

PART TIME OPPORTUNITIES 2010/2011

Welcome to Suffolk New College and to our part-time opportunities listing. We very much hope you will find the course that is right for you. Suffolk New College offers vocational programmes, AS/A levels, GCSEs, Work Based Learning (Apprenticeships and Employment and Skills Training) and much more in an exciting and stimulating learning environment.

Choosing the right course is an important and sometimes difficult decision, especially when there are many factors to consider. We do hope this listing will provide you with the initial information you need to guide your choice of course.

If you would like additional details on any course, please contact our Information Team on 01473 382211, alternately if you would like to speak with a member of the academic staff to find out if the course is right for you - call our Admissions team on 01473 382244 to arrange an appointment either in person or over the phone.

We pride ourselves on the support we provide for students, both academically and pastorally, and this is recognised by external quality agencies.

Our aim is to work with you and to facilitate your success. We have a strong vocational emphasis across many of our courses and this prepares our students well for the world of work. Indeed many of our part time and work based learning students have greatly enhanced their careers as a result of their studies and the qualifications they have gained. Others have studied simply for the sheer pleasure it has brought them.

We look forward to welcoming you to Suffolk New College.

How do I enrol?

- > Look through this course listing and decide on the course(s) you require.
- > If you would like additional details on any course, please contact our Information Team on 01473 382211, alternately if you would like to speak with a member of the academic staff to find out if the course is right for you - call our Admissions team on 01473 382244 to arrange an appointment either in person or over the phone.
- > Download the attached Part Time application form and send to the Admissions Team, Suffolk New College, Ipswich, IP4 1LT
OR
- > Come along to one of our advice and enrolment events. These are on:
Monday 23 August, 09:00-18:00
Tuesday 24 August 09:00-18:00
Wednesday 25 August 09:00-18:00
Thursday 26 August 09:00-18:00
Friday 27 August 09:00-16:00
Saturday 4 September 10:00-13:00

NB Enrolment for the Certificate in Personnel Practice will take place on Thursday 26 August at 14:00 and AAT courses on Tuesday 24th and Wednesday 25th August between 14.00-18.00

Note: Many of our courses are popular so you are advised to enrol early.

Unsure about what to do?

Give the Information Team a ring on 01473 382211 or email: info@suffolk.ac.uk

Further Information

We have prepared this leaflet to give you the basic information you need to choose the best course for you. If you would like to find out more about an individual course, please call the Information Team on 01473 382211 or visit www.suffolk.ac.uk

To receive this leaflet in an alternative format, contact the Information Team on 01473 382211

Disclaimer:

The information in this document relates primarily to the session 2010/2011. Although it is correct at July 2010, amendments may be made from time to time without notice in relation to individual programmes and the facilities of services available from or provided by the College. The College, therefore, reserves the right to withdraw, suspend temporarily or change programmes or facilities identified in this document and cannot accept legal or financial liability arising as a result.

GCSEs/Foundation Learning

GCSEs

> English

Mon 19:00-21:00, fee: £75

Wed 13:00-15:00, fee: £75

Wed 19:00-21:00, fee: £75

> Mathematics

Tue 18:30-21:00, fee: £75

Wed 18:30-21:00, fee: £75

> Science

Tue 18:30-21:00, fee: £240

Wed 18:30-21:00, fee: £240

* In order to ensure that the GCSE Maths course is suitable for you we will ask that you have a GCSE grade D in Maths OR a level 2 Adult Numeracy certificate (please bring along your certificate and you may enrol directly) OR you can take a Numeracy screening test - to book your test please contact us on 01473 382731

In order to ensure that the GCSE English or GCSE Science courses are suitable for you we ask that you have a GCSE grade D in English OR a level 2 Adult Literacy certificate (please bring along your certificate and you may enrol directly) OR you can take a Literacy screening test - to book your test please contact us on 01473 382731

Foundation Learning - The Link

> Improve Your Maths

Tue 17:00-21:00, No Fee

> Improve Your English

Tue 17:00-21:00, No Fee

> ESOL (English for Speakers of Other Languages)

Tue 17:00-21:00, fee: £250

All students starting an ESOL programme will need to have an assessment. Please come into College on one of the following dates and times:

If you want morning lessons, come in on 31 August, 1 or 2 September at 10.00am

If you want afternoon lessons, come in on 31 August, 1 or 2 September at 3.00pm

if you want evening lessons, come in on 1 September at 5:30pm

Fees

Unless where otherwise stated, fees quoted are for the first academic year of study. Tuition fees for second and/or subsequent years of study will be published in due course.

Tuition fees cannot normally be refunded after enrolment except where a course is closed or withdrawn by the College.

If the College does withdraw or close a course, any fees paid will be fully refunded.

Where fees exceed £300 on further education courses, an option to pay by instalments is available. Please ask for further details when enrolling.

Fee Concessions

If you are aged 16 to under 19 (as at 31 August 2010) your course will be free. This does not include some professional qualifications. If you receive a means tested benefit (e.g. Income Support, Job Seekers Allowance, Working Tax Credit, Housing Benefit) or are the unwaged dependant of someone who receives one of these benefits, you may be able to enrol on many of the courses in this guide for just £25. There are some exceptions, e.g. Short Courses, Interest/Leisure Courses and Full Cost courses (fc).

Please bring proof of your receipt of benefit with you when you come to enrol.

Professional Courses

Accounting

- > Association of accounting Technicians (AAT)
Level 2 Certificate - Foundation
Tues 13:30-17:00 or 17.30-21.00, fee: £540
- > Level 3 Diploma - Intermediate
Wed 14:00-20:30, fee: £975
- > Level 4 Diploma - Technician
Thur 13:30-20:30 (if completing in one year) fee: £1100
Thur 13:30-16:30 or 17.30-20.30 (Flexi study over 2 years) fee: £550

Education

Assessment in the workplace, supported by portfolio and workshop support

- > Assessor Award (A1)
Fee: £600
- > Verifier Award (V1)
Fee: £750

Personnel

- > Certificate in Personnel Practice
Thurs 13:30-18:30, fee: £1200

Fees

Unless where otherwise stated, fees quoted are for the first academic year of study. Tuition fees for second and/or subsequent years of study will be published in due course.

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UCS at Suffolk New College offers the following courses. To find out more visit www.ucs.ac.uk

Construction

- > FdSc Architectural Technology
- > FdSc Civil Engineering
- > BSc(Hons) Civil Engineering
(Progression Route)
- > FdSc Construction Management
- > BSc(Hons) Construction Management
(Progression Route)

Education

- > Award in Preparing to Teach in the Lifelong Learning Sector (PTLLS)
- > Certificate in Teaching in the Lifelong Learning Sector (CTLLS)
- > Professional Graduate Certificate in Education (PGCE QTLS)
- > Certificate in Education (Cert Ed QTLS)

Apprenticeships

All of our apprenticeships cover the full framework - NVQ, functional skills and Technical Certificate - as required by the Sector Skills. There are no fees, however you will need to be employed in the relevant industry.

Beauty Therapy

Assessment in the workplace, supported by portfolio and workshop support

- > Level 2 Apprenticeship Beauty Therapy
Fee: Nil

Business & Management

- > Level 2 Apprenticeship Business and Administration
Day and Time TBA, fee: Nil
- > Level 3 Advanced Apprenticeship Business and Administration
Day and Time TBA, fee: Nil

Catering & Hospitality

- > Level 2 Apprenticeship Professional Cookery
Tue 8:45-17:00, fee: Nil
- > Level 2 Apprenticeship Food & Beverage Service
Tue 8:45-17:00, fee: Nil
- > Level 3 Advanced Apprenticeship Professional Cookery
Tue 8:45-17:00, fee: Nil
- > Level 3 Advanced Apprenticeship Supervision and Management
Tue 8:45-17:00, fee: Nil

Construction

- > Level 2 Apprenticeship/Level 3 Advanced Apprenticeship Bench Joinery
Wed 13:00-21:00, fee: Nil
- > Level 2 Apprenticeship/Level 3 Advanced Apprenticeship Bricklaying
Wed 13:00-21:00, fee: Nil
- > Level 2 Apprenticeship/Level 3 Advanced Apprenticeship Carpentry & Joinery
Wed 13:00-21:00, fee: Nil
- > Level 2 Apprenticeship/Level 3 Advanced Apprenticeship Furniture Production
Wed 13:00-21:00, fee: Nil
- > Level 2 Apprenticeship/Level 3 Advanced Apprenticeship Painting & Decorating
Wed 13:00-21:00, fee: Nil
- > Level 2 Apprenticeship/Level 3 Advanced Apprenticeship Plumbing
Wed 13:00-21:00, fee: Nil
- > Level 2 Apprenticeship/Level 3 Advanced Apprenticeship Woodmachining
Wed 13:00-21:00, fee: Nil

Customer Service

- > Level 2 Apprenticeship Customer Service
Day and Time TBA, fee: Nil
- > Level 3 Advanced Apprenticeship Customer Service
Day and Time TBA, fee: Nil

Hairdressing

- > Level 2 Apprenticeship Hairdressing
Tue 8:45-17:00, fee: Nil
- > Level 3 Advanced Apprenticeship Hairdressing
Tue 8:45-17:00, fee: Nil

IT

- > Level 2 Apprenticeship IT
Day and Time TBA, fee: Nil
- > Level 3 Advanced Apprenticeship IT
Day and Time TBA, fee: Nil

Motor Vehicle

- > Level 2 Apprenticeship/Level 3 Advanced Apprenticeship EMTA Materials Processing and Finish
Wed 13:00-21:00, fee: Nil
- > Level 2 Apprenticeship/Level 3 Advanced Apprenticeship Vehicle Body Repair
Wed 13:00-21:00, fee: Nil
- > Level 2 Apprenticeship/Level 3 Advanced Apprenticeship Vehicle M&E Systems
Wed 13:00-21:00, fee: Nil
- > Level 2 Apprenticeship/Level 3 Advanced Apprenticeship Vehicle Repair & Maintenance
Wed 13:00-21:00, fee: Nil
- > Level 2 Apprenticeship/Level 3 Advanced Apprenticeship Motor Cycle Repair & Maintenance
Wed 13:00-21:00, fee: Nil

Spa Therapy

Assessment in the workplace, supported by portfolio and workshop support

- > Level 3 Advanced Apprenticeship Spa Therapy
Tue 17:00-21:00, fee: Nil

Employment and Skills Training

If you are:

- in employment
- over 19 years of age
- and are thinking about doing an NVQ level 2 or level 3 course then the College has a nationally recognised training option that could be right for you and your employer. Training can take place in your workplace or in the College.

Tuition fees are as indicated beside each course, however the following fee concession maybe available.

Firstness at level 2: free tuition to obtain a first full level 2 qualification, equivalent to 5 GCSEs grade C (L2E). Course tuition fee: £25.00

Firstness at level 3: 19- under 25's - free tuition to obtain a first full level 3 qualification, equivalent to 2 'A' levels (L3E). Course tuition fee: £25:00

For further information on fee concessions please contact Admissions on 01473 382244

Beauty Therapy

Assessment in the workplace, supported by portfolio and workshop support

- > NVQ 2 Beauty Therapy
Fee: £250

Business & Management

Assessment in the workplace, supported by portfolio and workshop support

- > NVQ 2 Business and Administration
Fee: £250
- > NVQ 3 Business and Administration
Fee: £350
- > NVQ 3 Management
Fee: £350
- > NVQ 4 Management
Fee: £450

Catering & Hospitality

Assessment in the workplace, supported by portfolio and workshop support

- > NVQ 2 Professional Cookery
Fee: £250
- > NVQ 2 Food & Beverage Service
Fee: £250
- > NVQ 3 Professional Cookery
Fee: £350
- > NVQ 3 Supervision and Management
Fee: £350

Construction

Assessment in the workplace, supported by portfolio and workshop support

- > NVQ 2/3 Bench Joinery
Fee: £250/£350
- > NVQ 2/3 Bricklaying
Fee: £250/£350
- > NVQ 2/3 Carpentry & Joinery
Fee: £250/£350
- > NVQ 2/3 Furniture Production
Fee: £250/£350
- > NVQ 2/3 Painting & Decorating
Fee: £250/£350
- > NVQ 2/3 Plumbing
Fee: £250/£350
- > NVQ 2/3 Woodmachining
Fee: £250/£350

Childcare

- > NVQ 2 Children's Care Learning and Development
Tue 17:00-20:00, fee: £250
- > NVQ 3 Children's Care Learning and Development
Tue 17:00-20:00, fee: £350
- > NVQ 4 Children's Care Learning and Development
Tue 17:00-20:00, fee: £450
- > NVQ 2 Playwork
Tue 17:00-20:00, fee: £250
- > NVQ 3 Playwork
Tue 17:00-20:00, fee: £350

Customer Service

Assessment in the workplace, supported by portfolio and workshop support

- > NVQ 2 Customer Service
Fee: £250
- > NVQ 3 Customer Service
Fee: £350

Education

Assessment in the workplace, supported by portfolio and workshop support

- > NVQ 2 Supporting Teaching and Learning in Schools
Fee: £250
- > NVQ 3 Supporting Teaching and Learning in Schools
Fee: £350

Hairdressing

Assessment in the workplace, supported by portfolio and workshop support

- > NVQ 2 Hairdressing
Fee: £250
- > NVQ 3 Hairdressing
Fee: £350

IT

Assessment in the workplace, supported by portfolio and workshop support

- > NVQ 2 IT
Fee: £250
- > NVQ 3 IT
Fee: £350

Motor Vehicle

Assessment in the workplace, supported by portfolio and workshop support

- > NVQ 2 EMTA Materials Processing and Finish
Fee: £250
- > NVQ 3 EMTA Materials Processing and Finish
Fee: £350
- > NVQ 2 Vehicle Body Repair
Fee: £250
- > NVQ 3 Vehicle Body Repair
Fee: £350
- > NVQ 2 Vehicle M&E Systems
Fee: £250
- > NVQ 3 Vehicle M&E Systems
Fee: £350
- > NVQ 2 Vehicle Repair & Maintenance
Fee: £250
- > NVQ 3 Vehicle Repair & Maintenance
Fee: £350

Spa Therapy

Assessment in the workplace, supported by portfolio and workshop support

- > NVQ 3 Spa Therapy
Fee: £350

PART TIME APPLICATION FORM 2010/2011

Please return your completed application to Admissions, Suffolk New College, Ipswich, IP4 1LT



ABOUT YOU

First name(s) Surname

Title Mr Miss Mrs Ms Date of Birth Age on 31 August 2010 Male Female

Home address

Post Code

Home Phone Mobile

Email

Your Nationality Your Country of birth

Have you been resident in the UK/European Union for the last 3 years? Yes No

Do you have any **UNSPENT** criminal convictions? Yes No

Unique Learner Number (If known)

What is your current or the last school/college you attended

YOUR COURSE

Which course do you wish to study? Please give the full title for your 1st & 2nd choice

Course Title

Course Title

YOUR EXAMINATION DETAILS

What qualifications do you have or are taking? (You will be asked to produce certificates or results slips at a later stage)

Subject	Awarding body	Level(eg.GCSE,A Level)	Date taken/to be taken	Grade/expected grade
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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YOUR EMPLOYMENT DETAILS (if you are employed)

Name and address of employer

Type of work From month/year To month/year

ADDITIONAL SUPPORT

We will do our very best to provide the support you need
(please tick any boxes that apply to you)

LEARNING DIFFICULTY

- Moderate learning difficulties
- Severe learning difficulties
- Autism
- Dyslexia
- Dyscalculia
- Other specific difficulties
- Other
- Statement of education needs *(please supply copy with application)*

Did you receive additional learning support at school?

- YES NO

DISABILITY OR MEDICAL CONDITION

- Visual impairment
- Hearing impairment
- Disability affecting mobility
- Asperger Syndrome
- Other medical condition *(e.g. Epilepsy, Asthma, Diabetes)*
- Emotional/Behavioral
- Mental ill health
- Temporary disability after illness
- Profound complex disabilities
- Multiple disabilities
- Other

EQUAL OPPORTUNITIES

To help us monitor our Equal Opportunities policy, please complete the following.
The information is confidential and will be used for the sole purpose of Equal Opportunities monitoring.

To which ethnic group do you consider you belong? *(please tick relevant box)*

- | | | |
|---|--|--|
| <input type="checkbox"/> Asian or Asian British - <i>Bangladeshi</i> | <input type="checkbox"/> Black or Black British
- <i>Other Black Background</i> | <input type="checkbox"/> Mixed - <i>Other mixed Background</i> |
| <input type="checkbox"/> Asian or Asian British - <i>Indian</i> | <input type="checkbox"/> Chinese | <input type="checkbox"/> White British |
| <input type="checkbox"/> Asian or Asian British - <i>Pakistani</i> | <input type="checkbox"/> Mixed - <i>White and Asian</i> | <input type="checkbox"/> White Irish |
| <input type="checkbox"/> Asian or Asian British - <i>Other Asian Background</i> | <input type="checkbox"/> Mixed - <i>White and Black African</i> | <input type="checkbox"/> White - <i>Other Background</i> |
| <input type="checkbox"/> Black or Black British - <i>African</i> | <input type="checkbox"/> Mixed - <i>White and Black Caribbean</i> | <input type="checkbox"/> Any other |
| <input type="checkbox"/> Black or Black British - <i>Caribbean</i> | | <input type="checkbox"/> Not known/not provided |

SIGNATURE

- Suffolk New College collects information about all students for various administrative, academic and health & safety reasons. In line with the Data Protection Act 1998, we need your consent before we do this. By signing this form you are giving your consent to the College to collect and process your personal data.
- I give my permission for my previous student information to be passed from the Local Education Authority to the College. This will help to provide the right support for you while completing your course.
- I confirm that the information on this form is correct and complete.

Your signature	Date
If you are under 18 your parents/guardians signature	Date