

HIGHER EDUCATION COURSES

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CONTENTS

Welcome	1	Counselling	
Why Study at Eastleigh College?	2	DipHE Counselling	22
Learner Life	4	Diploma in Supervision	23
Supporting our Learners	6	BA (Hons) Counselling	24
Financial Support	8		
		Engineering	
Courses:		Higher National Certificate in General Engineering	25
Access to Higher Education		Higher Apprenticeship in Advanced Manufacturing Engineering	26
Level 3 Access to Higher Education	9		
		Hospitality	
Art and Stitched Textiles		Higher Apprenticeship in Hospitality Management	27
Level 3/4 Pre-Degree Foundation	10		
Diploma in Art, Design and Media	11		
HNC Contemporary Art Practise	12	Management	
Foundation Degree in Stitched Textiles	12	Level 5 Edexcel BTEC Award in Management and Leadership	28
		Level 5 Edexcel BTEC Certificate in Management and Leadership	28
Business and Finance		Level 5 Edexcel BTEC Diploma in Management and Leadership	29
Level 4 AAT Diploma in Accounting	13	Level 7 Edexcel BTEC Award in Strategic Management and Leadership	30
Higher Apprenticeship in Accounting	14	Level 7 Edexcel BTEC Certificate in Strategic Management and Leadership	30
Higher Apprenticeship in Business and Professional Administration	15	Level 7 Edexcel BTEC Diploma in Strategic Management and Leadership	31
Higher Apprenticeship in Human Resource Management	16	Level 7 Edexcel BTEC Extended Diploma in Management and Leadership	32
		Teacher Training	
Computing		Level 4 Certificate in Education and Training (formerly CTLLS)	33
BTEC Higher National Diploma in Computing and Systems Development	17	Level 5 Diploma in Education and Training (formerly DTLLS)	34
BTEC Higher National Diploma in Creative Media Games	18	Level 5 and 6 Certificate in Education (Cert Ed) and the Professional Graduate Certificate in Education (PGCE)	35
		How to Apply	36
Construction		How to Find Us	37
Higher National Certificate/Diploma in Construction	19		
Higher Apprenticeship in Engineering Environmental Technologies (Construction and the Built Environment)	20		
Higher Apprenticeship in Construction Management	21		

Qualification levels equivalents

Please visit the Office of Qualifications and Examinations Regulation website, <http://ofqual.gov.uk/qualifications-and-assessments/qualification-frameworks/levels-of-qualifications/> to find out more about qualification levels.

WELCOME

Reading this Eastleigh College Higher Education prospectus is the next step in your career progression! We encourage all our learners, and those people in employment who may not have studied for some time, to strive for higher level skills.

With the rising cost of Higher Education at university, it makes sense to consider a better value alternative. Eastleigh College offer a range of full-time and part-time qualifications at Levels 4, 5, 6 and 7 as well as Apprenticeships.

The College has a friendly environment for learning; one in which you will be well supported in your studies and encouraged to reach your full potential. Ofsted rates us as 'outstanding' at meeting the interests and needs of our learners, the range of provision we offer and the progression our learners achieve. We have excellent links with local and national employers, and boast an extensive range of facilities, from the Learning Centre to modern workshops with the latest in technology, to aid your studies.

Should you require further information, please visit our website or contact our Information, Advice and Guidance team who will be happy to provide assistance and introduce you to the tutors who deliver these programmes.

If you wish to invest in your future, I suggest that there is no better alternative for a successful and empowering experience than joining our learners at Eastleigh College. I hope you find the information in this prospectus clear and useful in providing you with the basis for further action to invest in your own career.

Dr. Jan Edrich
Chief Executive and Principal



WHY STUDY AT EASTLEIGH COLLEGE?

At Eastleigh College we offer a range of nationally recognised qualifications that are highly respected by employers. We provide a vibrant, friendly and supportive environment alongside excellent facilities and outstanding teaching and learning.

Our staff are committed, passionate and dedicated to supporting your studies and helping you to reach your full potential. We believe the extra benefits of choosing a Higher Education course at Eastleigh College will make it easier for you to succeed.

Here are just some of the reasons why you should choose Eastleigh College to study:

1 Lower fees than university

As a Further Education college, our funding structure allows us to pass on significant savings to our learners which could mean lower fees than at university.

Please visit www.eastleigh.ac.uk to find out about the fees for our Higher Education courses or contact our Information, Advice and Guidance team on 023 8091 1299.

2 University partnerships

We are pleased to work with the University of Portsmouth and Bucks New University who validate some of our courses which also means that, not only will you have access to the excellent facilities here at the College, you may be able to use the university facilities.

3 Small class sizes

Class sizes are small, with no more than 20 learners. This ensures you receive high quality tutor provision and a wealth of support and guidance for group and personal learning, and a personalised experience.

4 Good location and accessibility

Eastleigh is a thriving town situated between Winchester and Southampton. It is home to many large businesses and boasts good industrial and commercial development, as well as contrasting leisure and outdoor facilities for its growing population. Moving away to university can be expensive so choosing to stay at home and study locally can be a cost-effective choice.

Eastleigh College is easily reached by train or bus, with easy access to main road links including nearby M27 and M3 motorways, both within less than two miles of the College.

5 'Confidence' status achieved from Quality Assurance Agency (QAA) Review



The QAA undertakes reviews of Higher Education provision delivered in Further Education colleges, a process known as Integrated Quality and Enhancement (IQER). The latest review (March 2012) of Eastleigh College achieved 'confidence' status:

- Confidence in the College's management of its responsibilities, as set out in its partnership agreements, for the standards of the awards it offers on behalf of its awarding bodies.
- Confidence in the College's management of its responsibilities, as set out in its partnership agreements, for the quality of learning opportunities it offers.
- Reliance can be placed on the accuracy and completeness of the information that the College is responsible for publishing about itself and the programmes it delivers.

You can read the full report at <http://www.qaa.ac.uk/reviews-and-reports/provider?UKPRN=10002143>

6 Ofsted outstanding

Eastleigh College is one of the nation's very best colleges, judged by Ofsted to be 'outstanding'.

In the inspection report Ofsted stated that the College's support for learners is highly successful, with learners benefitting from excellent opportunities for progression. Outcomes for learners are outstanding, with the College equipping learners very well for their future careers.



8 Excellent employer connections

The College has close and productive links with business partners, other employment interests and the local community. These partnerships are used to enhance the College curriculum and ensure all Higher Education courses meet industry and employer needs, both locally and nationally.

7 Our facilities

The learning environment at Eastleigh College is one of the best in the area, following recent extensive refurbishment and development. You can expect to study in state-of-the-art workshops, classrooms and studios where you will utilise the latest technology, and socialise in our brand new refectory. The fully equipped Learning Centre provides a vast range of resources to assist you with your studies.

Facilities available to all learners include:

- Motor Vehicle Workshop offering MOT testing, maintenance and diagnostic testing at highly competitive rates
- Eden Global Travel shop, situated on the main campus
- Newly refurbished eateries to purchase hot and cold food, including two coffee shops
- The Red Carpet Restaurant, with food prepared, cooked and served by our very own professional hospitality and catering learners
- Fitness Suite, available as part of the College's enrichment programme
- Essence@Eastleigh, the College's professional hair and beauty salon open to the public

9 Engage Recruitment service



Engage is a free recruitment service staffed by experienced recruitment personnel and located on the College's main campus. This service aims to facilitate the best possible career opportunities for learners, whilst also providing a cost-effective recruitment solution for companies looking for skilled, qualified, work-ready employees. Contact the Engage team on 023 8091 1246 or engage@eastleigh.ac.uk to find out more.

10 Connecting you to your career

Our courses will help you to connect to your career. Progression depends on the course you choose, the level you start at and the goals you wish to achieve. Opportunities include training, employment or further study at university. You will find details of progression clearly stated for each course and college staff will go over these with you.

We have a dedicated Careers Adviser who can provide you with Higher Education information, give impartial careers advice and guidance, and support your development. Contact our Careers Adviser on 023 8091 1014.



LEARNER LIFE

Eastleigh College is fully inclusive, serving learners of varying ages and abilities. We are proud of our ability to meet the needs of a wide range of learners and actively promote equality and diversity with our staff, learners, suppliers and contractors.

The College is spread over four sites (the main campus on Chestnut Avenue, Cranbury campus, Desborough campus and Above Bar Training in Southampton). On the main site, learners will find the Learning Centre, Higher Education base room, Student Support Services Centre, Refectory, Coffee Shop and Counselling service. The College works hard to enhance the learner experience and continually updates its facilities.

Learning Centre

The Learning Centre has resources and facilities available to all learners and information can be accessed via the internet, books, eBooks, journals, online databases, DVDs and the student intranet. The Centre includes a large IT suite, spaces for silent study, group work and study desks. Other facilities include Apple iPad loans, scanners, colour printing, a binding machine and a photocopier.

The Learning Centre also holds careers and Higher Education information and prospectuses; university Open Days and UCAS information is posted on the Higher Education noticeboard and computer based careers packages can be accessed from the PCs. The College Careers Adviser's office is also based in the Learning Centre.

In addition to study-related resources, the Centre has a number of more general collections, such as fiction books and audio-books, DVD films and music CDs which learners may borrow without charge.

IT facilities

The College has over 900 networked computers in classrooms across its campuses. In addition, there are eight wireless mobile classrooms which can be deployed, and learners can log onto the College's free internet connection using their own laptops and handheld devices. Interactive data projectors are being deployed throughout the College. Every learner is given a unique computer login and password, and their own college email address. Learners are also provided with network storage space for storing course files and documents.

Moodle (Virtual Learning Environment)

Moodle is the College's Virtual Learning Environment (VLE). It is an online resource which can be accessed in the College, from home or from work, on any internet-enabled computer or device. Moodle contains information about college courses, placed by the tutors. Information found on Moodle includes staff information, schemes of work, assignment schedules, course materials, useful websites and discussion boards.

Extra@Eastleigh

Learners attending Eastleigh College can access the extra@eastleigh enrichment programme which includes an extensive range of sporting activities and leisure opportunities. This includes access to the College Fitness Suite, a range of sport and fitness activities and various leisure classes and clubs. Full details are available in the extra@eastleigh booklet and via the student intranet.

Learner involvement

Learners are encouraged to attend the Student Council which meets every term to raise and

discuss issues regarding the quality of college life, and to be consulted on proposed changes. Actions taken as a result of learner involvement are fed back regularly via newsletters, digital signage, email and posters.

Learners are invited to be part of a Student Executive, whereby a group of learners meet monthly with the Deputy Chief Executive (Teaching and Learning), the Senior Learner Mentor, the Information, Advice and Guidance Manager and the Clerk to the Governors. This group is able to contribute more in depth consultation regarding the College.

Learners are surveyed for their views at induction, during and on completion of their course. Higher Education learners may also be subject to surveys produced by the awarding universities and may be asked to complete the National Student Survey. In addition, learners can go online to pass on comments regarding the College using the 'Have Your Say' option on Moodle.

You can also keep up to date with what's going on in the College by liking our Facebook page and following us on Twitter!



SUPPORTING OUR LEARNERS

At Eastleigh College we have specialist staff to support you, helping you to settle into your new environment quickly and effectively.

Returning to study, or studying for the first time

Eastleigh College welcomes applications from people who wish to return to study after a period of absence, or who have not formally engaged with academic study before. Our Higher Education programmes are all designed with the mature learner in mind, with emphasis placed on developing study skills that will enable learners to make good progress.

Tutorial support

Learners at Eastleigh College are able to access support from their tutors and receive excellent guidance. This was recognised by the Quality Assurance Agency in 2012 in which learners confirmed that support is of a high standard (see page 2). Learners are allocated a personal tutor to support their personal, professional and academic development through induction, regular meetings, work reviews, profession, careers advice and completion of a personal development plan.

Counselling

The Counselling team provide free confidential and impartial counselling for learners who need someone to talk to about any topic causing them to feel unsettled, upset, angry, anxious or that may be affecting their ability to concentrate or study. Contact the Student Counsellor on 023 8091 1127.

Chaplaincy service

Once a week the College is visited by a local Chaplain who offers a listening service for those of any faith and those of no faith. The College also provides a quiet multi-faith prayer/meditation room for those of all faiths and those of none. It is also possible for group prayer sessions to be facilitated.

Learner Mentor Team

The Learner Mentor Team work closely to support learners through their time at college. This includes monitoring attendance, providing pastoral care and support, referring to outside agencies, organising employability, health and wellbeing tutorials and providing information, advice and guidance.

Disabilities and specific learning difficulties

Eastleigh College is an inclusive college and welcomes applications from learners with learning difficulties or disabilities. Where possible, we will do whatever we can to meet individual needs. If you have any concerns about meeting the requirements of your chosen subject, please contact the Additional Learning Support Coordinator on 023 8091 1210.

Disabled Students' Allowances (DSAs)

At Higher Education level, the usual method of funding support is through the Disabled Students' Allowances (DSAs) from Student Finance England.

It is important that you start the process of applying for this funding as early as possible, before enrolment and, where possible, at least six months before the course begins. You can download an application form from <https://www.gov.uk/disabled-students-allowances-dsas/overview>

To be approved for DSAs, you must meet eligibility criteria, which includes being on a recognised undergraduate or postgraduate programme of at least one year duration, and providing evidence of

your disability/specific learning difficulty. Please visit <https://www.gov.uk/disabled-students-allowances-dsas/eligibility> for further guidance.

If you do not qualify for DSAs, you may still get extra help with your studies based on an individual assessment of needs. The type of support you may expect is use of assistive technology and 1:1 support sessions. For further information, contact the Additional Learning Support Team on 023 8091 1237.

It is the learners responsibility to provide evidence of their disability/specific learning difficulty. It must be a diagnostic assessment carried out within the last two years by a suitably qualified person. If you do not have any evidence of a specific learning difficulty, the Additional Learning Support Team may be able to screen you, and where appropriate signpost you to an Educational Psychologist for a diagnostic assessment.



FINANCIAL SUPPORT

Depending on your personal circumstances, you may be eligible to apply for financial assistance to support you during your time at the College. Every effort is made to help learners overcome any financial related barriers to joining their course.

Higher Education Loans (Level 5, 6 and 7)

The Student Loans Company is a non-profit making Government-owned organisation that provides loans and grants to learners in universities and colleges in the UK. Visit <http://www.slc.co.uk/services/higher-education/tuition-fees.aspx> to find out more.

Professional and Career Development Loans

Professional and Career Development Loans are bank loans used to pay for some courses and training that help with your career or help get you into work. You may be able to borrow between £300 and £10,000. Visit <https://www.gov.uk/career-development-loans/overview> to find out more.

Student Opportunity Fund

The Student Opportunity Fund can, in some circumstances, provide financial assistance to students who are in financial difficulty and who are enrolled on a Higher Education course. It is not intended to pay for costs normally covered by student loans. Applications are means-tested and awards are allocated according to need. This fund is small and finite and allocated on a first come, first served basis and not all applications may be successful. For more information contact the Student Services Team on 023 8091 1228.

Childcare

Young parents who are aged under 20 at the start of their course may be able to claim help with childcare costs under the Care to Learn scheme. Childcare payments will go directly to your childcare provider.

If you're aged 20 or over and on a further education course (Level 3 or Level 4) and facing financial hardship, you may get Discretionary Learner Support (DLS) and/or a bursary which could help pay for childcare, if you meet the entry criteria.

Learners in full-time Higher Education may be able to apply for childcare support to pay for childcare costs for children under 15, or under 17 if they have special needs. You must be eligible for student finance to apply for childcare support.

Visit <http://www.gov.uk/help-with-childcare-costs/support-while-you-study> to find out more or contact our Information, Advice and Guidance team on 023 8091 1299 for further information.

24+ Advanced Learning Loan

If you're planning to study a Level 3 or Level 4 course and are aged 24 or over, you may qualify for a 24+ Advanced Learning Loan. Repayments don't start until the April after you have completed your course and you won't have to pay anything back until you earn more than £21,000 a year. Visit <https://www.gov.uk/advanced-learning-loans/overview> to find out more.

For more information or to find out about grants, loans and extra help, contact Student Finance England on 0300 100 0607 or visit <https://www.gov.uk/contact-student-finance-england>.

Enhanced Learning Credits Scheme

If you have left, or are planning on leaving, the armed forces we accept Enhanced Learning Credits. Please contact our Information, Advice and Guidance team on 023 8091 1299.



LEVEL 3 ACCESS TO HIGHER EDUCATION

DURATION: ONE YEAR, FULL-TIME

The Access to Higher Education course is aimed at mature learners, aged 19 or over, who want to study at university but don't have the usual qualifications such as A levels.

You will choose an Access pathway, appropriate to the degree course you are aiming for. Pathways on offer are Combined Sciences, Nursing and Healthcare Professions, Social Sciences, Science combined with Social Sciences, Literary Studies combined with Science and Social Sciences, and Literary Studies combined with Social Sciences. If you are planning to apply for teacher training, you should choose a pathway which includes at least one National Curriculum subject. If you have not yet decided which university course to apply for, you should choose a pathway containing subjects you enjoy and feel confident with.

Within each pathway you will study four subjects, one of which is Study Skills, including an independent academic unit. You can choose the remaining three subjects from Chemistry, Biology, Advanced Maths, Sociology, Literary Studies, Psychology and Health Studies.

ASSESSMENT

Each Access subject involves three hours per week class time, plus three hours per subject each week for private study, assignments and preparation for examinations. Your weekly Study Skills session will help you to learn more efficiently and to produce your work professionally so that you will be prepared at university. You will be assessed by a mixture of methods including coursework, projects, examinations and assessed practicals (in Science).

One-to-one support is available for learners with particular needs and for anyone who needs extra help.

ENTRY REQUIREMENTS

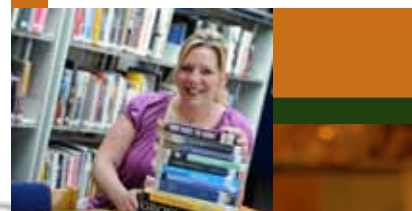
- GCSE English and Maths at grade A*-C or equivalent*
- If English is not your first language, you will need to have a qualification such as IELTS, CAE (or above) or a full SFL ESOL at Level 2
- Successful college interview. You will have the opportunity to discuss your career plans and ask any further questions. You will need to bring your certificates of any relevant qualifications
- Please check the entry criteria for the university/course you want to progress on to (for example work experience may be required)

PROGRESSION

At the start of the course, you will apply for a place at university via UCAS. Your personal tutor will guide you through this.

Previous Access learners have been accepted onto a wide variety of degree courses, including Nursing, Midwifery, Psychology, Podiatry, Philosophy, Law, English Literature, Medical Sciences, Marine Biology and Audiology.

*Most universities accept the Access to Higher Education qualification but you should check the full entry requirements at the university where you plan to study.



LEVEL 3/4 PRE-DEGREE FOUNDATION DIPLOMA IN ART, DESIGN AND MEDIA (UAL)

DURATION: ONE YEAR, FULL-TIME

Taught within a highly motivated but supportive environment, the programme helps you to develop both the conceptual and practical skills you will need to progress to university and make the most of the next level of your education.

The Pre-Degree Foundation Diploma offers an opportunity to explore the full range of art disciplines and career opportunities available within the creative industries. If you are unsure of what aspect of art, design and media you would like to study at university, then this programme will help you make an informed choice through practical experience supported by critical understanding. You will have hands-on experience in all the art disciplines from fine art, graphics, illustration and fashion/textiles to photography, animation and digital video production.

ASSESSMENT

As part of a series of set assignment briefs, learners receive regular feedback through tutorials and group critiques. Final grades of Pass, Merit or Distinction are awarded in response to the work produced during the Project Proposal and Realisation stage. This requires learners to professionally present their work in a public exhibition.

ENTRY REQUIREMENTS

- Aged 17 and over
- Minimum of one A Level, two AS Levels (one of which should be in an Arts related subject) or an Extended Diploma in Art and Design
- GCSE Maths and English Language at grade A*-C

- Mature learners may be considered on the quality of portfolio alone
- Entry is subject to a portfolio review and successful college interview, in which the learners work must evidence commitment, potential and ability

FURTHER INFORMATION

Eastleigh College has been approved to deliver the following UAL Awarding Body qualification: Level 3 and 4 Diploma in Art and Design – Foundation Studies.

UAL Awarding Body is the only specialist art, design and creative industries awarding organisation in England. It is committed to improving the standards of art, design and creative education and does so by working with further education institutions with the same vision.

ual: university of the arts london awarding body

PROGRESSION

The programme is designed to prepare you for entry to degree-level art, design and media programmes. For the last nine years, we have maintained a 100% success rate in applications to university. Learners progress directly from the programme to courses within all art, design and media disciplines at leading universities in London and throughout the UK.



“MY TIME AT EASTLEIGH HAD A DIRECT EFFECT ON MY WORK PROCESS AND PROGRESSION TO UNIVERSITY. SINCE LEAVING UNIVERSITY I’VE WORKED AS A FREELANCE ILLUSTRATOR FOR VARIOUS CLIENTS AROUND THE WORLD; BEING FREELANCE GIVES ME THE ABILITY TO CONTROL MY WORKING HOURS AND TIME-OFF TO SUIT ME. IT’S HARD WORK, BUT IT’S ALSO THE BEST JOB IN THE WORLD.”

Nate Kitch, Award-winning illustrator (Former Pre-degree Foundation Diploma in Art, Design and Media learner)

HNC CONTEMPORARY ART PRACTICE

DURATION: TWO YEARS, PART-TIME

If you have a keen interest in exploring the practise and concept of contemporary art and are keen to turn this into a potential career, HNC Contemporary Art Practice is the course for you!

In Year One learners will focus on determining and refining specialism, with modules that could include Visual Communication in Art and Design, Ideas Generation and Development and Professional Practice.

In Year Two learners will prepare for career development through focused enquiry work. Emphasis is on specialist independent development, culminating in a group exhibition which is coordinated and curated by the year group, with tutor support. Modules in Year Two could include Managing a Creative Business, Research Project, Design Principles, Professional Studies in Art and Design and Project Design, Implementation and Evaluation.

You will be introduced to a variety of art forms and will choose from pathway units in Fine Art, Graphics, Photography, Textiles, Illustration and Moving Image.



ASSESSMENT

You will study by way of lectures and tutorials in the classroom, with practical design work in the studio.

Modules will be assessed through practical assessments, reflective journals, research, essays and presentations. All modules must be passed to achieve the qualification.

ENTRY REQUIREMENTS

- Level 3 qualification (Ideally Level 3 Art, Design and Media. Eastleigh College offer this progression route, please contact us for further details)
- A good standard of literacy and at least basic IT skills
- Successful college interview

PROGRESSION

This course prepares you for a career as a practising artist, or as a creative practitioner within a variety of cultural settings.

Alternatively, you may choose to continue with your art studies.

Eastleigh College offer many of the Level 3 programmes and Advanced Apprenticeships that are required to enable progression onto our Higher Education courses. Please contact the Information, Advice and Guidance Team to find out more on 023 8091 1299.

FOUNDATION DEGREE IN STITCHED TEXTILES

DURATION: THREE YEARS, PART-TIME

The Foundation Degree in Stitched Textiles course is ideal for individuals who wish to further their study in the stitched textiles field. Learners are likely to come from a stitch, art or design background.

The course is made up of a wide variety of modules which include Drawing Studies, Technical Skills (fabric and stitch), Applied Technical Skills, Contextual Studies and a Research Project. It will culminate in a two-day exhibition, organised by the learners with support from the tutors.

Please note: Learners will be expected to pay for fabrics, threads, stitch materials, paper, paint, art materials and course books.

ASSESSMENT

Assessment is continuous; internally by the teaching staff and externally verified by the awarding body. Modules will be assessed through practical assessments, reflective journals, research, essays and presentations. All modules must be passed to achieve the qualification.

Learners are encouraged to take responsibility for their own learning, monitoring and evaluating their own work and personal development. This means working on both projects and assignments as an individual and in group situations. Learners develop skills in problem solving, planning and scheduling, group work, team working, personal development, research, report writing and presentations.

ENTRY REQUIREMENTS

Learners will need to demonstrate both suitability for, and commitment to, the course. Learners who enter with the following qualifications are likely to benefit more readily from the course, however, all appropriate pre-qualifications will be considered:

- City & Guilds Stitched Textiles course at Level 3 for at least 180 hours
- Equivalent Stitched Textiles course of 180 hours (at Level 3 standard)
- Equivalent Art/Design course of 180 hours (at Level 3 standard) with significant stitch experience
- Employer reference indicating training to an appropriate level
- Successful college interview and a portfolio of evidence

PROGRESSION

The knowledge and skills gained at this level will enable learners to consolidate their knowledge, providing them with the confidence to develop their own practice, and enable them to either run their own studio, employment in the industry or to further study on a Bachelor of Arts degree course.



"I'VE REALLY ENJOYED MY THREE YEARS STUDYING AT THE COLLEGE AND THE GRADUATION CEREMONY HAS BEEN A MARVELLOUS WAY TO END IT! I'VE LOVED ALL ASPECTS OF THE COURSE, PARTICULARLY STUDYING ART HISTORY WHICH I FOUND FASCINATING. I'M HOPING TO DO A BIT OF TEACHING NOW I'VE FINISHED."

Sandra Baxter (Foundation Degree in Stitched Textiles graduate)

LEVEL 4 AAT DIPLOMA IN ACCOUNTING

DURATION: TWO YEARS, PART-TIME

The Level 4 AAT Diploma in Accounting course is suitable for those with significant work experience in accounting and who have previous accounting qualifications. The knowledge you will learn on this course will prepare you for the practical world of accounting and set you on your way to becoming a chartered accountant. You will study financial analysis and management skills, including preparing financial statements for limited companies, budgeting, financial performance, writing a report on internal controls and specialist learning areas.

You can choose from two study pathways for this level. The in-college pathway involves a blend of tutor and learner-led sessions which varies for each unit and may include additional work that may be delivered through the College's virtual learning environment. Alternatively you can study by distance learning, where you will be taught using our designated online interactive Moodle site and work through units at home, with the support of college tutors.

ASSESSMENT

Most subjects will be measured through a computer based assessment system. The assessment will consist of both knowledge based questions and written elements to test theory, analytical and interpretive skills. There is also a self-managed report with a strict deadline which learners must comply with in order to achieve the unit. It introduces the skills Senior Accountants often require to analyse data and present information in the workplace. The assessments will take place at specific times during the course.

One-to-one support is available for students with particular needs and for anyone who needs extra help.



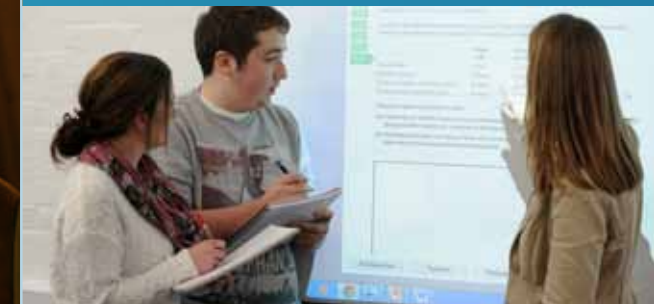
ENTRY REQUIREMENTS

- AAT Intermediate (NVQ Level 3) or AAT QCF Level 3 Diploma in Accounting
- Overseas students will need to provide evidence of equivalent qualifications gained and demonstrate Level 2 numeracy and Literacy via an assessment prior to interview
- AAT Membership; all applicants must register at the time of enrolment
- Successful college interview

PROGRESSION

On successful completion of Level 4 AAT Diploma in Accounting, students will be eligible to continue their studies with other accounting bodies such as CIMA, ACCA, CIPFA and ICEAW. Some chartered awards offer the same exemptions to Level 4 AAT students as would apply to degree students.

Possible career progression could be into a role such as Accounts Payable and Expenses Supervisor, Assistant Financial Accountant, Commercial Analyst, Cost Accountant, Fixed Asset or Tax Supervisor.



HIGHER APPRENTICESHIP IN ACCOUNTING

DURATION: TWO YEARS (DAY RELEASE)

The Higher Apprenticeship in Accounting develops enhanced accountancy skills, as well as the essential business skills required to operate effectively in the working environment.

The Apprenticeship includes core accountancy units relating to financial statements, budgeting, financial performance, internal controls and accounting systems plus a range of optional units to select from. In addition, there are business skills units relating to working in teams, planning and delivering business communication activities, evaluating and improving own performance in a business environment, spreadsheet software, presentation software, delivery of presentations, organising and facilitating meetings and workshops, developing commercial awareness and managing project finances.

Upon successful completion of the Apprenticeship, you will receive a Level 4 Diploma in Accounting and a Level 4 Diploma in Business Skills. Both qualifications are awarded by the Association of Accounting Technicians (AAT). The AAT is an internationally recognised professional body.

ENTRY REQUIREMENTS

- You will need to be in relevant employment and have completed the Advanced Apprenticeship in Accounting or hold a Level 3 Diploma in Accounting or have relevant experience/prior qualifications
- Be able to demonstrate ability equivalent to, or exceeding, Level 2 in English and Maths
- Successful college interview and assessment

PROGRESSION

You can progress onto higher education and/or onto qualifications relating to memberships in the following professional bodies: Association of Chartered Certified Accountants (ACCA), Chartered Institute of Management Accountants (CIMA), Institute of Chartered Accountants in England and Wales (ICAEW), Chartered Institute of Public Finance and Accountancy (CIPFA).

Typical future job roles include Accounts Manager or Accounting Technician.



Eastleigh College offer many of the Level 3 programmes and Advanced Apprenticeships that are required to enable progression onto our Higher Education courses. Please contact the Information, Advice and Guidance Team to find out more on 023 8091 1299.



HIGHER APPRENTICESHIP IN BUSINESS AND PROFESSIONAL ADMINISTRATION

DURATION: TWO YEARS (DAY RELEASE)

The Higher Apprenticeship in Business and Professional Administration is suitable for individuals who have significant experience in working in a business role and therefore have the foundations on which to further build their knowledge and skills.

The Apprenticeship includes the following core units: Managing the work of an administrative function, Resolving administrative problems, Communicating in a business environment and Managing personal and professional development. A wide range of optional units is also offered to select from.

Upon successful completion of the Apprenticeship, you will receive a Level 4 NVQ Diploma in Business Administration and a nationally recognised Level 4 knowledge based qualification.

ENTRY REQUIREMENTS

- You will need to have relevant employment
- Advanced Apprenticeship in Business Administration or a relevant Level 3 Business Administration qualification or have significant experience in a business role
- Be able to demonstrate ability equivalent to, or exceeding, Level 2 in English and Maths
- Successful college interview and assessment

PROGRESSION

Higher apprentices, with support and opportunities in the workplace, may progress onto a relevant Level 5 Higher Apprenticeship or onto further or Higher Education to undertake business related or other qualifications. This could include Foundation degrees in areas such as business, business management and business administration, business and management undergraduate programmes and business or management professional qualifications at Level 5 and above.

With additional training, higher apprentices may also be able to progress in their careers to roles including Operations Director, Business Development Manager, Company Secretary or a wide range of managerial roles within business.

HIGHER APPRENTICESHIP IN HUMAN RESOURCE MANAGEMENT

DURATION: TWO YEARS (DAY RELEASE)

The Higher Apprenticeship in Human Resource Management is a Level 5 Apprenticeship that is aimed at those who are working, or will be working, as a Human Resource Officer or Assistant Human Resource Manager. The Apprenticeship enables the application of learning within the apprentices own organisation, so that they become an effective practitioner. The Apprenticeship is particularly suitable for working in small and medium sized businesses, or in larger organisations where there are no formal Human Resources development programmes.

The Apprenticeship includes the following core units: Developing professional practice, Understanding business context, Using a research approach, Understanding the contemporary Human Resources function and Understanding employment law. A wide range of unit options is available to select from.

Upon successful completion of the Apprenticeship, you will receive a CIPD Level 5 Diploma in Applied Human Resources.

ENTRY REQUIREMENTS

- Be at least 18 years old and have relevant employment
- Advanced Apprenticeship in Business Administration or the Advanced Apprenticeship in Management or 5 GCSEs at grades A* - C including English and Maths or have relevant A levels or hold a relevant CIPD qualification, such as the Level 3 Foundation Certificate or Diploma in Human Resources Practice or have achieved a relevant Level 3 Business Administration or Management qualification
- Be able to demonstrate ability equivalent to, or exceeding Level 2 in English and Mathematics
- Successful college interview and assessment

PROGRESSION

Higher apprentices may progress onto undergraduate and postgraduate degrees in Human Resources Management or business-related areas or a CIPD Level 7 Advanced Diploma in Human Resource Management or to a Human Resources Manager/Advisor role, either as generalist or specialist and/or to Chartered membership of the Chartered Institute of Personnel and Development (CIPD).

Typical future job roles include Human Resources Executive, Human Resources Officer, Assistant Human Resources Manager or Human Resources Advisor.

Eastleigh College offer many of the Level 3 programmes and Advanced Apprenticeships that are required to enable progression onto our Higher Education courses. Please contact the Information, Advice and Guidance Team to find out more on 023 8091 1299.

BTEC HIGHER NATIONAL DIPLOMA IN COMPUTING AND SYSTEMS DEVELOPMENT

DURATION: TWO YEARS, FULL-TIME

This course will develop a wide range of essential skills and techniques required for further study or employment in a number of roles within the computing and systems development industry.

This is a general computing course and as such covers a number of disciplines. These include Programming, Networking, Web Design, 3D Modelling and Digital Graphics. After successful completion of Year One, you will be awarded the Level 4 Higher National Certificate. In Year Two, you will continue to study subject areas such as Computer Forensics, Web Server Scripting and complete a major project that shows off the skills you have learned. Upon completion, you will be awarded the Level 5 Higher National Diploma, the equivalent of a foundation degree (e.g. FdA, FdSc).

The course is taught through lectures, practical sessions, seminars and individual research.

Although everything you need to complete the course will be made available to you in college, you will be expected to work at home, so a suitable computer system is required.

ASSESSMENT

Students will undertake an in-depth study of compatible units, which have been chosen to meet with local and national industry opportunities. Assessment is via portfolios or assignments, both practical and written.

ENTRY REQUIREMENTS

- 240 UCAS points attained via A Levels or a suitable Level 3 equivalent qualification
- Relevant industry experience will also be considered
- Successful college interview and aptitude test

PROGRESSION

This is a highly sought after qualification and successful completion will allow you to progress onto a wide range of technical, supervisory and managerial roles within the computing and systems development sector. It is also possible to top-up to a BSc degree by completing a final year at university.



BTEC HIGHER NATIONAL DIPLOMA IN CREATIVE MEDIA GAMES

DURATION: TWO YEARS, FULL-TIME

The UK is the fourth largest games producing country in the world. This course is designed for individuals who wish to join the game design or animation sector. Learners will gain experience of industry standard software used in modern game design and the 3D animated film industry. You will learn the game design pipeline from initial concept, the creation of a Game Design Document (GDD) and onwards through to the final testing of a fully working computer game. You will learn how to design and create video games for a range of platforms including the PC, Mac, Xbox 360 One, PlayStation 3 and 4 and web-based games.

Dependent on the pathway chosen, modules could include Project Design, Implementation and Evaluation, Special Subject Investigation for Creative Media Production, Career Development for the Computer Games Industry, Drawing Techniques for Computer Game Concept Art, 3D Character Animation and Human-Computer Interfaces. Modules are regularly reviewed in order that they meet the needs of local industry to ensure you have the best chances of gaining employment in the sector.

Software used on the course and made available to learners for free includes Autodesk 3DS Max, Maya, Mudbox and MotionBuilder. As a Microsoft Academy, a wide range of Microsoft software is also available for free. You will also qualify for the student discount on Adobe Cloud and have access to all Adobe products at a reduced rate.

Upon successful completion of the course, you will achieve a BTEC Level 5 Higher National Diploma in Creative Media Production (Computer Game Animation) or BTEC Level 5 Higher National Diploma in Creative Media Production (Computer Game Design).

ASSESSMENT

The course is taught through lectures and practical demonstrations, with guest speakers from within the industry visiting on a regular basis. Your work will be assessed in a variety of ways, including both practical and written formats and student presentations.

ENTRY REQUIREMENTS

- Level 3 qualification (A Level) or equivalent in Computer Science, Information Technology, Creative Art, Media, Engineering or similar
- English and Maths at GCSE grade A*-C
- Successful college interview. You should be prepared to bring to interview either a portfolio or examples of your work to date

PROGRESSION

The course is designed to produce the future team leaders in high demand by the industry. Upon completion of this exciting course, you should be able to progress to the final year of a degree in Creative Media Production, or to employment in the digital media sector.

"BEFORE THIS COURSE, I STUDIED LEVEL 3 BTEC EXTENDED DIPLOMA COMPUTER SCIENCE: CREATIVE MEDIA. I WANT TO BE A CONCEPT ARTIST FOR COMPUTER GAMES. THIS COURSE WILL ENABLE ME TO GO ONTO THIS IN THE FUTURE!"

Penny Emsley (HND in Creative Media Games)



HIGHER NATIONAL CERTIFICATE/DIPLOMA IN CONSTRUCTION

DURATION: TWO YEARS (DAY RELEASE)

The Higher National Certificate in Construction is offered as a day release programme over two years and is an essential qualification for those who wish to progress to professional and management level careers within the construction industry.

The content of the course is broad based and covers most standard aspects of building including Design Principles and Applications, Science and Materials, Management Principles and Applications, Group Project, Health, Safety and Welfare, Individual Student Project, Technology A, Measurement A and Site Surveying Procedures.

The course is focused on the specific needs of the construction industry and will provide students with the requisite knowledge, concepts, techniques and skills to enable them to effectively fulfil their existing and future managerial responsibilities.

ASSESSMENT

All course assessments are carried out through a series of assignments which are internally assessed by the teaching staff and externally verified by the awarding body. All modules must be completed to achieve the qualification. Students are encouraged to take responsibility for their own learning, monitor and evaluate their own work and personal development.

ENTRY REQUIREMENTS

- Aged 18 and over
- A good standard of literacy and IT skills
- Appropriate attainment on a previous course of study, e.g. NVQ 3 in a construction related trade, Level 3 Construction and Built Environment or National Certificate
- Prior experience within the construction industry will be considered
- Successful college interview

PROGRESSION

The course will enable students to go straight into the second year of some construction degree courses. Alternatively, if you decide to continue in employment, your qualification will open up a range of opportunities. It provides entry to many higher level professional qualifications in quantity surveying, construction management, building surveying, property management and architectural design.

There is also an opportunity to progress to Higher National Diploma in Construction (Level 5) through a further two years of study.

"I'M AN ASSISTANT CONTRACTS MANAGER AT THE MOMENT. I'M BUILDING ON MY KNOWLEDGE THROUGH THIS COURSE SO THAT I CAN PROGRESS IN MY CAREER."

Lee Jermy (HNC in Construction)



HIGHER APPRENTICESHIP IN ENGINEERING ENVIRONMENTAL TECHNOLOGIES (CONSTRUCTION AND THE BUILT ENVIRONMENT)

DURATION: TWO YEARS (DAY RELEASE)

The Higher Apprenticeship in Engineering Environmental Technologies (Construction and the Built Environment) is a Level 4 Apprenticeship that is suitable for those seeking an environmental or sustainability related career within construction and the built environment. The Apprenticeship develops competence, knowledge and skills which allow the apprentice to respond to environmental issues and specify and advise on better insulated low carbon domestic and industrial accommodation.

Core units relate to ensuring compliance with legal, regulatory, ethical and social requirements; managing the development of self and others; planning construction work processes and efficient use of resources; monitoring construction and installation operations and resources to minimise energy and waste; monitoring supplies of resources to meet project sustainability requirements; maintaining systems for health, safety, welfare and environmental protection in the workplace and developing working relationships. In addition, there is a range of unit options to select from.

Upon successful completion of the Apprenticeship, you will receive a Level 4 NVQ Diploma in Engineering Environmental Technologies and a Level 4 HNC Diploma in Construction and the Built Environment.

ENTRY REQUIREMENTS

- Aged 18 and over
- Have prior experience of working in the sector and relevant current employment
- Advanced Apprenticeship in a construction related discipline
or have a BTEC National Extended Diploma, Diploma or Subsidiary Diploma in Construction and the Built Environment or a related sector
- Successful college interview and assessment

PROGRESSION

This Apprenticeship provides excellent preparation towards professional registration with The Chartered Institute of Building (CIOB) as an Associate Member. Progression to a range of honours degrees is also possible.

Typical future job roles include Construction Technical Supervisor, Built Environment Sustainability Manager or Retrofit Technical Site Supervisor.



Eastleigh College offer many of the Level 3 programmes and Advanced Apprenticeships that are required to enable progression onto our Higher Education courses. Please contact the Information, Advice and Guidance Team to find out more on 023 8091 1299.



HIGHER APPRENTICESHIP IN CONSTRUCTION MANAGEMENT

DURATION: TWO YEARS (DAY RELEASE)

The Higher Apprenticeship in Construction Management is a Level 4 Apprenticeship that is specifically designed to meet the needs of those who have gained Level 3 Construction qualifications (including an Advanced Apprenticeship) or those with appropriate prior experience of work in the sector and who are seeking to develop their career and work in a construction management role in the building and civil engineering, residential development or conservation sectors.

The following pathways are offered:

- Construction and building services management and supervision (sustainability)
- Construction site supervision

The qualifications within each pathway include a combination of core units and a wide range of unit options to select from.

Depending upon the pathway followed, you will receive either a Level 4 NVQ Diploma in Construction and Building Services Management and Supervision (Sustainability) or a Level 4 NVQ Diploma in Construction Site Supervision (Construction) and, for each pathway, a Level 4 HNC Diploma in Construction and the Built Environment.

ENTRY REQUIREMENTS

- Aged 18 and over with prior experience of working in the sector and have relevant current employment
- An Advanced Apprenticeship in a construction related discipline
or have a BTEC National Extended Diploma, Diploma or Subsidiary Diploma in Construction and the Built Environment or other related sector
- Other Level 3 construction related qualifications may be accepted
- Successful college interview and assessment

PROGRESSION

Higher apprentices may progress on to further study at Level 5 and above in a construction management related discipline. Holders of an HNC Diploma may also progress towards professional registration with The Chartered Institute of Building (CIOB) as an Associate Member.

Typical future job roles include:

Construction and building services management and supervision pathway: Site Manager, Project Manager or Site Engineer.

Construction site supervision pathway: Site Manager.

DipHE COUNSELLING

DURATION: TWO YEARS, PART-TIME

This course is aimed at those who use counselling skills in their employment, in voluntary work or would like to begin a career in counselling.

The core theoretical perspective is Humanistic/Gestalt and learners will study the following modules:

- Professional Issues
- Foundation Counselling Skills 1
- Developments in Counselling Theory 1 & 2
- Gestalt Counselling Skills 2
- Personal Professional Development 1 & 2
- Exploring the Human Development Process
- Introduction to Research
- Mental Health Issues
- Skills with Specific Client Groups

The qualification has been developed using British Association for Counselling and Psychotherapy (BACP) guidelines for counselling training programmes and the QAA subject benchmark statements. The knowledge and skills gained at this level will enable learners to enhance their communication skills at work and embark on a career as a professional counsellor, working towards personal accreditation.

The teaching style will be a mixture of didactic and facilitative methods with an emphasis on experiential and learner-centred learning. Learners are engaged in personal and professional development connected to counselling training and may acquire other transferable skills, for example improved communication skills, problem solving, planning and scheduling, group working, research, essay and report writing and giving presentations.

ASSESSMENT

Assessment is continuous with internal assessment by the teaching staff and external verification by the Awarding Body. It incorporates a variety of methods appropriate to theoretical and practical situations. Modules will be assessed through essays, reflective learning journals, observed role-play, group and individual presentations, counselling session transcripts and case studies. As this course has an emphasis on experiential learning, a minimum of 80% attendance is required.

A placement with 100 hours of counselling practise is required to complete the qualification. (The College can be very flexible over your choice of placement.) You will be individually assessed as to your readiness to start counting your counselling hours from the second semester onwards. 30 hours of personal therapy over the two years is a requirement.

ENTRY REQUIREMENTS

- Level 3 Certificate in Counselling Skills
- Have a good standard of literacy and basic IT skills
- Ideally experience of working in health and nursing including advisory roles, careers or mentoring, social work and associated areas, civil service and other government agencies, support projects, the private sector or voluntary services
- Successful college interview

FURTHER INFORMATION

This course is validated by Bucks New University.



PROGRESSION

Previous learners who have successfully completed their Diploma have continued in voluntary counselling work, whilst others have gained paid roles as counsellors within organisations or progressed into service management roles. Some learners have developed the counselling dimension of their current employment e.g. within health or education and others have worked towards a further 350 hours of supervised practise to gain BACP accreditation and develop their own private practice. Continuation onto the one year part-time degree programme at Eastleigh College is also a popular choice for learners (see page 24).

DIPLOMA IN SUPERVISION

DURATION: 16 DAYS OVER 8 MONTHS

The Diploma in Supervision course is suitable for qualified and experienced counsellors who wish to develop their professional expertise in supervision. Learners will progress skills, knowledge and attitudes required to become an effective supervisor.

Learners will consider theories, models and approaches to supervision as well as take part in observed supervision practice with peers on the course. There will also be the opportunity to focus on a particular area of supervision interest, for example supervising youth counsellors.

The course is both academic and practical and will be taught by members of the Counselling teaching team.

ASSESSMENT

Assessment will be by written assignment, observed practice and portfolio production.

ENTRY REQUIREMENTS

- Diploma in Counselling or the equivalent
- Experience of supervising clients
- Have a good standard of literacy and basic IT skills
- Successful college interview

PROGRESSION

Upon successful completion of the course, you will have developed skills which will enable you to work as a supervisor.



"I'VE UNDERTAKEN THE COURSE BECAUSE I'VE ALWAYS WANTED TO HELP OTHERS; I KNOW THAT THE KNOWLEDGE AND SKILLS I AM LEARNING ENABLE ME TO MAKE A DIFFERENCE. IT IS A PRIVILEGED POSITION TO LISTEN TO ANOTHER HUMAN BEING. I'M AIMING TO CONTINUE TO DEGREE LEVEL AFTER THIS. IT'S A VERY INTENSE EXPERIENCE, I FEEL HEALTHILY CHALLENGED EVERY STEP OF THE WAY. I AM ENJOYING IT IMMENSELY. PERSONAL AND PROFESSIONAL DEVELOPMENT IS AT THE HEART OF THIS COURSE."

Marvis Stewart (DipHE Counselling)

BA (HONS) COUNSELLING

DURATION: ONE YEAR, PART-TIME

The BA (Hons) Counselling is suitable for anyone with a suitable Counselling Diploma, prior learning or practice in counselling who wants to 'top up' and attain an Honours degree.

The course incorporates the following modules (subject to change):

- Contemporary Developments in Counselling
- Counselling in Contexts
- Development and Context Issues in Supervision
- Gender and Human Sexuality
- Research Project and Dissertation
- Working with Trauma

Learners will be expected to draw upon their clinical and personal experience in the supportive environment of a peered learning community. There will be a combination of lectures, discussion, guided reading, research and experimental learning.

ASSESSMENT

Modules will be assessed through a variety of assignments. Assessment is continuous, carried out internally by the teaching staff and externally examined by the validating body.

All criteria must be met in order to successfully complete the course. Learners are encouraged to take responsibility for their learning, monitoring and evaluation of their own work and personal development.

ENTRY REQUIREMENTS

- HND, FdA or DipHE bearing 240 CATS points in an appropriate pathway. There is also the opportunity for candidates who do not have these qualifications to enter through non-standard entry routes
- Professional Indemnity Insurance to cover your counselling practice and to hold professional membership of BACP or other professional organisation, for example BPS or UKCP, and to work within the ethical codes of the organisation(s)
- Be in supervised counselling practice. You will need to be in a suitable placement or private practice with a view to sharing your counselling experience in a peer learning environment
- Have a good standard of literacy and basic IT skills
- Successful college interview

FURTHER INFORMATION

This course is validated by Bucks New University.



PROGRESSION

The knowledge and skills acquired at this level will enable students to enhance their career as a professional counsellor, diversify into other therapeutic roles and work towards individual accreditation or further study at Masters level.

Eastleigh College offer many of the Level 3 programmes and Advanced Apprenticeships that are required to enable progression onto our Higher Education courses. Please contact the Information, Advice and Guidance Team to find out more on 023 8091 1299.

HIGHER NATIONAL CERTIFICATE IN GENERAL ENGINEERING

DURATION: TWO YEARS, PART-TIME

This course is suitable for learners who wish to pursue a senior technical role within the engineering sector.

On the course you will develop the skills and knowledge required to work in the engineering industry which will include:

- analysing, synthesising and summarising information critically
- reading and using appropriate literature with a full and critical understanding
- thinking independently, solve problems and devise innovative solutions
- applying subject knowledge and understanding to address familiar and unfamiliar problems
- designing, planning, conducting and reporting on investigations
- using knowledge, understanding and skills to evaluate and formulate evidence-based arguments critically and identify solutions to clearly defined problems of a general routine nature
- communicating the results of your study and other work accurately and reliably, using a range of specialist techniques
- applying subject-related and transferable skills in contexts where the scope of the task and the criteria for decisions are generally well defined but where some personal responsibility and initiative is required

In order to get the best out of studying at this level, you will need commitment, discipline and initiative.

Typical units of study will include Analytical Methods for Engineers, Engineering Science, Project Design, Implementation and Evaluation, Mechanical and Electrical.

Upon successful completion of this course, you will achieve Level 4 Edexcel BTEC HNC in Engineering.

ASSESSMENT

The course is assessed through a range of different methods including written work, practical demonstrations, presentations and producing finished products. This is a hands-on vocational qualification, and so you should expect your assessments to mirror the kind of work you would be completing in the engineering sector.

ENTRY REQUIREMENTS

- Advanced Engineering Apprenticeship or a Level 3 BTEC qualification in Engineering or other related Level 3 qualifications (A or AS levels in Science, Technology, Engineering or Mathematics subjects) and GCSEs in English, Maths and Science at grade A*-C
- Related work experience or employment in engineering at Level 3
- Mature learners may present a more varied profile of achievement that is likely to include extensive work experience (paid and/or unpaid) and/or achievement of a range of professional qualifications in their work sector
- Successful college interview

PROGRESSION

The course provides excellent preparation towards professional membership and employment in a senior technical role.

It is also a progression pathway to the second or third year of a degree or honours degree programme, depending on the match of the BTEC Higher National units to the degree programme in question.



HIGHER APPRENTICESHIP IN ADVANCED MANUFACTURING ENGINEERING

DURATION: TWO YEARS (DAY RELEASE)

The Higher Apprenticeship in Advanced Manufacturing Engineering is a Level 4 Apprenticeship that has been designed to provide the manufacturing and engineering sectors with high grade technicians and engineers who have practical skills, combined with a Higher Education qualification.

The following pathways are offered:

- Advanced manufacturing engineering (mechanical)
- Advanced manufacturing engineering (electrical/electronics)
- Advanced manufacturing engineering (maintenance)

The qualifications within each pathway include a combination of core units and a wide range of unit options to select from. The Institution of Mechanical Engineers (IMechE), the Institution of Engineering and Technology (IET) and the Royal Aeronautical Society (RAeS) recognise that the pathways identified above provide the necessary skills, knowledge and experience to allow apprentices to apply for Engineering Technician status within their institutions.

Upon successful completion of the Apprenticeship, you will receive a Level 4 NVQ Diploma or a Level 4 NVQ Extended Diploma* and a Level 4 HNC Diploma as appropriate to the pathway selected.

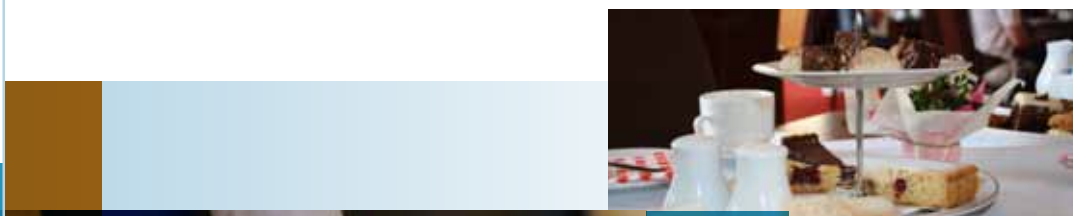
*Higher apprentices aged 18 to 24 years must complete the Level 4 NVQ Extended Diploma.

ENTRY REQUIREMENTS

- Be at least 18 years old and have relevant current employment
- An Advanced Engineering Apprenticeship or have A or AS levels in Science, Technology, Engineering or Mathematics and GCSEs in English, Maths and Science at grade A*-C or have completed a Level 3 Diploma in Engineering or Manufacturing or have previous work experience or employment in engineering at Level 3
- Successful college interview and assessment

PROGRESSION

Higher apprentices may progress into employment in the engineering sector in technical occupations as well as onto Level 5/6 qualifications, enabling them to work towards Incorporated Engineer (IEng) registration with the Engineering Council.



HIGHER APPRENTICESHIP IN HOSPITALITY MANAGEMENT

DURATION: TWO YEARS (DAY RELEASE)

The Higher Apprenticeship in Hospitality Management is designed to meet the higher level skills needs of the hospitality industry. The Apprenticeship provides a progression route for those who have completed an Advanced Apprenticeship in Hospitality or Catering and Professional Chefs and are now seeking to move into a management role. It is also suitable for those who have completed an Advanced Apprenticeship in Management and are now seeking a career in hospitality management. The Apprenticeship may also be suitable for those who have a relevant qualification and experience of working at a supervisory level.

The Apprenticeship includes core units relating to managing the performance of teams and individuals, working as part of a team to achieve strategic goals, managing compliance with regulatory and legislative requirements and managing own professional development within an organisation. In addition, a wide range of unit options is offered to select from.

Upon successful completion of the Apprenticeship, you will receive a Level 4 Diploma in Hospitality Management and a Level 4 Diploma in the Principles of Hospitality Management or a Level 4 Diploma in Advanced Hospitality and Tourism Management.

ENTRY REQUIREMENTS

- You will need to have relevant employment
- Advanced Apprenticeship in Hospitality Supervision and Leadership or an Advanced Apprenticeship in Licensed Hospitality Management or an Advanced Apprenticeship in Catering and Professional Chefs or an Advanced Apprenticeship in Management or to have achieved a relevant Level 3/4 qualification and have significant experience of working at a supervisory level
- Successful college interview and assessment

PROGRESSION

Higher apprentices may progress onto a Level 5 Higher Apprenticeship in Leadership and Management or onto further study. Higher apprentices will be competent to work in one of the stated job roles but may, with relevant opportunities and further training, progress in their careers to a senior management, director or chief executive level role. Subject to qualifications and experience, there is also an opportunity to achieve membership of the Institute of Hospitality (IoH).

Typical job roles include Deputy General Manager, Front Office Manager, Operations or Unit Manager.



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LEVEL 5 EDEXCEL BTEC IN MANAGEMENT AND LEADERSHIP

The Level 5 Edexcel BTEC professional qualification is designed to be flexible in its approach, with learners able to progress through different sized qualifications from the Award (10 credits), Certificate (20 credits) to the Diploma (40 credits and above.) Each unit within the qualification has a credit value which can be accumulated to build from the Award through to the Diploma. All units are internally assessed through work based assignments. The Level 5 BTEC qualifications are designed to give learners an understanding of the skills needed within vocational sectors.

LEVEL 5 EDEXCEL BTEC AWARD IN MANAGEMENT AND LEADERSHIP

DURATION: 18 WEEKS, PART-TIME

In this course, learners will complete the unit Principles of Management and Leadership.

ENTRY REQUIREMENTS

See those for the Level 5 Edexcel BTEC Diploma in Management and Leadership.

PROGRESSION

Upon successful completion of this course, learners can carry this unit forward and progress onto the Level 5 Edexcel BTEC Certificate in Management and Leadership.

LEVEL 5 EDEXCEL BTEC CERTIFICATE IN MANAGEMENT AND LEADERSHIP

DURATION: 18 WEEKS, PART-TIME

This course builds from the Level 5 Award qualification and learners will complete the following units:

1. Principles of Management and Leadership
2. Managing Change
3. Principles of Strategic Management

Learners who have already completed the unit Principles of Management and Leadership from the Level 5 Award qualification will not have to repeat the unit again for this qualification.

PROGRESSION

Upon successful completion of this course, learners can carry these units forward and progress to the Level 5 Edexcel BTEC Diploma in Management and Leadership.

LEVEL 5 EDEXCEL BTEC DIPLOMA IN MANAGEMENT AND LEADERSHIP

DURATION: ONE YEAR, PART-TIME

This course is essential for middle managers who are seeking to enhance their management skills and knowledge whilst introducing a variety of management techniques to support their role within the organisation.

The course content will cover the units below, which are all integral to adding value to an organisation:

1. Principles of Management and Leadership
2. Managing Change
3. Principles of Strategic Management
4. Communications at Work
5. Recruitment and Selection
6. Managing Projects

ASSESSMENT

The course is assessed continually through topic input, group discussions, problem-solving, research and work based activities to enable learners to put theory into practise.

ENTRY REQUIREMENTS

- Level 3 course in a related subject e.g. Business, Management
- Advanced/Advanced Subsidiary GCE profile which demonstrates strong performance in a relevant subject, or an adequate performance in more than one GCE subject. This profile is likely to be supported by GCSE grades at A*–C
- An Access to Higher Education Certificate awarded by an approved education institution
- Have a good standard of literacy and basic IT skills
- Other related Level 3 or 4 qualifications
- Appropriate work/management experience
- More mature learners may present a varied profile of achievement that is likely to include extensive work experience (paid and/or unpaid), and/or achievement of a range of professional qualifications in their work sector
- Successful college interview

PROGRESSION

Upon successful completion of this course, learners can progress onto Level 7 Edexcel BTEC Diploma in Strategic Management and Leadership.



LEVEL 7 EDEXCEL BTEC STRATEGIC MANAGEMENT AND LEADERSHIP

The Level 7 Edexcel BTEC professional qualification is designed to be flexible in its approach, with learners able to progress through different sized qualifications from the Award (10 credits), Certificate (20 credits), Diploma (60 credits) to the Extended Diploma (120 credits). Each unit within the qualification has a credit value which can be accumulated to build from the Award through to the Diploma. All units are internally assessed through work based assignments. The Level 7 BTEC qualifications are designed to give learners an understanding of the skills needed within vocational sectors.

LEVEL 7 EDEXCEL BTEC AWARD IN STRATEGIC MANAGEMENT AND LEADERSHIP

DURATION: 18 WEEKS, PART-TIME

This course builds from the Level 5 BTEC qualification, and will cover the unit Developing Strategic Management and Leadership Skills.

ENTRY REQUIREMENTS

- See those for the Level 7 BTEC Diploma in Strategic Management and Leadership.

PROGRESSION

Upon successful completion of this course, learners can carry these units forward and progress onto the Level 7 BTEC Certificate in Strategic Management and Leadership.

LEVEL 7 EDEXCEL BTEC CERTIFICATE IN STRATEGIC MANAGEMENT AND LEADERSHIP

DURATION: 18 WEEKS, PART-TIME

This course builds from the Level 7 Edexcel BTEC Award qualification and learners will complete the following units:

1. Developing Strategic Management and Leadership Skills
2. Professional Development for Strategic Managers
3. Strategic Change Management

Learners who have already completed the unit Developing Strategic Management and Leadership Skills from the Level 7 Award qualification will not have to repeat the unit again for this qualification.

PROGRESSION

Upon successful completion of this course, learners can carry these units forward and progress onto the Level 7 BTEC Diploma in Strategic Management and Leadership.

LEVEL 7 EDEXCEL BTEC DIPLOMA IN STRATEGIC MANAGEMENT AND LEADERSHIP

DURATION: ONE YEAR, PART-TIME

This course builds from the Level 5 BTEC qualification and enables learners to develop strategic management principles, as well as underpinning and building on learners' own knowledge and experience.

This course is essential for middle and senior managers seeking to enhance their management skills and knowledge, whilst introducing a variety of management techniques to support their role within the organisation.

The course content will cover the units below, which are all integral to adding value to an organisation:

1. Developing Strategic Management and Leadership Skills
2. Professional Development for Strategic Managers
3. Strategic Change Management
4. Strategic Marketing Management
5. Strategic Quality and Systems Management
6. Research Methods for Strategic Managers

ASSESSMENT

The course is assessed continually through topic input, group discussions, problem solving, work based activities, presentation and work related research that will all enable you to put theory into practice.

ENTRY REQUIREMENTS

- A degree or BTEC Higher National Certificate or Diploma in a related subject, e.g. Business or Management
- Level 5/6 BTEC short course in a related subject e.g. Business or Management
- Appropriate work/management experience
- Have a good standard of literacy and basic IT skills
- Mature learners may present a more varied profile of achievement that is likely to include extensive work experience (paid and/or unpaid) and/or achievement of a range of professional qualifications in their work sector
- Successful college interview

FURTHER INFORMATION

This course is validated by Edexcel.

PROGRESSION

Upon successful completion of this course, learners can progress to the Level 7 BTEC Extended Diploma in Management and Leadership.

“THIS COURSE WILL ENABLE ME TO MEET MY LONGER TERM CAREER OBJECTIVES. IT HAS BEEN THOROUGHLY ENJOYABLE; WE’VE COVERED A RANGE OF INTERESTING TOPICS FROM PLANNING TO QUALITY ASSURANCE.”

Daniel Underwood (Level 7 Edexcel BTEC Diploma in Management and Leadership)



LEVEL 7 EDEXCEL BTEC EXTENDED DIPLOMA IN MANAGEMENT AND LEADERSHIP

DURATION: TWO YEARS

This course is essential for middle and senior managers who are seeking to enhance their management skills and knowledge, while introducing a variety of management techniques to support their role within the organisation.

The course content will cover the units below, which are all integral to adding value to an organisation:

1. Developing Strategic Management and Leadership Skills
2. Professional Development for Strategic Managers
3. Strategic Change Management
4. Strategic Marketing Management
5. Strategic Quality and Systems Management
6. Research Methods for Strategic Managers
7. Strategic Human Resource Management
8. Managing Financial Principles and Techniques
9. Strategic Management Planning
10. Project Development and Implementation for Strategic Managers

ASSESSMENT

The course is assessed by topic input, group discussions, problem-solving, research, presentation and work based activities to enable learners to put theory into practise.

ENTRY REQUIREMENTS

- A degree, or BTEC Higher National Certificate or Diploma in a related subject (e.g. Business or Management)
- A Level 5/6 BTEC short course in a related subject (e.g. Business or Management)
- Appropriate work/management experience
- Mature learners may present a more varied profile of achievement that is likely to include extensive work experience (paid or unpaid), and/or achievement of a range of professional qualifications in their work sector
- Have a good standard of literacy and basic IT skills
- Successful college interview

FURTHER INFORMATION

This course is validated by Edexcel.

PROGRESSION

Upon successful completion of the course, learners can progress to a Masters degree programme at university.



LEVEL 4 CERTIFICATE IN EDUCATION AND TRAINING (FORMERLY CTTLs)

DURATION: ONE YEAR, PART-TIME OR 20 WEEKS INTENSIVE

This course is a first stage teaching qualification which has a teaching/training practice requirement. It is an 'in service' qualification designed for those working, or wishing to work, as teachers/trainers. All learners, whether pre-service or in-service, must have access to 30 hours of teaching (between the start and end dates of this course). This qualification is also suitable for those delivering education and training in any learning environment.

Learners who successfully complete this qualification will have a fundamental understanding of the roles and responsibilities of a teacher/trainer in relation to legislation, equality, diversity, inclusivity and meeting the needs of learners. You will be able to use initial and diagnostic assessments and plan and deliver inclusive teaching and learning. You will also be able to assess learning and use appropriate resources to support effective learning.

The course will be taught by a mixture of teaching activities including lectures, seminars, group work, discussion, role play, demonstration, observation and guided self-study. Individual tutorials are also an important part of this course.

ASSESSMENT

Attendance at college will be mainly contact delivery/ assessment time with your lecturer but it also includes tutorial and workshop sessions. Final assessment and certification are dependent on the completion of a portfolio of evidence, containing assignments, presentations, workbooks, planning documentation and evidence of successful teaching observations.

ENTRY REQUIREMENTS

- Must have access to 30 hours of teaching (between the start and end dates of this course)
- Undertake a Level 2 qualification in both Literacy and Numeracy (if not previously held)
- Successful college interview

FURTHER INFORMATION

This course is validated by City & Guilds.



PROGRESSION

On successful completion of the course, you can progress to the Level 5 Diploma in Education and Training (formerly DTLLS), the Certificate in Education (Cert Ed) or Post Graduate Certificate in Education (PGCE).



Eastleigh College offer many of the Level 3 programmes and Advanced Apprenticeships that are required to enable progression onto our Higher Education courses. Please contact the Information, Advice and Guidance Team to find out more on 023 8091 1299.

LEVEL 5 DIPLOMA IN EDUCATION AND TRAINING (FORMERLY DTLLS)

DURATION: TWO YEARS, PART-TIME

This course is a teaching qualification which has a teaching/training practice requirement. It is an 'in service' qualification designed for those working or wishing to work as teachers/trainers. It may be possible for pre-service teachers/trainers (defined as those who are not formerly contracted as teachers/trainers) to also complete this qualification. It is also suitable for those delivering education and training in any learning environment. All learners, whether pre-service or in-service, must have access to 100 hours of teaching (50 hours per year).

Learners who successfully complete this qualification will take an analytical and practical approach to all aspects of planning, delivering and assessing inclusive teaching and learning. Whilst doing this, learners will embed theories and principles in education and training and demonstrate them in practice.

The range of teaching activities will include lectures, group work, discussion, role play, demonstration and observation. Individual tutorials are also an important part of this course. Workshop sessions are offered throughout the course.

The qualification is designed to enable learners to:

- Adopt an integrated approach to the theory and practice of teaching/training and tutoring
- Reflect on their own previous/current levels of experience, practice and skills and areas for development
- Identify principles of learning, teaching, assessment and evaluation
- Develop communication and inter-personal skills
- Develop an awareness of their professional role and responsibilities

ASSESSMENT

The course is assessed by written work, oral presentation, observation of teaching and a teaching practice file. You will develop the skills required to be a reflective teacher in Post Compulsory Education.

Upon completion of the course, a Diploma (Level 5) in Post Compulsory Education from City & Guilds will be awarded.

ENTRY REQUIREMENTS

- You will need to arrange a Subject Mentor to help support you throughout the course
- At least 100 hours of teaching (50 hours per year)
- GCSE English and Maths, or Level 2 Numeracy and Literacy are strongly recommended. You will need good literacy skills to meet the requirements of the coursework
- If you have completed Year 1 of an equivalent course already, you may be able to join Year 2
- Successful college interview

FURTHER INFORMATION

This course is validated by City & Guilds.



PROGRESSION

You will be able to obtain your Licence to Practise (QTLS) after you have achieved the Diploma in Education and Training.

From the Diploma in Education and Training, you can also progress to a Degree in Education.

LEVEL 5 AND 6 CERTIFICATE IN EDUCATION (CERT ED) AND THE PROFESSIONAL GRADUATE CERTIFICATE IN EDUCATION (PGCE)

DURATION: TWO YEARS, PART-TIME

This course is suitable for individuals who are already teaching in Post Compulsory Education and who want to improve their understanding and practice, and gain the recognised qualification to work in post 16 education and training.

In Year 1 the course units are:

- Planning, assessing and evaluating and learning programmes
- Theories and principles for planning and enabling learning in a specialist subject area

You will understand your own role and responsibilities in relation to the teaching and learning process and learn how to plan and prepare lessons using the appropriate teaching and learning strategies. You will also be able to apply theories and principles of learning to enable inclusive learning.

In Year 2 the course units are:

- Professional practice in the lifelong learning sector
- Curriculum design in a specialist subject area

You will investigate education policy in an area relevant to your own work. You will also do a small piece of research to develop your understanding of your learners and of your own practice. You will reflect on your own development needs and create a teaching file of evidence linking theory to practice.

The course will be taught by a mixture of lectures, individual tutorials, seminars, group work and guided self-study.

ASSESSMENT

Final assessment and certification are dependent on the completion of a portfolio of evidence, containing successful assignments, presentations, an assessed micro-teach and a teaching practice file. There are also eight teaching observations (four per year).

You will develop the skills required to be a reflective teacher in post 16 education and training.

You will receive either a Certificate (Level 5) or a Professional Graduate Certificate (Level 6) in Post Compulsory Education from the University of Portsmouth. The Professional Graduate Certificate is similar to the former Post Graduate Certificate.

The Certificate in Education from the University of Portsmouth has been designed to meet the national requirements of the new Level 5 Diploma in Education and Training.

ENTRY REQUIREMENTS

- At least 50 hours of teaching in a teaching role in each year of the course
- GCSE English and Maths, or Level 2 Numeracy and Literacy are strongly recommended. You will need good literacy skills to meet the requirements of the coursework
- You can enter Level 5 as a non-graduate. Level 6 will require you to be a graduate
- If you have completed Year 1 of an equivalent course already, you may be able to join Year 2
- Successful college interview

FURTHER INFORMATION

This course is validated by the University of Portsmouth. Applications must be made via the university website.



PROGRESSION

You will be able to obtain your Licence to Practise (QTLS) after you have achieved the Certificate or Professional Graduate Certificate in Education.

From the Certificate in Education you can also progress to a Degree in Education; from the Professional Graduate Certificate in Education you can progress to postgraduate study.



HOW TO APPLY - 3 EASY STEPS

1. Apply

Make an online application or download the application form from www.eastleigh.ac.uk

Note: Applicants for Level 5 and 6 Certificate / Professional Graduate Certificate in Education should apply via University of Portsmouth website, <http://www.port.ac.uk/>

If you have any questions, please telephone our Information, Advice and Guidance Team on 023 8091 1299 or you can pop in to main Reception and ask to speak to a member of the team.

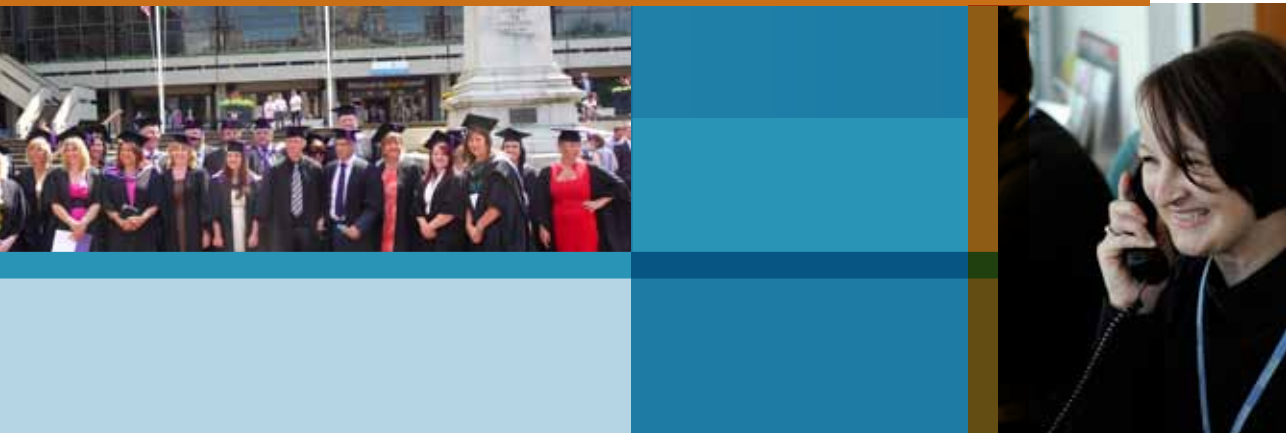
2. Interview

Applicants are interviewed at college. Interviews are usually within two weeks of your application form being received.

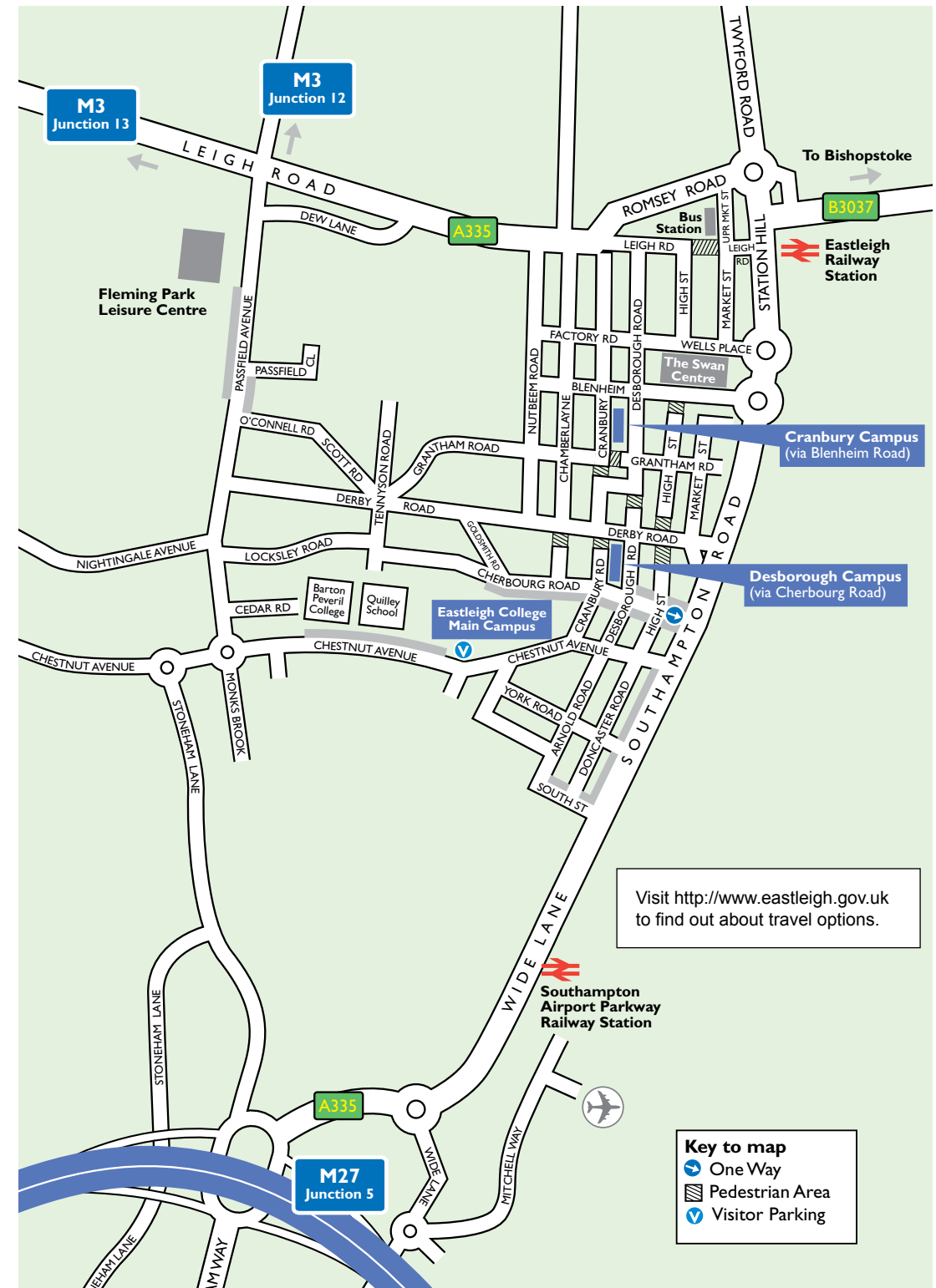
3. Decision made

You will be offered a place or provided with a decision, usually within one week of your interview.

Need help? Please contact the Information, Advice and Guidance Team on 023 8091 1299.



HOW TO FIND US



EASTLEIGH COLLEGE

Learning for Success

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Every care has been taken to ensure the accuracy of this prospectus. However, the College cannot accept liability for claims arising out of errors or omissions. The College reserves the right, without notice, to withdraw, merge or vary any course provision or facilities deemed necessary by the College.

If you would like all or any part of this brochure in large print, translated into braille or audio, please call us on 023 8091 1299 and we will be delighted to help. Eastleigh College may also be able to provide basic communication between BSL users and hearing people.

