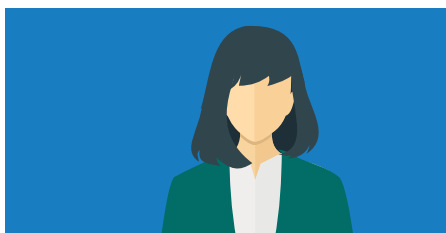
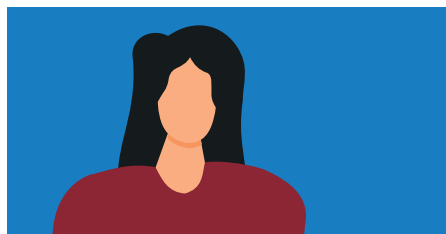
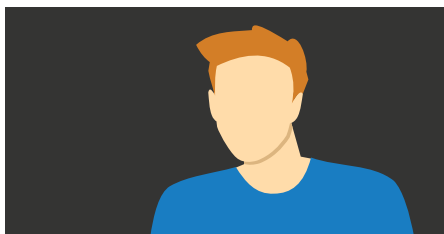
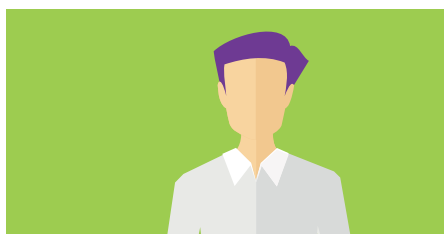
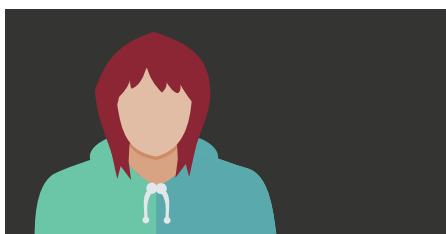


# WE HAVE THE BUCKS COLLEGE FACTOR



## Course Guide

2021 - 22 | Edition 1





# THE **BUCKS** **COLLEGE** **FACTOR** IS CHANGING THE FACE OF LEARNING



**LET'S BE SOCIAL!**  
SEARCH **BUCKS** **COLLEGE** **GROUP**





# HELLO!

## A Welcome from Karen Mitchell

Principal & Chief Executive

*"Thank you for picking up our mini-prospectus. Inside you will find information on what it is like to be a student at Buckinghamshire College Group, along with details of our full-time programmes, a guide to applying online, information about funding and how we support our students.*

*Everything we do is geared to give you the best possible College experience and to enhance your future employment prospects. We have a dedicated Workzone team that focuses on industry work placements, which are an integral part of your study programme.*

*We believe this is vital to your development and gives you the best possible start when seeking employment, an apprenticeship or for securing a place at University. When you are ready to take your first steps into College life, come along to one of our campus open events (find our dates online), meet our highly qualified staff, see our brilliant facilities and learn how we can support and develop your skills through your educational journey.*

*We hope you will want to be part of Buckinghamshire College Group and we very much look forward to welcoming you."*



## CONTENTS

Why choose Bucks College Group?	04	T Levels	14
Learning Safety	05	Courses Explained	16
Our Campuses	06	Course Listings	18
Full-time Courses	08	Student Support	28
Part-time Courses	10	How to Apply	30
Higher Education	10	Contacts Us	31
Apprenticeships	12		



## WHY CHOOSE **BUCKS** **COLLEGE** **GROUP**?

No matter what your background is, our mission is to transform lives through learning and help you achieve your full potential.

We operate from three main campuses in Aylesbury, Wycombe and Amersham, each of which has industry standard facilities in which you will learn and practice your skills, supported by technology that helps bring learning to life. What makes us special? The **Bucks College Factor** is our way of highlighting the exceptional links we have to key employers and industries. We have partnerships with Pinewood Studios based Creative Media Skills for our creative students and Chelsea Football Club for our Sports students.

Our Health and Social Care students have become Nurse Cadets with the NHS, supporting our key workers at this difficult time. Full-time students will be encouraged to grow and flourish in an environment that is structured in a way you would not find at school. While part-time and 19+ students will find that we can open the door to higher education with a more affordable and convenient alternative to University.

We are also Buckinghamshire's biggest provider of Apprenticeships with work based learning opportunities in Business, Construction, Engineering, Healthcare and more.



# CORONAVIRUS & LEARNING SAFETY

Due to the ongoing COVID-19 pandemic, this coming year may be different from other years while we make sure that all our students and staff are able to work safely. We don't yet know what September 2021 will be like for our students but we do know we will make learning at College as safe as possible for everyone.

Right now, when you come onto the campuses, you will see many measures which are there to keep you safe. We have taken a number of steps for your safety including:

- 2m distance markings on entrance and around the building
- One-way or Give-way systems
- Hand sanitiser stations
- Perspex screening
- Classrooms arranged in rows for side to side or behind others to avoid face-to-face contact
- Staggered student starts, finishes, breaks, lunches
- Revised Housekeeping and cleaning arrangements
- Requirement to wear a face covering for visitors

We hope that with these measures in place, you'll feel safe and secure when visiting one of our campuses this year.

For more information, including full details on our campus risk assessments and much more, visit:

**[buckscollegigroup.ac.uk/coronavirus](https://buckscollegigroup.ac.uk/coronavirus)**

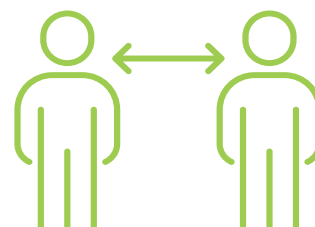
Guidance from



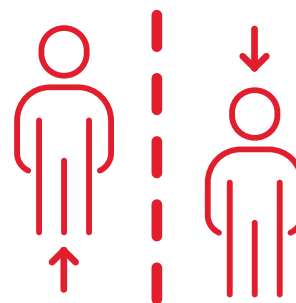
**Public Health  
England**



Over 40 hand sanitising stations have been placed in key areas all around the college.



We ask that you keep to the left hand side of all corridors and walkways to ensure you adhere to the two metre distancing recommendation.



Each of our campuses have been given a new and considered one-way system.

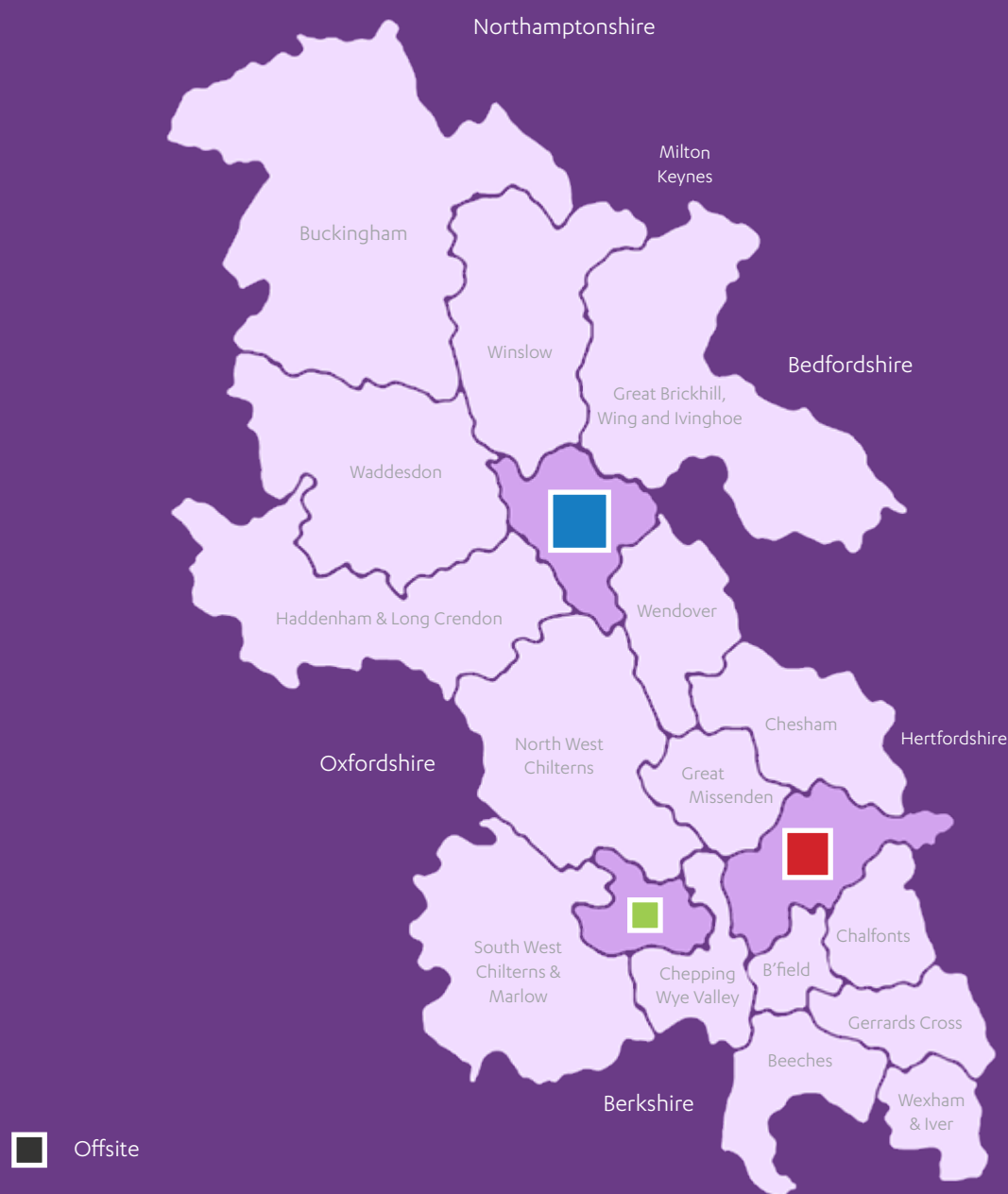


Face coverings are mandatory on campus grounds in all areas except classrooms.





# WHERE WILL YOU STUDY?



## Find your Campus by Subject

- Access to HE ■ ■
- Accounting ■ ■
- Animal Care ■
- Apprenticeships ■ ■
- Art & Design ■ ■
- Back Stage Theatre ■
- Beauty Therapy ■
- Business & Enterprise ■ ■
- Carpentry ■ ■
- Catering & Hospitality ■
- Childcare ■ ■
- Computing & IT ■ ■
- Construction ■ ■
- Engineering ■ ■
- ESOL ■ ■
- Fashion ■ ■
- Foundation Studies ■ ■ ■
- Hairdressing ■
- Health & Social Care ■ ■
- Law ■
- Media: Games Design ■
- Media: TV & Film ■
- Media: Effects & Animation ■
- Music ■
- Motor Vehicle ■ ■
- Plumbing & Gas ■ ■
- Public Services ■ ■
- Science & Forensics ■ ■
- SFX, Hair & Media Make-up ■ ■
- Sport ■ ■
- Teacher Training ■



## Aylesbury Campus

Our Aylesbury campus is purpose-built with modern workshops and classrooms, designed to provide a contemporary workplace for students. The campus has specialist workshops for Construction, Technology and Motor Vehicle programmes and there are fully equipped commercial kitchens for Hospitality and Catering students. We have dedicated salons for Hairdressing and Beauty Therapy programmes and specially designed studios for Games Design and Digital Design and Fashion programmes. Our Life Skills Centre is designed to give young adults with high needs the best possible start in life. We also operate a refectory, restaurant, deli and a comprehensive student gym and sports hall.



## Wycombe Campus



Wycombe is home to our Construction Skills Centre with over £7 million investment in recent years. New workshops for Carpentry and Motor Vehicle training sit alongside Brickwork, Plastering, Electrical and Plumbing spaces.

Sport students have use of a modern gym and a 3G football pitch built with support from the FA to their latest standards. The campus is home to the Future Life Centre, a purpose-built facility designed to help young adults with high needs integrate into society.

## Amersham Campus

Amersham Campus benefits from large workshop spaces where Art and Design students can spread their creative wings.

The 120 seat Theatre on the Hill welcomes the community to watch our extremely talented Performing Arts students in action. Our TV, Film and Media students benefit from a Green Screen Studio, TV Studio, Edit Suites and Motion Capture equipment. Music students make use of rehearsal spaces, recording studios, project studios to develop and master their skills.





# FULL-TIME COURSES: THE STUDY PROGRAMME

All of our full-time students, aged 16-18, are enrolled onto our specially developed Study Programme. We are ambitious for you to succeed, so our study programme has been formulated to prepare you for the future. This means as well as studying your chosen course, you will also work on important skills to help equip you for your future career.

## 1. Your Course

We offer a range of educational choices, supported by modern resources, inspirational teaching and purpose-built facilities. Our vocational qualifications involve studying both the theory and practical elements of a subject. This allows you to develop real occupational knowledge and progress into your chosen industry.

## 2. Tutorial

The purpose of tutorials is to support students to develop personally so they can demonstrate the appropriate attitudes and behaviours required within different contexts, such as learning or work environments.

The College is keen for students to build confidence in themselves as a person as well as a student. So there will be an opportunity for you to set individual targets that are specific to your learning needs. As well as focusing on your academic development, tutorials cover a wide range of topics such as inclusion, British Values, Prevent, mental health, growth mind-set, resilience etc.

Your tutorial is an important part of your course and attending tutorials will help you to be better prepared for life during and after College.

## 3. Independent Study

This is an opportunity for self directed study, when you can work on your assignments. You can also have further discussions and guidance on tutorial topics. Students can make the most of this time and learn key research and independent study skills.

## 4. Careers, Coaching & Progression

We want to make sure you are well prepared for your career, so this programme will support you in making impartial, informed career decisions. It will help you identify experiences where you can develop as an individual whether that be the world of work or further onward progression to University or Higher Apprenticeships.

We will help you practice and develop all the skills and experience needed such as; writing a CV, preparing a Personal Statement and applying to University, preparing for an interview, knowing how to behave appropriately in the workplace, understanding the hidden job market, knowing your rights and responsibilities in the workplace as well as leadership and teamwork skills.

We use up to date Labour Market Information and work with the Local Enterprise Partnership to ensure that we are providing a bespoke programme tailored to the local and national job market.







## 5. Work Experience and Industry Placements supported by #WorkZone

The expectation for all our Level 3 students is to complete a 45 day (315 hrs) industry placement taking place 1 day a week or more outside your programme hours across the academic year.

For our Level 2 students, a 5 day (36 hrs) work experience. This will take place over 5 weeks, 1 day a week outside your college hours. These placements need to be meaningful and relevant to you and your career aspirations.

Our Level 1 students are to complete a 5 day (36 hrs) employability project, to be completed 1 day a week across a five week period outside your main course hours. Foundation and ESOL students will be supported to complete a 36 hr work experience.

The #WorkZone team can help you find somewhere suitable and support you through the process. If you are eligible for support for expenses such as travel and subsistence, you will continue to receive it.



### The benefits of doing a placement/work experience

- You will improve your ability to secure a job.
- It is likely to result in further opportunities like paid employment and apprenticeships.
- You will develop your knowledge and skills relevant to your course and future career as well as the very important wider employability skills which are an essential addition on your CV.
- You will gain greater understanding of what it is like to work in your chosen industry.
- Arrangements will be put in place to support you with Special Education Needs (SEN) or Learning Disabilities or Difficulties (LDD), should you require it.

## 6. English & Maths

It is easy to forget that Maths and English Language are in everything we do, and it is now a government requirement to work towards qualifications in Maths and English before you leave education at the age of 18.

However, having a good understanding of the English language is so much more than achieving a qualification. It impacts our daily life, our ability to communicate and can even affect our chances of progressing onto university or getting our dream job.

In order to ensure that you further develop your skills in English and Maths, you will continue to study these subjects as part of your study programme.

- If you have obtained a GCSE grade 4-9/A-C in English and Maths, you will be timetabled to complete digital skills. This will include essential skills relevant to your chosen course.
- If you have a GCSE grade 3/D or a Level 2 Functional Skills, you will be enrolled onto GCSE English and Maths.
- If you have a Level 1 Functional Skills in English or Maths, or GCSEs below a grade 3/D you will be individually assessed to ensure you are placed on the correct qualification. For vocational Level 1 courses students tend to complete Functional Skills and at vocational Levels 2 and 3 students tend to complete GCSE. However, where this is not the most appropriate pathway for students then a Functional Skills pathway will be available for these students.

\*All students are individually assessed to ensure that they are placed on the most appropriate course.

## 7. Digital Skills

The development of digital skills is part of the study programme for students who have successfully completed Maths and English GCSE.

The aim of the programme is to help you develop your industry related digital skills, ready for the workplace. Students develop skills in using industry standard software, and can go on to achieve recognised certifications from Microsoft or Adobe.



## PART-TIME & HIGHER EDUCATION COURSES

If you are thinking about studying at a higher level or even just interested in a new hobby, then anything is possible with a course at Buckinghamshire College Group.

Deciding to take on a Higher Education course is a big decision. We can help you understand why studying a university-level programme at Buckinghamshire College Group will help you achieve your ambition.

There are so many benefits to studying locally, such as being able to work in your spare time and living at home. All of this means our courses are a cost effective alternative to University.

We have a wide range of part-time courses exclusively for those aged 19 and over, offered at our three campuses. Options include Counselling, Hair & Beauty, English, Maths, Art & Design and Accountancy with many courses starting throughout the year.

### Advanced Learner Loan

Advanced Learner Loans are to help adult learners 19 years or over to manage the costs of further education and training. These loans cover tuition fees for a range of Level 3 to Level 6 courses. The amount of money you can borrow depends on your course.

The Student Loans Company pay your loan directly to the College throughout your study. Getting a loan does not depend on your income and is not subject to credit checks but there are certain criteria you must meet to be eligible for an Advanced Learner Loan.

To find out more, visit  
[buckcollegegroup.ac.uk/fees](https://buckcollegegroup.ac.uk/fees)



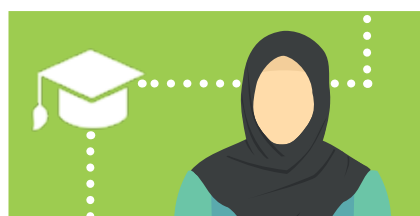


## Our Partnerships

It is important for industry and educators to work together to ensure that learners are given the most relevant and necessary skill-sets to help them become as employable as possible.

So as a leading educational institution, we are committed to raising the standard of teaching and learning in Buckinghamshire by working with many businesses, charities and other learning providers to bring you the best possible educational resources and experiences.

Our partners help us to provide things such as industry recognised qualifications, learning technology, workshops, guest speakers, work experience and career opportunities. The examples above are just a few of the partnerships we have with key stakeholders in your future.







# APPRENTICESHIPS

Wherever you see your future, you are sure to find an apprenticeship programme at Buckinghamshire College Group that will inspire you.

We are the largest provider of apprenticeship training in Buckinghamshire, with apprenticeships available in a wide range of subjects including Hairdressing, Business Administration, Plumbing, Childcare and many more.

## So you go to work, get paid and do a qualification at the same time

You'll spend a minimum of a year completing your apprenticeship depending on the level and occupation. As an apprentice, you'll work at least 30 hours a week so there's every chance to work alongside and learn from more experienced colleagues.

## So how much will you be paid?

You're entitled to the relevant apprenticeship national minimum wage. The minimum wage for apprentices is £3.90 per hour (as of April 2018), but many employers pay more than this. This is dependent on the sector, region, age and apprenticeship level. For example, some higher apprentices can be paid as much as £300 – £500 per week.

## Being at work

Your employer has an essential part to play in developing and delivering your apprenticeship programme. You'll receive on the job training relevant to your apprenticeship programme. You will also be supported by us to complete your apprenticeship qualification.

This is very different to school. It's a great opportunity to sample new experiences and develop new skills

## What kinds of apprenticeships are available?

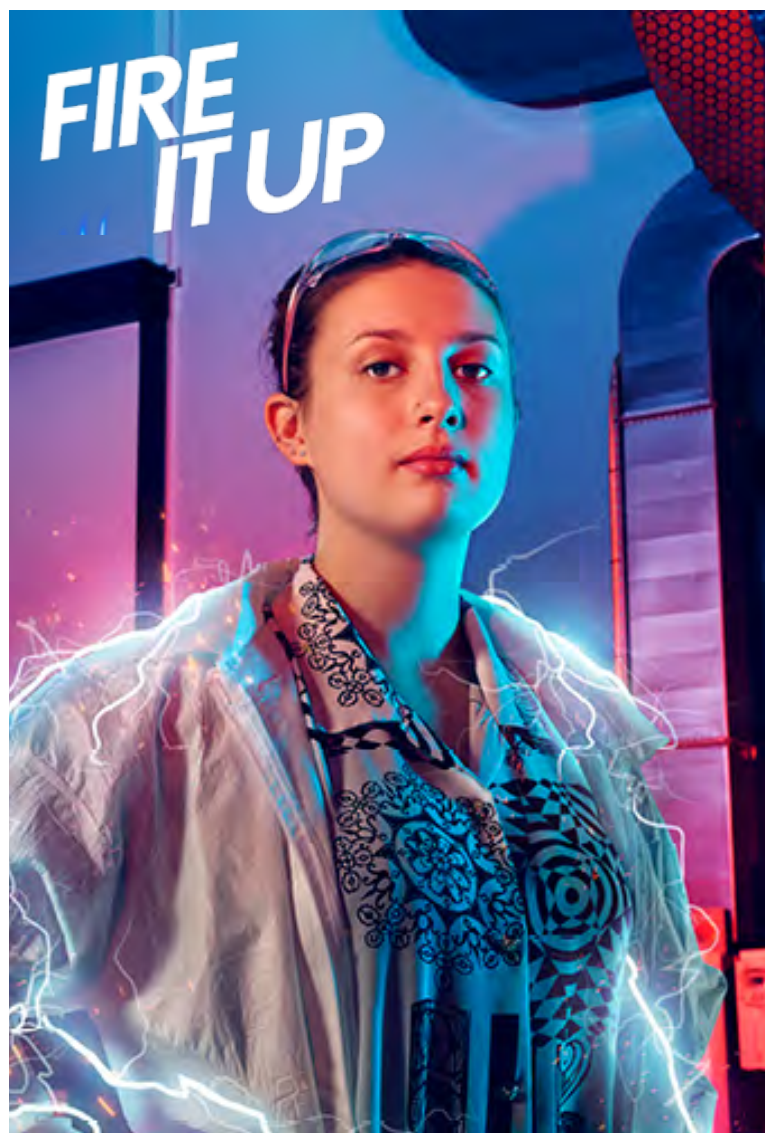
There are hundreds of different types of apprenticeships available covering a wide range of occupation areas. Usually the level you start at depends on your existing levels of qualifications and your work experience.

## To start an apprenticeship, you'll need to be:

- 16 or over
- Living in England
- Not in full-time education

## To apply you can:

- Contact us directly
- Check out apprenticeships on-line, where you can find a whole range of apprenticeship opportunities
- You can attend one of our open events – check the website for details.





# POWER AHEAD

Learn skills you'll use for life  
with an apprenticeship  
Visit [apprenticeships.gov.uk](https://apprenticeships.gov.uk)



## The Facts

- An apprenticeship is a work-based training programme which includes on and off the job training which can be both formal and informal. There is an End Point Assessment which confirms your knowledge, skills and behaviour.
- Apprenticeships are real jobs and apprentices must be employed for at least 30 hours per week.
- Most apprenticeships will contain nationally recognised qualifications which are relevant to the job role.
- An apprenticeship can last for 1 – 4 years, depending on the subject area, and/or level.
- Apprenticeships can support people of all ages, as well as an existing workforce to develop skills and support a career in a new occupation or job role.
- An apprentice spends at least 20% of their time completing off the job training.
- The perception is that apprenticeships are often focused on young people aged 16-18. However, they can be used to support people of all ages, as well as an existing workforce to develop skills and support a career in a new occupation or job role.





# 80%

# CLASSROOM

# 20%

# WORKPLACE

You'll spend 80% of your time in the classroom and 20% on a 45-day placement to equip you with the knowledge and skills companies are looking for.

Your T Level will help you to step straight into your chosen career, an apprenticeship or a degree.

Wherever your future is heading, take it to the next level.

We will be offering T Level in Digital, Education & Childcare and Health & Science from September 2021.

For more information, visit [gov.uk/dfe/t-levels](https://gov.uk/dfe/t-levels)



**T-LEVELS**  
THE NEXT LEVEL QUALIFICATION

# T LEVELS

---

T Levels are a brand new qualification designed to give you a head start towards the future you want. The 2-year T Level qualification brings classroom and work placement together on a course designed with employers and businesses.

They follow GCSEs and are equivalent to 3 A Levels. You'll spend 80% of your time in the classroom and 20% on a 45-day placement to give you the skills and knowledge employers are looking for.

Your T Level will help you to step straight into your chosen career, an apprenticeship or a degree. Wherever your future is heading, take it to the next level. Starting from September 2021 we will be offering T Level qualifications in:

- Digital
- Education & Childcare
- Health & Science

## When do T Levels begin?

T Levels will begin at Bucks College Group in September 2021. Applications at Bucks College Group will open in November 2020.

## How long does a T Level take?

Two years of full-time study or 3 years if you complete a transition programme.

## What subjects can I study?

Digital, Education & Childcare and Health & Science will be available from September 2021 at Bucks College Group. In the coming years more subjects will be available. Find out more at [gov.uk/dfe/t-levels](https://gov.uk/dfe/t-levels)

## Where can I study T Levels in my area?

You won't find T Levels in Schools, they are exclusive to Colleges. Bucks College Group will be amongst the first places to offer T Levels in 2021 in Digital, Education & Childcare and Health & Science in the local area.

## How long is the industry placement?

An industry placement lasts around 45 days, undertaken as a block or as individual days. The specific length of the placement and when it will take place will differ depending on your T Level.

## Is this the right path for me?

T Levels are ideal if you have completed your GCSEs and want to get the knowledge and experience needed to get a skilled job.

## Can I go to University after a T Level?

Yes, you can. T Levels get you work ready, but you can continue studying with a higher apprenticeship or degree.

## Will they be recognised by employers?

T Levels are designed with businesses and employers, to make sure you have the skills and knowledge they are looking for in an employee.

## Why would I choose an unpaid T Level over a paid Apprenticeship?

T Levels are ideal if you have completed your GCSEs and want to get the knowledge and experience needed to get a skilled job.

Apprenticeships are paid, work-based training for those who know what occupation they want to pursue.

## Will there be any support for transport costs?

Bucks College Group has designated funding to support industry placements which can be used to support you with your travel costs.



## WHICH LEVEL TO CHOOSE?

### FULL-TIME COURSES

START FROM

#### ENTRY LEVEL 1-3

Entry level qualifications can help you build skills and boost your confidence. No qualifications are required.



### PART-TIME COURSES

START FROM

#### LEVEL 1

Precursor to GCSEs. Ideal if you need to improve your English, Maths or IT. No prior qualifications are required.



### APPRENTICESHIPS

START FROM

#### LEVEL 2

Equivalent to GCSEs. This is the minimum requirement for many employers. Some experience or qualifications may be required.



### T LEVELS

THE SAME UCAS POINTS  
AS 3 A-LEVELS

#### LEVEL 3

Equivalent to three A-Levels. Essential for progressing on to University. 4 GCSE's grades 9-4 are required.



### HIGHER EDUCATION

STARTS FROM

#### LEVEL 4-7

Degree level courses. Minimum Level 3 or A-Levels required to study.

## What is a course level and how do you choose the correct level for you?

Whether you have just left school, taken a break from learning and now want to gain qualifications for the world of work, are looking to study at the next level or go to University, we can help you find the right course and level for you.

The level structure groups qualifications together to provide a consistent way of assessing each level of achievement. For example, a Level 3 Extended Diploma is the equivalent of 3 A-Levels.

At Buckinghamshire College Group, we offer courses of all levels, for all abilities. Our levels range from 1-5, but do not worry, if you do not have a Level 1 qualification we can still help. We also offer pre-entry and entry level courses, and on completion of these you can go on to study at Level 1.

There are a range of different qualification types; this is the qualification you receive on completion of your course. These are set to a National Standard to ensure that different qualifications at the same level expect a similar standard of work. Many of you may already have GCSEs, so by gaining more qualifications, you open up a world of opportunities for your future career path!

## What if I do not have GCSE qualifications but have previous work experience or other qualifications?

You can still apply if you are a mature student and have work experience in the area you wish to study or other qualifications – these may gain you additional credit and will be considered in your application to our courses.





# OUR COURSES

Level	Course Name	Campus	Mode	Duration	Start
<b>Access to Higher Education</b>					
2	Pre-Access to Higher Education	AY	FT	34 weeks	Jan
3	Access to HE - Nursing & Healthcare Professionals	AM	FT	33 weeks	Sept
3	Access to Health & Health Sciences	AY	FT	35 weeks	Sept
3	Access to Humanities & Social Sciences	AY	FT	35 weeks	Sept
<b>Animal Care</b>					
1	Diploma in Land-based Studies	OS	FT	36 weeks	Sept
2	Diploma in Animal Care	OS	FT	36 weeks	Sept
3	Diploma in Animal Management	OS	FT	31 weeks	Sept
<b>Art &amp; Design</b>					
E3	Award in Creative Craft	AY	FT	36 weeks	Sept
1	Ceramics & Pot Throwing - Day	AM	PT	11 weeks	Sept
1	Ceramics & Pot Throwing - Day	AM	PT	11 weeks	Jan
1	Ceramics & Pot Throwing - Day	AM	PT	8 weeks	Apr
1	Ceramics & Pot Throwing - Evening	AM	PT	11 weeks	Sept
1	Ceramics & Pot Throwing - Evening	AM	PT	11 weeks	Jan
1	Ceramics & Pot Throwing - Evening	AM	PT	8 weeks	Apr
1	Certificate in Creative Studies	AM	FT	36 weeks	Sept
1	Painting	AM	PT	12 weeks	Sept
1	Painting	AM	PT	10 weeks	Jan
1	Painting	AM	PT	6 weeks	Apr
1	Screen Print & Printmaking	AM	PT	10 weeks	Sept
1	Screen Print & Printmaking	AM	PT	10 weeks	Jan
1	Screen Print & Printmaking	AM	PT	6 weeks	Apr
1	Diploma in Art, Design & Media	AY	FT	36 weeks	Sept
2	Certificate in Art & Design	AM	FT	36 weeks	Sept
2	Certificate in Photography & Image Making	AM	FT	36 weeks	Sept
2	Award in Creative Media Production & Technology	AY	FT	36 weeks	Sept
2	Diploma in Art & Design	AY	FT	36 weeks	Sept
2	Diploma in Creative Media Production & Technology	AY	FT	36 weeks	Sept
2	Diploma in Fashion Retail & Communication	AY	FT	36 weeks	Sept
2	Diploma in Special Effects Make Up for Film, TV & Theatre	AY	FT	36 weeks	Sept
3	Diploma in Graphic Design	AM	FT	36 weeks	Sept
3	Diploma in Photography Image & Vision	AM	FT	36 weeks	Sept
3	Diploma in Art & Design	AM	FT	36 weeks	Sept
3	Foundation Diploma in Art & Design	AM	FT	36 weeks	Sept
3	Diploma in Fashion Retail & Communication	AY	FT	36 weeks	Sept
3	Diploma in Graphic & Digital Design	AY	FT	36 weeks	Sept
3	Diploma in Special Effects Make Up for Film, TV & Theatre	AY	FT	36 weeks	Sept
3	Diploma in Art & Design	AY	FT	36 weeks	Sept
4	UAL Foundation Diploma in Directing & Production Skills	AM	FT	30 weeks	Sept
4	HNC in Makeup, Prosthetics & Costume	AM	FT	34 weeks	Sept
4	UAL Foundation Diploma in Art & Design (Props)	AM	FT	30 weeks	Sept





Level	Course Name	Campus	Mode	Duration	Start
<b>Beauty Therapy</b>					
1	Diploma in Beauty Therapy	AY	FT	36 weeks	Sept
2	College Certificate - Airbrush Make-Up	AY	PT	1 week	TBC
2	College Certificate - Baby Massage	AY	PT	1 week	TBC
2	College Certificate - Bamboo Massage	AY	PT	1 week	TBC
2	College Certificate - Basic Make-Up	AY	PT	1 week	TBC
2	College Certificate - Gel Nails	AY	PT	1 week	TBC
2	College Certificate - High Definition Brows	AY	PT	1 week	TBC
2	College Certificate in Intimate Waxing	AY	PT	1 week	TBC
2	College Certificate in Lash Extensions	AY	PT	1 week	TBC
2	College Certificate in Lash Lifting	AY	PT	1 week	TBC
2	College Certificate in Pre-Blended Aromatherapy	AY	PT	1 week	TBC
2	College Certificate in Spray Tanning	AY	PT	1 week	TBC
2	College Certificate in Threading	AY	PT	1 week	TBC
2	Diploma in Beauty Therapy	AY	FT	36 weeks	Sept
2	Diploma in Beauty Therapy	AY	PT	33 weeks	Sept
3	Award in Indian Head Massage	AY	PT	10 weeks	Sept
3	Award in Indian Head Massage	AY	PT	10 weeks	Jan
3	Certificate in Swedish Massage	AY	PT	17 weeks	Feb
3	Certificate in Swedish Massage	AY	PT	16 weeks	Sept
3	Diploma in Beauty Therapy	AY	FT	36 weeks	Sept
3	Diploma in Reflexology	AY	PT	35 weeks	Sept
<b>Business &amp; Management</b>					
1	Introductory Diploma in Business	AM	FT	36 weeks	Sept
1	Introductory Diploma in Business	AY	FT	36 weeks	Sept
2	Extended Certificate in Business	AM	FT	36 weeks	Sept
2	AAT Certificate in Accounting	AY	FT	36 weeks	Sept
2	AAT Certificate in Accounting	AY	PT	35 weeks	Sept
2	AAT Certificate in Bookkeeping	AY	PT	17 weeks	Sept
2	Award in Legal Studies	AY	PT	TBC	TBC
2	Certificate in Legal Studies	AY	FT	36 weeks	Sept
2	Extended Certificate in Business	AY	FT	36 weeks	Sept
2	Customer Services	AY	APP	65 weeks	Anytime
2	AAT Foundation Certificate in Accounting - Day	WY	PT	17 weeks	Sept
2	AAT Foundation Certificate in Accounting - Day	WY	PT	17 weeks	Feb
2	AAT Foundation Certificate in Accounting - Evening	WY	PT	17 weeks	Sept
2	AAT Foundation Certificate in Accounting - Evening	WY	PT	17 weeks	Feb
2	AAT Foundation Certificate in Accounting	WY	FT	36 weeks	Sept
3	Diploma in Business	AM	FT	36 weeks	Sept
3	Diploma in Marketing	AM	FT	36 weeks	Sept
3	Diploma in Innovation & Entrepreneurship	AM	FT	36 weeks	Sept
3	AAT Advanced Diploma in Accounting	AY	PT	31 weeks	Sept
3	AAT Diploma in Accounting	AY	FT	36 weeks	Sept
3	CIPD Certificate in Human Resource Practice	AY	PT	35 weeks	Sept
3	Diploma in Business	AY	FT	36 weeks	Sept
3	Diploma in Law & Practice	AY	FT	36 weeks	Sept



Level	Course Name	Campus	Mode	Duration	Start
3	Business Administration	AY	APP	78 weeks	Anytime
3	Team Leader/Supervisor	AY	APP	78 weeks	Anytime
3	AAT Advanced Diploma in Accounting Day	WY	PT	30 weeks	Mar
3	AAT Advanced Diploma in Accounting Eve	WY	PT	30 weeks	Sept
3	AAT Advanced Diploma in Accounting Eve	WY	PT	13 weeks	Feb
3	CIPD Certificate in Human Resource Practice	WY	PT	35 weeks	Sept
4	AAT Diploma in Accounting	AY	PT	35 weeks	Sept
4	AAT Professional Diploma in Accounting - Day	WY	PT	34 weeks	Sept
4	AAT Professional Diploma in Accounting - Evening	WY	PT	15 weeks	Jan
5	Foundation Degree in Business & Management	AY	PT	30 weeks	Sept
5	CIPD Certificate in Human Resource Management	AY	PT	35 weeks	Sept
5	CIPD Diploma in Human Resource Management	AY	PT	17 weeks	Nov
5	CIPD Certificate in Human Resource Management	WY	PT	35 weeks	Sept

### Catering & Hospitality

E	Bucks Bake Off	AY	PT	35 weeks	Nov
E	College Certificate in Healthy Eating	AY	PT	17 weeks	Feb
E3	Certificate in Hospitality Services	AY	FT	35 weeks	Sept
1	Certificate in Catering Gourmet Dinner Parties	AY	PT	1 week	Oct
1	College Certificate in Cooking On a Budget	AY	PT	3 weeks	May
1	College Certificate in Family Cooking for Fun	AY	PT	1 week	Feb
1	Certificate in Hospitality Services	AY	FT	36 weeks	Sept
2	College Certificate for Young Bakers	AY	PT	1 week	Oct
2	Diploma in Professional Cookery	AY	FT	36 weeks	Sept
2	Diploma in Professional Cookery	AY	PT	33 weeks	Sept
2	Production Chef	AY	APP	65 weeks	Anytime
3	Diploma in Professional Cookery	AY	PT	36 weeks	Sept
3	Senior Production Cooking	AY	APP	65 weeks	Anytime

### Childcare

1	Diploma in Caring for Children	WY	FT	20 weeks	Sept
2	Certificate in Supporting Teaching & Learning	AY	FT	36 weeks	Sept
2	Diploma for the Early Years Practitioner	AY	FT	36 weeks	Sept
2	Children & Young People's Workforce	AY	APP	53 weeks	Anytime
2	Award in Neuroscience in Early Years	WY	PT	36 weeks	Sept
2	Certificate in Supporting Teaching & Learning	WY	FT	36 weeks	Sept
2	Diploma for the Early Years Practitioner	WY	FT	36 weeks	Sept
3	Early Years Educator	AY	APP	104 weeks	Anytime
3	Certificate in Childcare & Education	WY	FT	36 weeks	Sept
4	Certificate for the Early Years Advanced Practitioner	AY	PT	35 weeks	Sept
5	Foundation Degree in Early Years	AY	PT	30 weeks	Sept
5	Foundation Degree in Educational Practice	AY	PT	30 weeks	Sept

### Computing & IT

E	Microsoft: Essentials Excel	AY	PT	6 weeks	May
E	Microsoft: Essentials Excel	AY	PT	6 weeks	Jan
E	Microsoft Office: Skills For Work- Beginners	AY	PT	6 weeks	Oct
E	Microsoft Office: Skills For Work- Beginners	AY	PT	6 weeks	Feb



Level	Course Name	Campus	Mode	Duration	Start
1	Diploma in ICT	AM	FT	36 weeks	Sept
1	Diploma in ICT	AY	FT	36 weeks	Sept
1	Diploma in Carpentry & Joinery	AY	FT	36 weeks	Sept
1	Diploma in Construction	AY	FT	10 weeks	Sept
1	Diploma in Plumbing	AY	FT	10 weeks	Sept
2	Diploma in ICT	AM	FT	36 weeks	Sept
2	Certificate in CISCO CCENT	AY	PT	36 weeks	Jan
2	Certificate in CISCO CCENT	AY	PT	36 weeks	Sept
2	Certificate in CISCO CCNA	AY	PT	10 weeks	Sept
2	Certificate in CISCO CCNA	AY	PT	20 weeks	Jan
2	Diploma in ICT	AY	FT	36 weeks	Sept
2	Microsoft Office Specialist - Access	OS	OL	6 weeks	Multi
2	Microsoft Office Specialist - Outlook	OS	OL	6 weeks	Multi
2	Microsoft Office Specialist - Excel	OS	OL	6 weeks	Multi
2	Microsoft Office Specialist - Powerpoint	OS	OL	6 weeks	Multi
2	Microsoft Office Specialist - Word	OS	OL	6 weeks	Multi
3	Diploma in ICT	AM	FT	36 weeks	Sept
3	Diploma in ICT	AY	FT	36 weeks	Sept
4	Software Developer	AY	APP	96 weeks	Anytime
4	Data Analytics	AY	APP	96 weeks	Anytime
4	Software Testing	AY	APP	96 weeks	Anytime

### Construction

1	Diploma in Carpentry & Joinery	AY	FT	36 weeks	Sept
1	Diploma in Construction	AY	FT	36 weeks	Sept
1	Diploma in Plumbing	AY	FT	36 weeks	Sept
1	Diploma in Bricklaying	AY	FT	36 weeks	Sept
1	Diploma in Bricklaying	WY	FT	36 weeks	Sept
1	Diploma in Carpentry & Joinery	WY	FT	36 weeks	Sept
1	Diploma in Construction	WY	FT	36 weeks	Sept
1	Diploma in Painting & Decorating	WY	FT	36 weeks	Sept
1	Diploma in Plumbing	WY	FT	36 weeks	Sept
1	Certificate in Construction	WY	FT	36 weeks	Sept
2	Diploma in Bricklaying	AY	FT	36 weeks	Sept
2	Diploma in Bricklaying - Evening	AY	PT	33 weeks	Sept
2	Diploma in Plumbing	AY	FT	36 weeks	Sept
2	Diploma in Plumbing - Evening	AY	PT	35 weeks	Sept
2	Diploma in Site Carpentry	AY	FT	36 weeks	Sept
2	Diploma in Site Carpentry - Evening	AY	PT	TBC	Sept
2	Bricklaying	AY	APP	104 weeks	Anytime
2	Carpentry & Joinery	AY	APP	104 weeks	Anytime
2	Diploma in Bricklaying	WY	FT	36 weeks	Sept
2	Diploma in Bricklaying - Evening	WY	PT	33 weeks	Sept
2	Diploma in Carpentry & Joinery	WY	FT	36 weeks	Sept
2	Diploma in Painting & Decorating	WY	FT	36 weeks	Sept
2	Diploma in Plumbing	WY	FT	36 weeks	Sept



Level	Course Name	Campus	Mode	Duration	Start
2	Diploma in Plumbing - Evening	WY	PT	35 weeks	Sept
2	Carpentry & Joinery	WY	APP	104 weeks	Sept
3	Diploma in Site Carpentry	AY	FT	36 weeks	Sept
3	Bricklaying	AY	APP	104 weeks	Anytime
3	Advanced Carpentry & Joinery	AY	APP	78 weeks	Anytime
3	Plumbing & Domestic Heating	AY	APP	208 weeks	Anytime
3	Advanced Carpentry & Joinery	WY	APP	78 weeks	Sept
3	Plumbing & Domestic Heating	WY	APP	208 weeks	Sept

### Counselling

E	Counselling Children & Young People	AM	PT	10 weeks	Sept
1	Introduction to Counselling	AM	PT	7 weeks	Apr
1	Introduction to Counselling	AM	PT	7 weeks	Sept
1	Introduction to Counselling - Evening	AM	PT	7 weeks	Sept
1	Introduction to Counselling	AY	PT	7 weeks	Jan
1	Introduction to Counselling	AY	PT	7 weeks	Sept
1	Introduction to Counselling	WY	PT	7 weeks	Sept
1	Introduction to Counselling	WY	PT	7 weeks	Sept
1	Introduction to Counselling	WY	PT	36 weeks	Sept
2	Certificate in Counselling Skills	AY	PT	27 weeks	Nov
2	Certificate in Counselling Skills	AY	PT	27 weeks	Nov
2	Certificate in Counselling Skills	AY	PT	24 weeks	Nov
2	Certificate in Counselling Skills	AY	PT	27 weeks	Jan
2	Certificate in Counselling Skills	AY	PT	24 weeks	Dec
2	Certificate in Counselling Skills	AY	PT	27 weeks	Nov
3	ABC Certificate in Counselling Skills	AM	PT	29 weeks	Nov
3	ABC Certificate in Counselling Skills	AM	PT	29 weeks	Nov
3	ABC Certificate in Counselling Skills - Evening	AM	PT	29 weeks	Nov
3	Certificate in Counselling Studies	AY	PT	33 weeks	Sept
3	Certificate in Counselling Studies	AY	PT	33 weeks	Sept
3	Certificate in Counselling Studies	AY	PT	33 weeks	Sept
3	Certificate in Counselling Studies	AY	PT	33 weeks	Sept
3	Certificate in Counselling Studies	AY	PT	33 weeks	Sept
3	ABC Certificate in Counselling Skills	WY	PT	29 weeks	Sept
3	ABC Certificate in Counselling Skills	WY	PT	29 weeks	Sept
3	ABC Certificate in Counselling Skills	WY	PT	29 weeks	Nov
4	ABC Diploma in Therapeutic Counselling	AM	PT	34 weeks	Sept
4	Diploma in Therapeutic Counselling	AY	PT	35 weeks	Sept
4	Diploma in Therapeutic Counselling	AY	PT	35 weeks	Sept
4	Diploma in Therapeutic Counselling	AY	PT	35 weeks	Sept
4	ABC Diploma in Therapeutic Counselling	WY	PT	35 weeks	Sept
5	Diploma in Psychotherapeutic Counselling	AY	PT	30 weeks	Sept

### Electrical

2	Diploma in Electrical Installations	AY	FT	7 weeks	Sept
2	Diploma in Electrical Installations - Evening	AY	PT	36 weeks	Sept
2	Diploma in Electrical Installations	WY	FT	TBC	Sept



Level	Course Name	Campus	Mode	Duration	Start
2	Diploma in Electrical Installations - Evening	WY	PT	36 weeks	Sept
3	Diploma in Electrical Installations - Evening	AY	PT	35 weeks	Sept
3	Electrical 18th Edition	AY	PT	10 weeks	Sept
3	Electrical Installations	AY	APP	182 weeks	Anytime
3	Diploma in Electrical Installations - Evening	WY	PT	36 weeks	Sept
3	Electrical 18th Edition	WY	PT	10 weeks	Sept
3	Electrical Installations	WY	APP	182 weeks	Sept

### English

E3	Functional Skills English	AY	PT	36 weeks	Sept
E3	Functional Skills in English	WY	PT	30 weeks	Sept
1	Functional Skills in English	AY	PT	36 weeks	Sept
1	Functional Skills in English	WY	PT	30 weeks	Sept
2	GCSE English Language	AY	PT	32 weeks	Sept
2	Functional Skills in English	AY	PT	36 weeks	Sept
2	GCSE English Language	WY	PT	32 weeks	Sept
2	Functional Skills in English	WY	PT	30 weeks	Sept

### English for Speakers of Other Languages (ESOL)

E	Full-Time ESOL College Certificate- 16-18	AY	FT	36 weeks	Sept
E	Full Time ESOL College Certificate 16-18	WY	FT	36 weeks	Sept
E1	ESOL Skills for Life- Reading	AM	PT	10 weeks	Apr
E1	ESOL Skills for Life- Speaking & Listening	AM	PT	12 weeks	Sept
E1	ESOL Skills for Life- Writing	AM	PT	12 weeks	Jan
E1	ESOL Skills for Life- Reading	AY	PT	10 weeks	Apr
E1	ESOL Skills for Life- Speaking & Listening	AY	PT	10 weeks	Sept
E1	ESOL Skills for Life- Writing	AY	PT	10 weeks	Jan
E1	ESOL Skills for Life	AY	FT	36 weeks	Sept
E1	ESOL Skills for Life- Reading	WY	PT	TBC	Apr
E1	ESOL Skills for Life- Speaking & Listening	WY	PT	TBC	Sept
E1	ESOL Skills for Life- Writing	WY	PT	TBC	Jan
E1	ESOL Skills for Life	WY	FT	36 weeks	Sept
E2	ESOL Skills for Life - Writing	AM	PT	12 weeks	Jan
E2	ESOL Skills for Life- Reading	AM	PT	10 weeks	Apr
E2	ESOL Skills for Life- Speaking & Listening	AM	PT	12 weeks	Sept
E2	ESOL Skills for Life - Writing	AY	PT	10 weeks	Jan
E2	ESOL Skills for Life- Reading	AY	PT	10 weeks	Apr
E2	ESOL Skills for Life- Speaking & Listening	AY	PT	10 weeks	Sept
E2	ESOL Skills for Life - Writing	WY	PT	TBC	Jan
E2	ESOL Skills for Life- Reading	WY	PT	TBC	Apr
E2	ESOL Skills for Life- Speaking & Listening	WY	PT	TBC	Sept
E3	ESOL Skills for Life- Reading	AM	PT	TBC	Apr
E3	ESOL Skills for Life- Speaking & Listening	AM	PT	TBC	Sept
E3	ESOL Skills for Life- Writing	AM	PT	TBC	Jan
E3	ESOL Skills for Life- Reading	AY	PT	10 weeks	Apr
E3	ESOL Skills for Life- Speaking & Listening	AY	PT	10 weeks	Sept
E3	ESOL Skills for Life- Writing	AY	PT	10 weeks	Jan





Level	Course Name	Campus	Mode	Duration	Start
E3	ESOL Skills for Life- Reading	WY	PT	TBC	Apr
E3	ESOL Skills for Life- Speaking & Listening	WY	PT	TBC	Sept
E3	ESOL Skills for Life- Writing	WY	PT	10 weeks	Jan
1	Award in ESOL Skills for Life - Speaking & Listening	AM	PT	10 weeks	Sept
1	Award in ESOL Skills for Life - Writing	AM	PT	10 weeks	Jan
1	Award in ESOL Skills for Life - Reading	AM	PT	10 weeks	Apr
1	Award in ESOL Skills for Life - Reading	AY	PT	10 weeks	Apr
1	Award in ESOL Skills for Life - Speaking & Listening	AY	PT	10 weeks	Sept
1	Award in ESOL Skills for Life - Writing	WY	PT	TBC	Jan
2	Award in ESOL Skills for Life - Reading	AY	PT	10 weeks	Apr
2	Award in ESOL Skills for Life - Speaking & Listening	AY	PT	10 weeks	Sept
2	Award in ESOL Skills for Life - Writing	AY	PT	10 weeks	Jan
2	Preparation of International English Language Test-	AY	PT	10 weeks	Sept
2	Preparation of International English Language Test-	AY	PT	10 weeks	Jan
2	Preparation of International English Language Test-	AY	PT	10 weeks	Apr
2	Award in ESOL Skills for Life - Reading	WY	PT	TBC	Apr
2	Award in ESOL Skills for Life - Speaking & Listening	WY	PT	TBC	Sept
2	Award in ESOL Skills for Life - Writing	WY	PT	TBC	Jan

### Foundation Learning

E1	Certificate in Independent Living	AY	FT	36 weeks	Sept
E1	Certificate in Independent Living	WY	FT	36 weeks	Sept
E1	Certificate in Making Progress in the Community	AY	FT	36 weeks	Sept
E2	Certificate in Employability	AY	FT	36 weeks	Sept
E2	Certificate in Skills in Retail	AY	FT	36 weeks	Sept
E2	Certificate in Independent Living	WY	FT	36 weeks	Sept
E3	Certificate in Employability	AM	FT	36 weeks	Sept
E3	Certificate in Skills in Retail	AM	FT	36 weeks	Sept
E3	Certificate in Independent Living	WY	FT	36 weeks	Sept
1	Certificate in Employability	AM	FT	36 weeks	Sept
1	Award in Employability (Supported Internship)	AY	FT	36 weeks	Sept
1	Certificate in Step Forward to Employability	AY	FT	36 weeks	Sept

### Games Design

1	Diploma in Game Design	AY	FT	36 weeks	Sept
2	Diploma in Games Design	AY	FT	36 weeks	Sept
3	Diploma in Games Design	AY	FT	36 weeks	Sept
3	Diploma in Games Development	AY	FT	36 weeks	Sept

### Hairdressing & Barbering

1	Diploma in Hairdressing	AY	FT	36 weeks	Sept
2	College Certificate in Creative Colouring	AY	PT	11 weeks	Sept
2	Diploma in Barbering	AY	PT	33 weeks	Sept
2	Diploma in Hairdressing	AY	FT	36 weeks	Sept
2	Hairdressing	AY	APP	104 weeks	Anytime
2	Barbering	AY	APP	104 weeks	Anytime
3	Diploma in Hairdressing	AY	FT	36 weeks	Sept



Level	Course Name	Campus	Mode	Duration	Start
3	Diploma in Hairdressing	AY	PT	35 weeks	Sept
3	Hairdressing	AY	APP	104 weeks	Anytime
<b>Health &amp; Social Care</b>					
1	Award in Preparing to Work in Adult Social Care	AY	PT	12 weeks	Sept
1	Award in Preparing to Work in Schools	AY	PT	12 weeks	Sept
1	Diploma in Introduction to Health, Social Care & Children's & Young People's Settings	AY	FT	36 weeks	Sept
1	Award in Preparing to Work in Adult Social Care	WY	PT	12 weeks	Sept
1	Award in Preparing to Work in Schools	WY	PT	12 weeks	Sept
1	Diploma in Introduction to Health, Social Care & Children's & Young People's Settings	WY	FT	36 weeks	Sept
2	Diploma in Health & Social Care	AY	FT	36 weeks	Sept
2	Diploma in Health & Social Care	WY	FT	36 weeks	Sept
3	Certificate In Health & Social Care	AY	FT	36 weeks	Sept
3	Senior Healthcare Support Worker	OS	APP	78 weeks	Anytime
3	Certificate in Health & Social Care	WY	FT	36 weeks	Sept
<b>Maths</b>					
E3	Functional Skill In Maths	AY	FT	35 weeks	Sept
E3	Functional Skills in Maths	WY	PT	30 weeks	Sept
1	Functional Skill in Maths	AY	PT	35 weeks	Sept
1	Functional Skills in Maths	WY	PT	30 weeks	Sept
2	GCSE Mathematics	AM	PT	32 weeks	Sept
2	GCSE Mathematics	AY	PT	32 weeks	Sept
2	Functional Skills Maths	AY	PT	36 weeks	Sept
2	Functional Skills in Maths	WY	PT	30 weeks	Sept
<b>Media</b>					
1	Diploma in Creative Digital Media	AM	FT	36 weeks	Sept
2	Diploma in Creative Media Production	AM	FT	36 weeks	Sept
2	NVQ Diploma for Crane Technicians 19+	OS	PT	1 weeks	Anytime
2	NVQ Diploma for Grips 19+	OS	PT	12 weeks	Anytime
3	Diploma in Animation for Game & Film	AM	FT	36 weeks	Sept
3	Diploma in Creative Media Production - TV & Film	AM	FT	36 weeks	Sept
3	NVQ Diploma for Advanced Grips 19+	OS	PT	12 weeks	Anytime
<b>Media Make-Up</b>					
1	Diploma in Hair & Media Makeup	AM	FT	36 weeks	Sept
2	Diploma in Hair & Media Makeup	AM	FT	36 weeks	Sept
3	Diploma in Theatrical SFX & Media Make-up	AM	FT	36 weeks	Sept
<b>Motor Vehicle</b>					
E3	Diploma in Motor Vehicle	AY	FT	36 weeks	Sept
E3	Certificate in Motor Vehicle	WY	FT	36 weeks	Sept
E3	Diploma in Motor Vehicle	WY	FT	36 weeks	Sept
1	Diploma in Motor Vehicle	AY	FT	36 weeks	Sept



Level	Course Name	Campus	Mode	Duration	Start
1	Diploma in Motor Vehicle	WY	FT	36 weeks	Sept
2	Diploma in Motor Vehicle	AY	FT	36 weeks	Sept
2	Diploma in Motor Vehicle - Evening	AY	PT	35 weeks	Sept
2	Diploma in Motor Vehicle	WY	FT	36 weeks	Sept
2	Diploma in Motor Vehicle - Evening	WY	PT	35 weeks	Sept
3	Diploma in Motor Vehicle	AY	FT	36 weeks	Sept
3	Light Motor Vehicle Servicing & Maintenance	AY	APP	156 weeks	Anytime
3	Light Motor Vehicle Servicing & Maintenance	WY	APP	156 weeks	Sept

**Music**

1	Diploma in Music Performance & Production	AM	FT	36 weeks	Sept
1	Award in Music Performance & Production	AM	FT	36 weeks	Sept
2	Diploma in Music Performance & Production	AM	FT	36 weeks	Sept
2	Diploma in Urban & Electronic Music Production	AM	FT	36 weeks	Sept
3	Diploma in Music Performance	AM	FT	36 weeks	Sept
3	Diploma in Music Technology	AM	FT	36 weeks	Sept

**Performing Arts**

1	Diploma in Creative Performance	AM	FT	36 weeks	Sept
2	Diploma in Performing & Production Arts	AM	FT	36 weeks	Sept
3	Diploma in Back Stage Theatre	AM	FT	36 weeks	Sept
3	Diploma in Performing Arts - Acting	AM	FT	36 weeks	Sept
3	Diploma in Performing Arts - Dance	AM	FT	36 weeks	Sept
3	Diploma in Performing Arts - Musical Theatre	AM	FT	36 weeks	Sept

**Public Services**

1	Multi-Award Certificate in Sport & Public Services	AY	FT	36 weeks	Sept
1	Multi-Award Certificate in Sport & Public Services	WY	FT	36 weeks	Sept
2	Diploma in Police, Uniformed & Emergency Services	AY	FT	36 weeks	Sept
2	Diploma in Skills for Police, Uniformed & Emergency Services	WY	FT	36 weeks	Sept
3	BTEC Diploma in Uniformed Protective Services	WY	FT	36 weeks	Sept

**Science & Forensics**

3	Diploma in Applied Science	AM	FT	36 weeks	Sept
3	National Foundation Diploma in Applied Science	AM	FT	36 weeks	Sept
3	Diploma in Biomedical & Forensic Science	AY	FT	36 weeks	Sept
3	Diploma in Forensic & Criminal Investigation	AM	FT	36 weeks	Sept

**Sport & Leisure**

1	Multi-Award Certificate in Sport & Public Services	AY	FT	36 weeks	Sept
1	Multi-Award Certificate in Sport & Public Services	WY	FT	36 weeks	Sept
2	Certificate in Fitness Instructing	AY	PT	12 weeks	Sept
2	Diploma in Physical Activity (License to Practice)	AY	FT	36 weeks	Sept
2	Diploma in Sports Coaching	AY	FT	36 weeks	Sept
2	Diploma in Sports Coaching	WY	FT	36 weeks	Sept
3	Certificate in Personal Training	AY	PT	16 weeks	Jan
3	Diploma in Sports Coaching and Development	AY	FT	36 weeks	Sept
3	Diploma in Sports Coaching and Development	WY	FT	36 weeks	Sept
4	HNC in Sport (Community Sport & Physical Activity)	WY	PT	30 weeks	Sept



Level	Course Name	Campus	Mode	Duration	Start
<b>Teacher Training</b>					
3	Award in Education & Training	AY	PT	36 weeks	Sept
3	Award in Education & Training	AY	PT	36 weeks	Jan
3	Award in Education & Training	AY	PT	16 weeks	Apr
5	Certificate In Education (Cert Ed)	AY	PT	36 weeks	Sept
<b>Traineeships</b>					
E3	Award in Moving on Up	AY	FT	36 weeks	Sept
X	Traineeship	AY	FT	30 weeks	TBC

## KEY

### Level

X	=	No Level
E1	=	Entry Level 1
E2	=	Entry Level 2
E3	=	Entry Level 3

### Campus

AM	=	Amersham Campus
AY	=	Aylesbury Campus
WY	=	Wycombe Campus
OS	=	Offsite

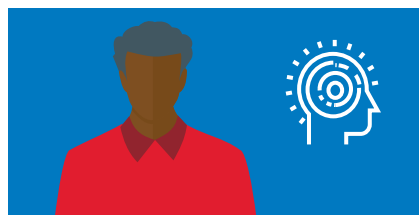
### Mode

FT	=	Full-time
PT	=	Part-time
APP	=	Apprenticeship
OL	=	Online Learning





# STUDENT SUPPORT



## Financial Support

We understand that some prospective students may be worried about the costs relating to coming to College. We would like to reassure you that there is a range of financial support options available for students of all ages as part of the College Support Scheme (CSS).

The College Support Scheme is available to give financial assistance with costs associated with a course such as uniform, kit, books, DBS check, trips and transport as well as supporting you with Free College Meals, if you are eligible.

## Student Welfare

All aspects of Student Welfare are managed by our Student Services department. Based at the heart of each campus, our Student Services team work tirelessly to provide advice, safety and reassurance to our students.

Student Services can advise and assist you with financial problems, home troubles, accommodation or issues relating to your course, as well as providing one-to-one mentoring and general advice and guidance.

## Learning Support

Learning Support is a service for students who might need some extra help while studying with us. We can provide additional support for you if you have a learning difficulty, disability, medical condition, literacy, numeracy or language need. It is available to all students subject to assessment and agreement of need and resources.

## Learning Technology

As a student, the Learning Technology Team will provide you with access to a cutting-edge Virtual Learning Environment which acts as a portal to all your College digital services.

All students have an E-ILP, a digital area where you can monitor your progress, set ambitious targets, track attendance and more. This can be shared with parents or carers too via our Parent Portal.

You will have access to PCs, Macs, Chromebooks and iPads to assist with your studies, along with free WiFi if you wish to bring your own devices.

Find out more, visit  
[buckscollegegroup.ac.uk/support](https://buckscollegegroup.ac.uk/support)





## College Transport

Having difficulty figuring out how you are going to get to College? We make it straightforward travelling to and from our campuses, with our own fleet of buses as well as close links with local Buckinghamshire Transport networks.

All three campuses benefit from car parks where our students can park with a permit. Permits are available from our online store.

If you choose to use our bus services, you will need to purchase tickets in advance of your journey. Tickets are available from the campus reception.

## Any questions?

Meet our wonderful transport team at an upcoming Open Day event or visit [www.buckscollegigroup.ac.uk/transport](http://www.buckscollegigroup.ac.uk/transport)



## DON'T FORGET TO BECOME A COURSE REP!

When you begin your journey with us, you will have the opportunity to get involved in College life and have your say by joining the Bucks College Group Student Union. Speak with Student Services or visit our website to find out more.



# HOW TO APPLY

## Make your application

Applying is easy - everything is online which means that you can make your application quickly and simply - and we receive it straight away. If you do get stuck or have any questions, our Admissions team is here to help, so if you are ready to apply – here is how to do it.

Once you have found the course that is right for you, go to the course page on our website and click the 'Apply Now' button at the top of the page. This will take you to our online application system.

You will need your basic contact information (including an email address), your parent or carer's details (emergency contact information if you are over 19 years old) and you'll need to answer a couple of very quick questions about your learning needs.

It is important that you take your time and complete the form fully.

## Attend an Open Event

Our Open Events are the perfect way to find out what the College offers, meet our tutors and see our facilities. We have events scheduled throughout the year, but places fill up fast. For our latest events and to book a place, please visit our website.

## Arranging your interview

Once you submit your application you will receive an email confirming we have received it. Then our Admissions team will call you on the phone number you have provided to arrange an interview. If we miss you then we will leave a message – please call us back.

We will arrange a time for an interview that suits you and then we will send you an email to confirm the date and time - so keep an eye on your inbox.

## The interview

Our interviews are informal – you will speak with one of our tutors about your experience and why you want to do the course you have chosen. For some courses, you may be asked to attend an audition, show us a portfolio or take part in a workshop as part of the application process. Whereas some courses will simply be a one-to-one chat with the course tutor. Whatever the format of your interview, we will be sure to let you know in advance!

At the end of the interview the tutor will tell you the outcome. Usually this will be either:

- An offer for the course – which might be conditional on you achieving certain exam grades.
- A reason why the tutor does not think that the course is right for you – with suggestions of alternative courses. The tutor may tell you that they are referring you back to our Admissions team for further discussion with them. In this case we will contact you.

If the tutor has given you an offer for the course, then you will receive an email confirming this. Again if this doesn't happen then please contact our Admissions Team.

## Next Steps

Once you have received your offer then you are all set! We run information evenings in the Summer for Students and their parents and you will be invited to attend a session run by your department. There you will find out more about the course and when you will be enrolling. If you received a conditional offer, then you will be advised of the conditions and told how to fulfil them.

If you ever have any questions or you are not sure of the next step in the process, then please just get in touch with our Admissions Team.

Get your application in now, visit  
**[buckscollegegroup.ac.uk](http://buckscollegegroup.ac.uk)**

# LAUNCH YOUR CAREER WITH THE **BUCKS** **COLLEGE FACTOR**



## GET IN TOUCH

For general enquiries, please contact the reception at the relevant campus.

### Admissions

admissions@buckscollegigroup.ac.uk  
Aylesbury | 01296 588 595  
Wycombe | 01494 585 477  
Amersham | 01494 585 503

### Apprenticeships

apprenticeships@buckscollegigroup.ac.uk  
01296 588 560

### Aylesbury Campus

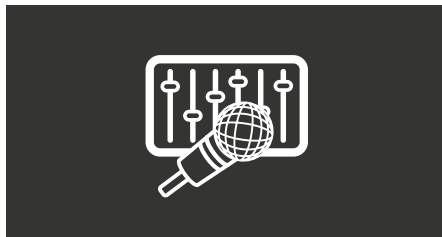
Oxford Road, Aylesbury,  
Buckinghamshire, HP21 8PD  
01296 588 588

### Wycombe Campus

Spring Lane, Flackwell Heath,  
High Wycombe, Buckinghamshire,  
HP10 9HE  
01494 585 580

### Amersham Campus

Stanley Hill, Amersham,  
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