



Guildford
College



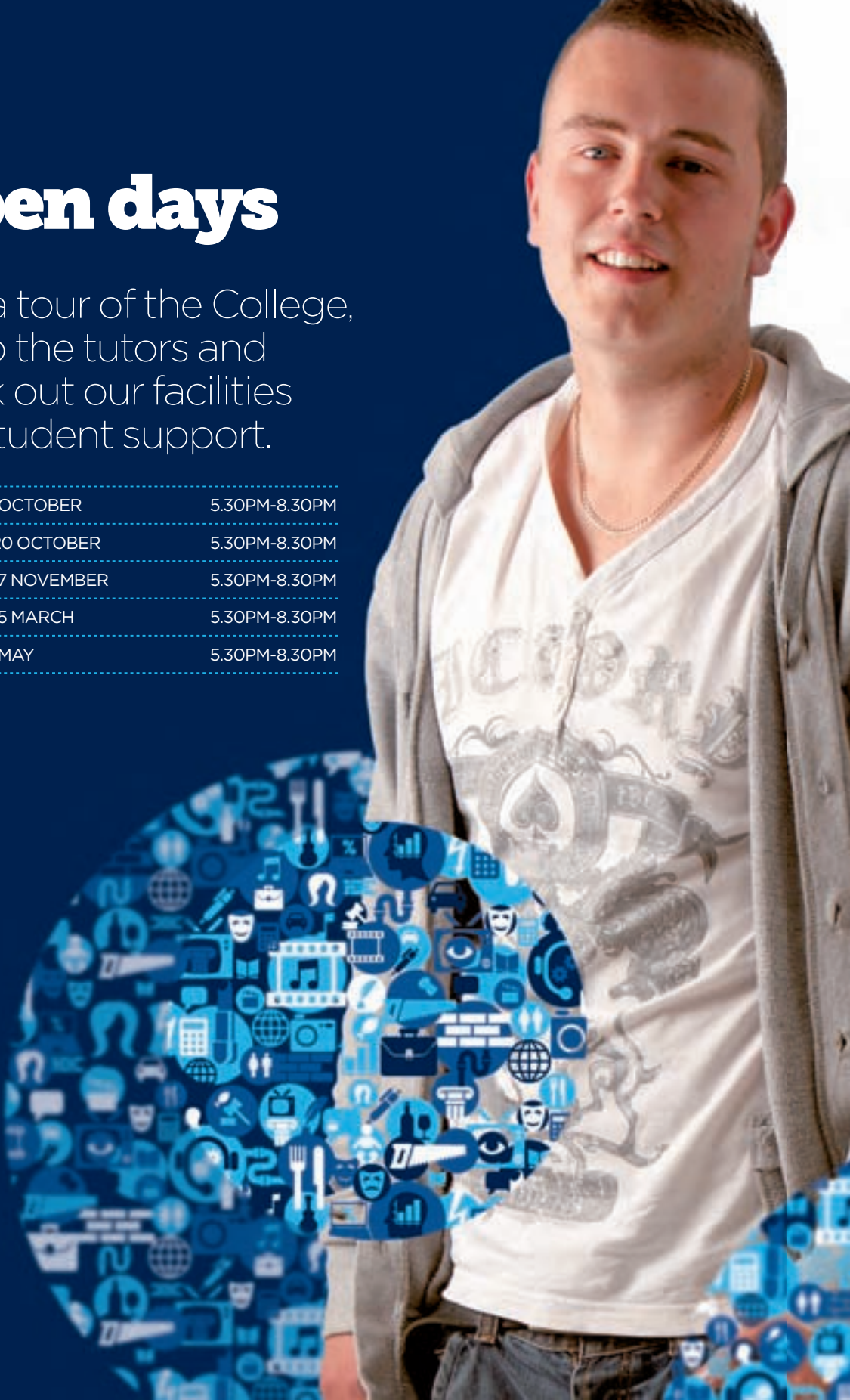
Forming futures

SCHOOL
LEAVERS
PROSPECTUS
2012:13

Open days

Take a tour of the College, talk to the tutors and check out our facilities and student support.

TUESDAY 18 OCTOBER	5.30PM-8.30PM
THURSDAY 20 OCTOBER	5.30PM-8.30PM
THURSDAY 17 NOVEMBER	5.30PM-8.30PM
THURSDAY 15 MARCH	5.30PM-8.30PM
TUESDAY 15 MAY	5.30PM-8.30PM



It's a friendly
College and I've
learnt so much
since I've been here.

THOMAS HAINES, 17,
MOTOR VEHICLE
APPRENTICESHIP

Contents

ALL ABOUT GUILDFORD COLLEGE

Welcome from the Vice Principal and Students' Union President	4
The Students' Union	6
Get Set to go to the Games	8
Financial support	10
Student support	12
Travel and transport	14
Resources	16



How to apply	18
Which qualification?	20
Choosing your course	22
The student charter	140
Everyone matters	142
Other information	144
How to find us	146

COURSES AND STUDY OPTIONS

A Level Academy	24
Apprenticeships	46
Beauty Therapy	56
Business and Administration	62
Catering and Hospitality	68
Childcare	72
Computing	76
Construction Trades	82
Engineering	96
Hairdressing	100
Health and Social Care	104
Media and Photography	108
Motor Vehicle Mechanics	112
Music	116
Performing Arts	120



Travel and Tourism	126
Supported Learning	132
Vocational Studies	138

Welcome from the Students' Union

Hi, I am your Students' Union President Emma.

As your Students' Union we are here to support each and every student, representing the student voice by getting all of you heard - your ideas, concerns, thoughts and feedback. We want to improve cross-college communication and get everyone excited about the London 2012 Olympics!

We are here to help make college an enjoyable and exciting part of all our lives. As a student I feel that all the staff do a fantastic job supporting me and other students with their studies and personal lives, and as your President I will do my utmost to ensure that continues.

This year we're selecting charities to support throughout the year and especially during our RAG week! We're all looking forward to a busy and fun year, but to achieve this and to continue holding awesome parties we need you!

This should be a great year ahead which you will never forget. Good luck and remember to GET INVOLVED!

EMMA FEELEY
SU PRESIDENT





Welcome from the Vice Principal

It's great that the
tutors go out of their
way to help each
individual student.

EMMA FEELEY, 17,
ANTHROPOLOGY,
COMMUNICATION STUDIES
AND PSYCHOLOGY A LEVELS

Welcome to Guildford College!
I am delighted you are thinking about
joining us and believe we can offer
you the ultimate college experience.

But don't just take my word for it - at our last Ofsted Inspection we were graded "good" overall. Inspectors commented that "success rates were well above national averages", "very good academic and pastoral support" and "curriculum enrichment, including work experience, visits and external speakers, is strong".

Our range of courses is inspiring and challenging and we have extensive practical resources so that you can get 'hands on' learning experience. In addition we can provide you with plenty of support and optional extras.

The world is full of fabulous opportunities. Whatever your ambitions and plans for the future, we can help to make it happen.

I hope you decide to join us and look forward to meeting you.

NASRIN FARAHANI
VICE PRINCIPAL OF CURRICULUM AND QUALITY



The Students' Union

The SU ensures that student voices are heard and helps you make the most out of your student experience. We represent the thousands of students at the College and organise sporting, recreational and charity events throughout the year, starting with Fresher's Week and culminating in the Summer Ball.



Take part in Black History Month, do an Emergency First Aid Course, raise money for Children in Need, visit the Clothes Show Live, score the winning goal in the Cross-College Football Tournament and celebrate the end of term with the Students' Union Christmas Party - these are just some of the things you could be doing in your first term at College!

If you are over 16, you can also apply for an NUS Extra Card from Student Services or visit NUS website www.nus.org.uk, which will give you discounts from Amazon, McDonalds, Odeon, 16-25 Railcards and most High Street shops.

To find out more about the Students' Union email getinvolved@guildford.ac.uk or visit Guildford SU website www.guildfordsu.org



The SU is run by students for students so the more actively involved you are the more fun you have! Get involved!

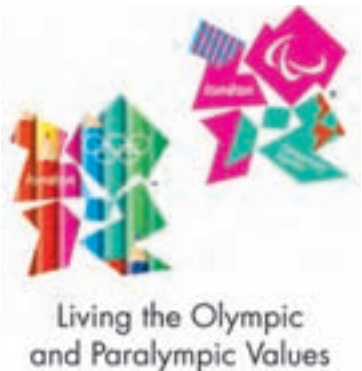


Get Set to go to the Games!

We're going to London 2012! Guildford College is part of the Get Set network, a special community of schools and colleges which are:

- demonstrating a commitment to the Olympic and Paralympic Values: respect, friendship, equality, excellence, inspiration, courage and determination.
- using the London 2012 Games to inspire learners of all ages and abilities to get involved in values-based projects and activities.

This year, our students will have the opportunity to go on tours of the Olympic Park, be visited by Olympians and Paralympians and enter into prize draws to win goodies like digital cameras. But, best of all, by joining the Get Set network we have prequalified Guildford College for an allocation of tickets to the London 2012 Games!



Olympian Sebastian Coe, said:

“When London won the right to host the Olympic Games and Paralympic Games, we made a clear promise to use the power of the 2012 Games to inspire young people

I am proud to welcome Guildford College in to the Get Set network for their exciting work around the Olympic Values of friendship, excellence and respect and the Paralympic Values of inspiration, courage, determination and equality.





A good course and
a great first step to
university and a
career in business.

SAMAD SALIK, 18,
BUSINESS LEVEL 3 BTEC
EXTENDED DIPLOMA

Money to learn

Worried you can't afford to go to College? We can help! If you're 16-18, a British or European Union resident and on a full or part-time government-funded Further Education course there are normally no tuition, exam or registration fees.

SCHOLARSHIP SCHEME

If you're aiming high in your GCSEs, apply for our scholarship scheme, which offers £800 to outstanding students with 6 or more GCSEs at grade A.

COLLEGE BURSARY AND SUPPORT FUND

If you have a low household income of less than £16,190 you may be able to get a College Bursary worth up to £400 to help you pay for College and travel costs. There is also a College Support Fund to help towards the costs of materials, equipment, trips and visits whilst on your course, if your household income is less than £20,000.

SUPPORT FOR CARE LEAVERS

If you are a care leaver, a young person in care or if you are living independently you could get a bursary of up to £1,200 towards coming to College.

CARE TO LEARN

If you are a young parent, Care to Learn can help pay towards your childcare and travel costs while you're studying. To be eligible you need to be a parent aged under 20, caring for your own children and using a registered child-carer.

TRANSPORT

Young people studying at Guildford College can apply for a Student Fare Card, costing £25 (half-price if you are on a low-income), which entitles you to reduced travel on trains (one-third off) and buses (half-price) if you live in Surrey (excluding London Boroughs). See Travel and transport on pages 14-15 for more information.

FOOD

There is a free meal scheme available for low income students and prices are matched to the high street, so you don't have to pay more!

ACCOMMODATION

We can support students in our Halls of Residence at Merrist Wood College and in homestay accommodation. We also offer a Residential Bursary Scheme to assist qualifying students with costs. For more information Tel: **01483 88 40 93**.

NUS CARDS

If you are over 16 you can apply for an NUS Extra Card from the College or from www.nus.org.uk which will get you discounts from lots of shops, organisations and events.

GYM

Students get reduced membership fees at ActivZone, the health and fitness centre at Guildford. For more information Tel: **01483 44 86 66** or visit www.activzone.co.uk

HAIR AND BEAUTY TREATMENTS

You can get haircuts, colours and beauty treatments at rock bottom prices at Salon in the Park at Guildford College.

STUDENT VOLUNTEERS

If you help out at our Open Days and other College events we'll give you a financial reward - normally a voucher to spend in high street clothing stores.

For more information about any of the above contact our Student Services Team Tel: **01483 44 85 85**

Student support

We pride ourselves on the level of support we offer our students, from course and careers advice, to tutorials, additional learning support and counselling.

CAREERS ADVICE

The Information, Advice and Careers Team can provide course information and advice, help you to apply for your course 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

TUTORIALS

All students are supported by a personal tutor who will help you in developing your academic, professional and personal skills so that you are able to do your best on your chosen course. You see your personal tutor for group tutorials and on a regular one-to-one basis when you will create targeted plans to help you to achieve your goals.

PERSONAL SUPPORT

Student Services can help you if you are facing financial difficulties, need counselling, personal support or advice, are looking for accommodation or require travel or childcare assistance. Tel: **01483 44 85 85** or email studentservices@guildford.ac.uk

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.

ADDITIONAL LEARNING SUPPORT

If you're a student with dyslexia, physical disabilities, sensory impairments, emotional or behavioural difficulties you will have access to individual support and specialist help to ensure you reach your full potential. Tel: **01483 44 87 17**.

STUDENT VOICES

The College encourages all students to participate and contribute to the life of the College. To be a Student Rep, stand for office in the SU, or take part in the Student Voices Conference, email studentvoices@guildford.ac.uk

INTERNATIONAL CENTRE

Every year the International Centre helps over 1000 students from 100 different countries. We provide airport transfers and can advise you on finding accommodation, jobs, banking, insurance and health service registration. Tel: **+44 1483 44 86 90** or email international@guildford.ac.uk






I've made amazing friends and I'm loving the course I am doing!

AMY HAYES, 17,
BEAUTY THERAPY SCIENCES LEVEL
3 BTEC EXTENDED DIPLOMA





I enjoy working on cars and this course has given me a future in the trade.

JAMIE SMITH, 19,
MOTOR VEHICLE ADVANCED
APPRENTICESHIP

Travel and transport

Guilford College encourages students to use alternative modes of transport other than cars. By doing this we are aiming to reduce the amount of traffic as well as promoting a healthy lifestyle and living environment. For more information and help planning your journey to the College visit the Surrey Student Transport Partnership website www.sstp.org.uk

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

STUDENT BUS FARE CARD

Young people studying at Guildford College can apply for a Student Fare Card. These cost £25 (half price if you are on a low-income) and entitle you to half price travel on buses if you live in Surrey (excluding London Boroughs). For further information please visit www.sstp.org.uk

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

STUDENT TRAIN FARE CARD

Young people studying at Guildford College can apply for a Student Fare Card. These cost £25 (half price if you are on a low-income) and entitle you to a third off travel on trains if you live in Surrey (excluding London Boroughs). For further information please visit www.sstp.org.uk

TRAVELLING BY CAR

The College is easy to reach by road and can be reached via several routes. There are student car parks with limited parking. The College may prioritise parking for certain groups of people.

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. Motorbike spaces are available in the car park at the College.

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**).

Resources

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.



**Guildford College
is an amazing place
to study and socialise.**

**CHLOE-ANN DAVIS, 19,
BEAUTY THERAPY SCIENCES
LEVEL 3 BTEC EXTENDED DIPLOMA**



Your next step...

STEP 1: CHOOSE YOUR COURSE

We offer a wide range of courses at all levels - take a look through this prospectus, come to an open evening and meet the tutors or visit our new website for more course details, video clips and comments from existing students. If you're still not sure, contact us for independent advice on choosing a suitable course.

STEP 2: APPLY

Fill in an application form (at the back of this prospectus or online at www.guildford.ac.uk) and send it to us as soon as possible - our courses fill up fast! We may also ask you to provide references, typically from your school, or perhaps an employer if you have been working.

STEP 3: INTERVIEW

We will invite you to an interview, which normally lasts 30 minutes and allows you to discuss your course choices and plans for the future. We'll also tell you about any materials or equipment you need and the support we can offer. Don't forget to bring with you any qualification certificates and any other documents or portfolios of your work.

STEP 4: ON COURSE?

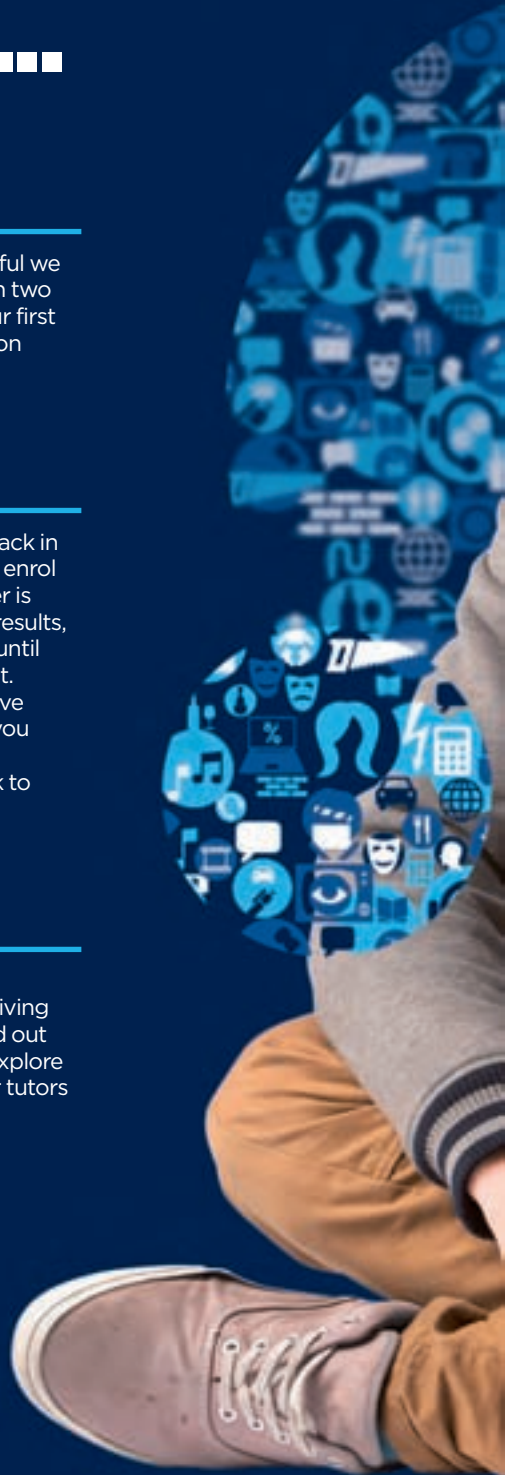
If your interview is successful we will offer you a place within two weeks. If you don't get your first choice we can advise you on suitable alternatives.

STEP 5: ENROL

You will be sent a joining pack in the summer and invited to enrol on your course. If your offer is conditional on your exam results, then you will need to wait until you receive them in August. Whatever your results, we've got a course for you, so if you did better or worse than expected, come in and talk to our Advice Team.

STEP 6: INDUCTION

Your course starts with an induction to the College, giving you the opportunity to find out more about your course, explore the College and meet your tutors and other students.





Great course,
hoping for good
grades - can't wait
for the next step!

JOSH JONES, 19,
PERFORMING ARTS (ACTING)
LEVEL 3 BTEC EXTENDED
DIPLOMA



I really enjoy my course and the strong friendships I've made.

SAMANTHA FAGAN, 17,
PERFORMING ARTS (DANCE)
LEVEL 3 BTEC EXTENDED DIPLOMA



Which qualification?

Guildford College offers vocational and academic courses. The level of the course you choose will depend on the qualifications, skills and experience you already have. All our courses offer progression routes to university and/or employment.



PRE-ENTRY TO ENTRY LEVEL

You don't need any formal entry requirements to start a course at this level, but any skills or experience you may already have in the subject you choose will be a benefit. If school doesn't work out for you or you need some extra support, our Entry Level courses will help you to learn new skills and move ahead. At Pre-Entry and Entry Level you'll have the opportunity to try out different subject areas, learn basic practical skills, literacy, communication, numeracy and ICT.

LEVEL 1

If you achieve a range of GCSEs at grades F - G or equivalent we offer various vocational options at Level 1, for example Level 1 BTEC Diplomas. You can also learn Functional Skills in English, Maths and ICT. These courses will give you an excellent foundation for further learning or starting your career.

LEVEL 2

If you achieve GCSE grades at D - E or a Level 1 qualification, these are the courses for you. They are the same level as GCSEs and so provide a practical alternative to retakes and a broad-based introduction to a subject, enabling you to develop your skills and move on to further study or work. You can choose from a range of vocational options including Apprenticeships, Level 2 BTEC Diplomas and NVQs. We also offer an academic option - the Access to Further Education course, which enables you to improve your GCSEs and prepare for the next step. You can combine a Level 2 practical course or the Access to Further Education course with GCSE retakes in English, Maths and Biology.

LEVEL 3

If you get GCSEs at grade C and above, you can prepare for your career with a vocational course. These courses will still gain you UCAS points for university or skills for your career. Vocational courses include Level 3 BTEC Diplomas, NVQs and Advanced Apprenticeships, which focus on a specific area of work.

HIGHER EDUCATION

On successful completion of a Level 3 course you can undertake a Foundation Degree, Degree or HND.

Choosing your course

Confused? Check out the chart below to see what you could do.

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. SOME COURSES MAY REQUIRE SPECIFIC SUBJECTS	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	Level 2 BTEC Diploma, City & Guilds Diploma or Apprenticeship with Functional Skills Awards 2	2	A Levels, Level 3 BTEC Diplomas, City & Guilds Diploma or Advanced Apprenticeship
A RANGE OF GCSEs AT GRADES F - G OR EQUIVALENT	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 also require:

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

Good course,
excellent facilities,
lots of fun and really
great lecturers.

BRUCE FARMER, 17,
PROFESSIONAL COOKERY
INTRODUCTORY DIPLOMA
VRQ LEVEL 1





A Level Academy

CAREER PATH:

Our high quality A Levels will give you a focused programme of study, with a tailored package of courses designed to maximise your abilities and build on your potential. Our aim is to ensure you get the grades you need for university or your dream job.

JOBS AND SALARIES:

Become a university graduate! These courses will help you to get the skills and qualifications you need to get into university. The average starting salary offered to graduates is £24,048.

CHOOSE GUILDFORD COLLEGE:

- 98.6% A Level pass rate in 2011
- £2 million investment in new facilities
- State-of-the-art new learning hub
- New high tech media suite
- New courses in Science, Fine Art and Anthropology
- £800 scholarships for outstanding students

CHOOSE THREE OR
FOUR SUBJECTS AND
START ON YOUR PATH
TO A PROFESSIONAL
CAREER OR UNIVERSITY.



ACCOUNTING AS AND A2 LEVEL

EXAM BOARD: OCR

Are you good with numbers and thinking about a career in accounting or finance? On this course you'll learn the fundamental disciplines within financial accounting, ranging from double entry to the production of final accounts for sole traders and partnerships. At A2 you also cover the final accounts of incorporated businesses, the key management accounting techniques of investment appraisal, standard costing, marginal costing and absorption costing. The course is assessed by exams.

DURATION: 1 year to AS, plus 1 year to A2.

ENTRY REQUIREMENTS: A range of GCSEs (5 or more) at grades A*-C or equivalent, to include Maths at grade B and English at grade C.

ANTHROPOLOGY AS AND A2 LEVEL

EXAM BOARD: AQA

Are you interested in what makes us human? This course will prepare you for degrees ranging from anthropology to teaching and social sciences to archaeology. It focuses on what it means to be human in diverse societies around the world and how people interact with and change their environments. You'll learn about being human - unity and diversity, the body, race and ethnicity, thinking and communicating, social relations, engaging with nature, the stages of life, gender and sexuality, discrimination and domination. Assessment is by exams and coursework.

DURATION: 1 year to AS, plus 1 year to A2.

ENTRY REQUIREMENTS: A range of GCSEs (5 or more) at grades A*-C or equivalent, to include English at grade B and a Science.

BIOLOGY AS AND A2 LEVEL

EXAM BOARD: Edexcel

Are you interested in the natural world and how it functions? Biology is the study of the processes of life in human, plant and animal form. You'll learn about molecules and cells, transport and reproduction, energy and the environment, exchange processes, respiration, co-ordination, genetics, evolution and biodiversity. You'll be carrying out investigations in the labs, taking part in fieldwork and engaging in developments occurring in biology today, such as genetic engineering and its impact on society. Assessment is by exams and practical assessments.

DURATION: 1 year to AS, plus 1 year to A2.

ENTRY REQUIREMENTS: A range of GCSEs (5 or more) at grades A*-C or equivalent, to include English, Maths and a BB in Science or B in Biology.



Focus on...



Will Parton

AGE:
24

COURSE:
A Levels in Biology,
Chemistry and Psychology.

SOUNDBITE:
I worked in the NHS as a physio assistant prior to applying, which made me realise I wanted to become a doctor. The College offered me the opportunity to repeat my A Levels that other colleges wouldn't. It has been very rewarding but you have to be prepared to put the work in.

NEXT STEP:
Southampton University
to study medicine.

ULTIMATE AMBITION:
Be a doctor.

BUSINESS STUDIES AS AND A2 LEVEL

EXAM BOARD: AQA

Learn how businesses plan and organise their activities, motivate employees and make profits. You start with understanding how a business works in terms of marketing, finance, people management and production. You'll then gain an understanding of how these combine in order for the business to meet its objectives and how external factors such as pressure groups or a recession affect this. For A2 you'll learn about globalisation, emerging markets, corporate social responsibility and the world economy. No matter where you work or what you do, business studies will be relevant. Assessment is by exam.

DURATION: 1 year to AS, plus 1 year to A2.

ENTRY REQUIREMENTS: A range of GCSEs (5 or more) at grades A*-C or equivalent, to include Maths and English.

CHEMISTRY AS AND A2 LEVEL

EXAM BOARD: Edexcel

An ideal course if you are interested in science and thinking about pursuing a career in medicine, veterinary science, dentistry or chemical engineering. Chemistry focuses on atomic structure, compounds and their properties and reactivity. There are plenty of practical experiments on this course, which will help you understand topics including atomic structure, equations and moles, organic chemistry, energetics, transition metals and laboratory chemistry. You will be assessed by exams.

DURATION: 1 year to AS, plus 1 year to A2.

ENTRY REQUIREMENTS: A range of GCSEs (5 or more) at grades A*-C or equivalent, to include Maths, English and a BB in Science or B in Chemistry.

COMMUNICATION AND CULTURE AS AND A2 LEVEL

EXAM BOARD: AQA

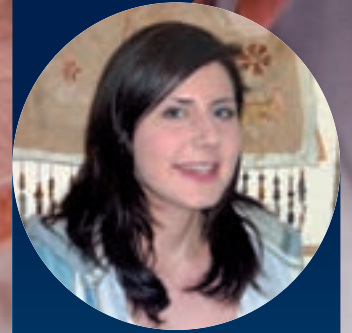
Communication is at the heart of our everyday lives and culture. The focus of this subject is the study of how people communicate as senders of information or receivers of messages through cultural products and practises as explained through various models and theories. AS topics: human communication and media communication in cultural contexts. A2 topics: deeper theoretical study of cultural communication. There is one exam and a coursework portfolio. You could move on to degrees or careers in media, marketing and advertising, public relations, personnel, education, business or management.

DURATION: 1 year to AS, plus 1 year to A2.

ENTRY REQUIREMENTS: A range of GCSEs (5 or more) at grades A*-C or equivalent, to include English Language and English Literature.



Focus on...



Louisa Burton

AGE: 18

COURSE:

A Levels in Business, Communication & Culture, AS Level Sociology.

PREVIOUS SCHOOL:

Guildford County.

SOUNDBITE:

I chose the College because it offered a wide range of subject choices; plus it presented the flexible and mature approach that I felt was necessary to achieve. I'm really enjoying my subjects as I find them both challenging and motivating. My lecturers are always on-hand to add additional support and I have made many friends which has heightened the College experience.

NEXT STEP:

Business degree at the College.

ULTIMATE AMBITION:

Not sure yet!

Focus
on...



Anna Evans

AGE:
19

COURSE:
A Levels in English
Language and Literature,
Sociology and Psychology.

PREVIOUS SCHOOL:
Guildford County.

SOUNDBITE:
It's been really good and
everyone has been really
supportive, particularly
my English teacher.

NEXT STEP:
Criminology at the
University of Greenwich.

ULTIMATE AMBITION:
I'm thinking about going to
law school after university.



ECONOMICS AS AND A2 LEVEL

EXAM BOARD: Edexcel

Economics helps you understand what's really happening in the news. So if you have a keen interest in the world and the events that shape it, this is the course for you. The subject particularly appeals to students who want to form their own views and opinions in an informed way. The course deals with current economic issues such as the role of markets and the Government in regulating them, the allocation of resources in societies, the environment, poverty, the impact of tourism and the Euro.

DURATION: 1 year to AS, plus 1 year to A2.

ENTRY REQUIREMENTS: A range of GCSEs (5 or more) at grades A* - C or equivalent, to include Maths and English.

ENGLISH LANGUAGE AND LITERATURE AS AND A2 LEVEL

EXAM BOARD: WJEC

This subject is highly regarded by employers and universities and you could progress to degrees or careers in English, journalism, marketing and advertising. The course also considers the language of religion, journalism, speech, law, medicine and politics. Assessment will be in the form of examinations and coursework, including poetry, 20th and 21st century authors, comparison of texts, Shakespeare and producing texts for performance.

DURATION: 1 year to AS, plus 1 year to A2.

ENTRY REQUIREMENTS: A range of GCSEs (5 or more) at grades A* - C or equivalent, to include English Language or English Literature at grade B.

ENGLISH LITERATURE AS AND A2 LEVEL

EXAM BOARD: WJEC

If you love reading, debate and discussion, then this is the course for you! It provides a comprehensive introduction to literature and covers fiction, poetry and drama towards a range of careers such as journalism, the legal profession, marketing or teaching. At AS Level you'll be assessed on poetry post 1900, drama post 1990, prose study of 19th and 20th century authors and personal creative writing response in a specific literary genre. At A2 you'll examine Shakespeare and drama, poetry and texts of different periods and genres.

DURATION: 1 year to AS, plus 1 year to A2.

ENTRY REQUIREMENTS: A range of GCSEs (5 or more) at grades A* - C or equivalent, to include English Language and English Literature at grade B.



FINE ART AS AND A2 LEVEL

EXAM BOARD: AQA

Art offers a unique way to observe the world. Put your ideas and experiences into action using a range of drawing and painting materials and techniques including pencils, charcoal, pastels, crayons, oil paints, acrylics, watercolour, lino and mixed media. You will be encouraged to research other artists and art movements.

The subject is enjoyable and challenging and covers a range of learning methods including practical work, educational visits, research and presentations.

Assessment is mainly by coursework.

DURATION: 1 year to AS, plus 1 year to A2.

ENTRY REQUIREMENTS: A range of GCSEs (5 or more) at grades A*- C or equivalent, to include English and Art, plus an interview with a portfolio.

FILM STUDIES AS AND A2 LEVEL

EXAM BOARD: WJEC

Explore the language of British, American and the worldwide film industry. This course is particularly useful if you are thinking about degrees or careers in film, journalism, marketing, PR, advertising or TV production. AS topics: film language, Hollywood and the British film industry - production, distribution and exhibition, stardom in British film, Hollywood film comparison. A2 topics: world cinema styles - Japanese cinema, critical study of popular film, individual film study. It is assessed by an exam and coursework portfolio.

DURATION: 1 year to AS, plus 1 year to A2.

ENTRY REQUIREMENTS: A range of GCSEs (5 or more) at grades A*- C or equivalent, to include English Language and English Literature.

GEOGRAPHY AS AND A2 LEVEL

EXAM BOARD: Edexcel

Geography is an ideal subject if you are interested in the physical and human factors shaping the world. Topics include physical and human geography, rivers, floods and management, coastal and desert environments, energy and health, cartographical and statistical skills, contemporary geographical issues, weather and climate, world cities, globalisation and fieldwork investigation. It is assessed by exams. You could go on to degrees or careers in geography, countryside management, surveying, town planning, research or the civil service.

DURATION: 1 year to AS, plus 1 year to A2.

ENTRY REQUIREMENTS: A range of GCSEs (5 or more) at grades A*- C or equivalent, to include English and Maths.







GRAPHIC DESIGN AS AND A2 LEVEL

EXAM BOARD: AQA

Develop your creativity and visual communication skills through a wide range of media and methods, including web design, graphics for television, animation, packaging, typography, advertising and branding. Often work is realised in two-dimensional form but carries the illusion of three dimensions through the manipulation of images and the formal elements. The critical elements for a graphic designer are the successful communication of a message through the organisation of images and words.

DURATION:

1 year to AS, plus 1 year to A2.

ENTRY REQUIREMENTS:

A range of GCSEs (5 or more) at grades A*- C or equivalent, to include an Art subject, plus a portfolio of 15-20 pieces of work in a variety of formats, including photography.

HISTORY AS AND A2 LEVEL

EXAM BOARD: AQA

A thought provoking course that provides an insight into autocracy and develops your ability to think analytically. At AS Level you'll investigate Britain 1603-1642 and life in Nazi Germany 1933-1945. At A2 Level, the topics include British monarchy: the crisis of state 1642-1689 and coursework on the Tudor Age 1485-1603. The course could lead to degrees in history or careers in the Civil Service, law and local government. You could also become an archivist, librarian, researcher, teacher or journalist.

DURATION:

1 year to AS, plus 1 year to A2.

ENTRY REQUIREMENTS:

A range of GCSEs (5 or more) at grades A*- C or equivalent, to include English at grade B.





INFORMATION AND COMMUNICATIONS TECHNOLOGY AS AND A2 LEVEL

EXAM BOARD: AQA

With industry relevant packages and access to a range of software on networked, WIFI enabled PCs, we aim to give you the skills you need to work in the fast moving world of IT. This course concentrates on the application of computer software and systems including application skills. It is designed to give you a wider picture of the use of ICT and to gain an understanding of basic terms and concepts. You'll look at practical problem solving in the digital world, analysis of a variety of programs including spreadsheets and living in a digital world.

DURATION: 1 year to AS, plus 1 year to A2.

ENTRY REQUIREMENTS: A range of GCSEs (5 or more) at grades A*- C or equivalent, to include English and Maths.

LAW AS AND A2 LEVEL

EXAM BOARD: OCR

An ideal course if you are thinking about degrees or careers in law, business or commerce. It provides a good introduction to the English legal system and a detailed examination of contract law. Topics at AS Level include police powers, civil and criminal justice systems, legal personnel and the main sources of law. At A2 Level the focus is on how English law and EU contracts are made and problems that may arise in contractual relationships. The course is assessed by exams.

DURATION: 1 year to AS, plus 1 year to A2.

ENTRY REQUIREMENTS: A range of GCSEs (5 or more) at grades A*- C or equivalent, to include English at grade B.

MATHEMATICS AS AND A2 LEVEL

EXAM BOARD: Edexcel

Maths can be studied for its own sake but its techniques can be applied in many other areas of study. At AS Level you'll investigate algebra and functions, co-ordinate geometry, sequences and series, differentiation and integration, trigonometry, exponentials and logarithms. You can then choose to study mathematical models, vectors in mechanics, kinematics and dynamics of a particle moving in a straight line or statistics, mathematical models, representing and analysing data, probability, correlation, regression, discrete random variables and normal distribution. At A2 Level you can move on to functions and advanced differentiation.

DURATION: 1 year to AS, plus 1 year to A2.

ENTRY REQUIREMENTS: A range of GCSEs (5 or more) at grades A*- C or equivalent, to include Maths at grade B.



FURTHER MATHEMATICS AS AND A2 LEVEL

EXAM BOARD: Edexcel

If you are good at mathematics then further mathematics will enable you to delve more deeply into new areas such as complex numbers, differential equations, matrices, mechanics and discrete maths. In addition, you will revisit and extend other areas you have already met in pure mathematics. This course provides an excellent foundation if you are thinking of studying mathematics or any science related course at university and it is seen as an indication of high academic aptitude.

DURATION: 1 year to AS, plus 1 year to A2.

ENTRY REQUIREMENTS: A range of GCSEs (5 or more) at grades A*-C or equivalent, to include English and a Science, plus Maths at grade B.

MEDIA STUDIES AS AND A2 LEVEL

EXAM BOARD: OCR

Get an insight into the mass media, its current organisation, institutions and audiences, history and future. AS topics: British TV drama and Hollywood film industry and coursework on creating your own music magazine. A2 topics cover production of an advanced portfolio using contemporary media technologies, and a 'stretch and challenge' written paper on current media issues. You will be assessed by exams and coursework and could move on to degrees in film, media, journalism or English and possible careers in marketing, PR, advertising, journalism, film or TV.

DURATION: 1 year to AS, plus 1 year to A2.

ENTRY REQUIREMENTS: A range of GCSEs (5 or more) at grades A*-C or equivalent, to include English.

PHOTOGRAPHY AS AND A2 LEVEL

EXAM BOARD: AQA

Do you see your career behind the lens? We've got studios, darkrooms, an editing suite and professional equipment to give you the skills you need. You'll be taught in workshop sessions, open plan classrooms and on field trips and will learn to respond creatively to set themes and explore photographic techniques. This is reinforced by critical and contextual work in visual language. Assessment is by practical coursework and practical exam.

DURATION: 1 year to AS, plus 1 year to A2.

ENTRY REQUIREMENTS: A range of GCSEs (5 or more) at grades A*-C or equivalent, plus an interview with a portfolio of 10-15 photographs or combination of visual media. You will need to have your own 35mm SLR film camera with manual controls.







PHYSICS AS AND A2 LEVEL

EXAM BOARD: OCR

Physics is the science of the universe, from sub-atomic particles to galaxies and black holes. It's also the basis for engineering, weather forecasting, medical imaging, satellite communication and much more. Topics include mechanics, electricity, waves, quantum effects, gravity and orbits, electric fields and capacitors, thermal physics and global warming, nuclear and astro physics. You could move on to degrees in physics or astrophysics, engineering, optometry, architecture, computing, finance and many others.

DURATION: 1 year to AS, plus 1 year to A2.

ENTRY REQUIREMENTS: A range of GCSEs (5 or more) at grades A* - C or equivalent, to include Maths and English at grade B and a BB in Science or B in Physics.

PSYCHOLOGY AS AND A2 LEVEL

EXAM BOARD: AQA

A fascinating course covering a wide range of topics including addictive behaviour, research methods, depression, biological rhythms, relationships and aggression. Unit 1 - cognitive and developmental psychology and research methods; unit 2 - biological and social psychology and individual differences; unit 3 - topics in psychology: sleep, relationships and aggression; unit 4 - psychopathology. You could progress to a psychology degree followed by careers in sports, environmental, clinical, educational, forensic, health, neuro or occupational psychology. The course is assessed by exams.

DURATION: 1 year to AS, plus 1 year to A2.

ENTRY REQUIREMENTS: A range of GCSEs (5 or more) at grades A* - C or equivalent, to include Maths, English and a Science subject.

SOCIOLOGY AS AND A2 LEVEL

EXAM BOARD: AQA

Learn to look at society from more than one perspective and to question and evaluate the society around you. You also cover the main methods used by sociologists and their relationship to theory. AS topics: aspects of modern British society, families and households, sociology of education. A2 topics: sociology of religion, crime and deviance. Progress to a degree in social science or humanities and possible careers in business, marketing, journalism, customer service, social services, teaching, in community care or as a housing assistant, fundraiser or researcher.

DURATION: 1 year to AS, plus 1 year to A2.

ENTRY REQUIREMENTS: A range of GCSEs (5 or more) at grades A* - C or equivalent, to include English.

SCIENCE (APPLIED) BTEC LEVEL 3 DIPLOMA

EXAM BOARD: Edexcel

A practical course in science reflecting aspects of employment within science organisations or organisations that use science and enabling you to develop practical scientific skills. Topics include laboratory science, forensic science, medical science, environmental science and biological, chemical and physical science. You could move on to science degrees or employment in a science related industry such as working in forensic science, quality control technician/analyst in a production plant laboratory, medical physics technician supporting the use of x-ray and scanning equipment, developing new medical drugs, editing scientific publications or working in a biotechnology lab. You could study this alongside other A Level subjects.

DURATION: 2 years, full-time.

ENTRY REQUIREMENTS: A range of GCSEs (5 or more) at grades A* - C or equivalent, to include English, Maths and a Science.

EXTENDED PROJECT

EXAM BOARD: AQA / City & Guilds

The Extended Project will equip you with a variety of skills to prepare you for any university course or career. You choose an area of interest to investigate; draft a project title and the aims for the project; plan, research and execute the project and deliver a presentation. There are no exams. You will be assessed on how effectively you have managed the planning, research, realisation and evaluation of your project. A presentation also forms part of the assessment.

DURATION: 2 hours a week on top of your A Level studies.

ENTRY REQUIREMENTS: A minimum of grade B in GCSE English and 2 Bs at AS Level.

ACCESS TO FURTHER EDUCATION

EXAM BOARD: NOCN

Improve your GCSE grades and move onto A Levels and vocational courses.

Module 1: managing learning using ICT, personal development skills, speaking and listening. Module 2: writing for meaning, punctuation and grammar. Module 3: numbers and using calculations, Maths project. You will have the opportunity to resit some GCSEs and we particularly recommend you retake Maths and English if you have a grade D. You will benefit from intensive tutorial support.

DURATION: 1 year, full-time.

ENTRY REQUIREMENTS: A range of GCSEs (3 to 4) at grades D - E or equivalent.





BIOLOGY GCSE**EXAM BOARD:** AQA

Retake your biology GCSE with us. The course is modular and assessed by exams and a practical element. Topics: How science works: the thinking behind the doing - how we collect and use scientific evidence; biology 1: co-ordination and control, healthy eating, drug abuse, controlling infectious disease, adaptation for survival, variation, evolution, how people affect the planet; biology 2: cells, how plants produce food, energy flows, enzymes, homeostasis, inheritance; biology 3: exchange of materials, transporting substances around the body, microbiology, inheritance and evolution: variation, genetics and DNA, controlling inheritance, evolution.

DURATION: 1 year, 2 afternoons a week.**ENTRY REQUIREMENTS:** GCSE Science Double Award grade D or Biology grade D. Maths GCSE at grade C is useful.**ENGLISH LANGUAGE GCSE****EXAM BOARD:** WJEC

An intensive resit course. Written controlled assessment (60%) is completed in class and includes descriptive and narrative writing, Shakespeare's 'Taming of the Shrew' and analysis of spoken language. There is also a speaking and listening portfolio that includes an individual presentation, group discussion and a drama piece. Exams (40%, 2 papers, each 1 hour long): Paper 1 - reading of a non-fiction or media passage and Paper 2 - writing to argue, persuade, advise, analyse, review and comment. This subject is an essential entry requirement for almost all universities, colleges and jobs.

DURATION: 1 year, 2 afternoons or 1 evening.**ENTRY REQUIREMENTS:** English GCSE grade D.**MATHEMATICS GCSE****EXAM BOARD:** AQA

Retake your maths GCSE with us. This subject is an essential entry requirement for many universities, colleges and professions. It can be studied at foundation or higher tier. Topics: number, algebra, shape, space and measures, handling data. All topics are assessed in both the non-calculator and calculator papers. The course is assessed by exams in November, March and June.

DURATION: 1 year, various times during the day or evening.**ENTRY REQUIREMENTS:** Maths GCSE grade D.



Apprenticeships

CAREER PATH:

Apprentices learn on the job, building up knowledge and skills, gaining qualifications and earning money all at the same time. Employers recognise and value Apprenticeships as they show that you've been trained in the skills they need.

JOBS AND SALARIES:

There is no set rate of pay for apprentices; however you must receive a wage of no less than £2.50 per hour. The average wage for an apprentice is around £170 per week. As your skills develop, your pay will increase accordingly.

CHOOSE GUILDFORD COLLEGE:

- Choose from 13 different Apprenticeships
- Progress on to an Advanced Apprenticeship
- Relevant training that meets the skills needed for the job
- Excellent College resources for off-the-job training
- Online vacancy matching to find an employer
- Help and support through difficult times

APPRENTICES DO
REAL JOBS FOR REAL
EMPLOYERS. IF YOU ARE
ENTERING WORK FOR
THE FIRST TIME, YOU
WILL START EARNING
FROM DAY ONE.





ACCOUNTING APPRENTICESHIP

EXAM BOARD: AAT

Running a business involves a lot of financial activities, from expenses and bills to taxes and payroll. Accountants keep track of all these things and more to make sure that businesses manage their money properly. You'll learn how to balance accounts, process invoices and payments, complete VAT returns, and help prepare financial statements and reports. Depending on your company, you could be specialising in one area or doing all these tasks as well as handling banking and petty cash. Training is delivered in the workplace and a college tutor will monitor your progress and conduct assessments in the workplace.

DURATION: 2 years, part-time.

ENTRY REQUIREMENTS: You must be in relevant employment. Good GCSEs are an advantage.

BRICKLAYING (TROWEL OCCUPATIONS) APPRENTICESHIP AND ADVANCED APPRENTICESHIP

EXAM BOARD: CSkills

Construction is a multi-billion pound industry that deals with developing and building anything from a housing estate to a bridge. On this apprenticeship topics include general workplace safety, efficient work practices, move and handle resources, erect masonry structures, set out masonry structures, erect masonry cladding, lay domestic drainage, erect thin joint masonry structures, place and finish non-specialist concrete, plaster and render surfaces, maintain slate and tile roofing. Training is delivered in the workplace and a college tutor will monitor your progress and conduct assessments in the workplace.

DURATION: 2 years, part-time for the Apprenticeship, 1 year, part-time for the Advanced Apprenticeship.

ENTRY REQUIREMENTS: You must be in relevant employment. Good GCSEs are an advantage.

BUSINESS ADMINISTRATION APPRENTICESHIP AND ADVANCED APPRENTICESHIP

EXAM BOARD: City & Guilds

Administrators handle the day-to-day tasks in an office and make sure things run smoothly – 97% of employers say that effective administration is essential to their business, so do a crucial job. You may be typing up board meeting documents, putting financial information together in spreadsheets, sending the daily post, or photocopying confidential documents. The work requires a sense of responsibility, accuracy and attention to detail. Administration roles are an excellent starting point to move into management with more experience.

DURATION: 2 years, part-time for the Apprenticeship, 1 year, part-time for the Advanced Apprenticeship.

ENTRY REQUIREMENTS: You must be in relevant employment. Good GCSEs are an advantage.



CUSTOMER SERVICES APPRENTICESHIP AND ADVANCED APPRENTICESHIP

EXAM BOARD: City & Guilds

Good customer service is key to the success of any business. As a customer service apprentice, you'll work at the front end of an employer's business activities and regularly assist customers. You'll be making sure that customers are dealt with in a positive, reliable and pleasant way - by offering advice, answering questions or handling complaints. You'll need clear and up-to-date knowledge of your organisation's products and services and be able to communicate with all sorts of people.

DURATION: 2 years, part-time for the Apprenticeship, 1 year, part-time for the Advanced Apprenticeship.

ENTRY REQUIREMENTS: You must be in relevant employment. Good GCSEs are an advantage.

ELECTRICAL INSTALLATION ADVANCED APPRENTICESHIP

EXAM BOARD: City & Guilds

This Advanced Apprenticeship covers the installation, maintenance and repair of electro-technical equipment. You'll learn how to test and install electrical products. Focused college practical and theory sessions complement on-the-job training. Modules include: diagnose and correct electrical faults, install electrical wiring systems, wiring enclosures and equipment, health and safety, inspect, test and commission and electrical installation plus underpinning electrical knowledge. Because this is an Advanced Apprenticeship, apprentices will be expected to have strong practical skills and advanced abilities. You'll need to be able to follow technical drawings and understand health and safety regulations.

DURATION: 1 year, part-time.

ENTRY REQUIREMENTS: You must be in relevant employment. Good GCSEs are an advantage.

HAIRDRESSING APPRENTICESHIP

EXAM BOARD: City & Guilds

As a hairdressing apprentice, you'll work as a salon junior, assisting senior staff while training as a junior stylist. Duties are likely to include booking appointments, shampooing, conditioning, cutting, drying and styling hair, and mixing and applying hair colouring. You'll study hairdressing topics such as hair and skin testing, the effects of chemicals on hair and skin, and the principles of hair colour selection - there's also the option to learn about promoting products, perming, or relaxing different types of hair.

DURATION: 2 years, part-time.

ENTRY REQUIREMENTS: You must be in relevant employment. Good GCSEs are an advantage.

HEALTH AND SOCIAL CARE (ADULTS) APPRENTICESHIP

EXAM BOARD: City & Guilds

This Apprenticeship covers a range of job roles within adult social care. This could mean working in the NHS, the private sector, local authorities or the voluntary sector. Social care is about helping people with a particular need, such as the disabled, the elderly or people with learning disabilities. This type of care usually takes place in the home or in care homes or out in the community, and can include anything from helping people get dressed to transporting them to and from a residential home or taking them shopping.

DURATION: 2 years, part-time.

ENTRY REQUIREMENTS: You must be in relevant employment. Good GCSEs are an advantage.

HOSPITALITY AND CATERING APPRENTICESHIP AND ADVANCED APPRENTICESHIP

EXAM BOARD: City & Guilds

This Apprenticeship covers a range of occupations within hospitality and catering, one of the largest industries in the country. Apprentices interested in cookery could train as a chef in a restaurant or learn how to cook on a large scale for institutions like the NHS or armed forces. Apprentices interested in the hospitality side of the sector could work in a hotel reception area; learn to run a B&B; or keep a hotel crisp and clean. Successful completion of the Advanced Apprenticeship could lead to management or supervisory roles.

DURATION: 2 years, part-time for the Apprenticeship, 1 year, part-time for the Advanced Apprenticeship.

ENTRY REQUIREMENTS: You must be in relevant employment. Good GCSEs are an advantage.

IT USER APPRENTICESHIP

EXAM BOARD: OCR

Over 20 million people in the UK use IT in their jobs, but many struggle with applications and general computing skills. This Apprenticeship will help you develop the skills you need – whether for teaching someone in finance to process account details more efficiently; helping stock controllers keep track of merchandise; or helping a secretary set up an online company diary. As an apprentice, you'll learn how to operate computers and databases, as well as how to use and maintain IT systems and networks. IT is an increasingly important area, and whatever role you take you'll be part of a fast-moving, ever-changing sector.

DURATION: 2 years, part-time.

ENTRY REQUIREMENTS: You must be in relevant employment. Good GCSEs are an advantage.





PLUMBING APPRENTICESHIP AND ADVANCED APPRENTICESHIP

EXAM BOARD: City & Guilds

The plumbing industry is a key part of the UK's construction industry. Plumbers must be familiar with everything from domestic boilers to advanced welding techniques. From installing sanitation systems and servicing boilers to laying underground drainage pipes, plumbers work for the construction industry as well as for commercial and domestic clients. As a plumbing apprentice, you'll learn about the installation and maintenance of plumbing systems and components. You'll also take a certificate in basic plumbing skills, covering safety, cold water and hot water systems, sanitation, and central heating.

DURATION: 2 years, part-time for the Apprenticeship, 1 year, part-time for the Advanced Apprenticeship.

ENTRY REQUIREMENTS: You must be in relevant employment. Good GCSEs are an advantage.

RETAIL APPRENTICESHIP

EXAM BOARD: City & Guilds

Retail covers a host of businesses, from market stalls and independent shops to national chains and large superstores. As an apprentice you could be assisting customers on the sales floor of a high street store, working in a specialist department as a product expert, helping to create window and in-store displays or working behind the scenes in stock handling. From organising displays to learning the crucial aspects of management, the skills gained are transferable to all retail companies. With a young workforce, the UK's retail sector is vibrant and offers many opportunities for early career progression.

DURATION: 2 years, part-time.

ENTRY REQUIREMENTS: You must be in relevant employment. Good GCSEs are an advantage.

VEHICLE MAINTENANCE AND REPAIR ADVANCED APPRENTICESHIP

EXAM BOARD: IMI

As an apprentice, you could work for a dealership and focus on a particular manufacturer, or work for an independent garage that deals with many different makes of vehicles. You'll be working in a service technician type role, carrying out maintenance and repairs, as well as identifying and reporting faults. On the Advanced Apprenticeship, you'll learn about more complex faults and how to identify and repair them using sophisticated diagnostic equipment. Vehicle repair is challenging, hands-on work – every vehicle will present a new problem to solve. You'll also need good communication skills in order to explain everything to the customer.

DURATION: 1 year, part-time.

ENTRY REQUIREMENTS: You must be in relevant employment. Good GCSEs are an advantage.

WOOD OCCUPATIONS (BENCH JOINERY OR SITE CARPENTRY) APPRENTICESHIP AND ADVANCED APPRENTICESHIP

EXAM BOARD: Construction Skills

With a construction Apprenticeship, you could be working on various sites in your region and beyond – there are also plenty of opportunities to work abroad, as many of the largest construction companies operate around the world. Bench Joinery topics include: making doors, windows, frames, kitchen and bedroom units and stairs. Site Carpentry topics include: fixing floors, roofs, timber partitions, doors, frames, skirtings and finishings, units and fitments.

DURATION: 2 years, part-time for the Apprenticeship, 1 year, part-time for the Advanced Apprenticeship.

ENTRY REQUIREMENTS: You must be in relevant employment. Good GCSEs are an advantage.





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.

JOBS AND SALARIES:

You could 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 £10,000 and £20,000 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
- Trade exhibition visits to provide up to date knowledge and skills



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



INTRODUCTION TO THE BEAUTY THERAPY SECTOR LEVEL 1 CITY & GUILDS DIPLOMA

EXAM BOARD: City & Guilds

Get an introduction to the beauty therapy industry learning the skills you need in our tranquil salons. You'll study health and safety, reception, teamwork, skincare, hand care, themed face painting, nail art and basic manicure and pedicure. Assessment is by assignment and practical tasks. You could progress on to Beauty Therapy NVQ Level 2.

DURATION: 1 year, full-time, three days a week, which includes one late evening.

ENTRY REQUIREMENTS: A range of GCSEs (3 to 4) at grades D-G or equivalent, to include English. You will need to be enthusiastic and a good team member. You will also need to have a minimum attendance of 80% from your school/college/work.

BEAUTY THERAPY CITY & GUILDS NVQ LEVEL 2

EXAM BOARD: City & Guilds

If you want to work in a salon, department store, hotel or spa, this is the place to start. This nationally recognised professional qualification is designed to provide an understanding of the beauty industry and theory of the human anatomy. Topics: manicure and pedicure, facial massage and skincare, hair removal techniques, health and safety, make-up, customer care and administration, eye treatments. You'll be continuously assessed in practical and theoretical work. You could progress on to the Beauty Therapy Level 3 Diploma or employment.

DURATION: 1 year, full-time up to 4 days a week.

ENTRY REQUIREMENTS: Beauty Therapy Level 1 Diploma. You should have a proven interest in the industry with a good reference from your school or equivalent. You should also have a minimum of 80% attendance.

BEAUTY THERAPY LEVEL 2 CITY & GUILDS DIPLOMA

EXAM BOARD: City & Guilds

A nationally recognised professional qualification in cosmetic beauty therapy covering practical and theoretical beauty therapy, anatomy and physiology. Topics: manicure, pedicure, deep cleansing facials, make-up, eye treatments, waxing, working in the beauty industry, health and safety, client care and communication, promote products and services to clients, salon reception duties, nail art and head massage. You could progress on to the Beauty Therapy Level 3 Diploma or employment.

DURATION: 1 year, full-time up to 4 days a week.

ENTRY REQUIREMENTS: 3 or 4 GCSEs at grade C or above, to include English. You must have a positive attitude, enthusiasm and a smart appearance. A good school reference is required. You must have a minimum of 80% attendance.





Focus on...



Ellen Moda

AGE:
17

COURSE:
Beauty Therapy City & Guilds Level 2 Diploma.

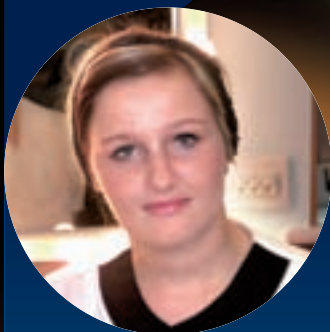
PREVIOUS SCHOOL:
Kings College for Art and Technology.

SOUNDBITE:
I chose this course because I enjoy working with people and doing the treatments.

NEXT STEP:
Level 3 course and get a job in a salon, then maybe go to university and travel.

ULTIMATE AMBITION:
Own my own hair and beauty salon or spa.

Focus
on...



Emma Louise
Redmond

AGE:
18

COURSE:
Beauty Therapy City &
Guilds Level 2 Diploma.

PREVIOUS SCHOOL:
Stanground College,
Peterborough.

SOUNDBITE:
I chose this course so
that I could then go on
to study spa management
and then do something
business related within
the beauty industry.

NEXT STEP:
Level 3 beauty followed
by a degree in spa
management at university.

ULTIMATE AMBITION:
Manage a spa.





BEAUTY THERAPY LEVEL 3 CITY & GUILDS DIPLOMA

EXAM BOARD: City & Guilds

Complete your training as a beauty therapist with this course, building on the techniques of Level 2. Topics include: body massage, facial electrotherapy treatments and body electrotherapy treatments. You can then select between two pathways: electrical epilation, electrolysis and micro-dermabrasion or: body massage, hot-stone massage, micro-dermabrasion and aromatherapy with pre-blended oils. You will also learn how to monitor and maintain health and safety, client care and communication, working with colleagues and promoting and selling products and services to clients.

DURATION: 1 year, full-time up to 4 days a week.

ENTRY REQUIREMENTS:

Beauty Therapy Level 2 with a minimum of 80% attendance and good assignment profile.

BEAUTY THERAPY LEVEL 3 BTEC DIPLOMA

EXAM BOARD: Edexcel

Get the relevant industry training if you want to progress to Higher Education, work in salons, spas, on cruise ships or in complementary therapy. Topics: dermatology and microbiology, human anatomy and physiology, business studies, plus practical skills in beauty therapy to include manicure, pedicure, make-up, lash and brow treatments and waxing, facial therapy, body therapy, body massage plus specialist topics such as aromatherapy, hot-stone therapy and Indian head massage. Assessment is by assignments and practical work.

DURATION: 2 years, full-time.

ENTRY REQUIREMENTS: A range of GCSEs (4 or more) at grades A*- C or equivalent, to include English. You will also need a good reference from school or college and interview plus a minimum of 80% attendance.

Business and Administration

CAREER PATH:

Our courses will equip you with the skills and knowledge you need to work in an increasingly competitive and unpredictable economic market. A business qualification can lead to a career in virtually every industry sector imaginable.

JOBS AND SALARIES:

Become a business manager, entrepreneur, accountant, business analyst or set up on your own. You can expect a starting salary of around £18,000, rising to between £25,000 and £40,000 once fully qualified. Senior positions can reach up to £80,000 in large organisations.

CHOOSE GUILDFORD COLLEGE:

- 100% pass rates on Business and Administration courses in 2011
- Join the Academy of Finance, offering a 6 week paid internship
- Modern business suite
- Tutors with industry experience and expert knowledge
- Guidance for university applications and careers advice
- Strong links with local businesses

DESPITE UPTURNS,
DOWNTURNS, BOOMS
AND BUSTS, A CAREER
IN BUSINESS CONTINUES
TO BE ONE OF THE
MOST SOUGHT AFTER
DESTINATIONS FOR
YOUNG PEOPLE.



ADMINISTRATION (BUSINESS AND PROFESSIONAL) LEVEL 1 OCR CERTIFICATE

EXAM BOARD: OCR

Get an introduction to business administration and learn IT skills and administrative duties for work in an office environment. Topics include: creating business documents, making and receiving calls, welcoming visitors, handling mail, career planning in administration, dealing with customers, teamwork in administration, financial transactions, organise business travel and accommodation, organise meetings and handling diary systems.

DURATION: 12 weeks, full-time.

ENTRY REQUIREMENTS: A range of GCSEs at grades F-G or equivalent.

ADMINISTRATION (BUSINESS AND PROFESSIONAL) WITH ICT LEVEL 1 OCR DIPLOMA

EXAM BOARD: Edexcel

Practical introductory course in using computers, working in business and administration and using office equipment. You'll learn about working in business and administration, ideas for small businesses, communicating electronically, using office equipment in a business environment, using a computer in business administration, making and receiving calls, welcoming visitors, handling mail, creating business documents, recording business transactions, supporting business meetings, job opportunities in business administration, professional behaviour in an office environment, investigating rights and responsibilities at work and managing your health at work. You'll also carry out a work placement.

DURATION: 1 year, full-time.

ENTRY REQUIREMENTS: A range of GCSEs at grades F-G or equivalent.

ADMINISTRATION (BUSINESS PROFESSIONAL) LEVEL 2 OCR DIPLOMA

EXAM BOARD: OCR

Develop the knowledge, skills and understanding of administrative practice you need for work in a wide range of business roles. Topics include: making and receiving calls, welcoming visitors, handling mail, working in business administration, written business communication, dealing with customers, teamwork, financial transactions, organise travel and accommodation, organise meetings, supporting recruitment and selection procedures, verbal communication in business, support business meetings, organise a business event, reviewing and developing office procedures, carry out research and prepare a report.

DURATION: 1 year, full-time.

ENTRY REQUIREMENTS: A range of GCSEs (3 to 4) at grades D-E or equivalent, to include English.



Focus on...



Tasnima Mazid

AGE:
18

COURSE:
Business Level 3 BTEC
Extended Diploma.

PREVIOUS SCHOOL:
Christ's College.

SOUNDBITE:
The course is very good and will help me with my future ambitions. The teachers here have helped and supported me in my course. The course itself is very interesting and I have loved it!

NEXT STEP:
My next step will be to complete my second year, and from that to go on to university.

ULTIMATE AMBITION:
I want to hopefully go into the HR industry.

ADMINISTRATION (BUSINESS PROFESSIONAL) LEVEL 3 OCR DIPLOMA**EXAM BOARD:** OCR

Develop the knowledge, skills and understanding of complex administrative functions and activities that will enable you to carry out a range of non-routine administrative tasks in a senior job role. Topics include: communicate with customers, teamwork, financial transactions and information, organise business travel, organise and support business meetings, handling diary systems, producing complex business documents, recruitment and selection procedures, events, office procedures, research and reports, train and develop staff.

DURATION: 1 year, full-time.**ENTRY REQUIREMENTS:** A range of GCSEs (4 or more) at grades A* - C or equivalent.**BUSINESS LEVEL 2 BTEC DIPLOMA****EXAM BOARD:** Edexcel

A practical introduction to the business world. Topics include: exploring business purposes, developing customer relations, investigating financial control, people in organisations, personal selling, doing business online and starting a small business. You will be assessed by a mixture of written assignments, presentations and practical work. You could move on to the Business Level 3 BTEC Extended Diploma or employment in junior positions such as administration assistant.

DURATION: 1 year, full-time.**ENTRY REQUIREMENTS:** A range of GCSEs (3 to 4) at grades D - E or equivalent.**BUSINESS LEVEL 3 BTEC EXTENDED DIPLOMA****EXAM BOARD:** Edexcel

A wide-ranging practical, knowledge and skills-based course exploring the world of business. Topics include accounting and finance, business operations, business management, marketing, human resources, e-business and international business. You can choose to specialise in finance or marketing. During term 1 you will be able to apply for the Academy of Finance. Guildford College is one of only a few colleges in the country to offer this prestigious pathway. You could move on to our Business Degree course or professional qualifications or work in finance, accounting, sales, marketing or human resources.

DURATION: 2 years, full-time.**ENTRY REQUIREMENTS:** A range of GCSEs (4 or more) at grades A* - C or equivalent, to include Maths and English.

Focus on...



Alan Buckle

AGE:
18

COURSE:
Business Level 3 BTEC
Extended Diploma.

PREVIOUS SCHOOL:
Howard of Effingham.

SOUNDBITE:
The course is great. We cover a wide variety of business aspects such as contract law, marketing and retailing. We get to make full use of the College resources and have guest speakers such as lectures from entrepreneurs.

NEXT STEP:
Take a gap year in China learning how to trade commodities then onward to Higher Education.

ULTIMATE AMBITION:
Get a job as a commodity trader in the City of London.

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.

JOBS AND SALARIES:

Become a chef, catering or restaurant manager, kitchen manager, events co-ordinator, transport 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
- UK and international trips and visits
- Take part in competitions and events

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.



PROFESSIONAL COOKERY AND HOSPITALITY INTRODUCTORY DIPLOMA VRQ LEVEL 1

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 consists of 12 units including theoretical subjects on investigating the hospitality industry and introduction to kitchen equipment. Practical units include prepare and cook food by baking, roasting and grilling. There are practical and theoretical coursework assessments throughout the year and two practical three hour tests. You could find a job in the industry or continue onto the Level 2.

DURATION: 1 year, full-time. Some evening attendance may be necessary.

ENTRY REQUIREMENTS: A range of GCSEs (3 to 4) at grades D-E or equivalent, to include English and Maths.

HOSPITALITY LEVEL 2 BTEC DIPLOMA

EXAM BOARD: City & Guilds

On this course you can choose options working with food or options not working with food that are more front of house and behind the scenes. You'll cover the basics of maintaining a safe, hygienic and secure working environment; give customers a positive impression of yourself and your organisation and work effectively as part of a hospitality team plus option units depending on your career choice. You'll get plenty of experience in our kitchens and restaurant and could move on to further courses with us or jobs in the industry.

DURATION: 1 year, full-time. Some evening attendance necessary.

ENTRY REQUIREMENTS: Merit or distinction at Level 1 or previous industry experience.

PROFESSIONAL COOKERY DIPLOMA VRQ LEVEL 2

EXAM BOARD: City & Guilds

Learn the cookery skills and workplace essentials you need to become a chef. Investigate the hospitality and catering industry; health and safety; nutritional and special diets; kitchen operations and costs and menu planning. You'll also learn how to prepare and cook sauces, soups and stocks; vegetables and pulses; meat and offal; poultry; fish and shellfish; rice, pasta, grains and egg dishes; desserts and puddings and bakery products. There are practical and theoretical coursework assessments throughout the year and two practical three hour tests.

DURATION: 1 year, full-time. Some evening attendance necessary.

ENTRY REQUIREMENTS: Merit or distinction at Level 1 or previous industry experience.

HOSPITALITY SUPERVISION LEVEL 3 BTEC EXTENDED DIPLOMA

EXAM BOARD: Edexcel

If you're interested in working in the hospitality industry at a supervisory level, this course will give you a broad knowledge base. Topics include: the hospitality industry, customer care, health, safety and security, team leadership and supervision, food and beverage, European cuisine, healthy eating, marketing, personal selling and promotional skills, HR, large scale events, conference and banqueting, accommodation operations, front office operations, industry experience. You will be assessed by a range of assignments, practical projects, case studies and a portfolio.

DURATION: 2 years, full-time.

ENTRY REQUIREMENTS: Hospitality Services Level 2 Diploma and some experience in the industry.

CHEFS ADVANCED DIPLOMA (PROFESSIONAL COOKERY) NVQ 3

EXAM BOARD: City & Guilds

Learn the advanced cookery skills you need to progress within the industry to more responsible and senior roles. This course is designed for chefs who want to gain more skills and be trained in preparing complex dishes without specialising in one particular area. It covers the making of complex sweet and savoury dishes with some supervisory units. You will be assessed by observation, a portfolio of evidence and tests. Move on to more experienced roles or to our Hospitality Management Foundation Degree.

DURATION: 2 years, part-time.

ENTRY REQUIREMENTS: Professional Cookery Level 2 Diploma and some experience in the industry.



Focus on...



Charlotte Simpson

AGE:
17

COURSE:
Professional Cookery
Introductory Diploma
VRQ Level 1.

PREVIOUS SCHOOL:
Farnham Heath End.

SOUNDBITE:
I enjoy the course I have
chosen as I have learnt
more than I thought I would.
The College overall is a
good college and I am
glad I chose it.

NEXT STEP:
Level 2 course.

ULTIMATE AMBITION:
Own a hotel/restaurant.





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.

JOBS AND SALARIES:

There are many different roles in the early years sector, 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
- Hands-on experience in various work placements
- Educational visits
- 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 CACHE DIPLOMA

EXAM BOARD: CACHE

A practical introduction to caring for children, education and play work. Topics: personal development, human growth and development, food and nutrition, health and safety practices in home and group settings, care of children, play and practical activities. You will be assessed by a mixture of portfolio tasks, tutor assessment, personal action plan, multiple choice external exam.

DURATION: 1 year, full-time, 4 days in College and 1 day in work placement.

ENTRY REQUIREMENTS: A range of GCSEs at grades F-G or equivalent. You will also need references and a clear CRB check.

CHILDCARE AND EDUCATION CACHE DIPLOMA LEVEL 2

EXAM BOARD: CACHE

This practical course will give you plenty of skills for working with children and includes work placements in various settings. Topics: introduction to working with children, the developing child, safe, health and nurturing environments for children, children and play, communication and professional skills within childcare and education and the childcare practitioner in the work place. You will be assessed via assignments, multiple choice exam, portfolio and practical evidence.

DURATION: 1 year, full-time, 3 days in College and 2 days in work placement.

ENTRY REQUIREMENTS: A range of GCSEs (3 to 4) at grades D-E or equivalent. You will also need references and a clear CRB check.

CHILDCARE AND EDUCATION CACHE DIPLOMA LEVEL 3

EXAM BOARD: CACHE

Prepare for careers working with children. Topics include: introduction to working with children, development from conception to 16 years, supporting children, keeping children safe and play and learning. Work placements provide plenty of practical opportunities to work with children from 0-8 years. You can move on to our Early Childhood Studies Foundation Degree then BA, university to study teacher training, early years or nursing or careers working with children.

DURATION: 2 years, full-time, 3 days in College and 2 days in work placement.

ENTRY REQUIREMENTS: A range of GCSEs (5 or more) at grades A*-C or equivalent, to include English. You will also need references and a clear CRB check.



Focus on...



Laura McCormick

AGE:
16

COURSE:
Childcare and Education
Level 2 CACHE Diploma.

PREVIOUS SCHOOL:
Blenheim High.

SOUNDBITE:
I chose Guildford College as I felt this was the right college for me. I've really enjoyed my course and have met some great people. I chose this course because I want to work with children and the best part has been attending placement.

NEXT STEP:
Level 3 course at
the College.

ULTIMATE AMBITION:
To be a teacher.





Computing

CAREER PATH:


If you're always using your computer and have a hard drive full of the latest games, music, videos and films then you should consider a career in IT. The more computers and electronics become part of our lives, the more IT professionals are needed, and for those with the right qualifications and skills, the opportunities and rewards are excellent.

JOBS AND SALARIES:

Become a games developer, software engineer, IT consultant, programmer or web designer. Service and repair technicians start at around £14,000 but can earn up to £30,000. Network engineers and web designers can earn up to £40,000 with experience.

CHOOSE GUILDFORD COLLEGE:

- Industry relevant packages and subjects
- Real-world project work
- Access to a range of software on networked, WIFI enabled PCs
- Excellent links with employers



COMPUTING AND IT IS A FAST MOVING ENVIRONMENT IN WHICH TO WORK. RUN THE IT SYSTEMS OF A LARGE GLOBAL BANKING CORPORATION, OR CREATE THE NEXT VERSION OF WINDOWS.



IT USERS LEVEL 1 BTEC CERTIFICATE/ DIPLOMA

EXAM BOARD: Edexcel

An introduction to working in the fast-moving computer sector. Topics include improving productivity using IT, IT user fundamentals, using mobile IT devices, audio and visual software, design, spreadsheets, word processing and web design. This course is taught in our computer suites using industry relevant packages. You'll have access to a range of software on networked, WIFI enabled PCs.

DURATION: 1 year, full-time.

ENTRY REQUIREMENTS: A range of GCSEs at grades F - G or equivalent.

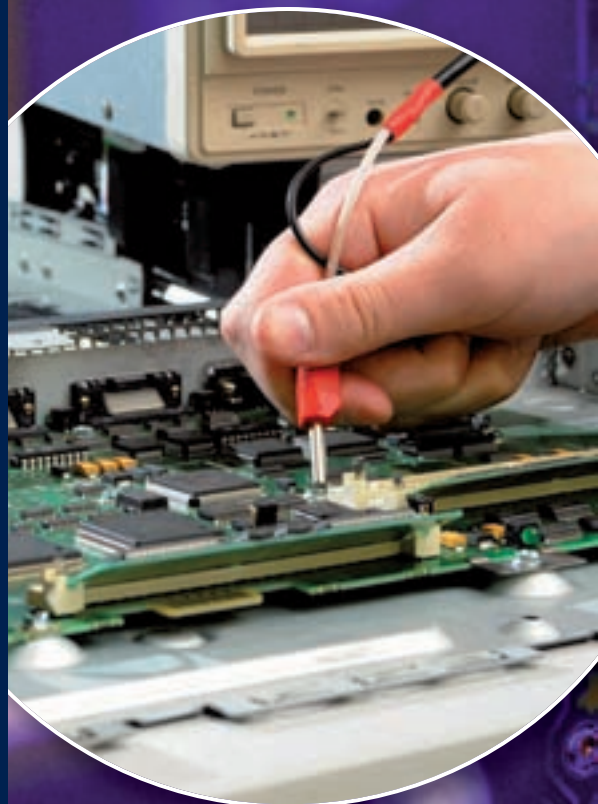
INFORMATION TECHNOLOGY LEVEL 2 BTEC DIPLOMA

EXAM BOARD: Edexcel

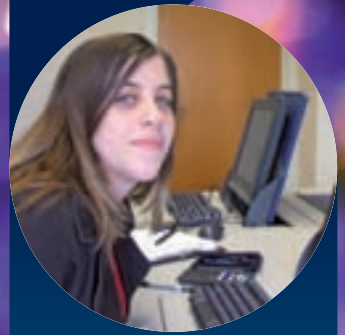
An ideal course if you want to start a career in IT. Topics include communicating in the IT industry, working in the IT industry, computer systems, business IT skills, supporting organisations with IT, project planning, installing computer hardware, installing computer software, customising software, setting up an IT network, IT security, IT support, IT fault diagnosis and remedy, mobile communications technology, maths for IT, database systems, website development, software design, object oriented, procedural and event driven programming, computer graphics, telecommunications technology, home entertainment systems and developing computer games.

DURATION: 1 year, full-time.

ENTRY REQUIREMENTS: A range of GCSEs (3 to 4) at grades D - E or equivalent. Knowledge of Microsoft Office applications is also useful.



Focus on...



Grace Bailey

AGE:
19

COURSE:
IT Practitioners Level 3
BTEC Extended Diploma.

PREVIOUS SCHOOL:
Bishop David Brown.

SOUNDBITE:
The teachers are extremely helpful and friendly and I have enjoyed my course and the time here.

NEXT STEP:
University.

ULTIMATE AMBITION:
Have a successful job within the police force.

INFORMATION TECHNOLOGY LEVEL 3 BTEC EXTENDED DIPLOMA

EXAM BOARD: Edexcel

You should have a real interest in computers and their uses in commerce and industry. Topics include: communication and employability skills, computer systems, information systems, impact of the use of IT on business systems, managing networks, software design and development, organisational systems security, e-commerce, computer networks, communication technologies, systems analysis and design, technical support, systems troubleshooting and repair, database design, computer systems, architecture, client side customisation of web pages, data analysis and design, developing computer games, human computer interaction, controlling systems, maintaining computer systems, maths for IT practitioners, web server scripting, website production plus optional units.

DURATION: 2 years, full-time.

ENTRY REQUIREMENTS: A range of GCSEs (4 or more) at grades A*- C or equivalent, to include English and Maths.

CREATIVE MEDIA PRODUCTION (GAMES DEVELOPMENT) LEVEL 3 BTEC EXTENDED DIPLOMA

EXAM BOARD: Edexcel

A new course focusing on digital graphics for interactive media, 3D animation, computer game engines and computer game story development. Topics: pre-production techniques, communication skills, research, production management, working to a brief, critical approaches, the computer games industry, computer game platforms and technologies plus optional topics. You will be assessed by project-based practical work and theoretical assignment briefs. You could move on to degrees in computer games and visual effects, game design and production, animation or multimedia design. Surrey and the south east have a high concentration of games development companies.

DURATION: 2 years, full-time.

ENTRY REQUIREMENTS: A range of GCSEs (4 or more) at grades A*- C or equivalent, to include English and Maths.





Focus on...



Martyn Merritt

AGE:
19

COURSE:
Information Technology
Level 3 BTEC Diploma.

PREVIOUS SCHOOL:
The Ashcombe.

SOUNDBITE:
The College is a nice place to be. The course is well run and all the tutors give as much help as they can provide. Altogether Guildford College is a great place to learn.

NEXT STEP:
I plan to go into employment with the skills I have learnt on the course.

ULTIMATE AMBITION:
I would love to build web pages for large companies.



Construction Trades

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.

JOBS AND SALARIES:

Bricklayers, plumbers, carpenters, electricians and craft workers can earn up to £15,000 a year, rising to between £23,000 once qualified and £30,000 with more experience. Experienced surveyors can expect between £23 - 40,000 and earn in excess of £50,000 with chartered status.

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!



Construction
Trades

Bricklaying



BRICKLAYING CSKILLS AWARDS LEVEL 1 DIPLOMA

EXAM BOARD: Construction Skills

A practical introduction to bricklaying at Level 1. Topics: carry out safe working practices in construction; information, quantities and communicating with others; building methods and construction technology; carry out basic blocklaying skills, bricklaying skills and cavity walling; contribute to setting out and building basic masonry structures up to damp course level; construct straightforward brick/block walls. You'll be assessed by coursework, oral, practical and written exams and the successful completion of an on-line knowledge test.

DURATION: 1 year, full-time.

ENTRY REQUIREMENTS: A range of GCSEs at grades F-G or equivalent.

BRICKLAYING CSKILLS AWARDS LEVEL 2 DIPLOMA

EXAM BOARD: Construction Skills

Theory and skills training for bricklayers at Level 2. Topics: safe working practices in construction; information, quantities and communicating with others; building methods and construction technology; how to interpret working drawings to set out masonry structures; thin joint masonry and masonry cladding; build solid walling, isolated and attached piers; build cavity walling forming masonry structures; constructing solid and cavity walling. A practical course assessed by coursework, oral, practical and written exams and the successful completion of an on-line knowledge test.

DURATION: 1 year, full-time.

ENTRY REQUIREMENTS: A range of GCSEs (3 to 4) at grades D-E or equivalent.





Construction
Trades

Construction



CONSTRUCTION AND THE BUILT ENVIRONMENT ADVANCED DIPLOMA

EXAM BOARD: AQA/City & Guilds

Offered by the Woking Federation 14-19 Partnership, this course is designed to provide an insight into the construction industry. You will develop an understanding of the extent and significance of the built environment and what shapes, develops and influences it. Topics include design, create, value and use the built environment. The course is assessed by portfolio, extended project, assignments and work experience. You also need to pass an A Level maths element, which is included in the course.

DURATION: 2 years, full-time.

ENTRY REQUIREMENTS: A range of GCSEs (4 or more) at grades A*- C or equivalent, to include English, Maths and IT.



Construction
Trades

Computer Aided Design



COMPUTER AIDED DESIGN 2D CITY & GUILDS 7579-02 UNITS 201 AND 206 LEVEL 2

EXAM BOARD: City & Guilds

A hands-on course into computer-aided design. Topics: associated IT, CAD hardware and operating systems, file management, health and safety, key commands of 2D CAD, shape production, dimensioning, hatching, text application, basic editing and simple hard copy production. You'll have access to your own workstation and can progress at your own speed as the course is competence based. You'll be assessed by practical assignments, multiple choice exam and the completion of a log book of competences.

DURATION: 1 year, part-time.

ENTRY REQUIREMENTS: You must be computer literate. Some knowledge of CAD would be useful. Access to the software outside of the course would be a distinct advantage.

COMPUTER-AIDED DESIGN 2D CITY & GUILDS 7579-03 UNITS 301 AND 310 LEVEL 3

EXAM BOARD: City & Guilds

This course is essentially hands-on using workstations which reflect closely those presently used in industry. The study of AutoCAD drafting capabilities will enable you to represent components, arrangements and building layouts in two dimensional views. The course is competence based and you can progress at your own speed by practical assignments, multiple choice exam and the completion of a log book of competences.

DURATION: 1 year, part-time.

ENTRY REQUIREMENTS: Ideally you should have achieved the Level 2 qualification and be working in a job where you need modern drafting skills and can get experience using AutoCAD. An understanding of how to read and produce orthographic and isometric drawings will be necessary.

COMPUTER-AIDED DESIGN 3D CITY & GUILDS 7579-03 UNITS 302 AND 311 LEVEL 3

EXAM BOARD: City & Guilds

This course is designed to complete your computer-aided design training in relation to engineering. The study of AutoCAD's 3D capabilities will enable you to represent components, arrangements and building layouts in realistic three dimensional views. This will enhance the presentation and interrogation of your prospective designs. The course is competence based and you can progress at your own speed. It is assessed by practical assignments, multiple choice exam and the completion of a log book of competences.

DURATION: 1 year, part-time.

ENTRY REQUIREMENTS: You should have passed the City & Guilds 7579-03 units 301 and 310 2D Level 3 or be able to evidence that you have substantial experience in using AutoCAD.

Construction
Trades

Electrical Installation



ELECTRICAL INSTALLATION (PERFORMING ENGINEERING OPERATIONS) LEVEL 1 CITY & GUILDS CERTIFICATE

EXAM BOARD: City & Guilds

An excellent introduction into the electro-technical industry. The course covers health and safety, communication skills and the installation of wiring support systems and circuitry. Topics: working safely in an engineering environment, working efficiently and effectively in engineering, using and communicating technical information, wiring electrical equipment and circuits, assembling electrical wiring support systems. Continuous assessment and portfolio building with two online exams covering health and safety and personal finance.

DURATION: 1 year, full-time.

ENTRY REQUIREMENTS: A range of GCSEs at grades F - G or equivalent.

ELECTRICAL INSTALLATION LEVEL 2 CITY & GUILDS 2330 CERTIFICATE

EXAM BOARD: City & Guilds

The first step to qualifying as an electrician or starting work in the industry, taught in our newly refurbished workshops. Topics: site safety; working relationships and customer care; practical work of a domestic, commercial and industrial nature (including conduit, cable tray and trunking systems, PVC and mineral insulated cables, earthing techniques, steel wired armoured and multicore cable); inspecting and testing electrical installations; basic electronics; underpinning knowledge; electrical and mechanical units. Continuous assessment at College. There are also four externally set exams and two practical assignments set by City & Guilds.

DURATION: 1 day a week for 2 years.

ENTRY REQUIREMENTS: A range of GCSEs (3 to 4) at grades D - E or equivalent, to include English, Maths and a Science.

ELECTRICAL INSTALLATION LEVEL 3 CITY & GUILDS 2330 CERTIFICATE

EXAM BOARD: City & Guilds

The final step to qualifying as an electrician and starting work in the industry. Topics: site safety; working relationships and customer care; practical work of a domestic, commercial and industrial nature (including conduit, cable tray and trunking systems, PVC and mineral insulated cables, earthing techniques, steel wired armoured and multicore cable); inspecting and testing electrical installations; basic electronics; underpinning knowledge; electrical and mechanical units. Continuous assessment at College and exams. There is one externally set exam and two practical assignments set by City & Guilds.

DURATION: 1 day a week for 1 year.

ENTRY REQUIREMENTS: You must have a Level 2 qualification in Electrical Installation, i.e. City & Guilds 2330.

Construction
Trades

Plumbing



**PLUMBING (PERFORMING
ENGINEERING OPERATIONS)
LEVEL 1 CITY & GUILDS CERTIFICATE**

EXAM BOARD: City & Guilds

The first step towards a career in plumbing, taught in our industry standard workshops. Topics: 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. There will be internally set exams for units and practical assessments and completion of a portfolio.

DURATION: 1 year, full-time 3 days per week.

ENTRY REQUIREMENTS: A range of GCSEs at grades F - G or equivalent.

**PLUMBING (PERFORMING
ENGINEERING OPERATIONS)
LEVEL 2 CITY & GUILDS CERTIFICATE**

EXAM BOARD: City & Guilds

A practical continuation towards a career in plumbing, taught in our industry standard workshops. Topics: safe working practices, effective communication, pipe fitting operations with different materials, welding sheet lead materials, brazing and soldering pipe work, using steel, copper and plastic pipes, installation of central heating systems and bathroom suites, basic boiler controls, health and safety and working relationships. There will be internally set exams for units and practical assessments and completion of a portfolio.

DURATION: 1 year, full-time 3 days per week.

ENTRY REQUIREMENTS: You should have achieved the Level 1 PEO and will need to undertake a diagnostic test and interview.

**PLUMBING 6129
LEVEL 2 CITY & GUILDS
TECHNICAL CERTIFICATE**

EXAM BOARD: City & Guilds

Covers all elements of practical plumbing work including general safety and some theory. Practical and theory lessons are taught in the College's industry standard workshops. Topics: general safety, processes and principles, cold and hot water, central heating, sanitation, maintenance, sheet lead work, working relationships and quality development. Practical assessments are judged against industrial standards and carried out in the workshop.

DURATION: 1 year, full-time or 2 years, part-time.

ENTRY REQUIREMENTS: You should have achieved the Level 1 PEO and will need to undertake a diagnostic test and interview.

**PLUMBING 6129
LEVEL 3 CITY & GUILDS
TECHNICAL CERTIFICATE**

EXAM BOARD: City & Guilds

Complete your plumbing training with this course, which goes into more depth in topics covered at Level 2 and also includes unvented hot water, water regulation, central electrics, CCNI and four appliances. Modules: general safety, maintenance, design systems, specify and agree programmes, cold water, central heating, hot water, drainage and sanitation, domestic gas, working relationships and quality. Assessment is by City & Guilds exams plus practical task book. You could move on to our Construction HNC/D or professional courses in construction.

DURATION: 1 year, part-time.

ENTRY REQUIREMENTS: You should preferably be employed in the trade and have achieved the Level 2 6129.

Construction
Trades

Woodwork



CARPENTRY AND JOINERY LEVEL 1 DIPLOMA IN BASIC CONSTRUCTION SKILLS (WOODWORK)

EXAM BOARD: City & Guilds

Get a practical introduction to carpentry or joinery, taught in our purpose built workshops. Practical and theory classes in the following areas: health and safety, tool use and care, basic skills, calculations, fixing skirting, floor joists and coverings, roof construction, timber stud partitions, hanging internal doors, making a window, scaffolding, basic woodworking machines and work experience. You'll be assessed by practical projects, short answer tests and a multiple choice exam at the end of the year.

DURATION: 1 year, full-time.

ENTRY REQUIREMENTS:

A range of GCSEs at grades F - G or equivalent.

CARPENTRY AND JOINERY (SITE OR BENCH) LEVEL 2 DIPLOMA

EXAM BOARD: Construction Skills

Become a carpenter and get the theory and skills needed to start working on site or in a workshop. Topics will include: safe working practices; information, quantities and communicating with others; building methods and construction technology. Bench joinery topics: set up and operate a circular saw; produce, mark out, set out and manufacture routine joinery products and construct an under stairs cupboard. Site carpentry topics: carrying out first and second fixing operations; erecting structural carcassing; carrying out maintenance and constructing a timber frame entrance.

DURATION: 1 year full-time or 2 years part-time.

ENTRY REQUIREMENTS:

Carpentry and Joinery (Site or Bench) Level 1 Diploma or a range of GCSEs (3 to 4) at grades D - E or equivalent.

CARPENTRY AND JOINERY (SITE OR BENCH) LEVEL 1 DIPLOMA

EXAM BOARD: Construction Skills

Get the theory and skills training needed to become a carpenter at Level 1. You'll study: carry out safe working practices in construction; information, quantities and communicating with others; building methods and construction technology; produce basic woodworking joints; maintain and use carpentry and joinery hand tools; prepare and use carpentry and joinery portable power tools and construct an external inspection hatch. Assessment is by coursework, oral, practical and written exams and the successful completion of an on-line knowledge test.

DURATION: 1 year, full-time or 2 years, part-time.

ENTRY REQUIREMENTS:

A range of GCSEs at grades F - G or equivalent.

BENCH JOINERY OR SITE CARPENTRY LEVEL 3 DIPLOMA

EXAM BOARD: Construction Skills

Theory and skills training for site carpenters or bench joiners. Topics: safe working practices in construction; quantities and communicating with others; building methods and construction technology; setting up and using fixed and transportable machinery. Bench joinery: manufacturing complex shaped joinery products; producing complex shaped joinery product details and constructing a bow front shop window. Site carpentry topics: first and second fixing operations; erecting complex structural carcassing components; maintaining non-structural and structural components and constructing a traditional hipped roof with dormer. You could move on to our Construction HNC/D or Chartered Institute of Building courses.

DURATION: 1 year, part-time.

ENTRY REQUIREMENTS:

Carpentry and Joinery (Site or Bench) Level 2 Diploma or relevant qualifications and/or experience.



Engineering

CAREER PATH:

Engineering is behind everything - from mobile phones and make-up to the car you travel in and the shoes on your feet. Engineering makes up an exciting range of businesses and industries, including construction, transport, cosmetics, medicine, food, fashion and much more.

JOBS AND SALARIES:

There are jobs in a very wide range of specialities and roles at many levels from engineering technician to senior engineer, including management and research. Each industry sector is different, but professional engineers can expect to earn more than £10,000 per year over and above the national average salary.

CHOOSE GUILDFORD COLLEGE:

- Modern machinery and technology
- Subject-specialist, industry-experienced tutors
- Links with universities to take your knowledge to the next level
- CAD courses
- A machine and fitting workshop

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



Focus on...



Tinashe Faredo

AGE:
19

COURSE:
Engineering (Performing
Engineering Operations)
Level 1 City & Guilds
Certificate.

PREVIOUS SCHOOL:
Plumtree School, Africa.

SOUNDBITE:
I like the course because it
is practical, there are a wide
range of opportunities and
excellent machinery and
equipment in the workshop.

NEXT STEP:
I am going to move on
to Level 2.

ULTIMATE AMBITION:
Possibly join the army
as an engineer.

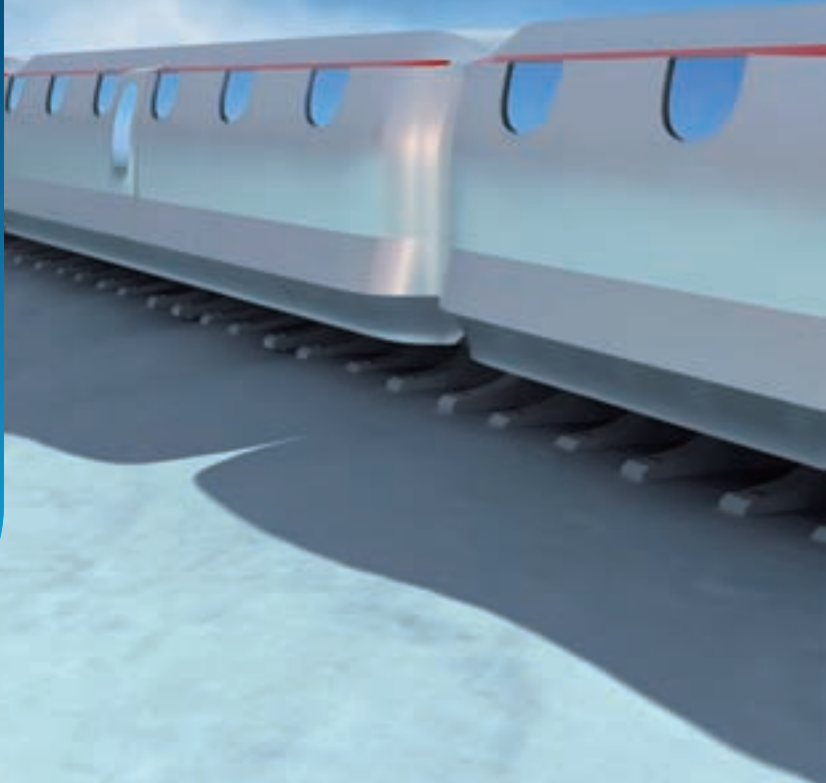
ENGINEERING (PERFORMING ENGINEERING OPERATIONS) LEVEL 1 CITY & GUILDS CERTIFICATE

EXAM BOARD: City & Guilds

Mechanical engineering technicians design, construct, operate and maintain plant and machinery and associated elements. They cover a range of skills including welding, hydraulics, pneumatics, fluid mechanics, computer-aided design, machining, measurement, inspection, health and safety. This course is the first practical step towards learning these skills towards a career in the industry. It provides a good basic understanding of common engineering practices and procedures. Topics include working safely in an engineering environment, using and communicating technical information, making components using hand tools/fitting techniques and using lathes for turning operations.

DURATION: 1 year, full-time.

ENTRY REQUIREMENTS: A range of GCSEs at grades F - G or equivalent.



**ENGINEERING
(PERFORMING ENGINEERING OPERATIONS)
LEVEL 2 CITY & GUILDS CERTIFICATE**

EXAM BOARD: City & Guilds

This course teaches the basic skills required to start a career in the industry. It provides good basic understanding of common engineering practices and procedures. Topics include working safely in an engineering environment, working efficiently and effectively in engineering, using and communicating technical information, using milling machines, using lathes for turning operations and producing mechanical engineering drawings using a CAD system. Following further training you could work as an engineering technician, engineering operative, junior production engineer, sheet metal worker, CAD technician or in the various fields of service engineering.

DURATION: 1 year, full-time.

ENTRY REQUIREMENTS: Ideally you should have completed the Level 1 course and will need to pass a College entry assessment.

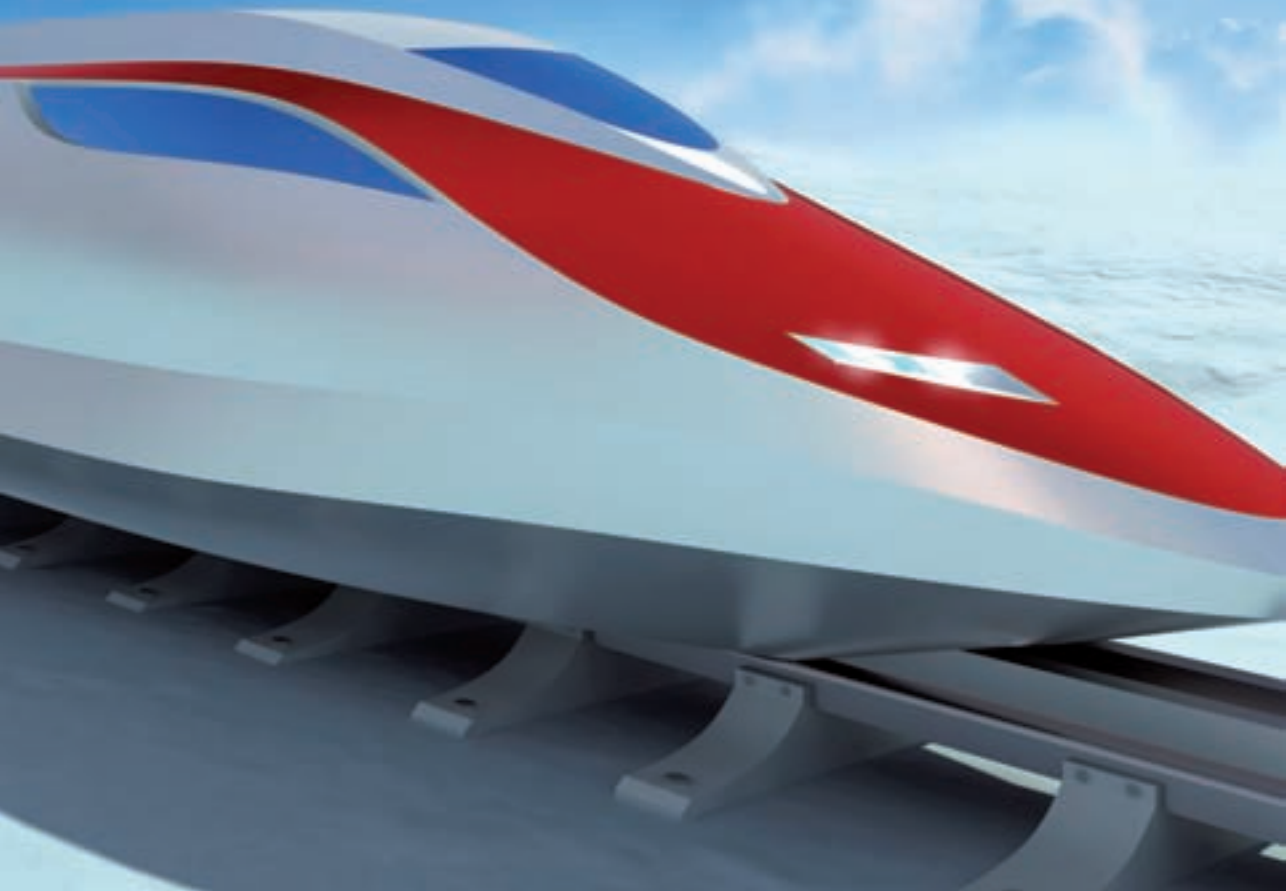
**MECHANICAL MANUFACTURING ENGINEERING
NVQ LEVEL 3 (SUBJECT TO VALIDATION)**

EXAM BOARD: City & Guilds

Continue your training towards becoming a qualified engineer. On this course you complete 3 core topics: using and interpreting engineering drawings and documents, complying with statutory regulations and organisational safety requirements and working efficiently and effectively in engineering. You also choose 1 occupational pathway from: machining, NC/CNC machining, machine tool setting, fitting and assembly, pipe fitting and assembly, composite manufacture/polymer engineering or optical engineering. Assessment is carried out at the workplace and at College on a continuing basis.

DURATION: 1 year, part-time.

ENTRY REQUIREMENTS: You will need to have achieved a Level 2 qualification in engineering and should be employed or have access to work experience within a suitable/related industry.



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.

JOBS AND SALARIES:

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
- Visits and work experience both locally and abroad

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



Focus
on...



Beccy Taylor

AGE:
18

COURSE:
Hairdressing Diploma NVQ
Level 2.

PREVIOUS SCHOOL:
Woking High.

SOUNDBITE:
It has helped me gain skills
and help build up my
confidence to enter the
hairdressing world.

NEXT STEP:
Continue on to Level 3.

ULTIMATE AMBITION:
To have my own salon.



INTRODUCTION TO THE HAIRDRESSING SECTOR LEVEL 1 CITY & GUILDS DIPLOMA

EXAM BOARD: City & Guilds

An introduction to hairdressing, taught in our highly regarded, vibrant hairdressing salons. Topics: health and safety, styling hair, reception, teamwork, shampoo and condition hair, plait and twist hair, themed face painting, nail art, the art of dressing hair, team work, create a hair and beauty image. It is assessed by assignments and practical tasks.

DURATION: 1 year, full-time, 3 days a week, which includes one late evening. This is part of a two year programme.

ENTRY REQUIREMENTS: A range of GCSEs (3 to 4) at grades D-G or equivalent, to include English. You will need to be enthusiastic and a good team member. You will also need to have a minimum attendance rate of 80% from your school/college/work.

HAIRDRESSING NVQ LEVEL 2 CITY & GUILDS DIPLOMA

EXAM BOARD: City & Guilds

Get hands on practical experience in our salons with paying customers, whilst you work towards a career in the creative world of hairdressing. Topics: client care, consultation, hair colouring, promoting a positive impression of yourself, team work, cutting, perm and neutralise, shampoo and conditioning, health and safety, blow drying, setting and dressing hair, creating an image and functional skills. You will be continuously assessed in oral, practical and theoretical work and the preparation of a portfolio. You could progress on to the Hairdressing Level 3 NVQ or employment.

DURATION: 1 year, full-time, 3 days a week, which includes one late evening.

ENTRY REQUIREMENTS: You should have completed the Hairdressing Level 1 course. You will also need to have a minimum attendance rate of 80% from your school/college/work.

HAIRDRESSING VRQ LEVEL 2 CITY & GUILDS DIPLOMA

EXAM BOARD: City & Guilds

An ideal course if you want to work in hairdressing. Topics: working in the hair industry, maintaining health and safety, client consultation for hair services, shampoo and condition for the hair and scalp, promote products and services to clients in a salon, cut women's hair, colour and lighten hair, provide perming services, the art of dressing hair, creating an image-based theme, salon reception. You could progress on to the Hairdressing Level 3 NVQ or employment.

DURATION: 1 year, full-time, 3 days a week, which includes one late evening.

ENTRY REQUIREMENTS: You should have completed the Hairdressing Level 1 course, or achieved 3 or 4 GCSEs at grade C or above, to include English. You will need to have a minimum attendance rate of 80% from your school/college/work.

HAIRDRESSING NVQ LEVEL 3 CITY & GUILDS CERTIFICATE

EXAM BOARD: City & Guilds

This nationally recognised, professional qualification in advanced hairdressing aims to provide a wide range of skills towards working in management and training staff. Topics: maintain and develop client care, cutting and colouring, create a range of images, setting and dressing techniques, promotional activities and long hair. You can also take an additional photography and fashion styling element. You will be assessed by practical skills demonstrations, oral and written communication and the creation of a portfolio.

DURATION: 1 year, full-time up to 3 days a week including one late evening.

ENTRY REQUIREMENTS: Hairdressing City & Guilds NVQ 2 or equivalent. Ideally, you should be salon-based full or part-time.



Health and Social Care

CAREER PATH:


The range of job roles and circumstances in which you could work is vast: from children's homes or care homes, to hospitals, to working as a community support worker. Your duties will depend on your job, but could include anything from assisting an individual in taking medication to working with an individual's family to support their care needs. Health and social care services for adults and children are highly regulated, so you need to have the right qualifications.

JOBS AND SALARIES:

You could work as a carer for the local authority, in a care home, for the NHS and other public sector organisations. You should expect shift work and can earn from £12,000 upwards.

CHOOSE GUILDFORD COLLEGE:

- High success rates
- Comprehensive training opportunities
- Hands-on experience in various work placements and educational visits
- Subject-specialist teaching



HELP, SUPPORT AND EMPOWER PEOPLE WHO ARE RECEIVING SOME FORM OF CARE, WHETHER THEY ARE UNWELL, ELDERLY OR HAVE MENTAL HEALTH PROBLEMS.





HEALTH AND SOCIAL CARE LEVEL 2 BTEC DIPLOMA

EXAM BOARD: Edexcel

A practical course leading to further courses or careers in the health and social care sector in residential homes, nursing homes, hospitals or health centres. Topics: communication and rights, individual needs, lifespan development, nutrition, anatomy and physiology, vocational experience. It is assessed by internal assignments and observation in work placements. On completion you can progress on to the Health Studies Level 3 BTEC Diplomas.

DURATION: 1 year, full-time, 3 days in College, 2 in work placement.

ENTRY REQUIREMENTS: A range of GCSEs (3 to 4) at grades D - E or equivalent, to include English.

HEALTH STUDIES LEVEL 3 BTEC DIPLOMAS

EXAM BOARD: Edexcel

If you want to work in health and social care, this is the course for you. Topics: communications, equality diversity and rights, life stages, human anatomy and physiology, physiological disorders, mobility and exercise, fluid balance, sociology, psychology, health education, biochemistry, microbiology, science in practice, health and safety, environmental health, personal and professional development. The course is assessed by assignments and you also complete work placements. You could progress to degrees in nursing, paramedic science, physiotherapy, radiography, occupational therapy, nutrition/dietetics, podiatry, orthoptics, sociology, psychology, counselling, social work or primary school teaching.

DURATION: 2 years, full-time (1 year to Subsidiary Diploma plus 1 year to Extended Diploma).

ENTRY REQUIREMENTS: A range of GCSEs (4 or more) at grades A* - C or equivalent, to include English, Maths and a Science. You will also need satisfactory references and a clear CRB check.



Media and Photography

CAREER PATH:

Do you see your career behind the lens? Work for yourself, in print or broadcast media, journalism, fashion, or in the corporate world. At Guildford College, we'll develop your technical ability and artistic vision to enable you to capture a whole range of footage as directed by a design brief.

JOBS AND SALARIES:

Become a freelance photographer, camera operator or technician, picture editor, cinematographer, or work in related fields such as print media, film or journalism. Salaries start at around £12,000 but can rise to £50,000 depending on your capabilities, experience and reputation.

CHOOSE GUILDFORD COLLEGE:

- Brand new high tech media suite and TV studio, with industry standard equipment
- New classrooms with state-of-the-art computers
- Two large fully equipped photography studios
- Editing suite with Apple Macs, scanners and printers
- Darkrooms for developing, printing and toning
- Showcase your work at local and national competitions

WORKING IN THE MEDIA IS FAST-PACED AND EXTREMELY COMPETITIVE. IF YOU CAN HANDLE THE PRESSURES THROWN AT YOU, IT CAN BE A VERY EXCITING WAY TO MAKE A LIVING.



**CREATIVE MEDIA PRODUCTION
LEVEL 2 BTEC DIPLOMA****EXAM BOARD:** Edexcel

This course provides a broad understanding of the specialist skills and knowledge needed to help you begin a successful career in media production. Topics: TV studio project, animation, photography, factual media products, short films, media theory, creative media sector and a final major project. The structure of the course allows you to focus on the areas that interest you the most, such as video production, factual product production, media audiences and products or production management. It is assessed by project based practical work and theoretical assignment briefs.

DURATION: 1 year, full-time.**ENTRY REQUIREMENTS:** A range of GCSEs (3 to 4) at grades D - E or equivalent, to include English.**CREATIVE MEDIA PRODUCTION
LEVEL 3 BTEC EXTENDED DIPLOMA****EXAM BOARD:** Edexcel

Widen your understanding of the specialist skills and knowledge needed to help you begin a successful career in media production. The structure of the course allows you to focus on the areas that interest you the most, such as film and video editing techniques, single camera techniques, factual programme production, multi camera studio techniques or film studies. You could move on to degrees in media, cinematography or the moving image or employment within the industry as a runner, video editor or Mac operator.

DURATION: 2 years, full-time.**ENTRY REQUIREMENTS:** A range of GCSEs (4 or more) at grades A* - C or equivalent, to include English.

**CREATIVE PHOTOGRAPHY LEVEL 2
BTEC DIPLOMA**

EXAM BOARD: Edexcel

An introductory course designed for those interested in a creative approach to the subject of photography. Topics include: photographic techniques and applications, working with photography briefs, studio photography, experimental photography, creative camera techniques, location photography plus specialist options. You could progress on to the Photography Level 3 Extended Diploma, or employment in the industry. You will be continually assessed by coursework.

DURATION: 1 year, full-time.

ENTRY REQUIREMENTS: A range of GCSEs (3 to 4) at grades D-E or equivalent, to include English.

**PHOTOGRAPHY LEVEL 3 BTEC
EXTENDED DIPLOMA**

EXAM BOARD: Edexcel

Do you see your future behind the lens? This course covers materials, techniques and processes, ideas and concepts, visual communication, computers in art and design, studio and location photography. In the second year you complete two specialist units to your own brief. Projects and assignments are based on realistic workplace situations, activities and demands. You could progress to degrees in photography or related disciplines, or employment as an assistant photographer, self-employment or work in the industry.

DURATION: 2 years, full-time.

ENTRY REQUIREMENTS: A range of GCSEs (4 or more) at grades A*-C or equivalent, to include English. You will also need to bring a portfolio of between 10-15 photographs and artwork to your interview.

**Focus
on...**



Oliver Squire

AGE:
17

COURSE:
Photography Level 3
BTEC Extended Diploma.

PREVIOUS SCHOOL:
Heathside.

SOUNDBITE:
Guildford College offered a good range of facilities and equipment, some that universities don't even have. During the interviews the tutors were enthusiastic and cared about my future, they still do. The College offers a lot of freedom. This prepares you for university and enhances your own attributes in the real world.

NEXT STEP:
University.

ULTIMATE AMBITION:
Become a photographer.



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.

JOBS AND SALARIES:

Work as a mechanic for a privately owned garage, large chain or car manufacturer. Start earning about £12,000 and move up to more than £30,000 as a qualified technician.

CHOOSE GUILDFORD COLLEGE:

- Two fully fitted garages
- Work on College and live vehicles belonging to members of the public
- Rolling road simulator
- Learn from experienced motor trade experts

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



VEHICLE FITTING (LIGHT VEHICLE) LEVEL 1 IMI AWARD AND LEVEL 2 CERTIFICATE

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 the Technical Certificate and Level 2 Diploma in Vehicle Fitting and Principles. Topics include: health and safety, job roles, materials, high performance tyres, exhaust systems, suspension systems and braking systems. You will be assessed by practical competence and underpinning knowledge tests.

DURATION: 1 year, full-time.

ENTRY REQUIREMENTS: A range of GCSEs at grades F-G or equivalent.

VEHICLE MAINTENANCE AND REPAIR (LIGHT VEHICLE) LEVEL 1 IMI AWARD AND LEVEL 2 CERTIFICATE

EXAM BOARD: Institute of the Motor Industry

Builds on the Level 2 Vehicle Fitting course. Topics include: health and safety, job roles, materials, routine maintenance, engines, electrical units, chassis units, transmissions, steering and suspension. You will be assessed by practical competence and underpinning knowledge tests.

DURATION: 1 year, full-time.

ENTRY REQUIREMENTS: You should preferably have achieved the Level 2 Vehicle Fitting or have some prior experience of motor vehicle studies at an appropriate level.

VEHICLE MAINTENANCE AND REPAIR (LIGHT VEHICLE) NVQ LEVEL 3

EXAM BOARD: Institute of the Motor Industry

Learn advanced skills for vehicle maintenance and repair with this practical course taught in our College workshops using both College and live vehicles. Topics: diagnose complex system faults, identify and agree customer vehicle needs. Assessment is carried out at the workplace and at College on a continuing basis.

DURATION: 1 year, part-time.

ENTRY REQUIREMENTS: Level 2 qualification plus experience. You will need to be employed within the industry.



Focus
on...



Ali Hussain

AGE:
17

COURSE:
Vehicle Fitting
Level 2 Certificate.

PREVIOUS SCHOOL:
Woking High.

SOUNDBITE:
It's a good College, the
way it's laid out and the
size of it. The course has
also been good because
of the teachers.

NEXT STEP:
Become a mechanic.

ULTIMATE AMBITION:
I like the idea of being
a mechanic and having
my own garage.



Music

CAREER PATH:

Music is the perfect way to bring your creativity and skills to a mass audience. Whether your ambitions lie on the creative or performing side, or behind the scenes, making it happen - if you want to join the tens of thousands of people in the UK making their living in the most exciting business in the world, the ACM is the place you need to be.

JOBS AND SALARIES:

The average salary for those working in the music industry in Central London is £37,500, but income will be dependent on your talent, contracts and amount of work.

CHOOSE THE ACM:

- Unrivalled music industry connections
- State-of-the-art facilities, with endorsements from big name equipment and instrument manufacturers
- Music information technology suites
- Pre and post-production studios
- Live performance workshops and end of year showcases at the electric theatre

COURSES ARE
DELIVERED BY
THE ACADEMY OF
CONTEMPORARY
MUSIC - WORLD
LEADERS IN
MUSIC INDUSTRY
EDUCATION.







MUSIC PERFORMANCE LEVEL 3 BTEC DIPLOMA

EXAM BOARD: Edexcel

This course is taught at the Academy of Contemporary Music where you'll have access to state-of-the-art facilities including a recording studio complex, rehearsal facilities and learning resource centre. You will work on a variety of music-based projects, form bands, rehearse extensively and organise gigs. Topics: music industry studies, band skills, music culture and professional showcase. Specialist topics: song writing, stylistic awareness, ear training, performance clinic, improvisation workshop, repertoire development, stage presentation, music theory.

DURATION: 1 year, full-time.

ENTRY REQUIREMENTS: Minimum Level 2 qualifications preferred but musical ability and suitability are key elements. You should have a basic understanding of your chosen instrument and music theory.

MUSIC PRODUCTION LEVEL 3 BTEC DIPLOMA

EXAM BOARD: Edexcel

This course is taught at the Academy of Contemporary Music where you will have access to an MIT suite, recording studio complex, pre and post studios and learning resource centre. You'll work on a variety of projects, construct a music portfolio, record live instruments and singers and put together professional presentation packs. Topics: music industry studies, the production process, sequencing and software, specialised production project. Specialist topics: production workshop, the freelance world, stylistic awareness, music culture, keyboard skills, digital audio techniques, music and media, composing with technology.

DURATION: 1 year, full-time.

ENTRY REQUIREMENTS: Minimum Level 2 qualifications preferred but musical ability and suitability are key elements. You should have an understanding of how production software works and some experience of using a commercial package.





Performing Arts

CAREER PATH:


To be successful in a performing arts career you must have skills beyond the ability to dance, sing and act. We teach our students about professional practice within the working environment because this is essential for employment. We offer the skills required to secure and maintain employment and strategies for ensuring the requisite levels of fitness, health and safety.

JOBS AND SALARIES:

Become a performer, workshop leader, drama teacher or progress to backstage careers. Income can be erratic with long periods of unemployment, but Equity members should earn at least £343 a week. As a choreographer, earn £20,000 a year, rising to £30,000 as a teacher.

CHOOSE GUILDFORD COLLEGE:

- Well-equipped drama studios
- Dance studios with cushioned floors, ballet barres and mirrored walls
- Opportunity to perform in productions
- Take part in specialist workshops
- Work with theatre professionals and experts in the field



LIGHTS, CAMERA,
ACTION - IF YOU'RE
LOOKING FOR
A CAREER IN
PERFORMING ARTS,
OUR COURSES CAN
HELP YOU HIT
THE RIGHT NOTE.



PERFORMING ARTS LEVEL 2 BTEC DIPLOMA

EXAM BOARD: Edexcel

This varied course is ideal for those who want to build a strong foundation in their performance skills and develop their confidence. You will also be encouraged to develop your skills in other areas, such as taking on a production role and running your own show. Topics: working in the industry, professional development in the performing arts industry, performing arts production process, the development of drama/dance, jazz dance, contemporary dance, devising plays, performing scripted plays, physical theatre and musical theatre. You will be assessed through performances, essays, presentations, discussions, logbooks and evaluations.

DURATION: 1 year, full-time.

ENTRY REQUIREMENTS: A range of GCSEs (3 to 4) at grades D - E or equivalent, to include English.

PERFORMING ARTS (ACTING) LEVEL 3 BTEC EXTENDED DIPLOMA

EXAM BOARD: Edexcel

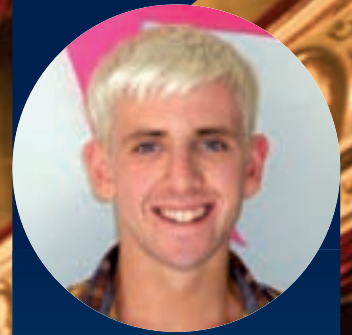
This exciting and varied course is perfect for those wishing to pursue a career in the performing arts industry. Topics: performance workshop, historical context of performance, performing to an audience, devising plays, theatre in education, classical theatre performance, musical theatre, principles of acting, applying acting styles, drama improvisation, film and TV acting, singing skills and developing physical theatre. There are opportunities for public performances, including the musical theatre show and full length plays, as well as smaller studio performances.

DURATION: 2 years, full-time.

ENTRY REQUIREMENTS: A range of GCSEs (4 or more) at grades A* - C or equivalent, to include English. You will also audition by taking part in a group workshop, an individual two minute monologue and interview.



Focus on...



Matthew Owen

AGE:
18

COURSE:
Dance Level 3 BTEC
Extended Diploma.

PREVIOUS SCHOOL:
Collingwood College.

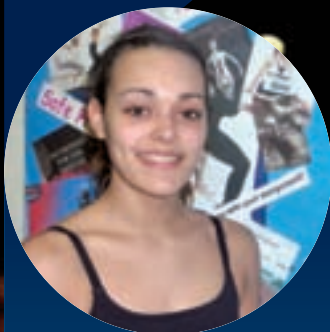
SOUNDBITE:
Being part of the dance course has really given me the confidence to perform. The help and support from my tutors has helped me realise my ambitions and dreams.

NEXT STEP:
Full-time BA (Hons) Dance course at the Liverpool Institute for Performing Arts for three years.

ULTIMATE AMBITION:
To become a professional dancer/choreographer for West End productions.



Focus on...



Kali Dicks

AGE:
18

COURSE:
Dance Level 3 BTEC
Extended Diploma.

PREVIOUS SCHOOL:
Garth Hill.

SOUNDBITE:
Nowhere else did a Diploma in Dance, just an A Level and I didn't want to do an A Level. Also, my dance teacher came here and recommended it. I really enjoy the course, am pushed all the time and the people are lovely.

NEXT STEP:
When I finish the course I've got a place at Millennium Performing Arts in London.

ULTIMATE AMBITION:
I would like to perform in the West End.



PERFORMING ARTS (DANCE) LEVEL 3 BTEC EXTENDED DIPLOMA

EXAM BOARD: Edexcel

Born to dance? Our previous students have gone on to study at some of the top vocational dance schools and universities to continue their studies in performance, teaching and choreography. Topics include jazz dance, contemporary dance, musical theatre, world dance, choreography, ballet, the business of performing arts, dance appreciation, the healthy performer, tap, singing and acting. You'll also need to attend rehearsals, practice and create choreography and undertake supporting theory.

DURATION: 2 years, full-time.

ENTRY REQUIREMENTS: A range of GCSEs (4 or more) at grades A*-C or equivalent, to include English. Previous dance experience is not essential but may prove advantageous. The audition will be in groups and successful candidates will be invited to interview on the same day.

PERFORMING ARTS (MUSICAL THEATRE) LEVEL 3 BTEC EXTENDED DIPLOMA

EXAM BOARD: Edexcel

This exciting and varied course is perfect as a springboard into Higher Education, forming a strong foundation in a wide variety of performance skills. Topics include: singing, voice, jazz dance, contemporary dance, musical theatre, applying acting styles, devising theatre and the business of performing arts. Students currently work alongside acting and dance students and with the support of a tutor select an individualised timetable. Previous students have gone on to study at degree level at university and vocational dance and drama schools.

DURATION: 2 years, full-time.

ENTRY REQUIREMENTS: A range of GCSEs (4 or more) at grades A*-C or equivalent, to include English. You'll also need to pass an audition.



Travel and Tourism

CAREER PATH:

You want a career with options? There's a whole world of them. You could be a travel agent, work in a tour operator's office, be a tour guide, a holiday rep, or work for an airline. The work involves a lot of interaction with customers so if you're a bright, sunny personality then this is a good choice of career. It's not all lazing on the beach though; working in travel can be very demanding with last minute changes, problems to solve and challenges to overcome.

JOBS AND SALARIES:

Flight attendants and customer service agents start between £12,000 and £14,000 a year, rising to £21-25,000 with experience. Travel agents are similar, rising to £30,000 for more senior posts.

CHOOSE GUILDFORD COLLEGE:

- Air cabin crew training room in a simulated aircraft
- Live computerised airline reservation systems and communications centre
- Access to industry work placements
- Regular educational and residential visits

IF YOU ARE OUTGOING,
WITH BAGS OF ENERGY
AND HAVE A KEEN
INTEREST IN TRAVEL,
TOURISM OR AVIATION,
OUR COURSES WILL
SEND YOU ON YOUR WAY
TO A GREAT CAREER.



Focus on...



Azhar Halepoto

AGE:
18

COURSE:
Travel and Tourism Level 3
BTEC Extended Diploma.

PREVIOUS SCHOOL:
Woking High.

SOUNDBITE:
I think it's a really good and
teachers help you a lot.

NEXT STEP:
I'd like to continue on to
the Foundation Degree
in Travel and Tourism.

ULTIMATE AMBITION:
Work in cabin crew.

TRAVEL AND TOURISM LEVEL 1 BTEC DIPLOMA

EXAM BOARD: Edexcel

Get off to a flying start in the travel and tourism industry with this practical introduction. Topics: planning a trip to a visitor attraction, customer service, the role of air cabin crew, package holidays, rights and responsibilities at work. You'll gain plenty of skills for your career as the course is taught in our air cabin crew training room, communications suite and travel centre. You'll be assessed by assignments, presentations, case studies, role play and course work.

DURATION: 1 year, full-time.

ENTRY REQUIREMENTS: A range of GCSEs at grades F-G or equivalent.



TRAVEL AND TOURISM LEVEL 2 CITY & GUILDS DIPLOMA

EXAM BOARD: City & Guilds

Our resources have long been recognised as outstanding and together with our professional teaching make us ideally placed to prepare you for work in the travel and tourism industry. Topics: travel planning, worldwide tourism destinations, customer service, tour operations and work experience. Move on to the Travel and Tourism Level 3 BTEC Diploma or employment within the travel and tourism industry working for a travel agency, tour operator, tourist information centre, airline, cruise line, visitor attraction, hotel or within business travel. Assessment is by projects, assignments, presentations, case studies and role play.

DURATION: 1 year, full-time.

ENTRY REQUIREMENTS: A range of GCSEs (3 to 4) at grades D - E or equivalent, to include English and Maths.



TRAVEL AND TOURISM LEVEL 3 CITY & GUILDS DIPLOMA

EXAM BOARD: City & Guilds

Get practical training for work in the travel industry. Topics: cruising, global distribution systems (Galileo), package holidays, customer service, overseas resort representatives, special interest holidays, work experience and an overseas residential (optional). Assessment is by projects, assignments, presentations, case studies and role play. With further training you could move on to the International Travel and Tourism Operations Management Foundation Degree at the College or jobs in the industry.

DURATION: 1 year, full-time.

ENTRY REQUIREMENTS: A range of GCSEs (4 or more) at grades A* - C or equivalent, to include English and Maths.

TRAVEL AND TOURISM LEVEL 3 BTEC EXTENDED DIPLOMA

EXAM BOARD: Edexcel

Comprehensive training for careers in travel and tourism. Year 1 topics: investigating travel and tourism, business of travel and tourism, the UK as a destination, customer service, the European travel market, the cruise sector, roles and responsibilities of holiday representatives, the appeal and importance of UK visitor attractions, work experience. Year 2 topics: marketing travel and tourism products and services, preparing for employment, long-haul travel destinations, entertainment for holiday makers, special interest tourism, events, conferences and exhibitions, hospitality, retail and business travel operations, residential study visit.

DURATION: 2 years, full-time.

ENTRY REQUIREMENTS: A range of GCSEs (4 or more) at grades A* - C or equivalent, to include English and Maths.





Focus on...



Hannah Nicholson

AGE:
18

COURSE:
Travel and Tourism Level 3
BTEC Extended Diploma.

PREVIOUS SCHOOL:
Manor House.

SOUNDBITE:
The College is in my local area so it's easy to get to. The teachers are great and the course is interesting.

NEXT STEP:
Look for work.

ULTIMATE AMBITION:
Work in London in the industry.

Supported Learning

CAREER PATH:

Our Supported Learning courses are designed to help people with learning difficulties to gain new practical skills and develop confidence. Students benefit from small class sizes and individual attention in a supportive environment. Courses are designed to provide practical skills in a chosen vocational subject area as well as literacy, numeracy, ICT and social and communication skills.

JOBS AND SALARIES:

Become an employee in open or supported work, improve your career chances or move on to other courses. Courses are designed to help improve career prospects, which differ according to each individual student.

CHOOSE GUILDFORD COLLEGE:

- Excellent reputation for Supported Learning courses
- Real world working environment, including Blues Café, kitchens and construction workshops
- Supportive learning environment
- High staff to student teaching ratio

IF YOU WANT TO
IMPROVE YOUR
INDEPENDENT LIVING
AND LIFE SKILLS OR
PREPARE YOURSELF
FOR EMPLOYMENT,
ONE OF OUR COURSES
MAY BE IDEAL FOR YOU.



LIFE SKILLS - ENTRY LEVEL AWARD

EXAM BOARD: Edexcel

This full-time course is designed for people with learning difficulties. The programmes of study include basic and life skills. Students have the opportunity to experience a range of vocational options in a supportive environment. Topics include: communications, English, maths, ICT, independent living and personal skills, work preparation and confidence building. This course is assessed by portfolio and if appropriate, can lead to other entry level vocational courses.

DURATION: 1 to 2 years, full-time depending on individual needs.

ENTRY REQUIREMENTS: No formal requirements however you will need to come in for a taster day which allows tutors to carry out assessments which is followed up by an interview.

CATERING AND HOSPITALITY PATHWAY - ENTRY LEVEL CERTIFICATE

EXAM BOARD: Edexcel

Entry level course in catering & hospitality covering topics such as: basic food and drink preparation, basic cooking, personal hygiene and safety in the kitchen, laundry, customer service and stock management. As part of the course, you will gain practical experience of working in our Blues Cafe preparing and serving food and drink to paying customers. You will also study functional skills in English, maths and ICT at the level appropriate to you. There will be an annual review to ensure appropriate progression.

DURATION: 1 to 2 years, full-time depending on individual needs.

ENTRY REQUIREMENTS: No formal requirements however you will need to come in for a taster day which allows tutors to carry out assessments which is followed up by an interview.

CHILDCARE AND HEALTH AND SOCIAL CARE PATHWAY - ENTRY LEVEL CERTIFICATE

EXAM BOARD: Edexcel

Entry level course in child and health and social care covering topics such as: basic child and adult care, investigating the health and social care sector, health needs, personal presentation and development skills, care regulations and current policies and procedures within the child/adult care sector. You will also study functional skills in English, maths and ICT at the level appropriate to you. There will be an annual review to ensure appropriate progression.

DURATION: 1 to 2 years, full-time depending on individual needs.

ENTRY REQUIREMENTS: No formal requirements however you will need to come in for a taster day which allows tutors to carry out assessments which is followed up by an interview.



Focus on...



Jack Saunders

AGE:
18

COURSE:
Catering and Hospitality
BTEC Entry Level
Certificate.

PREVIOUS SCHOOL:
Kings College.

SOUNDBITE:
Had a great two years,
made lots of new friends,
tutors very helpful. Taken
part in lots of activities
include work experience at
the University of Surrey in
the kitchen.

NEXT STEP:
Level 1 VRQ Catering.

ULTIMATE AMBITION:
Be a chef.

INFORMATION AND COMMUNICATIONS TECHNOLOGY PATHWAY - ENTRY LEVEL CERTIFICATE

EXAM BOARD: Edexcel

Entry level course in ICT covering topics such as: IT user fundamentals, using the internet, using emails, using mobile devices, design and imaging software, desktop publishing software, presentation, spreadsheet and word processing software, using the internet. You will also study functional skills in English, maths and ICT at the level appropriate to you. There will be an annual review to ensure appropriate progression.

DURATION: 1 to 2 years, full-time depending on individual needs.

ENTRY REQUIREMENTS:

No formal requirements however you will need to come in for a taster day which allows tutors to carry out assessments which is followed up by an interview.

RETAIL PATHWAY - ENTRY LEVEL CERTIFICATE

EXAM BOARD: Edexcel

Entry level course in retail covering topics such as: basic retail skills, producing a product, service skills, running an ongoing enterprise project and investigating the retail working environment. There may also be opportunities to participate in work experience within the retail environment. You will also study functional skills in English, maths and ICT at the level appropriate to you. There will be an annual review to ensure appropriate progression.

DURATION: 1 to 2 years, full-time depending on individual needs.

ENTRY REQUIREMENTS:

No formal requirements however you will need to come in for a taster day which allows tutors to carry out assessments which is followed up by an interview.

PRACTICAL PATHWAY - ENTRY LEVEL CERTIFICATE

EXAM BOARD: Edexcel

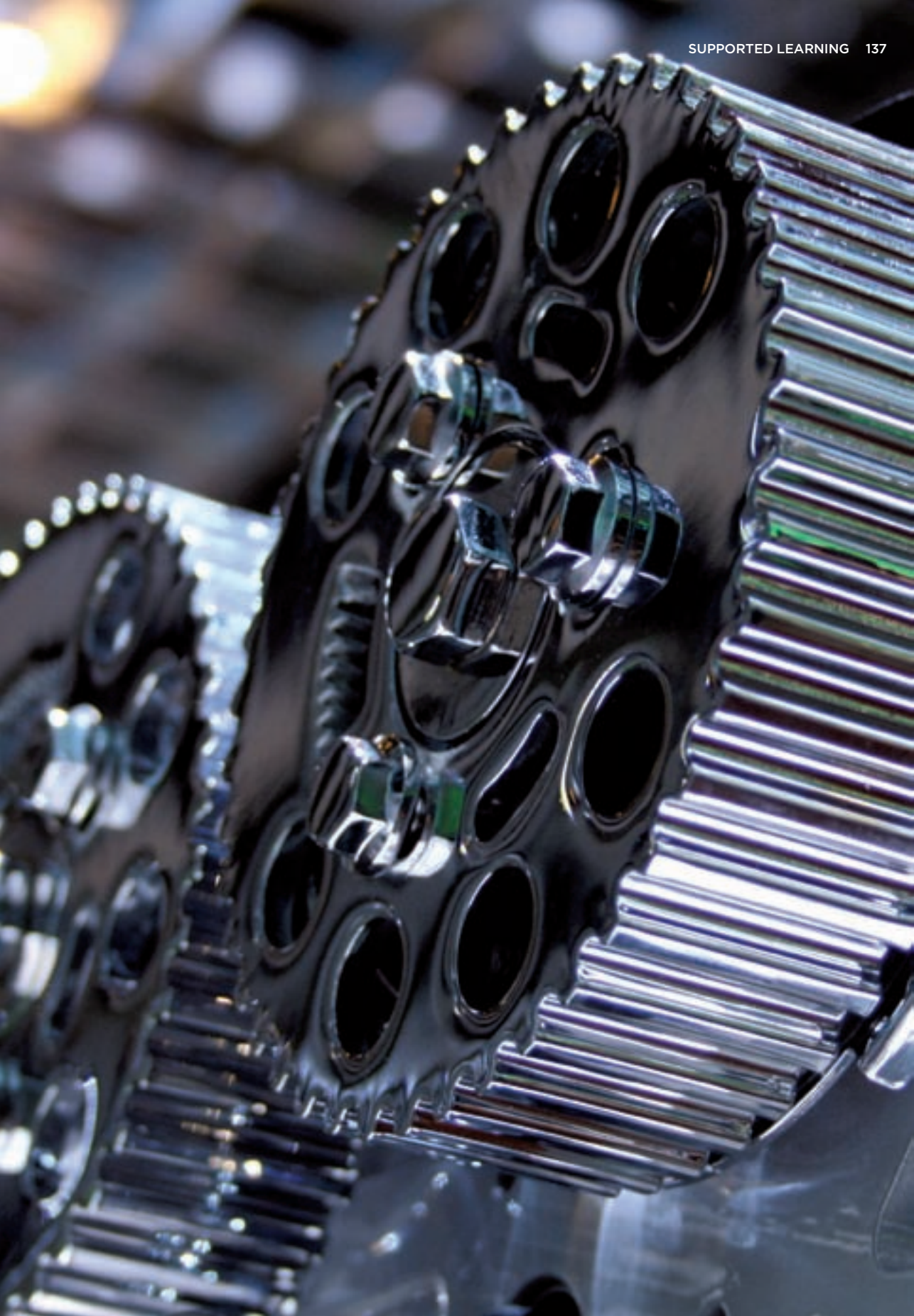
Entry level course in construction and motor vehicle covering topics such as: basic construction skills e.g. painting and decorating, carpentry, brickwork, participating in the care of a motor vehicle, decorating household goods and producing a product. You will also study functional skills in English, maths and ICT at the level appropriate to you. There will be an annual review to ensure appropriate progression.

DURATION: 1 to 2 years, full-time depending on individual needs.

ENTRY REQUIREMENTS:

No formal requirements however you will need to come in for a taster day which allows tutors to carry out assessments which is followed up by an interview.







Vocational Studies

VOCATIONAL STUDIES BTEC LEVEL 1 DIPLOMA OR CERTIFICATE EXAM BOARD: Edexcel

If you haven't got the grades you need to start a Level 1 or Level 2 Diploma, this course will develop your experience and ability in different vocational sectors. You'll learn the knowledge and skills you need in order to move on to study further or for entering the workplace. Study more than one vocational area to give you more choice for future progression. You can choose four subjects from: travel and tourism, child care, health care, hospitality and catering, construction or hair and beauty at Guildford College or animal care and sport studies at Merrist Wood. During the course you will also study maths and English functional skills.

DURATION: 1 year, full-time.

ENTRY REQUIREMENTS:
No formal requirements.

4TF - FOR THE FUTURE

Designed as a fresh new approach to get you motivated, informed and more independent, this course will help to enhance your life and work skills. You'll get an individual programme that might include careers guidance, personal and social development, community projects, vocational options, job searching, problem solving and work skills. You will also study functional skills in English, maths and ICT at the level appropriate to you. This scheme allows you to have the opportunity for part-time work. You will have regular reviews including a moving on plan where you could possibly progress on to an Apprenticeship, Level 1 course, or full-time employment.

DURATION: 3 days per week for 18 weeks.

ENTRY REQUIREMENTS:

No formal requirements however you will need to come in for a taster day which allows tutors to carry out assessments which is followed up by an interview.

The Student Charter

As a student of Guildford College we want you to:

Be successful

Be safe and healthy

Enjoy and achieve

Make a positive contribution



WE WANT YOU TO BE SUCCESSFUL AT COLLEGE AND WE WILL:

- Respect you as a valuable member of the College community
- Deliver high quality lessons that are well prepared and interesting
- Be punctual for all lessons and give you good notice of any changes
- Provide a supportive personal tutor to guide you through your studies
- Discuss and agree an individual learning plan with you and identify any additional help and support based on your needs
- Provide you with an assessment plan at the start of your course
- Mark your work and hand it back within agreed timescales and provide constructive feedback
- Communicate relevant information to you in an appropriate and timely manner
- Switch off mobile phones during teaching, unless otherwise agreed
- Value any comments or feedback you may have about your College experience and respond to these promptly
- Be consistent and fair in how we treat you
- Model the behaviours we expect from you
- Support your learning through access to a wide range of learning resources
- Ensure the College is a safe and healthy place to learn
- Actively involve you and your student representatives in reviewing, shaping and improving your College experience
- Offer opportunities to participate in a range of enrichment and social activities
- Provide access to advice, guidance, financial support, welfare and counselling services
- Challenge you if we feel you are not achieving your potential

IN ORDER TO BE SUCCESSFUL YOU WILL BE EXPECTED TO:

- Treat fellow students, staff and College property with respect at all times
- Attend and arrive on time for all timetabled lessons and activities (unless authorised in advance)
- Value and respond positively to constructive feedback
- Make use of help that may be identified to support your learning and well-being
- Attend lessons properly equipped and prepared including bringing a pen, paper and other basics
- Complete and hand in work within the agreed timescales
- Participate constructively and actively in learning
- Behave appropriately at all times not using offensive language and actions
- Ensure you keep areas you use clean, tidy and litter free and do not consume food or drink in teaching and learning areas
- Switch off your mobile phone and music players in teaching and learning areas unless agreed otherwise, these can be left in the secure locker facilities rather than brought to class
- Carry your College ID cards at all times and produce it on request
- Comply with Health and Safety regulations at all times
- Adhere to the College's smoke free policy by only smoking in permitted areas
- Keep yourself and others safe by not bringing alcohol, illegal drugs or weapons onto College premises
- Encourage and support other students in being successful at College by reminding them of this agreement
- Represent the College positively at all times

During your induction your personal tutor will discuss the Student Charter/Agreement with you and explain anything that you may not understand. If the College feels that you are not meeting your obligations under this Charter/Agreement this will be addressed either by your personal tutor or through the Student Disciplinary process depending on the issue.

If you feel that the College is not meeting your obligations under this Charter/Agreement you should make us aware of this through either your personal tutor, student representative, Students' Union or the complaints procedure.

EQUALITY AND DIVERSITY

Guildford College is committed to the principles of equality and diversity for its learners and staff.

Guildford College will ensure that no student receives less favourable treatment, directly or indirectly, on the grounds of age; colour; creed; disability; ethnic or national origin; religion or belief; gender; marital or parental status; race or sexual orientation.

SO WHAT DOES THIS MEAN FOR ME?

You should feel that you are valued as an individual.

You should feel welcome in the College.

You should feel safe, make others feel safe and encourage all students to act responsibly.

THIS MEANS - NO DISCRIMINATION!

No-one should be treated badly because of their gender, age, nationality, sexual orientation, race, ethnicity, or belief.

THIS MEANS - NO BULLYING OR HARASSMENT!

Make sure no-one feels unhappy, uncomfortable, or unsafe because of your words, actions or looks. If you experience discrimination in any form, contact your personal tutor or one of the Student Services Team immediately or email besafe@guildford.ac.uk

Everyone matters

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

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

The College encourages and supports a society in which:

- People's ability to achieve their potential is not limited by prejudice or discrimination.
- There is respect for and protection of the dignity and worth of each individual.
- Each individual has an equal opportunity to participate in education and training.
- There is mutual respect between groups based on understanding and valuing of diversity and on shared respect for equality and human rights.
- Everyone is treated fairly with regard to procedures, assessments and choices and encouraged to achieve their learning aims.

Q. IS ADDITIONAL SUPPORT PROVIDED?

A. Yes. There is funding for certain students to access the Additional Learning Support Team. ALS provides support for a variety of learning difficulties and/or disabilities. Please let us know any support needs you have before coming to the College or applying for a course. You will be assessed for eligibility. For more information Tel: **01483 44 87 17**.

Q. WILL INFORMATION ABOUT MY NEEDS BE TREATED CONFIDENTIALLY?

A. Yes. It will only be shared with others who need to know in connection with your education in accordance with the Data Protection Act.

Q. CAN I HAVE SPECIAL ARRANGEMENTS FOR EXAMS?

A. Yes. This could be in the form of extra time, use of a word processor, a scribe, modified exam papers, rest breaks, a separate room or someone to read the paper to you. The College must provide evidence that this is necessary and you may need to be assessed. Let us know as soon as possible so that we can request concessions with the appropriate exam board.

Q. HOW WILL SUPPORT BE PROVIDED?

A. Support is provided in different ways, including dyslexia tutors, visual and hearing specialists and signers, advocacy, support for students with Aspergers, notetakers and learning support assistants. You may need:

- Specialist support
- Help 'on programme' within the group
- Extra 1:1 sessions
- Special equipment
- Adaptation of materials

Q. I HAVE MOBILITY PROBLEMS. WILL I BE ABLE TO GET AROUND THE COLLEGE EASILY?

A. The College has lifts to upper floors in most cases and accessible toilets. Please contact us if you have access requirements so that we can be prepared and help to support you.

Q. I HAVE TO FOLLOW A SPECIAL DIET. WHAT DO I DO?

A. Contact the Catering Manager to discuss your requirements or to find out more information about ingredients and alternatives.

Tel: **01483 44 85 80**.





It's been a great experience. I've learned a lot about the performing arts.

BEN DEARDEN, 18,
PERFORMING ARTS (ACTING)
LEVEL 3 BTEC EXTENDED
DIPLOMA

Other information

WHAT TO PAY

If you're 16-18, a British or European Union resident and on a full or part-time government-funded Further Education course there are normally no tuition, exam or registration fees.

Your course may have any or all of the following fees attached to it:

- Tuition fees
- Awarding body registration fees
- Exam fees
- Criminal Records Bureau (CRB) checking fee (if necessary)
- Other costs (such as books and trips)

Courses with a strong practical emphasis may require appropriate clothing and equipment. You should contact the College before purchasing these items, as equipment must conform to health and safety regulations.

On enrolment you must make either:

- Full payment
- Sign a binding agreement to pay by instalments, or
- Provide an 'Authorisation to Invoice' form, signed by your employer

Your place on the course is not secure until one of these actions has been taken.

HOW TO PAY

Payment can be made by:

- Cash (payable in person and not by post)
- Credit or debit card
- Bank transfer

OTHER FEE INFORMATION

Tuition fees will not be refunded or waived after the published start date of the course, other than in very exceptional circumstances. Students are liable to pay any exam resit fees. The fee policy and arrangements may vary for courses delivered in partnership with other partners. Any variations to the published fees must be agreed in writing by the Director of Finance.

IMPORTANT NOTE

All fees and other information are current at July 2011, but are subject to change through Government policy or for unforeseen reasons at the College's absolute discretion. The fee payable is the fee applicable at the date of enrolment. Government policy on entitlement to fee reductions and tax or benefit rules is subject to change. The information printed reflects the College's understanding at the time of going to print but you should check with the College for the latest details before enrolment.

COLLEGE CHARTER AND POLICIES

The College Charter outlines the quality of service you should expect from the College and what the College expects from you. The Student Handbook provides general information about the College and its services (both are distributed during induction). There is a strong commitment to quality throughout the organisation.

The following documents are available:

- Admissions Policy
- Assessment Policies
- Attendance and Punctuality Policy
- Computing Facilities - policies relating to the use of the College network
- Disciplinary Policy and Procedures (include the College Code and Student Code of Conduct)
- Equality and Diversity Policy and Single Equality Scheme
- Guidance Policy
- Health and Safety Policy
- Learner Agreement
- Tuition Fees Policy

DISCLAIMER

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 College 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.

The fees and financial information in this prospectus are correct at the time of publication but may be subject to change - you are advised to check the website prior to enrollment. All student acceptances are provisional in the first instance. The College does not intend by publication of this prospectus to create any contractual or other legal relation with applicants, accepted students, advisers or any other person.

Registration at the College is on the understanding that the College Management cannot accept responsibility for the consequences of any errors or omissions. The College reserves the right to cancel, suspend, modify or change programmes, facilities, services or venues in any way and cannot accept legal or financial liability arising as a result. Facilities, terms and conditions may vary where courses are offered in partnership or association with other organisations. You should check details with the relevant organisation before enrolling.

FREEDOM OF INFORMATION

The College complies with the Freedom of Information Act 2000, which promotes openness and accountability across the public sector, by requiring all public authorities to make information available proactively, through a publication scheme. For more information write to the Director of Information Services or Tel: **01483 44 86 23**. Please note that information requests may be subject to an administration fee.

DATA PROTECTION ACT 1998

Information you provide to the College will be passed to the Higher Education Funding Council for England (HEFCE), Skills Funding Agency (SFA) and the Young People's Learning Agency (YPLA). All are registered under the Data Protection Act 1998. Information will also be shared with other organisations for the purpose of administration, careers and other guidance, statistical and research purposes, in line with the College's Data Protection Policy. At no time will your personal information be passed to organisations for marketing or sales purposes.

From time to time students are approached to take part in surveys by mail and phone, which are aimed at enabling HEFCE, the YPLA and the SFA and their partners to monitor performance, improve quality and plan future provision. Please let us know on your application/enrolment form, by ticking the relevant box, if you do not wish to be contacted by HEFCE, YPLA and the SFA or their partners in respect of surveys and research.

COMPLIMENTS AND COMPLAINTS

Guildford College is committed to providing high quality services and continuous improvement. Comments, concerns, complaints and compliments are an important and valuable source of information enabling us to improve our service to you.

A complaints procedure is available from your personal tutor/mentor and on the College website under Charter and Policies. The procedure is made available during induction to inform you of what to do if you wish to make a complaint. In the first instance make an approach to the area with which you have a problem, to allow them to resolve it. If you are dissatisfied once you have exhausted the process (which is explained in the procedure), you may appeal to the Principal for a final decision. Compliments may be emailed to **studentvoices@guildford.ac.uk**

INSURANCE

The College cannot accept responsibility for loss or damage to possessions and property. Students should have insurance cover for belongings left on the premises.

SMOKING, DRUGS AND ALCOHOL

Guildford College buildings, entrances and grounds are now smoke free zones. You are only permitted to smoke in the designated smoking areas. The College has a 'zero tolerance' approach to drug, substance and alcohol misuse, reserving the right to suspend any student found to be in possession of or supplying illegal drugs.

How to find us





I chose Guildford College and this course in particular for the different avenues of media you can learn about through it. Also I really enjoyed expressing my creative side in each aspect of the course.

Hannah Williams, 19

Media Level 3 BTEC Extended Diploma.



GUILDFORD COLLEGE
STOKE ROAD
GUILDFORD
SURREY
GU1 1EZ

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

FIND US:
OFFICIAL
GUILDFORD
COLLEGE

THIS PROSPECTUS CAN BE MADE
AVAILABLE IN OTHER FORMATS

