	–	Brinsbury	Various	1 week	Various	08.40-16.30	POA		BCS027
Emergency First Aid (Lantra Award)	–	Brinsbury	Various	1 week	Various	09.00-16.30	POA		BCS010
Felling and Processing Small Trees (City & Guilds Award)	2	Brinsbury	Various	1 week	Various	08.40-16.30	POA		BCS109
Firearm Use (Lantra Safety Award)	–	Brinsbury	Various	1 week	Various	08.40-17.30	POA		BCS029
First Aid & Emergency Response for Shooting Related Industries (Lantra Awards)	–	Brinsbury	Various	1 week	Various	08.40-16.30	POA		BCS038
Fox Control: Centre Fire Rifle (Lantra Theory, Safety & Practice Award)	–	Brinsbury	Various	1 week	Various	08.40-17.30	POA		BCS037
Pest Control – Rim Fire Rifle (Lantra Awards)	–	Brinsbury	Various	1 week	Various	08.40-17.30	POA		BCS036
Practical Hedgelaying (Lantra Award)	–	Brinsbury	Various	1 week	Various	08.40-16.30	POA		BCS026
Rabbit & Mole Control (Lantra Award)	–	Brinsbury	Various	1 week	Various	08.40-17.30	POA		BCS016
Rat & Mouse Control (Lantra Award)	2	Brinsbury	Various	1 week	Various	08.40-17.30	POA		BCS028
Safe Use of Chainsaws for Domestic Users (Chichester College Certificate)	–	Brinsbury	Various	1 week	Various	08.45-16.30	POA		BCS013
Shotgun Theory & Practice (Lantra Award)	–	Brinsbury	Various	1 week	Various	08.40-17.30	POA		BCS030
Shotgun Coaching (Lantra Award)	1	Brinsbury	Various	1 week	Various	08.40-17.30	POA		BCS031
Shotgun Coaching (Lantra Award)	2	Brinsbury	Various	1 week	Various	08.40-17.30	POA		BCS032

DOG GROOMING

Course (Qualification)	Level	Campus	Start	Duration	Days	Times	Fee	Enrol	Code
Dog Grooming Assistants (NPTC Certificate)	2	Brinsbury	12/09/11	18 weeks	Mon	09.15-16.45	£639* ²		ANC081
Dog Grooming Assistants (NPTC Certificate)	2	Brinsbury	20/02/12	18 weeks	Mon	09.15-16.45	£639* ²		ANC081
Introductory Dog Grooming (NPTC Certificate)	3	Brinsbury	03/10/11	25 weeks	Mon	09.15-16.45	£1402*		ANC082
Introductory Dog Grooming (NPTC Certificate)	3	Brinsbury	30/01/12	25 weeks	Mon	09.15-16.45	£1402*		ANC082
Professional Dog Stylists (NPT Diploma)	3	Brinsbury	12/09/11	42 weeks	Mon	09.15-16.45	£2350		ANC083

DRAMA & DANCE

Course (Qualification)	Level	Campus	Start	Duration	Days	Times	Fee	Enrol	Code
Dance Education (ISTD DDE)	4	Chichester	12/09/11	35 weeks	TBC	TBC	£1453		PFA174
Dance Instruction (ISTD DDI)	3	Chichester	12/09/11	2 years	Mon	09.15-12.15	£1065 ³		PFA151
Performing Arts – Musical Theatre (Edexcel Subsidiary Diploma)	3	Chichester	12/09/11	35 weeks	Mon	09.15-17.15	£1166 ³		PFA172
Production Arts – Stage Management (Edexcel Subsidiary Diploma)	3	Chichester	12/09/11	35 weeks	TBC	TBC	£1166 ³		PFA165

ELECTRICAL

Course (Qualification)	Level	Campus	Start	Duration	Days	Times	Fee	Enrol	Code
Certification of Electrical Installations – Test & Inspect (City & Guilds 2391-10) ‡	3	Terminus	Various	7 weeks	Various	09.15-16.30	£442		EEL007
Electrical (Introductory Foundation Course) ‡	–	Terminus	Various	1 day	Various	09.15-16.30	£125		EEL078
Fundamental Inspection, Testing & Initial Verification (City & Guilds 2392-10) ‡	2	Terminus	Various	7 weeks	Various	09.15-16.30	£417		EEL069
Inspection & Testing of Electrical Equipment – PAT Test (City & Guilds 2377-12) ‡	3	Terminus	Various	1 week	Various	09.15-16.30	£400		EEL004
Knowledge of Electronic Security & Emergency Systems (City & Guilds Certificate)	2	Terminus	12/09/11	35 weeks	Mon & Wed	17.30-21.30	£868* ²		EEL070
Requirements for Electrical Installations – 17th Edition (City & Guilds 2382-10) ‡	3	Terminus	Various	5 weeks	Various	18.00-21.00	£319		EEL066
Requirements for Electrical Installations – 17th Edition (City & Guilds 2382-10) ‡	3	Terminus	Various	5 weeks	Various	09.15-16.30	£319		EEL066

Please call the Workforce Skills Team direct on 01243 786321 ext 2150 to discuss entry requirements for the courses marked ‡ above.

ENGINEERING

Course (Qualification)	Level	Campus	Start	Duration	Days	Times	Fee	Enrol	Code
2D CAD (City & Guilds 7579-02 Award)	2	Chichester	13/09/11	35 weeks	Tue	18.30-20.30	£558		CIT510
2D CAD (City & Guilds 7579-03 Award)	3	Chichester	15/09/11	35 weeks	Thu	18.30-21.00	£628		CIT511
3D CAD (City & Guilds 7579-03 Award)	3	Chichester	15/09/11	35 weeks	Thu	18.30-21.00	£628		CIT512
Electrical / Electronic Technology (City & Guilds 2850-27 Diploma)	2	Chichester	12/09/11	2 years	Mon	09.15-16.45	£654*		MNT164
Electrical / Electronic Engineering (City & Guilds 2850-35 Diploma)	3	Chichester	14/09/11	2 years	Wed	09.15-16.45	£925*		MNT168
Engineering Maintenance (EMTA NVQ Diploma)	3	Workplace	14/09/11	2 years	Wed	09.15-16.45	£563* ³		EEL059
Engineering Maintenance – Installation & Commissioning (City & Guilds 2850-33 Diploma)	3	Chichester	14/09/11	2 years	Wed	09.15-16.45	£925*		MNT166
Engineering Maintenance (EMTA NVQ Diploma)	3	Workplace	14/09/11	2 years	Wed	09.15-16.45	£563* ³		MNT171
Fabrication & Welding (City & Guilds 2850-22 Certificate)	2	Chichester	12/09/11	2 years	Mon	09.15-16.45	£625*		MNT163
Fabrication & Welding (City & Guilds 2850-32 Certificate)	3	Chichester	14/09/11	2 years	Wed	09.15-16.45	£925*		MNT165
Fabrication & Welding (EMTA NVQ Diploma)	3	Workplace	14/09/11	2 years	Wed	09.15-16.45	£580* ³		MNT172
Maintenance Technology (City & Guilds 2850-21 Certificate)	2	Chichester	12/09/11	2 years	Mon	09.15-16.45	£625*		MNT162
Manufacturing Technology (City & Guilds 2850-20 Certificate)	2	Chichester	12/09/11	2 years	Mon	09.15-16.45	£625*		MNT161
Mechanical Manufacturing (City & Guilds 2850-34 Diploma)	3	Chichester	14/09/11	2 years	Wed	09.15-16.45	£925*		MNT167
Mechanical Manufacturing (EMTA NVQ Diploma)	3	Workplace	14/09/11	2 years	Wed	09.15-16.45	£580* ³		MNT083

ENGINEERING (CONTINUED)

Course (Qualification)	Level	Campus	Start	Duration	Days	Times	Fee	Enrol	Code
Metalwork – Blacksmithing (NCFE Award in Creative Crafts)	1	Brinsbury	13/09/11	24 weeks	Tue	18.30-21.00	£506		MNT147
Metalwork – Blacksmithing (NCFE Award in Creative Crafts)	2	Brinsbury	13/09/11	24 weeks	Tue	18.30-21.00	£506		MNT148
Metalwork – Blacksmithing (NCFE Certificate in Creative Crafts)	3	Brinsbury	13/09/11	24 weeks	Tue	18.00-21.00	£607		MNT149
Performing Engineering Operations – Electronics (EMTA NVQ Diploma)	2	Workplace	12/09/11	2 years	Mon	09.15-16.45	£388* ²		MNT141
Performing Engineering Operations – Maintenance (EMTA NVQ Diploma)	2	Workplace	12/09/11	2 years	Mon	09.15-16.45	£388* ²		MNT170
Performing Engineering Operations – Manufacturing (EMTA NVQ Diploma)	2	Workplace	12/09/11	2 years	Mon	09.15-16.45	£388* ²		MNT169
Performing Engineering Operations – Fabrication & Welding (EMTA NVQ Diploma)	2	Workplace	12/09/11	2 years	Mon	09.15-16.45	£388* ²		MNT139
Welding (OCN)	1	Chichester	12/09/11	10 weeks	Mon	18.00-21.00	£309		MNT104
Welding (OCN)	1	Chichester	09/01/12	10 weeks	Mon	18.00-21.00	£309		MNT104
Welding (OCN)	1	Chichester	16/04/12	9 weeks	Mon	18.00-21.00	£309		MNT104
Welding (OCN)	2	Chichester	12/09/11	10 weeks	Mon	18.00-21.00	£309		MNT105
Welding (OCN)	2	Chichester	09/01/12	10 weeks	Mon	18.00-21.00	£309		MNT105
Welding (OCN)	2	Chichester	16/04/12	9 weeks	Mon	18.00-21.00	£309		MNT105

FOUNDATION PROGRAMMES

We have a range of foundation modules that can be studied as a full or part-time course. Please check our Full-time Prospectus for details or call 01243 786321.

GCSEs

Course (Qualification)	Level	Campus	Start	Duration	Days	Times	Fee	Enrol	Code
English (AQA GCSE)	2	Chichester	26/09/11	34 weeks	Mon - Fri	09.15-16.15	£778*	INT	LAN006
Mathematics A (Edexcel GCSE)	–	Chichester	19/09/11	TBC	TBC	TBC	£759	INT	MAT330
Mathematics B (Edexcel GCSE)	–	Chichester	21/09/11	33 weeks	Wed	18.30-21.00	£640	INT	MAT330
Mathematics B (Edexcel GCSE)	–	Chichester	19/09/11	33 weeks	Mon	09.15-12.15	£759	INT	MAT330
Science B (AQA GCSE)	2	Chichester	12/09/11	35 weeks	Mon	09.15-12.15	£644	INT	SCI034
Spanish (AQA GCSE)	2	Chichester	21/09/11	30 weeks	Wed	19.00-21.00	£272	INT	LAN012

HAIR & BEAUTY

Course (Qualification)	Level	Campus	Start	Duration	Days	Times	Fee	Enrol	Code
Apply Make-Up (City & Guilds U209)	2	Chichester	20/09/11	12 weeks	Tue	09.15-12.15	£370		BET150
An Introduction to the Hair & Beauty Sector – Hair (City & Guilds Award)	1	Brinsbury	12/09/11	34 weeks	Mon - Wed	09.15-16.30	£1413*		BET127
An Introduction to the Hair & Beauty Sector – Hair (City & Guilds Certificate)	1	Brinsbury	12/09/11	34 weeks	Mon - Wed	09.15-16.30	£1413*		BET115
An Introduction to the Hair & Beauty Sector – Hair (City & Guilds Diploma)	1	Brinsbury	12/09/11	34 weeks	Mon - Wed	09.15-16.30	£1413*		BET116
An Introduction to the Hair & Beauty Sector – Hair [Mature] (City & Guilds Award)	1	Chichester	16/04/12	10 weeks	Mon - Wed	09.15-15.15	£1413*		BET127
An Introduction to the Hair & Beauty Sector – Hair [Mature] (City & Guilds Award)	1	Chichester	16/04/12	10 weeks	Mon - Wed	09.15-15.15	£1413*		BET115
An Introduction to the Hair & Beauty Sector – Hair [Mature] (City & Guilds Award)	1	Chichester	16/04/12	10 weeks	Mon - Wed	09.15-15.15	£1413*		BET116
Barbering Techniques (Chichester College Certificate)	–	Brinsbury	Various	1 day	Various	10.00-16.00	POA		BCS055
Beauty Refresher (Chichester College Certificate)	2	Chichester	10/01/12	5 weeks	Tue	09.15-15.15	£215		BET132
Beauty Refresher (Chichester College Certificate)	3	Chichester	11/01/12	5 weeks	Wed	09.15-15.15	£215		BET133

HAIR & BEAUTY (CONTINUED)

Course (Qualification)	Level	Campus	Start	Duration	Days	Times	Fee	Enrol	Code
Beauty Therapy (City & Guilds Diploma)	2	Brinsbury	12/09/11	35 weeks	Mon & Wed	09.15-16.15	£1305* ²	👤	BET117
Beauty Therapy (City & Guilds Diploma)	2	Chichester	12/09/11	34 weeks	Mon	09.15-14.45	£1305* ²	👤	BET117
Beauty Therapy Techniques (City & Guilds Diploma)	3	Chichester	13/09/11	34 weeks	Tue	09.15-14.45	£1310 ³	👤	BET118
Body Massage (City & Guilds Award)	3	Chichester	14/09/11	13 weeks	TBC	09.15-13.15	£395	👤	BET136
Body Massage (City & Guilds Award)	3	Chichester	11/01/12	13 weeks	TBC	09.15-13.15	£395	👤	BET136
Bridal Hair Styling (City & Guilds Award)	3	Brinsbury	12/09/11	13 weeks	Mon	TBC	£245	👤	BET134
Bridal Hair Styling (City & Guilds Award)	3	Chichester	12/09/11	13 weeks	Mon	TBC	£245	👤	BET134
Complementary Therapy (City & Guilds Diploma)	3	Chichester	14/09/11	34 weeks	Wed	09.15-14.45	£1329* ³	👤	BET152
Creative Cutting (Chichester College Certificate)	–	Brinsbury	Various	1 day	Various	10.00-16.00	POA	👤	BCS056
Cutting Men's Hair (City & Guilds Award)	2	Chichester	02/11/11	13 weeks	Wed	16.15-20.15	£495	👤	BET139
Cutting Men's Hair (City & Guilds Award)	2	Chichester	07/03/12	13 weeks	Wed	16.15-20.15	£495	👤	BET139
Epilation (City & Guilds Award)	3	Chichester	19/09/11	14 weeks	Mon	17.00-20.00	£395	👤	BET131
Hair Refresher (Chichester College Certificate)	2	Chichester	19/09/11	6 weeks	Mon	16.00-20.00	£215	👤	BET140
Intimate Waxing of Female Clients (City & Guilds U319)	3	Chichester	26/09/11	4 weeks	Mon	17.00-20.00	£105	👤	BET141
Intimate Waxing of Female Clients (City & Guilds U319)	3	Chichester	16/01/12	4 weeks	Mon	17.00-20.00	£105	👤	BET141
Intimate Waxing of Female Clients (City & Guilds U319)	3	Chichester	14/05/12	4 weeks	Mon	17.00-20.00	£105	👤	BET141
Indian Head Massage (VTCT Certificate)	3	Chichester	06/10/11	10 weeks	Thu	18.30-20.30	£215	👤	BET142
Indian Head Massage (VTCT Certificate)	3	Chichester	15/03/12	10 weeks	Thu	18.30-20.30	£215	👤	BET142
Long Hair Styling (Chichester College Certificate)	–	Brinsbury	Various	1 day	Various	10.00-16.00	POA	👤	BCS057
Reflexology (VTCT Diploma)	3	Chichester	19/09/11	15 weeks	Mon	18.00-21.00	£415* ³	👤	BET151
Stone Therapy (City & Guilds Award)	3	Chichester	19/09/11	5 weeks	Mon	18.00-21.00	£195	👤	BET137
Stone Therapy (City & Guilds Award)	3	Chichester	09/01/12	5 weeks	Mon	18.00-21.00	£195	👤	BET137
Stone Therapy (City & Guilds Award)	3	Chichester	30/04/12	5 weeks	Mon	18.00-21.00	£195	👤	BET137
Styling Women's Hair (City & Guilds Award)	3	Brinsbury	15/09/11	18 weeks	Thu	TBC	£295	👤	BET135
Styling Women's Hair (City & Guilds Award)	3	Chichester	12/09/11	12 weeks	Mon	TBC	£295	👤	BET135
Theatrical, Special Effects and Hair & Media Make-Up (VTCT Diploma)	3	Chichester	22/09/11	31 weeks	Thu	15.30-20.30	£315*	👤	BET144
Thermal Auricular Therapy (VTCT Award)	2	Chichester	31/10/11	5 weeks	Mon	17.00-20.00	£228	👤	BET138
Thermal Auricular Therapy (VTCT Award)	2	Chichester	09/01/12	5 weeks	Mon	17.00-20.00	£228	👤	BET138
Thermal Auricular Therapy (VTCT Award)	2	Chichester	30/04/12	5 weeks	Mon	17.00-20.00	£228	👤	BET138
Update Colouring Skills (Chichester College Certificate)	–	Brinsbury	Various	1 day	Various	10.00-16.00	POA	👤	BCS058
Women's Hairdressing (City & Guilds Certificate / Diploma)	2	Brinsbury	15/09/11	34 weeks	Thu & Fri	09.15-16.30	£1364* ²	👤	BET147/ BET148
Women's Hairdressing (City & Guilds Diploma)	3	Brinsbury	14/09/11	34 weeks	Tue - Thu	13.15-20.15	£1810* ³	👤	BET123

HEALTH, CARE & CHILDHOOD STUDIES

Course (Qualification)	Level	Campus	Start	Duration	Days	Times	Fee	Enrol	Code
Allied Health Profession Support (City & Guilds Diploma)	3	Workplace	Various	52 weeks	Various	TBC	£1500	👤	HCR227
Clinical Health Support (City & Guilds Diploma)	3	Workplace	Various	52 weeks	Various	TBC	£1500	👤	HCR224
Community Justice (City & Guilds Certificate)	3	Chichester	21/09/11	35 weeks	Wed	09.15-16.15	£637	👤	HCR140
Dementia Awareness (Chichester College Certificate)	–	Chichester	Various	1 day	Various	TBC	£50	👤	HCR231
Dental Nursing (City & Guilds Diploma)	3	Workplace	Various	52 weeks	Various	TBC	£1500	👤	HCR223

HEALTH, CARE & CHILDHOOD STUDIES (CONTINUED)

Course (Qualification)	Level	Campus	Start	Duration	Days	Times	Fee	Enrol	Code
End of Life Care (Chichester College Certificate)	–	Chichester	Various	1 day	Various	TBC	£50		HCR232
Equality & Diversity (Chichester College Certificate)	–	Chichester	Various	1 day	Various	TBC	£50		HCR235
Health & Safety (Chichester College Certificate)	–	Chichester	Various	1 day	Various	TBC	£50		HCR234
Health & Social Care – Adults (City & Guilds Diploma)	2	Workplace	Various	52 weeks	Various	TBC	POA		HCR219
Health & Social Care – Adults (City & Guilds Diploma)	3	Workplace	Various	52 weeks	Various	TBC	POA		HCR220
Healthcare Support Services (City & Guilds Certificate)	2	Workplace	Various	52 weeks	Various	TBC	£1200		HCR228
Infection Control (Chichester College Certificate)	–	Chichester	Various	1 day	Various	TBC	£50		HCR233
Maternity & Paediatric Support (City & Guilds Diploma)	3	Workplace	Various	52 weeks	Various	TBC	£1500		HCR225
Nutrition & Health (Chichester College Certificate)	–	Chichester	Various	1 day	Various	TBC	£50		HCR236
Perioperative Support (City & Guilds Diploma)	3	Workplace	Various	52 weeks	Various	TBC	£1500		HCR226
The Children & Young People's Workforce (Cache Certificate)	2	Workplace	Various	52 weeks	Various	TBC	POA		HCR203
The Children & Young People's Workforce (Cache Diploma)	3	Workplace	Various	52 weeks	Various	TBC	POA		HCR204
Understanding the Administration of Medication (Chichester College Certificate)	–	Chichester	Various	1 day	Various	TBC	£50		HCR230

HEALTH & SAFETY, FIRST AID & SECURITY

Course (Qualification)	Level	Campus	Start	Duration	Days	Times	Fee	Enrol	Code
Accident Reporting (Chichester College Certificate) ‡	–	Chichester	Flexible	1 day	Flexible	09.00-13.30	£150		CCS049
Conflict Resolution (CIEH Award) ‡	2	Chichester	17/11/11	1 day	Flexible	09.00-16.30	£95		CCS046
Emergency First Aid (HSE) ‡	–	Chichester	Flexible	TBC	Flexible	09.00-16.00	£85		CCS023
Fire Marshall Training (Chichester College Certificate) ‡	–	Chichester	22/11/11	1 day	Flexible	09.00-13.30	£95		CCS047
Fire Risk Assessment (Chichester College Certificate) ‡	–	Chichester	Flexible	1 day	Flexible	09.00-13.30	£150		CCS048
First Aid (HSE Certificate) ‡	–	Chichester	Flexible	1 day	Flexible	09.00-16.00	£220		CCS009
Health & Safety (Chichester College Certificate)	–	Brinsbury	Various	1 week	Flexible	08.40-16.30	POA		BCS060
Health & Safety in the Workplace (CIEH Award) ‡	2	Chichester	Flexible	1 day	Flexible	09.00-16.30	£95		CCS039
Health & Safety Refresher (CIEH) ‡	–	Chichester	Flexible	1 day	Flexible	09.00-16.30	£59		CCS070
Health & Safety Training (CSCS)	–	Brinsbury	Various	20 weeks	Flexible	08.40-16.30	POA		BCS117
Health & Safety Test (CSCS)	–	Brinsbury	Various	20 weeks	Flexible	08.40-16.30	POA		BCS118
Paediatric First Aid (HSE Certificate) ‡	–	Chichester	Flexible	1 day	Flexible	09.00-16.00	£95		CCS012
Paediatric First Aid (HSE Certificate) ‡	–	Chichester	Flexible	4 weeks	Flexible	18.15-21.15	£95		CCS012
Physical Intervention Skills (MAYBO) ‡	–	Chichester	Flexible	1 day	Flexible	08.30-17.30	£55		CCS056
Principles of COSHH (CIEH) ‡	1	Chichester	27/10/11	1 day	Flexible	09.00-16.00	£95		CCS043
Risk Assessment Principles & Practice (CIEH Award) ‡	3	Chichester	02/11/11	1 day	Flexible	09.00-16.30	£450		CCS044
Security Guarding – Static (NOCN Award) ‡	2	Chichester	20/09/11	TBC	Flexible	09.00-17.30	£245		CCS052
Security Operations (NOCN Award) ‡	3	Chichester	17/01/12	4 weeks	Flexible	TBC	£450		CCS126
Stress Awareness (CIEH Certificate) ‡	–	Chichester	Flexible	1 day	Flexible	09.00-13.30	£95		CCS045
Supervising Health & Safety in the Workplace (CIEH Award) ‡	3	Chichester	Flexible	1 day	Flexible	09.00-16.30	£375		CCS040
Workshop Safety Awareness (Chichester College Certificate)	–	Brinsbury	Various	1 week	Flexible	08.40-16.30	POA		BCS062

Please call the Corporate Sales Team direct on 01243 771781 to book the courses marked ‡ above. For block or multiple bookings, please enquire on discounts available.

HORTICULTURE

Course (Qualification)	Level	Campus	Start	Duration	Days	Times	Fee	Enrol	Code
Chainsaw Maintenance (City & Guilds Award CS30)	–	Brinsbury	Various	1 week	TBC	08.40-16.30	POA		BCS045
Mobile Elevated Work Platforms [MEWP] (City & Guilds Certificate)	–	Brinsbury	Various	1 week	TBC	08.40-16.30	POA		BCS047
Practical Horticulture (RHS Certificate)	2	Brinsbury	15/09/11	34 weeks	Thu	13.00-17.00	£538		HOR131
Principles of Horticulture (RHS Certificate)	2	Brinsbury	15/09/11	34 weeks	Thu	18.30-21.00	£698		HOR119
Principles of Horticulture (RHS Certificate)	2	Brinsbury	06/10/11	31 weeks	Thu	09.30-15.30	£823		HOR119
Safe Use of Abrasive Wheel Machines (Chichester College Certificate)	–	Brinsbury	Various	1 week	TBC	08.40-16.30	POA		BCS018
Safe Use of a Chainsaw from a Mobile Elevated Work Platform (City & Guilds Award CS47)	2	Brinsbury	Various	1 week	TBC	08.40-16.30	POA		BCS116
Safe Use of a Chainsaw from a Rope & Harness (City & Guilds Award CS39)	–	Brinsbury	Various	1 week	TBC	08.40-16.30	POA		BCS046
Safe Use of a Hedge Trimmer (City & Guilds Certificate)	–	Brinsbury	Various	1 week	TBC	08.40-16.30	POA		BCS049
Safe Use of Pesticides - Refresher (Chichester College Certificate)	–	Brinsbury	Various	1 week	TBC	08.40-16.30	POA		BCS044
Safe Use of Pesticides PA1 (City & Guilds)	2	Brinsbury	Various	1 week	TBC	08.40-16.30	POA		BCS040
Safe Use of Pesticides PA2 (City & Guilds)	2	Brinsbury	Various	1 week	TBC	08.40-16.30	POA		BCS041
Safe Use of Pesticides PA4 (City & Guilds)	2	Brinsbury	Various	1 week	TBC	08.40-16.30	POA		BCS042
Safe Use of Pesticides PA6 (City & Guilds)	2	Brinsbury	Various	1 week	TBC	08.40-16.30	POA		BCS043

HOSPITALITY & CATERING

Course (Qualification)	Level	Campus	Start	Duration	Days	Times	Fee	Enrol	Code
Food Safety in Catering (RSPH Award)	2	Chichester	21/11/11	TBC	Mon	09.15-17.15	£65		HOS082
Food Safety in Catering (RSPH Award)	2	Chichester	16/01/12	TBC	Mon	09.15-17.15	£65		HOS082
Food Safety in Catering (RSPH Award)	2	Chichester	05/03/12	TBC	Mon	09.15-17.15	£65		HOS082
Food Safety in Catering (RSPH Award)	2	Chichester	23/04/12	TBC	Mon	09.15-17.15	£65		HOS082
Food Safety in Catering (RSPH Award)	2	Chichester	14/05/12	TBC	Mon	09.15-17.15	£65		HOS082
Food Safety in Catering (RSPH Award)	2	Chichester	18/06/12	TBC	Mon	09.15-17.15	£65		HOS082
Personal Licence Holders (BII Award)	2	Chichester	08/10/11	TBC	Sat & Thu	09.00-16.00	£138		HOS173
Personal Licence Holders (BII Award)	2	Chichester	05/11/11	TBC	Sat & Thu	09.00-16.00	£138		HOS173
Personal Licence Holders (BII Award)	2	Chichester	21/01/12	TBC	Sat & Thu	09.00-16.00	£138		HOS173
Personal Licence Holders (BII Award)	2	Chichester	25/02/12	TBC	Sat & Thu	09.00-16.00	£138		HOS173
Personal Licence Holders (BII Award)	2	Chichester	24/03/12	TBC	Sat & Thu	09.00-16.00	£138		HOS173
Personal Licence Holders (BII Award)	2	Chichester	12/05/12	TBC	Sat & Thu	09.00-16.00	£138		HOS173
Personal Licence Holders (BII Award)	2	Chichester	16/06/12	TBC	Sat & Thu	09.00-16.00	£138		HOS173
Personal Licence Holders (BII Award)	2	Chichester	07/07/12	TBC	Sat & Thu	09.00-16.00	£138		HOS173
Supervising Food Safety in Catering (CIEH Award)	3	Chichester	25/01/12	7 weeks	Wed	18.00-21.00	£177		HOS084
Supervising Food Safety in Catering (CIEH Award)	3	Chichester	23/01/12	3 weeks	Mon	09.00-17.00	£177		HOS084

HUMAN RESOURCES

Course (Qualification)	Level	Campus	Start	Duration	Days	Times	Fee	Enrol	Code
Coaching Skills (CIPD Award)	3	Chichester	18/04/12	10 weeks	Wed	19.30-21.00	£195		MGT127
Human Resources Management (CIPD Certificate)	5	Chichester	12/09/11	35 weeks	Mon	12.00-21.00	£995		MGT123
Human Resources Management (CIPD Diploma)	5	Chichester	12/09/11	35 weeks	Mon	12.00-21.00	£995		MGT124

HUMAN RESOURCES (CONTINUED)

Course (Qualification)	Level	Campus	Start	Duration	Days	Times	Fee	Enrol	Code
Human Resources Management (CIPD Post Graduate Diploma - Year 1)	–	Chichester	12/09/11	26 weeks	Mon	12.30-21.00	£2580		MGT006
Human Resources Management (CIPD Post Graduate Diploma - Year 2)	–	Chichester	13/09/11	26 weeks	Tue	12.15-20.15	£2580		MGT007
Human Resources Practice (CIPD Certificate)	3	Chichester	14/09/11	35 weeks	Wed	12.15-21.00	£695		MGT111
Human Resources Practice (CIPD Certificate)	3	Chichester	12/09/11	35 weeks	Mon & Thu	18.00-21.00	£695		MGT111
Human Resources Practice (CIPD Diploma)	3	Chichester	12/09/11	35 weeks	Mon & Thu	18.00-21.00	£695 [‡]		MGT128
Human Resources Practice (CIPD Diploma)	3	Chichester	14/09/11	35 weeks	Wed	12.15-21.00	£695 [‡]		MGT128
Learning & Development Practice (CIPD Certificate)	3	Chichester	14/09/11	35 weeks	Wed	12.15-21.00	£695		MGT112
Learning & Development Practice (CIPD Certificate)	3	Chichester	14/09/11	35 weeks	Wed & Thu	18.00-21.00	£695		MGT112
Learning & Development Practice (CIPD Diploma)	3	Chichester	14/09/11	35 weeks	Wed	12.15-21.00	£695		MGT129
Learning & Development Practice (CIPD Diploma)	3	Chichester	14/09/11	35 weeks	Wed & Thu	18.00-21.00	£695		MGT129

LAW

Course (Qualification)	Level	Campus	Start	Duration	Days	Times	Fee	Enrol	Code
Law & Practice (ILEX Certificate)	3	Chichester	08/09/11	34 weeks	Thu	13.15-17.15	£495* ^{‡3}		BUS384
Law (ILEX Diploma)	3	Chichester	06/09/11	34 weeks	Tue	13.15-17.15	£465*		BUS010
Conveyancing (ILEX)	6	Chichester	07/09/11	34 weeks	Wed	17.15-19.15	£515		BUS043
Criminal Law (ILEX)	6	Chichester	07/09/11	34 weeks	Wed	13.15-15.15	£515		BUS039
Employment Law (ILEX)	6	Chichester	07/09/11	34 weeks	Wed	15.15-17.15	£515		BUS045
Family Law (ILEX)	6	Chichester	07/09/11	34 weeks	Wed	13.15-15.15	£515		BUS053
Land Law (ILEX)	6	Chichester	07/09/11	34 weeks	Wed	15.15-17.15	£515		BUS051
Legal Research – Skills Unit (ILEX)	6	Chichester	20/06/12	8 weeks	Wed	13.15-17.15	£250		BUS304
Tort Law (ILEX)	6	Chichester	07/09/11	34 weeks	Wed	13.15-15.15	£515		TBC

LAW MODULES +

Law units below (+) available to ILEX students resitting. New students should choose course code BUS384.

+ Civil Litigation (ILEX)	3	Chichester	23/02/12	13 weeks	Thu	13.15-15.15	£175		BUS270
+ Client Care Skills (ILEX)	3	Chichester	05/01/12	7 weeks	Thu	13.15-17.15	£175		BUS273
+ Contract Law (ILEX)	3	Chichester	06/03/12	13 weeks	Tue	15.15-17.15	£175		BUS266
+ Conveyancing (ILEX)	3	Chichester	06/03/12	13 weeks	Tue	13.15-15.15	£175		BUS271
+ Criminal Law (ILEX)	3	Chichester	06/09/11	14 weeks	Tue	15.15-17.15	£175		BUS267
+ Criminal Litigation (ILEX)	3	Chichester	06/09/11	14 weeks	Tue	13.15-15.15	£175		BUS272
+ Introduction to Law & Practice (ILEX)	3	Chichester	08/09/11	14 weeks	Thu	15.15-17.15	£175		BUS265
+ Land Law (ILEX)	3	Chichester	10/01/12	7 weeks	Tue	13.15-17.15	£175		BUS268
+ Legal Research (ILEX)	3	Chichester	08/09/11	14 weeks	Thu	13.15-15.15	£175		BUS274
+ Tort Law (ILEX)	3	Chichester	23/02/12	13 weeks	Thu	15.15-17.15	£175		BUS269

MANAGEMENT DEVELOPMENT – QUALIFICATIONS

Course (Qualification)	Level	Campus	Start	Duration	Days	Times	Fee	Enrol	Code
Business & Management (Franchise Foundation Degree)	–	Chichester	27/09/11	3 years	Tue	15.15-18.15	‡		BUS180
Business Start-Up (Chichester College Introductory Certificate)	–	Chichester	12/09/11	12 weeks	Mon	18.00-20.00	£150		MGT067

‡ Please contact the University of Portsmouth for fee information.

MANAGEMENT DEVELOPMENT – QUALIFICATIONS (CONTINUED)

Course (Qualification)	Level	Campus	Start	Duration	Days	Times	Fee	Enrol	Code
MANAGEMENT									
First Line Management (ILM Award)	3	Chichester	28/09/11	11 weeks	Wed	17.00-20.00	£225		MGT066
First Line Management (ILM Award)	3	Chichester	11/01/12	11 weeks	Wed	17.00-20.00	£225		MGT066
First Line Management (ILM Certificate)	3	Chichester	28/09/11	40 weeks	Wed	17.00-20.00	£925		MGT069
Management (ILM NVQ Certificate)	3	Workplace	Various	52 weeks	Various	TBC	POA		MGT118
Management (ILM Award)	5	Chichester	06/10/11	8 weeks	Thu	13.15-20.15	£650		MGT104
Management (ILM Certificate)	5	Chichester	06/10/11	22 weeks	Thu	13.15-20.15	£1150		MGT090
Management (ILM Diploma)	5	Chichester	06/10/11	33 weeks	Thu	13.15-20.15	£1600		MGT091
Management (ILM NVQ Diploma)	5	Workplace	Various	52 weeks	Various	TBC	£2000		MGT120
Executive Management (ILM Award)	7	Chichester	04/10/11	5 weeks	Tue	13.15-20.15	£750		MGT105
Executive Management (ILM Certificate)	7	Chichester	04/10/11	21 weeks	Tue	13.15-20.15	£1500		MGT092
Executive Management (ILM Diploma)	7	Chichester	04/10/11	19 weeks	Tue	13.15-20.15	£1700		MGT093
Strategic Leadership & Executive Management (ILM Diploma)	7	Chichester	04/10/11	29 weeks	Tue	13.15-20.15	£2200		MGT130
Strategic Leadership & Executive Management (ILM Diploma – Top-Up)	7	Chichester	08/11/11	10 weeks	Tue	13.15-19.45	£625		MGT130

PROJECT MANAGEMENT

Introduction to Project Planning (Chichester College Certificate)	–	Chichester	08/09/11	4 weeks	Thu	17.30-19.30	£150		MGT095
Project Planning in Action (ILM)	3	Chichester	03/11/11	5 weeks	Thu	17.30-19.30	£200		MGT107
Managing Projects (ILM)	5	Chichester	26/01/12	12 weeks	Thu	17.15-19.15	£320		MGT097

TEAM LEADING

Team Leading (ILM Award)	2	Chichester	21/09/11	8 weeks	Wed	17.00-20.00	£150		MGT065
Team Leading (ILM Award)	2	Chichester	22/02/12	8 weeks	Wed	17.00-20.00	£150		MGT065
Team Leading (ILM Certificate)	2	Chichester	21/09/11	18 weeks	Wed	17.00-19.00	£350 ²		MGT068
Team Leading (ILM NVQ Certificate)	2	Workplace	Various	52 weeks	Various	TBC	POA		MGT119

MANAGEMENT DEVELOPMENT – SHORT COURSES

Course (Qualification)	Level	Campus	Start	Duration	Days	Times	Fee	Enrol	Code
Business Development (Chichester College Certificate) ‡	–	Chichester	16/04/12	9 weeks	Mon	18.00-20.00	£150		MGT132
Coaching Skills (Chichester College Certificate)	–	Chichester	Various	1 day	Mon	09.00-16.30	£150		CCS081
Coaching Skills (Chichester College Certificate)	–	Chichester	Various	½ day	Various	09.00-10.30	£85		CCS081
Coaching Skills (Chichester College Certificate)	–	Chichester	Various	90 mins	Various	09.00-12.00	£50		CCS081
Conflict Resolution (Chichester College Certificate)	–	Chichester	Various	1 day	Various	09.00-10.30	£150		CCS084
Conflict Resolution (Chichester College Certificate)	–	Chichester	Various	½ day	Various	09.00-16.30	£85		CCS084
Conflict Resolution (Chichester College Certificate)	–	Chichester	Various	90 mins	Various	09.00-12.00	£50		CCS084
Effective Appraisals (Chichester College Certificate)	–	Chichester	Various	1 day	Various	09.00-10.30	£150		CCS082
Effective Appraisals (Chichester College Certificate)	–	Chichester	Various	½ day	Various	09.00-12.00	£85		CCS082
Effective Appraisals (Chichester College Certificate)	–	Chichester	Various	90 mins	Various	09.00-16.30	£50		CCS082

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MANAGEMENT DEVELOPMENT – SHORT COURSES (CONTINUED)

Course (Qualification)	Level	Campus	Start	Duration	Days	Times	Fee	Enrol	Code
Effective Delegation (Chichester College Certificate)	–	Chichester	Various	1 day	Various	09.00-12.00	£150		CCS085
Effective Delegation (Chichester College Certificate)	–	Chichester	Various	½ day	Various	09.00-10.30	£85		CCS085
Effective Delegation (Chichester College Certificate)	–	Chichester	Various	90 mins	Various	09.00-16.30	£50		CCS085
Finance for Managers (Chichester College Certificate)	–	Chichester	Various	1 day	Various	09.00-12.00	£150		CCS036
Finance for Managers (Chichester College Certificate)	–	Chichester	Various	½ day	Various	09.00-16.30	£85		CCS036
Finance for Managers (Chichester College Certificate)	–	Chichester	Various	90 mins	Various	09.00-10.30	£50		CCS036
Interviewing Skills (Chichester College Certificate)	–	Chichester	Various	1 day	Various	09.00-16.30	£150		CCS086
Interviewing Skills (Chichester College Certificate)	–	Chichester	Various	½ day	Various	09.00-10.30	£85		CCS086
Interviewing Skills (Chichester College Certificate)	–	Chichester	Various	90 mins	Various	09.00-12.00	£50		CCS086
Introduction to Project Planning (Chichester College Certificate) ‡	–	Chichester	08/09/11	4 weeks	Thu	17.30-19.30	£150		MGT095
Leadership Styles (Chichester College Certificate)	–	Chichester	Various	1 day	Various	09.00-16.30	£150		CCS071
Leadership Styles (Chichester College Certificate)	–	Chichester	Various	½ day	Various	09.00-12.00	£85		CCS071
Leadership Styles (Chichester College Certificate)	–	Chichester	Various	90 mins	Various	09.00-10.30	£50		CCS071
Managing Absenteeism (Chichester College Certificate)	–	Chichester	Various	1 day	Various	09.00-16.30	£150		CCS083
Managing Absenteeism (Chichester College Certificate)	–	Chichester	Various	½ day	Various	09.00-12.00	£85		CCS083
Managing Absenteeism (Chichester College Certificate)	–	Chichester	Various	90 mins	Various	09.00-10.30	£50		CCS083
Motivating the Team (Chichester College Certificate)	–	Chichester	Various	1 day	Various	09.00-16.30	£150		CCS088
Motivating the Team (Chichester College Certificate)	–	Chichester	Various	½ day	Various	09.00-12.00	£85		CCS088
Motivating the Team (Chichester College Certificate)	–	Chichester	Various	90 mins	Various	09.00-10.30	£50		CCS088
New to Team Leading (Chichester College Certificate)	–	Chichester	Various	1 day	Various	09.00-16.30	£150		CCS078
New to Team Leading (Chichester College Certificate)	–	Chichester	Various	½ day	Various	09.00-12.00	£85		CCS078
New to Team Leading (Chichester College Certificate)	–	Chichester	Various	90 mins	Various	09.00-10.30	£50		CCS078
People Management (Chichester College Certificate)	–	Chichester	Various	1 day	Various	09.00-10.30	£150		CCS079
People Management (Chichester College Certificate)	–	Chichester	Various	½ day	Various	09.00-16.30	£85		CCS079
People Management (Chichester College Certificate)	–	Chichester	Various	90 mins	Various	09.00-12.00	£50		CCS079
Performance Management (Chichester College Certificate)	–	Chichester	Various	1 day	Various	09.00-16.30	£150		CCS080
Performance Management (Chichester College Certificate)	–	Chichester	Various	½ day	Various	09.00-12.00	£85		CCS080
Performance Management (Chichester College Certificate)	–	Chichester	Various	90 mins	Various	09.00-10.30	£50		CCS080
Project Management (Chichester College Certificate)	–	Chichester	Various	1 day	Various	09.00-12.30	£150		CCS076
Project Management (Chichester College Certificate)	–	Chichester	Various	½ day	Various	09.00-11.00	£85		CCS076
Project Management (Chichester College Certificate)	–	Chichester	Various	90 mins	Various	09.00-16.30	£50		CCS076
Stress Management (Chichester College Certificate)	–	Chichester	Various	1 day	Various	09.00-16.30	£150		CCS087
Stress Management (Chichester College Certificate)	–	Chichester	Various	½ day	Various	09.00-12.00	£85		CCS087
Stress Management (Chichester College Certificate)	–	Chichester	Various	90 mins	Various	09.00-10.30	£50		CCS087
Team Building with Chocolate (Chichester College Certificate)	–	Chichester	Various	1 day	Various	09.00-16.30	£145		CCS059

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MARKETING – QUALIFICATIONS

Course (Qualification)	Level	Campus	Start	Duration	Days	Times	Fee	Enrol	Code
Introduction to Marketing (CIM Professional Introductory Certificate)	3	Chichester	28/09/11	30 weeks	Wed	18.00-20.00	£475		MGT133
Introduction to Marketing (ILM Certificate)	3	Chichester	16/01/12	10 weeks	Mon	18.00-20.00	£175		MGT094

MARKETING – QUALIFICATIONS (CONTINUED)

Course (Qualification)	Level	Campus	Start	Duration	Days	Times	Fee	Enrol	Code
Marketing (CIM Professional Certificate)	4	Chichester	20/09/11	18 months	Tue & Thu	18.00-20.30	£1030		MGT009
Marketing (CIM Professional Diploma)	4	Chichester	19/09/11	18 months	Mon & Thu	18.00-21.00	£1250		MGT014
Marketing (CIM Professional Diploma)	4	Chichester	19/09/11	18 months	Mon	13.15-20.30	£1250		MGT014

MARKETING – SHORT COURSES

Course (Qualification)	Level	Campus	Start	Duration	Days	Times	Fee	Enrol	Code
Marketing for Results (Chichester College Certificate)	–	Chichester	Various	1 day	Various	09.00-16.30	£150		CCS099
Marketing for Results (Chichester College Certificate)	–	Chichester	Various	½ day	Various	09.00-12.00	£85		CCS099
Marketing for Results (Chichester College Certificate)	–	Chichester	Various	90 mins	Various	09.00-10.30	£50		CCS099

MOTOR VEHICLE

Course (Qualification)	Level	Campus	Start	Duration	Days	Times	Fee	Enrol	Code
Automotive Air Conditioning & Climate Control (IMI Certificate)	3	Terminus	09/01/12	20 weeks	Mon	18.00-21.00	£1550		AUT057
Light Vehicle Maintenance & Repair Principles (City & Guilds 4290-12 VRQ Certificate)	2	Terminus	12/09/11	2 years	Mon	09.15-17.00	£1046* ²		AUT112
Light Vehicle Maintenance & Repair Principles (City & Guilds 4290-13 VRQ Diploma)	3	Terminus	14/09/11	2 years	Wed	09.15-17.15	£973* ³		AUT113
Light Vehicle Maintenance & Repair Competence (City & Guilds 4270-12 NVQ Diploma)	2	Workplace	12/09/11	2 years	Mon	09.15-17.00	£1365* ²		AUT117
Light Vehicle Maintenance & Repair Competence (City & Guilds 4270-13 NVQ Diploma)	3	Workplace	14/09/11	2 years	Wed	09.15-17.00	£1071* ³		AUT118
Motorcycle Maintenance & Repair Principles (City & Guilds 4290-32 VRQ Certificate)	2	Terminus	12/09/11	2 years	Mon	09.15-17.00	£942* ²		AUT115
Motorcycle Maintenance & Repair Principles (City & Guilds 4290-33 VRQ Certificate)	3	Terminus	15/09/11	2 years	Thu	09.15-17.00	£1058* ³		AUT116
Motorcycle Maintenance & Repair Competence (City & Guilds 4270-32 NVQ Diploma)	2	Workplace	12/09/11	2 years	Mon	09.15-17.00	£1293* ²		AUT119
Motorcycle Maintenance & Repair Competence (City & Guilds 4270-33 NVQ Diploma)	3	Workplace	15/09/11	2 years	Thu	09.15-17.00	£1391* ³		AUT120
Refrigerant Handling Unit (IMI AAC)	3	Terminus	12/09/11	13 weeks	Mon	18.00-21.00	£312		AUT053

MUSIC

Course (Qualification)	Level	Campus	Start	Duration	Days	Times	Fee	Enrol	Code
Jazz Music Practitioners Award (RSL)	2 / 3	Chichester	26/09/11	33 weeks	Mon / Wed	TBC	£459		MUS145

ORGANISATIONAL DEVELOPMENT

Course (Qualification)	Level	Campus	Start	Duration	Days	Times	Fee	Enrol	Code
Commercial Awareness (Chichester College Certificate)	–	Chichester	Flexible	1 day	Flexible	09.00-16.30	£150		CCS072
Commercial Awareness (Chichester College Certificate)	–	Chichester	Flexible	½ day	Flexible	09.00-12.00	£85		CCS072

Please call the Corporate Sales Team direct on 01243 771781 to book the above courses. For block or multiple bookings, please enquire on discounts available.

ORGANISATIONAL DEVELOPMENT (CONTINUED)

Course (Qualification)	Level	Campus	Start	Duration	Days	Times	Fee	Enrol	Code
Commercial Awareness (Chichester College Certificate)	–	Chichester	Flexible	90 mins	Flexible	09.00-10.30	£50		CCS072
Introduction to Senior Management (Chichester College Certificate)	–	Chichester	Flexible	1 day	Flexible	09.00-16.30	£150		CCS074
Introduction to Senior Management (Chichester College Certificate)	–	Chichester	Flexible	½ day	Flexible	09.00-13.00	£85		CCS074
Introduction to Senior Management (Chichester College Certificate)	–	Chichester	Flexible	2 hours	Flexible	09.00-11.00	£50		CCS074
Managing Change (Chichester College Certificate)	–	Chichester	Flexible	1 day	Flexible	09.00-16.30	£150		CCS073
Managing Change (Chichester College Certificate)	–	Chichester	Flexible	½ day	Flexible	09.00-12.00	£85		CCS073
Talent Management (Chichester College Certificate)	–	Chichester	Flexible	1 day	Flexible	09.00-16.30	£150		CCS075
Talent Management (Chichester College Certificate)	–	Chichester	Flexible	½ day	Flexible	09.00-13.00	£85		CCS075
Talent Management (Chichester College Certificate)	–	Chichester	Flexible	2 hours	Flexible	09.00-11.00	£50		CCS075

Please call the Corporate Sales Team direct on 01243 771781 to book the above courses. For block or multiple bookings, please enquire on discounts available.

PERSONAL DEVELOPMENT

Course (Qualification)	Level	Campus	Start	Duration	Days	Times	Fee	Enrol	Code
Assertiveness Skills (Chichester College Certificate)	–	Chichester	Various	1 day	Various	09.00-16.30	£150		CCS089
Assertiveness Skills (Chichester College Certificate)	–	Chichester	Various	½ day	Various	09.00-12.00	£85		CCS089
Assertiveness Skills (Chichester College Certificate)	–	Chichester	Various	90 mins	Various	09.00-10.30	£50		CCS089
Communicate with Confidence (Chichester College Certificate)	–	Chichester	Various	1 day	Various	09.00-16.30	£150		CCS029
Communicate with Confidence (Chichester College Certificate)	–	Chichester	Various	½ day	Various	09.00-12.00	£85		CCS029
Delivering Excellent Customer Service (Chichester College Certificate)	–	Chichester	Various	1 day	Various	09.00-16.30	£150		CCS090
Delivering Excellent Customer Service (Chichester College Certificate)	–	Chichester	Various	½ day	Various	09.00-12.00	£85		CCS090
Delivering Excellent Customer Service (Chichester College Certificate)	–	Chichester	Various	90 mins	Various	09.00-10.30	£50		CCS090
Emotional Intelligence (Chichester College Certificate)	–	Chichester	Various	1 day	Various	09.00-16.30	£150		CCS091
Emotional Intelligence (Chichester College Certificate)	–	Chichester	Various	½ day	Various	09.00-12.00	£85		CCS091
Emotional Intelligence (Chichester College Certificate)	–	Chichester	Various	90 mins	Various	09.00-10.30	£50		CCS091
Equality & Diversity (Chichester College Certificate)	–	Chichester	Various	1 day	Various	09.00-16.30	£150		CCS077
Equality & Diversity (Chichester College Certificate)	–	Chichester	Various	½ day	Various	09.00-12.00	£85		CCS077
Equality & Diversity (Chichester College Certificate)	–	Chichester	Various	90 mins	Various	09.00-10.30	£50		CCS077
Facilitation Skills (Chichester College Certificate)	–	Chichester	Various	1 day	Various	09.00-16.30	£150		CCS097
Facilitation Skills (Chichester College Certificate)	–	Chichester	Various	½ day	Various	09.00-12.00	£85		CCS097
Facilitation Skills (Chichester College Certificate)	–	Chichester	Various	90 mins	Various	09.00-10.30	£50		CCS097
Negotiation Skills (Chichester College Certificate)	–	Chichester	Various	1 day	Various	09.00-16.30	£150		CCS092
Negotiation Skills (Chichester College Certificate)	–	Chichester	Various	½ day	Various	09.00-12.00	£85		CCS092
Negotiation Skills (Chichester College Certificate)	–	Chichester	Various	90 mins	Various	09.00-10.30	£50		CCS092
NLP (Chichester College Certificate)	–	Chichester	Various	1 day	Various	09.00-16.30	£150		CCS093
NLP (Chichester College Certificate)	–	Chichester	Various	½ day	Various	09.00-12.00	£85		CCS093
NLP (Chichester College Certificate)	–	Chichester	Various	90 mins	Various	09.00-10.30	£50		CCS093
Presentation Skills (Chichester College Certificate)	–	Chichester	Various	1 day	Various	09.00-16.30	£150		CCS032
Presentation Skills (Chichester College Certificate)	–	Chichester	Various	½ day	Various	09.00-12.00	£85		CCS032
Problem Solving (Chichester College Certificate)	–	Chichester	Various	1 day	Various	09.00-16.30	£150		CCS094

Please call the Corporate Sales Team direct on 01243 771781 to book the above courses. For block or multiple bookings, please enquire on discounts available.

PERSONAL DEVELOPMENT (CONTINUED)

Course (Qualification)	Level	Campus	Start	Duration	Days	Times	Fee	Enrol	Code
Problem Solving (Chichester College Certificate)	–	Chichester	Various	½ day	Various	09.00-12.00	£85		CCS094
Problem Solving (Chichester College Certificate)	–	Chichester	Various	90 mins	Various	09.00-10.30	£50		CCS094
Report Writing (Chichester College Certificate)	–	Chichester	Various	1 day	Various	09.00-16.30	£150		CCS095
Report Writing (Chichester College Certificate)	–	Chichester	Various	½ day	Various	09.00-12.00	£85		CCS095
Report Writing (Chichester College Certificate)	–	Chichester	Various	90 mins	Various	09.00-10.30	£50		CCS095
Stress Awareness (CIEH Certificate)	–	Chichester	Various	½ day	Various	09.00-13.30	£95		CCS045
Successful Selling Skills (Chichester College Skills)	–	Chichester	Various	1 day	Various	09.00-16.30	£150		CCS034
Successful Selling Skills (Chichester College Skills)	–	Chichester	Various	½ day	Various	09.00-12.00	£85		CCS034
Telephone Skills (Chichester College Certificate)	–	Chichester	Various	1 day	Various	09.00-16.30	£150		CCS096
Telephone Skills (Chichester College Certificate)	–	Chichester	Various	½ day	Various	09.00-12.00	£85		CCS096
Telephone Skills (Chichester College Certificate)	–	Chichester	Various	90 mins	Various	09.00-10.30	£50		CCS096
Time Management (Chichester College Certificate)	–	Chichester	Various	1 day	Various	09.00-16.30	£150		CCS031
Time Management (Chichester College Certificate)	–	Chichester	Various	½ day	Various	09.00-12.00	£85		CCS031

Please call the Corporate Sales Team direct on 01243 771781 to book the above courses. For block or multiple bookings, please enquire on discounts available.

PLANT MACHINERY

Course (Qualification)	Level	Campus	Start	Duration	Days	Times	Fee	Enrol	Code
360° Excavator Tracked below 10 tonnes (CPCS Theory Test Refresher A58)	–	Brinsbury	Various	4 weeks	Various	TBC	POA		BCS131
360° Excavator Tracked below 10 tonnes (CPCS Theory Test A58)	–	Brinsbury	Various	4 weeks	Various	TBC	POA		BCS132
360° Excavator Tracked below 10 tonnes (CPCS Practical Test A58)	–	Brinsbury	Various	4 weeks	Various	TBC	POA		BCS133
360° Excavator Tracked below 10 tonnes (CPCS Theory Test Refresher, Theory Test & Practical Test A58)	–	Brinsbury	Various	4 weeks	Various	TBC	POA		BCS134
360° Excavator Tracked above 10 tonnes (CPCS Theory Test Refresher Training A59)	–	Brinsbury	Various	20 weeks	Various	TBC	POA		BCS135
360° Excavator Tracked above 10 tonnes (CPCS Theory Test A59)	–	Brinsbury	Various	20 weeks	Various	TBC	POA		BCS136
360° Excavator Tracked above 10 tonnes (CPCS Practical Test A59)	–	Brinsbury	Various	20 weeks	Various	TBC	POA		BCS137
360° Excavator Tracked above 10 tonnes (CPCS Theory Test Refresher, Theory Test & Practical Test A59)	–	Brinsbury	Various	20 weeks	Various	TBC	POA		BCS138
Operate 360° Excavator Tracked under 10 tonnes to achieve Trained Operator Card (CPCS Foundation Course A58A)	–	Brinsbury	Various	4 weeks	Various	TBC	POA		BCS141
Operate 360° Excavator Tracked above 10 tonnes to achieve Trained Operator Card (CPCS Foundation Course A59A)	–	Brinsbury	Various	4 weeks	Various	TBC	POA		BCS142
Counter Balance Forklift Training & Assessment (ITSSAR)	–	Brinsbury	Various	10 weeks	Various	TBC	POA		BCS144
Forward Tipping Dumper (CPCS Theory Test Refresher A09)	–	Brinsbury	Various	20 weeks	Various	TBC	POA		BCS123
Forward Tipping Dumper (CPCS Theory Test A09)	–	Brinsbury	Various	20 weeks	Various	TBC	POA		BCS124
Forward Tipping Dumper (CPCS Practical Test A09)	–	Brinsbury	Various	20 weeks	Various	TBC	POA		BCS125
Forward Tipping Dumper (CPCS Theory Test Refresher, Theory Test & Practical Test A09)	–	Brinsbury	Various	20 weeks	Various	TBC	POA		BCS126
Operate Forward Tipping Dumper to achieve a Trained Operator Card (CPCS Foundation Course A09)	–	Brinsbury	Various	10 weeks	Various	TBC	POA		BCS140
Plant Operations – Compacting Plant (CSkills NVQ Certificate)	2	Workplace	Various	20 weeks	Various	TBC	POA		BCS145
Plant Operations – Excavating Plant (CSkills NVQ Diploma)	2	Workplace	Various	20 weeks	Various	TBC	POA		BCS146

PLANT & MACHINERY (CONTINUED)

Course (Qualification)	Level	Campus	Start	Duration	Days	Times	Fee	Enrol	Code
Plant Operations – Extracting Plant (CSkills NVQ Certificate)	2	Workplace	Various	20 weeks	Various	TBC	POA		BCS147
Plant Operations – Fork-Lift Trucks (CSkills NVQ Certificate)	2	Workplace	Various	20 weeks	Various	TBC	POA		BCS149
Plant Operations – Transporting Loads (CSkills NVQ Certificate)	2	Workplace	Various	20 weeks	Various	TBC	POA		BCS148
Ride on Roller (CPCS Theory Test Refresher A31)	–	Brinsbury	Various	12 weeks	Various	TBC	POA		BCS119
Ride on Roller (CPCS Theory Test A31)	–	Brinsbury	Various	12 weeks	Various	TBC	POA		BCS120
Ride on Roller (CPCS Practical Test A31)	–	Brinsbury	Various	12 weeks	Various	TBC	POA		BCS121
Ride on Roller (CPCS Theory Refresher, Theory & Practical Test A31)	–	Brinsbury	Various	12 weeks	Various	TBC	POA		BCS122
Operate Ride on Roller to achieve Trained Operator Card (CPCS Foundation Course A31)	–	Brinsbury	Various	5 weeks	Various	TBC	POA		BCS139
Telescopic Handler – All sizes except Slew (CPCS Theory Test Refresher A17)	–	Brinsbury	Various	5 weeks	Various	TBC	POA		BCS127
Telescopic Handler – All sizes except Slew (CPCS Theory Test A17)	–	Brinsbury	Various	5 weeks	Various	TBC	POA		BCS128
Telescopic Handler – All sizes except Slew (CPCS Practical Test A17)	–	Brinsbury	Various	5 weeks	Various	TBC	POA		BCS129
Telescopic Handler – All sizes except Slew (CPCS Theory Test Refresher, Theory Test & Practical Test A17)	–	Brinsbury	Various	5 weeks	Various	TBC	POA		BCS130
Telescopic Handler [except slew] to achieve Trained Operator Card (CPCS Foundation Course A17C)	–	Brinsbury	Various	4 weeks	Various	TBC	POA		BCS143

PLUMBING

Course (Qualification)	Level	Campus	Start	Duration	Days	Times	Fee	Enrol	Code
Boilers / Central Heating (BPEC CEN1)	–	Terminus	Various	1 week	Various	08.00-17.00	£250		CON223
Combustion Performance Analyser (BPEC CPA1)	–	Terminus	Various	1 day	Various	08.00-17.00	£150		CON222
Core Gas Safety – Domestic (BPEC CCN1 Revision / Assessment)	–	Terminus	Various	1 week	Various	08.00-17.00	£705		CON220
Energy Efficiency (BPEC)	–	Terminus	Various	1 week	Various	08.00-17.00	£250		CON229
Gas Cookers (BPEC CKR1)	–	Terminus	Various	1 week	Various	08.00-12.00	£250		CON224
Gas Fires & Wall Heaters (BPEC HTR1)	–	Terminus	Various	1 week	Various	08.00-13.00	£250		CON225
Renewable Energy Awareness (BPEC)	–	Terminus	Various	2 days or 5 evenings	Various	08.00-17.00 18.00-20.30	£275		CON235
Unvented Hot Water (BPEC)	–	Terminus	Various	1 week	Various	08.00-17.00	£250		CON227
Water Regulations (BPEC)	–	Terminus	Various	1 week	Various	08.00-17.00	£250		CON228

Please call the Workforce Skills Team direct on 01243 786321 ext 2150 to discuss entry requirements for the above courses.

RETAIL

Course (Qualification)	Level	Campus	Start	Duration	Days	Times	Fee	Enrol	Code
Merchandising & Window Dressing (Chichester College Certificate)	–	Chichester	Various	1 day	Wed	09.00-16.30	£150		CCS027
Merchandising & Window Dressing (Chichester College Certificate)	–	Chichester	Various	½ day	Various	09.00-12.00	£85		CCS027
Merchandising & Window Dressing (Chichester College Certificate)	–	Chichester	Various	90 mins	Various	09.00-10.30	£50		CCS027

SCIENCE

Course (Qualification)	Level	Campus	Start	Duration	Days	Times	Fee	Enrol	Code
Applied Science (Edexcel BTEC Diploma)	1	Chichester	12/09/11	35 weeks	Mon	09.15-12.15	£1285		SCI048
Applied Science (Edexcel BTEC Diploma)	2	Chichester	12/09/11	35 weeks	Mon	09.15-12.15	£1323		SCI047

SKILLS FOR LIFE

See page 6 for details.

TEACHING & ASSESSING

Course (Qualification)	Level	Campus	Start	Duration	Days	Times	Fee	Enrol	Code
Advice & Guidance (City & Guilds NVQ Certificate)	3	Workplace	Various	52 weeks	Various	TBC	£1500	👤	TET068
Advice & Guidance (City & Guilds NVQ)	4	Workplace	Various	52 weeks	Various	TBC	£1800	👤	TET052
Assessing Vocational Achievement (City & Guilds Certificate)	3	Workplace	Various	36 weeks	Various	TBC	£700	👤	TET062
Assessing Vocational Achievement (City & Guilds Certificate – Top-Up)	3	Workplace	Various	28 weeks	Various	TBC	£500	👤	TET062
Employability Skills (NCFE Certificate)	2	Chichester	Various	6 weeks	Various	TBC	£330* ²	👤	LSP278
Internal Quality Assurance of Assessment Processes & Practice (City & Guilds Award)	4	Workplace	Various	36 weeks	Various	TBC	£700	👤	TET067
Internal Quality Assurance of Assessment Processes & Practice (City & Guilds Award – Top-Up)	4	Workplace	Various	28 weeks	Various	TBC	£500	👤	TET067
Specialist Support for Teaching & Learning in Schools (Cache Diploma)	3	Workplace	Various	52 weeks	Various	TBC	POA	👤	HCR222
Supporting Teaching & Learning in Schools (Cache Certificate)	2	Workplace	Various	52 weeks	Various	TBC	POA	👤	HCR221
Understanding the Internal Quality Assurance of Assessment Processes & Practice (City & Guilds Award)	4	Chichester	Various	8 weeks	Various	TBC	£200	👤	TET066
Understanding the Principles & Practices of Assessment (City & Guilds Award)	3	Chichester	Various	8 weeks	Various	TBC	£200	👤	TET065
Workskills (Edexcel Certificate)	2	Chichester	Various	4 weeks	Various	09.15-16.15	£379* ^o	👤	WSK007

TEACHER TRAINING

Course (Qualification)	Level	Campus	Start	Duration	Days	Times	Fee	Enrol	Code
Education / PGCE (Franchise Certificate)	–	Chichester	22/09/11	2 years	Thu	09.15-13.15	£840	👤	TET009
Education / PGCE (Franchise Certificate)	–	Chichester	20/09/11	2 years	Tue	16.30-20.30	£840	👤	TET009
Introduction to Teaching English as a Foreign Language (OCN)	2	Chichester	21/09/11	10 weeks	Wed	18.00-21.00	£230	👤	TET017
Introduction to Teaching English as a Foreign Language (OCN)	2	Chichester	18/04/12	10 weeks	Wed	18.00-21.00	£230	👤	TET017
Introduction to Trainer Skills (City & Guilds)	–	Chichester	Various	TBC	Various	TBC	£130	👤	TET060
Preparing to Teach in the Lifelong Learning Sector (City & Guilds Award)	3	Chichester	12/09/11	12 weeks	Mon	16.30-19.30	£330	👤	TET046
Preparing to Teach in the Lifelong Learning Sector (City & Guilds Award)	3	Chichester	04/11/11	12 weeks	Fri	14.15-17.15	£330	👤	TET046
Preparing to Teach in the Lifelong Learning Sector (City & Guilds Award)	3	Chichester	09/01/12	12 weeks	Mon	17.15-20.15	£330	👤	TET046
Preparing to Teach in the Lifelong Learning Sector (City & Guilds Award)	3	Chichester	29/02/12	12 weeks	Wed	09.15-12.15	£330	👤	TET046
Preparing to Teach in the Lifelong Learning Sector (City & Guilds Award)	3	Chichester	17/04/12	12 weeks	Tue	09.15-12.15	£330	👤	TET046
Preparing to Teach in the Lifelong Learning Sector (City & Guilds Award – Intensive Course)	3	Chichester	Various	2 weeks	Various	TBC	£400	👤	TET046
Teaching English to Speakers of Other Languages (UCLES CELTA)	4	Chichester	20/09/11	29 weeks	Tue & Thu	18.00-21.00	£750*	👤	TET008
Teaching English to Speakers of Other Languages (UCLES CELTA)	4	Chichester	14/09/11	13 weeks	Wed & Fri	09.15-17.15	£750*	👤	TET008
Teaching English to Speakers of Other Languages (UCLES CELTA)	4	Chichester	11/01/12	10 weeks	Wed & Fri	09.15-16.15	£750*	👤	TET008

TRAVEL & TOURISM

Course (Qualification)	Level	Campus	Start	Duration	Days	Times	Fee	Enrol	Code
Customer Service (City & Guilds NVQ Certificate)	2	Chichester	12/09/11	35 weeks	Mon	09.15-16.15	£661 ²	👤	LET140
Customer Service (City & Guilds NVQ Diploma)	3	Chichester	12/09/11	35 weeks	Mon	09.15-16.15	£894 ³	👤	LET141
Introduction to Cabin Crew (NCFE Certificate)	2	Chichester	21/09/11	33 weeks	Wed	13.30-16.30	£751	👤	LET145

COLLECTION OF INFORMATION ON STUDENT'S QUALIFICATIONS AT ENROLMENT

In order to assist in the production of statistics for the Government Bodies on the level of qualifications held by our students please select from the various levels indicated below the level of attainment which most closely matches your own. Then place the two character level code in the Qualifications and Experience section on the front of the Part-time Registration Form.

The development of skills by the students with few existing qualifications is central to the College's mission. Such students are in no way disadvantaged by the completion of this information.

NVQ LEVEL	ACADEMIC LEVEL	VOCATIONAL QUALIFICATION	LEVEL CODE
	No formal qualifications Entry Level Qualifications Other qualifications below Level 1 Other qualifications – Level not known		99 09 07 97
Level 1	GCSE / O-Level Grades D-G (or fewer than 5 at grades A-C) CSE below grade 1 1 AS-Level	BTEC General Certificate BEC Diploma BTEC First Certificate City & Guilds Operative Awards CPVE Year 1 (Technician) GNVQ Foundation LCCI Elementary / First Level NVQ Level 1 PEI Elementary / First Level RSA Elementary / First Level RSA Vocational Certificate	01
Level 2	GCSE / O-Level (5 or more at grades A-C) CSE Grade 1 (5 or more) 1 Advanced Level 2 / 3 AS-Levels	BEC General Certificate with Credit BEC Diploma with Credit BTEC First Diploma City & Guilds Higher Operative / Craft GNVQ Intermediate LCCI (Second Level) NVQ Level 2 PEI Stage 2 Pitmans Intermediate Level 2 Diploma Certificate RSA Diploma	02
Level 3	2 or more A-Levels 4 or more AS-Levels	BEC National ONC / OND BTEC National ONC / OND City & Guilds Advanced Craft GNVQ Advanced LCCI Diploma (Third Level) NVQ Level 3 Pitmans Level 3 Advanced Higher Certificate RSA Stage 3 Advanced Diploma TEC Certificate / Diploma Access to Higher Education courses ESOL & Foreign Languages Advanced Awards	03
Level 4	Teaching Qualifications (including PGCE) First Degree	BEC National HNC / HND BTEC National HNC / HND Higher Education Certificate Higher Education Diploma LCCI Advanced Level NVQ Level 4 Nursing (SRN) RSA Advanced Certificate RSA Higher Diploma	04
Level 5	Higher Degree	Continuing Education Diploma NVQ Level 5 Other high level professional qualifications	05

You may use this form to apply for a course displaying the  symbol, or to make advance booking (enclosing payment) for a course displaying the  symbols. When completed please send the form to the FREEPOST address indicated, or if preferred you may register online at www.chichester.ac.uk or call **01243 812223** for those with the  symbols.

Please complete all sections of this form in CAPITAL LETTERS.

FOR OFFICE USE ONLY

College Person Code:
(if known)

Acknowledgement
Date:

Interview
Date & Time:

PART-TIME REGISTRATION FORM | ACADEMIC YEAR 2011-12

PERSONAL DETAILS

Surname: _____	Title: _____ <small>(Mr/Mrs/Miss/Ms etc.)</small>	Age: _____	Nationality: _____
Forename(s): _____	Date of Birth: _____	Normal Country of Residence: _____	
Address: _____	Home Tel: _____	How long have you lived in the EEA?: _____	
	Work Tel: _____	<small>If less than 3 years please give your previous country of residence:</small> _____	
Postcode: _____	Mobile Tel: _____	Unique Learner No. (ULN) if known: _____	
Email: _____	Home Postcode when last in learning: _____		

ETHNICITY – Please indicate your Ethnic Origin (by ticking the appropriate box)

<input type="checkbox"/> English / Welsh / Scottish / Northern Irish / British	<input type="checkbox"/> White and Black Caribbean	<input type="checkbox"/> Indian	<input type="checkbox"/> African	<input type="checkbox"/> Arab
<input type="checkbox"/> Irish	<input type="checkbox"/> White and Black African	<input type="checkbox"/> Pakistani	<input type="checkbox"/> Caribbean	<input type="checkbox"/> Any other ethnic group
<input type="checkbox"/> Gypsy or Irish Traveller	<input type="checkbox"/> White and Asian	<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Any other Black / African / Caribbean background	<input type="checkbox"/> Not known / not provided
<input type="checkbox"/> Any other White background	<input type="checkbox"/> Any other Mixed / multiple ethnic background	<input type="checkbox"/> Chinese		
		<input type="checkbox"/> Any other Asian background		

EMPLOYMENT STATUS – Please indicate by ticking the appropriate box

Employed
 Full-time Education or Training
 Self-Employed
 Unemployed
 Economically Inactive
 Retired

YOUR LEARNING SUPPORT NEEDS

Do you have a disability, medical condition or health issue (eg visual impairment, hearing difficulty, mobility difficulty, epilepsy) or a learning difficulty (eg dyslexia)? YES NO We will contact you to discuss your support requirements. Any information that you provide will be kept private and will not be passed to anyone without your prior consent.

QUALIFICATIONS AND EXPERIENCE

Please indicate your highest level of qualification code, which can be obtained from the page to the left of this form (eg Level 1 = 01, Level 2 = 02, Level 3 = 03, etc).

PLEASE NOTE: At your induction you will be required to provide proof of your qualifications.

EXISTING RELEVANT QUALIFICATIONS – Please state the subjects and grades

Subject: _____	Grade: _____	Subject: _____	Grade: _____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please detach and send the completed form to the FREEPOST address shown below. Alternatively the form may be returned in person to the College main reception at either our Chichester or Brinsbury campus.

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COURSE DETAILS (If you are in any doubt about your eligibility for the course please call the Student Centre for clarification on 01243 786321)

COURSE 1		COURSE 2	
Course Title: _____		Course Title: _____	
Course Code: _____	Campus: _____	Course Code: _____	Campus: _____
Start Date: _____	Duration: _____	Start Date: _____	Duration: _____
Preferred Time: _____ <small>(where a choice is given)</small>	Course Fee: _____	Preferred Time: _____ <small>(where a choice is given)</small>	Course Fee: _____

SPONSORED STUDENTS

Are you a Sponsored student? YES NO If Yes, please ensure a sponsor form is completed by your sponsor and returned to the College with this registration form.

FEE REDUCTIONS

If you are in receipt of any of the following income-based benefits you may be eligible for a fee reduction. Written proof must be provided at the time of registration and remaining fees paid in full. Please indicate which benefits you are in receipt of by ticking the relevant box(es):

Job Seekers' Allowance Employment Support Allowance (WRAG)

YOUR N.I. NUMBER: _____

Please read the following declaration and then tick the box to indicate that you have read and understood it:

I confirm that if my benefit status changes I will notify Chichester College Student Services

Level 2 / Level 3 Entitlement

Please tick this box to confirm that Level 2 or Level 3 entitlement applies to you and complete the Learner Declaration Form which can be found later in this directory. For information about eligibility please contact the Student Funds Team.

FOR OFFICE USE ONLY

Proof of benefit(s) seen by: _____

FEEDBACK – Please indicate where you heard about the College (by ticking the appropriate box)

Word of mouth Newspaper advert Radio advert Website Sponsored event Roadside banner Workplace Open Evening Social Media Other

HOW WE USE YOUR PERSONAL INFORMATION

The personal information you provide is passed to the Chief Executive of the Skills Funding Agency and, when needed, the Young People's Learning Agency for England (YPLA) to meet legal duties under the Apprenticeships, Skills, Children and Learning Act 2009, and for the Agency's Learning Records Service (LRS) to create and maintain a unique learner number (ULN). The information you provide may be shared with other partner organisations for purposes relating to education or training. Further information about use of and access to your personal data, and details of partner organisations are available at:

<http://skillsfundingagency.bis.gov.uk/privacy.htm>

<http://www.ypla.gov.uk/privacy.htm>

<http://www.learningrecordservice.org.uk/documentlibrary/documents/Code+of+Practice+for+Sharing+of+Personal+Information.htm>

Tick the appropriate box(es) if you do not wish to be contacted:

by Post
 by Telephone
 by Email

Signed: _____ Date: _____

Tick this box if you do not wish to be contacted in respect of surveys and research

Tick this box if you do not wish to be contacted about courses or learning opportunities

FOR OFFICE USE ONLY

TOTAL FEE:	NAME:
REMISSION:	RECEIPT NO:
FEE DUE:	DATE:
PAID:	SPONSOR REF:
ACKNOWLEDGEMENT DATE:	REQUEST SKILLS ACCOUNT: <input type="checkbox"/> YES <input type="checkbox"/> NO
FAIR PROCESSING ISSUED: <input type="checkbox"/> YES <input type="checkbox"/> NO	VERIFICATION TYPE EVIDENCED:

PAYMENT DETAILS**FOR OFFICE USE ONLY**

FUNDING ROUTE: _____

NAME: _____

PERSON CODE: _____

Note: NO REFUND of fees are made for courses shorter than one term, or for longer courses if you leave after one month of its commencement.

Please indicate your chosen method of payment for all courses with the ☎ symbols: Cheque Mastercard / VISA / Switch Cash or Electron Card

Payments may be made in person at College, or you may send a cheque payable to Chichester College or your card details to the College with this form. Please do not send cash by post. Hand in together with this form at the Student Centre. To charge the course fees to a CREDIT or DEBIT card please complete the details below.

SECURITY: THIS SECTION WILL BE REMOVED AND DESTROYED AFTER PROCESSING

Name and Address of cardholder:

NAME: _____

ADDRESS: _____

(if different from above)

Card No. _____

Issue No. (Switch Card ONLY) _____

AMOUNT: _____

Card Issue Date: _____

Card Expiry Date: _____

3 Digit Security Code: _____

£ _____ . _____



INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY DIRECT DEBITS



NAME AND FULL POSTAL ADDRESS OF YOUR BANK OR BUILDING SOCIETY BRANCH

To the Manager

Name of Bank or Building Society:

Address:

Postcode:

NAME(S) OF ACCOUNT HOLDER(S)

BRANCH SORT CODE:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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ACCOUNT NUMBER:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Originator's ID No. 8 3 7 5 4 4

YOUR COLLEGE ACCOUNT & PERSON CODE

INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY
Please pay Chichester College Direct Debits from the account detailed on this instruction, subject to the safeguards assured by the Direct Debit Guarantee.

Signature(s):

Date:

PAYMENT DETAILS

PAYMENT DATE

PAYMENT AMOUNT

1	<input type="text"/>	£ <input type="text"/>
2	<input type="text"/>	£ <input type="text"/>
3	<input type="text"/>	£ <input type="text"/>

PAYMENT DATE

PAYMENT AMOUNT

4	<input type="text"/>	£ <input type="text"/>
5	<input type="text"/>	£ <input type="text"/>

TOTAL FEES – To include Administration Fee
(Note: Do not include amount taken at enrolment)

TOTAL PAYMENT AMOUNT

£

LEARNER NAME

PAYMENT DETAILS – ACCOUNT HOLDER'S COPY (payments are collected on the first working day of each month)

PAYMENT DATE

PAYMENT AMOUNT

1	<input type="text"/>	£ <input type="text"/>
2	<input type="text"/>	£ <input type="text"/>
3	<input type="text"/>	£ <input type="text"/>

PAYMENT DATE

PAYMENT AMOUNT

4	<input type="text"/>	£ <input type="text"/>
5	<input type="text"/>	£ <input type="text"/>

TOTAL FEES – To include Administration Fee
(Note: Do not include amount taken at enrolment)

TOTAL PAYMENT AMOUNT

£

LEARNER NAME

THE DIRECT DEBIT GUARANTEE

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit, Chichester College will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Chichester College to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit by Chichester College or your bank or building society you are entitled to a full and immediate refund of the amount paid from your bank or building society. **Note:** If you receive a refund you are not entitled to, you must pay it back when Chichester College asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

Please detach and send the completed form to the FREEPOST address shown below. Alternatively the form may be returned in person to the College main reception at either our Chichester or Brinsbury campus.

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DIRECT DEBIT FORM

(see reverse)

The payment details on this form must
be completed by College Staff ONLY



LEVEL 2 AND 3 OFFER – LEARNER DECLARATION

Please give details of the qualifications you have already achieved

QUALIFICATION	NUMBER ACHIEVED	LEVEL/GRADE
GCSE grade A*-C		Grade
GCSE grade D-G		Grade
O level passes grade C or above		Grade
CSEs grade 1		
AS-level		Grade(s)
A-level		Grade(s)
NVQ (1, 2, 3 or 4)		
GNVQ		
Edexcel/BTEC		
City & Guilds Craft part 2		
City & Guilds other		
OCR/RSA		
Access Course		
HND/HNC		
First degree/Higher degree		
Other		
Other		
Other		

Please indicate whether you are aiming for Level 2 or 3 (tick the relevant box) Level 2 Level 3

I confirm that all the information on this form is correct and I declare that I do not already hold a full qualification at the level indicated above, and it is my intention to complete a full Level 2/3 qualification. I understand that if I have declared false information, action to reclaim all tuition and examination costs may be taken against me.

Signature of Learner: _____

Date: _____

Learner's Name: _____

Learner's

Date of Birth: _____

(Please print)

FOR OFFICE USE ONLY

LEARNING AIM	
QUALIFICATION	
LEVEL (IF KNOWN)	
EXPECTED START DATE	

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EMPLOYER SPONSORSHIP FORM

FOR TUITION RELATED FEES, EXAMINATION & REGISTRATION FEES

THIS IS TO CERTIFY THAT:

Name and Address of firm/company to be invoiced

Company Name:	Purchase Order No.
Address:	
Tel No.	
Postcode:	

WILL BE RESPONSIBLE FOR THE PAYMENT OF FEES FOR:

Name of Student:	Enrolled on Course Code:
Course Title:	

The Data Protection Act 1998 – I understand that the information that I have given on this form, can be used for any matter related to the programme of study, to comply with the requirements set out by government agencies, the analysis of statistics and for marketing purposes.

I understand that the information I have supplied will be used only for the purpose set out in the statement above, and in accordance with the College registration for Data Protection made under the Data Protection Act 1998. I do not want the information given in this form used for marketing purposes

Signed:	Date:	Date:
Name in Capitals:	Position in Organisation:	

A form for each student **MUST** be signed by a member of the firm who has the authority to agree expenditure, and should have the firm's official stamp. Sponsorship will refer to the whole duration of the qualification. No student will be enrolled or registered for an examination before paying the appropriate fee or producing this signed certificate.

I understand that additional charges may be incurred if outstanding balances are not settled and a debt collection agency becomes involved. In these cases fees will be subject to an interest charge. Failure to provide accurate information on this form could lead to a revised charge being made.

OFFICIAL STAMP

FOR OFFICE USE ONLY

Please detach and send the completed form to the FREEPOST address shown below. Alternatively the form may be returned in person to the College main reception at either our Chichester or Brinsbury campus.

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CONFIRMATION OF BENEFIT

If you are not in receipt of up-to-date proof of benefit to produce at enrolment please complete this form, ensuring that it is signed and stamped by the Benefit Agency. This will provide sufficient proof for your fee to be discounted at enrolment.

The person named below has applied to enrol on the course(s) listed. In order to ensure that the student receives the full benefit of the reduced tuition fees that might be available to him/her, can you please confirm the type of benefit being received on _____ (date).

STUDENT DETAILS

Name: _____ Date of Birth: _____

Address: _____

Postcode: _____

QUALIFICATION DETAILS

Course Title: _____

Address: _____

BENEFIT DETAILS – To be completed by the relevant agency

I confirm the above student is receiving the following benefit (please tick as appropriate) Job Seekers' Allowance Employment Support Allowance (WRAG)

BENEFIT NUMBER: _____

Note: It is the student's responsibility to ensure that their enrolment on a particular course does not impact on their right to receive benefit.

Signature of representative of relevant agency:

Official stamp:

Date:

Post of signatory:

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A – D

A

Abrasive Wheel Machines (see Horticulture)	19
ACCESS TO HIGHER EDUCATION	11
ACCOUNTING & FINANCE	11
Administration (see Business & Administration)	12
AGRICULTURE & ANIMAL CARE	12
Allied Health Professions (see Access to Higher Education)	11
Animal Care / Management (see Agriculture & Animal Care)	12
Arboriculture (see Conservation & Countryside Management)	14
Art & Design (see Access to Higher Education)	11
AS / A-LEVELS	12
Assisted Shooting (see Conservation & Countryside Management)	14

B

Barbering (see Hair & Beauty)	16-17
Beauty Therapy (see Hair & Beauty)	16-17
Blacksmithing (see Engineering)	16
Body Massage (see Hair & Beauty)	16-17
Book-Keeping (see Accounting & Finance)	11
Bushcraft (see Conservation & Countryside Management)	12-13
Business (see Business & Administration) (also see Management Development)	12 20
BUSINESS & ADMINISTRATION	12-13

C

C# software (see Computing & IT)	14
Cabin Crew (see Travel & Tourism)	27
CAD / CAM (see Engineering)	15
Care (see Health, Care & Childhood Studies)	17
CARPENTRY & JOINERY	13

Catering (see Hospitality & Catering)	19
Central Heating (see Plumbing)	26
Chainsaw Safety / Maintenance (see Conservation & Countryside Management) (also see Horticulture)	14 19
Childcare (see Health, Care & Childhood Studies)	17-18
Children & Young People (see Health, Care & Childhood Studies)	18
Cisco CNNA® software (see Computing & IT)	13
Civil Litigation (see Law)	20
CLEANING SERVICES	13
Clinical Health (see Health, Care & Childhood Studies)	17
Community Justice (see Health, Care & Childhood Studies)	17
COMPUTING & IT	13-14
Conflict Resolution (see Management Development)	21
CONSERVATION & COUNTRYSIDE MANAGEMENT	14
Contract Law (see Law)	20
Conveyancing (see Law)	20
Coppicing (see Conservation & Countryside Management)	14
Countryside Management (see Conservation & Countryside Management)	14
Criminal Law (see Law)	20
Customer Service (see Business & Administration) (also see Travel & Tourism)	12 27

D

Dance (see Drama & Dance)	15
Dental Nursing	17
Design (see Access to Higher Education)	11
DOG GROOMING	14
DRAMA & DANCE	15
Dreamweaver software (see Computing & IT)	13

E – M

E

Early Years Care (see Health, Care & Childhood Studies)	18
ELECTRICAL	15
Electrical / Electronic Technology (see Engineering)	15
Emergency First Aid (see Health & Safety, First Aid & Security)	18
ENGINEERING	15-16
English as a Foreign Language (see Teacher Training)	27
English Language / English Literature (see A-levels) (see GCSEs)	12 16
Epilation (see Hair & Beauty)	16-17
Equality & Diversity (see Health, Care & Childhood Studies) (also see Personal Development)	18 24
Excavators (see Plant Machinery)	25-26
Executive Management (see Management Development)	20-22

F

Fabrication & Welding (see Engineering)	15-16
Fee Information	08-09
Finance / Financial Management (see Accounting & Finance) (also see Management Development)	11 22
Firearms (see Conservation & Countryside Management)	14
Fire Risk Assessment / Fire Marshalling (see Health & Safety, First Aid & Security)	18
First Aid (see Health & Safety, First Aid & Security)	18
Flash software (see Computing & IT)	11
Food Safety (see Hospitality & Catering)	19
FOUNDATION PROGRAMMES	16

G

Gas (see Plumbing)	26
GCSEs	16

H

HAIR & BEAUTY	16-17
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HEALTH, CARE & CHILDHOOD STUDIES	17-18
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HEALTH & SAFETY, FIRST AID & SECURITY	18
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Hedge Cutting (see Horticulture)	19
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Hedgelaying (see Conservation & Countryside Management)	14
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HORTICULTURE	19
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HOSPITALITY & CATERING	19
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Hot Water (see Plumbing)	26
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Humanities & Social Sciences (see Access to Higher Education)	11
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HUMAN RESOURCES	19-20
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I

Interview Skills (see Management Development)	22
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IT / IT User Skills (see Computing & IT)	14
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L

LAW	20
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[inc. Contract, Criminal, Employment, Family, Land and Tort]

Leadership [inc. Strategic and Team] (see Management Development)	21-22
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Legal Studies (see Business & Administration) (also see Law)	12 20
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Learning & Development (see Human Resources)	20
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M

MANAGEMENT DEVELOPMENT	20-22
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(also see Business & Administration) 12

(also see Organisational Development) 24

Manufacturing Technology (see Engineering)	15-16
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Make-up (see Hair & Beauty)	16-17
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MARKETING	22-23
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Massage (see Hair & Beauty)	16-17
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M – W

Maths (see A-levels) 12
(also see GCSEs) 16

Merchandising (see Retail) 26

Metalworking (see Engineering) 16

MOTOR VEHICLE 23

MUSIC 23

N

Nutrition & Health (see Health, Care & Childhood Studies) 18

O

ORGANISATIONAL DEVELOPMENT 23-24

P

PEO (see Engineering) 16

Performance Management – ACCA
(see Accounting & Finance) 11

Performing Arts (see Drama & Dance) 15

PERSONAL DEVELOPMENT 24-25

Pest Control (see Conservation & Countryside Management) 14

Pesticides, the Safe Use of (see Horticulture) 19

PLANT MACHINERY 25-26

PLUMBING 26

Power Tool Safety (see Carpentry & Joinery) 13

R

Reflexology 16-17

RETAIL 26

Routing (See Carpentry & Joinery) 13

S

Sage Accounts (see Accounting & Finance) 11

SCIENCE 26

(also see A-levels [inc. Chemistry, Biology,
Human Biology and Physics]) 12
(also see GCSEs) 16

Security Guarding / Operations
(see Health & Safety, First Aid & Security) 18

Shorthand (see Business & Administration) 13

Shotgun Theory / Coaching
(see Conservation & Countryside Management) 14

SKILLS FOR LIFE 06

Social Care (see Health, Care & Childhood Studies) 18

Spanish (see A-levels) 12
(also see GCSEs) 16

Stress Awareness (see Health & Safety, First Aid & Security)
(also see Personal Development) 18
25

Stress Management (see Management Development) 20

T

Taxation (see Accounting & Finance) 11

TEACHING & ASSESSING 27

TEACHER TRAINING 27

Team Building (see Management Development) 21-22

Theatrical / Special Effects Hair & Makeup (see Hair & Beauty) 17

Tractor Driving / Maintenance (see Agriculture & Animal Care) 12

TRAVEL & TOURISM 27

Tree Felling (see Conservation & Countryside Management) 14

U

Unemployed or Redundant 09

W

Waxing (see Hair & Beauty) 16-17

Welding (see Engineering) 15-16

Window Dressing (see Retail) 26

Woodwork (see Carpentry & Joinery) 13



ALTERNATIVE FORMATS:

This directory and other course information is available in alternative formats and large print.

DISCLAIMER:

The information in this directory is correct at the time of printing. The College reserves the right to withdraw courses, limit recruitment and where necessary make significant changes to fees payable dependent on the number of students enrolled for a course or due to changes in legislation.

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**CHANGING LIVES
THROUGH LEARNING**

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