




2012:13
14-16 Skills
Programme



I've learnt so much and I love the practical work. It's great that you can fully absorb yourself in the subject and concentrate on it for a whole day. You get to meet students with the same interests as you and we often help each other out during lessons.

TREVOR BENNETT,
GUILDFORD COUNTY SCHOOL
ELECTRICAL INSTALLATION
(PEO) LEVEL 1

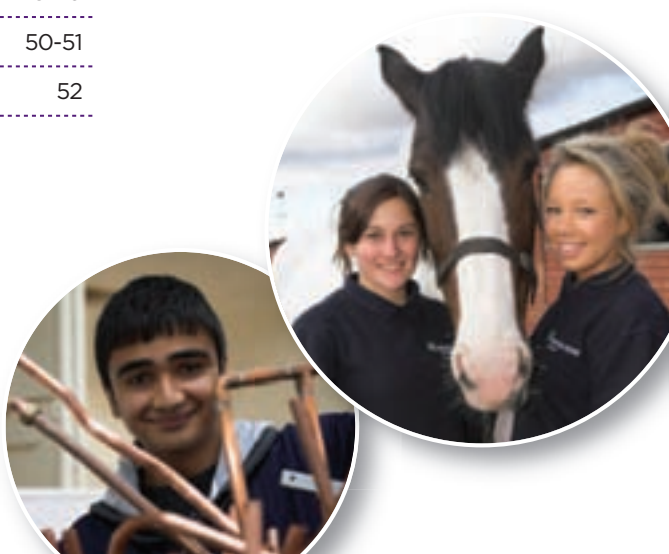
Contents

ALL ABOUT THE GUILDFORD COLLEGE GROUP

Welcome from the Director of Student Services	2
Why choose the Guildford College Group	4-5
Meet the Students	6-7
Student Support	8-9
Staging Process	10-11
Parent Information	12-13
Schools Information	14-15
Application Process	16-17
Progression Routes	18-19
Merrist Wood College Resources	20-21
Guildford College Resources	30-31
Travelling to the Colleges	48-49
Student Code of Conduct	50-51
Q&As	52

COURSES AND STUDY OPTIONS

Animal Care	22-23
Equine	24-25
Public Services	26-27
Wildlife and Conservation	28-29
Beauty Therapy	32-33
Catering and Hospitality	34-35
Childcare	36-37
Construction	38-39
Electrical Installation	40-41
Hairdressing	42-43
Motor Vehicle Mechanics	44-45
Plumbing	46-47



Welcome from the Director of Student Services



Welcome to our programme of courses for young people who are still at school.

Our courses are specially designed to teach you new skills and prepare you for further training in a vocational area. We work in partnership with more than 25 schools across Surrey and Hampshire and are pleased to be able to provide really exciting and hands-on courses for young people that cover many skills.


This year we are introducing our new Wildlife and Conservation course which will be of particular interest if you enjoy working outdoors and with animals. Please see the contents page for our full 14-16 course list.

As well as offering a wide range of choices, we also pride ourselves in the support we offer. We have specialist teachers who are passionate about their subjects and we work closely with your school to ensure you have the support and structure you need to be successful.

We know that it can be exciting and sometimes challenging making the change from school to college, however our dedicated 14-16 team aim to make sure that you get the most out of your time with us. Last year our pass rate for young people who studied with us from schools was 96% - next year you could be one of them.

We hope you will find our prospectus helpful as you make your option choices and look forward to welcoming you soon.

TIM BEVANS
DIRECTOR OF STUDENT SERVICES



I love doing the public services course, the teachers are the best! It's really energetic and great fun. There's so much variety here with the courses and the facilities. One word to sum up the course and college would be awesome!

EMILY CULLEY, 14, KINGS COLLEGE
PUBLIC SERVICES LEVEL 2 BTEC
FIRST DIPLOMA

Why choose the Guildford College Group?

1.

WE'RE A GOOD COLLEGE:

At our last Ofsted Inspection in June 2009, we were graded "good" overall, with areas of "outstanding teaching and learning" at Merrist Wood College. Inspectors also commented that "success rates were well above national averages".

2.

DIVERSE CURRICULUM:

We've got the resources and workshops to teach subjects your school may not offer, including hair and beauty salons, professional kitchens, construction workshops, equine stables and a wide range of animals.

3.

FOCUSED ON YOU:

Our smaller class sizes mean you get more personal help and attention from your tutor.

4.

SUPPORT:

You'll have dedicated support from the 14-16 Office while at the College and we'll liaise regularly with your school to keep them up-to-date with your progress.

5.

LOCATION:

Both Colleges can be easily reached by bus, train or car. Cycle racks are located at both Colleges for students travelling by bike.

6.

400 ACRE OUTDOOR CLASSROOM:

Students studying at Merrist Wood College will benefit from learning outdoors on our 400 acre award winning estate. We've got a diverse animal management collection, one of the largest indoor riding arenas of any college in the country and well equipped workshops.

7.

ONGOING INVESTMENT:

At Guildford College we're leading the way in ground breaking new learning technologies with the installation of a brand new learning hub and suite of hi-tech classrooms.

8.

PROGRESSION:

If you enjoy your course, you can progress on to the next level when you leave school at 16. Some courses at the College allow you to progress all the way to degree level!

9.

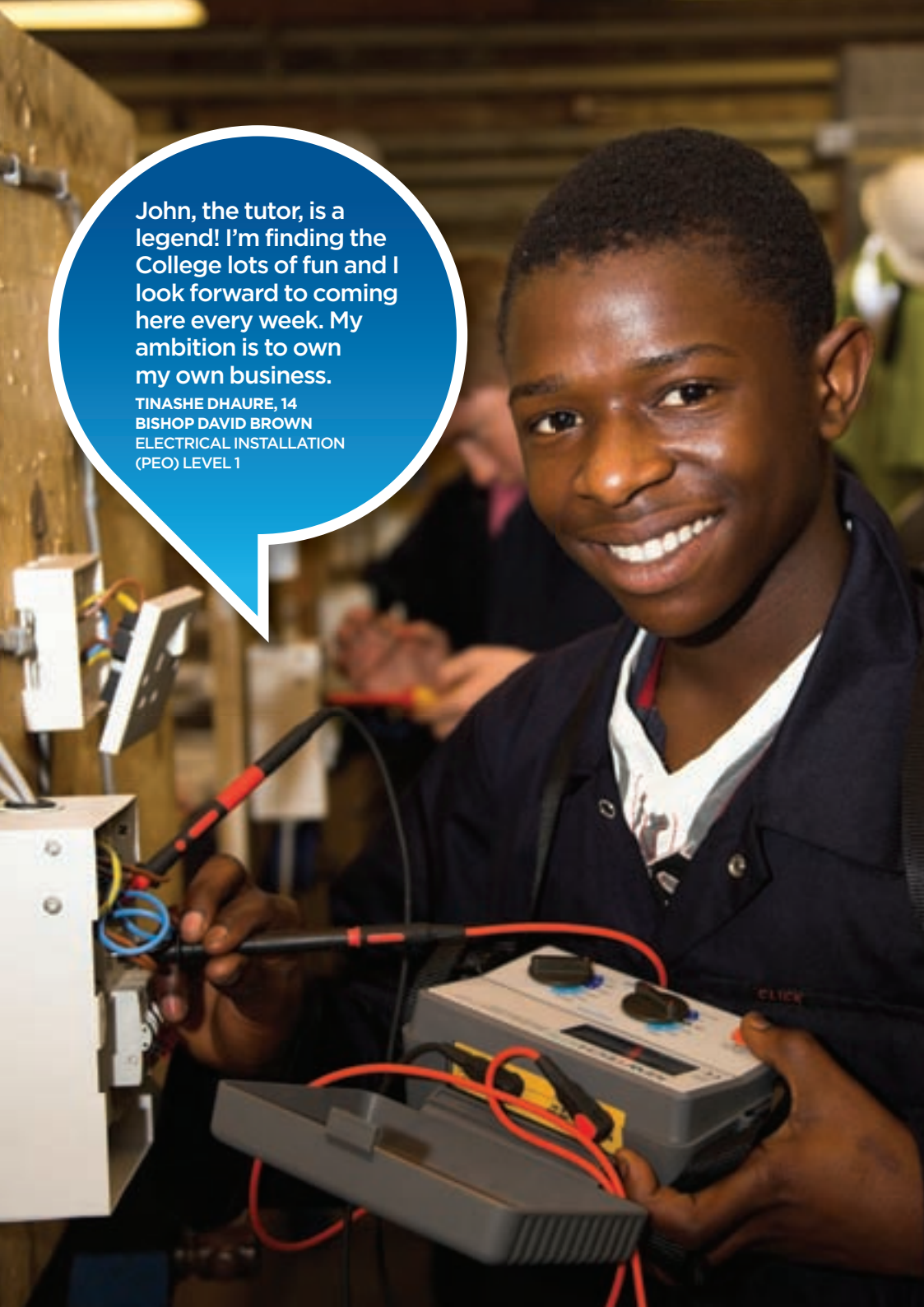
REAL LIFE EXPERIENCE:

You'll be learning in realistic working environments, so our courses give you real-life, hands on experience of your future career.

10.


IT'S NOT LIKE SCHOOL:

At College you call your tutors by their first name, there are no bells and you will be treated more like an adult.



John, the tutor, is a legend! I'm finding the College lots of fun and I look forward to coming here every week. My ambition is to own my own business.

TINASHE DHAURE, 14
BISHOP DAVID BROWN
ELECTRICAL INSTALLATION
(PEO) LEVEL 1



It's great making new friends. The course is fun and there's always someone I can talk to if I need to. I love the practical lessons and taking on new challenges!

STEPHANIE BUTLER, 14
GEORGE ABBOT
BEAUTY THERAPY SERVICES
LEVEL 1 CERTIFICATE

Meet the Students

MATTHEW PHILLIPS, 15

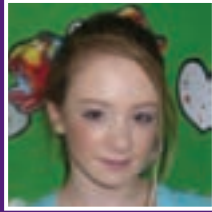
ANIMAL MANAGEMENT
(CERTIFICATE IN LAND-
BASED STUDIES) LEVEL 1

“The course is amazing and the teachers are so kind and supportive. I love the hands on practical work and learn a lot in the theory lessons. My favourite animals are snakes!”

SCHOOL:
Winston Churchill.

NEXT STEP:
I'm going to progress on to the Animal Care Level 2 BTEC Diploma at Merrist Wood next year.

ULTIMATE AMBITION:
To become a zoo keeper.



LISA-MARIE WICKENDEN, 15

CARING FOR CHILDREN
LEVEL 1 CERTIFICATE

“I love coming to college and getting treated like a grown up, it's great to be able to experience the independence of college life.

The teachers are really helpful and supportive.”

SCHOOL:
Woking High.

NEXT STEP:
I'll be coming back next year to complete the Childcare and Education CACHE Diploma Level 2.

ULTIMATE AMBITION:
After completing the relevant qualifications, I hope to go on to become a nanny.

JAY KNIGHT, 15

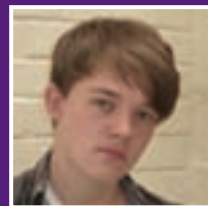
ELECTRICAL INSTALLATION
(PERFORMING ENGINEERING
OPERATIONS) LEVEL 1

“I enjoy my course and I have found it informative in my career choice to become an electrician. I'm surprised how easy it was to get in to the swing of college life. I would highly recommend the course to any aspiring electricians.”

SCHOOL:
Guildford County.

NEXT STEP:
Electrical Installation Apprenticeship.

ULTIMATE AMBITION:
Self employed domestic electrician.



Student support

We pride ourselves on the level of support we offer our students, from course and careers advice, to personal support and providing Personal Protective Equipment for lessons.

CAREERS ADVICE

The Information, Advice and Careers Team can provide course information and advice, help you to apply for your next course when you leave school and can advise you on materials and equipment. They can also answer questions about CVs, interviews and getting to university and provide you with online careers guidance software and careers resources.

Tel: **01483 44 85 85** or

Email: info@guildford.ac.uk

PERSONAL SUPPORT

The 14-16 Office can help if you are facing difficulties while you are at College. We can put you in touch with Student Services, Student Mentors or help you to talk things through with your tutor. So whether you're struggling with your course, need personal support and advice or experiencing trouble at home, there is always somebody who can help. Call the 14-16 Office on Tel: **01483 44 85 43**.

ADDITIONAL LEARNING SUPPORT

If you're a student with dyslexia, physical disabilities, sensory impairments, emotional or behavioural difficulties, we will work with your school, who will provide the support you need to reach your full potential.

RELIGION

Students from all faiths and cultures are welcomed by the College and support can be offered. The Retreat at Guildford College is a dedicated room for prayer and reflection.


PERSONAL PROTECTIVE EQUIPMENT

While at the College you will not be required to wear your school uniform. However some courses will require you to wear Personal Protection Equipment (PPE), for example steel toe-capped boots or overalls. Health and Safety rules for some courses also mean that you will not be allowed to wear jewellery and long hair must be tied back.

For some courses, you may be required to wear a specific uniform that is relevant to the industry, such as Beauty Therapy, Public Services or Animal Care.

You will be informed if you require PPE or a uniform for your course prior to enrolment. The College will provide any PPE or uniform you require and your sizes will be taken at the Parents Evening in July. If you lose or misplace your PPE or issued uniform, you may be asked to pay for a replacement.

If the correct PPE or uniform is not brought to your lesson, you may not be able to participate and your school will be informed.



I feel like I'm learning
an excellent trade to
enable me to pursue
a career as a plumber.
I enjoy the freedom
of the College and
making new friends.

BRANDON LONSLow, 14
WOKING HIGH
PLUMBING (BASIC CONSTRUCTION
SKILLS) INTRODUCTORY CERTIFICATE



I love horses, so this course is great. You get to work together as a team and it really helps to develop the skills I'm going to need when I'm older. I want to work with horses in the future, hopefully as a riding instructor.

HANNA NIXON, 15, GEORGE ABBOT
EQUINE (CERTIFICATE IN LAND-BASED
STUDIES) LEVEL 1

Staging Process

STAGE 1	The 14-16 Skills Programme prospectus will be sent out directly to all schools and agencies, to be shared with any potential students.
STAGE 2	The 14-16 Skills Evening takes place during the middle of January. This is a chance for potential students to talk to the tutors and see what's involved in the different courses. The Skills Evening in 2012 will be held on Thursday 12 January, 5.30-7pm.
STAGE 3	A taster afternoon takes place during the beginning of February. This afternoon is designed for those students to get a feel of what a course at college would be like.
STAGE 4	Applications for potential students must be received from the Networks, Partnerships and Organisations by 23 March 2012.
STAGE 5	The 14-16 student selection week is held at the start of May. Students come in for the day to meet the tutors and to be assessed for their suitability on their chosen course. Tutors will not be able to tell a student on the day whether they have been successful.
STAGE 6	At the end of May, the 14-16 Office will communicate the outcome of the selection week to the Coordinators and Organisations. Letters will be sent directly to the schools to distribute to successful students.
STAGE 7	Successful students and their parents will be invited to the New Parents Evening on Thursday 5 July 2012. Students will meet their tutors and complete various forms, some of which will require a parent's signature. Measurements will be taken for any PPE or uniform required for the course.
STAGE 8	By the middle of July, the 14-16 Office will send out induction letters to the schools who will then distribute them to the relevant students. The letter will contain details of when their first day is and where they need to go.

Parent Information

HOW WILL MY CHILD BENEFIT FROM ATTENDING THE COLLEGE?

The school environment doesn't always suit everyone for whatever reason. For some young learners the college atmosphere, independence and the respect and equality between teacher and student can make all the difference to their motivation and achievements.

While at the College your child will be in teaching groups of just 10-18 students meaning that they'll receive more personal help and attention. Our staff have all worked in their relevant industry, so can bring real life examples into the classroom and give their lessons that something extra. Having this time at college will also allow your child to get first hand experience of college life, making it less daunting when they leave school at 16.

DO YOU OFFER THE SAME SUBJECTS THAT ARE AVAILABLE AT SCHOOL?

The Colleges have the resources and workshops to offer some subject areas that your child's school may not be able to provide. This gives them the opportunity to choose from a more diverse range of subjects within the vocational industry and study a subject that they have an interest in.

Each course is made up of three hours of practical lessons, carried out in our on-site workshops and real life working environments and two hours of classroom based theory. They'll spend less time sitting behind a desk and more time carrying out practical work, allowing them to put the theory they've learned into practice. The courses we offer give real-life experiences of potential careers and can give your child a focus and aspirations for the future.

**For further information please contact
The 14-16 Office on 01483 44 85 43**

WILL I RECEIVE REPORTS FROM THE COLLEGE?

While at College, your child will receive three reports during the year detailing their attendance and progress towards their targets. This will come from the College's 14-16 Office and be delivered directly to the school or organisation.

The College and school will work closely together to monitor your child's progress. Whilst we will make every effort to ensure that you are kept informed of your child's progress at college, we would ask you to approach your child's school, in the first instance, with any enquiries that you have.


ARE GUILDFORD COLLEGE AND MERRIST WOOD COLLEGE GOOD COLLEGES?

At our last Ofsted Inspection the Guildford College Group were graded "good" overall. At Merrist Wood College in particular we were graded as having "outstanding provision in land-based, equine and animal care" and "outstanding teaching and learning".

Overall, the Inspectors commented that "success rates were well above national averages", "teaching and learning are good", there is "very good academic and pastoral support" and "curriculum enrichment, including work experience, visits and external speakers, is strong".

WHAT DO I NEED TO DO AS A PARENT TO SUPPORT MY CHILD'S APPLICATION?

Please complete the relevant sections of the application form, including any information regarding your child's educational or medical needs and your signature of consent. The application form should then be handed into your child's school. No applications should come direct from a parent to the College unless the student is home taught.

A young man with short brown hair, wearing a dark blue polo shirt, is leaning over a car engine in a workshop. He is looking directly at the camera with a slight smile. The background shows wooden beams and a white chair. A large blue speech bubble with a white border is overlaid on the left side of the image, containing text.

I'm really enjoying college and the course. I am hoping to go on and complete an apprenticeship with British Airways. I'm currently training for my pilots licence outside of College and my ultimate ambition would be to become a plane mechanic.

BEN MORRANT
WOKING HIGH
VEHICLE MAINTENANCE FOUNDATION
DIPLOMA LEVEL 1



I'm really enjoying the course. It's teaching me how to handle animals, how to feed them, recognise signs of illness and how to look after them. Its going to really help me in getting to university and becoming a Vet.

NATASHA GENT, 14, WINSTON CHURCHILL ANIMAL MANAGEMENT (CERTIFICATE IN LAND-BASED STUDIES) LEVEL 1

Schools Information

HOW WILL OUR PUPILS BENEFIT FROM ATTENDING THE COLLEGE?

Guildford College and Merrist Wood College have the resources and workshops to offer some subject areas that your school may not be able to provide. This gives your pupils the opportunity to choose from a more diverse range of subjects within a vocational industry.

The school environment doesn't always suit everyone for whatever reason. For some young learners the college atmosphere and independence can make all the difference to their motivation and achievements, both at college and at school.

DOES THE COLLEGE OFFER FULL-TIME COURSES FOR PUPILS?

In exceptional circumstances, the College may be able to offer a student in year 11 a place on a full-time Level 1 course. The College will assess whether the student is suitable for a course through a rigorous interview and selection process.

Applications should be sent directly to the 14-16 Office by a school or local authority. This course is not funded by the government so the school or local authority putting forward an application will be liable for the full costs of the course. You can contact the 14-16 team for fee information.

CAN OUR PUPILS ATTEND AN EVENT TO FIND OUT MORE?

Please encourage your pupils to get a taste of life at the College by attending our Skills Evening on Thursday 12 January 2012 at Guildford College from 5.30-7pm. Students will be able to meet with the tutors, tour the College, see the workshops and find out more about what's involved in the course.

WHAT DO I NEED TO DO AS A TEACHER TO SUPPORT MY PUPIL'S APPLICATION?

You can obtain a 14-16 Skills Programme application form from your local Partnership or Network, or from the College directly. The application form will have sections to be completed by the student and also by the school. We request that you give full disclosure of any student being nominated for a course, including any additional learning needs or medication taken.

All applications must be received by 23 March 2012. The Colleges cannot guarantee that applications received after the closing date, or incomplete applications, will be considered prior to the end of the summer term. Please note that courses require a minimum of 10 learners to run.

WHAT IS THE COLLEGE'S POLICY ON SAFEGUARDING STUDENTS?

The Guildford College Group has a legal duty to ensure the health, safety and welfare of all children and vulnerable adults when studying, working, or engaging in College activities or events. To fulfil our commitment to safeguard and promote the welfare of children and young people we have in place:

- A clear commitment by senior management for safeguarding and promoting the welfare of our students
- A culture of listening to and engaging in dialogue with our students
- A clear understanding of working together to keep our students safe online
- Clear priorities to ensure that all staff undertake appropriate training
- A culture that enables issues about safeguarding and promoting the welfare of students to be addressed.

For further information please contact The 14-16 Office on **01483 44 85 43**

Application Process

STEP 1.

THE RIGHT ATTITUDE:

Before you think about applying for a course, you will need to decide if going to college is right for you. You'll be giving a lot more independence at college, so your behaviour will need to be of a high standard. There are no bells and no one telling you where to be and when, so your time keeping and attendance must be excellent. You'll also need to be mature enough to travel to and from College. In addition, some extra studying will be required at home to ensure you keep up with both college and school work. If this still sounds of interest, then speak to your school about putting in an application.

STEP 2.

SPEAK TO YOUR SCHOOL:

There are staff at your school who can help you to decide which course to choose, explain the course content and what you will do during your time at college. You need to be at the right level of academic ability so that the qualification will be challenging but achievable. Your school will assess your suitability for the course based on your ability to achieve the qualification, your aptitude, attendance and behaviour in school. If you're successful, your school will help you to complete your application form.

STEP 3.

FILL IN THE APPLICATION FORM:

Your school will provide you with an application form, available from the Networks/Partnerships or the College directly. The application form has sections to be completed by you and also by your school to support your application. Please ensure the application form is completed with either

a blue or black pen and any mistakes should be crossed through, rather than using Tippex or an ink eraser. You will need your Unique Pupil Number/Unique Learner Number (UPN/ULN) and must complete all sections of the form.

STEP 4.

SUBMIT YOUR APPLICATION:

Your school will send the completed application form on your behalf to the Networks or Partnerships. If your school is not within a local Network or Partnership, the application can be sent to the College directly. All applications must be received by 23 March 2012.

STEP 5.


COME TO A SELECTION DAY:

If your application is successful you will be invited to attend a selection day. This is a day where tutors at the College will be able to assess your suitability for the course you have chosen. You'll also get the chance to find out more about the course, get to know a bit more about the College and confirm your interest in applying. Each course runs for two years so it is a big commitment. The College will inform your school if you have been successful and a place on the course has been confirmed for you.

STEP 6.

ENROL ON YOUR COURSE:

If your application is successful you'll be starting college in September. Your course will start with an induction to the College, giving you an opportunity to find out more about your course, explore the College and meet your tutors and other students.

A young man with short brown hair, wearing a black polo shirt with red and white stripes on the collar, is working on a wooden frame. He is holding a screwdriver and looking towards the camera. The background shows a workshop with wooden beams and a bright light fixture.

Construction is smashing!
We always have great fun
with the tutor and learn
new skills all the time. It's
a big college when you first
start but you get used to
it really quickly. I've made
lots of new friends while on
the course, who I wouldn't
have met otherwise.

KYLE ELLIS, 14
WISHMORE CROSS
BUILDING CRAFT OCCUPATIONS
LEVEL 1 CERTIFICATE



It's great practising on real clients and the hands on experience is amazing! I like mixing with the older students. I really enjoy college and look forward to coming in each week!

HAYLEY BUTCHER, 14
HOWARD OF EFFINGHAM
HAIRDRESSING LEVEL 1 CERTIFICATE

Progression Routes

If you enjoy coming to College, you can stay on after you have left school and move on to a full-time course.

Our School Leaver prospectuses can give you more details about the wide range of courses available:

IF YOU EXPECT YOUR GCSES/QUALIFICATIONS ON ENTRY TO BE...	YOUR COURSE COULD BE...	AT LEVEL...	YOU COULD MOVE ON TO...
A RANGE OF GCSEs (4/5 OR MORE) AT GRADES A*-C, OR EQUIVALENT 14-16 QUALIFICATION	A Levels, Level 3 BTEC Diplomas, City & Guilds Diploma or Advanced Apprenticeship	3	Foundation Degree, HNC/D or Degree at the College or university
A RANGE OF GCSEs (3 TO 4) AT GRADES D-E OR EQUIVALENT 14-16 QUALIFICATION	Level 2 BTEC Diploma, City & Guilds Diploma or Apprenticeship with Functional Skills Awards 2	2	A Levels, Level 3 BTEC Diploma, City & Guilds Diploma or Advanced Apprenticeship
A RANGE OF GCSEs AT GRADES D-G OR EQUIVALENT 14-16 QUALIFICATION	Level 1 BTEC Diploma with Functional Skills Awards 1	1	Level 2 BTEC Diploma, City & Guilds Diploma or Apprenticeship
NO FORMAL QUALIFICATIONS	BTEC Entry Level Award, For the Future or Vocational Studies Diploma	Entry	Other BTEC Entry Level Awards or Level 1 BTEC Diploma

Some courses may require specific subjects and:

- A reference from your school, including information about your attendance.
- A skills assessment, relevant to the subject area, for example a skills test.
- A literacy and numeracy assessment.

Merrist Wood College



ICT

We have hundreds of PCs, WIFI hotspots and e-learning opportunities. Online resources can be accessed from any internet-enabled PC, Mac or Smartphone on and off-site via our Virtual Learning Environment
<http://go.guildford.ac.uk>



THE ESTATE

Our 400 acre estate has woodlands, wetlands, livestock, gardens and grasslands. There are outstanding facilities for floristry, horticulture, landscaping and garden design, including a campus nursery, workshops and design studios. We also have high quality sports pitches and recently refurbished sporting facilities.

STAFF

Our staff are extremely experienced and professional. Many have come from the relevant industries that they teach in, which allows them to pass on years of experience and knowledge to students.

LEARNING RESOURCE CENTRES (LRC)

The Learning Resource Centre at Merrist Wood College provides a comprehensive range of resources and equipment throughout the year, including textbooks, journals, audio-visual materials and access to computers. Information is also available electronically via the College's Virtual Learning Environment
<http://go.guildford.ac.uk>

EATING AND MEETING

The Courtyard Cafe is a central meeting point and provides main meals, snacks and drinks. At Woody's Restaurant you can play pool and relax with your friends.



Animal Care

CAREER PATH:

As a nation of animal lovers, taking care of animals for a living is one of the most rewarding career choices you can make. We offer outstanding facilities and tutor support to set you on your way. With great connections with local organisations, you'll get real, practical experiences during your course, leading to good employment prospects.

PROGRESSION:

You could progress on to a full-time course in Animal Care at the College or become an apprentice in Animal Care or Veterinary Nursing. As an animal care worker, you could earn £13,000 and up to £30,000 in more qualified and experienced posts. Veterinary nurses can earn between £14,000 and £22,000 a year.

CHOOSE MERRIST WOOD COLLEGE:

- Well equipped animal management unit
- Small mammals, domestic animals, invertebrates, reptiles, amphibians, aquatics, small aviary birds and birds of prey
- Fully functioning farm with rare breed sheep and cows, pigs, goats, llamas, chickens and ducks

PUT THE CARE
IN CAREER WITH
A FUTURE IN A
VETERINARY
PRACTICE, ZOO,
SAFARI PARK, RESCUE
SANCTUARY OR WITH
ORGANISATIONS LIKE
THE RSPCA.

ANIMAL MANAGEMENT (CERTIFICATE IN LAND-BASED STUDIES) LEVEL 1

EXAM BOARD: NPTC

Find out about different animal species, assist with the movement, handling and accommodation of animals, help out with feeding and watering them and maintaining their health and wellbeing. You will make use of the College's well-equipped animal management resources including collections of domestic, companion and exotic animals. The course is delivered with three hours of practical and two hours of theoretical lessons and you will be continually assessed throughout the year, produce a portfolio showing evidence of learning and complete an online multiple choice Health & Safety exam.

DURATION: 1 day a week for 2 years.

ENTRY REQUIREMENTS: Each candidate is considered on an individual basis, but should be working towards a minimum of GCSEs at grades D-G.



Equine

CAREER PATH:

Become a riding instructor, groom, equine therapist, or work in a yard or event management. Our courses have a strong vocational emphasis, providing commercial awareness and practical competence for a range of careers.

PROGRESSION:

You could progress on to a full-time course in Horse Care at the College or become an apprentice in Equine (Horse Care) or Veterinary Nursing. You could then move on to a career in the industry earning up to £25,000.

CHOOSE MERRIST WOOD COLLEGE:

- One of the largest indoor arenas of any college in the country
- Fully floodlit warm up arena at 30 x 60m
- Stabling for over 70 experienced and inexperienced horses
- Three all-weather outdoor schools
- British Horse Society approved Centre, hosting regular events and competitions

EQUINE IS A
LEISURE PASTIME,
PROFESSIONAL
SPORTING ACTIVITY
AND A THRIVING
INDUSTRY THAT
OFFERS EMPLOYMENT
OPPORTUNITIES AT
ALL LEVELS.

EQUINE (CERTIFICATE IN LAND-BASED STUDIES) LEVEL 1

EXAM BOARD: NPTC

Develop horse care skills including fitting and maintaining horse tack and clothing, feeding, lunging and caring for horses. Whilst on the course you will work on the equine yard and learn about health and safety within the field of equine studies. The course is delivered with three hours of practical and two hours of theoretical lessons and you will be continually assessed throughout the year and produce a portfolio showing evidence of learning.

DURATION: 1 day a week for 2 years.

ENTRY REQUIREMENTS: Each candidate is considered on an individual basis, but should be working towards a minimum of GCSEs at grades D-G.



Public Services

CAREER PATH:

If you're interested in joining the emergency or armed services, a qualification could help to fast-track you into the role you want. We'll prepare you for recruitment or higher study in the sector, giving you the practical and academic skills you won't get by without. Your health and fitness are also vital and we'll work to build your confidence and leadership skills in team situations.

PROGRESSION:

You could progress on to a full-time course in Public Services at the College. You could then move on to a career in the police, fire or armed services. Soldiers' wages start at around £15,000, rising to £25,000 plus for those in senior positions. RAF Officers, Firefighters and Police Officers start at around £20,000 and can reach £30,000 with experience.

CHOOSE MERRIST WOOD COLLEGE:

- Obstacle course in the woods
- Mountain bikes, mountaineering equipment, radio devices and sports kit

CHOOSE A CAREER
IN UNIFORM, WITH
THE POLICE, FIRE
OR ARMED SERVICES
AND WE'LL HELP
YOU MAKE ALL
THE SMART MOVES.

PUBLIC SERVICES LEVEL 2 BTEC FIRST DIPLOMA

EXAM BOARD: Edexcel

Do you want an insight into working in one of the uniformed or public services? Merrist Wood provides unique outdoor facilities, including a woodland assault course and an expert tutor with industry experience. You will learn about problem solving and communication, rights and responsibilities of citizens, working as a team, incident training and dealing with the public. The course is delivered with three hours of practical and two hours of theoretical lessons and you will be continually assessed throughout the year and produce a portfolio showing evidence of learning.

DURATION: 1 day a week for 2 years.

ENTRY REQUIREMENTS: Each candidate is considered on an individual basis, but should be working towards a minimum of GCSEs at grades D-G.



Wildlife and Conservation

CAREER PATH:

We can provide you with the ultimate 400 acre outdoor classroom featuring woodlands, wetlands, heathland, livestock and grasslands! You'll learn a range of countryside and land-related skills and techniques in our grounds and be instructed in the use of machinery by subject-specialist staff.

PROGRESSION:

You could progress on to a full-time course in Wildlife and Conservation at the College or become an apprentice in Environmental Conservation. You could then move on to become a countryside ranger, estate manager or conservation officer. Local countryside rangers can earn between £16-20,000 a year.

CHOOSE MERRIST WOOD COLLEGE:

- Fully functioning farm with rare breed sheep and cows, pigs, goats, llamas, chickens and ducks
- Well-equipped workshops and machinery

FEEL THE SUN ON YOUR FACE, RATHER THAN THE GLARE OF THE COMPUTER SCREEN AND AT THE SAME TIME DO YOUR BIT FOR THE PLANET.

**BRAND NEW
FOR 2012!**

**WILDLIFE AND CONSERVATION
(LAND-BASED OPERATIONS)
LEVEL 1 DIPLOMA AND LEVEL 2
BTEC CERTIFICATE**

EXAM BOARD: City & Guilds

An ideal course if you want to start a career in land-based industries, including countryside or horticulture. The course will cover forest and woodland sites, plant maintenance, farm conservation and animal transportation. The course is delivered with three hours of practical work on the College's estate and two hours of theoretical lessons. You will be assessed by a mixture of presentations, tests, assignments, practical sessions, discussions and observations and can move onto the Level 2 qualification in year two.

DURATION: 1 day a week for 2 years.

ENTRY REQUIREMENTS: Each candidate is considered on an individual basis, but should be working towards a minimum of GCSEs at grades D-G.





Guildford College

LEARNING RESOURCE CENTRE (LRC)

The Learning Resource Centre provides a comprehensive range of resources and equipment throughout the year, including textbooks, journals, audio-visual materials and access to PCs and Apple Macs. Information is also available electronically via the College's Virtual Learning Environment <http://go.guildford.ac.uk>

BOOKSHOP

The on-site bookshop is stocked with course textbooks, stationery, cards and much more.

LEARNING HUB

We're leading the way in ground breaking new learning technologies with the installation of a brand new learning hub and suite of hi-tech classrooms.

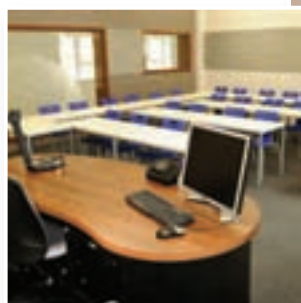
The learning hub contains central desks for students to bring in their own laptops and mobile devices, the latest high speed WIFI, an area connected to the College's library catalogue system, tables with integral PCs for group work and two interactive booths for collaborative work or presentations.

ICT

We have over 1,600 PCs, Apple Mac studios, WIFI hotspots and e-learning opportunities. Online resources can be accessed from any internet-enabled PC, Mac or Smartphone on and off-site via our Virtual Learning Environment <http://go.guildford.ac.uk>

EATING AND MEETING

The Food Zone is a central meeting point and provides main meals, snacks, confectionery, drinks and newspapers. At the Junction you can play pool, use the open access computers and relax in the coffee bar.



Beauty Therapy

CAREER PATH:

As a beauty therapist you need to create the right impression with your clients - professional, courteous and discreet - but still be personable. Beauty is one of those careers where you start at the bottom but can quickly work your way up. It's not uncommon for salon managers or owners to be in their twenties.

PROGRESSION:

You could progress on to a full-time course in Beauty Therapy at the College. You could then work as a therapist in salons and beauty clinics, leisure clubs, spas, hotels and health farms - as well as overseas in holiday resorts, on cruise ships and for major airlines. Earn between £9,000 and £11,000 or aspire to own your own salon.

CHOOSE GUILDFORD COLLEGE:

- Tranquil suite of beauty therapy rooms
- High achievement and employment rates
- Showcase your skills at the annual end of year show

HELP MAKE PEOPLE
FEEL GOOD ON
THE OUTSIDE AND
THE INSIDE.



BEAUTY THERAPY SERVICES LEVEL 2 CERTIFICATE

EXAM BOARD: City & Guilds

If you have a passion for beauty and want to work in a salon, department store, hotel or spa, this course will give you the skills to work as an assistant. You'll study manicure and pedicure, facial skin care, treatments, anatomy and physiology and health and safety. The course is delivered with three hours of practical and two hours of theoretical lessons and you will be continually assessed throughout the year and produce a portfolio showing evidence of learning.

DURATION: 1 day a week for 2 years.

ENTRY REQUIREMENTS: Each candidate is considered on an individual basis and needs to have the potential to achieve GCSEs at grades A*-C. You must have a good school report and excellent attendance which will need to be verified. All candidates on this qualification need to be able to do independent research and be able to meet homework deadlines.



Catering and Hospitality

CAREER PATH:

Food and restaurant service is an integral part of the programme structure and the working environment of the Park Room Restaurant, open to the public and staffed by students, provides an opportunity to gain vital hands-on practical experience and skills.

PROGRESSION:

You could progress on to a full-time course in Professional Cookery or Hospitality at the College or become an apprentice in Catering and Hospitality. Move on to become a chef, catering or restaurant manager, events co-ordinator or contract caterer. Commis chefs start at around £12,000, rising to £16,000 for section chefs, £22,000 for sous chefs, and £30,000 plus for head chefs.

CHOOSE GUILDFORD COLLEGE:

- Industry standard training kitchens
- Modern restaurant open to the public
- Specialist teaching rooms

IF YOU HAVE A PASSION FOR THE FINER THINGS IN LIFE LIKE GOOD HOSPITALITY AND DELICIOUS FOOD, OUR KITCHENS AND RESTAURANT ARE THE PLACE FOR YOU.

INTRODUCTION TO THE HOSPITALITY INDUSTRY LEVEL 1 CERTIFICATE

EXAM BOARD: City & Guilds

Get an introduction to the vibrant world of catering, giving you the skills and confidence to progress within the industry. The course is very practical and you'll be studying customer service in the hospitality industry, healthy eating, basic food preparation and cooking, preparing and serving drinks and using kitchen equipment. The course is delivered with three hours of practical and two hours of theoretical lessons and you will be continually assessed throughout the year with practical assessments in the kitchen and restaurants and some written tasks.

DURATION: 1 day a week for 2 years.

ENTRY REQUIREMENTS: Each candidate is considered on an individual basis, but should be working towards a minimum of GCSEs at grades D-G.





Childcare

CAREER PATH:

A career in early years is rewarding and people who work in the sector love their jobs. Not only do you get to enjoy playing and having fun with children but you are also helping them to develop and learn. There is no other career which will provide you with as many laughs and smiles during the working day.

PROGRESSION:

You could progress on to a full-time course in Childcare at the College. There are many different roles in the early years sector which you could then move on to, including nursery worker, pre-school supervisor, teaching assistant, therapist or family support worker. Nursery, play workers and teaching assistant can start at around £15,000, rising to twice that for managers.

CHOOSE GUILDFORD COLLEGE:

- High success rates
- Comprehensive training opportunities
- Subject-specialist teaching

PLAY A CRUCIAL
ROLE IN SHAPING
THE LIVES OF FUTURE
GENERATIONS. IT'S
A CAREER THAT YOU
CAN BE PROUD OF.

CARING FOR CHILDREN LEVEL 1 CERTIFICATE

EXAM BOARD: CACHE

A practical introduction to caring for children, education and play work. You will study human growth and development, food and nutrition, care of children, play and practical activities and personal development. The course is delivered with three hours of practical and two hours of theoretical lessons and you will be continually assessed throughout the year, ending with an external exam and a portfolio showing evidence of learning.

DURATION: 1 day a week for 2 years.

ENTRY REQUIREMENTS: Each candidate is considered on an individual basis, but should be working towards a minimum of GCSEs at grades D-G.



Construction

CAREER PATH:

Construction isn't just one job. It's actually hundreds of them. On big projects like a skyscraper, hotel or office block, you'll have lots of different people who each have their own individual job. Working in construction you can travel the world, start your own business or even work on a project that could become a national landmark.

PROGRESSION:

You could progress on to a full-time course in Bricklaying or Construction Trades at the College or become an apprentice in Bricklaying or Wood Occupations. Bricklayers and craft workers can earn up to £15,000 a year, rising to between £16-23,000 once qualified and £30,000 with more experience.

CHOOSE GUILDFORD COLLEGE:

- Newly refurbished, purpose built construction workshops
- Modern machinery and technology
- Computer-aided design studios
- Subject-specialist, industry-experienced tutors
- Opportunity to progress from beginners to degree level

IF YOU'RE LOOKING FOR A HANDS-ON JOB THAT WON'T KEEP YOU COOPED UP INSIDE, THEN CONSTRUCTION IS A GOOD BET!

BUILDING CRAFT OCCUPATIONS CERTIFICATE LEVEL 1

EXAM BOARD: Construction Skills

This course will give you an insight into the construction industry and you will develop an understanding of the extent and significance of the built environment and what shapes develops and influences it. You'll study practical activities including bricklaying, carpentry and painting and decorating, the background to the industry and health and safety. The course is delivered with three hours of practical and two hours of theoretical lessons and you will be continually assessed throughout the year, ending with an external exam and a portfolio showing evidence of learning.

DURATION: 1 day a week for 2 years.

ENTRY REQUIREMENTS: Each candidate is considered on an individual basis, but should be working towards a minimum of GCSEs at grades D-G.



Electrical Installation

CAREER PATH:

Electricians are responsible for testing, fitting and repairing wiring and circuits and installing new electrical infrastructures. Electricians usually work in residential homes, public buildings or offices, ensuring that wires and circuits are safe, repairing faults in the electrics and installing new circuits after building work is complete.

PROGRESSION:

You could progress on to a full-time course in Electrical Installation at the College or become an apprentice in Electrical Installation. Apprentice electricians usually start on £10,000 per annum which rises to between £16,500 and £19,000 once they qualify.

CHOOSE GUILDFORD COLLEGE:

- Modern machinery and technology
- Subject-specialist, industry-experienced tutors
- State-of-the-art industry standard workshops

IF YOU LIKE MAKING THINGS, ARE GOOD WITH YOUR HANDS AND LIKE SOLVING PROBLEMS OR FIGURING OUT HOW THINGS WORK THEN BECOMING AN ELECTRICIAN COULD BE FOR YOU.

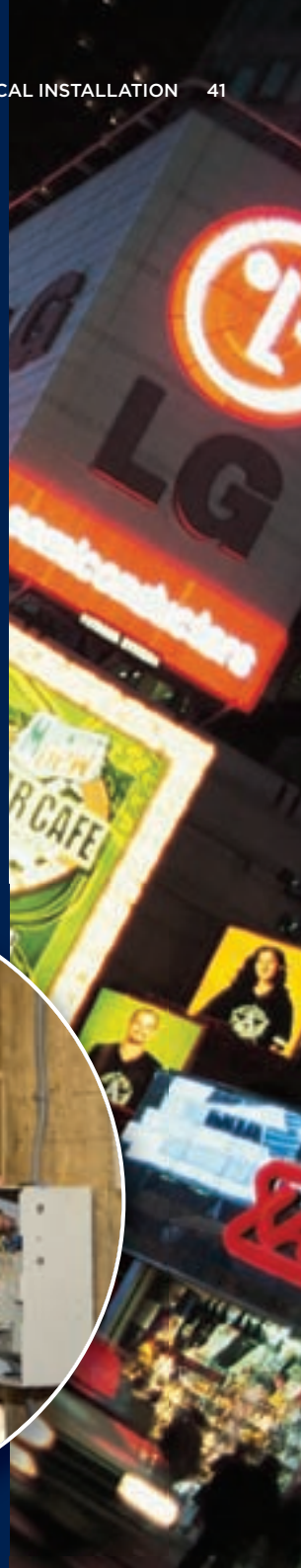
ELECTRICAL INSTALLATION (PERFORMING ENGINEERING OPERATIONS) LEVEL 1

EXAM BOARD: City & Guilds

An excellent introduction into the electro-technical industry. The course covers health and safety, working safely in an engineering industry, wiring electrical equipment and circuits and assembling electrical wiring support systems. The course is delivered with three hours of practical and two hours of theoretical lessons and you will be continually assessed throughout the year and produce a portfolio showing evidence of learning.

DURATION: 1 day a week for 2 years.

ENTRY REQUIREMENTS: Each candidate is considered on an individual basis, but should be working towards a minimum of GCSEs at grades D-G.



Hairdressing

CAREER PATH:

If you're fashion-conscious, creative, a good communicator and like to help people feel good about themselves, you should think about a career as a hairdresser. Most people start off as salon assistants, helping out with reception duties, washing hair and watching the experienced stylists at work. But there are lots of opportunities to go into management, training or business.

PROGRESSION:

You could progress on to a full-time course in Hairdressing at the College or become an apprentice in Hairdressing at a local salon. Salons can be found everywhere from the high street to shopping malls, to hotels and health clubs. Earn £11,000 as a trainee but top stylists in prestigious salons can earn over £30,000. You could manage or own your own salon and also work abroad.

CHOOSE GUILDFORD COLLEGE:

- Vibrant hairdressing salons
- Industry standard equipment
- High achievement and employment rates
- Showcase your skills at the annual end of year show

CUTTING, STYLING,
COLOURING, BLOW-
DRYING, RELAXING,
PERMING... THERE ARE
MANY WAYS YOU CAN
HELP YOUR CLIENTS
LOOK GOOD.

HAIRDRESSING LEVEL 2 CERTIFICATE

EXAM BOARD: City & Guilds

An introduction to hairdressing, taught in our highly regarded, vibrant hairdressing salons. You will study health and safety, styling hair, reception, teamwork, shampooing and conditioning hair, plaiting and twisting hair, the art of dressing hair and creating a hair and beauty image. The course is delivered with three hours of practical tasks taught in the training salon and two hours of theoretical lessons and you will be continually assessed through assignments and practical work throughout the course. Attendance will be required to be consistently above 95% and a mature attitude and good work ethic will be required by all applicants.

DURATION: 1 day a week for 2 years.

ENTRY REQUIREMENTS: Each candidate is considered on an individual basis and needs to have the potential to achieve GCSEs at grades A*-C. You must have a good school report and excellent attendance which will need to be verified. All candidates on this qualification need to be able to do independent research and be able to meet homework deadlines.



Motor Vehicle Mechanics

CAREER PATH:

A technician's work is varied and you could find yourself stripping down an engine, changing an exhaust or fitting new tyres. Customers will be counting on you to fix their vehicles quickly, so you'll need to be a good communicator to explain what's wrong and how long it will take. You could end up working on the design and development of new cars, running your own repair business or even in the pits at Silverstone.

PROGRESSION:

You could progress on to a full-time course in Vehicle Fitting or Vehicle Maintenance and Repair at the College. Alternatively you could become an apprentice and start working as a mechanic for a privately owned garage, large chain or car manufacturer. You could start earning about £12,000 and move up to more than £30,000 as a qualified technician.

CHOOSE GUILDFORD COLLEGE:

- Two fully fitted garages, with state-of-the-art kit, including Modis Diagnostics, Brake Retardation and Dyno
- Rolling road simulator
- Tutors have a combined experience of over 150 years in training new mechanics

THE PERFECT CAREER
IF YOU LOVE CARS
AND CAN SPEND
HOURS LOOKING
UNDER A BONNET TO
FIGURE OUT HOW IT
ALL WORKS.

VEHICLE MAINTENANCE FOUNDATION DIPLOMA LEVEL 1

EXAM BOARD: Institute of the
Motor Industry

A sound base for those seeking employment in the motor vehicle repair trade. Taught in our open plan garages on a range of vehicles, the course includes working safely and effectively, vehicle construction and routine maintenance and operating principles of tyres, brakes, steering, suspension, transmission, electrical and electronic systems. The course is delivered with three hours of practical and two hours of theoretical lessons and you will be continually assessed in the classroom and workshops. You can move on to the Level 2 course in your second year.

DURATION: 1 day a week for 2 years.

ENTRY REQUIREMENTS: Each candidate is considered on an individual basis, but should be working towards a minimum of GCSEs at grades D-G.



Plumbing

CAREER PATH:

A plumber is someone who maintains water piping and drainage systems in the home and in industry for a variety of purposes, such as drinking, drainage, heating, venting and sewage. Their skills are varied and vital in the running of our homes and businesses.

PROGRESSION:

You could progress on to a full-time course in Plumbing at the College or become an apprentice in Plumbing. Apprentice plumbers usually start on £10,000 per annum which can rise to between £30,000 and £40,000 per year.

CHOOSE GUILDFORD COLLEGE:

- Newly refurbished, purpose built workshops
- Modern machinery and technology
- Subject-specialist, industry-experienced tutors
- Opportunity to progress from beginners to degree level

PLUMBERS HAVE
SOME OF THE MOST
IMPORTANT JOBS
IN OUR SOCIETY
AND ARE EXPERTS
WE COULDN'T
DO WITHOUT!

PLUMBING (BASIC CONSTRUCTION SKILLS) INTRODUCTORY CERTIFICATE

EXAM BOARD: City & Guilds

The first step towards a career in plumbing, taught in our industry standard workshops. You'll study safe working practices, effective communication, pipe fitting operations with different materials, welding sheet materials, brazing and soldering pipe work, using steel, copper and plastic pipes, health and safety and working relationships. The course is delivered with three hours of practical and two hours of theoretical lessons and you will be continually assessed in the classroom and workshops.

DURATION: 1 day a week for 2 years.

ENTRY REQUIREMENTS: Each candidate is considered on an individual basis, but should be working towards a minimum of GCSEs at grades D-G.





Travelling to Guildford College

TRAVELLING BY BUS

Buses run directly to Guildford College from Guildford Friary Bus Station in Woodbridge Road. Buses run to the Guildford Friary Bus Station from Woking, Farnham, Liphook, Camberley, Godalming and Dorking. Visit: www.stagecoachbus.com or www.arriva.co.uk

TRAVELLING BY CAR

The College can be reached via several routes, including the A3, A25 and A320 and there are areas for students to be dropped off safely.

TRAVELLING BY TRAIN

Trains for Guildford College stop at London Road station, which is a five minute walk and the main Guildford Station, a 20 minute walk away. Students can travel by bus to the College from the main Guildford Station. Visit: www.nationalrail.co.uk or www.thetrainline.com

TRAVELLING BY TAXI

Taxis are available from Guildford and London Road Train Stations. Some local companies include: 5s and 6s (Tel: **01483 56 56 56**) and City Cabs and Cars Ltd (Tel: **01483 88 86 66**).

TRAVELLING BY BIKE

Cycle racks are located outside the five storey building and main building at Guildford College. Students travelling to the College by bicycle from local areas can plan their route by visiting the Guildford Borough Council website: www.guildford.gov.uk





Travelling to Merrist Wood College

TRAVELLING BY BUS

Buses run directly to Fairlands Estate for Merrist Wood College from Guildford Friary Bus Station in Woodbridge Road. Buses run to the Guildford Friary Bus Station from Woking, Farnham, Liphook, Camberley, Godalming and Dorking. Visit www.stagecoachbus.com or www.arriva.co.uk

TRAVELLING BY CAR

The College can be reached via several roads, such as the A322, A323 and A324 and there are areas for students to be dropped off safely.

TRAVELLING BY TRAIN

There is a train station in Worplesdon, but it is easier to travel to Merrist Wood College from the main Guildford Station. Students can travel by bus to the College from the main Guildford Station. Visit www.nationalrail.co.uk or www.thetrainline.com


TRAVELLING BY TAXI

Taxis are available from Guildford and London Road Train Stations. Some local companies include: 5s and 6s (Tel: **01483 56 56 56**) and City Cabs and Cars Ltd (Tel: **01483 88 86 66**).

TRAVELLING BY BIKE

Cycle racks are located in the car park at the back of the Harris Centre. Students travelling to the College by bicycle from local areas can plan their route by visiting the Guildford Borough Council website www.guildford.gov.uk





It's great at college
as you get treated like
an adult in a more mature
environment. It's fun and
enjoyable learning the
topics that you really
enjoy. The teachers
are really cool!

MAISIE SHRUBSOLE, 14
GUILDFORD COUNTY
CARING FOR CHILDREN
LEVEL 1 CERTIFICATE

Student Code of Conduct

STUDENTS MUST:

- Behave in a courteous, responsible and mature manner and respect the individual rights of all members of the College.
- Respect the property of the College and of its staff, other students and visitors.
- Be punctual to timetabled sessions or other scheduled events, attend regularly and notify the College in the event of absence.
- Observe all the instructions given by college staff.
- Comply with the College's Health & Safety arrangements for on-site and off-site activities, including emergency procedure and security measures.
- Act at all times with due regard for their own safety and that of others.
- Consume food and drink in designated areas only.
- Support the College in maintaining a clean and tidy environment.
- Observe the Colleges 'No Smoking' arrangements.
- Not carry, consume or be under the influence of alcohol or illegal substances while on college premises, or off-site activities.
- Not carry any unauthorised laser pointers, other offensive weapons or unauthorised knives.
- Not plagiarise or cheat for the purpose of favourable assessment or other reward.
- Not use mobile phones whilst at College.
- Comply with the College's requirements for the use of computers.
- Students on the 14-16 Skills Programme must not leave the College site. If a student is found to be off-site they will be subject to the College disciplinary procedure and the school will be informed.

Students must accept that a report of any misconduct will be forwarded to the appropriate school or LEA.

Q&As

Q. DO I NEED TO ATTEND AN INTERVIEW?

A. Everyone who applies for a place on a 14-16 course will need to come for a brief interview with one of our tutors. This is a friendly chat to find out about you and why you want to do the course. It will also give you the chance to ask us questions. You will also be invited to a Selection Day.

Q. DO I NEED TO WEAR A UNIFORM TO COLLEGE?

A. You do not need to wear school uniform but some courses require you to wear a uniform or Personal Protection Equipment, which the College will provide. If this is the case, you must bring your uniform with you to college every week.

Q. I GET A FREE SCHOOL MEAL - WHAT HAPPENS WHEN I COME TO COLLEGE?

A. The 14-16 team work closely with your school and if you currently get a free meal, your school will make sure we know and you will receive a meal voucher. These will be issued by your tutor.

Q. WILL THERE BE OLDER PEOPLE IN MY CLASS?

A. No, your class will just be students in the same school year as you. However, there may be older students from other classes being taught in close proximity to where your lessons are taking place.

Q. WILL I BE WITH PEOPLE FROM MY SCHOOL?

A. Most classes are mixed groups, so there are likely to be students from lots of different schools from the Surrey and Hampshire areas.

Q. WHAT IS THE COLLEGE'S POLICY ON EQUAL OPPORTUNITIES?

A. The Guildford College Group passionately believes in equality of opportunity for all and is committed to promoting equality of opportunity for students and staff.

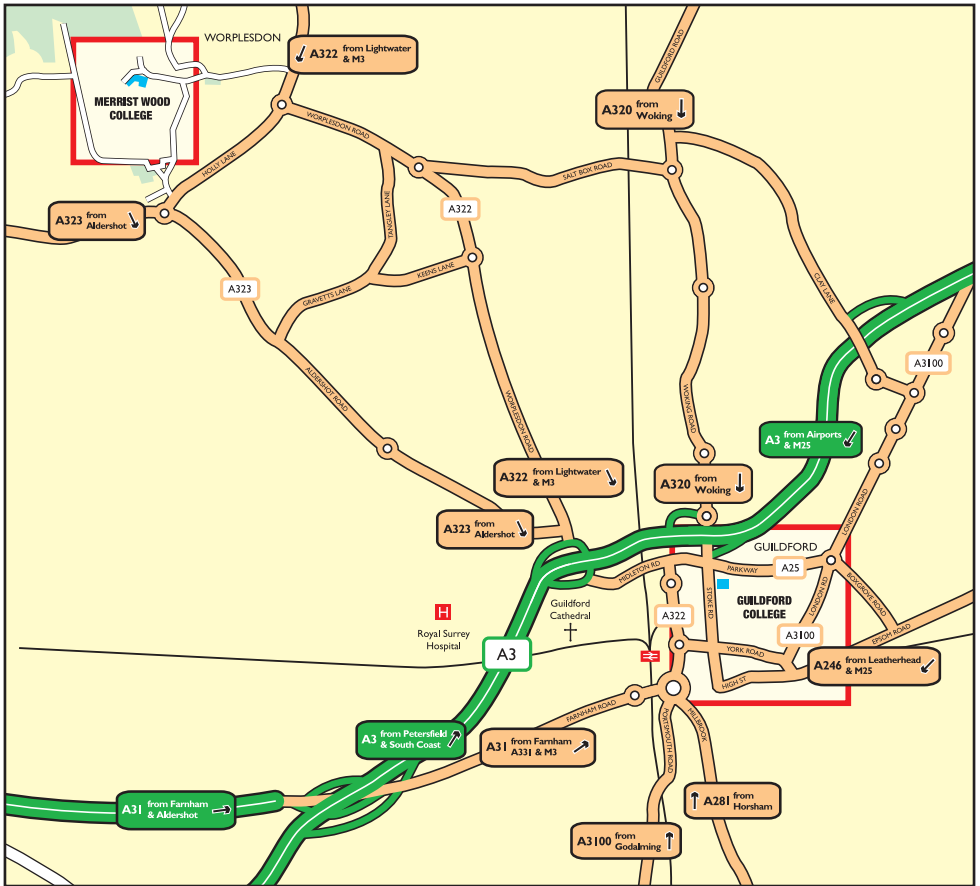
Q. WILL ALL OF THE COURSES IN THIS PROSPECTUS BE RUNNING IN 2012?

A. Every care has been taken to ensure that the information in this prospectus is accurate at the time of printing. The information relates primarily to the academic year 2012/13. The Colleges undertakes all reasonable steps to provide educational services in the manner set out in this prospectus and in any further documents issued to you. Programmes, facilities and other arrangements are regularly reviewed and can be subject to change. Accordingly, the College reserves the right to cancel, delay, suspend or modify in any way the programmes, services and facilities set out in this prospectus and other documentation.



It's great to get out of school and do something different. I really enjoy the course and meeting new friends. When I leave school I want to train to become a farrier and set up my own business.

**BRAD THAME, 14, CALTHORPE PARK
EQUINE (CERTIFICATE IN
LAND-BASED STUDIES) LEVEL 1**



GUILDFORD COLLEGE
 STOKE ROAD
 GUILDFORD
 SURREY
 GU1 1EZ

TEL: 01483 44 85 85
 EMAIL: INFO@GUILDFORD.AC.UK
 WWW.GUILDFORD.AC.UK



MERRIST WOOD COLLEGE
 WORPLESDON
 GUILDFORD
 SURREY
 GU3 3PE

TEL: 01483 88 40 40
 EMAIL: MWINFO@GUILDFORD.AC.UK
 WWW.MERRISTWOOD.AC.UK

THIS PROSPECTUS CAN BE MADE AVAILABLE IN OTHER FORMATS