Open Events
September 2013 to June 2014

Tuesday 12th November 2013
4.30-8pm
All courses at Ardleigh Green

Wednesday 27th November 2013
4.30-8pm
Quarles courses only

Thursday 16th January 2014
4.30-8pm
Construction courses at Rainham

Tuesday 4th February 2014
4.30-8pm
All courses at Ardleigh Green

Tuesday 17th June 2014
4.30-8pm
All courses at Ardleigh Green

Be what you want to be
Welcome...

to a successful and friendly college, a centre for lifetime learning and training.

We can offer you the best opportunities to gain the skills and qualifications that will help to fulfil your career and life aspirations or to help any business to grow. Our strengths include:

- High quality teaching – we have 100% pass rates on over 100 courses and the prestigious ArtsMark Gold award for creative arts teaching.
- Unrivalled range of courses – over 300 long and short courses, with high levels of tutor contact, and opportunities to progress from 14 through to degree level.
- Flexible, convenient and supportive – part-time and modular options are available for students and we can deliver bespoke courses that will suit any business need.
- Outstanding student support and enrichment activities.
- Cutting edge facilities – inspirational learning environments with continual investment in all areas including £6m on our creative arts department.
- Good employment opportunities – links with thousands of local businesses and employers including; Ford, EON, ASDA and The Really Useful Company.
- Great value for money – stay local, a degree with us is up to £17.5k cheaper than at a university. Choose from our wide range of apprenticeships and you can earn while you learn with a local business or hone your business acumen with training from the Peter Jones Enterprise Academy.

We aim to make your learning journey with us enriching and inspiring. We have a range of services and activities to help you make the most of college life.

Details of all our services and our range of courses are included in this guide, but if there is anything you would like more information about please don’t hesitate to call us on 01708 462801 or visit our website at www.havering-college.ac.uk

Let us help you to succeed. We look forward to seeing you soon.

Maria Thompson
Principal

www.havering-college.ac.uk
Step One
Identify your level
The following page has a key showing four levels. Decide at which level you think you would like to study.

Step Two
Your course
Go to the relevant page and pick the course that has your level symbol next to it.

Step Three
Application
Once you have decided on the course, go to the end of the prospectus to learn more about the college and how to apply.
Entry Criteria and Progression Routes

**Advanced**
Level 3
- NVQ Level 3
- BTEC National Diploma
- CACHE Diploma
2 years

Intermediate
Level 2
- NVQ Level 2
- BTEC First Diploma
- CACHE Certificate
1 year

Foundation Learning
(Entry Level 2 & 3 & Level 1)
- NVQ Level 1
- BTEC Introductory Diploma
- CACHE Foundation Award
1 year +

Inclusive Entry
(Entry Level 1 & Pre-Entry)
- NVQ Level 1
- BTEC Introductory Diploma
- CACHE Foundation Award
Up to 1 year

Programmes will consist of Foundation Learning qualifications at each level including Functional Skills. Where appropriate courses will lead into supported employment, i.e. The ROSE Programme.

Pre-entry/entry level
Do you need guidance and have learning difficulties?

IF SO LOOK FOR THIS SYMBOL

Level 1
Will you have completed your secondary education and have few formal qualifications?

IF SO LOOK FOR THIS SYMBOL

Level 2
Will you have completed your secondary education and have a minimum of 2 GCSEs at A*-D or a level 1 qualification?

IF SO LOOK FOR THIS SYMBOL

Level 3
Will you have completed your secondary education with a minimum of 5/6 GCSEs A*-C or a level 2 qualification?

IF SO LOOK FOR THIS SYMBOL

*IGCSEs (International GCSEs) are considered equal to GCSEs
About Us

We care about helping you to achieve your goals and potential and continue to ensure that our exceptional learning environments are inspirational as well as bespoke and practical.

Ardleigh Green Campus
Ardleigh Green Road, Hornchurch, Essex, RM11 2LL

The Ardleigh Green campus is host to a large number of courses including access to facilities such as:

- The Academy of Arts and Science
- The Centre for Creative Arts
- The Space performing arts facility
- CISCO and Microsoft IT Pro Academy
- L’Oreal Flagship hairdressing and beauty salons
- Stepping Stones day nursery
- Dedicated motor vehicle workshops

Ardleigh Green is located between the towns of Hornchurch and Romford. Both have direct rail links to Essex and London. Romford is a hub of entertainment containing a large shopping centre, a cinema, bowling alley, ice rink, sports and recreational facilities and the historic Romford Market.

Quarles Campus
Tring Gardens, Harold Hill, Essex, RM3 9ES

Many of our vocational training centres are based at our Quarles campus including:

- The professional training kitchens and Jubilee Restaurant
- Dedicated engineering workshops
- Foundation Skills Centre

Quarles is a 20 minute bus ride from the centre of Romford and a short distance from the local shopping centre. Harold Hill features many open spaces including the expansive Central Park and is home to the Central Park Leisure Centre.

Rainham Campus Construction Centre
New Road, Rainham, Essex, RM13 8GP

The Construction Centre is a dedicated facility that delivers high level training in all areas of construction crafts. It can be easily reached by bus and is a short walk from the c2c rail network and historic Rainham Village.

All of the three main campuses benefit from a:

- Student car park
- Learning Resources Centre (LRC)
- Student Services Team with an active Students’ Union
- Dedicated Additional Learning Support Team
- Refectory
- Smoke free environment throughout all of the college sites

The Lanes Hair and Beauty Brentwood
Sawyers Hall Lane, Brentwood, Essex, CM15 9DA

A dedicated vocational resource, equipped to the highest industry standards provides hair and beauty training from level one to management skills.

Innovation Centre
81-85 High Street, Brentwood, Essex, CM14 4RR

Host to the Peter Jones Enterprise Academy, our new Innovation Centre is a seedbed for fledgling entrepreneurs to perfect their skills and hone their business acumen. Located in Brentwood High Street, next to Sugar Hut.
From September 2013 further education colleges like Havering College of Further and Higher Education can recruit students aged 14-16. This means that students who would normally attend school for year 10 and 11 can now attend college instead. Havering College of Further and Higher Education will be offering ESOL (English as a Second or Other Language) courses to 14-16 year old applicants on a full time basis.

Each candidate will be individually considered for the appropriate level of course and must complete the online application form to apply. These courses are free to 14-16 year old learners.

The college will deliver the national curriculum along with an in-depth language development programme that will enhance the pupils' social experience and confidence and offer pathways for academic, vocational or professional progression. Each candidate will have an interview as well as assessment to determine the right level of study for them on this programme.

Individual learning plans will determine the progress of a pupil and agreed targets will inform progression. Parent evenings will inform parents of the progress of pupils and include them in information, advice and guidance provided each term. Upon successful review of targets, attendance, attitude and achievement, the pupil will be able to progress to Year 2 of the programme.

Progression opportunities available after successful completion of the programme are highlighted at the bottom of this table.

Course details are below: Students will be placed on a pathway, depending on individual ability.

### 14-16 ESOL Direct Recruitment Programme

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Apprenticeships

Apprenticeships provide the best of both worlds and are offered at two levels to young people between the ages of 16-24.

Apprenticeships at level 2
Advanced apprenticeships at level 3

The key to a successful apprenticeship is an appropriate, supportive and safe working environment, a strong commitment to achieve, matched with support from experienced college staff throughout the programme. Havering College has established strong links with employers.

Apprenticeships have three main elements within a specific industry framework:

- NVQ (National Vocational Qualification) the work based element of your programme, where you will learn new skills in a working environment. You will be required to complete a portfolio of evidence, which will be reviewed by an occupationally competent assessor and your progress will be reviewed on a regular basis.
- Technical Certificate – a recognised qualification that provides you with the underpinning knowledge for the NVQ. This is generally delivered at college on a day release basis.
- Functional Skills – in Communication, Application of Number and IT are needed to work effectively in a modern working environment. You will develop these skills by working as part of a team and successfully carrying out every day tasks. This element of the programme is assessed via a portfolio of evidence and end test.

It is recommended that applicants should achieve Grade C in English, Maths and ICT. Suitability will be determined, however, by a pre-programme literacy and numeracy test and interview.

Apprenticeships are delivered to the appropriate Industry Standards and Functional Skills are a mandatory requirement.
BE WHAT YOU WANT TO BE

Functional skills

These are practical skills in English, Maths and ICT that help you deal with real life situations. They allow you to work independently and help you become more confident at college.

Raising of the Participation Age

Raising the Participation Age or R.P.A. is a government initiative that means, by 2015 all 16 and 17 year olds will be required to continue in education or training.

There are two stages to the implementation of this which are:

Stage one:
- young people leaving school in 2014 will be required to stay in education or training until the end of the academic year where they will become 17.

Stage two:
- young people leaving school in 2015 will be required to stay in education or training until their 18th birthday.
Accounting/Finance

Jobs within accountancy vary enormously, with each role being different according to the company, location and business need.

The skills required for being an accountant are good maths and good computer ability, as well as being a good communicator.

Accountants will be responsible for finances, look after the company accounts and sometimes budgets as well as finding ways to improve profits and growth.

Accuracy and attention to detail is essential, as well as analytical and logical skills and business understanding.

As an accountant your work could include: preparing financial statements, accounts including profit and loss reports; monitoring spend and costs; analysing financial performance; forecasting and planning future spend and profits; recommending cost savings and making business decisions with other managers; carrying out audits; overseeing a company’s payroll, credit and bookkeeping systems.

Accountants normally work ‘office hours’; Monday to Friday 9-5, but it is possible to work overtime during busy periods, such as the end of the financial year.

A full-time, fully qualified accountant, can earn between £18,000 and £30,000 per year depending on experience and the company. Salaries can also vary depending on the location of the business.

Accountants must possess professional qualifications and can continue to progress their studies whilst in work. Continual development of professional knowledge is a must within the field.

AAT (Full-Time) with Business

The AAT parts of this programme provide learners with an introduction to double-entry book-keeping, accounting documents and systems. The BTEC part provides learners with a useful introduction to businesses and their environment.

COURSE LENGTH: 1 year
QUALIFICATION: AAT Level 1 Access to Accounting (term 1), AAT Level 2 Certificate in Accounting (terms 2-3) and BTEC First Certificate in Business (terms 1-3)

CAMPUS: Ardleigh Green

METHOD OF ASSESSMENT: Each qualification is made up of a number of units which are assessed either by computer-based exams or by projects/assignments marked by the course team.

PROGRESSION OPPORTUNITIES AND CAREERS: Progression on to AAT Level 3 Diploma in Accounting or BTEC Level 3 Extended Diploma in Business

ENTRY REQUIREMENTS: At least 2 Cs and 2 Ds at GCSE including English and Maths
AAT Fast Track

The AAT Level 2 provides learners with an introduction to double-entry book-keeping, accounting documents and systems, while level 3 explores the way in which organisations use the information generated by accounting systems to make decisions and produce financial statements.

**COURSE LENGTH:** 1 year

**QUALIFICATION:** AAT Level 2 Certificate in Accounting (term 1) and AAT Level 3 Diploma in Accounting (term 2-3)

**CAMPUS:** Ardleigh Green

**METHOD OF ASSESSMENT:** Each qualification is made up of a number of units which are assessed either by computer-based exams or by projects/assignments marked by the course team.

**PROGRESSION OPPORTUNITIES AND CAREERS:** Progression on the Level 3 Diploma in Accounting or employment in accounts/finance.

**ENTRY REQUIREMENTS:** At least 5 Cs GCSE including both English and Maths and excellent references from school or college tutor.

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AAT (Full-Time)

AAT level 3 explores the way in which organisations use information generated by accounting systems to make decisions and produce financial statements.

**COURSE LENGTH:** 1 year

**QUALIFICATION:** AAT Level 3 Diploma in Accounting

**CAMPUS:** Ardleigh Green

**METHOD OF ASSESSMENT:** The qualification is made up of a number of units which are assessed either by computer-based exams or by projects/assignments marked by the course team.

**PROGRESSION OPPORTUNITIES AND CAREERS:** Progression on the Level 4 Diploma in Accounting, employment in accounts/finance or university (successful completion of Level 3 provides 160 UCAS points).

**ENTRY REQUIREMENTS:** Level 2 Certificate in Accounting and excellent references from school or college tutor.
CASE STUDY

Sam Benningsen

Sam previously attended Abbs Cross Academy.

Sam has just completed Level 2 OCR Diploma in Administration and is looking forward to commencing the level 3 Diploma in September.

If you enjoy keeping things in order and playing a role as part of a team, becoming an administrative assistant, this could be the start of a challenging career for you.

The role of an administrative assistant involves: ensuring the office runs smoothly; organising events and diaries; taking notes and keeping records; dealing with post; reception duties, meeting and greeting visitors; typing documents and letters; setting up meetings and co-ordinating arrangements; using office equipment such as photocopiers, printers and fax machines.

Most full-time jobs involve working about 35-40 hours per week and many roles can involve part-time, temporary and flexible hours of work. Many employers look for: good GCSE qualifications, including English and Maths as well as IT skills; good communication skills; enthusiastic and well organised individuals; attention to detail and accuracy; a good level of qualification that demonstrates up to date knowledge and skills.

Almost every kind of company in the UK employs administrative assistants and this means that jobs can be in both large and small businesses.

Promotion is possible with hard work and experience. In service personal development is encouraged, especially to keep up to date with technological advances that assist in the work of all offices.

Salaries range enormously depending on location and size of business.

OCR Certificate in Administration

This course provides basic knowledge of office and administration skills, including the use of basic IT applications and office equipment, as well as client care, diary management and document production.

COURSE LENGTH: 1 year
QUALIFICATION: OCR Certificate
CAMPUS: Ardleigh Green

METHOD OF ASSESSMENT: The course is assessed by combination of practical assignments and projects set by the awarding body.

PROGRESSION OPPORTUNITIES AND CAREERS: Level 2 Programme
ENTRY REQUIREMENTS: 2 x GCSE at grade D or above.
OCR Diploma in Administration

This course is suitable for anyone with a strong interest in business administration, who wants to develop a career as a personal assistant or general office administrator. The course covers business communications, office procedures and document production. Units cover a variety of subjects including arranging business travel, financial transactions and teamwork. In addition to this you will have the opportunity to develop your word processing and IT skills by studying for word processing and text production qualifications.

COURSE LENGTH: 1 year
QUALIFICATION: OCR Diploma
CAMPUS: Ardleigh Green

METHOD OF ASSESSMENT: The course is assessed by a combination of practical assignments and projects and examinations set by the awarding body.

PROGRESSION OPPORTUNITIES AND CAREERS: Many students who successfully complete the Level 2 Diploma in Administration progress on to the Level 3 Diploma. Alternatively, the qualification can be used as your first steps into employment in an administrative or business support role.

ENTRY REQUIREMENTS: GCSEs Grade C English Language plus 4 other GCSEs at grade D.

OCR Diploma in Administration

This course is aimed at students who wish to develop secretarial and administrative skills for senior or supervisory roles. It is also suitable for those wishing to develop further knowledge and administrative skills for employment as a PA. Students will study a range of units relating to these roles, including supporting recruitment procedures, reviewing and developing office procedures and planning business events. Students will also produce complex business documents and study for word processing and text production qualifications.

COURSE LENGTH: 1 year
QUALIFICATION: OCR Diploma
CAMPUS: Ardleigh Green

METHOD OF ASSESSMENT: The course is assessed by a combination of practical assignments and projects and examinations set by the awarding body.

PROGRESSION OPPORTUNITIES AND CAREERS: On completion of the course you should have developed advanced secretarial skills and should gain employment within an office environment. You could complete the ILEX Diploma to develop skills in legal terminology and legal documentation.

ENTRY REQUIREMENTS: A/S Levels or progression from OCR Diploma at level 2. Applications will also be accepted from learners with excellent ICT skills who have 6 GCSEs at grade A-B including English Language and Maths.

Diploma in Medical Administration

This course is for those who would like a career in administration within any section of the health care sector. The core units covered are medical terminology, medical principles for the administrator, administration skills in a medical environment, communication skills in a medical environment and working in the NHS. In addition, learners will take formal qualifications in text processing.

COURSE LENGTH: 1-2 years
QUALIFICATION: Edexcel
CAMPUS: Ardleigh Green

METHOD OF ASSESSMENT: All work is completed through coursework. There are no examinations.

PROGRESSION OPPORTUNITIES AND CAREERS: Progression into university or the workplace.

ENTRY REQUIREMENTS: Merit at Level 2 Diploma in Business, or at least 5 GCSEs grade A-C, two of which must be English and Maths.

BTEC National Subsidiary Award/National Diploma/Extended Diploma in Business

This course is for learners wanting to gain a good knowledge and understanding of the business world. It would be suitable for anyone who is business-minded and wants to work within the fast moving and dynamic business world. The level 3 programmes are vocational qualifications. All work is assessed through coursework.

COURSE LENGTH: 1-2 years
QUALIFICATION: Edexcel
CAMPUS: Ardleigh Green

METHOD OF ASSESSMENT: All work is completed through coursework. There are no examinations.

PROGRESSION OPPORTUNITIES AND CAREERS: Progression into university or the workplace.

ENTRY REQUIREMENTS: Merit at Level 2 Diploma in Business, or at least 5 GCSEs grade A-C, two of which must be English and Maths.

www.havering-college.ac.uk
The creative industries in the UK are huge and consist of a massive range of roles, jobs and careers: art and design; media; film, tv and print; design and manufacture (fashion, footwear, furniture, interior and set design and more); performance (dance, drama, music); technical support; arts administration; computer games design and development; teaching and education roles.

The creative industries in the UK employ an estimated 957,397 people of which 64% are qualified to degree level. It is possible to progress through qualification levels from GCSE to A level and BTEC qualifications, all of which have corresponding degree and post-graduate courses available.

Most new entrants in the area of animation are graduates and 78% of the current workforce hold degrees. Those with media related degrees are welcomed into the film industry, and there is a long tradition of building experience ‘on the job’ in order to build up a personal profile. In advertising, 52% of the current workforce is qualified to degree level, whilst in the area of performing arts 40% have a degree. A staggering 40% of jobs in the creative sector are located in London.

Salaries vary widely and reflect the large range of jobs within the creative sector. Many workers are self employed or freelance. Some approximate annual salaries: Edit Assistant £17,796; Effects Supervisor £57,750; Fashion Production Manager £28,000; Fashion Buyer £60,000; TV Executive Producers £81,500; Interactive media designer £34,000; Musician/performer anything from £10,000 (42% of those working in the sector earn this on average) to £41,000 per year (18% of those working in the sector earn this or more).

Foundation level Art, Design and Creative Media Production

On this course you will develop a general understanding and skills and knowledge base in the creative and media sector. You will use your creative skills and ideas to make something, learn how to work up ideas, alone and as part of a team. You will learn about the work of other artists and how it relates to your own work. You will get the opportunity to experience a variety of disciplines from printmaking, drawing, painting, video production and editing, digital photography and a personal project.

COURSE LENGTH: 1 year
QUALIFICATION: Level 1 Diploma
CAMPUS: Ardleigh Green
METHOD OF ASSESSMENT: Methods of assessment will include project work, case studies and coursework.

PROGRESSION OPPORTUNITIES AND CAREERS: Successful completion of the course will enable you to apply for the Higher Diploma in Creative and Media or other Level 2 courses in creative and media specialist pathways or, alternatively, you may choose to seek employment within the creative and media industries.

ENTRY REQUIREMENTS: There are no entry requirements for this course. However a reasonable amount of knowledge and skills within the creative and media area, numeracy and literacy skills, a good portfolio of work and a successful interview will be required. A good reference from school or an employer will also be required.

BTEC Diploma in Art & Design

This is a one year general art and design course which allows you to gain experience in a range of art and design disciplines.

Students will study drawing, printmaking, photography, fashion and textiles and critical studies.

COURSE LENGTH: 1 year
QUALIFICATION: BTEC Diploma
CAMPUS: Ardleigh Green
METHOD OF ASSESSMENT: Assessment internally set and assessed assignments. Externally moderated.

PROGRESSION OPPORTUNITIES AND CAREERS: The course offers you a stepping stone onto a range of BTEC Extended Diplomas art and design courses and good education and training to work in the art and design industry.

ENTRY REQUIREMENTS: BTEC Foundation learning level 1 in a related subject, a standard of literacy and numeracy supported by a general education equivalent to four GCSEs at grades D-G, related work experience, or other related level 1 qualification.

BTEC Extended Diploma in Art and Design

This is a general art and design diagnostic course (equivalent to three A-levels) that allows students to explore a range of art and design disciplines in the first year. Students will work towards a final major project in the second year. Students will initially be
enrolled onto the BTEC Diploma and progress onto the Extended Diploma after successful completion of this first qualification.

**COURSE LENGTH:** 2 years  
**QUALIFICATION:** BTEC Extended Diploma  
**CAMPUS:** Ardleigh Green  
**METHOD OF ASSESSMENT:** Assessment internally set and assessed assignments. Externally moderated.  
**PROGRESSION OPPORTUNITIES AND CAREERS:** The course can lead to a specialist higher education course or a foundation diploma or into employment within the art and design industry.  
**ENTRY REQUIREMENTS:** You will need to hold either a BTEC Certificate or Diploma level 2 in a related subject, or at least four GCSEs at grades A-C.

**BTEC Foundation Diploma in Art and Design (QCF)**

If you want a career in the creative Industries, the Foundation Diploma is an excellent place to start. Designed to develop both your critical and practical skills, the course aims to enable all students to build a strong art and design portfolio, tailored to suit each individual's creative intentions. The portfolio together with your intellectual development, is the key to gaining a place at some of the best universities in the country.

**COURSE LENGTH:** 36 weeks  
**QUALIFICATION:** BTEC Diploma  
**CAMPUS:** Ardleigh Green  
**METHOD OF ASSESSMENT:** There are a range of assessment methods on the course. The majority of assessments are via practical assignments which are supported by research and idea development in sketchbooks. Other forms of assessments are via formal essays, formal presentations and group critiques.

**PROGRESSION OPPORTUNITIES AND CAREERS:** This qualification can provide a pathway onto higher education as well as providing specialised skills to develop a career in the fashion and clothing related industries.

**ENTRY REQUIREMENTS:** You will need a commitment to a career in fashion and textiles and be able to show examples of fashion/textile crafts and art and design work. If you are a school leaver you will need to hold either a BTEC Certificate or Diploma level 2 in a related subject, or at least four GCSEs at grades A-C.

**BTEC Extended Diploma in Fashion**

The Extended Diploma in Fashion & Clothing/Textiles, allows students to develop skills in a range of areas within fashion, clothing, textiles and surface pattern. Students will gain experience in using dyes, fabric embellishment and printed and embroidered textiles, as well as pattern cutting, fashion illustration and CAD. You will also gain an understanding of the historical and contemporary context within the world of fashion and textiles. Students will initially be enrolled onto the BTEC Diploma and progress onto the Extended Diploma after successful completion of this first qualification.

**COURSE LENGTH:** 72 weeks  
**QUALIFICATION:** BTEC Extended Diploma  
**CAMPUS:** Ardleigh Green  
**METHOD OF ASSESSMENT:** Internal and external assessment on unit based outcomes.  
**PROGRESSION OPPORTUNITIES AND CAREERS:** This qualification can provide a pathway onto higher education as well as providing specialised skills to develop a career in the fashion and clothing related industries.  
**ENTRY REQUIREMENTS:** You will need a commitment to a career in fashion and textiles and be able to show examples of fashion/textile crafts and art and design work. If you are a school leaver you will need to hold either a BTEC Certificate or Diploma level 2 in a related subject, or at least four GCSEs at grades A-C.

**CASE STUDY**

Emma Rendell

Emma Rendell first came to Havering College of Further and Higher Education in 2010. She had attended Frances Bardsley School for Girls.

She enrolled on L2 BTEC Diploma in Art and Design. The Learning Support Service provided one to one support for Emma, and within a very short time, Emma’s confidence improved dramatically as did her independence.

She took an interest in photography and in 2011 she enrolled on L3 BTEC Subsidiary Diploma in Photography. She has just completed her second year of this course and is looking at commencing the HNC in Photography from September.
BTEC Extended Diploma in Graphic Design

A challenging broad based programme covering eighteen units (five cores, thirteen specialist). Units include: typography; drawing; materials techniques and processes; web design; contextual studies (history of art and design); and computers in art. This is a practical based course where students are set an interesting and varied number of design assignments. Throughout the programme students visit museums and galleries to gather information and research material. Students will initially be enrolled onto the BTEC 90 Credit Diploma, year 1 and then progress onto the Extended Diploma after successful completion of year 1.

COURSE LENGTH: 2 years
QUALIFICATION: BTEC Extended Diploma
CAMPUSS: Ardleigh Green
METHOD OF ASSESSMENT: Internal assessment on unit based outcomes, external verification through national standards sampling.
PROGRESSION OPPORTUNITIES AND CAREERS: Students can progress to study at higher education level (HND or degree level) or source employment in the art and design industries.
ENTRY REQUIREMENTS: You should have a commitment to a career in graphic design. You will need to bring to interviews examples of your art and design work which demonstrate that your visual and practical skill have the required potential. You will be required to have gained at least four GCSEs (C grade or above) normally including English and at least one art/design subject.

BTEC Diploma in Media

This one year course is designed to develop the students understanding of the media industry. A wide range of creative, technical and administrative skills will be taught through practical work with video, audio and more.

COURSE LENGTH: 1 year
QUALIFICATION: BTEC Extended Diploma
CAMPUSS: Ardleigh Green
METHOD OF ASSESSMENT: BTEC Extended Diploma in Media or work in the media industry. A mixture of internally/externally set and assessed assignments.
ENTRY REQUIREMENTS: You will need to be at least 16 years of age with four GCSE qualifications at grade C or above or equivalent. You will need enthusiasm and commitment with a willingness to succeed. Selection is by interview. This is a one year intensive course.

BTEC Extended Diploma in Media

This practical course includes video and radio production, advertising, desktop publishing and more. Students work in media studios on a variety of projects.

All lecturers on this programme are also professionals in their industry. Students will initially be enrolled onto the BTEC Diploma and progress onto the Extended Diploma after successful completion of this first qualification.

COURSE LENGTH: 2 years
QUALIFICATION: BTEC Extended Diploma
CAMPUSS: Ardleigh Green
METHOD OF ASSESSMENT: Assessment is by coursework.
PROGRESSION OPPORTUNITIES AND CAREERS: Higher education or employment in the media industry.
ENTRY REQUIREMENTS: BTEC Foundation learning level 1 in a related subject, a standard of literacy and numeracy supported by a general education equivalent to four GCSEs at grades D-G with 1 at grade C, related work experience, or other related level 1 qualifications. You will need enthusiasm and commitment with a willingness to succeed. Selection is by interview. This is a one year intensive course.

BTEC Diploma in Music

This course is aimed at students who wish to study music or music technology as part of a one-year introductory course. The units include the music industry, composition and recording.

COURSE LENGTH: 1 year
QUALIFICATION: BTEC Diploma
CAMPUSS: Ardleigh Green
METHOD OF ASSESSMENT: Assessment is by coursework.
PROGRESSION OPPORTUNITIES AND CAREERS: This course can lead to the Extended Diploma which is a higher level course.
ENTRY REQUIREMENTS: BTEC Foundation learning level 1
in a related subject, a standard of literacy and numeracy supported by a general education equivalent to four GCSEs at grades D-G with 1 at grade C, related work experience, or other related level 1 qualifications. You will need enthusiasm and commitment with a willingness to succeed. Selection is by interview. This is a one year intensive course.

BTEC Extended Diploma in Music

This practical full-time course is ideal for the performing musician looking for a career in the music industry and can also provide progression to higher education. You will need to show an awareness with a musical instrument or voice and be keen to develop your performance skills and knowledge. The course provides both theoretical and practical training in performance, composition and the music industry. Students will initially be enrolled onto the BTEC Diploma and progress onto the Extended Diploma after successful completion of this first qualification.

COURSE LENGTH: 2 years
QUALIFICATION: BTEC Extended Diploma
CAMPUS: Ardleigh Green
METHOD OF ASSESSMENT: A variety of assessment methods including performance observation, assignments and projects.
ENTRY REQUIREMENTS: A minimum of four GCSEs at grade C or above, or a relevant BTEC Diploma at level 2. Entry requirements will not necessarily include GCSE Music or skills in reading music but successful applicants will have developed instrumental/vocal skills, they will have a keen interest in, and a firm commitment to working in the music industry. You will need to demonstrate practical ability, you may not be classically trained but you will need good playing and/or singing ability.

At interview you will demonstrate your practical skills, so you will need to bring your specialist instrument with you. When completing your application form be sure to state what your specialist instrument is.

BTEC Extended Diploma in Music Technology

This course introduces students to theoretical and practical concepts to underpin a thorough understanding of the music industry. You will be involved in individual and team projects, performing at public venues and working alongside other music students within the department. Units studied include: Sound Recording Techniques, Studio Production Process, MIDI Sequencing & Software. Students will initially be enrolled onto the BTEC Diploma and progress onto the Extended Diploma after successful completion of this first qualification.

COURSE LENGTH: 2 years
QUALIFICATION: BTEC Extended Diploma
CAMPUS: Ardleigh Green
METHOD OF ASSESSMENT: A variety of assessments are made including performance, assignments and projects.

BTEC Diploma in Performing Arts

The course is designed to develop practical skills within the performing arts. It provides students with an opportunity to experience, at an introductory level, drama, dance, singing and performance processes. It is expected that the course will appeal to a wide range of students of different ages, background and levels of achievement which should enhance the individuals experience of the course.

COURSE LENGTH: 1 year
QUALIFICATION: BTEC Diploma
CAMPUS: Ardleigh Green

BTEC Extended Diploma in Performing Arts (Dance, Acting, Musical Theatre)

This practical course is equivalent to three A Levels. Students will develop skills, knowledge and understanding in their chosen specialism. Subjects include: Performance, Business, Singing, Tap, Ballet, Contemporary, Jazz, Choreography, Acting,
Voice, Devising, Physical Theatre, Directing. Students will initially be enrolled onto the BTEC Diploma and progress onto the Extended Diploma after successful completion of this first qualification.

**COURSE LENGTH:** 2 years  
**QUALIFICATION:** BTEC Extended Diploma  
**CAMPUS:** Ardleigh Green  
**METHOD OF ASSESSMENT:** Assignment, project and performance based assessments.

**PROGRESSION OPPORTUNITIES AND CAREERS:**  
Progression onto higher education or a career in the performing arts sector.

**ENTRY REQUIREMENTS:** Four GCSEs at grade C and above, one of which must include English, and by interview where you should be able to demonstrate a proven interest in performing arts.

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**BTEC Subsidiary/Extended Diploma in Technical Theatre and Stage Design**

This is a practical course that develops the learners' skills and aspirations in the technical, design and management aspects of putting on performing arts events. Students will gain practical experience in specialisms such as: lighting and sound design and operations; scenery and props design and construction; stage and events management. Students will initially be enrolled onto the BTEC Subsidiary Diploma and progress onto the Extended Diploma after successful completion of this first qualification.

**COURSE LENGTH:** 2 years  
**QUALIFICATION:** BTEC Extended Diploma  
**CAMPUS:** Ardleigh Green  
**METHOD OF ASSESSMENT:** A variety of assessment methods including projects, case studies and work based assignments.

**PROGRESSION OPPORTUNITIES AND CAREERS:**  
Progression to study at higher education as well as a career within the creative and cultural sector.

**ENTRY REQUIREMENTS:** You will need to bring to interview examples of a visual portfolio of art work - photography desirable but not absolutely necessary. Entry is by interview and portfolio inspection. Owning a 35mm camera is a serious advantage. You will be required to have gained at least four GCSEs (C grade or above) normally including English and at least one Art/Design subject. In exceptional circumstances, particularly for mature students, a relaxation of formal qualifications may be possible.
Beauty

VRQ Diploma in Beauty Therapy Techniques

This is a professional, comprehensive and demanding qualification that covers all aspects of beauty therapy including electrical treatments. The course will cover health and safety practice in the salon, client care and communication in beauty related industries, body massage and face and body electrotherapy treatments. Optional units include electrical epilation, self tanning, micro-dermabrasion and stone therapy massage.

COURSE LENGTH: 1 year
QUALIFICATION: Level 3 VRQ Diploma in Beauty Therapy Techniques
CAMPUS: The Lanes, Brentwood
METHOD OF ASSESSMENT: GOLA on line exams (multiple choice), assignments plus practical observations.
PROGRESSION OPPORTUNITIES AND CAREERS: Employment in salons, spas, hotels, cruise liners, jobs abroad.
ENTRY REQUIREMENTS: Full recognised level 2 in beauty, college interview and good reference from previous course.

VRQ Diploma in Hair and Media Make-up

This is a professional, comprehensive and creative qualification that covers all aspects of media make-up to prepare you for jobs in theatres, TV, etc. Learn how to apply make-up and dress hair in a variety of ways to complete different period looks, casualty effects, theatrical and character. The course includes working with colleagues within the beauty related industries, creative hairdressing design skills, design and applying face and body art, photographic make-up, airbrush and camouflage make-up. Additional units include eyelash and brow treatments, media make-up and style and dress hair using a variety of techniques.

COURSE LENGTH: 1 year
QUALIFICATION: Level 3 VRQ Diploma in Hair and Media Make-up
CAMPUS: Ardleigh Green

Diploma in Nail Technology Enhancement

This programme will provide you with the skills to be a competent nail enhancement technician. You will learn all aspects of nail enhancement and will train in a realistic working environment. You will gain an overview of general laws and legislations linked to the specific subject areas. You will also learn basic knowledge of human anatomy and physiology associated with nail technology enhancement. On completion of the programme you will have developed an awareness of the study skills necessary to attain a Level 2 Diploma in Nail Enhancements.

COURSE LENGTH: 1 year
QUALIFICATION: City & Guilds Level 2 Diploma Nail Enhancements
CAMPUS: Ardleigh Green
METHOD OF ASSESSMENT: Observed treatments in a realistic salon environment, online exams and written tasks. You will also have to complete on-line assessments and produce a portfolio.
PROGRESSION OPPORTUNITIES AND CAREERS: This study programme will facilitate learners to progress onto a Level 3 Beauty Qualification or to specialise in nails in a salon or spa.
ENTRY REQUIREMENTS: You will need 4 GCSEs Grade D or above in English, Maths and Science plus one other. Good school references will be required and you will have an online target test prior to enrolment.
CASE STUDY

Stephanie Bosheska

Stephanie has completed her Level 2 BTEC Business course and is looking forward to commencing the level 3 BTEC Diploma in September.

Stephanie said that “I have enjoyed my course at the college and learnt a lot about the practicalities of different aspects of business”.

BTEC First Award/ Certificate

If you have an interest in business and want to progress on to either a higher level of study or employment in a business related career such as retail, sales or finance, then the BTEC Certificate in Business is the right course for you. The course is made up of two core units and four specialist units chosen by the college. You will learn about subjects including business communication, sales and customer service and financial controls.

COURSE LENGTH: 1 year
QUALIFICATION: BTEC First Award
CAMPUSS: Ardleigh Green
METHOD OF ASSESSMENT: All optional units are internally assessed and graded by teachers. We use projects, assignments, presentations and other practical activities to assess you. An overall grade for the qualification is awarded to students who successfully complete all units. Grades awarded are Pass, Merit or Distinction.

PROGRESSION OPPORTUNITIES AND CAREERS: The BTEC Level 2 Certificate in Business is an ideal stepping stone for further study at a higher level. Many students upon achieving a Merit Grade use the qualification to apply for the BTEC National in Business or the AAT qualifications. Some students continue with GCSEs in other subjects.

ENTRY REQUIREMENTS: 4 GCSEs at grade D or above.

BTEC National Diploma Business

A one year business course entirely graded by course work. Providing a comprehensive understanding of business subjects, concepts and skills to enable progression into higher education or employment in the business sector.

COURSE LENGTH: 1 year
QUALIFICATION: BTEC Certificate/ Diploma
CAMPUSS: Ardleigh Green
METHOD OF ASSESSMENT: Non examined / Internally assessed portfolio of course work.

PROGRESSION OPPORTUNITIES AND CAREERS: Higher education or employment - business related.

ENTRY REQUIREMENTS: Minimum of 5 GCSEs at Grade C or above to include English or Maths, or a merit at BTEC First. Discretion may be exercised to allow for experience.
The caring professions consist of: early years (working with children and young people) the workforce with children and young people is estimated at 2.7 million people in the UK; and social care (working with adults). Adult social care has a workforce of 1.5 million people across the UK, with 38,000 employers. In both sectors the workforce is predominately female; 17% being male.

Key roles within adult social care are: care home staff; residential care workers; community support and outreach workers; social workers; learning mentors; educational psychologists; counsellors; therapists.

Key roles within early years, children and young people’s services are: early year practitioners in day care settings, such as nurseries; nannies; teachers; residential care workers; legal and family court workers; social workers; foster carers; educational psychologists.

Most employees will be expected to possess qualifications suitable to the level of their work.

In the caring professions, it is common for workers to undertake training and education throughout their working lives, since these services are regulated by the government via various councils and organisations.

Salary levels across the industry vary and depend on qualifications as well as experience. There are opportunities to progress within the caring professions as well as it being possible to switch roles and move into managerial or regulatory positions, or take other, related career paths. Some examples of starting salaries per year are: care worker £17,088; social work assistant £19,751; social worker £28,389; nursery officer £12,000; nursery manager £20,000; assistant educational psychologist £25,000.
Diploma in Children and Young People’s Workforce

This course enables students to learn about the all-round development of children and the early years practitioner’s role. Students will gain a secure foundation of knowledge and practical skills, through both work at college and with young children, in a wide range of early years settings. Placements are a mandatory part of this course.

COURSE LENGTH: 1 year
QUALIFICATION: CACHE
CAMPUS: Quarles

METHOD OF ASSESSMENT: Portfolio based assignments and observation in the workplace.

PROGRESSION OPPORTUNITIES AND CAREERS: University, teaching, children's nursing, social work.

ENTRY REQUIREMENTS: English Language and Maths at grade C or above, a further 4 GCSEs at grade A*-C or the CACHE Level 2 Certificate in Children and Young People’s Workforce. A good reference, satisfactory interview, a completed Disclosure and Barring Service (DBS) check and a skills test.

Extended Diploma in Children and Young People's Workforce

This course further extends the knowledge and skills required by a childcare practitioner. In addition students will study higher level academic skills in preparation for university.

COURSE LENGTH: 1 year
QUALIFICATION: BTEC
CAMPUS: Quarles

METHOD OF ASSESSMENT: Portfolio based assignments and observation in the workplace.

PROGRESSION OPPORTUNITIES AND CAREERS: University, nursing, social work and allied health professions

ENTRY REQUIREMENTS: English GCSE grade D or above plus 4 other GCSEs at grade E or above (one of these being Maths). A good reference, satisfactory interview, a completed Disclosure and Barring Service (DBS) check and a skills test.
Diploma in Health and Social Care

This course provides students with the knowledge, skills and understanding required at an operational level in the health and social care sector. It provides a professional qualification to equip individuals for employment in this field.

**COURSE LENGTH:** 1 year  
**QUALIFICATION:** BTEC  
**CAMPUS:** Quarles  
**METHOD OF ASSESSMENT:** Portfolio based assignments  
**PROGRESSION OPPORTUNITIES AND CAREERS:** Successful completion of the course with Merit allows progression to level 3 courses.

**ENTRY REQUIREMENTS:** English Language grade C or above plus Maths grade D or above and 3 other full GCSEs at A*-D grade or Level 1 course. A good reference, satisfactory interview, a completed Disclosure and Barring Service (DBS) check and a skills test.

Extended Diploma in Health and Social Care

This course further extends the knowledge and skills required by a health and social care practitioner. In addition students will study higher level academic skills in preparation for university.

**COURSE LENGTH:** 1 year  
**QUALIFICATION:** Level 3 Extended Diploma in Health and Social Care  
**CAMPUS:** Quarles  
**METHOD OF ASSESSMENT:** Portfolio based assignments, observations in the workplace and three externally marked extended assignments.  
**PROGRESSION OPPORTUNITIES AND CAREERS:** University, teaching, nursing, social work.

**ENTRY REQUIREMENTS:** 90 Credit Level 3 Diploma in Health and Social Care. English Language and Maths at grade C or above, a further 4 GCSEs at grade A*-C or the CACHE level 2 Certificate in Children and Young People's Workforce. A good reference, satisfactory interview, a completed Disclosure and Barring Service (DBS) check and a skills test.

CASE STUDY

Amy Louise Clarke

Amy previously attended Brittons Academy.  
She has completed the CACHE Level 3 Childcare and Education Diploma.  
Amy is going to gain a year’s practical experience before commencing a foundation degree in September 2014.
These industries comprise of a range of jobs and roles such as: contract food services; hospitality services; events management; hotel/club/restaurant/facilities management.

The industry employs about 2.1 million people in the UK, with 185,000 working within the food service management industry and 195,000 within the hospitality services industry. 29% of the combined workforce is qualified to level 4 at least. Over half of the workforce is employed on a full-time basis. Over 60% of the workforce is female.

There is a big range of jobs in the sector, across a huge range of levels. Some of the jobs include: kitchen assistant; chef; waiting staff; porter; receptionist; bar manager house keeper; banqueting manager.

There are many different roles at all levels within the sector and progression to higher ranks is possible with experience and relevant qualifications.

Annual salary levels are very variable, according to location and individual skill sets. An indication however is: waiting staff £12,000 to £16,000; chef £15,000 to £28,000; general manager £21,000 to £35,000; restaurant manager £18,000 to £23,000; conference and banqueting manager £22,000 to £30,000.

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Diploma in Preparing for a Career in Hospitality

This course could be the first step towards a career in catering. It builds a broad foundation of the wider catering industry in which learners can build knowledge and practical skills. You will study customer service skills, commodities, basic food preparation and cookery, food safety and food service. Compulsory subjects are: Introduction to the hospitality industry, Customer service in the hospitality industry and food safety.

**COURSE LENGTH:** 1 year  
**QUALIFICATION:** City and Guilds Level 1  
**CAMPUS:** Quarles  
**METHOD OF ASSESSMENT:** Learners are assessed through vocational assignments, projects and practical tasks.  
**PROGRESSION OPPORTUNITIES AND CAREERS:** Successful students may progress into a job role or a further related course.  
**ENTRY REQUIREMENTS:** No formal academic requirements. Successful applicants will have a keen interest in catering and food, and a willingness to study hospitality. This is not a purely practical course, it does involve academic study and classroom based work. A successful interview and good references are required.

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Diploma in Professional Cookery

This course is designed for people wanting to enter the professional world of catering. The catering industry is very demanding, with long hours spent in a hot environment which requires dedication to reach the top. Students on this programme study in both kitchen and restaurant areas as well as elements of theory. This course will cover such things as Food Safety in Catering, Health & Safety Awareness, Legislation in Food and Beverage Service as well as looking at methods of cooking and understanding and developing menus.

**COURSE LENGTH:** 1 year  
**QUALIFICATION:** City and Guilds Level 1  
**CAMPUS:** Quarles  
**METHOD OF ASSESSMENT:** Learners are assessed through vocationally related assignments, short answer tests and practical cookery tasks.  
**PROGRESSION OPPORTUNITIES AND CAREERS:** Employment or Level 2 Diploma in professional cookery  
**ENTRY REQUIREMENTS:** 2 grade D GCSEs or above in English and Mathematics.
Diploma in Professional Cookery

This course is designed for people who have completed the level 1 Diploma in Professional Cookery or may have an interest in working in the hospitality industry. On this course we will help students prepare for the demands of the industry by preparing and cooking food in our Jubilee Restaurant which is open to the general public. The overarching aim of the programme is to equip learners with the professional skills required in the world of catering and hospitality.

COURSE LENGTH: 1 year
QUALIFICATION: C&G Level 2
CAMPUS: Quarles

METHOD OF ASSESSMENT: A series of on-line multi-choice questions, individual practical tests and assignments.

PROGRESSION OPPORTUNITIES AND CAREERS: Diploma in Professional Cookery Level 3 or employment
ENTRY REQUIREMENTS: Level 1 Diploma in Professional Cookery

Professional Cookery

The NVQ Level 3 Professional Cookery offers you a natural progression route from the current diploma level 2 programme. You will develop existing culinary skills to a higher level and be introduced to new and more advanced food preparation and cooking techniques. The course will run over one day and one evening producing food for the public in our Jubilee Restaurant.

COURSE LENGTH: 1 year
QUALIFICATION: City and Guilds Level 3
CAMPUS: Quarles

METHOD OF ASSESSMENT: Students are assessed by observation of students who demonstrate competence over a 16 unit programme, a completed portfolio of evidence and completion of online theory tests for the practical units.

PROGRESSION OPPORTUNITIES AND CAREERS: Progression may be possible to a cookery related level 4 course or a hospitality management programme.
ENTRY REQUIREMENTS: Candidates must have an NVQ Level 2 in Food Preparation and Cooking, a Diploma Level 2 in Professional Cookery or relevant experience and knowledge gained through employment

CASE STUDY

Charlotte Feather

Charlotte previously attended Redden Court School, and came to Havering College to study catering and hospitality, where she completed level 1 and 2 before successfully achieving level 3 (Fine Dining).

Charlotte is now working in the London hotel 1 Aldwych, where she prepares fine dining and afternoon teas for private guests, conference delegates and hotel residents. Before taking up her current post Charlotte worked at Searcys Restaurant in The Gherkin Building in central London.

Charlotte commented that “everything I learned at the college prepared me for my career. The staff built my confidence and prepared me for work.”
Construction

Construction is the creation of the built environment, covering all stages of the construction process. Beginning with ideas, plans to design, build and completion of infrastructure both within public and private enterprise, the construction industry is huge and employs 2.35 million people across the UK.

Both professional and managerial staff are involved in the stages of a construction project and the different roles can include: architect; structural engineer; geospatial modeler; quantity surveyor; hydrographic surveyor; construction manager; project manager; site supervisor; town planner; facilities manager.

Most (92%) of construction companies are small and employ less than 10 people. 37% of the workforce is self-employed. 10.1% of workers are female.

Many of the professional and management positions within the industry require higher levels of education and qualifications, including level 3 qualifications, and above to degree and post graduate studies.

In the near future the highest demand for construction staff will come from employers requiring construction managers and civil engineers.

Salaries for the industry are influenced by the qualifications held by individuals. Some examples for professional roles that require degree level and further qualifications as well as experience are: architect £35,000 to £48,000; building controller £33,000 to £41,000; civil engineer £36,000 to £42,000; construction manager £38,500 to £47,000; quantity surveyor £41,000 to £49,000; structural engineer £36,000 to £47,000.

Diploma in Skills for Employment

This course is a multi-trade programme aimed at school leavers. Students will learn the basic techniques of painting and decorating, brickwork and carpentry. After the one year course learners can progress onto a level 1 trade diploma.

COURSE LENGTH: 1 year
QUALIFICATION: City and Guilds Level 1
CAMPUS: Rainham Construction Centre
METHOD OF ASSESSMENT: Continuous assessment via practical assignments and tests.
PROGRESSION OPPORTUNITIES AND CAREERS: Options of progression to City and Guilds Foundation Construction Award in a chosen trade on achievement.
ENTRY REQUIREMENTS: Good school reference and satisfactory interview.

Diploma Construction - Painting and Decorating

The Level 1 Diploma in Painting & Decorating consists of learning all aspects in relation to preparing surfaces and application of paint and certain paper. Part of the course will be to learn the safe use of tools and equipment associated with the trade. Functional skills are a key mandatory part of the programme.

COURSE LENGTH: 1 year
QUALIFICATION: City and Guilds Level 1
CAMPUS: Rainham Construction Centre
METHOD OF ASSESSMENT: Learners will be assessed on practical and theoretical elements and assignments throughout the programme and will complete an online City and Guilds examination in trade core and key skills.
PROGRESSION OPPORTUNITIES AND CAREERS: Progression to the Level 2 Diploma, employment or an apprenticeship.
ENTRY REQUIREMENTS: Students must normally have completed the BCO qualification or an equivalent e.g. BTEC Certificate in Construction.

Basic Construction Skills

This course is aimed at school leavers interested in gaining a broad foundation in the essential trades. Students will learn the basic techniques of painting and decorating, brickwork and carpentry. Functional skills are also a part of the programme. On successful completion of the course there is the option of progression onto a foundation construction award in one of the trades disciplines. Places offered after interview, taster day and reference.
Diploma Construction - Painting and Decorating

This Level 2 Diploma will help learners to develop a range of skills including preparation of surfaces, painting, hanging wallpaper and decorative paint effects. Part of the course will also be to learn the safe use of tools and equipment associated with the trade.

**COURSE LENGTH:** 1 year

**QUALIFICATION:** City and Guilds Level 2 Diploma

**CAMPUS:** Rainham Construction Centre

**METHOD OF ASSESSMENT:** Learners will be assessed on practical and theoretical elements and assignments throughout the programme and will complete an online City and Guilds examination.

**PROGRESSION OPPORTUNITIES AND CAREERS:** Progression to Level 3 Advanced Diploma in Painting and Decorating.

**ENTRY REQUIREMENTS:** Students must have completed the Level 1 Diploma. Applicants must possess GCSE C Grade in English and Maths or key skills equivalent Level 2. Direct entry may be allowed for mature candidates or those with exceptional ability.

Diploma Construction - Trowel

Students will develop a range of skills on this course developing trowel techniques. They will also learn the safe use of tools and equipment associated with the trade. Learners will also study functional skills as part of this programme.

**COURSE LENGTH:** 1 year

**QUALIFICATION:** City and Guilds Level 1

**CAMPUS:** Rainham Construction Centre

**METHOD OF ASSESSMENT:** Learners will be assessed on theoretical and practical elements and assignments throughout the programme, and will complete an online City and Guilds examination.

**PROGRESSION OPPORTUNITIES AND CAREERS:** Level 2 Diploma or an Apprenticeship.

**ENTRY REQUIREMENTS:** Students normally must have achieved a BCO qualification or three GCSEs at grade D. Mature students may be accepted on to this course if they have proven site experience within the craft.
Diploma Construction - Trowel

This course provides the further skills and knowledge required for employment as a bricklayer. Techniques covered include brick and block walling, archwork, pointing and setting out of buildings. Instruction will also be given in the safe use of tools and equipment associated with this trade.

**COURSE LENGTH:** 1 year  
**QUALIFICATION:** City and Guilds Level 2  
**CAMPUS:** Rainham Construction Centre  
**METHOD OF ASSESSMENT:** Learners will be assessed on practical and theoretical elements and assignments throughout the programme, and will complete an online City and Guilds examination.

**PROGRESSION OPPORTUNITIES AND CAREERS:**  
Progression to Advanced Diploma Level 3 apprenticeship.

**ENTRY REQUIREMENTS:** Students must usually have completed the Level 2 Diploma. Direct entry may be allowed for mature candidates or those with exceptional ability or very good GCSE grades. All places are subject to a satisfactory interview.

Diploma Construction (Wood)

This course is designed to introduce basic techniques in carpentry and joinery. The course includes working with hand tools and portable power tools to develop basic skills and techniques in working with timber, health and safety, handling and storing materials and components, erecting and using access equipment (scaffold towers etc.)

**COURSE LENGTH:** 1 year  
**QUALIFICATION:** City and Guilds Level 1  
**CAMPUS:** Rainham Construction Centre  
**METHOD OF ASSESSMENT:** Learners will be assessed on practical and theoretical elements and assignments throughout the programme, and will complete an online City and Guilds examination.
**Diploma Construction - Carpentry & Joinery (Site Carpentry)**

This course provides the further skills and knowledge required for employment as a carpenter or joiner. Techniques covered include constructing door and window frames, hanging doors, fitting locks and the construction of pitched roofs. Instruction will also be given in the safe use of tools and equipment associated with this trade. Learners will also complete the CSCS Health and Safety card, now required for all site operatives.

**COURSE LENGTH:** 1 year  
**QUALIFICATION:** City and Guilds Level 2 Diploma  
**CAMPUS:** Rainham Construction Centre  
**METHOD OF ASSESSMENT:** Learners will be assessed on practical and theoretical elements and assignments throughout the programme, and will complete an online City and Guilds examination.  
**PROGRESSION OPPORTUNITIES AND CAREERS:** Progression to Level 3 Advanced Construction Award, an apprenticeship or direct employment  
**ENTRY REQUIREMENTS:** Students must usually have completed the Level 2 Diploma in Wood. Direct entry may be allowed for mature candidates or those with exceptional ability or those with very good GCSE grades. All places are subject to a satisfactory interview.

**Diploma Construction - Site Carpentry and Bench Joinery Apprenticeship**

Techniques covered include constructing door and window frames, hanging doors, fitting locks, and the construction of pitched roofs. Instruction will also be given in the safe use of tools and equipment associated with this trade. Learners will also complete the CSCS Health and Safety card (now required for all site operatives).

**COURSE LENGTH:** 2 years  
**QUALIFICATION:** City and Guilds Level 2 Diploma  
**CAMPUS:** Rainham Construction Centre  
**METHOD OF ASSESSMENT:** Learners will be assessed on practical and theoretical elements and assignments throughout the programme, and will complete an online City and Guilds examination and functional skills examinations.  
**PROGRESSION OPPORTUNITIES AND CAREERS:** Progression to level 3 advanced construction awards.  
**ENTRY REQUIREMENTS:** Students must be employed as an apprentice. GCSE grades A-C or have completed the Level 1 Diploma and Level 1 Functional Skills. All places are subject to a satisfactory interview.
BTEC First Diploma in Construction

The First Diploma is a specialist programme consisting of six units. It is designed for students who wish to enter the construction industry but are not sure which profession they wish to follow. It is also suitable for mature students who wish to extend their technical knowledge of the construction industry and gain a qualification.

**COURSE LENGTH:** 1 year  
**QUALIFICATION:** Level 2 Diploma  
**CAMPUS:** Rainham Construction Centre  
**METHOD OF ASSESSMENT:** Internally and externally set and assessed assignments.  
**PROGRESSION OPPORTUNITIES AND CAREERS:** Progression to the National Diploma or employment in the construction industry.  
**ENTRY REQUIREMENTS:** 2 GCSEs at D one of which must be Maths or Science.

BTEC National Diploma in Construction

This course is designed for those who wish to follow a career as a technician in the construction industry in areas such as architecture, quantity surveying and civil engineering, management and building surveying. Units include Health and Safety, Construction and the Environment, Construction Design and Technology, Graphical Detailing and more.

**COURSE LENGTH:** 2 years  
**QUALIFICATION:** BTEC National Diploma  
**CAMPUS:** Rainham Construction Centre  
**METHOD OF ASSESSMENT:** Assessment through vocationally based assignments (coursework)  
**PROGRESSION OPPORTUNITIES AND CAREERS:** Progression to higher level qualifications (eg HNC, Degree) and to the construction professions.

Diploma in Painting and Decorating  
Diploma in Carpentry Site or Bench  
Diploma in Brickwork

These courses are for learners who have successfully completed level 2 in one of the above trades. These level 3 courses can also be accessed as part of the WBL (apprenticeship) framework for candidates who are currently employed in these areas.

**COURSE LENGTH:** 1 year  
**QUALIFICATION:** City and Guilds Diploma Level 3  
**CAMPUS:** Rainham Construction Centre  
**METHOD OF ASSESSMENT:** Practical and written assignments, together with a portfolio of work and written tests.  
**PROGRESSION OPPORTUNITIES AND CAREERS:** Employment or continued study at Level 4/HNC.

**ENTRY REQUIREMENTS:** Level 2 qualification in chosen trade.
The electrotechnical industry is part of the building services engineering sector.

The electrotechnical industry works on both domestic and major engineering projects installing, commissioning and maintaining technology in all types of building, including: complex projects such as shopping centres, sports stadiums, hospitals and new housing projects; advanced data-cabling, data-handling systems and fibre-optic systems; computer controlled building management systems; renewable energy systems; control equipment for complex industrial manufacturing and processing.

There are around 23,000 businesses in the industry employing 135,000 people. 90% of businesses employ fewer than 10 people and most of these are self-employed. About 90% of people working in the industry are employed as installation electricians, with around 20% of these installing alarms, 5-8% work as highway systems electricians and 2-5% work in the other trades.

At technician and professional levels, the workforce is likely to remain relatively stable. From 2010 there has been an increase in the number of people required, thereby improving prospects for new entrants to the sector. This will particularly benefit graduates seeking to enter the industry and gain employment within consultancies.

Annual salary ranges for those working in the industry are from around £8,000 for new apprentices and from £17,000 up to £30,000+ for experienced workers. Typical progression routes in this industry are into technician, supervisory management or professional building services engineering roles. Many qualified electricians also run their own businesses.

### Electrical Installation

**CASE STUDY**

Vikash Chavda

Vikash has completed the BTEC level 3 Extended Diploma in Electrical Electronic Engineering and is enrolling on the HND Electronics course for September.

Vikash previously attended Mayfield School and is looking forward to a career in the electronics industry.

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This course is for those with an interest in becoming an electronics assembler or an installation electrician.

Each level of the course will provide tuition combined with underpinning theory. Once you have grasped the Health & Safety rules you will learn how to use the tools and equipment (including test and measurement instruments) that you will use as an electrician. You will gain skills in applying the maths, science and regulations that you will use in your chosen trade.

At level 1 & 2 the course is almost 50-50 practical-theory to develop the skills you will require.

**COURSE LENGTH:** 1 year(each)

**QUALIFICATION:** QCF EAL/City & Guilds

**CAMPUSS:** Ardleigh Green

**METHOD OF ASSESSMENT:** There are a number of timed Practical Assessments and Theory tests: These include multiple choice and short written answer papers. There are also a number of written assignments to be completed throughout the year. You will need to pass each of these to progress to the next level.

**PROGRESSION OPPORTUNITIES AND CAREERS:** Successful completion of each level along with a good standard of behaviour and attendance/punctuality will enable you to progress directly on to the next level.

You will need to complete Level 3 to start the process of becoming a registered electrician.

**ENTRY REQUIREMENTS:**

- Level 1 direct entry: GCSE grade D in Maths/English or a combination of relevant subjects and satisfactory interview.
- Level 2 direct entry: GCSE grade C in Maths and English and satisfactory interview.
- Level 3 - There is no direct entry to Level 3.
NVQ Diploma in Electrical Installation (Apprenticeship)

This course is suitable for people who are employed in the electrical industry or on an apprenticeship programme. This course will provide practical tuition combined with underpinning knowledge.

**COURSE LENGTH:** 3.5 years  
**QUALIFICATION:** C&G Level 3  
**CAMPUS:** Ardleigh Green  
**METHOD OF ASSESSMENT:** A combination of external examinations, assignments and on site assessments.  
**PROGRESSION OPPORTUNITIES AND CAREERS:** Level 4 HNC  
**ENTRY REQUIREMENTS:** Must have suitable employment within the electrical industry and successful interview.

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BTEC Introductory Diploma in Electronics

This first level ‘hands-on’ practical course covers basic electronics, engineering and computer servicing. It is designed for careers in computer and electronic engineering, you will learn how a PC works and build one from components also how to upgrade/repair a PC, as well as gain an introduction to soldering and PCBs.

**COURSE LENGTH:** 1 year  
**QUALIFICATION:** BTEC Introductory Diploma  
**CAMPUS:** Quarles  
**METHOD OF ASSESSMENT:** Assessment through vocationally based assignments (coursework)  
**PROGRESSION OPPORTUNITIES AND CAREERS:** Progression to BTEC First Diploma.  
**ENTRY REQUIREMENTS:** GCSE grade E or above in Maths and English are preferred. A satisfactory interview and references can still get you a place.

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BTEC Diploma in Electronics

This practical course covers electronic and computer servicing. It is designed for careers in computer and electronic engineering. You will learn how a PC works and build one from components and upgrade/repair a PC. As well as core electronic skills.

**COURSE LENGTH:** 1 year  
**QUALIFICATION:** BTEC Diploma  
**CAMPUS:** Quarles  
**METHOD OF ASSESSMENT:** Assessment through vocationally based assignments (coursework)  
**PROGRESSION OPPORTUNITIES AND CAREERS:** BTEC 90 credit Diploma or Extended Diploma in Engineering. Skills developed are useful in a range of careers  
**ENTRY REQUIREMENTS:** GCSE grade D in Maths and English, a satisfactory interview and references.
BE WHAT YOU WANT TO BE

Engineering

Mechanical engineering is a huge industry in the UK. It employs 270,900 people every year in 313,770 workplaces.

The South East of England has one of the greatest concentrations of employment and businesses within this sector. 6% of the engineering workforce is self-employed. 17% of those within the sector are female and 7% of professional roles are held by women.

Jobs within the industry include: manufacturing production manager; design engineer; mechanical engineer; production engineer; quality control inspector; engineering maintenance inspector; engineering maintenance technician; craft specialist; sheet metal worker.

High level jobs require graduates and staff who have a multi-disciplinary understanding of both mechanical and electronic systems. There are good opportunities to progress through various levels within the industry, up to the top levels of the profession, with the right training, experience and qualifications.

BTEC Diploma/Extended Diploma in Mechanical Engineering

This course is made up of units designed to provide an insight into various aspects within the mechanical engineering field such as materials, engineering science and maths.

COURSE LENGTH: 2 years
QUALIFICATION: BTEC National Diploma/Extended Diploma
CAMPUS: Quarles
METHOD OF ASSESSMENT: A mixture of written assignments, case studies and practical observations.

PROGRESSION OPPORTUNITIES AND CAREERS: On successful completion students may progress on to higher education such as HNC or a Foundation Degree course or onto a career in the industry.

ENTRY REQUIREMENTS: GCSE Grade B Mathematics and GCSE Grade C English, Science and one other together with a satisfactory interview.
Certificate in Engineering and Technology

This is a level 1 introductory course and is suitable if you are seeking to gain basic knowledge of engineering principles.

**COURSE LENGTH:** 1 year  
**QUALIFICATION:** EAL Level 1 Certificate in Engineering and Technology  
**CAMPUS:** Quarles  
**METHOD OF ASSESSMENT:** Practical assessments and classroom based online multiple choice tests.  
**PROGRESSION OPPORTUNITIES AND CAREERS:** Level 2 EAL Diploma in Performing Engineering Operations / BTEC Level 2 Electronics Engineering  
**ENTRY REQUIREMENTS:** Initial assessment and successful interview.

EAL Diploma in Performing Engineering Operations (Mechanical)

This course allows students to learn practical workshop tasks using hand tools, lathes and milling machines. Students will also study mechanical engineering fundamentals such as measurement and inspection.

**COURSE LENGTH:** 1 year  
**QUALIFICATION:** Level 2  
**CAMPUS:** Quarles  
**METHOD OF ASSESSMENT:** Evidence of competence is gathered and compiled by the student throughout the academic year  
**ENTRY REQUIREMENTS:** Initial assessment and successful interview. 4 GCSEs, 2 at grade D and 2 at grade E including Maths and English.

BTEC 90 Credit Diploma in Engineering

This is a one year course and is equivalent to 1.5 A Levels and is aimed to give the fundamental principles into electrical, electronic and/or mechanical engineering.

**COURSE LENGTH:** 1 year  
**QUALIFICATION:** BTEC 90 Credit Diploma  
**CAMPUS:** Quarles  
**METHOD OF ASSESSMENT:** A combination of written assignments, case studies and practical tests.

**PROGRESSION OPPORTUNITIES AND CAREERS:** Level 3 Diploma or Extended Diploma in Electrical, Electronics or Mechanical Engineering.  
**ENTRY REQUIREMENTS:** Merit/Distinction, Level 2 First Diploma or GCSE Grade B Maths, C English and Science plus one other GCSE at Grade C and a successful interview.

BTEC Diploma/Extended Diploma in Electrical Engineering

This course is made up of units designed to give an insight into electrical and electronic engineering. Units such as Electrical Principles; Electronics; Electrical Technology, Digital and Analogue Electronics will be studied.

**COURSE LENGTH:** 2 years  
**QUALIFICATION:** BTEC National Diploma/Extended Diploma  
**CAMPUS:** Quarles  
**METHOD OF ASSESSMENT:** A combination of written assignments, case studies and practical tests.  
**PROGRESSION OPPORTUNITIES AND CAREERS:** Progression within employment or entrance to a HNC or Foundation Degree.  
**ENTRY REQUIREMENTS:** GCSE Grade B Mathematics and GCSE Grade C English, Science and one other together with a satisfactory interview.
Entry and Foundation

Life Skills

This course is designed for students who would like to develop their skills for everyday life. Students will follow a curriculum which will include cooking, horticulture, home craft, community awareness, health and fitness, expressive arts and woodwork, along with everyday Maths, English and ICT. Students will also participate in enterprise activities and have the opportunity to undertake a supported work placement, where appropriate.

**COURSE LENGTH:** 1 year  
**QUALIFICATION:** Entry 1 Edexcel Personal Progress Award / Certificate / Diploma  
**CAMPUS:** Quarles  
**METHOD OF ASSESSMENT:** Assessment is ongoing through the academic year.  
**PROGRESSION OPPORTUNITIES AND CAREERS:** There is the opportunity for progression through the Award, Certificate and Diploma in Personal Progress. Progress or an Entry level Diploma in Independent Living.  
**ENTRY REQUIREMENTS:** No formal requirements. Entry is via successful Interview.

Developing Independence and Life Skills

This course is designed for students who would like to develop their independence and life skills. Students will follow a curriculum which will include cooking, art and craft, local leisure activities, shopping for daily living, job search skills, Functional Skills English, Maths and ICT will be studied alongside this. Students will also participate in enterprise activities and have the opportunity to undertake a supported work placement.

**COURSE LENGTH:** 1 year  
**QUALIFICATION:** Entry 2 OCR Diploma in Life and Living Skills and Edexcel Functional Skills.  
**CAMPUS:** Quarles  
**METHOD OF ASSESSMENT:** Assessment is ongoing through the academic year.  
**PROGRESSION OPPORTUNITIES AND CAREERS:** There is the opportunity for progression onto Entry 3 Diploma in Vocational Studies or an Entry level Diploma in Independent Living.  
**ENTRY REQUIREMENTS:** No formal requirements. Entry is via successful Interview.

CASE STUDY

Tina Meekcoms

Tina started on an entry level course within Foundation Skills. Tina successfully completed Entry 2, Entry 3 and Level 1 qualifications within the area and secured part time paid employment in the Outback restaurant via the ROSE programme.

Tina participated on a summer travel training programme, which was organised by Foundation Skills in partnership with the London Borough of Havering Transport Team. As a direct result of this training Tina is now able to travel independently. Her self-esteem has also greatly increased and she is now studying on a catering course within the college.
Developing Independence and Employment Skills

This course is designed for students who would like to further develop their independence and begin to prepare for employment. Students will follow a curriculum which will include parenting awareness, basic food prep, basic cooking, personal safety in the community, growing plants, Functional Skills English, Maths and ICT.

**COURSE LENGTH:** 1 year
**QUALIFICATION:** Entry 2 Edexcel Certificate in Skills for Independence and Work, Personal and Social Development and Functional Skills.
**CAMPUS:** Quarles
**METHOD OF ASSESSMENT:** Assessment is ongoing through the academic year.
**PROGRESSION OPPORTUNITIES AND CAREERS:** There is the opportunity for progression onto Entry 3 Diploma in Vocational Studies.
**ENTRY REQUIREMENTS:** No formal requirements. Entry is via successful Interview.

Vocational Studies

This course is designed for students who would like to gain a basic insight into different vocational areas. Students will follow a curriculum which will include: horticulture, working in business, administration and retail and design technology. Functional Skills in English will be studied alongside this. Students will also participate in enterprise activities and have the opportunity to undertake a supported work placement.

**COURSE LENGTH:** 1 year
**QUALIFICATION:** Entry 3 Edexcel Award in Vocational Studies, Certificate in Learning for Life and Functional Skills.
**CAMPUS:** Quarles
**METHOD OF ASSESSMENT:** Assessment is ongoing through the academic year.
**PROGRESSION OPPORTUNITIES AND CAREERS:** There is the opportunity for progression onto Level 1 Vocational Studies or Level 1 Work Skills.
**ENTRY REQUIREMENTS:** No formal requirements. Entry is via successful Interview.

CASE STUDY

Victoria Wake

Victoria began her education at Havering College within the Foundation Skills area; successfully completing Entry level 2 and Entry level 3 life skills courses. Her confidence increased during her time at college and she became a StAR (student representative) for her tutor group.

Victoria and her parents attended a parent forum meeting arranged by Foundation Skills, where the focus was on supported living. Victoria expressed a desire to ‘have her own flat’ and has now achieved her aim.

Victoria has now progressed onto a childcare course within the college and her next aim is to secure paid employment via the ROSE programme, which we are all sure she will achieve.
Vocational Studies

This course is designed for students who would like to gain an insight into a vocational area. There are two routes available, Sport and Fitness which will look at planning fitness programmes, healthy eating and participating in exercise and fitness or Business and Retail which will look at customer service, small businesses and different areas of retail and its selling processes.

Students will follow a curriculum which will include: Sport and Fitness – taking part in health and fitness, anatomy of the body, job opportunities in the sport and leisure industry and nutrition. Business and Retail - Ideas for small businesses, recording business transactions and job opportunities in retail and business.

Both routes will be studied alongside Functional Skills in English, Maths and ICT. Students will also participate in enterprise activities and have the opportunity to undertake a supported work placement.

**COURSE LENGTH:** 1 year

**QUALIFICATION:** Edexcel Diploma in Vocational Studies and Edexcel Functional Skills in English, Maths and ICT.

**CAMPUS:** Quarles

**METHOD OF ASSESSMENT:** Assessment is ongoing through the academic year.

**PROGRESSION OPPORTUNITIES AND CAREERS:** There is the opportunity for progression onto a higher level course or employment.

**ENTRY REQUIREMENTS:** No formal requirements. Entry is via successful Interview.

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Work Skills

This course is designed for students who would like to prepare for employment. Students will follow a curriculum which will include: interview skills, self management, planning and running an enterprise activity, job searching and self advocacy. Functional Skills in English, Maths and ICT will be studied alongside this. Learners will also have the opportunity to undertake a supported work placement.

**COURSE LENGTH:** 1 year

**QUALIFICATION:** Edexcel Certificate in Work Skills, Certificate in Personal and Social Development and Edexcel Functional Skills in English, Maths and ICT.

**CAMPUS:** Quarles

**METHOD OF ASSESSMENT:** Assessment is ongoing through the academic year.

**PROGRESSION OPPORTUNITIES AND CAREERS:** There is the opportunity for progression onto a higher level course or employment.

**ENTRY REQUIREMENTS:** No formal requirements. Entry is via successful Interview.

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The ROSE Programme

The ROSE programme is a progression pathway within the Foundation Skills area to increase the opportunities for people with learning disabilities in the local community to gain the appropriate skills to secure employment.

Students will attend college on a work preparation course to develop the appropriate skills for the workplace. Once suitable employment, or work placement, is secured the job coach will support the student in the workplace, gradually decreasing the level of support when all concerned feel it is appropriate.

For an informal chat about the programme, or to arrange an appointment, please contact Threshold Services on 01708 462801 or email: admissions@havering-college.ac.uk

**COURSE LENGTH:** Three days per week attendance in college over 35 weeks, in addition to attending work placement or paid employment.

**QUALIFICATION:** Edexcel Certificate in Workskills (Entry 3 or Level 1 as appropriate)

**ENTRY REQUIREMENTS:** No formal qualifications are required, selection is by assessment and interview. Entry is usually through progression from other courses. External applicants are referred through the relevant agencies.
GCSEs

GCSE Full-Time Course

This course is mainly aimed at students who have already taken GCSEs, but did not achieve the grades that they had hoped for.

- COURSE LENGTH: 1 year
- QUALIFICATION: GCSE
- CAMPUS: Ardleigh Green
- METHOD OF ASSESSMENT: Entry criteria: 4 D grades, including English Language and Mathematics and satisfactory completion of our own entry assessment tests.

We also offer places to some students whom for whatever reason, have not been able to take GCSEs previously. In those cases entry will be based on successful completion of entry tests in English and Mathematics.

GCSE Chemistry

This course is designed for foundation level. Topics including rocks, oil, environment, atomic structures, acids and alkalis and rates of reaction are studied.

- COURSE LENGTH: 1 year
- QUALIFICATION: GCSE
- CAMPUS: Ardleigh Green
- METHOD OF ASSESSMENT: There is one practical test and three units comprising 45 minute exams each.

PROGRESSION OPPORTUNITIES AND CAREERS: A levels in the sciences. This course provides useful skills of analysis or research and investigation that are valued by employers.

ENTRY REQUIREMENTS: Grade CD Double Science GCSE or Grade D GCSE single Award Science.

GCSE Business Studies

This is an ideal course for those wishing to develop a career in business or finance. No previous study of this subject is required. The course covers aspects of how businesses operate internally together with the wider impact of the business environment.

- COURSE LENGTH: 1 year
- QUALIFICATION: GCSE
- CAMPUS: Ardleigh Green
- METHOD OF ASSESSMENT: A mixture of assignments, case studies and external examination.

PROGRESSION OPPORTUNITIES AND CAREERS: A level business related qualifications. A good basis for employment in the business sectors.

ENTRY REQUIREMENTS: Students will need either a grade D in English Language and/or a grade D in Maths to join the course.

GCSE English Language

GCSE English Language is a very important qualification and many universities and higher courses insist on it as a basic entry qualification. You will study some literature and develop your personal writing skills. Achieving a C grade in English is a requirement for most Level 3 courses, including AS levels.

- COURSE LENGTH: 1 year
- QUALIFICATION: GCSE
- CAMPUS: Ardleigh Green
- METHOD OF ASSESSMENT: A mixture of set assignments and external examinations.

CASE STUDY

Helen Croft

Helen attended the Ursuline Academy in Ilford before applying to study at the college.

Helen has completed Level 2 BTEC in Business and taken GCSEs in Maths, English, ICT and Law.

Helen is going on to study AAT as her career aim is to become an accountant.
GCSE Film Studies

Students are encouraged to develop their interest in film, studying similarities and differences between film, recognise the way in which films represent people, places, issues and events and explore the creative possibilities of film.

**COURSE LENGTH:** 1 year  
**QUALIFICATION:** GCSE  
**CAMPUS:** Ardleigh Green  
**METHOD OF ASSESSMENT:** A mixture of set assignments and external examinations.  
**PROGRESSION OPPORTUNITIES AND CAREERS:** Progression onto a range of A levels including those in creative and culture industries, as well as developing skills in reflecting observation and good analysis which are useful in all industries.  
**ENTRY REQUIREMENTS:** GCSE Grade C in English Language AQA Level 2

Certificate in Further Maths

This new qualification places an emphasis on technical proficiency and problem solving skills. It also provides an opportunity to develop further skills, which form a major part of all higher numeracy courses after GCSE.

**COURSE LENGTH:** 1 year  
**QUALIFICATION:** Level 2 Certificate in Further Maths  
**CAMPUS:** Ardleigh Green  
**METHOD OF ASSESSMENT:** Two written exams  
**PROGRESSION OPPORTUNITIES AND CAREERS:** Progress to AS level Maths and Further Maths Could prepare students for higher education courses which include an element of numeracy  
**ENTRY REQUIREMENTS:** A or A* in GCSE Maths

GCSE English Literature

Students on this course will be able to enjoy and study a wide variety of texts ranging from Shakespeare to modern day poetry and novels. Applicants must have an interest in reading and literature as well as a reasonable standard of written English. Coursework is an integral element of this course.

**COURSE LENGTH:** 1 year  
**QUALIFICATION:** GCSE  
**CAMPUS:** Ardleigh Green  
**METHOD OF ASSESSMENT:** A mixture of set assignments and external examinations.  
**PROGRESSION OPPORTUNITIES AND CAREERS:** Good progression to a number of A levels as well as developing communication and written skills important in any career.  
**ENTRY REQUIREMENTS:** This is intended to be a revision/resit course, so students should already have achieved D grades in English Language and Mathematics. Consideration will be given to students who have not previously taken GCSEs, but they will have to take an entry test to ascertain their suitability for the course.  

PROGRESSION OPPORTUNITIES AND CAREERS: Good progression to a number of A levels as well as developing communication and written skills important in any career.

ENTRY REQUIREMENTS: This is intended to be a revision/resit course, so students should already have achieved D grades in English Language and Mathematics. Consideration will be given to students who have not previously taken GCSEs, but they will have to take an entry test to ascertain their suitability for the course.
GCSE Humanities

The course consists of the following modules: Power and Democracy, The Family Culture and Beliefs, Conflict and Co-operation and Environmental Issues.

**COURSE LENGTH:** 1 year  
**QUALIFICATION:** GCSE  
**CAMPUS:** Ardleigh Green  
**METHOD OF ASSESSMENT:** A mixture of set assignments and external examinations.  
**PROGRESSION OPPORTUNITIES AND CAREERS:** Progression to a range of A levels including those in the sciences. Useful skills developed for a range of careers including health, care and scientific research.

**ENTRY REQUIREMENTS:** Grade CD in double GCSE Science or D Grade in GCSE single award Science.

GCSE Law

GCSE Law gives students an understanding of the role of law in today’s society. In addition to helping students acquire subject knowledge, studying law helps to develop skills of selection, analysis, critical thinking and decision making and an awareness of the rights and responsibilities of individuals.

**COURSE LENGTH:** 1 year  
**QUALIFICATION:** GCSE Law  
**CAMPUS:** Ardleigh Green  
**METHOD OF ASSESSMENT:** Assessment is carried out through regular internal tests whilst external assessment includes 2 written exams.

**PROGRESSION OPPORTUNITIES AND CAREERS:** Successful students can progress to AS Level Law.

**ENTRY REQUIREMENTS:** Grade D in GCSE English Language and at least a grade D in GCSE Maths.

GCSE ICT

This course emphasises a practical approach that underpins the development of ICT skills and knowledge. This course looks at the fast changing subject of ICT, and how this might affect the world that makes use of ICT. The practical work involves the development of a relational database, spreadsheet, word-processing and desktop publishing skills.

**COURSE LENGTH:** 1 year  
**QUALIFICATION:** GCSE ICT  
**CAMPUS:** Ardleigh Green  
**METHOD OF ASSESSMENT:** Assessment is carried out by regular internal tests, whilst external assessment includes one written exam and four coursework projects.

**PROGRESSION OPPORTUNITIES AND CAREERS:** Successful students can progress to AS Level ICT

**ENTRY REQUIREMENTS:** Grade D in GCSE English Language and at least a grade D in GCSE Maths.

GCSE Mathematics

This is a revision course leading to a GCSE Maths qualification at either the higher or foundation tier.

**COURSE LENGTH:** 1 year  
**QUALIFICATION:** GCSE  
**CAMPUS:** Ardleigh Green  
**METHOD OF ASSESSMENT:** There are two external examinations in June.

**PROGRESSION OPPORTUNITIES AND CAREERS:** Progression to a number of A levels. Maths skills are required by most employers.

**ENTRY REQUIREMENTS:** Minimum of a D grade GCSE Maths. A-C grade can be achieved at both levels.
### GCSE Media Studies

This course is designed to provide students with a framework for analysing and understanding the media. A variety of media and genres will be studied. Students will also develop practical skills.

**COURSE LENGTH:** 1 Year  
**QUALIFICATION:** GCSE  
**CAMPUS:** Ardleigh Green  
**METHOD OF ASSESSMENT:** A mixture of assignments and examinations.  
**PROGRESSION OPPORTUNITIES AND CAREERS:** Progression to a range of A levels and BTEC qualifications is possible.  
**ENTRY REQUIREMENTS:** Practical and analytic skills developed will be useful in a range of careers. Grade D at GCSE English Language for the written paper.

### GCSE Psychology

This course gives students a sound understanding of the methods and approaches used in psychology. It encourages learners to maintain an interest in psychology and prepares them for further opportunities.

**COURSE LENGTH:** 1 year  
**QUALIFICATION:** GCSE Psychology  
**CAMPUS:** Ardleigh Green  
**METHOD OF ASSESSMENT:** There are two external exams in May/June.  
**PROGRESSION OPPORTUNITIES AND CAREERS:** AS Level Psychology  
**ENTRY REQUIREMENTS:** GCSE Science at grade C/D and English Language Grade C.

### GCSE Science

This course covers the core content of biology, chemistry and physics from the new AQA GCSE suite of courses. It is targeted at the Foundation level.

**COURSE LENGTH:** 1 year  
**QUALIFICATION:** GCSE  
**CAMPUS:** Ardleigh Green  
**METHOD OF ASSESSMENT:** Assessments will involve three 45 minute exams alongside a science one centre-assessed unit.  
**PROGRESSION OPPORTUNITIES AND CAREERS:** Progression to a range of A levels including those in the sciences is possible. This is a good basis for job roles in a range of industries.  
**ENTRY REQUIREMENTS:** Applicants should possess grade D in GCSE single science or double science.

### Entry Criteria GCSE

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<tr>
<th>GCSE SUBJECT</th>
<th>SPECIFIC ENTRY CRITERIA</th>
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<td>Business Studies</td>
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<td>Chemistry</td>
<td>C-D In GCSE Science</td>
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<td>English Language</td>
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<td>English Literature</td>
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<td>Film Studies</td>
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<td>Further Maths Level 2</td>
<td>Grade A At GCSE Maths</td>
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<tr>
<td>Human Health and Physiology</td>
<td>C-D In GCSE Science</td>
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<td>Humanities</td>
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<td>Media Studies</td>
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<td>Physics</td>
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<td>Psychology</td>
<td>C-D In GCSE Science and English Language C</td>
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<tr>
<td>Science</td>
<td>D In GCSE Science</td>
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</tbody>
</table>

IGCSEs (International GCSEs) are regarded as equal to GCSEs.

**Course Criteria = 4 D grades including English Language and Maths.**
To become a hairdresser you will need to develop customer service and ‘people skills’. You should be a creative person with an awareness of fashion and trends and a willingness to explore new techniques and methods.

Hairdressers can work up to 40 hours per week, with weekend work a common feature. Evening work in the sector is growing too, as salons open later and more flexible times to suit customer need. Many hairdressers become owners of their business, in time or become ‘mobile’, meaning that they travel to the customer’s own home.

Top hairdressing professionals could earn up to £40,000 per year but much depends on the location of the salon and the company they work for. Typically, a fully trained hairdresser earns between £14,000 and £20,000 per year.

The Hair and Beauty Industry Authority (HABIA) has a website where you can find out lots more about the profession.

It is possible to develop a career in hairdressing whilst combining fashion, beauty, make-up and other specialist skills. Hairdressers sometimes work in specialist fields such as bridal designs, wigs, extensions, colouring, creative design.

Qualifications are available at all levels and can lead up to degree level studies.

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**VRQ Hairdressing and Barbering**

The course provides students with the opportunity to gain experience and obtain a qualification in hairdressing. The course is an introduction to hairdressing and will enable the learner to assist stylists in the workplace. A chance to study and train in a realistic working environment.

**COURSE LENGTH:** 1 year  
**QUALIFICATION:** City and Guilds VRQ Level 1  
**CAMPUS:** Ardleigh Green  
**METHOD OF ASSESSMENT:** Assessment is continuous throughout the year.  
**PROGRESSION OPPORTUNITIES AND CAREERS:** Upon successful completion you can progress on to C&G NVQ Level 2 in Hairdressing.  
**ENTRY REQUIREMENTS:** Good school references, satisfactory interview and target test prior to enrolment.

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**VRQ Hairdressing**

This is a professional qualification that covers all aspects of hairdressing. A comprehensive and demanding course that invites you to learn different aspects of hairdressing and a chance to experience hairdressing first hand.

**COURSE LENGTH:** 1 year  
**QUALIFICATION:** City and Guilds VRQ Level 3  
**CAMPUS:** Ardleigh Green or The Lanes, Brentwood  
**METHOD OF ASSESSMENT:** Practical assessment is continuous throughout the year along with various exams. You will also need to produce a portfolio containing practical, photographic and theory work.  
**PROGRESSION OPPORTUNITIES AND CAREERS:** After completing the course, employment can be gained in a variety of salons including cruise liners.  
**ENTRY REQUIREMENTS:** Full level 2 hairdressing qualification, satisfactory interview and target test prior to enrolment.
VRQ Diploma in Hairdressing for Cutting and Styling Technicians

The course invites you to learn different aspects of hairdressing, and a chance to study and develop your skills in a realistic working environment.

**COURSE LENGTH:** 1 year
**Qualification** VRQ City and Guilds Level 3
**CAMPUS:** Ardleigh Green or The Lanes, Brentwood
**METHOD OF ASSESSMENT:** Observed services in a realistic salon environment, online exams, and written tasks.
**ENTRY REQUIREMENTS:** Good references, an interview and target test prior to enrolment, level 2 qualifications in hairdressing and an industrial placement.
**PROGRESSION OPPORTUNITIES AND CAREERS:** You can progress onto a foundation degree in hairdressing and salon management. Employment can be gained in a variety of salons including cruise liners.

VRQ Certificate in Colour and Colour Correction Services

The course invites you to learn the various aspects of hairdressing colouring and colour correction services.

**COURSE LENGTH:** 1 year
**QUALIFICATION:** Level 4 Certificate in Colour and Colour Correction awarded by City and Guilds
**CAMPUS:** Ardleigh Green or The Lanes, Brentwood
**METHOD OF ASSESSMENT:** Candidates will be observed completing the required practical skills for each service by a qualified assessor in a realistic salon environment.
**ENTRY REQUIREMENTS:** Level 2 qualifications in hairdressing (or equivalent) and an industrial placement.
**PROGRESSION OPPORTUNITIES AND CAREERS:** You can progress onto a foundation degree in hairdressing and salon management. Employment can be gained in a variety of salons including cruise liners, hotel and spa as well as theatre and television.

VRQ Public Relations in the Hair & Beauty Sector

The course will investigate roles and responsibilities of the PR officer, explore and enhance your hair/beauty salon.

**COURSE LENGTH:** 1 year
**QUALIFICATION:** VRQ City and Guilds for Public relations in the hair and beauty sector.
**CAMPUS:** Ardleigh Green or The Lanes, Brentwood
**METHOD OF ASSESSMENT:** This unit will be assessed by an assignment, which will be graded Pass, Merit or Distinction.
**ENTRY REQUIREMENTS:** Good references, an interview and target test prior to enrolment.
**PROGRESSION OPPORTUNITIES AND CAREERS:** You can progress onto a foundation degree in hairdressing and salon management. Employment can be gained in a variety of salons including cruise liners.

Our hairdressing students gain experience with real clients.
The IT industry is made up of many companies and institutions. Those who work in the IT industry are involved in various aspects of work such as: offering IT services; consulting; developing technology; systems analysis; programming; systems testing; sales; education.

It is estimated that 890,000 people in the UK work in the IT sector, with another 600,000 working within telecommunication. Current trends indicate that telecommunication and IT are often converging aspects of work. Within the UK an estimated 1.5 million people work in these combined industries, with about 105,000 companies and businesses delivering these services/products. 58% of the combined work force have degrees.

There are a range of jobs in the sector some of which are: business analyst; games developer; cad/cam programmer/trainer; IT trainer; service technician; software technician; software architect/engineer; technology consultant; web designer; systems architect; technical author.

IT and telecommunications employers have a preference to recruit graduates and well qualified people. Approximately 26,800 graduate level people are recruited each year to the industry.

The IT industry is predicted to grow faster than any other business in the UK in the coming years.

39% of IT and telecommunications jobs are based in the south east of England.

Starting salaries vary widely.

IT and telecom employers are looking to recruit professional people who: are team players; good communicators; problem solvers; have technical skills and importantly, can organise those with technical skills; can up-skill quickly; can work within rapid change environments.

BTEC Diploma in IT

This course is designed for those wishing to gain skills and knowledge in ICT. You may wish to progress into further education at higher levels. The contents of the course includes uses of software and their application in the workplace, methods of working in the IT industry, personal development and skills for life at work.

COURSE LENGTH: 1 year
QUALIFICATION: BTEC Level 1 Diploma for IT users
CAMPUS: Ardleigh Green
METHOD OF ASSESSMENT: Internally set assignments and case studies.

PROGRESSION OPPORTUNITIES AND CAREERS: BTEC Level 2 Diploma in IT. Skills developed will be useful in a range of job roles.

ENTRY REQUIREMENTS: There are no formal academic requirements for this course, however a good reference from school or previous employer and a satisfactory interview is required.

BTEC Extended Diploma in IT

Students study nine units for the first year (90 credit Diploma) then, if successful, go on to study specialist units in the second year. The units studied will enable students to acquire a variety of industry recognised skills needed within the area of information and business technology.

COURSE LENGTH: 1 year
QUALIFICATION: BTEC National Diploma
CAMPUS: Ardleigh Green
METHOD OF ASSESSMENT: Practical and applied assessment including written assignments, projects and case studies. There are three compulsory units in this pathway.

PROGRESSION OPPORTUNITIES AND CAREERS: This qualification provides a route into higher education where further specialised and combined studies can continue and/or entry into the IT related industries and other careers.

ENTRY REQUIREMENTS: 5 GCSEs at Grade C or above, to include Maths and English, or other level 2 qualifications such as BTEC First Diploma IT practitioners, together with a satisfactory interview.
BTEC Extended Diploma in IT (Software Development)

Students study nine units for the first year (90 Credit Diploma) then, if successful, go on to study specialist units in the second year. The units studied will enable students to acquire a variety of industry recognised skills needed within the areas of programming, software design and development.

**COURSE LENGTH:** 2 years
**QUALIFICATION:** BTEC Extended Diploma
**CAMPUS:** Ardleigh Green or The Lanes, Brentwood
**METHOD OF ASSESSMENT:** Practical and applied assessment including written assignments, projects and case studies. There are six compulsory units in this pathway.
**PROGRESSION OPPORTUNITIES AND CAREERS:** This qualification provides a route into higher education where further specialised and combined studies can continue and/or entry into the IT related industries and other careers.
**ENTRY REQUIREMENTS:** 5 GCSEs at Grade C or above, to include Maths and English, or other level 2 qualifications such as GNVQ Intermediate in ICT.

BTEC Diploma in IT (Networking and Systems Support)

Students study nine units for the first year (90 Credit Diploma) then, if successful, go on to study specialist units in the second year. The units studied will enable students to acquire a variety of industry recognised skills needed within the areas of network theory and practice and network design and administration.

**COURSE LENGTH:** 2 years
**QUALIFICATION:** BTEC Extended Diploma
**CAMPUS:** Ardleigh Green
**METHOD OF ASSESSMENT:** Practical and applied assessment including written assignments, projects and case studies. There are eight compulsory units in this pathway.
**PROGRESSION OPPORTUNITIES AND CAREERS:** This qualification provides a route into higher education where further specialised and combined studies can continue and/or entry into the IT related industries and other careers.
**ENTRY REQUIREMENTS:** 5 GCSEs at Grade C or above, to include Maths and English, or other level 2 qualifications such as; BTEC Level 2 Diploma IT, BTEC First Diploma IT practitioners, together with a satisfactory interview.

**CASE STUDY**

**Sarah-Jane Goodwin**

Sarah previously attended Emerson Park School.

Sarah completed the BTEC National Diploma in Computer Networking and secured a job at Insurance Brokers Grove and Dean Ltd.

Sarah is currently studying part time alongside her job for a professional qualification in IT at the college.
Legal Secretaries

Legal Secretaries provide administrative support for lawyers and legal executives, as well as helping with the day to day running of legal firms. There are about 11,258 legal secretaries in the UK.

The size of law firms varies tremendously and in a small firm, it is possible to gain experience in a wide range of legal matters. Larger firms can specialise in particular areas of law.

Starting salaries can vary between £12,000 and £20,000 per year (approx). Highly experienced legal secretaries earn up to £36,000 per year.

Training to become a legal secretary will develop skills and knowledge in: secretarial functions; law and legal procedures; uses and applications within ICT; accuracy and attention to detail; discretion and confidentiality; accurate spelling and punctuation; the ability to work to deadlines. Your training and learning includes classroom study and on the job experience, within a placement office or setting.

Career progression is possible and with experience and further training and education it is possible to become a legal executive, paralegal or licensed conveyancer.

CASE STUDY

Jade Hearn

Jade has just completed Level 3 Legal Secretaries Diploma, joining the college after leaving St Edwards School.

Jade’s work experience placement was with Freshfields Bruckhaus Deringer in London where she enjoyed putting into practice many of the skills she learnt on her course at the college.

Jade was awaiting the offer of a legal secretary post as we went to print.

Legal Secretaries Certificate

This course is suitable for students wishing to undertake secretarial work in a legal environment.

Topics covered include the layout of legal documents, legal word processing and audio using digital equipment, business administration and communication skills. You will also have the opportunity of learning spreadsheets and database. We deliver level 3 Paralegal in Equality and Diversity as a stand alone qualification.

COURSE LENGTH: 1 year
QUALIFICATION: CILEx Certificate Level 2
CAMPUS: Ardleigh Green
METHOD OF ASSESSMENT: An external proof reading test must be passed to gain the full qualification.
PROGRESSION OPPORTUNITIES AND CAREERS Legal Secretaries Diploma
ENTRY REQUIREMENTS: 5 GCSEs at Grade C or above, one of which MUST be English or the equivalent

Legal Secretaries Diploma

This progression course is for those who have gained the CILEx Legal Secretaries Certificate. However, students who have other related intermediate qualifications or above may be accepted (subject to interview) to study legal text processing, legal audio, business administration and communication. A period of relevant work experience may also be included.

This course is also suitable for adults with office experience wishing to return to work.

COURSE LENGTH: 1 year
QUALIFICATION: CILEx Diploma Level 3
CAMPUS: Ardleigh Green
METHOD OF ASSESSMENT: An external proofreading test must be passed to gain the full qualification.
PROGRESSION OPPORTUNITIES AND CAREERS Typically, this course leads to work as a legal secretary.
ENTRY REQUIREMENTS: CILEx Legal Secretaries Certificate 2
Motor Vehicle

The automotive industry includes a range of companies that manufacture and maintain; whole vehicles; bodies; engines and components; trailers; motor sport vehicles; buses, coaches, vans, lorries.

There are approximately 154,400 people who work in the automotive industry in the UK. Around 96% of the workforce is in full-time employment. About 6% of the workforce is self-employed. 19% of the overall engineering industry employees are female, with 7% of women occupying professional roles.

Jobs can range from: design; manufacture; production; electronic engineer; technical; quality control; craft machinist; fitter; sheet metal worker; assembler; labourer.

The industry recruits at all levels, from elementary to graduate and post graduate level. At the highest level, managers and senior officials are often post graduates, associate and technical occupations employ those with advanced apprentices and level 3 qualifications and process and plant operatives have usually gained qualifications starting at level 2.

Salary levels depend on responsibility and seniority, as well as location of job. An indication of starting salaries is: manufacturing and production manager – £19,000 to £23,000 for new graduates; design engineer – £18,000 to £21,000 for new graduates; electrical engineering technician – £15,000; welder – £15,000 to £17,500; labourer in process and plant operations – £17,000 to £18,000.

Career progression can be good with many roles and levels available. Levels begin with craft and develop onto technician, professional, management. Qualifications as well as experience are key to progressing within the sector.

Motor Vehicle Maintenance and Repair

Each level of the course will provide practical tuition combined with underpinning theory. Once you have grasped the health and safety regulations you will learn how to use the tools and equipment (including test & measurement instruments) that you will use as a mechanic.

You will gain skills in applying the theory that you will use in your chosen trade. You will spend a lot of time in a practical workshop with a number of different vehicles to ensure you have a broad knowledge of vehicle layouts and systems.

All these courses are around 70% practical to enable you to develop the skills you will require.

**COURSE LENGTH:** 1 year (each)

**QUALIFICATION:** IMI, QCF

**CAMPUS:** Ardleigh Green

**METHOD OF ASSESSMENT:** A series of practical assessments and multi-choice/online assessments. There is a portfolio of work to be developed over the year which you will carry out under supervision and with adequate guidance.

**PROGRESSION OPPORTUNITIES AND CAREERS:** Satisfactory completion of each level, along with good conduct, attendance and punctuality will enable progression to Level 1, 2 or 3 Vehicle Maintenance & Repair.

You should be aiming to reach at least Level 2 in order to work in the industry.

CASE STUDY

Terry Davidson

Having completed level 1 and 2 IMI motor vehicle maintenance qualifications, Terry is finishing his level 3 Diploma in Light Vehicle Maintenance.

He is also a volunteer at the college assisting lecturers in the classroom and workshop and students with their learning. Terry is aiming to begin his teacher training at the college on completion of his current course.

He enjoys his volunteer work with students and staff at Havering College of Further and Higher Education and intends to use the experience gained to help him develop his professional teaching practice.
**ENTRY REQUIREMENTS:** Entry Level & Level 1 - You will need to have a satisfactory interview with us and good references from school.

Level 2 - Those with either a Full Level 1 Diploma or good GSCE in English and Maths (with practical experience) may progress directly to Level 2 subject to interview.

Students who are successful at Level 2 may progress to Level 3 or employment.
There is no direct entry to Level 3.

**IMI Light Vehicle Body Repair**

This course offers students the opportunity to develop practical skills and knowledge essential for commencing employment in the vehicle body repair trade.

**COURSE LENGTH:** 1 year

**QUALIFICATION:** IMI

**CAMPUS:** Quarles

**METHOD OF ASSESSMENT:** A combination of practical tests and written assignments.

**PROGRESSION OPPORTUNITIES AND CAREERS:** Progression to day release programmes when students secure employment within the industry or directly onto Motor Vehicle Body Repair Level 2.

**ENTRY REQUIREMENTS:** There are no formal entry qualifications although students are expected to be working towards GCSE standards.

All students looking to secure a place on this course will be called in for an interview followed by successful completion of a summer taster programme.

**IMI Body Repair Certificate**

This course facilitates the development of practical skills and knowledge essential for those training to become qualified body repair technicians in the fast-fit industry. Your studies will combine theory with practical hands-on experience. Areas covered include health and safety, remove panels, repair, repaint using paint booth and replace panels. You will also develop and practice your skills and knowledge in producing a perfect paint job in our prestige state of the art spray booth areas whilst studying on this course.

**COURSE LENGTH:** 1 year

**QUALIFICATION:** IMI Level 2

**CAMPUS:** Quarles

**METHOD OF ASSESSMENT:** A combination of practical tests, online tests and written assignments.

**PROGRESSION OPPORTUNITIES AND CAREERS:** IMI Level 3 Diploma in Body Repair or work in the industry.

**ENTRY REQUIREMENTS:** IMI Level 1 Award in Body Repair

**IMI Body Repair Diploma**

This course facilitates the development of practical skills and knowledge as a mechanical and electrical trim technician (MET). The course will involve stripping out damaged parts and refitting with undamaged parts incorporating all mechanical and electrical components. This will include air conditioning, air bags, in car entertainment and security, and ABS systems. There will also be some basic diagnostic techniques used.

Ideally prospective students will have a body repair level two qualification or the necessary industrial experience.

**COURSE LENGTH:** 1 year

**QUALIFICATION:** IMI Level 3 Diploma

**CAMPUS:** Quarles

**METHOD OF ASSESSMENT:** A combination of practical tests, online tests and written assignments.

**PROGRESSION OPPORTUNITIES AND CAREERS:** Employment in the industry.

**ENTRY REQUIREMENTS:** IMI Level 2 Award in Body Repair
IMI Diploma Vehicle Body and Paint Operations (Refinishing) Body Repair

This level 3 qualification covers technical needs for today’s motor vehicle repair industry, including preparation and application procedures and the diagnosis and rectifying of paint faults. The course will involve stripping out damaged parts and refitting with undamaged parts incorporating all mechanical and electrical components. This will include air conditioning, air bags, in-car entertainment and security, and ABS systems. There will also be some basic diagnostic techniques used.

Ideally prospective students will have a body repair level two qualification or the necessary industrial experience.

COURSE LENGTH: 1 year
QUALIFICATION: IMI Level 3 Diploma
CAMPUS: Quarles
METHOD OF ASSESSMENT: Course work, practical task and online exams.
PROGRESSION OPPORTUNITIES AND CAREERS: Employment in the industry.
ENTRY REQUIREMENTS: A body repair level 2 qualification or the necessary industrial experience.

BTEC Diploma Vehicle Technician – Motorsport

This course is made up of sufficient units that equate to 360 GLH studied over a period of one year. Students will also be expected to complete Functional Skills as part of this programme. The student learns by completing projects and assignments that are based on realistic workplace situations and activities within motor sports industry.

COURSE LENGTH: 1 year
QUALIFICATION: BTEC First Diploma
CAMPUS: Ardleigh Green
METHOD OF ASSESSMENT: Practical Assessments and a classroom based online multiple choice test.
PROGRESSION OPPORTUNITIES AND CAREERS: On successful completion students may progress onto the BTEC National Diploma in Motorsport.
ENTRY REQUIREMENTS: GCSE Grade C or above in Maths, English, Science or IMI Level 2, plus a satisfactory interview

Certificate in Vehicle Maintenance

This is a level 1 starter course and is suitable if you are seeking to gain basic knowledge of light vehicle systems and routine maintenance operations.

COURSE LENGTH: 1 year
QUALIFICATION: City and Guilds Level 1
CAMPUS: Ardleigh Green
METHOD OF ASSESSMENT: Practical Assessments and a classroom based online multiple choice test.
ENTRY REQUIREMENTS: Initial assessment and successful interview.

Diploma in Vehicle Maintenance

This is a level 1 extended course and is suitable if you are seeking to gain more advanced knowledge of light vehicle systems and routine maintenance operations. Can be used to extend the knowledge and skills gained on the Level 1 Certificate.

COURSE LENGTH: 1 year
QUALIFICATION: City and Guilds Level 1
CAMPUS: Ardleigh Green
METHOD OF ASSESSMENT: Practical Assessments and a classroom based online multiple choice test.
ENTRY REQUIREMENTS: Initial assessment and successful interview.
Certificate in Plumbing

This course is designed for those who want a career in the plumbing industry. The course includes an introduction to the practical skills and theoretical knowledge involved in this sector.

COURSE LENGTH: 1 year
QUALIFICATION: EAL Certificate in Plumbing
CAMPUS: Quarles
METHOD OF ASSESSMENT: A mixture of practical work, written assignments and tests.

PROGRESSION OPPORTUNITIES AND CAREERS: Progression to Level 2 Diploma in Plumbing Studies and employment. Students who are able to gain employment within the industry may be able to do the course on a part-time day release basis.
ENTRY REQUIREMENTS: Students must have a minimum of grade C in both maths and English. Places are subject to a satisfactory interview.

Diploma in Plumbing Studies

An advanced course for those wishing to progress in the plumbing industry. This course covers gas, sanitation and central heating.

COURSE LENGTH: 1 year
QUALIFICATION: EAL Level 3 Diploma in Plumbing and Heating
CAMPUS: Quarles
METHOD OF ASSESSMENT: Practical work, written assignments and online Gola tests.

PROGRESSION OPPORTUNITIES AND CAREERS: Full-time employment.
ENTRY REQUIREMENTS: Students must have completed a level 2 plumbing qualification.

NVQ Diploma in Plumbing & Heating (Apprenticeship)

This course is for students who have completed the NVQ Level 2 and are employed within the plumbing industry.

COURSE LENGTH: 2 years
QUALIFICATION: City and Guilds 6189 Diploma in Plumbing and Heating Level 3
CAMPUS: Quarles
METHOD OF ASSESSMENT: Practical and online Gola tests, together with assessment in the workplace.

PROGRESSION AND CAREER OPPORTUNITIES: On completion of this qualification, learners may progress onto full qualification including water regulations, GAS ACS assessment, unvented hot water systems.
Public Services

Public services include: fire and rescue, police, ambulance (paramedic), armed, prison, customs and excise services.

In the UK the public services employ (approx): fire and rescue – 74,000 people; police and law enforcement – 400,000 people; ambulance and paramedic – 13,685 people; armed forces (navy, RAF, army) – 429,500 people; prison and custodial – 77,595 people; customs and excise – 80,000 people.

Salaries vary amongst the different roles. Starting salaries are as follows (approx): fire and rescue £21,157 to £28,199; police and law enforcement £22,680 to £25,317 (police constable); ambulance and paramedic £16,000 to £20,000 (student paramedic); armed forces (navy, RAF, army) £24,615; prison and custodial £18,135 to £28,000 (prison officer); customs and excise £15,400.

All of the services mentioned have different starting points. This means that there are a range of levels that you can begin working within each service.

Each of them has a wide variety of progression opportunities too. Progression through the ranks of each of the services means increased responsibility as well as increased salaries. Career paths can be broad and can include civilian as well as service roles.

BTEC Diploma in Public Services

The public service courses are designed to make you a more attractive candidate for employment in many of the public services – police, fire service, ambulance service, British Army, Royal Air Force, Royal Navy and prison service.

This course will involve looking at areas directly related to their work, entry requirements, selection processes, as well as some other related areas such as government funding, citizenship, teamwork, leadership and navigation.

COURSE LENGTH: 1 year
QUALIFICATION: BTEC Level 2 Diploma
CAMPUS: Quarles

METHOD OF ASSESSMENT: All of your assessments will be internally set by your tutors, and these could be essays, reports, posters, practical assessments or role plays. All assessments are marked against criteria set by BTEC.

PROGRESSION OPPORTUNITIES AND CAREERS: Completion of the course at a merit level may lead to progression onto the BTEC Level 3 90 Credit Diploma in Public Services.
ENTRY REQUIREMENTS: 4 GCSEs - 2 at D Grade, 2 at E Grade including English and Maths.

BTEC 90 Credit Diploma/BTEC Extended Diploma in Public Services

The public service courses are designed to make you a more attractive candidate for employment in many of the public services – police, fire service, ambulance service, British Army, Royal Air Force, Royal Navy, prison service.

This course will involve looking at areas directly related to their work, entry requirements, selection processes, as well as some other related areas such as government funding, citizenship, teamwork, leadership and navigation.

COURSE LENGTH: 1 year
QUALIFICATION: National BTEC 90 Credit Diploma
CAMPUS: Quarles

METHOD OF ASSESSMENT: All of your assessments will be internally set by your tutors, and these could be essays, reports, posters, practical assessments or role plays. All assessments are marked against criteria set by BTEC.

PROGRESSION OPPORTUNITIES AND CAREERS: Completion can lead to higher education or increased opportunities in public service careers.
ENTRY REQUIREMENTS: An appropriate Level 2 qualification Merit Grade or 4 GCSEs at Grade C including English and Maths.
Science

The Science industries include; pharmaceuticals; manufacture of medical and surgical equipment; science and engineering research and development; and covers a range of disciplines.

Research and development takes place in a number of places, such as universities, scientific employers, hospitals and research-based companies.

There are about 191,000 people in the UK employed in the science industry.

There are approximately 6,490 science-based companies within the UK too.

The scientific workforce has a younger profile than other industries. Lots of those employed have a degree in their related field of work, but many also undertake support roles and those entry requirements vary considerably.

It is possible to work at a range of levels from process operative to manager and onto senior manager/research roles.

Starting salaries vary according to individual experience, level of responsibility, and location of job. Some approximate examples of starting salaries are: analytical chemist – new graduate salary £20,000 to £23,000; biochemist – new graduate salary £20,000 to 23,000; microbiologist – new graduate salary £17,000 to £20,000; experienced scientists with greater responsibility in the categories above can earn salaries around £40,000 to £50,000.

BTEC Diploma in Applied Science

The applied sciences offer a wide variety of careers, such as forensic scientist, drug researcher, medical physics technician, science technician and many more. Your BTEC Level 2 Applied Science will sharpen your skills for employment or further study.

A BTEC Level 2 Applied Science is a vocational or work-related qualification. This doesn’t mean that it will give you all the skills that you will need to do a job, but it does mean that you will have the opportunity to gain specific knowledge, understanding and skills that are relevant to your chosen area of work.

**COURSE LENGTH:** 1 year

**CAMPUSS:** Ardleigh Green

**METHOD OF ASSESSMENT:** This qualification is structured into mandatory units and optional units. All of which are assessed through assignment work.

**PROGRESSION OPPORTUNITIES AND CAREERS:** A Level 2 Diploma in Applied Science leads to a Level 3 Extended Diploma in Applied Science. Students can also progress onto a Diploma in related fields such as Hair and Beauty, Sport and Fitness, Health and Social Care or Engineering.

**ENTRY REQUIREMENTS:** Entry requirements are usually 4 GCSEs to include English Language, Maths and Science at grade D, a satisfactory reference from your school and a successful interview and initial screening.

New science laboratories to help our students succeed
BTEC Extended Diploma in Applied Science

The course consists of 18 units that allow you to explore the applications of the three main disciplines of science: physics; chemistry; and biology. Other subject areas may include maths, statistics and psychology.

**COURSE LENGTH:** 2 years

**CAMPUS:** Ardleigh Green

**METHOD OF ASSESSMENT:** Assessment is continuous, at regular intervals, which includes all project work undertaken, throughout the two years of study.

**PROGRESSION OPPORTUNITIES AND CAREERS:** A BTEC Level 3 Extended Diploma in Applied Science leads to higher education in a science related subject or employment as for example, a hospital analyst, a university, school or college science technician or factory researcher.

**ENTRY REQUIREMENTS:** 4 GCSE grade C's to include Maths, English and Science.

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BTEC Extended Diploma in Applied Science (Forensics)

This course consists of 18 units that allow you to explore the application of the three main disciplines of science (physics, chemistry and biology) and relate them to forensic science. Other subjects may include criminology and the analysis of forensic evidence.

**COURSE LENGTH:** 2 years

**CAMPUS:** Ardleigh Green

**METHOD OF ASSESSMENT:** Assessment is continuous, at regular intervals, which includes project work undertaken, throughout the two years of study.

**PROGRESSION OPPORTUNITIES AND CAREERS:** A BTEC Level 3 Extended Diploma in Applied Science (Forensics) leads to higher education in a science related subject or employment as, for example, laboratory technician, in the legal services area or as a researcher.

**ENTRY REQUIREMENTS:** 4 GCSE grade Cs to include Maths, English and Science.

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Science students conduct experiments in excellent facilities
Sports

The sport and fitness industry currently employs 674,100 people working at over 36,800 different establishments. 58% of employees are female and 24% of employees are aged 16-24.

The sector is worth over £8.7 billion.

Specific areas and job roles include fitness instructor, personal trainer and swimming teacher.

Other areas of employment include:
- Coaching - beginners to advanced level coaches in a variety of disciplines.
- Playwork - playworkers organise activities for after school clubs, youth clubs and play schemes for ages 4-15.
- Spectator control - jobs include event stewards and marshals at sporting events and stadiums.
- Activity leadership - outdoor activity instructors in areas such as walking, climbing and canoeing.
- Operations - range of employment opportunities in sports centres and gyms, from assistants to managers.

Based on full time annual salary, most of the above start around £12,000 and can rise to £25,000 dependent on experience and qualifications. Senior staff can earn £30,000 and above.

BTEC Sport & Public Services

This is a one year level 1 course that offers a broad introduction to the sports and public service sectors. It will help develop your personal skills and offer an insight into some of the vocational areas within these two industries.

**COURSE LENGTH:** 1 year
**QUALIFICATION:** BTEC Certificate
**CAMPUS:** Quarles
**METHOD OF ASSESSMENT:** Tasks and assignments
**PROGRESSION OPPORTUNITIES AND CAREERS:** BTEC First Diploma in Sport or Public Services courses or into the workplace
**ENTRY REQUIREMENTS:** GCSEs at grade D-G plus a reference from your previous school or an employer and demonstrate a good level of interest in the subject area.

BTEC Diploma in Sport

The BTEC Level 2 Diploma in Sport provides an introduction to the sports sector for people looking to build a career in sport. You will study units that cover a wide variety of topics within the sport and leisure industry. The course is mainly theory based, although practical lessons are included in your timetable.

**COURSE LENGTH:** 1 year
**QUALIFICATION:** BTEC Diploma
**CAMPUS:** Quarles
**METHOD OF ASSESSMENT:** The course is assessed by a variety of methods: practical demonstrations, written assignments, posters, leaflets and presentations.
**PROGRESSION OPPORTUNITIES AND CAREERS:** Further progression in education or employment within the sports industry. BTEC Level 3 Extended Diploma in Sport.
**ENTRY REQUIREMENTS:** Suitable level 2 qualification at Merit grade or 4 GCSEs at Grade C.

BTEC 90 Credit Diploma in Sport

This is a one year course and is equivalent to 1.5 A levels and is aimed at those interested in a career in the sports industry.

**COURSE LENGTH:** 1 year
**QUALIFICATION:** BTEC 90 Credit Diploma
**CAMPUS:** Quarles
**METHOD OF ASSESSMENT:** The course is assessed by a variety of methods: practical demonstrations, written assignments, posters, leaflets and presentations.
**PROGRESSION OPPORTUNITIES AND CAREERS:** Further progression in education or employment within the sports industry. BTEC Level 3 Extended Diploma in Sport.
**ENTRY REQUIREMENTS:** Suitable level 2 qualification at Merit grade or 4 GCSEs at Grade C. Trials at Romford Football Club and successful interview at College.
Welding

Welders cut, shape and join sections of metal in a wide range of industries such as: construction, engineering, transport, aerospace, offshore oil and gas. They also conduct repairs on manufacturing equipment and machinery.

Skills that make a good welder: working accurately with hands; good concentration; ability to follow instructions, plans and drawings. A good understanding of maths, science, engineering and English is also important. Welders have to be qualified to use the specialist equipment safely and properly.

ABC Certificate in Welding & Fabrication Practices

This course is suitable for a wide range of candidates offering Health & Safety, Engineering Materials, Manual Metal Arc Welding, Metal Arc Gas-shield Welding and Fabrication Processes

COURSE LENGTH: 1 year
QUALIFICATION: ABC Level 1
CAMPUS: Quarles

METHOD OF ASSESSMENT: The qualification is modular, each unit standing alone emphasising practical skills with the complementary written paper testing relevant knowledge. A full certificate is awarded to candidates who successfully complete all units. Certificates are countersigned by the Welding Institute who partner the programme.

PROGRESSION OPPORTUNITIES AND CAREERS: (ABC 165) Welding and Fabrication Level 2
ENTRY REQUIREMENTS: There are no formal entry requirements, but prospective students must have a commitment to this area of work plus satisfactory interview.

ABC Certificate in Welding & Fabrication Practice

This course consists of Manual Metal Arc Welding, Metal Arc Gas-shield Welding and Fabrication Processes, these are compulsory units.

COURSE LENGTH: 1 year
QUALIFICATION: ABC Level 2
CAMPUS: Quarles

METHOD OF ASSESSMENT: The qualification is modular, each unit standing alone emphasising practical skills with the complementary written paper testing relevant knowledge. A full certificate is awarded to candidates who successfully complete all units. Certificates are countersigned by the Welding Institute who partner the programme.

PROGRESSION OPPORTUNITIES AND CAREERS: (ABC 165) Welding and Fabrication Level 3 or employment
ENTRY REQUIREMENTS: Students must hold an ABC Welding and Fabrication A Level 1 Certificate or similar qualification in welding, plus satisfactory interview.

We are one of the few colleges in East London that teach welding

www.havering-college.ac.uk
Teaching and Learning

Tutors at Havering College are highly trained qualified professionals in their field. They are dedicated to ensuring that our students reach their full potential by remaining up to date with the current industry and business standards and building external links to benefit our students’ learning experience and employability potential.

Havering College was officially graded as a Good College in our recent Ofsted report. (February 2011).

Learning Support

We have specialist staff available to provide students with a disability, or difficulty, enrolled on a course at the College, the opportunity to seek additional support to assist them in achieving academic success. For full details of the support available or to arrange a confidential pre-entry interview to discuss your support requirements, please contact a member of the Learning Support team on 01708 455011 ext 2128 or email us at ALS@havering-college.ac.uk

Student Services

We know our students work hard – that is why we do the maximum to help them have fun! Our Student Services team offer a variety of social and sporting activities alongside practical information, advice and guidance including:

- Financial Assistance & information on grants and other sources of financial assistance (including Bursary and discretionary Learner support fund applications).
- IAG Stop – Give one-to-one information, advice and guidance and class tutorials on topics including employability skills, CVs, job search and interview techniques, researching HE/university options, UCAS applications etc.
- LGBT – There is an LGB&T Student Social and Support Group which meets on a regular basis.
- The Student Union – Would you like to make a difference? If so, be active and join the Students’ Union. The Students’ Union is a body of students elected by students, to represent them whilst at college. NUS Extra Cards are available from the Students’ Union or Student Services at a cost of £10.
- STARS – Student Academic Representatives – Voice your opinion; if you would like to represent your class and have a say in how the college can be improved, then speak to your tutor or contact Student Services about becoming a Student Academic Representative.
- Awareness weeks – Displays and activities are organised throughout the year on issues such as e.g. Personal Safety, Sexual Health and Drugs/Alcohol Awareness to name a few.
- Extra Curricular Activities – We hold a number of highly subsidised trips throughout the year e.g. Thorpe Park, theatre trips & outdoor pursuits. You can also participate in arts & crafts, competitions and Volunteering Awards.
- Sports Programme Sports Worker organises a number of weekly sporting activities, which include football, table tennis & badminton. These vary at campus.
- Tutorials – We provide class tutorials from November onwards on a wide variety of topics, which include Assertiveness/Self Esteem, Body Image and Eating Disorders and Researching Degree Choices.
- Personal Support for Students Student Development Workers are based at all campuses. They offer one to one support, information, advice and guidance, child protection, support to vulnerable students.
- Counselling – There is a part-time counsellor at Havering College. The service is free to staff and students and is confidential.
Equality and Diversity
Under our Single Equality scheme everyone is treated fairly and without prejudice. A copy of the full scheme is available upon request.

Child Protection/Safeguarding
Our duty of care for those under 18 applies to all our staff who help to promote a safe and secure environment to learn. A copy of our policy is available upon request.

Code of Conduct
All students are required to comply with the College’s Code of Conduct throughout their studies. The code promotes an atmosphere of respect and any breaches are taken seriously. You will be required to sign your acceptance of our code upon enrolment.

Security - ID Badges
All campuses operate an ID badge system for all students and staff. The ID card provides access to all campus internal areas and should be worn at all times when on site.

Learning Resource Centres
Each campus boasts a modern Learning Resource Centre that gives you the freedom to make the most of your study time, combining quality library facilities with hi-tech computers and multimedia equipment, as well as individual and group study spaces.

All students can use the centres, putting more than 60,000 items at your fingertips – including books, periodicals and DVDs. Our open access PCs let you harness the power of the internet – online interactive resources like journals, databases and eBooks can be accessed both on- and off-campus.

Friendly, knowledgeable staff are always on hand to help you make the most of the resources and show you how to find the information you need.
http://student.havering-college.ac.uk

Stepping Stones Day Nursery
- 3 months to 5 years
- Baby Room – 100% organic
- Open 51 weeks of the year

Our friendly staff are committed professionals who place great emphasis on both the education and the care given to the children. We are especially proud of our work with children who have special needs and have staff who are highly trained and experienced to ensure that everyone can join in, develop and thrive with us.

Ardleigh Green Campus RM11 2LL | 01708 462827
How to apply

We want to help you make the right course choice for your future, so prior research is strongly recommended.

To help you do your research you can:

- Attend one of our Open Events (see inside cover for dates)
- Look online and gather course information as well as reading about college life. Check out the Student Union, Student Services (which includes information on financial help that you may receive) and the success stories pages.
- If you are in a partner school (see list below) attend one of the transfer evenings with your parents in term 1 of year 11, and hear about different qualifications, how the levels work, what support students receive and how other students have experienced the college. Your school will let you know when your transfer evening will take place.
- Visit our Threshold Services Team at the Ardleigh Green Campus and discuss your course choices. You can drop in: Monday – Thursday 9.00am - 8.00pm, Friday 9.00am - 4.30pm (open school holidays 9.00am-4.30pm) or call 01708 462833.

How To Apply in Five Simple Steps

Step 1
Visit www.havering-college.ac.uk and click the online application button. Follow the simple steps to complete your online form.

If you decide to apply on a paper application form, you can request one via the website and once completed you can post it to Threshold Services, Admissions Ardleigh Green Campus, Ardleigh Green Road, Hornchurch, RM11 2LL.

Step 2
You will receive notification that we have received your application. It is important that you give us all the correct details on your online form, as we will be in contact with you and your school for your reference.

Step 3
You will be invited to attend an interview at the college. This will help the college and you decide that you have applied for the right course at the right level for you and your studies. The interview will give you the opportunity to speak with staff and see the college, so that you are confident that you are making the right choice.

Step 4
After your interview you will be sent a letter that offers you a place on the course which may be subject to certain conditions e.g. GCSE grades achieved or a satisfactory reference from school, or we will provide information and advice on alternative courses to meet your needs.

Step 5
You will be notified when you need to attend the college to enrol. This letter will tell you exactly what you need to bring to enrolment, such as proof of GCSE results and passport.

Partner schools:
Abbs Cross, Albany, Bower Park, Brittons, Chafford, Emerson Park, Gaynes, Hallmead, Marshalls Park, Redden Court, Royal Liberty, Sanders Draper.
Costs

Course Fees
If you are under 19, there will be no tuition or administration fees for your college course. If you are over 19, please contact Threshold Services. Some courses could incur costs for trips, equipment, uniform etc. This information will be available at interview.

In the academic year 2014/15 Havering College of Further and Higher Education tuition fees are discounted by 5% for residents of Havering, Brentwood, and those living in the RM postcode district.

Information and Guidance
Threshold Services are here to help you every step of the way! If you have any questions or wish to discuss the progress of your application then please contact them.

www.havering-college.ac.uk
Tel: 01708 462801*

Visit us
Just follow the signs to 'Threshold Services' or call in at Reception at Ardleigh Green at the address below.

E-mail us
admissions@havering-college.ac.uk

Write to us Threshold Services, Havering College of Further & Higher Education, Ardleigh Green Road Hornchurch, Essex RM11 2LL

*The level of demand for this service varies and at peak times you may have to wait for an advisor to become available, or have your phone diverted to an answering machine which operates 24 hours a day. Please do make use of this facility. Your call will always be returned as quickly as possible.
What’s On

Below is a list of events that you can attend. See www.havering-college.ac.uk for event times, locations and how to get tickets (if necessary).

It is important to attend Open Events at the college to speak with our staff and see the facilities. The dates for the Open Events are on the inside front cover.

But there are lots of other opportunities to come to the college and see a huge range of events that you may be interested in and that can help you decide which course and what subject areas are best for you.

All college events are advertised on the website (www.havering-college.ac.uk) and it is a good idea to check regularly as many events are added throughout the academic year.

The college also attends events in Havering and around the borough, as well as in London and other boroughs, close to Havering. Watch out for these dates and locations too, as they are also useful times when you can come along and ask questions, see staff, and experience our curriculum offer.

You are most welcome to attend the events below and bring parents/carers with you whilst you are still at your secondary school. Details as to how to book onto events and how to obtain tickets (if necessary) are also included here too.

2013

4th September
Havering College of Further and Higher Education will host a stand in the Liberty Shopping Centre to give out information, answer questions, discuss options.

10th October
Havering Transitions event to be held at Hornchurch Sports Centre, throughout the day and into the evening. A chance for you and your parents/carers to visit and speak to Havering College of Further and Higher Education staff about your post 16 and post 18 options. Universities, school sixth forms, and other educational providers will be there to give you advice and guidance to help decide what you want to do when you leave school and after. Your school will have details of this event too.

September to November
Year 11 transfer evenings in each partner school across Havering. Your school will send you details of these events. These are important evenings for all of Havering College of Further and Higher Education partner schools. The partner schools are: Abbs Cross, Albany, Brittons, Bower Park, Chafford, Emerson Park, Gaynes, Hall Mead, Marshalls Park, Redden Court, Royal Liberty, Sanders Draper. Your school will let you know the dates and times of these events where you can come along and find out more about how the college is in partnership for you, with your school.

12th November – 4.30pm to 8pm
Open Event at Ardleigh Green Campus for all courses. Come along at any time during the event and have a go at trying lots of aspects from our huge curriculum offer. Gather advice and guidance from our threshold and teaching staff to help you make the right choice of studies for when you leave school.

15th November
Havering Asks – an event designed to stimulate and inform students and young people about the world of current affairs. Modelled to recreate Question Time programme on the BBC, this event is a great chance to take part in debate and questioning of local and national figures who will be on our panel of experts. You can see how our media, film, and other creative arts students create, film, stage, and design this entertaining and informative event. Your school will have more details, please check the website for times. Contact Jo Rigby at jrigby@havering-college.ac.uk for booking arrangements.

14th-16th November
The Skills Show Birmingham NEC. Havering College of Further and Higher Education will showcase the skills of our students at this event.

22nd – 23rd November
The Skills Show London Excel Centre. Havering College of Further and Higher Education will showcase our student work, as well as hosting a stand where you can discuss your choices of further and higher education (degree level) courses. Come along and see us and you will be able to have a go at tasks and activities from our huge range of subjects and courses. More details from your school and on our website.

27th November – 4.30pm to 8pm
Open Event for courses based at Quarles Campus ONLY. The location of our courses is noted within this guide. You are encouraged to come along at any time during the event and see the campus, talk to our staff and students and get any advice and help that you need to help you make your choices for post 16 and post 18 (degree level) studies.
2014
15th January
UCAS deadline

16th January - 4.30pm to 8pm
Open Event for courses based at Rainham Construction Centre for Havering College of Further and Higher Education. The locations for all courses are listed within this guide. You are encouraged to come along at any time during the event and see the campus, talk to our staff and students and get any advice and help that you need to help you make your choices for post 16 and post 18 (degree level) studies.

4th February - 4.30pm to 8pm
Open Event at Ardleigh Green Campus for all courses. Come along at any time during the event and have a go at trying lots of aspects from our huge curriculum offer. Gather advice and guidance from our threshold and teaching staff to help you make the right choice of studies for when you leave school.

6th February
The annual Brentwood Careers Fair. This is an event for any student or parent/carer in Brentwood and beyond, who wishes to find out more about Havering College of Further and Higher Education provision and general education beyond the age of 16, including apprenticeships. Please call Jo Rigby on 01708 462893 or e-mail jrigby@havering-college.ac.uk for further information.

5th March (provisional date)
Higher Education Fair. Come along to Ardleigh Green Campus to find out lots of information about our degree and higher education offer, student loans, university life and lots more. Please check times and dates on our websites.

3rd-7th March
This is National Apprenticeship Week. There will be lots of activities during the week, both at your school and at Havering College of FHE where you will be able to find out more about apprenticeships, speak with current apprentices and employers and decide whether apprenticeships are the right choice for you.

All dates could be subject to change. Check our website for details.

8th March
International Women’s Day. This annual event will be celebrated within the college with a range of events for our students and for guests to attend. Please watch the college website for details.

4th May
Havering College of Further and Higher Education’s West End production of ‘Synergy Street’ at Her Majesty’s Theatre Haymarket, London. For tickets and further details please see our website.

This performance is created by the college’s creative arts faculty and performed by our own musicians, dancers and drama students. Our technical and arts and craft students provide sound, lighting, costume, and make up for this spectacular performance.

17th June (provisional)
The Arts Festival. A week long Festival that showcases student work, from all levels, including final degree and higher education pieces. Please come and see our excellent creative arts facilities, meet our staff and enjoy the amazing work on display. Look out for all arts festival events in your school, on our website and in the local press.

24th and 25th June (provisional)
Taster events across all the college provision for pupils from Havering Schools. Events will take place at all campuses and you will be asked, via your school, to select 2 sessions to experience at the college. Sessions will be available in all curriculum areas and will enable you to understand more about course content, how subjects are taught, what facilities are available and the skills/requirements that you will need to join each course. Your school will let you know the exact dates, but for more information please e-mail Jo Rigby on jrigby@havering-college.ac.uk

14th August
A level results day. Our academic and guidance staff will be on hand to give you help and information, whatever the outcome. Good Luck!

21st August
GCSE results day. Our academic and advisory and guidance staff will be at the college to help you when you get your results. Whatever the outcome, our staff will be available to you in order to help you during this period. Good Luck!
Higher Education

As the largest provider of higher education (HE) in London, Havering College is proud of its HE ethos and culture. Higher education in a further education (FE) college presents a unique and different experience to that provided within a traditional higher education institution or university.

Each year more than 500 students complete higher level courses from within the ever expanding curriculum offered at Havering College. From these a number of graduates achieve First Class Honours, thereby proving that students can excel with a higher education qualification taken in a further education college.

Here at Havering College there is a belief that our higher education students enjoy the best provision designed to fit with their individual needs and those of employers. The college provides high quality tuition in academic and vocational qualifications allied to the demands of industry and commerce. This is accompanied by high levels of student support from dedicated HE staff to ensure maximum opportunities for success.

Success is recognised by an annual Higher Education Awards/Graduation Ceremony that has become the highlight of the HE calendar providing the occasion for students to celebrate their achievement with college staff, family and friends.

In January 2009 the college launched its own Higher Education Alumni Association, one of the first colleges in the country to do so. This association now has over 100 members and provides a positive way for ex students to keep in contact with friends and colleagues that have been made during their studies at the college. This association also allows the college to provide regular professorial and public lectures for existing and ex students and use scholarly activities as a means of maintaining contact with students who have progressed to other things. It is also a quick and easy way of keeping up to date with new programmes, opportunities and initiatives at the college to enhance career or further study.

If you are interested in obtaining a degree as a mature student or progressing on from 6th form, we could have the course for you. Please contact the Higher Education Admissions Team for further details.

Higher National Certificates and Higher National Diplomas are undergraduate qualifications, often equal to the first two years of a degree programme. They are developed in conjunction with industrial and professional bodies to ensure that they add value for preparing you for the world of work as well as higher education.

Foundation Degrees are vocational qualifications aimed at developing the skills and knowledge for employment in the workplace. Those at Havering College are developed with national employers and organisations to ensure students gain relevant skills for their chosen professions.

Students can gain a Foundation Degree in two years of full-time study, opt to study part-time or flexi-time depending on the nature of the course.

Tuition fees for all higher education courses are currently between £5,500 - £6,000. You can experience individual support, high quality teaching and gain a higher education qualification at low cost.

In the academic year 2014/15 Havering College of Further and Higher Education tuition fees are discounted by 5% for residents of Havering, Brentwood, and those living in the RM postcode district.
BE WHAT YOU WANT TO BE

Fashion designer and co-founder of Red or Dead, Wayne Hemmingway poses with graduates after awarding their degrees at our prestigious annual ceremony

HNC/HND
- HNC Engineering
- HNC/D Construction
- HNC/D Performing Arts (Dance/Drama)
- HNC/D Fashion and Textiles
- HNC/D Graphic Design
- HNC/D Health and Social Care
- HNC/D Creative Media Production
- HNC/D Computing
- HNC/D Business (subject to completion)

Degrees
- BA (Hons) 3D Design Craft
- BA (Hons) Contemporary Music and Technology
- BA (Hons) Education and Professional Practice
- B Eng Engineering (subject to validation)
- BA (Hons) Fine Art
- BA (Hons) Graphic Design
- BA (Hons) Integrative Counselling and Psychotherapy
- BA (Hons) Social Work (subject to validation)
- BA (Hons) Social Policy (subject to validation)

Completing a degree
- Access to Higher Education – Computing
- Access to Higher Education
- Access to Higher Education – Health and Care Professions

Foundation Degrees
- Early Years, Childcare and Education
- Electrical Engineering
- Electronic Engineering
- Mechanical Engineering
- Teaching Assistants

Post Qualifying Awards
- PGCE
- Professional Certificate in Education Post Graduate Certificate/Diploma in Practice Education

www.havering-college.ac.uk
Language and translation options

If you have difficulty reading this because you require it in another format or English is not your first language, you can ask for a translation by ticking one of the boxes. Fill in your name and address and return this form to the address below.

- Arabic
- Urdu
- Punjabi
- Gujerati
- Chinese
- Polish
- Albanian
- Somali

Please return forms to:
Publicity Office
Havering College
of Further and Higher Education
Ardleigh Green Campus
Ardleigh Green Road
Hornchurch
Essex RM11 2LL
How to find us

Ardleigh Green Campus
Ardleigh Green Road
Hornchurch, Essex RM11 2LL
Tel: 01708 455011
Fax: 01708 462788

Motorway access from outside of London by road is easiest via the M25. The Campus is approximately three miles from M25 Junctions 28 and 29.

Buses: 294 from Romford via Gidea Park Station to The Ardleigh and Dragon; College is approximately four minutes walk. 256 from Hornchurch Tube, bus stops outside campus.

Train: National Express East Anglia to Gidea Park or Emerson Park Halt. Ardleigh Green Campus is approximately 15 minutes walk from Gidea Park Station.

Quarles Campus
Tring Gardens, Harold Hill, Romford, Essex, RM3 9ES
Tel: 01708 455011
Fax: 01708 462888

The College is approximately two miles from M25 Junction 28.

Buses: 294 from Romford to Noak Hill, alight at junction of Tring Gardens and Whitchurch Road. The campus entrance is in Tring Gardens, approximately three minutes walk.

Alternatively you can catch the 174 from Romford taking you to the corner of Dagnam Park Drive by Whitchurch Road or the 256 from Hornchurch or Harold Wood to the swimming pool and change to bus 294.

Train: National Express East Anglia to Harold Wood, then 294 bus to junction of Tring Gardens and Whitchurch Road. The campus entrance is in Tring Gardens, approximately three minutes walk.

Rainham Campus
Construction Centre
New Road, Rainham
Essex, RM13 8QN
Tel: 01708 462721
Fax: 01708 462722

Buses: From Harold Hill Students travelling from Quarles to the new construction centre can use bus 163 which goes to Hornchurch Town Centre. Change bus to 372 or 165. Alight at Dovers Corner which is a short walk to the construction centre.

From Romford Students travelling from Romford can use bus 165 to Dovers Corner which is a short walk to the construction centre. Bus 174 goes to Chequers Comer Dagenham, change for a 287 to Dovers Corner.

From Hornchurch Students travelling from Hornchurch can use either bus 372 or 165, alight at Dovers Corner which is a short walk to the construction centre.

The Lanes
Hair and Beauty
Sawyers Hall Lane
Brentwood, Essex, CM15 9DA
Tel: 01277 212262

Innovation Centre
81-85 High Street
Brentwood, Essex, CM14 4RR
Tel: 01277 262027

This map is not to scale and does not represent the distances shown.
Checklists

**My Application**
- Have I completed the online application form in full?
- Correct address including post code
- Correct contact details
- Correct GCSE predicted grades
- Correct school address in full
- Correct name and birth date

**The Interview**
- Which campus is my interview at?
  - Ardleigh Green
  - Quarles
  - Rainham Construction Centre
- What time is my interview?
- Where should I report to?
- Who is interviewing me?
- Is there anything I need to take to the interview? (confirmation of exam results, portfolio of work, etc)
- How am I getting to the interview?
- How long is the journey to the campus?
- What time do I need to leave home?

**Interview Preparation**
- Have I prepared questions that I need to ask during the interview?
  - Prepare at least 3
- What am I going to wear to the interview? (Come smart but casual. No need to wear a city suit, unless you want to.)
- How am I going to ‘sell’ myself? Think about: what sort of things I enjoy?; what am I good at?; what I have achieved?; what did I like about work experience, what did I learn, what challenges did I overcome?; is there anything I do in my spare time that is interesting and that shows that I am motivated, responsible, creative, sociable?

**Don’t forget**
Be polite, be friendly, and make sure you are happy with the course and college.
Whilst every effort has been made to ensure the accuracy of the details contained in this publication, no responsibility is accepted by the College for any errors or omissions. The formation and continuation of classes will depend on sufficient enrolment and maintenance of satisfactory minimum attendance. Where minimum attendance is not reached in three consecutive weeks the class will have to close or amalgamate with another group. The College reserves the right to change course details if necessary. The information at enrolment will contain the appropriate details.