



Guernsey College of Further Education
Route de Coutanchez, St Peter Port, Guernsey GY1 2TT. Tel: 01481 737500



BTEC National Diploma Art & Design group project

learning for life

Information for school leavers

states registered apprenticeship scheme

AT THE COLLEGE OF FURTHER EDUCATION

The States Registered Apprenticeship Scheme offers the opportunity to earn while you work by spending part of your week in a recognised trade or craft alongside studying at the College to gain a recognised qualification.

Apprenticeships vary in length depending on the trade you choose, anything from three to five years. Qualifications gained are usually City & Guilds certificates, diplomas and advanced diplomas. Some trades offer National Vocational Qualifications.

Past apprentices have used their qualifications to gain entry into university or college in the UK and many more are now senior managers or run their own businesses.

The first step to becoming an apprentice is to get a job with a States Registered employer - one who has been visited by College staff. If you would like a list of registered employers for the trade you're interested in, or perhaps you would like to have a chat about your future with the Apprenticeship Scheme, contact **Alma Harradine, Apprenticeship Scheme Manager on 737501** or **John Norman 737511 (Head of Construction Studies)**.

Email: almah@gcfe.net and johnn@gcfe.net

Apprenticeships are available in the following trades:

Aero Engineering
Architecture
Auto Bodywork Repairs
Blocklaying and Plastering
Carpentry and Joinery
Construction Studies
Electrical Installation
Greenkeeping
Hairdressing
Hospitality and Catering
Jewellery and Silversmithing
Marine Engineering
Mechanical Engineering
Motor Vehicle Engineering
Painting and Decorating
Plumbing
Stonemasonry
Structural Draughtsman
Surveying
Toolmaking
Welding and Fabrication

welcome

TO THE COLLEGE OF FURTHER EDUCATION

This booklet explains the different options available to you at the Guernsey College of Further Education after you leave school.

These are some comments taken from the recent inspection of the College:

The inspection grades achieved by Guernsey College of Further Education in teaching and learning would place the College in that group of colleges described by OFSTED as outstanding.

Students consider staff to be both helpful and supportive. They are appreciative of the good teaching and friendly and knowledgeable teachers. The College carries out regular surveys of students' views and acts on the messages received.

Overall teaching and learning across the College is good. Teaching sessions are well-planned and in most areas of learning there are outstanding lessons.

There is good use of information and communications technology and internet access to support learning. Students have access to a wide range of ICT facilities that match the best in the UK.

The College has well qualified teaching and support staff that put students at the centre of their work.

There are lots of options and in making your decision on what to do next, you need to think carefully about the course which will suit you best. As well as thinking about what subject you may like to study, you also need to decide which is the best level. We have tried to explain the different levels in the following pages, but if you need more information, ask your teachers or contact us at the College.

We all learn differently. Some people learn best by reading and listening. Others prefer to learn by doing things. In making your decision as to which course to study, think about your own preferred way of learning and try to find a course that best fits your particular style. If you're not sure of how best you learn, why not speak to your teachers and ask for their advice and opinions.

As well as studying your chosen subject, all full-time students are encouraged to improve their skills in English, numeracy and ICT. They are also able to take part in a range of recreational activities and are eligible to join the student union which, apart from organising social events, gives access to a range of discounts from many local companies.

You may decide that you want to leave full-time education and find a job. Many employers in the island are members of the States Registered Apprenticeship Scheme. Apprenticeships are a good way to obtain the skills you need for a successful career; in fact many senior managers and directors in the Island started out as apprentices.

The scheme gives you training, lasting between three and five years, leading to nationally recognised qualifications. Apprenticeships are available for a wide range of careers and if you think you may be interested, ask your careers teacher or the Careers Service for more information. There are some more details on the scheme on page 24 of this booklet and in the employment booklet contained in this folder.

There are so many choices it may seem very confusing, but don't worry, there are plenty of people who can help you with your decision. You can ask your teachers at school or the advisors at the Careers Service. You could also contact us at the College and ask for further details of our courses or come in to speak to the staff who will be happy to give you more information or advice.

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student life

AT THE COLLEGE OF FURTHER EDUCATION

It is our intention that all students at the College of Further Education are given a broad range of opportunities to enable them to be successful in their chosen vocational area, as well as developing team skills and working independently.

Each full-time student has a personal tutor and will attend regular meetings throughout the academic year to discuss their progress. They draw up an agreed action plan between themselves and their personal tutor to reach their optimum level and will be given assistance (if required) to reach their goals. All students are given the opportunity to go out on work experience to enable them to gain an insight into the working life of their chosen profession. The College has a course review process which gives the students the opportunity to give their views and opinions on their course and internal moderation process.

The College has a Student Council which meets with the Principal to discuss issues and suggest new initiatives. The students organise various events throughout the year to have fun and to raise funds for different charities. The main College charity at present is Community Partners Association (COPA).

One afternoon each week is given over to Enrichment activities and clubs, which gives students the opportunity to explore and develop new skills.

The activities and clubs that may be available are:

Football club
Basketball club
Bowling
Kart club
Dance
Badminton
Swimming/Monster Island
Cookery
Paintballing/Airsoft
plus...
Theatre Workshop
Film/Theatre
Preparing for University

It is the College's intention to support all students throughout their academic study and we follow the Equal Opportunities Policy to ensure that each student is treated fairly. We promote freedom from discrimination and harassment on grounds of gender, race, marital status, age, creed, colour, national origin, class, sexual orientation, health or disability. Further, it is the aim of the College to value and respect all staff, students and visitors equally.

Each year we have a number of students who go onto higher education and universities and we assist each student individually with their selection, applications and personal statements. We feel that it is very important that students who wish to gain a degree are given all the support they require.

skills development

AT THE COLLEGE OF FURTHER EDUCATION

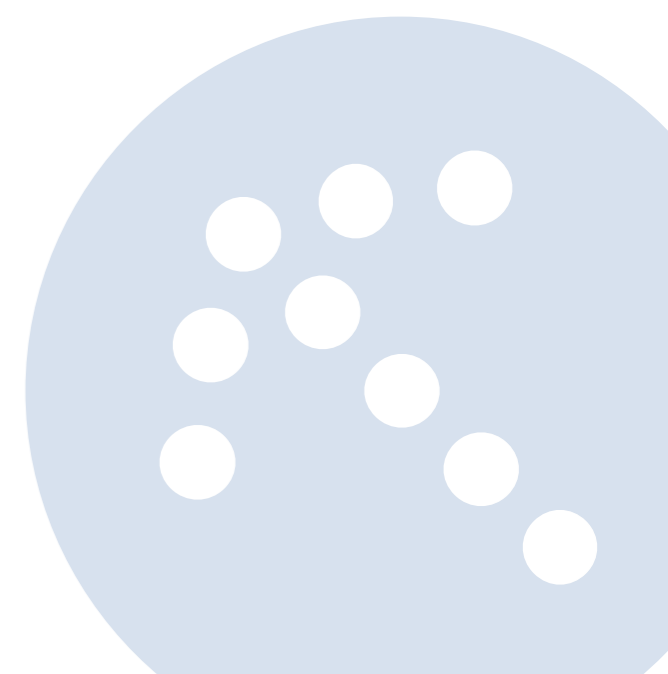
Over the past few years employers have stressed the importance of the skills they feel are necessary for young people to be successful in the workplace. Often known as **key skills**, these include communication, numeracy and computer skills. Employers are also keen that students can demonstrate self confidence and have the ability to work in a team.

At the College, all full-time students are given the opportunity to develop these skills.

The Communications and Maths Workshops offer students a wide range of recognised qualifications as well as support if they want to improve their skills in communications and number. All students are also time tabled for IT skills development classes, enabling them to gain nationally recognised qualifications across a range of levels.

In all skills development classes, students are able to work at their own speed, at a level with which they are comfortable, with individual tutor support.

If you think you are dyslexic there are trained staff in the College who can advise and support you with your work. It may also be possible to get you help with your examinations, in the form of extra time or someone to read you the questions or act as a scribe for you.



access - entry level

AT THE COLLEGE OF FURTHER EDUCATION

Entry Level

In this one-year course you will work at improving your skills in Literacy, Numeracy and ICT. You will have the opportunity to follow a range of work-related courses, including catering and trade skills, such as motor mechanics and welding. You will also have the opportunity to get a taste for other College courses, such as Art and IT.

You will learn about the world of work and will complete two blocks of work experience.

Your work is continually assessed through assignments and coursework and you will be gaining certificates from various awarding bodies including AQA, OCR and City and Guilds.

On successful completion of the course you may, depending on progress and ability, move on to a Level 1 course, or with our help move into work.

For further information please contact
Course Tutor Eileen Havard, Tel: 737500 Extension 565
Email: eileenh@gcfe.net

access - level 1

AT THE COLLEGE OF FURTHER EDUCATION

Access - Level 1 General

Level 1

On this one-year course you will work at improving your functional skills in Literacy, Numeracy and Information and Communication Technology with the opportunity, if appropriate, of taking or retaking your GCSE's in English and Maths.

You will learn about the world of work and will undertake a block of work experience. Your work is assessed through assignments and coursework and you will gain a BTEC Introductory diploma in vocational studies. You will also work towards key skills at Level 2. Within the Level 1 course there is the option to specialise in some vocational courses whereby half of your timetable would be set on those subjects and the remainder of the time would be spent building up functional skills in Information Technology, Numeracy and Literacy.

Currently the Level One option courses are:

BTEC Introductory Diploma in IT work

On successful completion of your chosen course you may, depending on progress and ability, move on to a higher level course, or with our help, move into work.

For further information please contact
Course Tutor Jackie Chilton, Tel: 737500 Extension 517
Email: jackiec@gcfe.net

timetable of events

AT THE COLLEGE OF FURTHER EDUCATION

Autumn Term

September Joint talks by Sixth Form Centre and College of Further Education to Year 11 students.

October - November Joint talks by Sixth Form Centre and College of Further Education to Year 11 parents.

November Year 11 visits to Sixth Form Centre and College of Further Education Taster Days:
Wednesday 12th November
Wednesday 19th November

12th November The Guernsey College of Further Education Open Day.

Spring Term

January Application forms and support material delivered to schools.

7th-8th January The Careers Convention

January - February Individual student interviews

13th March Closing date for all applications.

27th April Offers sent to all applications. Copies sent to schools.

6th May Closing Date for acceptance of first choice place.

courses

AT THE COLLEGE OF FURTHER EDUCATION

The following pages show you the type and Level of qualifications you can study for:

Entry requirements for Full-time courses. page 3

Level 1 courses for students with few or no qualifications. page 4

Level 2 courses for students with 4 GCSEs at grade D, or a Level 1 qualification. page 5

Level 3 courses for students with 4 GCSEs at grade A* - C, or a Level 2 qualification. page 6

List of full-time courses available. page 7

Further details on each course, with contact details for each subject area. pages 8 to 18

Courses available for students with few qualifications. pages 19 & 20

Skills Development courses available to full-time students. page 21

States Registered Apprenticeship Scheme. page 22

entry requirements

FOR FULL TIME COURSES

The general entry requirement for Level 2 courses is 4 GCSE subjects at grade D or above and for Level 3 courses it is 4 GCSE subjects at grade C or above.

However, each subject area has specific requirements for entry which are shown below (these are in addition to the 4 GCSE subjects):

Art and Design

BTEC First Diploma

Subject to interview and portfolio

BTEC National Diploma

Subject to interview and portfolio

Beauty Therapy

NVQ Levels 2 and 3

to include English, Maths and Science at grade C or above

Business

BTEC First Diploma

preferably including English at grade D or above

BTEC National Diploma

preferably including English and Maths at grade C or above

Construction and Engineering

For details of courses running in Construction and Engineering, please contact John Norman, Tel: 737511.

Health and Early Years

BTEC First Diploma Care and Early Years

preferably including English at grade D or above

BTEC National Diploma/Certificate in Health and Social Care

preferably including English at grade C or above

Diploma in Childcare and Education

including English at grade C or above

Information and Communication Technology

ICT Intermediate

preferably including English at grade D or above

OCR Advanced GCE in Applied ICT

to include English, Maths at grade C or above [if Intermediate Level is part of entry this must be at Merit Level]

Leisure and Tourism

BTEC First Diploma (Sport)

if possible to include PE

BTEC National Diploma (Travel and Tourism)

including English

BTEC National Diploma (Sport Development)

including English and PE

Media Studies

BTEC First Diploma

preferably including English at grade D or above

BTEC National Diploma

to include English at grade C or above

Secretarial and Administration

Certificate

subject to interview

Diploma

to include English at grade C or above and subject to interview

travel and tourism

AT THE COLLEGE OF FURTHER EDUCATION

BTEC First Diploma in Travel and Tourism

Level 2

This one-year course will give you a broad introduction to the travel and tourism industry.

Subjects covered include:

The Tourist Industry

Reservations

Travel Geography

Working in Travel and Tourism

Your work will be assessed by written work and field visits.

On successful completion of the course you will be able to move on to the advanced course or work in hotel receptions or airline/ferry reservations etc.

BTEC National Diploma/Certificate in Travel and Tourism

Level 3

This two-year advanced course will develop your knowledge and skills for a career in travel and tourism.

Subjects include:

Tourist Destinations

Resort Representatives

Cruise and Rail

Airfares and Ticketing

The work will be assessed by assignments based on classroom studies, field visits and trip organisation.

On successful completion of the course you could move on to higher education or pursue a career with airlines, travel agents, the cruise and ferry industries and hotels.

For further information on either of these courses please contact

Course Tutor Jane Carter, Tel: 737570

Email: janec@gcfe.net

sports development and fitness

AT THE COLLEGE OF FURTHER EDUCATION

BTEC First Diploma in Sport

Level 2

This one-year course will give you an insight into sport, physical recreation and the fitness industry.

The subjects covered include:

The Body in Sport

Health, Safety and Injury

Practical Sport

Preparation for Sport

Psychology for Sport

Technical Skills in Sport

The course consists of six units and is assessed by a mixture of practical observation, projects and reports.

With further training or study, students can go into careers in the Leisure Industry and Health Suites or move onto the advanced course, BTEC National Diploma in Sports Development and Fitness.

BTEC National Diploma/Certificate in Sport

(Sports Development and Fitness)

Level 3

From this two-year Level 3 course, equivalent to three 'A' Levels, you will gain training and a professional qualification in the sports industry. With a mixture of theory and practical, units of study will include:

Sport in Society

Ethics and Values

Health and Safety

Practical Sports Studies

Psychology for Performance

The Body in Action

Fitness Testing

Sports Coaching

Sports Massage and Therapy

Working with Children

Students on this course should have a keen interest in sport, with a willingness to further develop their understanding of the sporting environment. The course consists of eighteen units over the two years and gives students the opportunity to go on to study at university or pursue a career in the sporting world.

There is also an opportunity to complete the National Diploma over three years on a part-time basis (course fees are applicable).

For further information on either of these courses please contact

Course Tutor Jeff Stuart, Tel: 737550

Email: jeffs@gcfe.net

level 1 courses

FOR STUDENTS WITH FEW OR
NO QUALIFICATIONS

Access - Level 1

Level 1 courses are full-time courses which will help you to improve your skills in English, Maths and ICT, as well as giving you the chance to learn about the kind of skills you need for different types of jobs. You also have the opportunity to try some work experience with local companies.

What next?

On finishing a Level 1 course you could either find work, or move on to an intermediate, Level 2 course at the College.

NVQ Level 1

(National Vocational Qualification)

NVQs develop your skills and knowledge in a particular job and are usually studied by part-time students who are working for a local company. For instance, if you became an apprentice in catering or hairdressing, you would probably spend your first year working towards your NVQ Level 1.

Although NVQs are usually for part-time students, it is possible to study for the catering NVQ Level 1 on a full-time basis.

City and Guilds Craft Certificates

Like the NVQs, the City and Guilds qualifications help to develop skills and knowledge for a particular job. Apprentices in areas such as plumbing, electronics and electrical installation, motor vehicle and general engineering, carpentry, painting and decorating, construction, horticulture and welding will begin their apprenticeship by working towards a City and Guilds Certificate.

What next?

On finishing the NVQ Level 1 or the City and Guilds Certificate, you are able to move on to either an NVQ Level 2 qualification or a City and Guilds Advanced Certificate.

level 2 courses

FOR STUDENTS WITH 4 GCSEs AT GRADE D OR
A LEVEL 1 QUALIFICATION

BTEC First Diplomas

These are one-year courses giving you the chance to study a general area of the world of work, such as Health and Early Years, Computing, Leisure and Tourism, Sport, Media, Art and Design, or Business.

These courses also give you the chance to improve your skills in English, Maths and ICT.

What next?

When you have finished one of these courses your qualification is the same as 4 GCSEs so you can either find a job or move on to an Advanced course.

NVQ Level 2

(National Vocational Qualification)

NVQs at Level 2 are two-year full-time courses. You can further develop your skills and knowledge in a particular job and many apprentices, having completed their NVQ Level 1, will continue their studies to gain their NVQ Level 2.

Full-time students can study NVQ Level 2 in Catering and Beauty Therapy.

City and Guilds Advanced Craft Certificates

On having gained the Craft Certificate, many apprentices then move on to complete the Advanced Craft Certificate.

What next?

On successfully finishing the NVQ Level 2 or the City & Guilds Certificate, the Level 3 Advanced Certificate is then possible. This course can be run as a full-time course, on a day release basis or even in situ.

secretarial and administration

AT THE COLLEGE OF FURTHER EDUCATION

OCR Certificate in Administration

Level 1-2

This one-year course helps to prepare you for work in an office environment by learning a wide range of skills. It includes three days per week in College plus one day's work experience, with placements agreed between you and the team. This ensures a good level of practical competence in the workplace is achieved.

Core units include:

Preparing Routine Business Documents
Working with Colleagues and Customers
Preparing for Work in Business Organisations
Following Routine Office Procedures
File Management and e-document production

Other subjects include:

Text Processing and Word Processing
New CLAIT
Business Presentations
Audio Transcription
Book-keeping

You will be assessed by using a variety of assignments and exams. On successful completion of the year, you will have the skills necessary for an administrative role in a wide range of businesses, or you could progress to the Diploma course.

OCR Diploma in Administration

Level 2-3

This one-year course will develop a range of practical business-related skills through assignments, projects and work experience. There is a strong emphasis in developing computer skills for the workplace. The course will run over four full days per week, with work experience placements to include a full week in February.

Core units include:

Preparing Business Communications
Maintaining Effective Working Relationships
Working in Business Organisations
Following Office Procedures
Integrated e-document production

Other subjects include:

Diploma in Text Processing
CLAIT Plus
Business Presentations
Shorthand
Audio Transcription
Book-keeping

On successful completion of this course, you will be equipped with the knowledge and practical skills to enable you to work successfully in an office environment. You will be able to gain employment in a wide variety of organisations and can continue to study through part-time and day-release courses.

Many past students have taken on roles or secured jobs with good career pathways.

For further information on these courses please contact
Course Tutor Jana Noyon, Tel: 737925
Email: janan@gcfe.net

performing arts

AT THE COLLEGE OF FURTHER EDUCATION

BTEC National Award

Stage Management

This course will be delivered by the College of Further Education in the Performing Arts Centre and is ideally suited to students who are interested in working 'behind the scenes' in a professionally equipped theatre. Every unit will allow you to be employed as a member of the back stage crew in a production. The course will involve attending the necessary evening/weekend rehearsals and the course of study involves 360 guided learning hours.

Core units include:

Production for Theatre Performance
Assistant Stage Management

Plus

Stage Lighting Operations
Stage Sound Operations

Other units include:

Scene construction/painting for stage
Puppet construction and operation
Mask making
Technical Theatre operations

For further information please contact

Course Tutor Madeleine Hughes, Tel: 749904

Email: madeleineh@gcfe.net

level 3 courses

FOR STUDENTS WITH 4 GCSEs AT GRADE A* - C
OR A LEVEL 2 QUALIFICATION

BTEC National Diplomas/Certificates

These are advanced courses and take two years to complete. They are available in a wide range of subjects as detailed over the following pages.

These courses cover broad vocational areas as well as developing skills in English, Maths and ICT. Although as academically rigorous as A-Levels, there is a greater emphasis on course work and practical assignments.

The BTEC National Certificates contain twelve units of study and are the equivalent of 2 A-Levels. The BTEC National Diplomas involve eighteen units of study and are therefore the equivalent of 3 A-Levels.

What next?

Since these qualifications are the same as either 2 or 3 A-Levels, when you have completed the course, you can either go into employment or move on to higher education at a mainland university.

full-time courses

AT THE COLLEGE OF FURTHER EDUCATION

Full-Time Courses

Full-time courses are offered in the following subjects:

Access : Entry Level

Vocational Skills

Access : Level 1

Catering
Foundation Studies
Information and Communication Technology
OCR Certificate in Administration

Level 2 (Intermediate)

Art and Design
Beauty Therapy
Business
Care and Early Years
Hospitality and Catering
Information and Communication Technology
Media Studies
Performing Arts
Secretarial and Administration
Sports Development and Fitness
Leisure and Tourism

Level 3 (Advanced)

Art and Design
Beauty Therapy
Business
Childcare
Construction and Engineering
Health and Social Care
Information and Communication Technology
Media Studies
Performing Arts
Sports Development and Fitness
Travel and Tourism

performing arts

AT THE COLLEGE OF FURTHER EDUCATION

The courses will be offered in the new purpose built Performing Arts Centre which contains dance and drama studios as well as a professionally equipped 300 seat theatre.

BTEC First Diploma in Performing Arts

Level 2

This exciting one year course will give you a broad introduction to the world of performing arts.

Subjects covered include:

Understanding Dance
Understanding Drama
Understanding Music
Performing Arts Production Process
The Performing Arts Business
Contemporary Dance
Jazz Dance
Performing Scripts
Devising Plays
Musical Theatre
Working as a Musical Ensemble
Exploring Musical Composition
Solo Musical Performance

BTEC National Diploma in Performing Arts

Level 3

This two year course will enable you to acquire knowledge and skills of the performing arts business as well as allowing you to develop your talents in specific areas.

Subjects covered include:

Performance Workshops
The Performing Arts Business
Performing Arts in Context
Rehearsing
Performing (Major Project)
Musical Theatre Performance
Contemporary Theatre Performance
Voice
Acting
Dance Performance
Choreography
Physical Theatre
Jazz Dance
Tap Dance
Movement
Legal Aspects
Singing
Music Performance

A typical performing arts student is lively, ambitious, hardworking and expressive. Whichever course you choose, you will;

- Explore Music, Drama and Dance and the links between them
- Build on your own performance skills through practical work
- Devise your own pieces

In each term of the course you will work towards a performance which might involve acting, dance, singing, or a combination of disciplines. You will also have the opportunity to work within stage-management, lighting and sound. We are also planning visits from theatre companies, performers and directors.

The practical nature of these courses focusses on developing your skills to a high standard in order to give you confidence and ability to enter a range of professions. These courses can lead to further study at drama school or degree courses.

For further information on these courses please contact **Course Tutor Madeleine Hughes, Tel: 749904**

Email: madeleineh@gcfe.net

media production

AT THE COLLEGE OF FURTHER EDUCATION

BTEC First Diploma in Media

Level 2

This exciting one-year course is run on a practical basis that will provide you with a broad introduction to the world of photography, advertising and film. You will gain an insight into the working of the media industry and acquire technical skills in media production.

The subjects may include:

Advertising
Video Editing
Animation
Graphic Design
Web Design

Assessment will be mainly through different project-based assignments. You will employ different methods of communication skills when compiling your assignments by using visual and written work as well as oral representation, both individually or as part of a group.

On successful completion of this course you will be eligible to progress on to Level 3 courses in Communication, Media, Photography and Television, or enter trainee employment in the media industry.

For further information please contact
Course Tutor Peter Root, Tel: 737500
Email: peterr@gcfe.net

BTEC National Diploma in Media (Television and Film)

Level 3

This two-year practical course will give you a broad introduction into the world of photography, advertising, journalism, TV and film. You will gain an insight into the working of the media industry and acquire technical skills in media production.

The subjects may include:

Music Video Production
Film Studies
Television Production
Advertising
Interactive Media
Web Design
Video Editing
Photography

Assessment will be mainly through different project-based assignments. You will employ different methods of communication skills when compiling your assignments by using visual and written work as well as oral representation, both individually or as part of a group. You will be given a work placement, preferably in your chosen area, to gain experience and to develop your existing knowledge. The course will culminate in an assessed final major project.

On successful completion of this course you will be able to progress on to higher education at either a college or university to study media, photography, video production, web design, and television, or a related course. Alternatively, you will be able to pursue a career in your chosen media area.

For further information on either of these courses please contact
Course Tutor Paul Arnett, Tel: 737543
Email: paula@gcfe.net

courses a-z art and design

AT THE COLLEGE OF FURTHER EDUCATION

BTEC First Diploma in Art and Design

Level 2

This one-year, full-time course offers a basic introduction to Art and Design. You will be introduced to a range of subjects, including:

Graphic Design
Painting
Photography
Sculpture
Printmaking
3D Design

Through practical experience, workshops and projects, students are given the opportunity to examine some of the fundamental aspects of Art and Design. Throughout the course your work will be regularly assessed and you will be given tutorial support.

On successful completion of this course, you will have the opportunity to move onto one of the Level 3 courses or armed with your portfolio of work seek employment.

BTEC National Certificate/Diploma in Art and Design

Level 3

On this two-year full-time course you will be given the opportunity to develop your own interests and understanding of Art and Design. This will be achieved through studio directed projects and practical assignments. You will be studying a range of subjects, including:

Drawing
Graphic Design
Painting
Sculpture
3D Design
Printmaking
Photography
Fine Art
Historical and Contextual Studies

The programme is designed to stimulate creative ability and to promote enquiring and experimental attitudes, with the aim of producing a body of work that reflects your own ideas. Supported by educational visits out of the Island, together with the International Artist in Residence Programme, you will be encouraged to develop a more in-depth understanding of both historical and contemporary references within the subject.

Throughout the course, your work will be regularly assessed and you will be given tutorial support.

On successful completion of the course you will have the opportunity to study the subject at a higher level, at art college or university, or seek employment locally in one of the many design houses.

Career opportunities exist in all areas of the visual arts, design and media world.

For further information on these courses, please contact
Course Tutor Martin Purvis, Tel: 728633
Email: martinp@gcfe.net

beauty therapy

AT THE COLLEGE OF FURTHER EDUCATION

Level 2

Beauty Therapy NVQ Levels 2 and 3, City and Guilds

This one-year course provides a professional qualification in Beauty Therapy. Subjects include:

Health and Safety
Promoting Additional Products and Services
Facial Treatments
Eyelash and Eyebrow Treatments
Manicure
Make-up Techniques
Salon Reception Duties
Effectiveness at Work
Hair Removal - Waxing
Pedicure

The qualifications are gained through a series of assignments (projects), written tests, practical assessments (observations of the treatments) and oral questions.

On successful completion of the course the students will find career opportunities in many different areas including: beauty salons; cruise ships; health farms; in-flight therapists for airlines; representatives for skincare companies; teaching; self-employed mobile therapy and department stores.

Other opportunities are available for you to move onto further colleges or universities to study specialist subjects related to Beauty Therapy, such as: make-up; holistic therapies; nutrition and cosmetic science.

For further information on any of these courses please contact

Course Tutor Jane Fears, Tel: 737924
Email: janef@gcfe.net

Level 3 (after two years)

CIBTAC - Confederation of International Beauty Therapy and Cosmetology

CIBTAC is an international examination board responsible for the education and Training of Beauty and Holistic Therapists worldwide.

This is a full-time course over two years. Year one includes the following subjects:

Aesthetic Treatments - Generic Subjects
Business studies
Electrical Treatments
Hair
Health and Hygiene
Nails
Salon Procedures
Skin diseases
Skin structure and function

Other subjects

Aftercare and homecare
Anatomy of the head, face, neck, hands and feet
Consultation
Electrical treatments to the face and neck
Face masks
Face, neck and shoulder massage
Lash and brow treatments
Make-up techniques
Nail treatments
Product knowledge and cosmetic science
Skincare/analysis
Waxing treatments

Year 2

Body therapy
Body electrical treatments
Body massage
Anatomy and Physiology

The above will be studied with additional generic units where appropriate. The qualification will be externally examined by CIBTAC examiners. Each subject will carry both a practical and theory examination. With a CIBTAC Diploma a therapist can work all over the world. On successful completion the students may go on to study additional Diplomas in various other subjects related to Beauty and Holistic Therapies.

information and communication technology

AT THE COLLEGE OF FURTHER EDUCATION

BTEC First Diploma for ICT Practitioners

Level 2

This is a one-year, full-time course giving you a broad introduction to ICT.

The subjects covered include:

Using ICT to Present Information Introduction to Computer Systems

Specialist units
Website Development
Networking Essentials
Installing Hardware Components
Graphics
ICT Supporting Organisations
Software Design and Development
Customising Applications Software
Software Installation and Upgrade

The course consists of two core and four optional units and is assessed through assignments.

Students can move on to careers in information technology support, database design, spreadsheet design, internet design or ICT support. There is also the opportunity to move on to the Level 3 BTEC National Diploma for ICT Practitioners.

For more information please contact
Course Tutor Steve Potter, Tel: 737563
Email: stephenp@gcfe.net

BTEC National Diploma for ICT Practitioners

Level 3

This two-year advanced course will develop your ability to analyse, structure and present information.

The core units provide underpinning knowledge and skills and cover the following modular pathways to employment in the areas of:

Networking
Software Development
Systems Support
IT and Business

And covers a broad range of subjects including:
Communication and Employability Skills for IT
Computer Systems
Information Systems
IT Systems Analysis and Design
Communication Technologies
Organisational Systems Security
Principles of Software Design and Development
Event Driven Programming
Network Management
Principles of Computer Networks
IT Technical Support
IT Systems Troubleshooting and Repair
Digital Graphics and Computers
Computer Animation
Website Production Management
Maintaining Computer Systems
Advanced Database Skills
Advanced Spreadsheet Skills

The course consists of six core and twelve optional units and is assessed by means of assignments.

Students can move on to careers in network management and communications, website design, customer support, software support, software development, systems analysis, computer games design. On successful completion of the course many students move on to university, or pursue a career within either the private or public sector.

For further information please contact
Course Tutor Peter Guilbert, Tel: 737516
Email: peterg@gcfe.net

hospitality and catering

AT THE COLLEGE OF FURTHER EDUCATION

Hospitality and Catering NVQ Level 1

This is a one-year full-time course which develops skills in cooking. The course covers:

Hygiene Food Preparation and Cooking Diet and Nutrition

Students on this course also have the opportunity to gain the Royal Society of Health (Hygiene) Certificate.

This is a National Vocational Qualification (NVQ) and throughout your studies you will keep a portfolio of evidence of your work. You will also need to keep a diary to log all of your practical work.

Lecturers will assess you at regular intervals and when you have successfully completed all of the units, you will be awarded a full NVQ.

On successful completion of the course, you will have the opportunity to progress to Level 2 or seek employment in the catering industry.

Hospitality and Catering NVQ Levels 2 and 3

Level 2 is a two-year full-time course and Level 3 is currently run on a day release basis. Both of these courses develop your skills in food preparation, table service and bar service. The course covers:

Food Hygiene Training Table Service Bar Service Food Preparation and Cooking Diet and Nutrition

Students on this course also have the opportunity to gain the Royal Society of Health (Hygiene) Certificate and the ABC Pastry Cook and Patisseries Certificate.

This is a National Vocational Qualification (NVQ) and throughout your studies you will keep a portfolio of evidence of your work. You will also need to keep a diary to log all of your practical work. Lecturers will assess you at regular intervals and when you have successfully completed all of the units, you will be awarded a full NVQ.

On completion of the course you will be able to seek work in hotels and restaurants both locally and overseas, cruise liners, hospitals and contract and event catering etc.

For further information please contact
Course Tutor Steve Bacon, Tel:737559
or **Mobile: 07911 719518**
Email: steveb@gcfe.net

business and finance

AT THE COLLEGE OF FURTHER EDUCATION

BTEC First Certificate and Diploma in Business Level 2

This is a one-year full-time course that will provide you with the skills and confidence to understand the work and activities of business. It can be used to progress onto the BTEC National Certificate or Diploma, or to enhance your career and employment potential.

The First Certificate (3 units) requires one core and two optional modules. Whilst for the First Diploma (6 units) you will study three core subjects and three optional modules.

In addition to your full-time programme, as part of your learning experience with the College, you will be encouraged to access a broad range of administration and finance-related courses to further develop your own potential.

Certificate in Financial Studies (CeFs) Level 3

"...it's all about the real world, it's all about budgeting, and you pick up actual knowledge, actual skills that you will need in later life..."

CeFs is a lifestyle qualification that can also be used by students as an excellent foundation for a career in the financial services industry. It consists of 150 study hours and carries a UCAS Tariff of 60 points, equivalent to an AS level. The qualification is awarded by the Institute of Financial Services (ifs).

CeFs is delivered at the College of Further Education.

Studying CeFs enables students to:

- appreciate the benefits that can be derived from financial services products, and how these can contribute to achieving their personal aspirations.
- understand the concept of 'money' in all its forms
- develop an awareness of risk and reward, and the obligations associated with different financial solutions

- understand the scope of the financial services industry
- appreciate how different external factors impact upon the individual directly, and indirectly

BTEC National Certificate and Diploma in Business and Certificate in Financial Studies

Level 3

The twelve unit BTEC National Certificate in Business, or the eighteen unit diploma provides a specialist work-related programme of study that covers the knowledge and skills required in the wide-ranging business sector. The full eighteen unit award, known as the Diploma, would take most students two years.

The five-core units provide underpinning knowledge and basic business skills. The course has a range of optional modular pathways to employment in the areas of:

Finance Human Resources Management Marketing Business Law Economics

These would be particularly useful in relation to study in HND or Degree programmes. Finally, there is also a range of optional units related to e-business, which would mean the College can create a variety of programme options to suit all learners.

The course is equivalent to 3 A-Levels and provides the opportunity for you to progress onto the BTEC Higher National, or any business-related degree courses at university.

In addition to the full-time programme, as part of your learning experience with the College you will be encouraged to access a broad range of administration and finance-related courses to further develop your own potential.

For further information about the courses please contact
Course Tutor Yvonne M Tanner, Tel: 737590
Email: yvonne@gcfe.net

construction and engineering

AT THE COLLEGE OF FURTHER EDUCATION

BTEC National Certificate in Construction Level 3

This two-year day-release course provides a detailed introduction to the construction industry. It is suitable for those wishing to follow a career in architecture, building surveying, civil engineering, building services, structural engineering, quantity surveying or other related occupations. Subjects studied:

Year One

Health, Safety and Welfare
Construction and the Environment
Analytical Methods
Construction Technology and Design
Graphical Detailing
Construction Science and Materials

Year Two

Surveying Processes
Building Surveying
Topographical Surveying
Planning, Organisation and Control of Resources
Building Technology
ICT and CAD

BTEC Higher National Certificate in Construction

Level 4

Entry to this two-year day-release course is for individuals who have successfully completed the National Certificate in Construction, or have appropriate 'A' Levels. Subjects studied:

Year One

Technology A
Science and Materials
Analytical Methods
Building Services Engineering Technology
Design Principles and Application

Year Two

Management Principles and Application
Group Project
Site Surveying Procedures
Health, Safety and Welfare
Refurbishment and Adaptation

For further information on either of these courses please contact
Course Tutor Paul Henny, Tel: 737538
Email: phenny@gcfe.net

BTEC National Diploma/Certificate in Manufacturing Engineering Studies

Level 3

This is a two-year course, providing you with a detailed introduction to the engineering industry and a solid knowledge base for those wishing to follow a career in engineering or to advance on to higher education.

Subjects studied include:

Individualised Project
Engineering Materials
Engineering Design
Engineering Drawing
Engineering Applications of Computers
Science for Engineering
Mathematics
Manufacturing Technology
Industry and Society
Business Systems for Technicians
Electrical and Electronic Principles
Welding and Fabrication

A variety of assessment methods are used, including assignments and projects. Some of the assignments integrate material from several units of the course.

Successful completion of this course can be your first step towards higher education, professional qualifications, or a technical post in the engineering industry.

For further information please contact
Course Tutor Robin Powell, Tel: 737537
Email: robinp@gcfe.net

health and early years

AT THE COLLEGE OF FURTHER EDUCATION

BTEC First Diploma in Care and Early Years Level 2

This one-year course will give you a broad introduction to the health and early years sector. Subjects covered by the course include:

Values and Interpersonal Skills
Physical, Emotional and Social Development
The Caring Environment Development
Values and Communication in Care Settings
Children's Activities and Play
Physical Care

There are six units in total. All of these units will be assessed by assignment.

On successful completion of the course you could either move on to an advanced course or progress onto the traineeship with the Department of Health. Alternatively seek employment in care or early years sectors.

BTEC National Certificate in Health and Social Care Level 3

This two-year course will develop your knowledge of and skills in a broad range of subjects associated with the health and social care sector.

You will study various units including:

Equal Opportunities
Interpersonal Interaction
Human Physiology
Psychology and Sociology
The Health Services
Research in Health and Social Care
Care Practice
Health Education
Social Care Option Units

There are twelve units in all which are assessed by assignments.

Professional Practice

You will gain practical experience in a range of health and social care settings. On successful completion you can continue your studies at university, or pursue a career in the health or social care sector.

Diploma in Childcare and Education Level 3

This two-year course provides you with a range of knowledge and skills relevant to working with children and young people. Subjects studied include:

Values and principles
Safeguarding children and young people

External Test / MCQ

The course is assessed by unit assignments, externally assessed Research Project in the second year and work-related placements.

On successful completion of the course students can progress on to university or pursue a career in the child care sector.

For further information on any of these courses, please contact
Programme Manager Lorraine Barker, Tel: 737500
Email: lorraineb@gcfe.net