





# Contents

Welcome from the Principal	03
Why choose Warrington Collegiate?	05
College Life: The HE Student Experience	07
Types of Qualifications	09
Director of Higher Education	10
<b>Access to Higher Education</b>	11
<b>Access to Higher Education:</b> Health Professionals	13
<b>Access to Higher Education:</b> Humanities & Social Science	14
<b>Access to Higher Education:</b> Social work	15
Curriculum Manager for Vocational Higher Education	16
<b>Vocational:</b> Construction HNC	19
<b>Vocational:</b> Electrical & Electronic Engineering HNC	20
<b>Vocational:</b> Electrical & Electronic Conversion HND	22
<b>Vocational:</b> Instrumentation & Control HNC	23
<b>Vocational:</b> ICT (CCNA Route) Foundation Degree	25
<b>Vocational:</b> ICT (Games Route) Foundation Degree	26
<b>Vocational:</b> Public Services HND	27
<b>Vocational:</b> Sport & Community Development Foundation Degree	29
<b>Vocational:</b> Youth, Justice & Society Foundation Degree	30
Curriculum Manager for Professional Programmes	32
<b>Professional:</b> AAT Association of Accounting Technicians	34
<b>Professional:</b> CIPD Certificate in Human Resource Practice, Level 3	35
<b>Professional:</b> CIPD Certificate in Human Resource Practice, Level 5	36
<b>Professional:</b> Business & Management HNC	37
<b>Professional:</b> ILM Award in First Line Management	38
<b>Professional:</b> ILM Certificate in First Line Management	39
<b>Professional:</b> ILM Award in Management	40
<b>Professional:</b> ILM Certificate in Management	41
<b>Professional:</b> CIM Professional Certificate in Marketing	42
<b>Professional:</b> CIM Professional Diploma in Marketing	43
<b>Professional:</b> Travel Operations Management Foundation Degree	44
<b>Professional:</b> Hospitality Management Foundation Degree	45
<b>Professional:</b> Work Based & Integrative Studies	46
<b>Professional:</b> WBIS Professional Certificate in Leadership	47
Curriculum Manager for Teacher Training	48
<b>Teacher Training:</b> Award in Preparing to Teach in the Lifelong Learning Sector (PTLLS)	51
<b>Teacher Training:</b> Certificate in Teaching in the Lifelong Learning Sector (CTLLS)	52
<b>Teacher Training:</b> Certificate in Education	53
<b>Teacher Training:</b> PGCE	54
<b>Teacher Training:</b> Assessor Qualification	55
<b>Teacher Training:</b> Internal Quality Assurer	56
How to find out more?	57



# Welcome to Higher Education at Warrington Collegiate



Whether you are thinking about a career change, want to progress in your existing career or would simply like to learn more about a subject you enjoy, we know that returning to college is a big decision and one that can have a significant impact on your future. That's why we will be here to support you every step of the way.

At Warrington Collegiate, we aim to offer all our students a high quality learning experience, delivered within a supportive environment by our experienced and helpful staff. We have a longstanding reputation for providing Higher Education courses and we are committed to offering educational opportunities which are tailored to meet the individual needs of our students.

Warrington Collegiate is an Associate College of the University of Chester and we work closely with the University to ensure that we provide our students with the best quality Higher Educational experience possible. We are the largest college in Warrington, and have a state of the art campus which offers fantastic learning facilities for our students, including a new Centre for Higher Education. I hope that after reading this prospectus you will feel confident that Warrington Collegiate is the ideal place for you to study for a higher education qualification.

Thank you for your interest in our college. We look forward to meeting you soon.

Paul Hafren  
Principal / Chief Executive



## Why Choose Warrington Collegiate?

If you are looking for somewhere to study for a Higher Education qualification that provides an excellent standard of learning combined with fabulous new facilities, then Warrington Collegiate is the place for you.

You don't have to go to a university to find a high quality Higher Education learning experience - you will find it right here on your doorstep at Warrington Collegiate.

Our range of Higher Education courses lead to nationally recognised qualifications, allowing you to benefit from up-to-date subject knowledge, improved skills and enhanced career prospects.

Whether you are about to leave school, are working full or part time, or are unemployed, we can provide a qualification that will help you get that great job or allow you to take the next step in your chosen career. There are many reasons why people choose to study with us.

Here are just a few:

- **Smaller Class Sizes**

Studying for a Higher Education qualification at Warrington Collegiate, rather than at university, means that our students are able to benefit from much smaller class sizes, enabling us to provide high levels of tutor support. This is a particular advantage for our many mature students who are returning to education.

- **An Associate College of the University of Chester**

We are proud to be an Associate College of the University of Chester, one of the oldest Higher Education institutions in the country. Our partnership stretches back over many years and we share a vision to increase participation in Higher Education.

In common with the University of Chester, we are committed to maintaining high academic standards, whilst preparing students to secure rewarding employment following achievement of their qualification.

- **Fabulous Facilities on Campus**

Established in August 2010 and located on the 2nd floor of The Warrington Business School, the Centre for Higher Education provides higher level learners with a professional teaching and learning environment. The majority of lectures are delivered within the centre, which also has a HE lounge and study area for your use.

The campus offers a variety of additional features and facilities for your use, including a Learning Resource Centre with a state-of-the-art IT suite, a purpose built theatre, great refreshment facilities and much more.

- **Higher Education for Everybody**

At Warrington Collegiate we appreciate that full time study is not for everyone and many of our students choose to study part time whilst continuing to work, enabling you to benefit from up-to-date subject knowledge and improving skills, whilst also enhancing your career prospects.

- **Links with Employers**

At Warrington Collegiate, we understand the importance of providing qualifications which are relevant to the needs of employers. With this in mind, employers have been involved in the design of many of our courses, ensuring that our qualifications are of genuine benefit to both you and your employer. Employers can refer to our Employer Handbook for additional information, including key dates for Employer Forums, feedback on employee progress, and Learner-Employer contracts.

- **Great Results**

We are justifiably proud of the successes of our students, both in terms of their academic success and also achieving their ultimate goal, whether that is promotion, a change of career, or progression to University. We host an annual Higher Education awards ceremony, a truly inspirational event, which celebrates the successes and achievements of our learners.

- **Unrivalled Location**

Warrington Collegiate is conveniently located on the A49 in Warrington, close to the M6 and M62 motorways and easily accessible via public transport, offering Higher Education qualifications that are literally on your doorstep.



## College Life: The HE Student Experience

### Teaching and Learning

The majority of our classes are delivered within the new Centre for Higher Education by lecturers who are highly qualified and experienced within their individual subject specialist areas. All teaching staff are actively involved in research and continued professional development in order to ensure a high quality learning experience.

### Student Support

As a student within the Centre for Higher Education you will have access to 1:1 and group study skills support in addition to your normal classroom sessions. All students also benefit from an identified Personal Tutor who will work closely with you to support your individual needs.

### Environment

You will study within our new Centre for Higher Education, which has been designed to meet the needs of higher level learners, providing a professional learning environment and access to HE specific social and study areas. Facilities also include a fabulous Learning Resource Centre, where you will have access to a wide range of learning resources, including text books, journals, DVDs and online databases. The many computers within the LRC provide access to the internet, email and our virtual learning environment (VLE), as well as providing an opportunity to work on your assignments or study within the quiet study areas provided. Advice is available from our professional learning resource team who will provide IT support as well as guidance in areas such as study skills. We have also recently opened two new assistive technology suites in the LRC to support students with learning difficulties or disabilities.

## Social life

A programme of social events is planned throughout the year which provide an opportunity for you to meet other students studying across a broad range of curriculum areas. Warrington Collegiate has an active Student Union who organise events and activities aimed at enriching your Higher Education experience. The Student Union is a great way to meet new friends, have fun and really make the most of your time here.

## Celebrating Success

Each year we celebrate the success of our Higher Education students by hosting a Higher Education awards ceremony. The Ceremony is held in the beautiful surroundings of the Warrington Parish Church of St Elphin and provides a very special opportunity to celebrate the hard work and achievements of our students.

## Finance

Information regarding fees is available from [www.warrington.ac.uk](http://www.warrington.ac.uk) or by contacting our Learner Services team on 01925 494494.

# Higher Education Qualifications at Warrington Collegiate

A variety of Higher Education qualifications are available to students studying at Warrington Collegiate.

Qualifications are available at various levels. The right level for you depends on your existing qualifications and also on your experience. Please refer to the chart below to help you decide which level is right for you.

## Levels of Qualification

Level 3:	This level provides an ideal progression route to higher education and includes a wide range of qualifications, including the Access to Higher Education qualification.
Level 4:	This level is equivalent to the first year of a degree.
Level 5:	This level is equivalent to the second year of a degree. Awards offered at this level include Foundation Degrees and the Certificate of Education in Teaching in the Learning & Skills Sector.
Level 6:	This level is equivalent to the third and final year of a degree.
Level 7:	This level is equivalent to a Masters Degree and is a post graduate qualification.



## Mark Harris: Director of Higher Education

### “Inspiring learners to achieve higher ambitions”

Responsible for the leadership and management of all Higher Education programmes, Mark has over 10 years experience of delivering and managing Higher Education in Further Education. Mark is currently working towards a Doctorate in Education, has an MSc in Sport Psychology, as well as a Post-Graduate Certificate in Further and Higher Education. He is also working towards achieving QTLS status and is an Associate Lecturer of the University of Chester.

The Centre for Higher Education at Warrington Collegiate was established in August 2010. Based on the 2nd floor of The Warrington Business School, the Centre provides a high quality Higher Education student experience, supported by highly qualified staff and excellent teaching and learning resources, plus a study and social area.

As an Associate College of the University of Chester we are able to offer learners the opportunity to obtain higher level and professional qualifications within a supportive college environment.

The Centre offers a range of higher level qualifications including Foundation Degrees, Higher National Diplomas, Professional qualifications and teacher training qualifications across a broad curriculum area. Over the next couple of years the Centre is committed to significantly increase its offer to meet the local skills needs.

## Access to Higher Education

The Access to Higher Education Diploma is a qualification which prepares students for higher level study at university or college. It is designed for individuals who would like to study for a Higher Education qualification but do not currently have a level 3 qualification.

Many Access to HE students go on to succeed at university and beyond, with a large number pursuing new careers and seeing changes in their lives that they had never thought possible.

To achieve an Access to HE Diploma, you will complete a programme of study which includes theoretical input as well as study skills, which will teach you how to approach study and the different techniques that you will need to be a successful student. The course is designed to ensure that you are thoroughly equipped for Higher Education.

We currently offer subject-specialist routes within Health, Social Work, Humanities and Social Science.



## **Caroline Eckersley**

Access to Higher Education (Social Work)

### **Why did you choose to come to Warrington Collegiate?**

I chose to come to Warrington Collegiate as I knew it had a good reputation and there were a variety of course opportunities available.

### **Why did you choose the Access to HE (Social Work) qualification?**

I have always been interested in social work and now that my children are in nursery and school, I have the time to study.

### **What do you like about the course?**

I love psychology, sociology and the poverty modules. They are all very interesting subjects. The level of teaching is superb.

### **What do you plan on doing when you complete the course?**

I plan to study a degree in social work. I have applied to a number of universities including the University of Chester.

## Access to Higher Education: Health Professionals

Level 3

Full-time

### Is the course for me?

This exciting and successful programme has been designed to prepare adults for a degree or other advanced courses at university or college. The programme leads to a nationally recognised Access Diploma, validated by OCN North West region. Adults who do not have the prerequisite qualifications or who have not studied for some time are welcome to apply.

### What will I learn?

All students will study core subjects designed as preparation for degree level study. This will include English, examining a variety of styles of writing, produce some written work of your own to build confidence, and practise speaking and listening skills. Mathematics will prepare you to work in the healthcare sector. You will also complete a basic computing course to introduce you to word processing and you will work on building a career portfolio. In addition you will undertake a study skills module. You will study several subjects at level 3 including Human biology (organisation of the body, gas exchange and transport, co-ordination and control, diet and digestion, pathogens and disease,

human lifecycle, musculoskeletal system, and the physiology of exercise); Psychology (concepts of abnormality and mental health, social psychology, pro and anti-social behaviour and developmental psychology); Research skills and oral presentation.

### What are the entry requirements?

You will need 5 GCSEs at grade C or above including Maths and English, or have successfully completed a Level 2 course in a related subject graded at merit or above with key skills at Level 2. Adults who do not have these qualifications are welcome to apply. The admission tutor will use your initial assessment (which all applicants take as part of the interview process) to ascertain whether this is the right course for you.

### How will I be assessed?

You will be assessed using a variety of different methods; involving written assignments, written examinations, presentations and practical work.

### What could I study next?

The course qualifies you to study relevant Higher Education qualifications at university or college and prepares you for studying areas such as: nursing, midwifery, paramedics or other health-related professions.

## Access

### Access to Higher Education: Humanities & Social Science

Level 3

Full-time

#### Is the course for me?

This exciting and successful programme has been designed to prepare adults for degree or other advanced courses at university or college. The programme leads to a nationally recognised Access Diploma.

#### What will I learn?

You will study core subjects designed to prepare you for degree level study. This includes English, where you will examine a variety of styles of writing, produce some written work of your own to build confidence and practise speaking and listening skills.

Mathematics will prepare you for a career in the healthcare sector. There is also a basic computing course to introduce you to word processing and you will work on building a career portfolio. In addition you will undertake a study skills module. You will also study several subjects at level 3 including English units (writing for magazines, personal writing, persuasive communication, and studying a novel and a play); Psychology (concepts of abnormality and mental health, social psychology, pro and anti-social

behaviour and developmental psychology); Research skills and oral presentation.

#### What are the entry requirements?

You will need 5 GCSEs at grade C or above including Maths and English, or have successfully completed a Level 2 course in a related subject graded at merit or above with key skills at Level 2. Adults who do not have these qualifications are welcome to apply. The admission tutor will use your initial assessment (which all applicants take as part of the interview process) to ascertain whether this is the right course for you.

#### How will I be assessed?

You will be assessed using a variety of different methods, including written assignments, written examinations, presentations and practical work.

#### What could I study next?

The course qualifies you to study for a relevant Higher Education qualification at university or college and prepares you for study in areas such as: teaching, journalism, psychology, media, law and other humanities degrees.

## Access to Higher Education: Social Work

Level 3

Full-time/Part-time

### Is the course for me?

This exciting and successful programme has been designed to prepare adults for degree or other advanced courses at university or college. The programme leads to a nationally recognised Access Diploma.

### What will I learn?

You will study core subjects designed to prepare you for degree level study.

These will include: English, where you will examine a variety of styles of writing and produce some written work of your own to build confidence. Mathematics will allow you to improve your number skills. There will be a basic computing course to introduce you to word processing and you will work on building a career portfolio. In addition you will undertake a study skills module. You will also study several subjects at level 3 including Poverty in Contemporary Britain and Europe, Race in British Society, Social Work in Practice, Children in Need and Anti-Discriminatory practice.

### What are the entry requirements?

You will need 5 GCSEs at grade C or above including Maths and English, or have successfully completed a Level 2

course in a related subject graded at merit or above with key skills at Level 2. Adults who do not have these qualifications are welcome to apply. The admission tutor will use your initial assessment (which all applicants take as part of the interview process) to ascertain whether this is the right course for you.

### How will I be assessed?

You will be assessed using a variety of different methods. Coursework, involving written assignments is common to most modules. Written examinations, presentations and practical work are also included.

### What could I study next?

The course qualifies you to study for a Higher Education qualification at university or college and prepares you for study in areas such as: social work, youth and community studies.



**Kaye Thomas:**  
Curriculum Manager for  
Vocational Higher Education

Kaye is responsible for the management of a range of vocational higher education programmes, including Higher National Diplomas and Foundation Degrees, which are designed to meet the needs of students and employers.

Kaye has developed and led higher education programmes in further education settings for a number of years. A BA(Hons) graduate, she holds a Post-Graduate Certificate in Further and Higher Education, post-graduate qualifications in Educational Leadership and Management, has gained QTLS professional status and is an Associate Lecturer and Programme Leader for the University of Chester. Kaye is currently focused on developing the portfolio of vocational higher qualifications, including Foundation Degree developments within Health and Care, Sport and the Creative Industries.

## **Programmes on offer:**

- HNC/D Construction
- HNC/D Engineering (Electrical & Electronics)
- HNC/D Engineering (Mechanical)
- Foundation Degree (FdSc) ICT (Networks)
- Foundation Degree (FdSc) ICT (Games development)
- HNC/D Public Services
- Foundation Degree (FdA) Health and Social Care \*
- Foundation Degree (FdA) Sport & Community Development\*
- Foundation Degree (FdA) Youth, Justice and Society \*
- Foundation Degree (FdA) for Creative Industries \*

*\* subject to validation*



## **Danny Evans**

HNC Construction, Level 4

**Former School:** Woolston High School

### **Why did you choose to come to Warrington Collegiate?**

I chose to study at Warrington Collegiate as the college is nearby and it offered the course I wanted to do.

### **Why did you choose HNC Construction?**

I work as a Quantity Surveyor and wanted to do a course that would help me with my job.

### **What do you like about the course?**

The tutors are really good and helpful.

### **What do you plan on doing when you complete the course?**

I am going to do a BSc at Liverpool John Moores University.



**Gemma McCaig**  
HNC Construction, Level 4

**Former School:** Lymm High School

**Why did you choose to come to Warrington Collegiate?**

I wanted to gain a qualification whilst working.

**Why did you choose HNC Construction?**

It is a career I wanted to go into and I am very interested in the subject.

**What do you like about the course?**

I really enjoy the course, it is really interesting and diverse. The course and assessment can be tailored to meet my needs and the needs of my employer.

**What do you plan on doing when you complete the course?**

I would like to do a university degree part-time in a related subject.

## Construction Higher National Certificate (HNC)

Level 4

Part-time

### Is the course for me?

The BTEC Higher National Certificate is a qualification which is recognised by the construction industry and the providers of Higher Education in the UK. It runs for two years and is attended on a day release basis by students employed within the construction industry. The course is intended to develop knowledge, skills and understanding including the selection and organisation of information and solving problems which face the industry in building, design, planning and economic terms. The construction industry is always on the look out for dedicated, enterprising individuals and the rewards are excellent.

### What will I learn?

The Higher National Certificate consists of the following units:

Core Units:

- Design Principles & Applications,
- Science & Materials, Group Project,
- Health, Safety & Welfare

Optional Units:

- Applied Mathematics
- Construction and Maintenance
- Computer Aided Design
- Site Surveying Procedures

Tutorials will also be timetabled and allocated.

These units provide a wide knowledge base, in order to prepare you for further study in your chosen specialism. The course presents a varied profile of achievement that is considered as Continued Professional Development (CPD) for a range of professional qualifications in the work sector.

### What are the entry requirements?

Generally applicants will be at least 18 years old and have either BTEC National Certificate or Diploma in Construction or at least 2 A levels, plus 4 or more appropriate GCSEs at grade C or above. Other applicants with relevant industrial experience or other qualifications would be considered by interview. Please contact the Learner Services team on 01925 494494 for enrolment details.

### How will I be assessed?

Each unit is internally assessed and graded by lecturers. Unit grades awarded are Pass, Merit or Distinction. There is a mix of continuous assessment, such as assignment work, workbooks and formal test papers used to assess progress on this course.

### What could I study next?

After successfully completing your HNC Construction course, you will have taken a very important step to establishing yourself as an industry professional. You can progress on to a degree course within a relevant subject. This qualification improves your career opportunities.

# Electrical and Electronic Engineering Higher National Certificate (HNC)

Level 4

Part-time

### Is the course for me?

The course is intended to link to the local industry as much as possible both in its content and in the mode of attendance. Its aim is to produce a highly qualified and knowledgeable engineer who can meet the requirements of industry. The BTEC Higher National Certificate (HNC) is a specialist vocational programme with a strong work related emphasis. The qualification provides a thorough grounding in the key concepts and practical skills required in the sector with national recognition by employers allowing progression direct into employment or to a degree.

### What will I learn?

The course is made up of ten units – five mandatory core units and five specialist units. The specialist units enable you to study particular areas in depth, and there are opportunities to follow a clear specialist pathway recognised in the following endorsed qualification titles: BTEC HNC in Electrical / Electronic Engineering BTEC HNC in Electrical / Electronic Engineering (Electrical).

### What subjects will I study?

All students take these five core units: Business Management Techniques; Engineering Science; Analytical Methods for Engineers; Project; Electrical and Electronic Principles. You take five specialist units from the following list: Engineering Design; Digital and Analogue Devices and Circuits; Electronics; Instrumentation and Control Principles; Microprocessor Systems (For E&E ONLY); Electrical Power(For Electrical ONLY) {subject to course approval}. The course presents a varied profile of achievement that is considered as Continued Professional Development (CPD) for a range of professional qualifications in the work sector.

### What are the entry requirements?

You will normally need to have at least one of the following: BTEC National Certificate or Diploma in an appropriate area or an AVCE/GNVQ at Level 3 in an appropriate vocational area or a GCE A Level profile which demonstrates strong performance in a relevant subject. This profile is likely to be supported by GCSE grades at level A-C or other related Level 3 qualifications or an Access to HE Certificate awarded by an approved further education institution or related work experience.

## **How will I be assessed?**

Each unit is internally assessed and graded by lecturers. Unit grades awarded are Pass, Merit or Distinction. There is no overall grade awarded for this qualification. There is a mix of continuous assessment, such as assignment work, workbooks and formal test papers used to assess progress on this course.

## **What could I study next?**

The course leads to the possibility of entry to most universities on a relevant Degree course. The course prepares you for a range of employment in the public and private sectors in industries such as Electronic Design Engineering or/and Electronic Manufacturing.

# Electrical & Electronic Conversion Higher National Diploma (HND)

Level 5

Part-time

### Is the course for me?

The aim of this programme is to enable those students who have achieved an Higher National Certificate (HNC), with relevant modules, to progress onto a one year course and convert the HNC into a Higher National Diploma in Electrical / Electronic Engineering. The BTEC Higher National Diploma (HND) is a specialist vocational programme with a strong work-related emphasis. The qualification extends the HNC by a further six modules. This adds depth as well as breadth to the student's knowledge in the key concepts and practical skills required in the sector. It raises their qualification to a nationally recognised qualification that is only surpassed by a degree.

### What will I learn?

This is a modular course which is normally studied over a 1 year period on a day release basis. The course is made up of six modules.

### What subjects will I study?

This will depend upon the existing 10 modules you have from your HNC qualification. The main choices are Application of Power Electronics,

Electronic Computer Aided Design, Combinational and Sequential Logic, Mechatronic Systems Principles, Operational Amplifiers, Further Electrical Principles, Further Electrical Power, Further Analytical Methods, Engineering Mathematics, Engineering Design.

### What are the entry requirements?

You will need to have completed a relevant HNC.

### How will I be assessed?

Each unit is internally assessed and graded; grades awarded are Pass, Merit or Distinction. There is no overall grade awarded for this qualification. There is a mix of continuous assessment, such as assignment work and formal test papers.

### What could I study next?

A key progression path for BTEC Higher National Diploma learners is 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. Alternatively, successful candidates can enter employment or undertake further more specialist study.

## Instrumentation & Control Higher National Certificate (HNC)

Level 4

Part-time

### Is the course for me?

The course is intended to link to the local industry as much as possible both in its content and in the mode of attendance. Its aim is to produce a highly qualified and knowledgeable engineer who can meet the requirements of industry. The BTEC Higher National Certificate (HNC) is a specialist vocational programme with a strong work related emphasis. The qualification provides a thorough grounding in the key concepts and practical skills required in the sector with national recognition by employers allowing progression direct into employment or to a degree.

### What will I learn?

The course is made up of ten units – five mandatory core units and five specialist units. The specialist units enable you to study particular areas in depth, and there is the opportunity to follow a clear specialist pathway recognised in the following endorsed qualification title: HNC Instrumentation & Control.

### What subjects will I study?

All students take these five core units: Business Management Techniques, Engineering Science, Analytical Methods for Engineers, Project, Electrical and Electronic Principles. You take five specialist units from the following list. Engineering Design, Digital and Analogue Devices and Circuits, Electronics, Instrumentation and Control Principles, Microprocessor Systems (For E&E ONLY), Electrical Power (For Electrical ONLY) {subject to course approval}. The course presents a varied profile of achievement that is considered as Continued Professional Development (CPD) for a range of professional qualifications in the work sector.

### What are the entry requirements?

You will normally need to have at least one of the following: BTEC National Certificate or Diploma in an appropriate area or an AVCE/GNVQ at Level 3 in an appropriate vocational area or a GCE A Level profile which demonstrates strong performance in a relevant subject. This profile is likely to be supported by GCSE grades at level A-C or other related Level 3 qualifications or an Access to HE Certificate awarded by an approved further education institution or related work experience.

# Vocational

## **How will I be assessed?**

Each unit is internally assessed and graded by lecturers. Unit grades awarded are Pass, Merit or Distinction. There is no overall grade awarded for this qualification. There is a mix of continuous assessment, such as assignment work, workbooks and formal test papers used to assess progress on this course.

## **What could I study next?**

The course leads to the possibility of entry to most universities on a relevant Degree course. The course prepares you for a range of employment in the public and private sectors in industries such as Electronic Design Engineering and Electronic Manufacturing.

## Information Communication Technology (ICT) (CCNA Route) Foundation Degree

Level 4 & 5

Full-time/ Part-time

### Is the course for me?

This course will develop your skills in networking, multimedia, web design and programming. You will be required to undertake work experience during both years of the course to gain an insight into the application of skills taught in the workplace.

### What will I learn?

You will study Web Design (Using Dreamweaver), Information Systems, Computer Systems, Programming (Using Java) and Networking (CCNA) as well as undertaking work placement in the first year of the full-time course. For the part-time course these modules will be split over two years. In year two you will study all these modules in more detail such as Advanced Web Design and Further Programming.

### What are the entry requirements?

Applicants must have one of the following qualifications:

- BTEC National Diploma or AVCE
- NVQ Level 3
- A Levels (minimum 120 UCAS points)

- Pass in an appropriate kite-marked Access to Higher Education course

An applicant who does not have GCSE Grade C or above for English Language and Mathematics or equivalent(s) will be required to undertake appropriate literacy and numeracy tests.

Where possible an academic reference will be required to ensure suitability for this level of programme.

If you do not meet the above admissions requirements, you may still be considered based on individual knowledge, skills and academic suitability for the programme.

### How will I be assessed?

All units are assessed via assignment work, including assignment tasks spread throughout the unit, practical and theory tasks. A small part of the assignments will also include a written exam as part of unit assessment.

### What could I study next?

You can progress onto the final year of BSc(Hons) in Computer Science degree course at university or college.

## Information Communication Technology (ICT) (Games Route) Foundation Degree

Level 4 & 5

Full-time/ Part-time

### Is the course for me?

This course will develop your skills in games design, video production, web design and programming. You will be required to undertake work experience during both years of the course to gain an insight into the application of skills taught in the workplace.

### What will I learn?

You will study Web Design (Using Dreamweaver), Video Game Component Design, 3D Modelling (Using 3D Studio Max), Programming (Using Java) as well as undertaking work placement in the first year of the full-time course. For the part-time course these modules will be split over two years. In year two you will study all these modules in more detail such as Advanced Web Design and Further Programming and be introduced to Full motion video production and XNA programming.

### What are the entry requirements?

Applicants must have one of the following qualifications:

- BTEC National Diploma or AVCE
- NVQ Level 3
- A Levels (minimum 120 UCAS points)
- Pass in an appropriate kite-marked Access to Higher Education course.

An applicant who does not have GCSE Grade C or above for English Language and Mathematics or equivalent(s) will be required to undertake appropriate literacy and numeracy tests.

Where possible an academic reference will be required to ensure suitability for this level of programme.

If you do not meet the above admissions requirements, you may still be considered based on individual knowledge, skills and academic suitability for the programme.

### How will I be assessed?

Most units are assessed via assignment work. Assignment tasks will spread throughout the unit and these will include both practical and theory tasks. A small part of the assignments will also include a written exam as part of unit assessment.

### What could I study next?

You can progress onto the final year of BSc(Hons) degree course at university or college.

## Public Services Higher National Diploma (HND)

Level 4 & 5      Full-time/Part-time

### Is the course for me?

The Higher National Diploma in Public Services can be studied full-time over 2 years, or part-time over 3-4 years. Students studying for this qualification will be those aspiring to positions within a specific uniformed public service and/or within a criminal justice setting. In particular, in relation to those candidates who are considering a career with the Police, Probation Service or the Prison Service.

### What will I learn?

The timetable for full-time study will be managed over 34 weeks (13 hours per week contact, including tutorial).

The programme is designed to develop and enhance student skills, knowledge and ability in relation to Criminology, the Criminal Justice System and the relevant impact of the Uniformed Public Services.

Year 1 (Level 4) modules:

- Entry and Enquiry into Public Services
- Criminology and Safer Communities
- Sociological Aspects of the Public Services
- Psychology and Human Behaviour Justice and Punishment

- Technology and the Public Services Equal Opportunities

Year 2 (Level 5) modules:

- Managing People in Public Services
- Independent Research into the Public Services
- Government and the Public Services
- Financial Resources in Public Services
- Stress Management in the Public Services
- Managing Disaster
- Global Socio-Political Issues
- Arts and Entertainment

### What are the entry requirements?

The entry requirements for the Higher National Diploma in Public Services is that of 240 UCAS Points (MMM) at National Diploma level. In addition, each candidate will be subject to an interview and will be expected to submit a piece of formal writing based on their specific interest in Criminology and the Public Services.

### How will I be assessed?

Your knowledge and understanding is assessed by assignments including case studies, group assignments, open book examinations, reports, presentations, reflective accounts, analysing research data and work based projects. Assessments are based on experiences and application within your place of work.

## Vocational

### **What could I study next?**

The programme of study qualifies learners for final year places on related programmes at universities.

Alternatively, students will be better positioned to apply directly to specific Public Services, such as the Police Service, Prison Service and the Probation Service.

## Sport & Community Development Foundation Degree\*

Level 4 & 5      Full-time/Part-time

### Is the course for me?

This qualification has been designed for candidates who wish to gain employment within the broad area of sports development, with a focus on community development through sport. The course is suitable for those wishing to pursue a career within sports development or for those within the industry who are looking to gain higher level skills to support career progression.

### What will I learn?

The Foundation Degree will be a Community-focused sports programme that involves targeted work with specific sections of the community or with certain sports, concerning itself specifically with the community development of sport, as well as community development through sport. The programme allows students to evaluate the evidence base for the strategies for changing and challenging behaviour – a fundamental of sport and community development.

There will be a key focus on coaching and community development, including close links to social inclusion and disability sport. It is an expectation that learners will have secured a minimum of 6 hours per week work within a relevant area, either as paid or voluntary. At level 4 the learners will gain an underpinning knowledge of the core aspects of Sociology, Psychology and

Coaching, including a placement module of 'coaching in the community'. At level 5 learners will develop a more evaluative understanding of psychological and sociological factors, including an appreciation of how social policy influences sport and community development. Learners will complete a further work placement at level 5 in which they would be expected to implement an improvement strategy. In the final semester learners will draw upon knowledge gained throughout the programme to complete an independent research project.

### What are the entry requirements?

Candidates need to have achieved a Level 3 qualification in Sport or an associated subject. Mature candidates can gain entry through prior work experience or learning. All those applying will be interviewed to assess suitability for the course.

### How will I be assessed?

Candidates will be continually assessed using a variety of methods, including assignments, reflective accounts, reports, case studies, presentations, research and essays. Assessments will be industry-focused and be supported through work placements.

### What could I study next?

Learners will have the opportunity to progress on to the final year of a relevant programme at university or college, such as BA(hons) Sports Development.

\*please note – this programme is subject to validation.

# Youth, Justice and Society Foundation Degree\*

Level 4 & 5      Full-time/Part-time

### Is the course for me?

The Foundation Degree in Youth Justice is studied part-time over 3-4 years or full time over 2 years.

Students taking this award will be those aspiring to positions within a Criminal Justice setting, particularly in relation to those candidates who are considering a career with the Prison Service, Police, Youth Research Programmes, Court Service Council Housing, Probation or the Youth Offending Team (Drug rehabilitation).

### What will I learn?

The timetable for part-time study will be managed over 34 weeks (7 hours per week contact, including tutorial). The programme is designed to develop and enhance student skills, knowledge and ability in relation to Criminology, the Criminal Justice System and the relevant impact on the fore-mentioned Public Services.

Year 1 (Level 4) Modules include: Sociology and the Family, Theories of Youth Deviance, Anti-Social Behaviour, Community Safety and Safeguarding, Equality and Diversity, Influence of the Mass Media.

Year 2 (Level 5) Modules include:

Consequences of Deviant Behaviour  
Youth Justice, Punishment and Rehabilitation, Substance Misuse and Behaviour, Managing Challenging Behaviour, Research Methods, Work Placement Project.

### What are the entry requirements?

The entry requirements for the Foundation Degree in Youth, Justice and Society are that of 240 UCAS points (MMM) at National Diploma level. In addition, each candidate will be subject to an interview and will be expected to submit a piece of formal writing based on their specific interest in Criminology and Youth Justice. Successful first year BTEC Higher National Diploma in Public Services' students will be considered for year 2 of the Foundation Degree in Youth, Justice and Society (subject to validation by the University of Chester).

### How will I be assessed?

Your knowledge and understanding is assessed by assignments including case studies, reports, presentations, reflective accounts, analysing research data and work based projects. Assessments are based on experiences and application within your place of work.

### Will the course be purely classroom based?

No. There are planned trips to the local Magistrates and Crown Court as well as

visiting prison environments. In addition, there are visits to London (Old Bailey and Murder tour) and a trip to San Francisco in the United States is also being planned.

### **What could I study next?**

The programme of study qualifies learners for a final year place on related programmes at another university or college. Alternatively, students will be better positioned to apply directly to specific Public Services, such as the Police Service, Prison Service and the Probation Service.

\* Please note this programme is subject to validation.

## **New Qualifications**

We are currently developing a range of new qualifications including Foundation degrees in:-

- Health & Social Care
- Creative industries

For more information call Learner Services on 01925 494494.



## **Stephenie Hodge:** Curriculum Manager for Professional Programmes

Stephenie is responsible for managing a variety of higher education programmes within the business management and leadership sector, offering Higher National Certificates, Foundations Degrees and recognised industry-standard professional qualifications to meet the needs of employers and local skills needs. Stephenie has worked within buying and marketing in the fashion industry for several years and has travelled extensively in the Far East, representing global multi-national retail companies. Stephenie moved into education six years ago and holds a Master of Science in International Fashion Marketing from Manchester Metropolitan University and is a qualified teacher. She is working towards QTLS professional status and is an Associate Lecturer with the University of Chester. Stephenie is currently focused on developing a variety of professional qualifications up to Level 7, plus co-funded and employer-led provision in an ever-changing and highly responsive market.

### **Programmes on offer:**

AAT

HNC in Business and Management

Human Resource and Personnel (CIPD qualifications)

Coaching and Mentoring (CIPD qualifications)

Marketing (CIM qualifications)

Leadership and Management (ILM qualifications)

Professional Development in Management and Leadership

Foundation Degree Professional Certificates

(e.g. Leadership, Operational Management)

Foundation Degree (FdA) Hospitality Management

Foundation Degree (FdA) Travel Operations



## **Eamonn Kavanagh** HNC Business & Management

**Former School:** St Aelreds Roman Catholic High School

### **Why did you choose to come to Warrington Collegiate?**

The location was perfect for me as I live in Warrington and I needed somewhere that I could easily commute to after a day at work. When I read the syllabus for the course it was ideal, it was exactly what I was looking for.

### **Why did you choose to study HNC Business & Management?**

It's something I've been putting off for years but essentially I've been working in a commercial role since I was in my mid twenties and I've also been a people manager for the past ten years so 'Business and Management' was perfect for me. When I left school, University wasn't something I'd ever considered and I wanted to study something that was relevant to me and would help me in my career. It sounds like a cliché, but I wanted to challenge myself and learn something new and gain a fresh perspective.

### **What do you like about the course?**

The course has provided me with much more than an additional qualification. I'd like to think I've broadened and strengthened my understanding of business and now try to look at things differently. It's certainly made me think about the way that I approach things and I've learned much more about myself and about what I want out of my career. I've also met a truly great bunch of people on the course and we all try to support one another.

### **What do you plan on doing when you complete the course?**

My goal is to continue my education when I've completed this HNC course and hopefully begin the Foundation Business Degree.

## Professional

### Association of Accounting Technicians (AAT)

Level 4

#### Is the course for me?

The AAT Level 4 Diploma course is the final level of the AAT Technician qualification. As with the other levels, the course aims to provide you with the relevant and practical skills necessary to gain employment in a range of accounting and finance jobs. Gaining an AAT qualification opens up a world of possibilities. Accounting technicians can be found in all sectors of the economy, from industry to public services, from commerce to accountancy practices. Accounting technicians can be found at different levels too – from account clerks to financial controllers. In smaller organisations, accounting technicians may be the only fully trained and qualified accounting staff.

#### What will I learn?

You will develop the skills necessary to prepare final accounts for limited companies, together with management accounting skills relating to budgeting and performance evaluation. There are four compulsory units to the Level 4 Diploma, these are: Financial Statements, Budgeting, Financial Performance, Internal Control and Accounting Systems, and two out of four optional units, which are: Credit Management and Control, Personal Tax, Business Tax, External Auditing.

#### What are the entry requirements?

Students would normally be expected to have completed the Level 3 Diploma course. Some students with several years accountancy experience at a managerial level may be able to proceed directly on to the level 4 Diploma following a successful interview and completion of both the AAT on-line skills check and an initial assessment.

#### How will I be assessed?

At the end of every unit you will be assessed to ensure that you can demonstrate the necessary skills, knowledge and understanding required to meet the learning outcomes and objectives for each unit. Assessments will take the form of a formal computer based exam for each unit, except for Internal Control and Accounting Systems and Credit Management and Control. These two units will be assessed by means of an on-line written project.

#### What could I study next?

Many students progress on to professional accountancy courses such as CIMA or ACCA. The Level 4 diploma qualification grants exemptions from the majority of the foundation units on the professional courses. Alternatively you could choose to go on and study for a degree in an accounting or finance related subject. To qualify as a Member of the Association of Accounting Technicians (MAAT), it is necessary to complete AAT Levels 3 and 4 and to have completed 3 years accounting or financial work experience.

## Certificate in Human Resource Practice Chartered Institute of Personnel Development (CIPD)

Level 3

Part-time

### Is the course for me?

The course is designed for anyone working in a human resource role e.g. assistant, administrator, supervisor or manager. It is also suitable for someone wishing to move into a career in human resources or for line managers or team leaders who need further knowledge of the human resource activities in an organisation. Learners who have been in a general supervisory role have also found the course extremely beneficial, as have individuals who have not studied for a number of years and wish to return to academic qualifications.

### What will I learn?

The course consists of a range of activities including lectures, group work, discussions, exercises, Chartered Institute of Personnel Development (CIPD) events in the local area, visiting speakers and networking with fellow delegates on the programme. There is no formal examination but a range of different reports, exercises, evidence in the workplace etc.

The course covers the main units as follows: Understanding Organisations & the Role of Human Resources, Developing yourself as an Effective

HR Practitioner, Recording, Analysing & Using HR Information, Resourcing Talent, Supporting Good Practice in Performance & Reward Management, Supporting Good Practice in Managing the Employment Relationship.

### What are the entry requirements?

You do not need any formal qualifications. You will need to be working in an organisation where you can do assignments and a management project. It is very useful if you have a mentor or line manager who can support you with your studies in your organisation. You need to be motivated to devote time to study. All potential learners need to attend an interview/workshop with the Programme Leader. These are held from April to September each year.

### How will I be assessed?

You will need to complete at least one piece of assessment for each of the 6 units above which demonstrates evidence of all the learning outcomes for that unit e.g. a report, a Learning and Development Record, Case Study, testimonial from work. 100% attendance is required along with a commitment to study and contribute to class discussions. As a general guide, you will need to put aside at least 3-6 hours each week for study time and to work on assessments.

### What could I study next?

On completion of this programme you will gain Associate member of the CIPD. The next stage would be to go onto the CIPD Level 5 Intermediate programme.

## Professional

### **Certificate in Human Resource Practice Chartered Institute of Personnel Development (CIPD)**

Level 5

Part-time

#### **Is the course for me?**

The course is designed for anyone seeking to develop a career in Human Resource Management, are working at the level of Human Resource adviser or Manager and need to extend their knowledge and skills, have responsibility for implementing HR policies and strategies.

#### **What will I learn?**

The course will include the following modules: Developing Professional Practice; Business Issues and the context of Human resources; Using information in Human Resources; Resourcing and Talent Planning; Improving Organisational Performance; Employment Law (option) or Employee Engagement (option).

#### **What are the entry requirements?**

At least a Level 3/4 qualification in HR or Management, or an unrelated degree is required. An interview with the course leader is essential. Full commitment to a programme of study is required. It is advantageous to be working in HR or have access to an HR Department to help with the assessment process.

#### **How will I be assessed?**

The assessment processes include, writing reports, completing company surveys, professional discussions, 3 hour examination, keeping CPD records, working in Action Learning Sets.

#### **What could I study next?**

You can progress on to the full CIPD Professional development scheme (Post graduate level).

## Business & Management Higher National Certificate (HNC)

Level 4

Part-time

### Is the course for me?

The Higher National Certificate (HNC) in Business and Management is a two year programme of part-time study. This course is intended for people working within a business environment as reflection and work based experience is a major part of the lessons and the assessment. The HNC is especially suited for people who are at the beginning of their career and need to broaden their knowledge of business and aim to improve their qualifications and career prospects, as well as those changing the direction of their career or if you wish to progress onto a degree level qualification.

### What will I learn?

You will study a variety of subjects including: Marketing; Business Environment; Human Resource; Personal Development; Managing Activities to Achieve Results; Finance; Organisations & Behaviour; Managing & Leading People; Research Project; Communications.

### What are the entry requirements?

You will need a minimum of 2 GCE A levels at grade A - C and / or a BTEC

National Diploma at merit grade or above. Mature students with substantial work experience in a supervisory capacity may also apply. All applicants must take a numeracy and literacy initial assessment, attend an interview and submit a short piece of work to ensure that this is the right course for you.

### How will I be assessed?

You will need to study 10 modules over the two years. After each module, some form of assessment is required; written assignments, group work or presentations. The course is continuously assessed. You must pass year 1 in order to progress onto year 2.

### What could I study next?

Students who achieve this qualification could proceed onto a Foundation Degree and subsequently on to a BA (Hons) Business Management degree programme.

## Professional

### **Institute of Leadership and Management (ILM) Award in First Line Management**

Level 3

Part-time

#### **Is the course for me?**

The ILM First Line Management Award Level 3 is a 12 week programme of part-time study.

Its aim is to give practising and potential first line managers the foundation for their formal development in this role.

The qualification does this by developing basic management skills and assisting participants in gaining basic knowledge required by a manager.

This course is intended for people working within a business environment as reflection and work based experience is a major part of the lessons and the assessment.

#### **What will I learn?**

The course covers some of the main management issues e.g. Time Management, Motivation and Problem Solving.

#### **What are the entry requirements?**

Ideally you should be a practising or aspiring/potential supervisor/first line manager. All applicants must take a numeracy and literacy level 2 initial assessment test, attend an interview and submit a short piece of work to

ensure that this is the right course for you.

#### **How will I be assessed?**

There are two forms of assessment over the 12 weeks; this could take the form of an assignment, group work or presentation.

#### **What could I study next?**

You can progress onto the ILM Certificate in First Line Management.

## Institute of Leadership and Management (ILM) Certificate in First Line Management

Level 3

Part-time

### Is the course for me?

The ILM First Line Management Certificate at Level 3 is a 22 week programme of part-time study.

Its aim is to give practising and potential first line managers the foundation for their formal development in this role.

The qualification does this by developing basic management skills and assisting participants in gaining basic knowledge required by a manager.

### What will I learn?

This course is intended for people working within a business environment as reflection and work based experience is a major part of the lessons and the assessment.

The course covers some of the main management issues e.g. Change Management, Teams, Leadership, Time Management and Motivation.

### What are the entry requirements?

You will have successfully completed the ILM Award in Management. Ideally you should be a practising or aspiring/potential supervisor/first line manager. Applicants who are new to this course at this college must take a numeracy and literacy level 2 initial assessment

test, attend an interview and submit a short piece of work to ensure that this is the right course for you. If you have passed the Level 3 Award at the college then you can simply enrol.

### How will I be assessed?

After each subject, a form of assessment will be required, this could take the form of an assignment, group work or presentation.

### What could I study next?

You can progress on to the ILM Award in Management, Level 4.

## Professional

### **Institute of Leadership and Management (ILM) Award in Management**

Level 4

Part-time

#### **Is the course for me?**

The ILM Award in Management Level 4 is a 12 week programme of part-time study. Its aim is to give practising first line managers the further management insight for the development in this role.

The qualification does this by developing and reflecting on management skills and assisting participants in gaining knowledge required by a manager.

#### **What will I learn?**

This course is intended for people working within a business environment as reflection and work based experience is a major part of the lessons and the assessment. The course enables research techniques to be developed in order to investigate a work related subject of your choice. Further insight into management techniques and behaviours will be studied.

#### **What are the entry requirements?**

You will have successfully completed the ILM Award in Management. You should be a practising supervisor/first line manager. Applicants who are new to this course at this college must take a numeracy and literacy Level 2 initial

assessment test, attend an interview and submit a short piece of work to ensure that this is the right course for you. If you have passed the Level 3 Award at the college then you can simply enrol.

#### **How will I be assessed?**

After each subject, a form of assessment will be required, this could take the form of an assignment, group work or presentation.

#### **What could I study next?**

You can progress on to the ILM Certificate in Management, Level 5.

## Institute of Leadership and Management (ILM) Certificate in Management

Level 4

Part-time

### Is the course for me?

The ILM Certificate in Management Level 4 is a 22 week programme of part-time study.

Its aim is to give practising first line managers the further management insight for the development in this role.

The qualification does this by developing and reflecting on management skills and assisting participants in gaining knowledge required by a manager.

### What will I learn?

This course is intended for people working within a business environment as reflection and work based experience is a major part of the lessons and the assessment. There are 5 modules within this qualification and applicants will have practical experience of the following subjects within the workplace: Delegating Authority in the Workplace, Managing Stress and Conflict within the Workplace, Communicating Effectively Orally and in Writing in the Workplace, Managing Meetings, Managing Equality and Diversity.

### What are the entry requirements?

Successfully completing the ILM Award in Management. You should be a practising supervisor/first line manager. Applicants who are new to this course at this college must take a numeracy and literacy level 2 initial assessment test, attend an interview and submit a short piece of work to ensure that this is the right course for you. If you have passed the level 4 Award at the college then you can simply enrol.

### How will I be assessed?

After each subject, a form of assessment will be required, this could take the form of an assignment, practical activity with reflection, group work or presentation.

### What could I study next?

You can progress onto the ILM Certificate in Management, Level 5.

# Professional

## Chartered Institute of Marketing (CIM) Professional Certificate in Marketing

Level 4

Part-time

### Is the course for me?

The aim of this course is to provide a practical insight into the principles and application of marketing at a tactical level. The qualification is ideal for junior marketers, those working in marketing support roles (like personal assistants); or if marketing plays some part in your current job description.

### What will I learn?

The aim of this unit is to provide a detailed explanation of the key theories and practice behind marketing as an exchange process and a business function. This unit introduces individuals to the importance of the marketing planning process and the role of marketing across the organisation.

### What are the entry requirements?

This qualification is the equivalent to the first year of a foundation degree, which means you will need to meet at least one of these criteria:

- Have a minimum of two 'A' Levels
- Hold any general Bachelors or Masters degree
- Hold a CIM Introductory Certificate in Marketing

- Have experience within a marketing role

### How will I be assessed?

You will be assessed by an examination at the end of the module.

### What could I study next?

You can progress onto the Professional Diploma in Marketing.

## Chartered Institute of Marketing (CIM) Professional Diploma in Marketing

Level 6

Part-time

### Is the course for me?

This qualification is ideal for marketers who are concerned with managing the marketing process at an operational level, as well as those who are looking to build on the knowledge gained at Professional Certificate level with a future marketing management role in mind. The focus moves from the theoretical aspects of marketing towards the many skills needed to manage the function itself – including elements ranging from channel management to communications, along with specialist areas like new product development.

### What will I learn?

- Evaluation of the marketing planning process and its implementation in a range of marketing contexts including a detailed analysis of the internal and external marketing environments
- Conduct a marketing audit and assess the findings in order to develop a marketing plan that is responsive to market and organisational changes and underpins the organisation's marketing strategy
- Determine the importance of segmentation, targeting and positioning to develop effective strategies which are innovative, cost effective, valuable and maximise the

potential of marketing opportunities successfully

- Recognise the significance of retaining customers through relationship marketing

### What are the entry requirements?

Candidates need to have achieved either of the following:

- The CIM Professional Certificate in Marketing
- Any business or marketing Bachelors or Masters Degree (or an equivalent qualification) where a minimum of one third of credits come from marketing (i.e. 120 credits in Bachelors degrees or 60 credits with Masters Degrees) OR
- Experience in a marketing management role that has provided potential students with the ability to demonstrate that you can meet the learning outcomes of the CIM Professional Certificate in Marketing if required to do so and is sufficient to pass the Entry test to Level 6

### How will I be assessed?

You will be assessed via assignments, such as coursework and case studies, that require longer answers and will often be based on various findings and recommendations within your own company (or a company of your choice).

### What could I study next?

You can progress onto specialist marketing courses to develop your skills in a specific area (i.e. Advertising, Digital Media etc.) or progress onto a Business/Management course.

## Professional

# Travel Operations Management Foundation Degree

Level 4 & 5      Full-time/Part-time

### Is the course for me?

This qualification has been designed for candidates who wish to progress in the Travel Operation Management sector and wish to move into a management role. Levels 4 and 5 each consist of 120 credits and, upon completion of the Foundation Degree, candidates will be equipped with the skills necessary for managing an operational department within the travel sector. It is also designed to help businesses succeed by developing the higher level skills their staff need to improve customer satisfaction, increase profitability and reduce staff turnover.

### What will I learn?

The qualification is divided into Levels 4 and 5 (each worth 120 credits). At Level 4, candidates will be equipped with the skills necessary for managing an operational department within the travel sector, including working closely with the executive management team. Level 4 topics include Understanding People, The Business, Operations, Finance and IT, as well as employability skills for the Travel Management sector. Level 5 candidates will be equipped with the skills to manage an operational department, taking full responsibility for

financial planning, forecasting, resource planning and departmental performance. Level 5 topics include Managing People, The Business, Finance and IT, operations and employability skills for the Travel Management industry.

### What are the entry requirements?

Candidates need to have achieved a Level 3 qualification in a travel and tourism or associated subject. Mature candidates can gain entry through prior work experience or learning. All those applying will be interviewed to assess suitability for the course.

### How will I be assessed?

Candidates will be continually assessed using a variety of methods, including assignments, reflective accounts, reports, case studies, presentations, research and essays. Most assignments will be based around the workplace and there are no examinations.

### What could I study next?

The Foundation Degree is a nationally recognised qualification, validated by the University of Chester. Successful completion of this qualification will enable you to apply to undertake the final part of an honours degree qualification.

## Hospitality Management Foundation Degree

Level 4 & 5      Full-time/Part-time

### Is the course for me?

The Foundation Degree (FdA) in Hospitality Management can be studied full time over two years, or part-time over 3-4 years.

Students taking this qualification will be those aspiring to positions at a supervisory and junior management level within the hospitality industry.

### What will I learn?

This course is designed to equip you with the necessary managerial and technical skills for operating in today's hospitality industry.

Modules will include:

#### Year 1

- Marketing for Hospitality Operations, Food Beverages and Events Management
- People Management and Leadership
- Accommodation and Facilities
- Managing large scale events and Conferences
- Personal Professional Development 1

#### Year 2

- Finance and Business Planning in Hospitality Organisations
- Exceeding Customer Expectations
- Change Management in Hospitality

- Work based project (double module)
- Personal Professional Development 2

The combination of academic and vocational skills will enable students to make an immediate contribution to their workplace.

### What are the entry requirements?

Ideally applicants will be working in the hospitality industry and hold a related Level 3 qualification or equivalent.

However, mature applicants can gain entrance through prior learning. All those applying will be interviewed for their suitability. Assistance will be given to source suitable work placements should this be necessary.

### How will this be assessed?

You will be continually assessed using a variety of methods, including case studies, reports, assignments, presentations, reflective accounts, research and essays; with most assessments being based around the workplace. There are no examinations.

### What could I study next?

The Foundation Degree is a nationally recognised qualification, validated by the University of Chester. Exciting and varied opportunities await successful students, from working in international hotel companies, to employment in leisure parks, themed restaurants and licensed retail companies. You could even open your own hospitality business. You can also use your Foundation Degree as a basis to progress onto the final part of an Honours Degree course at a variety of universities.

## Professional

### Work Based and Integrative Studies – WBIS

#### Foundation Degrees and Professional Certificates

WBIS programmes have been designed and tailored to provide academic recognition of learning undertaken primarily in the workplace. These programmes are very flexible to suit the needs of learners who are working and yet wish to continue with academic study. In order to help candidates achieve a good work, study and life balance, a variety of teaching methods are used to offer as much flexibility as possible. Candidates can take part in taught lessons and workshops, as well as distance learning, where they can access materials on-line. Work based projects and Accreditation for Prior Learning (APL) can also be used, in negotiation with tutors, to provide the evidence needed to achieve each module.

There are many benefits of this course of study. Candidates can gain accreditation for individual modules (20 credits each), or Professional Certificates, which are three modules in total (60 credits). For those students wanting to continue their studies further in order to achieve a Foundation Degree, they can earn a total of 240 credits by completing a combination of

modules and Professional Certificates to suit their own needs. One other major benefit of this qualification is that modules can be written with particular industry needs in mind. All modules, Professional Certificates and Foundation Degrees are validated by the University of Chester.

WBIS courses which are currently available at Warrington Collegiate are:

- Professional Certificates in Leadership and Management
- Professional Certificates in Operations Management

# Work Based and Integrative Studies (WBIS) Professional Certificate in Leadership

### Is the course for me?

The Professional Certificate in Leadership forms the first three modules of a Foundation Degree. Students undertaking this award will be either working at, or aspiring to, positions at a management and leadership level within a business environment. Each module is eight weeks in duration, six weeks taught in the classroom and two weeks for the completion of assessments. The Professional Certificate is validated by the University of Chester.

### What will I learn?

This course will equip you with the necessary managerial and leadership skills to be able to work effectively in a business environment. As this is a vocational qualification, your workplace experience will be invaluable when completing assignments.

The three modules consist of:

- Managing Performance
- Strategies for Building Effective Workplace Leadership
- Principles, Processes and Skills for Coaching

### What are the entry requirements?

Ideally, you should be working in a business environment and hold a Level 3 qualification or equivalent, although mature students can gain entrance through prior learning. All applicants will be interviewed to assess suitability.

### How will I be assessed?

You will be assessed at the end of each eight week module using a variety of methods including case studies, reports, assignments, presentations, reflective accounts, research and essays. The assessments will be based on your workplace. There are no examinations.

### What could I study next?

When you have completed the Professional Certificate, which is worth 60 credits, you can complete further Professional Certificates and modules in order to achieve a Foundation Degree which is worth 240 credits in total.

## Teacher Training



### **Linda Williamson:**

Curriculum Manager for  
Initial Teacher Training (ITT)

Linda is responsible for the management of a variety of higher education programmes to support the professional development of those working in, or training to gain employment within, the teaching and learning sector. Linda has successfully developed and led higher education programmes in further education settings for a number of years. A BA(Hons) graduate, she holds a Certificate in Education, Diploma in Mentoring and post-graduate qualifications in Education, has gained QTLS & HEA professional status and is an Associate Lecturer and Programme Leader for the University of Chester. Linda is currently focused on developing a variety of programmes to enhance progression within Initial Teacher Training in response to teaching standards.

### **Programmes on offer:**

Professional Graduate Certificate of Education in Teaching in the Learning Skills Sector  
Certificate of Education in Teaching and the Learning and Skills Sector (DTLLS)  
Certificate in Teaching in the Lifelong Learning Sector (CTLLS)  
Preparing to Teach in the Lifelong Learning Sector (PTLLS)  
Level 5 Additional Diploma in Teaching English (Literacy) in the Lifelong Learning Sector  
Level 5 Additional Diploma in Teaching Numeracy in the Lifelong Learning Sector  
Assessor Qualification (TAQA)  
Internal Quality Assurer (TAQA)



## **Siobhan Hatto**

Certificate of Education in Teaching  
in the Learning & Skills Sector

### **Why did you choose to come to Warrington Collegiate?**

I had secured some teaching at the College and knew of the strong reputation of the Higher Education department.

### **Why did you choose the Certificate of Education in Teaching in the Learning and Skills Sector?**

I have always wanted to teach and knew I wanted to make a career of it. I was assured of the excellent support and advice on offer at the Collegiate and the fact I could work and study at the same time was very appealing.

### **What do you like about the course?**

Very approachable tutors, well structured course, lots of interesting modules with varied assignment tasks, which required me to work individually and collaboratively in groups.

### **What do you plan on doing when you complete the course?**

I am employed at the Collegiate teaching English and IT on the Access to HE courses.



## **Chris Gillies**

### Certificate of Education in Teaching in the Learning & Skills Sector

**Former School:** Penketh High School

#### **Why did you choose to come to Warrington Collegiate?**

I had previously completed some evening courses at Warrington Collegiate which I really enjoyed. Because of this Warrington Collegiate was always my number one choice.

#### **Why did you choose the Certificate of Education in Teaching in the Learning and Skills Sector?**

Part of my role at work was to support and train people on the use of ICT. I already had a number of ICT related qualifications so I felt a teaching/training qualification would supplement that perfectly. Originally I signed up to the PTTLS course but after completing a number of assignments my tutor felt that I would gain a lot more from the Certificate in Education. My transfer from PTTLS to the Cert Ed was handled with the utmost efficiency and all of my tutors were wonderfully supportive. It was definitely the right decision to move on to the Cert Ed and I will always be grateful to my tutor for encouraging this.

#### **What do you like about the course?**

My college mentor, tutors and fellow students were all fantastic. Because of them I feel that I have learnt a lot in a relatively short space of time.

#### **What do you plan on doing when you complete the course?**

Since completing the Certificate of Education qualification I now teach as well as provide ICT support and training.

#### **What have you enjoyed most about the college?**

I have enjoyed meeting new people and whilst, at times, it was hard work the purpose and feeling of satisfaction gained was incredible.

# Award in Preparing to Teach in the Lifelong Learning Sector (PTLLS)

Level 3

Part-time

### Is the course for me?

All new entrants to teaching in the lifelong learning sector will be required to complete this award, which will prepare them to teach. This qualification is mandatory for any new teacher who teachers publicly funded provision. The Preparing to Teach in the Lifelong Learning Sector qualification is a short introductory course which will confer the threshold licence to teach. If teaching, tutoring or training is part of your remit, you may be required to progress to a further qualification appropriate to your role.

### What will I learn?

During this course you will study a number of topics including: Understanding your own role, responsibilities and boundaries; Understand appropriate teaching and learning approaches; Demonstrate session planning skills; Understand how to deliver inclusive sessions; Understand the use of different assessment methods.

### What are the entry requirements?

You should have a minimum of a Level 3 qualification in your chosen teaching subject and ideally a Level 2 qualification in literacy and numeracy.

### How will I be assessed?

You will be assessed continuously and also by assignment. There is also a micro-teach component at the end of the course.

### What could I study next?

Progression to Level 4 Certificate in Teaching in the Lifelong Learning Sector (C&G 7304) or the Certificate of Education in Teaching in the Learning and Skills sector (DTLLS) (subject to meeting the entry criteria).

# Teacher Training

## Certificate in Teaching in the Lifelong Learning Sector (CTLTS)

Level 4

Part-time

### Is the course for me?

Candidates come from a variety of vocational backgrounds, but will be seeking to gain a qualification for the 'associate' teaching role. You may already be in role, or have no prior experience, but you must have access to 30 hours of teaching practice in a recognised location.

### What will I learn?

You will complete the following modules: Planning and Enabling Learning; Principles and Practice of Assessment; Plus an optional module to be agreed with the tutor. Practical observation of your teaching forms a central part of the course and a total of 3 observations of your teaching practice will be undertaken during the programme.

### What are the entry requirements?

- Preparing to Teach in the Lifelong Learning Sector Award (PTLLS)
- Have appropriate qualifications (minimum of level 3 in the area you wish to teach)
- Provide proof of qualifications
- Have relevant work experience if teaching vocational courses

- Obtain CRB Enhanced Disclosure clearance
- Provide satisfactory references
- Undertake initial interview including initial assessments for literacy and numeracy
- Evidence of 30 hours teaching practice

### How will I be assessed?

Students will be assessed using a variety of methods including: Assignments, presentations and practical observations of teaching practice.

### What could I study next?

Candidates will be eligible to apply for ATLS (Associate Teacher Learning and Skills) through the Institute for Learning. On completion of the Certificate in Teaching in the Lifelong Learning Sector, you may wish to progress onto the Certificate of Education in Teaching in the Learning and Skills Sector (DTLLS), subject to meeting the entry criteria.

### Additional costs

Learners will be expected to pay the additional costs for CRB clearance and Medical Disclosure forms.

# Certificate of Education in Teaching in the Learning and Skills Secors (DTLLS)

Level 4-5                      Part-time

### Is the course for me?

This course will qualify you to teach in Post Compulsory Education and Training and is endorsed by LLUK (Lifelong Learning UK). The course is delivered on a part time basis over two academic years and will require you to attend college for one session per week.

### What will I learn?

The programme comprises of the following modules:

- Preparing to Teaching in the Lifelong Learning Sector (Embedded Threshold award at level 4)
- Planning and Enabling Learning
- Planning and Enabling Assessment
- Continuing Personal and Professional Development 1
- Theories and Principles for Planning and Enabling Learning
- Curriculum Design for Inclusive Practice
- Wider Professional Practice
- Contemporary Issues in the Lifelong Learning Sector
- Continuing Personal and Professional Development 2

Practical observation of your teaching forms a central part of the course and a

total of eight observations of your teaching practice will be undertaken during the programme.

### What are the entry requirements?

To gain entry to the programme candidates must: Have appropriate qualifications (Minimum of level 3 in the area you wish to teach); Have relevant work experience if teaching vocational courses (75 hours per year); Obtain CRB enhanced disclosure clearance; Provide satisfactory references; Undertake initial interview including initial assessments for literacy and numeracy.

### How will I be assessed?

Students will be assessed using a variety of methods including: Assignments, presentations, practical observations of teaching practice, small scale practitioner research, CPPD files and specialist practitioner observations.

### What could I study next?

On completion of the qualification, you will be required to work towards the achievement of QTLS status in line with LLUK requirements. Progression routes from the Certificate of Education include Foundation Degrees and BA Honours degrees in a subject area related to education.

### Additional costs

Learners will be expected to pay the additional costs for CRB clearance and Medical Disclosure forms.

# Teacher Training

## **PGCE** Professional Graduate Certificate in Education in Teaching in the Learning and Skills Sector

Level 6

Part-time

### **Is the course for me?**

This course will qualify you to teach in Post Compulsory Education and Training and is endorsed by LLUK (Lifelong Learning UK). The course is delivered on a part time basis over two years and is available one evening per week.

### **What will I learn?**

Year one (Level 6) comprises of the following modules:

- Preparing to Teach in the Lifelong Learning Sector/Planning and Enabling Learning
- Planning and Enabling Assessment
- Technology Enhanced Learning Teaching and Assessment
- Theories and Principles for Planning and Enabling Learning.

Year two (Level 6) comprises of the following modules:

- Continuing Personal and Professional Development
- Curriculum Design for Inclusive Practice
- Wider Professional Practice
- Contemporary Issues in the Lifelong Learning Sector.

Practical observation of your teaching forms a central part of the course and a total of four observations of your teaching practice will be undertaken each year.

### **What are the entry requirements?**

This qualification is suitable if you are a graduate in the 'Full Teacher role' as defined by LLUK. To gain entry to the programme candidates must:

- Have appropriate qualifications (a degree in the subject you wish to teach - if you wish to teach additional subjects you must be qualified in the additional areas at least to Level 3)
- Have relevant work experience if teaching vocational courses
- Obtain CRB Enhanced Disclosure clearance
- Provide satisfactory references
- Undertake initial interview including initial assessments for literacy and numeracy
- Provide evidence of 75 hours teaching per year

### **How will I be assessed?**

Students will be assessed using a variety of methods including: Assignments, presentations, practical observations of teaching practice, small scale practitioner research, CPPD file, specialist practitioner observation.

### **What could I study next?**

On completion of the qualification, you will be required to work towards the achievement of QTLS status in line with LLUK requirements. Progression routes from the Professional Graduate Certificate of Education include Master's Level Qualifications.

### **Additional costs**

Learners will be expected to pay the additional costs for CRB clearance and Medical Disclosure forms.

# Assessor Qualification - Training, Assessment and Quality Assurance Awards (TAQA)

Level 3

Part-time

### Is the course for me?

These new qualifications are designed for staff who are currently working or wish to work in Assessment related roles. The qualifications replace the A1 Assessors Award.

### What will I learn?

The new units and qualification will provide people who carry out assessment in their organisation with the opportunity to develop and improve their practice as well as achieve a professional qualification for the role. They have been developed for those working in accredited learning, non-accredited learning, the NQF and the QCF.

The assessor qualifications (3 Awards and 1 Certificate) are at a Level 3 and consist of a mix of units: competence-based and knowledge based. The course will be completed in 4 months to one year from your start date (depending on units taken and how involved you are in the assessment process) and enrolment occurs at various stages throughout the year.

### What are the entry requirements?

There are no formal entry requirements for the knowledge unit: Award in Understanding the Principles and Practices of Assessment Level 3 (1 Unit – 3 credits). The additional units will require that you are working with two learners that you are occupationally competent to assess.

### What could I study next?

These qualifications will eventually form part of a full framework of qualifications for trainers, assessors and quality assurance personnel. It is also a requirement that you have an understanding of these Assessor qualifications prior to undertaking the Internal Quality Assurance qualifications.

## Teacher Training

### Internal Quality Assurer - Training, Assessment and Quality Assurance Awards (TAQA)

Level 4

Part-time

#### Is the course for me?

These new qualifications are designed for staff who are currently working in, or wish to work in Quality Assurance roles. They replace the V1 Internal Verifiers Award.

#### What will I learn?

These new units and qualification will provide people who carry out quality assurance in their organisation with the opportunity to develop and improve their practice as well as achieve a professional qualification for the role. They have been developed for those working in accredited learning, non-accredited learning, the NQF and the QCF. The Internal Quality Assurer Awards are at a Level 4 (2 Awards and 1 Certificate) and consist of a mix of units: competence-based and knowledge based. The course will be completed in 4 months to one year from your start date (depending on units taken and how involved you are in the verification process) and depending on units taken.

#### What are the entry requirements?

Although there are no formal entry requirements, you must have experience of working as an Assessor prior to undertaking these qualifications. Also, you must be working with two assessors, each with a minimum of two learners of their own.

Please note that the Certificate qualification requires you to have responsibility for members of the assessment team.

#### What could I study next?

This award will eventually form part of a full framework of qualifications for quality assurance personnel.

#### Please note:

*The college reserves the right to vary, add or to delete any of the courses, or parts thereof, or any other services, facilities, matters or information referred to in this booklet or any other literature, without prior notice. All courses run subject to enrolment of minimum numbers, maximum limits may also apply.*

*If the college makes an offer of a place, it is essential that you are aware of the current terms on which the offer is based. If you are in any doubt, please feel free to ask for confirmation of the precise position for the year in question, before you accept the offer.*

## How do I find out more?

If you would like more details regarding the Higher Education qualifications offered by Warrington Collegiate or information about any of our other courses please do not hesitate to get in touch with us by either calling into our Winwick Road campus, telephoning our Learner Services team on 01925 494494, e-mailing [learner.services@warrington.ac.uk](mailto:learner.services@warrington.ac.uk) or visiting [www.warrington.ac.uk](http://www.warrington.ac.uk)

## How do I apply?

You can apply either directly to Warrington Collegiate or via UCAS.

### Applying Direct

Please telephone our Learner Services team on 01925 494494 or E-mail [learner.services@warrington.ac.uk](mailto:learner.services@warrington.ac.uk) for an application form. Alternatively visit [www.warrington.ac.uk](http://www.warrington.ac.uk) and fill in an application form online. Your application will be dealt with promptly by our admissions team. Please direct any enquiries to our Admissions Co-ordinators by calling 01925 494494.

### Applying via UCAS

You can search for all our current Higher Education courses at [www.ucas.com](http://www.ucas.com)

### Equality and Diversity

The College supports “Equality learning for all and an Equal Society for Warrington citizens.” Warrington Collegiate is committed to being an inclusive college and has responded to the new and existing legislation relating to equality and diversity. The college single equality scheme sets out our commitment to fostering an environment free of all form of discrimination and promoting equality and diversity at the heart of our work.

### Safeguarding Children

This College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

