

GUILDFORD college
merrist wood and stoke park



HIGHER EDUCATION PROSPECTUS 2011:12

FULL & PART-TIME FOUNDATION/DEGREES · HNCs · HNDs · PROFESSIONAL COURSES

"I CANNOT WAIT TO
GRADUATE AND EXPLOIT
MY KNOWLEDGE TOWARDS
MY FUTURE PROFESSIONAL
CAREER GOALS!"

NAMOOI AVACHAI,
HOSPITALITY MANAGEMENT
FOUNDATION DEGREE FdA

THE FACTS

94%

OF OUR STUDENTS SAID GUILDFORD COLLEGE WAS THEIR FIRST CHOICE FOR THEIR COURSE

£1,000

CHEAPER TUITION FEES THAN MOST OTHER INSTITUTIONS

£160K

MORE: THE AVERAGE GRADUATES EARN OVER THEIR WORKING LIFETIME COMPARED TO NON-GRADUATES

43

MEDALS HAVE BEEN WON BY OUR STUDENTS AT ROYAL HORTICULTURAL SOCIETY SHOWS SINCE 1973

68

IS THE AGE OF OUR OLDEST HIGHER EDUCATION STUDENT, 17 IS THE AGE OF OUR YOUNGEST

10%

OF OUR STUDENTS ARE FROM BLACK AND MINORITY ETHNIC GROUPS

CONTENTS



1	THE FACTS	25	ENTRY REQUIREMENTS
2	CONTENTS	26	UNIVERSITY PARTNERS
4	CHOOSE GUILDFORD	28	APPLYING
6	FEEES AND FINANCE	30	MERRIST WOOD COURSES
8	FINANCIAL SUPPORT	32	ANIMAL BEHAVIOUR AND WELFARE
10	RESOURCES MERRIST WOOD	36	ANIMAL MANAGEMENT
12	RESOURCES STOKE PARK	40	OUR STUDENTS
14	EAT, SLEEP, DRINK	42	EQUINE MANAGEMENT
16	STUDENT SUPPORT	46	GARDEN DESIGN
18	EVERYONE MATTERS	50	OUR STUDENTS
20	GRADUATION	52	GOLF MANAGEMENT
22	INTERNATIONAL STUDENTS	56	STOKE PARK COURSES
24	QUALIFICATIONS EXPLAINED		

- 58 BUSINESS
- 64 COMPUTING
- 66 OUR STUDENTS
- 68 CONSTRUCTION
- 74 COUNSELLING
- 80 EARLY YEARS
- 84 HOSPITALITY
MANAGEMENT
- 86 OUR STUDENTS
- 88 MEDIA
- 90 TEACHING
- 92 TRAVEL AND
TOURISM
- 94 PROFESSIONAL
COURSES
- 96 ACCOUNTING



- 98 CONSTRUCTION
- 100 FLORISTRY
- 102 GARDEN DESIGN
- 104 HEALTH AND SAFETY
- 106 HEALTH AND
SOCIAL CARE
- 110 LAW
- 112 MANAGEMENT
- 114 MARKETING
- 116 PERSONNEL
- 118 PURCHASING
AND SUPPLY
- 120 TEACHING
- 124 OTHER INFORMATION
- 126 INDEX
- 128 OPEN DAYS



CHOOSE GUILDFORD...

1 **VERY COMPETITIVE FEES!**

Save up to £1,000 a year in comparison to most other universities

2 **HELP WITH FEES FOR THOSE WHO NEED IT:**

If you're a full-time Higher Education student you may be eligible for a government Maintenance or Special Support Grant to help with accommodation and living costs. You could also get a tuition fee loan. Our Access to Learning Fund may be able to help those who experience financial difficulties to help pay for essentials

3 **THE STAMP OF APPROVAL:**

Our Higher Education courses are validated by leading Universities Surrey, Kingston, London South Bank and Greenwich, whilst our professional qualifications are accredited by the major industry awarding bodies including the Chartered Institute of Marketing and the Chartered Institute of Building

4 **EMPLOYER-ENDORSED COURSES:**

We work closely with employers and government agencies to ensure our courses are delivering the skills and knowledge required in the workplace

5 **LOCAL, NATIONAL AND INTERNATIONAL WORK PLACEMENTS:**

Students have recently been to Cameroon in West Africa to work with Chimpanzees and other primates, Surrey Wildlife Trust, UK Wolf Conservation Trust, Racing Post newspaper in London's Canary Wharf, Bloomberg, Riverside TV Studios, Pro Drive iT, Cowdray Park Golf Club and the Royal International Horse Show

6 **FLEXIBLE LEARNING OPPORTUNITIES:**

Our courses are available on a full and part-time basis, providing the option to combine work, home or family life and study time

7 **TAILOR-MADE STUDENT SUPPORT:**

Individual and group tutorials, personal development planning and small class sizes in a relaxed and friendly environment

8 **SPECIALIST FACILITIES:**

High quality teaching and learning areas, with dedicated IT facilities and space for group and personal learning

9 **AN AWARD WINNING TRADITION:**

Students have recently won medals at RHS Chelsea, London and Hampton Court Flower Shows, the Spring Floral Event, the Inter-college Equine Competition and the Association of Colleges' College Week Film Competition

10 **EASILY ACCESSIBLE BY ROAD, RAIL AND BUS:**

Both campuses can be easily reached by bus or train. Buses stop in front of Stoke Park Campus and Merrist Wood Campus has a subsidised bus service from the train station. Trains stop at Guildford and London Road stations. The A3 and M25 provide easy access road links and there are student car parks with limited student parking on both campuses

FEES AND FINANCE INFORMATION

STUDYING HIGHER EDUCATION OR A PROFESSIONAL QUALIFICATION COULD BE ONE OF THE BEST INVESTMENTS YOU MAKE. NOT ONLY WILL IT DEVELOP YOUR KNOWLEDGE AND SKILLS, BUT GAINING A HIGHER LEVEL QUALIFICATION WILL HELP YOU TO INCREASE YOUR EMPLOYABILITY AND EARNING POWER.

TUITION FEES

We want to make it easier for you to succeed and for as many people as possible to have an opportunity to access Higher Education. We believe that our tuition fees are competitive compared with other colleges and universities.

Full-time Higher Education students may apply for the low interest government loan scheme for help with tuition fees. They will then pay the fees to us on your behalf whilst you are studying. You only start making loan repayments after you have left college or university and are earning over £15,000 a year.

For more information

visit: www.direct.gov.uk/studentfinance
or Tel: 0845 30 05 090.

Both full-time and part-time students must either make full payment or sign a binding agreement to pay by instalments on enrolment each year. A direct debit option is available, subject to an administration or interest charge.

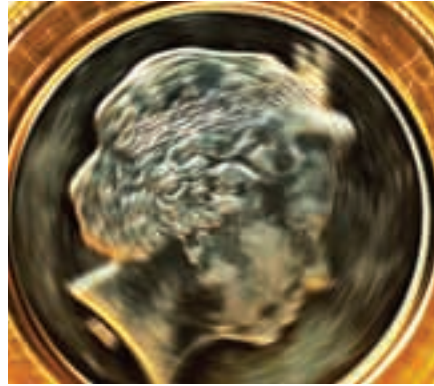
Your course may have any or all of the following fees attached to it:

- Tuition fees
- Awarding body registration fees
- Exam fees
- Essential materials costs
- Criminal Records Bureau (CRB)/Independent Safeguarding Authority (ISA) checking fee (if necessary)
- Other costs (such as books and stationery)

In addition all students pay an annual College administration fee payable once each year, regardless of the number of courses taken.

Methods of payment are by cash (payable by person and not by post), debit or credit card, bank transfer or instalment payments by direct debit (a single arrangement fee will be added to the first instalment payable on enrolment).





FRANCHISED COURSES

Our Counselling courses, Construction BSc and PGCE/PCE are franchised by the Universities of Greenwich and London South Bank. As such, these courses are subject to the fee rates of the relevant validating universities and are payable direct to them.

INTERNATIONAL STUDENTS

A separate fee scale applies to international students. International fees apply to you if your permanent residence is outside the UK or European Union.

If you are an international student and would like more information about fees, contact our International Centre **Tel: 01483 44 86 90** or **email: international@guildford.ac.uk**

SPONSORED STUDENTS

If your employer is paying your fees on your behalf, you need to make sure that the College receives signed, written evidence or an 'authorisation to invoice form', on a yearly basis. If no authorisation form is produced, you will become liable for full payment of the fees.

IMPORTANT NOTE

All fees and other information are current as at April 2010, 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. Please check with the College for the latest information before enrolment.

**FOR MORE INFORMATION ABOUT FEES AND FINANCE,
PLEASE CONTACT THE FINANCE TEAM
TEL: 01483 44 85 26 OR EMAIL: FINANCE@GUILDFORD.AC.UK**

FINANCIAL SUPPORT



FOR HIGHER EDUCATION STUDENTS

At Guildford College, we are committed to encouraging everyone who has the ability to study at the College to be able to do so whatever their financial circumstances. We want to support your studies and make it easier for you to succeed. The main types of financial support you may be able to get are:

- A government Maintenance Grant or Special Support Grant (up to £2,906 for 2010/11)
- A Tuition Fee Loan to cover your fees in full (up to £3,290 for 2010/11)
- College Access to Learning Fund

THE COLLEGE IS ALWAYS
LOOKING FOR OTHER WAYS
TO HELP OUR STUDENTS.

CHECK OUR WEBSITE
AT WWW.GUILDFORD.AC.UK
FOR NEW INITIATIVES.

FINANCIAL ADVICE

Finding your way through student finance can be a bit of a minefield. Even before you start your studies, Guildford College's Student Services Team can provide information and guidance on finance and budgeting.

For more information or to find out about the Access to Learning Fund contact our Student Services Team **Tel: 01483 44 85 60** or **email: studentservices@guildford.ac.uk**

For more information or to find out about grants, loans and extra help contact Student Finance England **Tel: 0845 30 05 090** or **visit: www.direct.gov.uk/studentfinance**

MAINTENANCE GRANT AND SPECIAL SUPPORT GRANT

Around half of all full-time students are likely to be eligible for a yearly government Maintenance Grant or Special Support Grant to help with accommodation and other living costs of up to £2,906 for 2010/11. The amount of the grant depends on your household income, any benefits you are currently receiving and the year of study, but whatever the amount it does not have to be repaid after you graduate. Grants are normally paid in three instalments, one at the start of each term, directly into your bank account.

TUITION FEE LOAN

Full-time students can apply to Student Finance England for help with tuition fees. They will then pay the fees to the College on your behalf while you study here. You can also apply for a loan towards your living costs. You only start making loan repayments after you have left college and are earning over £15,000 a year.

ACCESS TO LEARNING FUND

The Access to Learning Fund is a government funding scheme given to universities and colleges to help students who experience financial difficulties during the course of their studies. It can help towards paying for childcare, books, travel and other necessities.

EXTRA HELP

Extra help is available for students with a disability, mental health condition or specific learning difficulty, and for students with children or adult dependants.



Merrist Wood's **400 acre estate** incorporates woodlands, wetlands, livestock, gardens and grasslands in a rural setting. The **Campus nursery** produces a wide range of plants and there are **well equipped design studios and workshops**. An 18-hole adjoining privately-owned championship **golf course** has a luxury clubhouse and well-equipped green keepers complex for student use.

RESOURCES

MERRIST WOOD





Our indoor riding arena is one of the largest of any college in the country and has been chosen as a pre-Olympic training venue for the London 2012 Olympic Games. It hosts BSJA show jumping, dressage, lecture demonstrations and clinics by leading trainers and riders. The Animal Management Centre has specialist areas for large, small and exotic animals.

In addition, the Campus has a squash court, outdoor tennis court, netball and basketball court, a multi-gym, sports pitches and cross-country courses for horse riding and walking. Woody's Den, the student recreation area, hosts a range of games including table tennis, table football, board games, themed parties, quiz nights and live music.



The Learning Resource Centre provides specialist reading and research materials including journals, books, newspapers and DVDs. Many resources can be accessed remotely from the College virtual learning environment and study facilities are provided for group, individual and computer work. The Higher Education Centre also facilitates and supports study and learning.





Stoke Park's proximity to Guildford town centre and to the capital make it an ideal starting point for those seeking a career in the business world. The Campus has a modern business suite and over 1,050 networked, internet-enabled computers. Students also have wireless access and e-learning opportunities via our virtual learning environment.

RESOURCES STOKE PARK





For media students there are **professional TV and Apple Mac studios and a digital production suite** with page production, print original and digital editing features. **Purpose built construction workshops** equipped with modern machinery and technology and dedicated computer-aided design facilities for 2D and 3D are available to those studying construction.

Our travel and tourism resources have long been recognised as outstanding and include an **air cabin crew training room** in the form of a simulated aircraft, **live computerised airline reservation systems and a communications centre**. The Campus also has **industry standard training kitchens and a restaurant** open to the public, staffed by catering and hospitality students.



The **Learning Resource Centre** is a **bright, modern learning environment** with study zones for group, silent and computer work. A comprehensive collection of textbooks, journals, newspapers and audiovisual materials are available, **many accessible online**. A dedicated **Higher Education Centre** facilitates and supports your studies with lecture rooms, computers and a social area.



EAT, SLEEP, DRINK



BRIGHT LIGHTS

Guildford is one of the country's foremost locations for living, shopping, entertainment, commerce and industry. A huge range of restaurants, pubs and bars cater for all pockets and palates. The nine-screen Odeon cinema features the latest in film. For live performances there are two theatres and various music venues.

Nearby Spectrum is one of the biggest and best leisure centres in the country. Shopaholics will love the busy streets, regular markets and festivals. Culturally, there is a castle, gallery, museum and National Trust houses, all set in beautiful surroundings. After all this, London is only 40 minutes away by train.



STUDENTS' UNION

The Students' Union organises recreational, social and charity events throughout the year starting with fresher's week and culminating in the summer ball. The SU is run by students for students, so the more actively involved you are the more fun you have! We want you to enjoy your time at College to the max. Make the most of the activities on offer, get your voice heard and don't forget to apply for an NUS Extra Card which will get you discounts at Spectrum, HMV, O2 and others.

ACTIVZONE

ActivZone Gym is open seven days a week offering special student rates. Friendly, fully qualified staff are always on hand and facilities include an indoor climbing wall, cable machine, free weights and lots of classes. Tel: 01483 44 86 66, visit: www.activzone.co.uk or drop in to the ActivZone at Stoke Park.



FOOD AND DRINK

At Stoke Park the Food Zone provides the central meeting point and includes the shop, selling snacks, confectionery, drinks and newspapers, open 8.30am-8pm Monday to Thursday and 8.30am-5pm Friday; the Café, selling fast food and veggie options, open 8am-2pm Monday to Friday; Dine, which serves main meals at lunchtimes and the Juice Bar offering drinks and snacks Monday to Friday 10.30am-2pm.

At Merrist Wood the Landscape Snack Bar offers snacks and drinks from 8am-2pm. The Courtyard Snack Bar offers hot and cold snacks and drinks, open 8.30am-4pm. The Café Bar provides coffees, teas, sandwiches and cakes between 2.30-10.30pm, with alcoholic drinks also available at limited times. Woody's provides breakfast, lunch and evening meals including vegetarian and healthy options between 8am-2pm and 5pm-6.30pm.



ACCOMMODATION

The Halls of Residence are situated in a woodland setting at Merrist Wood. We offer single study bedrooms with shared facilities and internet access and recreational activities. For more details

Tel: 01483 88 40 93 or visit the Student Services section of our website at www.guildford.ac.uk

BOOKSHOP

The on-site bookshop at Stoke Park is stocked with course textbooks, stationery, cards and other necessities.

REPROGRAPHICS

Reprographics at Stoke Park offers black and white and colour photocopying, binding and laminating facilities for student assignments. Copying facilities are also available in the Learning Resource Centres.

STUDENT SUPPORT

“I FOUND THE TUTORS, THE ADDITIONAL LEARNING SUPPORT AND THE LEARNING RESOURCE CENTRE VERY SUPPORTIVE AND ENCOURAGING, PROVING INVALUABLE TO MY LEARNING.”

MERIE SHARMAN, COUNSELLING (HUMANISTIC) FOUNDATION DEGREE FdA



ADDITIONAL LEARNING SUPPORT

A range of specialist services, equipment and resources are available if you have learning difficulties and/or disabilities (including dyslexia). If you would like to discuss support, please contact the Additional Learning Support Team
Tel: 01483 44 87 17 (Stoke Park Campus),
Tel: 01483 88 40 17 (Merrist Wood Campus) or visit www.guildford.ac.uk

COUNSELLING

If you have personal or emotional worries affecting your study you can get free, confidential counselling from our counsellors.

TUTORIALS

All students are allocated a personal tutor to support their personal, professional and academic development through induction, regular meetings, work reviews, progression, careers advice and the completion of a personal development plan.

RELIGION

Students from all faiths and cultures are welcomed by the College. Support can be offered to students from a variety of faiths and cultures. For more information contact the Student Liaison Advisers. The Retreat at Stoke Park Campus is a dedicated room set aside for prayer, meditation or quiet reflection.

CAREERS SERVICE

Careers guidance is available before, during and towards the end of your course. The Careers Team, a variety of computer programmes and the open access careers library will help to broaden your knowledge of future opportunities and answer your queries regarding CVs, interview techniques, applications to university and course transfers.

STUDENT LIAISON ADVISERS

Book an appointment or drop in to see a Student Liaison Adviser, who can offer support and advice on personal issues that may be affecting your studies.





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.

FOR MORE INFORMATION
PLEASE VISIT OUR WEBSITE
WWW.GUILDFORD.AC.UK

Q. Does the College provide additional support?

A. Yes. There is funding for certain students to access the Additional Learning Support Teams at Stoke Park and Merrist Wood Campuses. 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 contact Stoke Park **Tel: 01483 44 87 17** or Merrist Wood **Tel: 01483 88 40 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. 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. All teaching at Merrist Wood is carried out at ground floor level. Stoke Park has lifts to upper floors in most cases. Both Campuses have accessible toilets. Please contact the College if you have an access issue so that we can be prepared and help to support you.

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. I have to follow a special diet. What do I do?

A. Contact the Catering Manager in the food outlets at either campus to discuss your requirements or to find out more information about ingredients and alternatives. For more information contact Stoke Park **Tel: 01483 44 85 80** or Merrist Wood **Tel: 01483 88 40 83**.

GRADUATION CEREMONY

ANNABEL CROFT AND OUR GRADUATES

EVERY YEAR WE INVITE GRADUATING STUDENTS FROM OUR HIGHER EDUCATION AND PROFESSIONAL COURSES TO A PRESTIGIOUS GRADUATION AND AWARDS CEREMONY. STUDENTS ARE ALSO INVITED TO GRADUATE FROM THE UNIVERSITIES OF SURREY, KINGSTON, LONDON SOUTH BANK AND GREENWICH, DEPENDING ON THEIR COURSE

“WHAT MATTERS IS THAT YOU FOCUS ON YOURSELF RATHER THAN WHAT OTHERS THINK...DON'T LET ANYONE TELL YOU WHAT YOU CAN OR CANNOT DO AND MAKE THOSE CHOICES FOR YOU.”

ANNABEL CROFT, FORMER BRITISH TENNIS CHAMPION AND TV PERSONALITY, SPEAKING AT LAST YEAR'S CEREMONY





INTERNATIONAL STUDENTS

THE COLLEGE IS PLEASED TO WELCOME STUDENTS FROM ALL OVER THE WORLD. WE CURRENTLY HAVE STUDENTS FROM OVER 90 COUNTRIES.



The College has an excellent reputation for its Higher Education courses and has close links with many universities in the UK. The main benefit of studying at a college compared to a university is that you get more teaching, tutorial support and pastoral assistance. The qualification provided by our partner universities is the same whether you study at Guildford College or at the university.

INTERNATIONAL SERVICES

Our services include a dedicated International Centre; airport transfer; induction and orientation programme; accommodation arrangement; help with job hunting, banking, insurance and health service registration; welfare support; free membership of the International Club and a regular social programme and free membership of the Past Students Association (PSA).

INTERNSHIPS/PROFESSIONAL DEVELOPMENT CERTIFICATES

We may be able to offer the opportunity to study flexible semester-based programmes in Business, Travel and Tourism, Hospitality Management and Media. You can combine study on our degree programmes with the opportunity of some work experience.

ENTRY REQUIREMENTS AND LANGUAGE SUPPORT

Our minimum entry requirement is IELTS 6.0, TOEFL 550 (Computer 213) or Cambridge FCE grade C. For international students studying full-time programmes, English language support classes are available. Pre-sessional English is available if you do not currently meet the English Language entry requirements.

UNIVERSITY ACCESS PROGRAMME

Our University Access Programme is designed as a one year preparation for Higher Education courses in Business and Management, Hospitality and Tourism, IT, Media and Design, Science and Technology. The course has three progression routes providing access to the first year of a Degree, a 'top up' third year of a Degree or Access to a Masters degree - the Pre-Masters, depending on your previous qualifications. You will learn English skills, study and research methods, cultural and work orientation, personal development and one of the five specialist subject options.

VISAS

The UKBA has recognised Guildford College as a 'Rated Highly Trusted Sponsor' on their Tier 4 List of Registered Sponsors. Our sponsorship licence number is JWVC76VJ7. Once we have processed your application and received a deposit for your course we will issue a Confirmation of Acceptance for Studies (CAS) number. You can then apply for an Adult Student Visa to obtain entry clearance to the UK for studies. The £10 fee for the CAS will be paid by Guildford College. If your application is refused, your deposit will be refunded less the £10 CAS fee.

MORE INFORMATION INCLUDING INTERNATIONAL FEES

Tel: +44 (0)1483 44 86 90/93 or Email: international@guildford.ac.uk



QUALIFICATIONS EXPLAINED

AT GUILDFORD COLLEGE WE OFFER A RANGE OF VOCATIONAL QUALIFICATIONS DESIGNED TO PREPARE YOU FOR YOUR CAREER, WITHIN A SUPPORTIVE ENVIRONMENT.

FOUNDATION DEGREES

Foundation Degrees integrate academic and work-based learning through close collaboration between employers and educational institutions. They are designed to meet the needs of industry and supported by employers who want employees who can make an immediate contribution to their business and impact on their bottom line. A valid qualification in their own right, you can also use them as entry to degree programmes.

HIGHER NATIONAL DIPLOMAS (HNDs) AND HIGHER NATIONAL CERTIFICATES (HNCs)

HNDs and HNCs are vocational qualifications designed to develop practical and theoretical skills and knowledge in your chosen subject. They are highly valued by employers and can lead directly to employment in a specific area. Some HNCs can be used as entrance to the second year of a degree course and some HNDs allow direct entry to the third year.

DEGREES

Degrees are made up of different modules that combine to make the overall qualification, awarded as an ordinary Degree or Honours Degree following completion of a dissertation or research project. At Guildford College we offer a number of progression or 'top up' degrees, so that with one more year full-time or two more years part-time after completing a Foundation Degree or HND, you can achieve a full Honours Degree.





ENTRY REQUIREMENTS

THERE ARE MANY DIFFERENT WAYS OF ACCESSING HIGHER EDUCATION AND OUR ENTRY REQUIREMENTS TAKE ACCOUNT OF THIS.



HNDs AND FOUNDATION DEGREES

For our HNDs and Foundation Degrees we normally ask for 160 UCAS points as demonstrated by:

- BTEC National Diploma in a relevant subject
- A Level profile showing a competent performance in at least two subjects with supporting GCSEs at grades A-C
- NVQ 3 in a relevant subject
- Access to Higher Education Certificate
- Advanced Diploma (also known as 14-19 Diploma)
- Other relevant Level 3 qualification



OUR HNDs AND FOUNDATION DEGREES OR EQUIVALENT ARE YOUR PASSPORT TO OUR DEGREE COURSES

DEGREES

At Guildford College we offer a number of progression or 'top up' degrees which follow on from our HNDs and Foundation Degrees, so these will be your passport to our degree courses.

ADDITIONAL REQUIREMENTS

In addition to the above, you may be asked for subject-specific requirements, such as a suitable level of riding ability for Equine Management, a portfolio for Garden Design and evidence of training and experience for Counselling.

MATURE STUDENTS

We welcome applications from mature students (over 21 years old) with relevant professional qualifications and/or extensive work experience in their chosen subject area and consider each application on an individual basis.

UNIVERSITY PARTNERS



UNIVERSITY OF SURREY

Surrey is a truly international University, drawing students and staff from 140 countries around the globe, focussing its high quality research and teaching on the real world, whilst also recognising its responsibilities to the region it serves.

Although originally founded as a science and engineering-based institution - and enjoying a world class reputation in these areas - Surrey now offers excellence in a broad range of subject areas, spanning science, engineering, human sciences, arts, business management and medicine. It boasts high-calibre teaching, a top-rated research base and an excellent quality of life in a beautiful campus setting.



LONDON SOUTH BANK UNIVERSITY

London South Bank University (LSBU) aims to be the leading UK university for professional education. The University provides courses which equip students for their future employment and is committed to maintaining close links with industry and the local community.

Offering a wide range of courses at different levels to make access to Higher Education a realistic option for as many people as possible, LSBU has been in the top ten for graduate starting salaries for the last four years running and is currently sixth (source: The Times Good University Guide, 2010).





KINGSTON UNIVERSITY

Kingston University is the largest Higher Education provider in South West London, with more than 23,000 students enrolled on full and part-time courses. Its four campuses are located within a four-mile radius of the Kingston upon Thames town centre, which is 25 minutes from central London.

Among the most successful in the United Kingdom, Kingston University consistently ranks among the top institutions for student applications, is renowned for teaching quality and is a growing force in research. It is also highly regarded as a pioneer in e-learning and produces graduates who achieve impressive starting salaries as they enter the workforce.



UNIVERSITY OF GREENWICH

The University of Greenwich is home to a thriving community of over 26,000 students of all ages. Students from over 140 countries choose to study at the University, which is also a popular option for people from our local communities in south-east London and Kent.

The University has three campuses, each with modern teaching and learning facilities, including libraries, computers and laboratories, in beautiful historic buildings. Students come from all backgrounds and all walks of life. The University has a flexible approach to learning: many of its students balance the demands of education and family commitments by studying part-time or accessing programmes via online courses.

Kingston University London



APPLYING

NEED HELP? JUST ASK!

FULL-TIME COURSES

Applicants for full-time HND, Foundation Degree or Degree courses should apply through UCAS (the Universities and Colleges Admissions Service). This includes students already at Guildford College at either Stoke Park or Merrist Wood Campuses.

STEP ONE: APPLY

For an application form or for more information visit www.ucas.com. Alternatively, contact UCAS Tel: 0871 46 80 468 or write to Customer Services, UCAS, Rosehill, New Barn Lane, Cheltenham, Gloucester GL52 3LZ. To ensure your application is prioritised, complete and return the UCAS application form on or before 15 January 2011. Late applications can be made until 30 June 2011, but will not be prioritised. After this date you should apply through the UCAS clearing system or direct to Guildford College (see part-time procedure).

STEP TWO: INTERVIEW

We will contact you to ask you to attend an interview, where you can meet your tutor and tour the Campus where your chosen course is taught.

STEP THREE: OFFER

You will receive a conditional or unconditional offer from UCAS or a rejection and an opportunity to participate in UCAS Extra (if you have used up your five choices on your application and aren't holding any offers).

STEP FOUR: ENROL

Courses usually enrol during August and early September and some courses enrol throughout the year. You will be sent a joining pack and will be invited in to enrol or asked to do this by post.



PART-TIME COURSES

Applications for part-time HNC, HND, Foundation Degree, Degree or professional courses should be made directly to Guildford College.

STEP ONE: APPLY

For an application form or for more information visit www.guildford.ac.uk. Alternatively, contact us Tel: 01483 44 85 85 or write to Information, Admissions and Careers Team, Guildford College, Stoke Park Campus, Guildford, Surrey GU1 1EZ. It is advisable to apply early.

STEP TWO: INTERVIEW

You will receive notification of a date and time to attend an interview. This will give you the opportunity to ask specific questions and discuss how the course will meet your aspirations.

STEP THREE: OFFER

You will receive a conditional or unconditional offer from the College, or a rejection and advice on an alternative course of action.

STEP FOUR: ENROL

Courses usually enrol during August and early September and some courses enrol throughout the year. You will be sent a joining pack and will be invited in to enrol or asked to do this by post.

400 ACRE, MULTI AWARD WINNING CAMPUS

"I LOVE ALL ASPECTS OF THIS COURSE. THE TEACHING IS FIRST RATE AND I FEEL VERY PRIVILEGED TO BE STUDYING ON SUCH A LOVELY CAMPUS."

KAREN BLIGHT, GARDEN DESIGN
FOUNDATION DEGREE FdA





COURSES AT MERRIST WOOD

BECOME A . . .

**WILDLIFE
REHABILITATOR
ANIMAL TRAINER
WILDLIFE RESCUER
AND MORE . . .**

Foundation Degree FdSc

ANIMAL BEHAVIOUR AND WELFARE

CAREER OPTIONS

You could become an animal trainer; researcher; teacher; wildlife rescuer or wildlife rehabilitator in a wide range of organisations at home and overseas such as zoos, safari parks, rescue centres, animal orphanages, welfare centres, specialist animal collections, central and local government departments and educational establishments or work in the media.

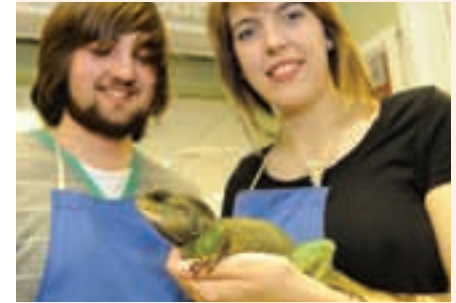
COURSE OVERVIEW

This course specifically focuses on the subject of animal welfare and behaviour and is designed to allow you to explore this fascinating and increasingly relevant topic through a combination of theory and practical studies.

You will investigate the behaviour, welfare and reproductive practice of companion and exotic species, supported by study of the wide range of species in the College's Animal Management Centre and in relevant commercial settings. Underpinning theory is delivered in the classroom. Industrial experience, assessed through the professional development module over two years, will be undertaken in a related field and will give you invaluable experience in your specialism. Possibilities include behaviour clinics, welfare organisations or working within zoological collections.

MODULES

- Year 1:** Professional development in the work environment 1, animal behaviour (pure and applied), animal health and welfare, evolution and domestication, practical projects (training, enrichment and welfare).
- Year 2:** Professional development in the work environment 2, investigative project, management of animal collections, animal and human interactions, wild animal welfare and behaviour, companion animal welfare and behaviour.



ASSESSMENT

Lectures and seminars are offered in each subject and you will also have regular tutorial contact and progress reviews. You will be continually assessed through coursework in the form of written and practical assignments, essays, project work, practical skills tests and oral presentations, including poster demonstrations.

FURTHER STUDIES

Top up to a degree in one more year on the Animal Behaviour and Welfare BSc (Hons) at the College to expand your understanding of the industry and specialise in your chosen area. Alternatively, you could apply for degrees in animal sciences or related subjects at other institutions.

CHOOSE GUILDFORD

- 1 Animal Management Centre with exotic, companion, farm and wild animals**
- 2 Industry experience provides an invaluable opportunity to work with a variety of species**
- 3 Fieldwork with animals on campus and in relevant commercial settings**
- 4 Industry links with local and national organisations such as Wolf Conservation UK and Chessington Zoo**
- 5 Top up to a degree in one further year**

KEY FACTS

TITLE

Animal Behaviour and Welfare
Foundation Degree FdSc
Validated by Kingston University

APPLYING

Full-time: Apply through UCAS.
For details and forms visit www.ucas.com
or **Tel: 0871 46 80 468**

INSTITUTION CODE: GUILD G90

COURSE CODE: CD33

Part-time: Apply direct to Guildford College

DURATION

2 years full-time or 3 years part-time

MINIMUM ENTRY

160 UCAS points as demonstrated by:

- BTEC National Diploma in a relevant subject
- An A Level profile showing a competent performance in at least two subjects with supporting GCSE passes at grades A-C
- An Access to Higher Education Certificate
- Other relevant Level 3 qualifications e.g. NVQ 3 or Advanced Diploma
- Mature students with extensive work experience and/or relevant professional qualifications.

You will need to be confident working with a range of animal species. Places are subject to successful interview and offer

FEES

UK/EU fees 2010 FT: £2,250, PT: £1,375 per year.

For further or international student fee information please see our website

BECOME A . . .

**ZOO KEEPER
ANIMAL
BEHAVIOURIST
WELFARE OFFICER**

AND MORE . . .

BSc (Hons)

ANIMAL BEHAVIOUR AND WELFARE

CAREER OPTIONS

You could become a zoo keeper; animal behaviouralist; welfare officer or post-graduate researcher with organisations such as the RSPCA or WWF, zoos, safari parks or local government agencies or a teacher or researcher.

COURSE OVERVIEW

There is an increasing need for qualified staff who have a grounded scientific background in animal behaviour and welfare that can be applied effectively in practice. This course is designed for students who have already completed a Foundation Degree in Animal Behaviour and Welfare or equivalent qualification. It allows for more in depth specialist knowledge development and the opportunity for research into a chosen field of study. You will assess animal welfare and behaviour in a range of settings, including farming, zoos, the leisure and entertainment sectors, laboratory and domestic environments.

MODULES

Behavioural ecology, reproductive behaviour and welfare of captive animals, animal cognition and learning, advanced animal welfare, research project, professional development.

ASSESSMENT

Lectures and seminars are offered in each subject and you will also have regular tutorial contact and progress reviews. You will be continually assessed through assignments, practicals, project work, presentations, portfolio submission and a dissertation. There will also be a small number of exams, for which you will be prepared.



FURTHER STUDIES

Continue your studies with a masters degree in a range of specialist areas or apply for membership of professional bodies including the Zoological Society of London, Institute of Biology or the British Ecological Society and attend further courses.

CHOOSE GUILDFORD

- 1 Access to a diverse range of animal species within the College's collection**
- 2 Trips to relevant animal welfare centres and animal collections**
- 3 Visits from specialist guest speakers**
- 4 Programme endorsed by local employers including Chessington Zoo, who form part of the College Employer Liaison Forum and who have welcomed the more specialist emphasis in animal behaviour and welfare**
- 5 Opportunity to carry out subject-specialist research into a particular area of your choosing**

KEY FACTS

TITLE

Animal Behaviour and Welfare
BSc (Hons)

Validated by Kingston University

APPLYING

Full-time: Apply through UCAS.

For details and forms **visit www.ucas.com**
or **Tel: 0871 46 80 468**

INSTITUTION CODE: GUILD G90

COURSE CODE: D300

Part-time: Apply direct to Guildford College

DURATION

1 year full-time or 2 years part-time

MINIMUM ENTRY

Animal Behaviour and Welfare Foundation Degree at merit or equivalent level, HND with a minimum of eight merits or other relevant qualification. You will need to be confident working with a range of animal species and be able to work independently and as part of a team. Places are subject to successful interview and offer

FEES

UK/EU fees 2010 FT: £2,250, PT: £1,375 per year.

For further or international student fee information please see our website



BECOME A . . .

**RESERVE WARDEN
RSPCA INSPECTOR
VETERINARY NURSE
CONSERVATIONIST**

AND MORE . . .

Foundation Degree FdSc

ANIMAL MANAGEMENT

CAREER OPTIONS

You could become a reserve warden, RSPCA inspector, veterinary nurse, wildlife education officer or conservationist. Alternatively you could work for organisations that are involved in presenting rehabilitating or caring for wild or domestic animals such as welfare or conservation organisations. Graduates also move on to careers in education, scientific research and the media.

COURSE OVERVIEW

This course offers a challenging exploration of animal associated subjects, enabling you to consider a variety of potential professions. You will have the opportunity to work with a range of animals on campus and in relevant commercial settings and will develop an in-depth knowledge and understanding of relevant practical and technical skills. Work experience is an integral element - previous students have worked in Palm Beach Zoo, Florida; Cornwall Wildlife Trust, working with otters; BBC Wildlife Magazine and Sepilok Nature Reserve in Borneo, working with orang-utans.

MODULES

- Year 1:** Animal health and welfare, animal nutrition, management of exotic species, practical animal breeding and husbandry, professional development in the work environment 1, ecology and ecological surveying or pure and applied animal behaviour (subject to numbers).
- Year 2:** Wildlife management and conservation, business management, anatomy and physiology, professional development in the work environment 2, investigative project, marine biology or behaviour of wild animals in captivity (subject to numbers), principles of sustainable development or management of animal collections (subject to numbers).



ASSESSMENT

Lectures and seminars are offered in each subject and you will also have regular tutorial contact and progress reviews as well as monitoring your own development through the process of personal development planning. The majority of assessment is through coursework in the form of written and practical assignments, essays, project work, practical skills tests, oral and visual presentations. There will also be a small number of exams, for which you will be prepared.

FURTHER STUDIES

Top up to a full honours degree in one more year at Merrist Wood on the Animal Management BSc (Hons), enabling you to expand your understanding of the industry and specialise in your chosen area. Alternatively, you could apply for degrees in animal sciences or related subjects at other institutions.

CHOOSE GUILDFORD

- 1** **Animal Management Centre with invertebrates, reptiles, amphibians, companion, farm and wild animals**
- 2** **Work experience. Past student have worked with orang-utans in Borneo, zoo keepers in Palm Beach and wild otters in Cornwall**
- 3** **Fieldwork with animals on campus and in relevant commercial settings**
- 4** **Trips to places of interest and visits from specialist guest speakers**
- 5** **Top up to a full honours degree in one further year**

KEY FACTS

TITLE

Animal Management
Foundation Degree FdSc
Validated by Kingston University

APPLYING

Full-time: Apply through UCAS.
For details and forms visit www.ucas.com
or **Tel: 0871 46 80 468**

INSTITUTION CODE: GUILD G90

COURSE CODE: D328

Part-time: Apply direct to Guildford College

DURATION

2 years full-time or 3-4 years part-time

MINIMUM ENTRY

160 UCAS points as demonstrated by:

- BTEC National Diploma in a relevant subject
- An A Level profile showing a competent performance in at least two subjects with supporting GCSE passes at grades A-C
- An Access to Higher Education Certificate
- Other relevant Level 3 qualifications e.g. NVQ 3 or Advanced Diploma
- Mature students with extensive work experience and/or relevant professional qualifications.

You will need to be confident working with a range of animal species. Places are subject to successful interview and offer

FEES

UK/EU fees 2010 FT: £2,250, PT: £1,375 per year.

For further or international student fee information please see our website

BECOME A . . .

**WILDLIFE OFFICER
ANIMAL CURATOR
LECTURER
RESEARCHER**

AND MORE . . .

BSc (Hons)

ANIMAL MANAGEMENT

CAREER OPTIONS

You could become a wildlife officer, animal curator, animal researcher or lecturer. Graduates of this course are likely to find employment at managerial level in a variety of animal management occupations. You could also set up your own small business, work with a particular species or group of animals, pursue a career in the welfare sector or work in ecology (for example environmental consultancy, wildlife monitoring or research).

COURSE OVERVIEW

Designed to extend skills and knowledge learned at Foundation Degree or HND level. You will have the opportunity through the professional development module to advance your professional and/or academic career prospects whilst studying units in business and management related to your industry. You will also be able to extend your animal management training and benefit from a range of industry-related and career development opportunities in various commercial settings. The dissertation allows you to develop skills and expertise in your chosen field of specialism.

MODULES

Managing activities and projects, managing financial resources, marketing management, leadership and management, professional development, research methods.

Dissertation studies can be undertaken in a variety of topics, for example: conservation and habitat, biodiversity, behavioural studies, welfare and environmental enrichment, social science, anatomy and physiology.



ASSESSMENT

Lectures and seminars are offered in each subject and you will also have regular tutorial contact and progress reviews. You will be continually assessed through assignments, practicals, presentations, portfolio submission and a dissertation. Assignments in business-related units are expected to reflect practice in industry and many will use workplace experience. There will also be a small number of exams, for which you will be prepared.

FURTHER STUDIES

Continue your studies with a masters degree in a range of specialist areas or apply for membership of professional bodies including the Zoological Society of London, Institute of Biology or the British Ecological Society and attend further courses.

CHOOSE GUILDFORD

- 1** Specific management skills are developed for entrance into the animal management industry
- 2** Access to event management opportunities at Merrist Wood to develop marketing and management skills
- 3** Access to local industry establishments as a learning tool and development opportunity
- 4** International and national professional development opportunities - past students have undertaken work experience in the UK and abroad
- 5** Opportunities to develop academic skills by continuing on to a masters degree

KEY FACTS

TITLE

Animal Management
BSc (Hons)

Validated by Kingston University

APPLYING

Full-time: Apply through UCAS.

For details and forms visit www.ucas.com
or **Tel: 0871 46 80 468**

INSTITUTION CODE: GUILD G90

COURSE CODE: D3N2

Part-time: Apply direct to Guildford College

DURATION

1 year full-time or 2 years part-time

MINIMUM ENTRY

Animal Management or similar Foundation Degree at merit or equivalent level, HND with a minimum of eight merits or other relevant qualification. You will need to be confident working with a range of animal species and be able to work independently and as part of a team. Places are subject to successful interview and offer

FEES

UK/EU fees 2010 FT: £2,250, PT: £1,375 per year.

For further or international student fee information please see our website



ANIMAL BEHAVIOUR AND WELFARE FOUNDATION DEGREE FdSc

ANNA DAVIS

"I applied to Merrist Wood as a mature student after being unsatisfied working in the business world. The teaching has been outstanding and I have received support from my tutor that I would not have received from a larger university or institution.

My education at Merrist Wood helped me secure a lifelong dream of working with chimpanzees and other primates in Cameroon, West Africa for six weeks - a challenge which has motivated me even further to follow my chosen career path. I hope now to complete my degree to BSc level and then apply for a post-graduate degree in Primatology."

OUR STUDENTS...



GARDEN DESIGN FOUNDATION DEGREE FdA

DAVID OSBORNE

“10 years ago I studied Horticulture at Merrist Wood, after which I spent time working in the industry and travelling and also worked abroad in New Zealand. I’m quite artistic and decided I wanted to concentrate more on the design side of the industry, so I came back to Merrist Wood and signed up for the Garden Design Foundation Degree.

The facilities on the Campus are really good and the tutors are very knowledgeable and know all about the industry. There is also a great range of students on the course so we can gain from each others’ experiences. We recently had the opportunity to submit garden designs to the RHS London Plant and Design Show and were thrilled to win a medal! When I leave I would like to become a self employed Design Project Manager.”



EQUINE MANAGEMENT BA (Hons)

CHERYL GUNN

“In three years at Merrist Wood I achieved a 2:1 in my Equine Management Degree, BHS Stages 1-3 and my BHSAI. Before joining Merrist Wood I had looked at various other colleges but with its fantastic reputation, hands on approach and outstanding facilities, it wasn’t hard to make my mind up.

The great thing about the course was that you could mould modules into the equine area you most wanted. Mine was horse racing so all my projects and placements were in this field.

Within three months of finishing the course I was in full-time employment with the Racing Post newspaper in London’s Canary Wharf, as a Bloodstock Sales Executive. I am still there now and thoroughly enjoying it, especially as I get to travel regularly and meet lots of industry professionals. Who knows what the future holds, but with such a diverse range of skills gained from my time at Merrist Wood I feel I have plenty of options.”

BECOME A . . .

**MOUNTED
POLICE OFFICER
RIDING INSTRUCTOR
EQUINE THERAPIST**

AND MORE . . .

Higher National Diploma

EQUINE MANAGEMENT

CAREER OPTIONS

You could become a riding instructor, equine nutritionist, mounted police officer, equestrian teacher or therapist, or work in yard or event management.

COURSE OVERVIEW

If you're thinking about studying Equine Management at a higher level, then Merrist Wood, regarded as one of the top equestrian centres in the south east, is the place to be. This course brings together horse mastership, business and management elements; offering the opportunity to study practical aspects of equine studies whilst also maintaining a focus on the development of managerial concepts relating to the maintenance of an equine establishment.

Work placements will be completed alongside academic modules to ensure the development of both industry and academic skills. Following completion of the HND you can top up to a degree in one more year on the Equine Management BA (Hons).

MODULES

Environmental management, investigative project, principles of land-based businesses, animal health and welfare, land-based issues and policies, horse husbandry, biological principles.

Additional Modules: Land-based industry experience, equitation, anatomy and physiology, further equitation, management of the performance horse, equine sports medicine, advanced equitation training and instruction, advanced equitation competing and training, event management for land-based industries.



ASSESSMENT

Lectures and seminars are offered in each subject and you will also have regular tutorial contact and progress reviews. You will be assessed through written and practical assignments, practical observations, theory papers, learning logs, presentations, portfolio, work with audio, video and case studies.

FURTHER STUDIES

Top up to a degree in one more year on the Equine Management BA (Hons), enabling you to expand your understanding of the industry and specialise in your chosen area. Alternatively, you could apply for degrees in equine studies or related subjects.

CHOOSE GUILDFORD

- 1 Pre-Olympic training venue for the London 2012 Olympic Games**
- 2 One of the largest indoor equine arenas in the south of the country**
- 3 Access to equitation lessons four times a week**
- 4 Access to seminars and lecture demonstrations by international riders on a regular basis including Tim Stockdale and Mary King**
- 5 Opportunities for international and national work experience placements**

KEY FACTS

TITLE

Equine Management HND

Validated by Edexcel

APPLYING

Full-time: Apply through UCAS.

For details and forms visit www.ucas.com

or **Tel: 0871 46 80 468**

INSTITUTION CODE: GUILD G90

COURSE CODE: 224D

Part-time: Apply direct to Guildford College

DURATION

2 years full-time or 3 years part-time

MINIMUM ENTRY

160 UCAS points as demonstrated by:

- BTEC National Diploma in a relevant subject
- An A Level profile showing a competent performance in at least two subjects with supporting GCSE passes at grades A-C
- An Access to Higher Education Certificate
- Other relevant Level 3 qualifications e.g. NVQ 3 or Advanced Diploma
- Mature student with extensive work experience and/or relevant professional qualifications.

You must demonstrate a suitable level of riding ability, assessed by a short riding test, unless you hold a Pony Club B Test or BHS Stage 2. Places are subject to successful interview and offer

FEES

UK/EU fees 2010 FT: £2,250, PT: £1,375 per year.

For further or international student fee information please see our website

Please note: This programme is subject to review by Edexcel in 2010 and the modules may differ from those published.

BECOME A . . .

**YARD MANAGER
VETERINARY NURSE
EVENT MANAGER
EQUINE JOURNALIST**

AND MORE . . .

BA (Hons)

EQUINE MANAGEMENT

CAREER OPTIONS

You could become a competition yard manager, equestrian event manager for a national racecourse, equine journalist, equine lecturer, veterinary nurse or equine welfare and rehabilitation officer.

OVERVIEW

This specialist course will enable you to extend your management training in preparation for a range of roles in the multi-faceted equine industry. It is taught at one of the top equestrian centres in south England and a pre-Olympic training venue for the London 2012 Olympic Games. You will develop further your management, marketing and business skills gained from your studies at HND or Foundation Degree Level. You will also undertake detailed research and analysis of an issue or area of relevance to the equine industry and be able to take advantage of industry-related and career development opportunities in various commercial settings.

MODULES

Managing activities and projects, managing financial resources, marketing management, leadership and management, professional development, research methods.

Dissertation studies can be undertaken in a variety of topics, for example: preference testing, effects of grazing activity, survival of the riding school in the 21st century, impact of equine insurance on veterinary treatment, impact of passporting system on European movement of horses, change in management in stereotypic behaviour, education and management of the horse in developing countries, influence of equine qualifications on wages and cost of horse ownership across the UK.



ASSESSMENT

Lectures and seminars are offered in each subject and you will also have regular tutorial contact and progress reviews. The majority of assessment is through coursework in the form of written and practical assignments, presentations, portfolio submission and a dissertation. Assignments in business-related units are expected to reflect practice in industry and many will use workplace experience. There will also be a small number of exams, for which you will be prepared.

FURTHER STUDIES

Continue your studies with a masters degree in a range of specialist areas or apply for membership of professional bodies including the British Horse Society, International League for the Protection of Horses, British Equestrian Trade Association or the British Veterinary Nursing Association.

CHOOSE GUILDFORD

- 1 Pre-Olympic training venue for the London 2012 Olympic Games**
- 2 One of the largest indoor equine arenas in the south of the country**
- 3 Event management opportunities within Merrist Wood Campus to develop marketing and management skills**
- 4 International and national professional development opportunities**
- 5 Develop experience within your chosen area of the equine management industry**

KEY FACTS

TITLE

Equine Management
BA (Hons)

Validated by Kingston University

APPLYING

Full-time: Apply through UCAS.

For details and forms **visit www.ucas.com**
or **Tel: 0871 46 80 468**

INSTITUTION CODE: GUILD G90

COURSE CODE: D4N2

Part-time: Apply direct to Guildford College

DURATION

1 year full-time or 2 years part-time

MINIMUM ENTRY

Equine Management Foundation Degree at merit or equivalent level, HND with a minimum of eight merits or other relevant qualification. You will need considerable experience of riding and working with horses. Places are subject to successful interview and offer

FEES

UK/EU fees 2010 FT: £2,250, PT: £1,375 per year.

For further or international student fee information please see our website

BECOME A . . .

**GARDEN DESIGNER
GARDEN RESTORER
DESIGN ADVISER
TV PRESENTER**

AND MORE . . .

Foundation Degree FdA

GARDEN DESIGN

CAREER OPTIONS

You could become a self employed garden designer, designer for a design and build company or design studio, garden restorer, lecturer in garden design, garden design journalist, designer with a major house builder, landscape architect, design adviser to the National Trust or Botanical Gardens or television presenter.

COURSE OVERVIEW

This course is designed to provide broad professional training in garden design. Students are educated in the practical and intellectual skills required for garden design and encouraged to develop their design practise by undertaking imaginative projects guided by reflective feedback in studio and one-to-one tutorials. Students come from a variety of backgrounds and are of a wide age range; many are career-changers. A high proportion of graduates are self-employed or working for well-known regional or national companies on completion of the course.

MODULES

Design: Principles of design and site surveying, project design and visualisation, planting design 1 and 2, computer-aided design.

Practical garden building skills: Hard landscape materials, structures and their use, landscape plant and equipment.

Business: Professional development in the work place 1 and 2 (including work experience) contract management.

Contextual studies: Garden history, principles of plant and soil science, environment, ecology and sustainability, specialist research project.



ASSESSMENT

Lectures and seminars are offered in each subject and you will also have regular tutorial contact and progress reviews. You will be continually assessed through coursework in the form of time-constrained assignments, case studies, projects, debates, presentations, live research projects and role playing.

FURTHER STUDIES

Top up to a degree in one more year on the Garden Design BA (Hons), enabling you to expand your understanding of the industry and specialise in your chosen area. You could then work towards a professional postgraduate qualification as a landscape architect.

CHOOSE GUILDFORD

- 1 Merrist Wood has a national reputation for garden design and an excellent record in winning prizes at prestigious garden shows including the RHS Chelsea and Hampton Court Flower Shows**
- 2 Proximity to notable gardens in London and the south east, allowing for trips and visits**
- 3 Estate facilities include an unrivalled plant collection, well-equipped design studio and library**
- 4 Long-standing established industry links enable students to gain useful work experience, meet professionals in the garden design industry, visit projects as they are being built and have a hands on education as garden designers**
- 5 Learn practical skills such as hard landscaping in purpose built workshops**

KEY FACTS

TITLE

Garden Design
Foundation Degree FdA
Validated by Kingston University

APPLYING

Full-time: Apply through UCAS.
For details and forms **visit www.ucas.com**
or **Tel: 0871 46 80 468**

INSTITUTION CODE: GUILD G90

COURSE CODE: K300

Part-time: Apply direct to Guildford College

DURATION

2 years full-time or 3 years part-time

MINIMUM ENTRY

160 UCAS points as demonstrated by:

- BTEC National Diploma in a relevant subject
- An A Level profile showing a competent performance in at least two subjects with supporting GCSE passes at grades A-C
- An Access to Higher Education Certificate
- Other relevant Level 3 qualifications e.g. NVQ 3 or Advanced Diploma
- Mature student with extensive work experience and/or relevant professional qualifications.

You must bring to interview a portfolio. Places are subject to successful interview and offer

FEES

UK/EU fees 2010 FT: £2,250, PT: £1,375 per year.

For further or international student fee information please see our website

BECOME A . . .

**GARDEN DESIGNER
WRITER/JOURNALIST
ADVISOR FOR THE
NATIONAL TRUST**

AND MORE . . .

BA (Hons)

GARDEN DESIGN

CAREER OPTIONS

You could become a garden designer specialising in pure design, design and build contracts or work as part of a team within a larger design studio. Due to the increased public awareness of garden design, opportunities also exist in the media in research, presenting, publishing and journalism.

COURSE OVERVIEW

The continued public interest and fascination in garden design has led to many fast-track courses, which concentrate largely on 'quick-fix' solutions. Garden designers need time to explore and experiment; research past, present and future design concepts; develop style and identity and address these stages through professional development. Garden Design at Merrist Wood integrates the practical elements of context, planning, design and construction in equal measure, equipping each student with a broader understanding in all areas of the profession and with increased employment opportunities on graduation.

The course explores the implications of larger-scale garden design and master planning, providing students with inspirational experiences and practical methodologies. Design exercises target conceptual thinking, combining abstract aspirations with successful solutions. Students also engage with the context of design commissions through research into regional and local context, cultural and socio-economic factors, historical or geographical character and local distinctiveness; all of this is complemented by modules on site planning and zoning, detailed construction design and project implementation.

MODULES

Concept and context, master-planning, culture in context, research and design detail (construction), research and design detail (planting), specification and contract, business and professional practice.



ASSESSMENT

Lectures and seminars are offered in each subject and students will also have regular tutorial contact and progress reviews. Assessment is by means of written and practical assignments, studio presentations, portfolio submissions and a dissertation.

FURTHER STUDIES

Specialise in garden history or landscape architecture at postgraduate degree level or apply for membership of the Society of Garden Designers.

KEY FACTS

TITLE

Garden Design

BA (Hons)

Validated by Kingston University

APPLYING

Full-time: Apply through UCAS.

For details and forms visit www.ucas.com
or **Tel: 0871 46 80 468**

INSTITUTION CODE: GUILD G90

COURSE CODE: K301

Part-time: Apply direct to Guildford College

DURATION

1 year full-time or 2 years part-time

MINIMUM ENTRY

Garden Design Foundation Degree at merit or equivalent level, HND with a minimum of eight merits or other relevant qualification. You must bring a personal portfolio to interview. Places are subject to successful interview and offer

FEES

UK/EU fees 2010 FT: £2,250, PT: £1,375 per year.

For further or international student fee information please see our website

CHOOSE GUILDFORD

- 1 Developing a tradition of excellence - Merrist Wood is a multi-award winning Campus with design excellence rewarded at both RHS Hampton Court and Chelsea Flower Shows over many years**
- 2 An opportunity to fully comprehend the contextual relationship of garden design within the wider world of master-planning and landscape architecture**
- 3 An emphasis on professionalism - all modules are directly focussed on operations in the professional world of garden and landscape design**
- 4 A direct, professional engagement with real-world garden design contracts and projects**
- 5 A learning environment offering direct engagement with leading national and international professionals from the world of garden design and contracting**



**GARDEN DESIGN
FOUNDATION DEGREE FdA**

FIONA FOVARGUE

“Merrist Wood is in a fantastic location, it's the perfect place to generate inspiration for creative, garden design ideas. The teaching is supportive and the collaborative approach to learning makes a huge difference.

Not only is Merrist Wood in a beautiful location, it has a fantastic industry reputation for producing great designers. The teaching is inspired and I am amazed at how much I have learned in six months.”

OUR STUDENTS...



GOLF MANAGEMENT FOUNDATION DEGREE FdA

JASON CALLOW

“After the completion of my A Levels I knew I wanted a career that combined my fascination and interest in business with my passion for golf. When I discovered the Golf Management Foundation Degree at Merrist Wood I was certain it was the course for me. The course has given me the opportunity to study many different modules including business and event management, playing golf in a competitive field and even designing my own golf course.

During my two years at Merrist Wood I undertook a work experience placement at Cowdray Park Golf Club. This ‘hands on’ practical experience, alongside my formal college studies, has allowed me to put into practice the knowledge gained and skills developed on the course, and secured me a full-time managerial position when I finish my studies.”



ANIMAL MANAGEMENT FOUNDATION DEGREE FdSc

MIKE HILL

“I looked around different land-based colleges in the area, and after the interview I knew that Merrist Wood was the one for me. Studying Animal Management, I found the people friendly, and the classes personal.

During the course I was given the opportunity to study in many different ways, as well as undertaking practical work placements in the UK, which allowed me to focus on the area in which I have now found a career. I also grasped this opportunity to study abroad in Africa.

After completing my course at Merrist Wood, I have taken what I have learned to start up 'Hilltop Bird of Prey Demonstrations', a small falconry display business.”

BECOME A . . .

**GOLF MANAGER
PGA ASSISTANT
TOUR PROFESSIONAL
CADDY**

AND MORE . . .

Foundation Degree FdA

GOLF MANAGEMENT

CAREER OPTIONS

You could become a PGA assistant, tour professional, caddy, golf club manager, golf business administrator, golf sales representative, golf marketer, custom golf club fitter, golf/sports training or fitness coach, sports researcher or developer, greenkeeper or work in golf club production or manufacturing.

COURSE OVERVIEW

The recent growth in the golf industry and the increased popularity of the sport has resulted in further demand for qualified, professional staff. This course aims to give a full learning experience, combining practical and theoretical elements in a competitive golf environment. Study will involve investigation and research into how the body functions in terms of training for peak performance and how to train and understand how the mind works when playing competitive golf. Golf coaching will be considered in some detail and should allow students to develop their understanding of the principles of coaching and golf ball flight. The course includes consideration of business management skills required by the industry and prepares students for the workplace. Students will also study golf course architecture and the application of the rules of golf in tournament play.

MODULES

- Year 1:** Professional development in the work environment 1, retailing in golf, introduction to golf coaching, playing skills in golf, applied golf coaching 1, sports science of golf, tournament administration and the rules of golf.
- Year 2:** Professional development in the work environment 2, finance in the golf business, sports analysis, golf course architecture and construction, business management, applied golf coaching 2, event management.



ASSESSMENT

Lectures and seminars are offered in each subject and you will also have regular tutorial contact and progress reviews. Assessment is through coursework in the form of written and practical assignments, practical observations and practical tests, essays, work experience placements, study skills and end of unit tests.

FURTHER STUDIES

Top up to a degree in one more year on the Golf Management BA (Hons). Alternatively, you could consider top-up degrees at other universities. Students have also progressed onto golf degree programmes in the USA.

CHOOSE GUILDFORD

- 1** Students play golf every week in a competitive event at some of the top courses in the UK. They will also have the opportunity to be selected to play in the British University Golf Tournaments (team and individual)
- 2** Guest speakers including recently Peter McEvoy - PowerPlay Golf, Nigel Furnace - Performance Golf, Ken Schofield - former Executive Director of the PGA European Tour and Rob Butler - sports injuries/physiology
- 3** Field trips to various golf specialist sites including Wentworth BMW Championship Event, Frozen Rope Custom Fitting Golf Centre, David Hicks Putting Centre
- 4** Excellent golf industry links that have been established over 20 years of golf education at Merrist Wood
- 5** Specialist lecturers qualified in each subject area, some PGA qualified professionals

KEY FACTS

TITLE

Golf Management
Foundation Degree FdA
Validated by Kingston University

APPLYING

Full-time: Apply through UCAS.
For details and forms visit www.ucas.com
or **Tel: 0871 46 80 468**

INSTITUTION CODE: GUILD G90

COURSE CODE: N292

Part-time: Apply direct to Guildford College

DURATION

2 years full-time or 3 years part-time

MINIMUM ENTRY

160 UCAS points as demonstrated by:

- BTEC National Diploma in a relevant subject
- An A Level profile showing a competent performance in at least two subjects with supporting GCSE passes at grades A-C
- An Access to Higher Education Certificate
- Other relevant Level 3 qualifications e.g. NVQ 3
- Mature student with extensive work experience and/or relevant professional qualifications.

You should have been a golf club member for a minimum of 2 years. A single figure handicap is desirable but can be achieved during the course. Places are subject to successful interview and offer

FEES

UK/EU fees 2010 FT: £2,250, PT: £1,375 per year.

For further or international student fee information please see our website

BECOME A . . .

**GOLF PROFESSIONAL
TOUR MANAGER
GOLF RETAILER
EVENT ORGANISER**

AND MORE . . .

BA (Hons)

GOLF MANAGEMENT

CAREER OPTIONS

You could become a golf course manager; officiator; tour manager; event organiser for professional national events; manager of a golf club, driving range, fitness or leisure club; manager of players or tours; adviser or researcher to governing or advisory bodies; golf course constructor or designer or work in corporate golf, the retail or promotional sector.

COURSE OVERVIEW

Your golf studies at HND or Foundation Degree level will have provided you with a sound, practical grounding and given you extensive opportunities to work on your handicap and develop your own skills and practical experience. This course is designed to continue your professional development alongside a business studies programme designed to provide enhanced opportunities for employment at management level. The dissertation and the professional development module allow you to develop skills and expertise in your chosen field of specialism.

MODULES

Managing activities and projects, managing financial resources, marketing management, leadership and management, professional development, research methods.

Dissertation studies can be undertaken in a variety of topics, for example: skill acquisition - developing golf skills in children; sports psychology - developing consistent imagery during a pre-shot golf routine; biomechanics - studying human movement addressing the golf ball prior to full swing; sports injuries - studying movement patterns during practice to identify stress points; golf coaching - analysis of methods initiating the backswing for elite golfers; nutrition - considering pre-activity food for elite golfers; golf management - implementing a marketing strategy for corporate golf days.



ASSESSMENT

Lectures and seminars are offered in each subject and you will also have regular tutorial contact with your learning coach and through progress reviews. The majority of assessment is through coursework in the form of written and practical assignments, presentations, portfolio submission and a dissertation. Assignments in business-related units are expected to reflect practice in industry and many will use workplace experience. There will also be a small number of exams, for which you will be prepared.

FURTHER STUDIES

You could apply for membership of professional bodies including the Professional Golfers Association or Association of Golf Club Secretaries and attend further courses.

CHOOSE GUILDFORD

- 1 Learn specific management skills required by the golf industry**
- 2 Access to event management opportunities within Merrist Wood Campus to develop marketing and management skills**
- 3 Access to Merrist Wood Golf Club and the discounts offered to students**
- 4 Specialist golf library with over 500 books on golf**
- 5 International and national professional development opportunities**

KEY FACTS

TITLE

Golf Management
BA (Hons)

Validated by Kingston University

APPLYING

Full-time: Apply through UCAS.

For details and forms visit www.ucas.com
or **Tel: 0871 46 80 468**

INSTITUTION CODE: GUILD G90

COURSE CODE: N290

Part-time: Apply direct to Guildford College

DURATION

1 year full-time or 2 years part-time

MINIMUM ENTRY

Golf Foundation Degree at merit or equivalent level, HND with a minimum of eight merits or other relevant qualification. You should have considerable experience in golf, been an active member of a golf club for at least 2 years and will need to be capable of achieving a single figure handicap. Places are subject to successful interview and offer

FEES

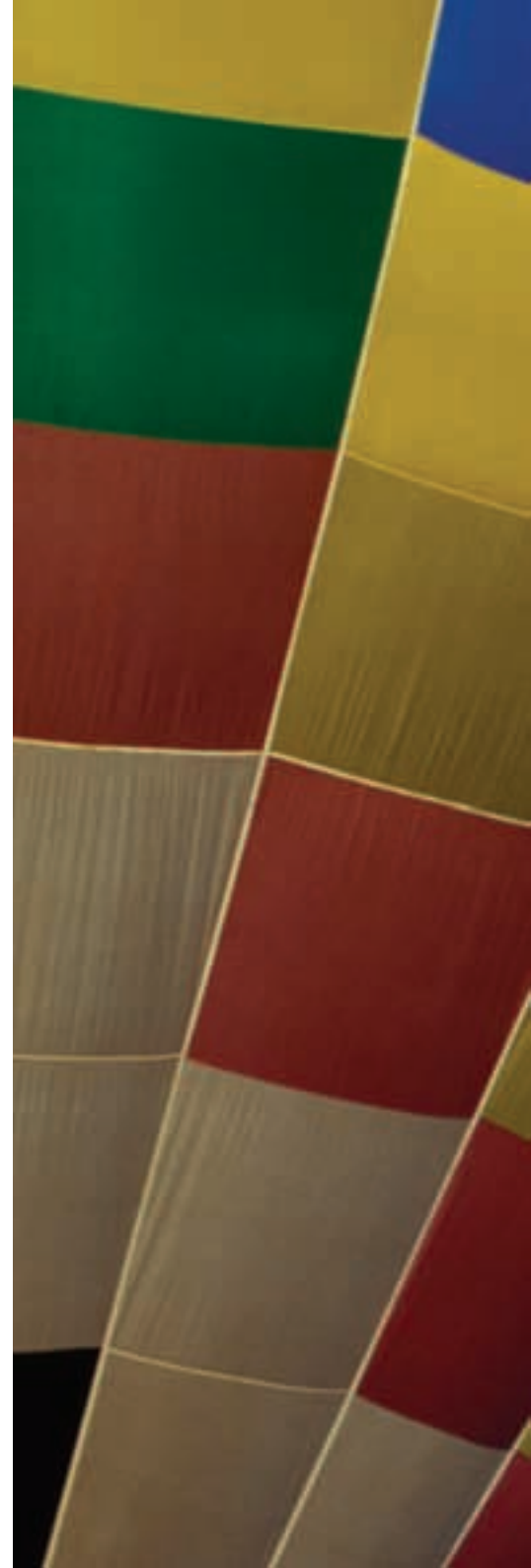
UK/EU fees 2010 FT: £2,250, PT: £1,375 per year.

For further or international student fee information please see our website

INDUSTRY STANDARD RESOURCES AND FACILITIES

"THE COLLEGE INSPIRES
STUDENTS OF ALL AGES
TO ACHIEVE THEIR ULTIMATE
GOALS, IN A HAPPY AND
INSPIRATIONAL ENVIRONMENT."

LAURA SIMMONS, BUSINESS
STUDIES BA (Hons) 'TOP-UP'





COURSES AT STOKE PARK

A woman with short brown hair, wearing a dark blazer over a light purple turtleneck, is smiling and looking at a document. She is in a professional setting, possibly an office or meeting room. The background is slightly blurred, showing what appears to be a wooden railing or desk.

BECOME A . . .

**BUSINESS MANAGER
SALES EXECUTIVE
ADMINISTRATOR
ACCOUNT MANAGER**

AND MORE . . .

Foundation Degree FdA

BUSINESS AND MANAGEMENT

CAREER OPTIONS

You could become a business manager, sales executive, account manager or administrator. This course is intended to develop your skills in a wide range of careers in business and management and should significantly increase your potential for promotion to more senior roles with added responsibilities.

COURSE OVERVIEW

This course was designed with input from Surrey Chambers of Commerce to provide you with real-world insight into the skills and knowledge needed for success in the current business market. It will therefore enable you to develop the skills and knowledge employers want in today's challenging times and to extend your organisational, management and business practices to improve your performance and that of any teams you manage.

MODULES

Marketing fundamentals, organisational behaviour; managing activities, processes and procedures, principles of financial management, business strategy, managing people and teams.

Please note that this highly successful programme is undergoing re-accreditation with the University of Surrey and there may be some changes to the content in line with this and feedback from employers. For the latest information please see our website.



ASSESSMENT

The majority of assessment is through coursework in the form of assignments based on current business practices and approaches, group-work, case study analysis and presentations. Students can receive recognition for work-based experience.

FURTHER STUDIES

Successful completion of the Business and Management Foundation Degree gives access to the Business Studies BA (Hons) 'top up' degree or professional qualifications.

CHOOSE GUILDFORD

- 1** Learn at a time and place that suits you
- 2** Blended delivery: learning through on-line materials, podcasts, videos, discussion boards and course literature
- 3** Learn current industry practices as identified by local businesses and Surrey Chamber of Commerce
- 4** Practical application of theory through real work-based projects or activities
- 5** Accreditation of prior learning and experience

KEY FACTS

TITLE

Business and Management
Foundation Degree FdA
**Subject to re-validation by
the University of Surrey**

APPLYING

Part-time only: Apply direct to
Guildford College

DURATION

2 years part-time with flexible delivery
including some online elements

MINIMUM ENTRY

The course is aimed at those who hold supervisory management positions or who aspire to these roles. You need to be working in a business environment and be interested in developing your knowledge and skills towards progressing in your career. If you are under 21 you will need 160 UCAS points as demonstrated by:

- BTEC National Diploma or Certificate in a relevant subject
- An A Level profile showing a competent performance in at least two subjects with supporting GCSE passes in Maths and English grades A-C or equivalent
- An Access to Higher Education Certificate
- Other relevant Level 3 qualifications e.g. NVQ 3 or Advanced Diploma
- Mature student with extensive work experience and/or relevant professional qualifications.

Places are subject to successful interview and offer

FEES

UK/EU fees 2010 PT: £1,375 per year.
For further or international student fee information please see our website

BECOME A . . .

**BUYER
BUSINESS OWNER
CONSULTANT
PROJECT MANAGER**

AND MORE . . .

BA and BA (Hons)

BUSINESS STUDIES

CAREER OPTIONS

You could become a business owner, buyer, consultant or project manager in the banking, insurance, retail, public or voluntary sectors.

COURSE OVERVIEW

This course takes account of national best practice standards and comments from a range of local employers on general business expectations and skills. It is designed to maximise your appreciation of business across different sectors, emphasising 'employability' and personal development. The voluntary/community sector project received approval from the Government Cabinet Office and local voluntary sector organisations.

MODULES

- Year 1:** Business environment, marketing, accounts and finance, management and leadership, operations and service management 1, managing professional development 1.
- Year 2:** Managing information and knowledge productivity, business law, human resource management, operations and service management 2, business contexts, small business management and entrepreneurship, managing professional development 2 (includes compulsory voluntary/community sector project).
- Year 3:** Business strategy and organisational dynamics, current business issues, research methods, dissertation, managing professional development 3, (includes career development).
- Options:** Business psychology and situational leadership, marketing strategy and planning, financial management. You choose one option module.

The 'ordinary degree' (no honours) requires more limited subject coverage and no dissertation.



ASSESSMENT

Assignments, activities and tests reflecting modern business practice, many using work place experience alongside academic research. Tests are 'open book' (access to notes and texts) or 'closed book' (traditional exams requiring more detailed preparation). Informal and formal presentations are also used.

FURTHER STUDIES

You could progress to a masters or other professional qualifications with the Chartered Institute of Marketing, Chartered Institute of Purchasing and Supply or Association of Accounting Technicians, which you can also undertake at the College.

CHOOSE GUILDFORD

- 1 This is a general business programme designed to maximise your employment potential in different organisations**
- 2 'Employability skills' are built into this programme**
- 3 Studying modules such as organisational dynamics, knowledge productivity and business ethics will give you understanding of vital current issues of importance to global business**
- 4 High level of staff interaction and discussion to support your studies**
- 5 Strong links with local businesses**

KEY FACTS

TITLE

Business Studies
BA and BA (Hons)

Validated by the University of Surrey

APPLYING

Full-time: Apply through UCAS.

For details and forms **visit www.ucas.com**
or **Tel: 0871 46 80 468**

INSTITUTION CODE: GUILD G90

COURSE CODE: N100

Part-time: Apply direct to Guildford College

DURATION

3 years full-time with option to take final year full-time or over 2 years part-time

MINIMUM ENTRY

160 UCAS points as demonstrated by:

- BTEC National Diploma or Certificate in a relevant subject
- An A Level profile showing a competent performance in at least two subjects with GCSE passes in Maths and English grades A-C or equivalent
- An Access to Higher Education Certificate
- Other relevant Level 3 qualifications e.g. NVQ 3 or Advanced Diploma
- Mature student with extensive work experience and/or relevant professional qualifications.

Entry to year 2 or 3 on previous similar content and CATS points evidenced via APL/APEL process. Places are subject to successful interview and offer

FEES

UK/EU fees 2010 FT: £2,250, PT: £1,375 per year.

For further or international student fee information please see our website

BECOME A . . .

**SALES MANAGER
PURCHASER
HR MANAGER
ENTREPRENEUR**

AND MORE . . .

BA and BA (Hons) 'top up'

BUSINESS STUDIES

CAREER OPTIONS

You could become a sales manager, purchaser, HR manager, entrepreneur or marketing manager. Previous students have succeeded in a wide range of industries and sectors, generally at managerial levels.

COURSE OVERVIEW

This course is designed to allow students who already have an HND or Foundation Degree in Business to 'top up' to a degree by following an intensive, one year course of study. In an increasingly competitive jobs market, Higher Education is vital to allow you to differentiate yourself from other candidates and a degree in Business Studies is highly valued and universally relevant. Graduates with specific knowledge of business methods and practices who can bring that knowledge to bear in a range of challenging positions are in growing demand.

Business Studies at Guildford combines vocational as well as theoretical elements and is designed to provide a broad base of knowledge appropriate for a wide range of employment opportunities.

MODULES

Business strategy and organisational dynamics, current business issues, research methods, dissertation, managing professional development (includes career development).

Options: Business psychology and situational leadership, marketing strategy and planning, financial management. You choose one option module.

The 'ordinary degree' (no honours) requires more limited subject coverage and no dissertation.



ASSESSMENT

Lectures and seminars are offered in each subject and you will also have regular tutorial contact and progress reviews. You will be assessed through written assignments, oral and visual presentations and a dissertation for the honours degree. Case studies based on real situations drawn from industry bring together all elements of the programme.

FURTHER STUDIES

You could undertake a postgraduate course or seek to add to your professional qualifications here at Guildford College. Completion of the degree may give you generous exemptions from the examinations and study requirements of the major professional bodies.

CHOOSE GUILDFORD

- 1 Outstanding resources including new lecture rooms, computing facilities, online business resources and software**
- 2 Superb staff, each with over 20 years of real-world experience, often at senior levels within organisations and qualified to at least masters degree level**
- 3 Exceptional record of student achievement. Small class sizes and a personalised approach to learning allow students to flourish. Staff are focused on teaching and professional development**
- 4 Degree validated by the University of Surrey, a highly prestigious university with an international reputation in business and management**
- 5 Extremely supportive environment with regular tutorials and supportive teaching**

KEY FACTS

TITLE

Business Studies
BA and BA (Hons) 'top up'
Validated by the University of Surrey

APPLYING

Full-time: Apply through UCAS.
For details and forms visit www.ucas.com
or **Tel: 0871 46 80 468**

INSTITUTION CODE: GUILD G90

COURSE CODE: N121

Part-time: Apply direct to Guildford College

DURATION

1 year full-time or 2 years part-time

Please note: That his final year of study will be delivered with students in the final year of the three year Business Studies Degree.

MINIMUM ENTRY

Business Foundation Degree at merit or equivalent level, HND with a minimum of eight merits or other relevant qualification (240 credits). Places are subject to successful interview and offer

FEES

UK/EU fees 2010 FT: £2,250, PT: £1,375 per year.

For further or international student fee information please see our website



BECOME A . . .

**WEB MASTER
DATABASE DESIGNER
PROGRAMMER
IT CONSULTANT**

AND MORE . . .

Higher National Diploma

COMPUTING

CAREER OPTIONS

You could become a web master, database designer, software engineer, IT consultant or programmer. The course can lead to direct employment in systems analysis, programming, user support, technical consultancy and project management. Past students have gone on to work in the Surrey Space Centre, the RSPCA web development team, the Surrey Police as a technical expert and for the College itself as senior webmaster.

COURSE OVERVIEW

The computing industry is changing at an extremely rapid rate. As new technologies appear, the onus on the industry is to develop an educated up-to-date workforce capable of occupying demanding posts across a broad variety of organisations.

This course is designed to give you technical and business computing knowledge required by the industry. Key elements are analysis, design, implementation and maintenance of high quality business software systems. You should enjoy working in a team, possess good communication skills and be able to work to deadlines. The course has an up-to-date approach and emphasis on real-world projects, giving computing graduates a competitive edge in a lucrative and ever-expanding industry.

MODULES

- Year 1:** Computer platforms, programming concepts, database design concepts, networking concepts, personal skills development, website design, human computer interface, work experience.
- Year 2:** Systems analysis, information systems project, networking technology, data analysis and design, information systems, MS Office solution development, project management, visual programming.



ASSESSMENT

Lectures and seminars are offered in each subject and you will also have regular tutorial contact and progress reviews. You will be assessed through written and practical assignments, in-class tests and portfolio submission. 'Real world' case studies are used as often as possible.

FURTHER STUDIES

Continue your studies on a 'top up' Computing BSc. A Computing HND is highly regarded and those with sufficiently high grades may be able to enter the second or third year of degree programmes. The College has links to various universities.

CHOOSE GUILDFORD

- 1 Industry relevant packages and subjects**
- 2 Excellent results with the majority of students going on to a degree 'top-up' year or related work**
- 3 Excellent links with employers provide enhanced opportunities for work experience and employment**
- 4 Opportunity to develop key vocational specialisms according to your own interests**
- 5 Tuition in small groups - much greater tutor attention than many other Higher Education providers**

KEY FACTS

TITLE

Computing HND

Validated by Edexcel

APPLYING

Full-time: Apply through UCAS.

For details and forms visit www.ucas.com

or **Tel: 0871 46 80 468**

INSTITUTION CODE: GUILD G90

COURSE CODE: 004G

Part-time: Apply direct to Guildford College

DURATION

2 years full-time or 3 years part-time

MINIMUM ENTRY

160 UCAS points as demonstrated by:

- BTEC National Diploma in a relevant subject
- An A Level profile showing a competent performance in at least two subjects with supporting GCSE passes at grades A-C
- An Access to Higher Education Certificate
- Other relevant Level 3 qualifications e.g. NVQ 3 or Advanced Diploma
- Mature students with extensive work experience and/or relevant professional qualifications.

Places are subject to successful interview and offer

FEES

UK/EU fees 2010 FT: £2,250, PT: £1,375 per year.

For further or international student fee information please see our website

Please note: This programme is subject to review by Edexcel in 2010 and the modules may differ from those published.



INTERNATIONAL TRAVEL AND TOURISM OPERATIONS MANAGEMENT FOUNDATION DEGREE FdA

EMILY BRUDER

“This course has provided me with the theory and skills I need for my future career. I have found all aspects relevant and interesting and work placements have provided me with experience, confidence and determination. In my first year I did a European placement programme in Dublin, working for a tour operator and living with an Irish family. In my second year I worked for a local events company.

Bournemouth University have now accepted me onto their tourism top-up degree course. After this I'd like to do a masters degree, work in the industry and travel around the world and eventually do an events job in Australia, through a contact from the local events company. Without the course and support from Guildford College it would have been much harder for me to achieve my goals.”

OUR STUDENTS...



BUSINESS STUDIES BA (Hons)

KIM JONES

"After completing a Business and Management HND in Wales I moved to Surrey as there are better career opportunities here. The College is quite far away from where I live but the facilities and course content make it a worthwhile journey. Another reason for choosing this course was the one-to-one interaction with the tutors who invest their time and skills to help each individual to succeed.

Once I have completed this course the qualification will show prospective employers what I am capable of and assist me in achieving a successful career."



CONSTRUCTION COMMERCIAL MANAGEMENT BSc (Hons)

MIKE BUTLER

"I joined the construction industry in 2003 and was given the opportunity to study on a day-release basis. I chose Guildford College because it has a large construction department with an excellent reputation. My experience is that this reputation is well founded. The course is enjoyable and challenging, the staff are highly experienced and enthusiastic and the facilities are very good, particularly the Learning Resource Centre.

I graduated with first class honours and am currently Site Manager for a £2.1m housing development in Buckinghamshire. I would happily recommend Guildford College to anybody choosing a career in construction management."



HOSPITALITY MANAGEMENT FOUNDATION DEGREE FdA

SADE FOLARANMI

"Before coming to the College, I ran my events company which majors in corporate and social events. I chose this course because it provided a solid platform for learning and because I am passionate about the hospitality industry.

College days are flexible and the course has helped improve my knowledge of the industry from marketing to event management and other useful modules. I have had the privilege of being taught by lecturers who are highly experienced in the industry. Their practical experience, academic expertise and method of teaching added value to my life in such a way that it helped me to start up and run my new restaurant."

BECOME A . . .

**CIVIL ENGINEER
CONSTRUCTION
MANAGER
BUILDING SURVEYOR**

AND MORE . . .

Higher National Certificate

CONSTRUCTION AND THE BUILT ENVIRONMENT

CAREER OPTIONS

You could become a construction manager, civil engineer, technical adviser, building surveyor, site manager, project planner or architectural designer.

COURSE OVERVIEW

This course is designed to help you to develop your career within the professional, managerial, administrative or technician areas of the construction industry. It is intended to enable you to take further responsibility for design, research work and site operations. The first year is common to all pathways. In the second year you specialise in production management, quantity surveying, building surveying, architectural design or civil engineering.

MODULES

Year 1: All pathways: Analytical methods, health and safety, management principles, principles and application of design, science and materials, technology A (geology and soil mechanics for civil engineering pathway).

Year 2: Production Management: Building services, group project, law and contract, production management, site surveying, technology B.

Quantity/Building Surveying: Building services, group project, law and contract, measurement A, site surveying, technology B.

Architectural Design: Building services, design procedures, group project, material properties and performance, specification and contract documentation, technology B.

Civil Engineering: Civil engineering construction, engineering mathematics, group project, site surveying, project management, structural analysis and design.



ASSESSMENT

You will be assessed through written and practical assignments, time controlled assessments and end of unit examinations. Case studies based on real situations from industry draw together all elements of the programme.

FURTHER STUDIES

On successful completion of the Construction HNC followed by the HND you can progress to the 'top up' Construction Management BSc (Hons) at the College. Alternatively you can undertake professional exams in order to gain part membership of the professional or technical bodies such as CIOB, RICS, ICE and CIAT.

CHOOSE GUILDFORD

- 1 Specialist programme of part-time studies to complement industrial skills and experience**
- 2 Progress to the HND and then Degree courses in Construction/Commercial Management/Civil Engineering**
- 3 Opportunity to specialise in several areas of construction**
- 4 Gain membership of professional bodies such as the Chartered Institute of Building (CIOB), Institute of Civil Engineers**
- 5 Friendly and professional environment facilitating friendship building and networking**

KEY FACTS

TITLE

Construction and the Built Environment HNC
Validated by Edexcel

APPLYING

Part-time only: Apply direct to
Guildford College

DURATION

2 years part-time

MINIMUM ENTRY

Mature students with extensive work experience and/or relevant professional qualifications or 160 UCAS points as demonstrated by:

- BTEC National Diploma in a relevant subject
- An A Level profile showing a competent performance in at least two subjects with supporting GCSE passes at grades A-C
- An Access to Higher Education Certificate
- Other relevant Level 3 qualifications e.g. NVQ 3 or Advanced Diploma

Places are subject to successful interview and offer

FEES

UK/EU fees 2010 PT: £1,375 per year.

For further or international student fee information please see our website

Please note: This programme is subject to review by Edexcel in 2010 and the modules may differ from those published.

BECOME A . . .

**BUILDING DESIGNER
QUANTITY SURVEYOR
DESIGN TECHNICIAN**

AND MORE . . .

Higher National Diploma

CONSTRUCTION

CAREER OPTIONS

You could become a production manager, quantity surveyor, design technician or architectural designer. The course is intended to prepare you to progress your career in the fields of site management, buying, building control, project management, quantity surveying, building surveying, architecture or civil engineering.

COURSE OVERVIEW

This course follows on from the HNC and allows you to develop your knowledge to managerial level. You complete up to twelve modules at HNC level and a further four or five modules depending on your selected pathway, to gain an HND. You can choose to specialise in production management, quantity surveying, building surveying or architectural design. Working in the construction industry forms an important part of the course.

MODULES

Production Management: Contractual procedures, structural behaviour/detail, production management, technology C, tendering and estimating.

Quantity Surveying: Construction economics, contractual procedures, IT applications - surveying and measuring/CAD, structural behaviour and detail, tendering and estimating.

Building Surveying: Contractual procedures, IT applications - general/CAD, structural behaviour/detail, technology C, tendering and estimating.

Architectural Design: Contractual procedures, design technology, refurbishment and adaptation, technology C.



ASSESSMENT

Lectures and seminars are offered in each subject and you will also have regular tutorial contact and progress reviews. You will be assessed through written and practical assignments, time controlled assessments and end of unit examinations. Case studies based on real situations drawn from industry bring together all elements of the programme.

FURTHER STUDIES

After completion of the Construction HND you can 'top up' to a degree in two years part-time on the Construction/Commercial Management BSc (Hons) at the College. Alternatively you can undertake professional exams in order to gain membership of the professional or technical bodies such as CIOB, RICS, ICE and CIAT.

CHOOSE GUILDFORD

- 1 Specialist programme of part-time studies to complement industrial skills and experience.**
- 2 Progress to the Degree course in Construction/Commercial Management**
- 3 Opportunity to specialise in several areas of construction**
- 4 Gain membership of professional bodies such as the Chartered Institute of Building (CIOB)**
- 5 Friendly and professional environment facilitating industry contact building and networking**

KEY FACTS

TITLE

Construction HND

Validated by Edexcel

APPLYING

Part-time only: Apply direct to Guildford College

DURATION

1 year part-time

MINIMUM ENTRY

Construction or Civil Engineering HNC or mature students with extensive work experience and relevant professional qualifications. Places are subject to successful interview and offer

FEES

UK/EU fees 2010 PT: £1,375 per year.

For further or international student fee information please see our website

Please note: This programme is subject to review by Edexcel in 2010 and the modules may differ from those published.



BECOME A . . .

**DEVELOPER
COMMERCIAL
MANAGER
ARCHITECT**

AND MORE . . .

BSc (Hons)

CONSTRUCTION/ COMMERCIAL MANAGEMENT

CAREER OPTIONS

You could become an architect, surveyor, property developer, commercial manager or facilities manager. The course provides the necessary training and skills to pursue managerial positions in production management, commercial management, quantity surveying, building control or site project management.

COURSE OVERVIEW

Construction is a hugely varied and complex industry, providing employment for nearly one in ten people across the UK. The industry is currently at the heart of key projects across London and the south east including the 2012 Olympics, the redevelopment of Bournemouth Airport and the A3 Hindhead by-pass. As the market develops, there is an increasing need for qualified professional managers to oversee resources, commercial, project and construction management.

This course is designed for those pursuing a career in construction/ commercial management at strategic level and seeks to equip students in preparation for the tough and exciting challenges they will face as business leaders in the multi-disciplined built environment industry.

MODULES

- Year 1:** Construction and environment, production management, project appraisal, project management, corporate management and finance.
- Year 2:** Marketing, speculative development project, dissertation.



ASSESSMENT

Lectures and workshops are offered in each subject, together with tutorials. You will be assessed through assignments, case studies, end of unit exams and a dissertation.

FURTHER STUDIES

You could apply for a postgraduate course in construction or surveying and for membership of the professional bodies. London South Bank University offers postgraduate degrees in Surveying, which could lead to RICS (Royal Institute of Chartered Surveyors) membership.

CHOOSE GUILDFORD

- 1 Course accredited by the Chartered Institute of Building**
- 2 Access to learning resources from the Royal Institute of Chartered Surveyors (RICS) and the Royal Institute of British Architects (RIBA)**
- 3 Develop transferable skills in procurement, finance, construction, project management and marketing**
- 4 Opportunity to study both construction and commercial management and specialise in either for final degree choice**
- 5 Better job prospects - for example with organisations such as Amec, Balfour Beatty, Berkley Homes and Persimmons**

KEY FACTS

TITLE

Construction/Commercial Management
BSc (Hons)

Franchised from London South Bank University

APPLYING

Part-time only: Apply direct to
Guildford College

DURATION

2 years part-time


MINIMUM ENTRY

Construction Foundation Degree at merit or equivalent level, HND with a minimum of eight merits or other relevant qualification. Alternatively Construction HNC with accredited prior learning. Places are subject to successful interview and offer

FEES

This course is franchised from the London South Bank University and as such is subject to their fees, which are payable direct to the University. For fee information please go to www.lsbu.ac.uk/fees

BECOME A . . .



**PRACTITIONER
PRIVATE PRACTICE
COUNSELLOR
PSYCHOTHERAPIST
AND MORE . . .**

Foundation Degree FdA

COUNSELLING (HUMANISTIC)

CAREER OPTIONS

You could become a practising counsellor in a counselling centre, agency, doctors' surgery, hospital, school, business, private practice or related fields.

COURSE OVERVIEW

Research into counselling outcomes demonstrates that it is the quality of the relationship between the client and counsellor that has the most profound effect. It is this quality of the relationship - based on a deep knowledge of the self and the other - that lies at the heart of this course. The theoretical framework is humanistic with the clinical focus on person-centred and Gestalt theory and practice. These schools of thought are best understood within an existential view of life and the individual, allied to notions of freedom of choice, self-responsibility and the search for meaning based on genuineness and self-realisation. Skills development includes working creatively in therapy and explores the theory and methods such as bodywork, imagery and dreams.

MODULES

Year 1: Academic skills for professional practice; clinical practice - existential theories of the world and the person, developmental and therapeutic ideas of Carl Rogers and Gestalt theorists; personal development - deeper awareness of self, other and relationships; professional development - issues around practice; work-based learning - informal placement progressing towards clinical placement.

Year 2: Integration of theory and practice - creative and experimental practices and other models; personal integration through practising; developing a style of clinical work; deepening attention; professional and personal development.



ASSESSMENT

Lectures and seminars are offered in each subject and you will also have regular tutorial contact and progress reviews. You will be assessed through written assignments, practical observations (tutor, peer and self-reflection), theory assignments, learning portfolios, presentations, case studies, work with audio, video and transcripts.

FURTHER STUDIES

Top up to a degree in one year on the Counselling BA (Hons) at the College, following successful completion of the Foundation Degree, to expand your understanding of counselling practices or apply for alternative degrees at related institutions.

CHOOSE GUILDFORD

- 1 BACP accredited course. Graduates will be well positioned for acceptance onto the Register of Counsellors and Psychotherapists when the profession becomes regulated by the Government and will be eligible to apply to the BACP for individual accreditation after more supervised practice**
- 2 Establish effective therapeutic relationships with clients and work with a broad variety of issues in a safe and effective way**
- 3 Will enable you to evaluate theory and practice and reflect on your work and the work of others**
- 4 Well-established course with logical and structured processes, good links with local placements and supervisors and emphasis on ongoing personal and professional development**
- 5 Delivered on a flexible basis catering to different needs and work patterns**

KEY FACTS

TITLE

Counselling (Humanistic)

Foundation Degree FdA

Franchised from the University of Greenwich

APPLYING

Full-time only: Apply through UCAS.

For details and forms visit www.ucas.com

or **Tel: 0871 46 80 468**

INSTITUTION CODE: GUILD G90

COURSE CODE: B941

DURATION

2 years full-time 1 day per week plus occasional weekend workshops

MINIMUM ENTRY

Evidence of counselling training to Certificate level and GCSE English Language grade C or equivalent. You must be at least 21 years old. Students will be considered on individual merit and evidence of work experience/voluntary work in a counselling or related setting will be an advantage. You need to be in personal therapy by the end of term 1 (60 hours over the whole course). You will also need to be in a formal placement by the beginning of year 2 to enable you to gain 100 supervised client hours. Places are subject to successful interview and offer

FEES

This course is franchised from the University of Greenwich and as such is subject to their fees, which are payable direct to the University. For fee information please go to www.gre.ac.uk/students/finance



BECOME A . . .

**PRIVATE PRACTICE
COUNSELLOR**

**PRACTITIONER
IN GP SURGERY**

AND MORE . . .

Foundation Degree FdA

COUNSELLING (INTEGRATIVE)

CAREER OPTIONS

You could become a practising counsellor in a counselling centre, agency, doctors' surgery, hospital, school, business, private practice or related fields.

COURSE OVERVIEW

This BACP accredited course is for people interested in working with the creativity of the therapeutic relationship as the base for their counselling/psychotherapeutic work and is informed by humanistic, psychodynamic and transpersonal schools. Theory focuses on the five core relational modalities based on the five facets of relationship. Skills development focuses on practice in small peer groups, tutor demonstrations and video/tape work. Personal development formulates awareness of self and relationship with others through structured exercises and small personal development groups. Study skills and professional development elements enable the trainee to develop professional practice required by a working counsellor.

MODULES

- Year 1:** Academic skills for professional practice; clinical practice - four relational modalities - working alliance, transference/countertransference, reparative, person-to-person and building the integrative model; personal development - deeper awareness of self, other and relationships; professional development - issues around practice; work-based learning - informal placement progressing towards clinical placement.
- Year 2:** Theory - the fifth relational modality - transpersonal; integration - developing an integrated and personalised way of working.



ASSESSMENT

Lectures and seminars are offered in each subject and you will also have regular tutorial contact and progress reviews. You will be assessed through written assignments, practical observations (tutor, peer and self-reflection), theory assignments, learning portfolios, presentations, case studies, work with audio, video and transcripts.

FURTHER STUDIES

Top up to a degree in one year on the Counselling BA (Hons) at the College, following successful completion of the Foundation Degree, to expand your understanding of counselling practices or apply for alternative degrees at related institutions.

CHOOSE GUILDFORD

- 1 BACP accredited course. Graduates will be well positioned for acceptance onto the Register of Counsellors and Psychotherapists when the profession becomes regulated by the Government and will be eligible to apply to the BACP for individual accreditation after more supervised practice**
- 2 Establish effective therapeutic relationships with clients and work with a broad variety of issues in a safe and effective way**
- 3 Will enable you to evaluate theory and practice and reflect on your work and the work of others**
- 4 Well-established course with logical and structured processes, good links with local placements and supervisors and emphasis on ongoing personal and professional development**
- 5 Delivered on a flexible basis catering to different needs and work patterns**

KEY FACTS

TITLE

Counselling (Integrative)

Foundation Degree FdA

Franchised from the University of Greenwich

APPLYING

Full-time only: Apply through UCAS.

For details and forms visit www.ucas.com

or **Tel: 0871 46 80 468**

INSTITUTION CODE: GUILD G90

COURSE CODE: B942

DURATION

2 years full-time 1 day per week plus occasional weekend workshops

MINIMUM ENTRY

Evidence of counselling training to Certificate level and GCSE English Language grade C or equivalent. You must be at least 21 years old. Students will be considered on individual merit and evidence of work experience/voluntary work in a counselling or related setting will be an advantage. You need to be in personal therapy by the end of term 1 (60 hours over the whole course). You will also need to be in a formal placement by the beginning of year 2 to enable you to gain 100 supervised client hours. Places are subject to successful interview and offer

FEES

This course is franchised from the University of Greenwich and as such is subject to their fees, which are payable direct to the University. For fee information please go to www.gre.ac.uk/students/finance



BECOME A . . .

PASTORAL WORKER
PRIVATE PRACTICE
COUNSELLOR
PSYCHOTHERAPIST

AND MORE . . .

BA (Hons)

COUNSELLING

CAREER OPTIONS

You could become a private practice counsellor, pastoral worker, counsellor for a voluntary agency, the NHS or other statutory agency or supervisor. Counsellors who graduate from this course and who are already in paid employment will be eligible for a greater variety of counselling work.

COURSE OVERVIEW

This course has been specifically designed for practising counsellors already qualified to Diploma or Foundation Degree level and working in paid employment, private practice or a voluntary setting. It provides a unique opportunity for counsellors to deepen their understanding of counselling theory and practice, to gain more understanding of client issues and how to work with them, undertake a research project and gain a degree at the same time. It also provides a forum where counsellors from a variety of orientations and backgrounds will be able to share information and experience to their mutual advantage.

As awareness of mental health issues gradually increases in the public consciousness and more people seek professional help and advice, there is a rise in demand for counselling and for professionally qualified counsellors. Employers are beginning to ask more and more for counsellors with a degree in counselling, or with BACP accreditation or both.

MODULES

Work-based learning, counselling case study, research methodology, individual research project, advanced counselling theory.



ASSESSMENT

Lectures and seminars are offered in each subject and you will also have regular tutorial contact and progress reviews. You will be assessed through a series of assignments and a research project.

FURTHER STUDIES

You could progress to postgraduate courses or go on to more specialised training, for instance in couples counselling, drug and alcohol addiction or working with adolescents.

CHOOSE GUILDFORD

- 1 Unique course specifically designed for practising qualified counsellors to extend their knowledge and skills**
- 2 Graduates will be well positioned for acceptance onto the Register of Counsellors and Psychotherapists when the profession becomes regulated by the Government (Healthcare Professionals Council)**
- 3 Graduates will be eligible for individual application to the BACP for accreditation following completion of further supervised practice**
- 4 Opportunity to experience alternative models of counselling. Share with your peers your way of working and gain new insights from their practice**
- 5 Develop your understanding of research methods and have the opportunity to engage in an extended project**

KEY FACTS

TITLE

Counselling BA (Hons)

Franchised from the University of Greenwich

APPLYING

Full-time only: Apply through UCAS.

For details and forms **visit www.ucas.com**

or **Tel: 0871 46 80 468**

INSTITUTION CODE: GUILD G90

COURSE CODE: B940

DURATION

1 year. Attendance one day a week, learning accredited from work-based practice

MINIMUM ENTRY

Counselling Diploma or Foundation Degree, normally with 450 hours of training, a minimum of 100 hours of supervised counselling practice and 40 hours of personal counselling (or equivalent). Accreditation of prior experiential learning procedures may apply for some candidates, e.g. with fewer training hours and/or more experience, or depending on their Diploma. Places are subject to successful interview and offer

FEES

This course is franchised from the University of Greenwich and as such is subject to their fees, which are payable direct to the University. For fee information please go to: **www.gre.ac.uk/students/finance**



BECOME A . . .

TEACHER
EARLY YEARS
OFFICER
NURSERY WORKER

AND MORE . . .

Foundation Degree FdA

EARLY CHILDHOOD STUDIES

CAREER OPTIONS

You could become a day nursery or pre-school worker or supervisor, teaching assistant or early years officer or pursue a career in a range of other areas such as childcare, education and early years.

COURSE OVERVIEW

This programme is intended for students wishing to work professionally with children aged 0-8 years or who are already working with children in this age group and wish to study for a higher level qualification. It aims to equip you to play professional roles in the early years sector.

You will develop knowledge and skills that will enable you to participate in planning, evaluating and implementing the education and care of young children from 0-8 years and will use this knowledge and understanding to support your practical work with children in the workplace. It is fundamental to the approach of the course that theory and practical work are inter-related.

MODULES

Year 1: Professional practice 1, healthy development of the child, perspectives of the early years' curriculum, learning and play theories, child and family in society, understanding and managing children's behaviour, communication skills in the early years setting.

Year 2: Professional practice 2, supporting children's knowledge and understanding of the world, safeguarding children, supporting language and literacy development in early childhood, supporting mathematical development in early childhood, child development and inclusive practice, research project.



ASSESSMENT

Lectures and seminars are offered in each subject and you will also have regular tutorial contact and progress reviews. The majority of assessment is through coursework in the form of reports, presentations, essays, portfolio compilation and practical work.

FURTHER STUDIES

Continue your studies for a further year on the 'top up' Early Childhood Studies BA (Hons) at Guildford College or undertake related degrees at other Higher Education institutions.

CHOOSE GUILDFORD

- 1** **New Government legislation will soon require anyone working in 'early years' education, childcare, playwork or training to demonstrate that they are appropriately qualified. This qualification is designed to give you the skills and knowledge you need to work at a higher level**
- 2** **Two days a week are spent in a work placement encompassing a variety of settings and age groups of children**
- 3** **Strong pastoral care: regular, timetabled tutorial sessions with your personal tutor**
- 4** **Small teaching groups**
- 5** **Opportunities to progress to the Early Childhood Studies BA (Hons) and gain a Degree in one further year**

KEY FACTS

TITLE

Early Childhood Studies
Foundation Degree FdA
**Subject to validation by
the University of Greenwich**

APPLYING

Full-time: Apply through UCAS.
For details and forms **visit www.ucas.com**
or **Tel: 0871 46 80 468**

INSTITUTION CODE: GUILD G90

COURSE CODE: X312

Part-time: Apply direct to Guildford College

DURATION

2 years full-time or 3 years part-time

MINIMUM ENTRY

160 UCAS points as demonstrated by:

- BTEC National Diploma in a relevant subject
- An A Level profile showing a competent performance in at least two subjects with supporting GCSE passes at grades A-C
- An Access to Higher Education Certificate
- Other relevant Level 3 qualifications e.g. NVQ 3 or Advanced Diploma
- Mature students with extensive work experience and/or relevant professional qualifications.

You also need to obtain Criminal Records Bureau checking. Places are subject to successful interview and offer

FEES

UK/EU fees 2010 FT: £2,250, PT: £1,375 per year.

For further or international student fee information please see our website



BECOME A . . .

NURSERY MANAGER
CHILDCARE
SERVICE MANAGER
OFSTED INSPECTOR

AND MORE . . .

BA (Hons)

EARLY CHILDHOOD STUDIES

CAREER OPTIONS

You could become an Ofsted inspector, manager with the Early Years and Childcare Service, teacher, manager of a childrens' charity, social care worker or work in the allied care or health professions.

COURSE OVERVIEW

There is an increasing demand from education, health and social care establishments for highly trained managers, mentors and advisers for early years. This course is designed to develop your understanding of the impact of social and environmental factors on the early years, increase your awareness of specific educational needs deriving from psychological, environmental and inherited factors and focus on knowledge of child health, the curriculum and management issues. You will also be able to improve your ability to select and use research materials by undertaking an independent study of your choice.

The course builds on knowledge and skills developed at HND and Foundation Degree level. It is also ideally suited to those who are employed in schools or nurseries or who wish to pursue the registered teachers scheme or graduate teachers scheme. As a degree student you choose four modules, as an Honours student you study all modules. A well developed tutorial system will support you and help you to gain the most from your academic studies.

MODULES

Child health, management, information and communications technology, special educational needs, drama and movement, research methods.



ASSESSMENT

Lectures and seminars are offered in each subject and you will also have regular tutorial contact with your personal tutor. You will be assessed continuously through essays, presentations, projects, seminars and tests. Each module has two assignments apart from research methods which has one. If you are an Honours Degree student you will be allocated an academic supervisor who will support you in your independent study.

FURTHER STUDIES

You could progress to a postgraduate course in early years, teaching or social work or move on to a PGCE. The BA is recognised by the Initial Teacher Training Agency, and can be used as entry to their Graduate Teacher Scheme.

CHOOSE GUILDFORD

- 1 Opportunity to progress to the Graduate Teachers Programme**
- 2 100% achievement rate for the past three years**
- 3 Ideal pathway to fast-track onto Early Years Professional Status, which can be achieved in four months following the Honours Degree**
- 4 Strong pastoral care: weekly contact with a personal tutor**
- 5 Modules link to everyday practice and the Early Years Foundation Stage**

KEY FACTS

TITLE

Early Childhood Studies BA (Hons)

**Subject to validation by
the University of Greenwich**

APPLYING

Full-time: Apply through UCAS.

For details and forms **visit www.ucas.com**
or **Tel: 0871 46 80 468**

INSTITUTION CODE: GUILD G90

COURSE CODE: X310

Part-time: Apply direct to Guildford College

DURATION

1 year full-time or 2 years part-time

MINIMUM ENTRY

Early Childhood Studies Foundation Degree at merit or equivalent level, HND with a minimum of eight merits or other relevant qualification. You also need to obtain Criminal Records Bureau checking. Places are subject to successful interview and offer

FEES

UK/EU fees 2010 FT: £2,250, PT: £1,375 per year.

For further or international student fee information please see our website

BECOME A . . .

PARTY PLANNER
RESTAURANT
MANAGER
EVENTS MANAGER

AND MORE . . .

Foundation Degree FdA

HOSPITALITY MANAGEMENT

CAREER OPTIONS

You could become a restaurant manager, events manager, private party planner, conference and banqueting co-ordinator, transport or contract caterer.

COURSE OVERVIEW

This course will open the door to a wide range of employment options and provide a valuable grounding if you have thoughts of starting or running your own hospitality business. It allows you to examine current business practices, explore future scenarios and analyse a range of possible solutions. You will develop the confidence to compete in the hospitality industry and to successfully manage business and individual performance for success.

The work placement is both a valuable experience in its own right and an important means for reflection on and development of college-based subjects. Alternatively if you are already in employment within the hospitality industry you can draw from your knowledge and experience of your working environment to contribute to the assessment of this unit.

MODULES

- Year 1:** Business and financial performance, professional development and work experience, food and beverage operations management, hospitality and front office management, business communication and culture.
- Year 2:** Marketing planning, professional development and work experience, management operations and human resources, research project and live research, hospitality and event management, small business enterprise.



ASSESSMENT

Lectures and seminars are offered in each subject and you will also have regular tutorial contact and progress reviews. The majority of assessment is through written and practical assignments, presentations and projects.

FURTHER STUDIES

Apply for the Business BA (Hons) programme at the College, which will enable you to top up to a degree in one more year. Alternatively you could apply for related degrees at other institutions.

CHOOSE GUILDFORD

- 1 You will be eligible for membership of the Institute of Hospitality; the industry's professional body**
- 2 Industry-standard training kitchens and a modern restaurant open to the public - providing you with hands-on experience**
- 3 Additional accreditation: opportunity to undertake professional courses**
- 4 Educational and residential visits in the UK and internationally, giving experience of all aspects of the hospitality industry**
- 5 Vocational assessments linked to current industry trends**

KEY FACTS

TITLE

Hospitality Management
Foundation Degree FdA
Validated by the University of Surrey

APPLYING

Full-time: Apply through UCAS.
For details and forms visit www.ucas.com
or **Tel: 0871 46 80 468**

INSTITUTION CODE: GUILD G90

COURSE CODE: N221

Part-time: Apply direct to Guildford College

DURATION

2 years full-time or 3 years part-time

MINIMUM ENTRY

160 UCAS points as demonstrated by:

- BTEC National Diploma in a relevant subject
- An A Level profile showing a competent performance in at least two subjects with supporting GCSE passes at grades A-C
- An Access to Higher Education Certificate
- Other relevant Level 3 qualifications e.g. NVQ 3 or Advanced Diploma
- Mature students with extensive work experience and/or relevant professional qualifications.

Places are subject to successful interview and offer

FEES

UK/EU fees 2010 FT: £2,250, PT: £1,375 per year.

For further or international student fee information please see our website

MEDIA (MOVING IMAGE) HND

FRANKLYN ROBINSON

"I find media highly interesting and studying this course at Guildford College has enhanced my enthusiasm for the subject.

We are learning to complete a wide range of roles within the media field including producing, directing, camera work, sound and editing, and we're covering many film genres such as drama, documentary and music videos. The tutors are extremely helpful, friendly and easy to approach, and any student who joins the course will be directed to a brilliant career in the future."



OUR STUDENTS...



PROFESSIONAL CERTIFICATE IN EDUCATION (PCE)

PETER MELLOR

"Having worked as an electrician for over 30 years, I became a tutor in electrical installation at Guildford College's Stoke Park Campus in 2008. As part of my terms of employment, I was given the opportunity to study for a PCE. I have found the tutors here to be very friendly and the course has been an indispensable guide for making the transition from electrician to tutor. The facilities here are ideal for studying and with access to Stoke Park's own Learning Resource Centre and the computer suites, I have been able to complete all of my studies on site."



EARLY CHILDHOOD STUDIES FOUNDATION DEGREE FdA

HAYLEY GARLAND

"Having completed A Levels, I chose Guildford College because of its locality, affiliation with London South Bank University and very reasonable fees. I studied full-time and attended a placement in a nursery in the first year and a primary school in the second year, which provided me with insight into the roles and responsibilities of a practitioner. I am now employed by the nursery.

The compilation of modular assessment appealed to me and the study facilities and level of tutor support have been consistently high. I have really enjoyed the course and am going to continue to the degree, after which I hope to become a primary school teacher."



COUNSELLING (HUMANISTIC) FOUNDATION DEGREE FdA

KAZ MASON

"I chose this course because it offered a combination of humanistic therapies and is accredited by our professional body, the BACP. The course is interactive, challenging, insightful, supportive and fun. Personal therapy is a requirement of the course, and combined with college learning and practical experience at my placement in a drug and alcohol addiction agency, has resulted in a growth enhancing experience I feel privileged to have undertaken.

Juggling coursework, a job and three children has been a challenge, but I feel equipped on a personal and professional level to start my own counselling practice upon graduation."

A person wearing a black cap and a grey jacket is seen from the side, operating a professional video camera. The camera is mounted on a tripod and has various cables (red, green, yellow) attached to it. In the background, a white car is visible on a street, suggesting an outdoor film set.

BECOME A . . .

**PRODUCER
DIRECTOR
EDITOR
CAMERAMAN**

AND MORE . . .

Higher National Diploma

MEDIA (MOVING IMAGE)

CAREER OPTIONS

You could become a camera operator, post-production supervisor, studio manager, editor, producer or director. This course prepares you for direct opportunities in employment in media, film, marketing, production, post-production and special effects. Previous students have been offered contracts at pre-production, production and post-production companies.

COURSE OVERVIEW

Experience life behind the camera in preparation for work in the media production industry. You will be making your own film, creating a documentary and trying out different roles as a director, producer, editor and researcher. We can provide you with the ultimate hands-on experience, learning new technical skills while developing creative ideas. You will complete several individual and group media projects throughout the course. Work experience is offered as part of the course and enables you to build and tailor your own career path.

MODULES

- Year 1:** Contextual studies, media industries, research techniques, practical skills (audio), practical skills (moving image), camera and lighting workshop, video editing, television studio production, television studies.
- Year 2:** Media project, production management, career development (moving image), producer (moving image), director (moving image), film and television documentary, film and television drama, work experience in the media industries.



ASSESSMENT

Lectures and seminars are offered in each subject and you will also have regular tutorial contact and progress reviews. The majority of assessment is through coursework in the form of written and practical assignments, presentations, projects and two major final projects in the second year. Work is divided into three main marking opportunities: pre-production (research), production (shooting) and post production (editing and evaluation).

FURTHER STUDIES

You could apply for a 'top up' degree in a related subject at university. Previous students have gone on to the University College for the Creative Arts, the Cardiff School of Journalism and other institutions to study specialist and postgraduate courses.

CHOOSE GUILDFORD

- 1 Professional TV studio**
- 2 Digital production facility: page production, print original and digital editing**
- 3 Dedicated Apple Mac suite**
- 4 Involves both practical and theoretical work, giving you all round experience and knowledge and preparing you for a career in the industry**
- 5 Established links with local media companies**

KEY FACTS

TITLE

Media (Moving Image) HND

Validated by Edexcel

APPLYING

Full-time: Apply through UCAS.

For details and forms **visit www.ucas.com**

or **Tel: 0871 46 80 468**

INSTITUTION CODE: GUILD G90

COURSE CODE: 013P

Part-time: Apply direct to Guildford College

DURATION

2 years full-time or 3 years part-time

MINIMUM ENTRY

160 UCAS points as demonstrated by:

- BTEC National Diploma in a relevant subject
- An A Level profile showing a competent performance in at least two subjects with supporting GCSE passes at grades A-C
- An Access to Higher Education Certificate
- Other relevant Level 3 qualifications e.g. NVQ 3 or Advanced Diploma
- Mature students with extensive work experience and/or relevant professional qualifications.

Places are subject to successful interview and offer

FEES

UK/EU fees 2010 FT: £2,250, PT: £1,375 per year.

For further or international student fee information please see our website

Please note: This programme is subject to review by Edexcel in 2010 and the modules may differ from those published.

BECOME A ...

**PRIVATE TUTOR
LECTURER
ADULT EDUCATION
TEACHER**

AND MORE . . .

PGCE/PCE

PROFESSIONAL GRADUATE/ CERTIFICATE IN EDUCATION

CAREER OPTIONS

You could become a Further Education lecturer, private industry trainer, private tutor, trainer in the public sector or adult education teacher. For teachers/trainers already within these sectors, this course will provide full professional recognition and the opportunity to complete the academic requirements to apply for a teaching licence. For those who are able to undertake 150 hours teaching over the course, these qualifications will provide part of the requirements for such recognition and employment as a teacher/trainer.

COURSE OVERVIEW

This course leads to an initial teaching qualification for those who teach or intend to teach in Further Education colleges, sixth-form colleges, adult education centres, art colleges, health care or community organisations, the public services and a wide range of commercial and voluntary organisations.

The programme comprises courses at two levels: level one covers the skills needed for teaching and classroom management and level two extends these skills and helps students to explore the theory underpinning teaching and learning.

MODULES

- Year 1:** Preparing to teach in the Lifelong Learning Sector; managing behaviours, planning and enabling learning, assessment and learning, theories and principles of learning.
- Year 2:** Continuing personal and professional development, curriculum design and implementation for inclusive practice, wider professional practice, specialist subject study.



ASSESSMENT

Units are assessed by tasks and assignments structured around activities relating to the work teachers are already doing in class.

FURTHER STUDIES

Those who successfully complete the course can apply to the Institute for Learning to be considered for QTLS (Qualified Teacher Learning and Skills) status, if they wish to pursue a career teaching in Further Education colleges.

CHOOSE GUILDFORD

- 1** The course fulfils the training requirements of the Institute for Learning, the professional body overseeing teacher training regulations in Further Education
- 2** Support from by a College personal tutor and your own subject specific mentor whilst on the course
- 3** Promotes on the job training which allows you to develop professional skills whilst you are teaching
- 4** Allows you to engage with other professionals who are learning about key aspects of teaching, especially issues that are of great importance to new teachers, e.g. how to manage students in the classroom, dealing with disruptive behaviour
- 5** Access to materials at the University of Greenwich, including its web presence with a range of learning resources which students can access at home

KEY FACTS

TITLE

Professional Graduate Certificate in Education/Professional Certificate in Education (PGCE/PCE)

Franchised from the University of Greenwich

APPLYING

Part-time only: Apply direct to Guildford College

DURATION

2 years part-time

MINIMUM ENTRY

Degree or professional/vocational qualification and relevant work experience. You must be employed as a teacher or trainer in the post-compulsory sector or be able to undertake 150 hours teaching in the sector over the course, averaging 5 hours a week minimum. Places are subject to successful interview and offer. You will also be subject to a Criminal Records Bureau check and occupational health screening. Places are subject to successful interview and offer

FEES

This course is franchised from the University of Greenwich and as such is subject to their fees, which are payable direct to the University. For fee information please go to www.gre.ac.uk/students/finance

BECOME A . . .

**OVERSEAS TOUR
MANAGER
CRUISE SHIP PURSER
TRAVEL CONSULTANT**

AND MORE . . .

Foundation Degree FdA

INTERNATIONAL TRAVEL AND TOURISM OPERATIONS MANAGEMENT

CAREER OPTIONS

You could become an overseas tour manager; cruise ship purser; executive business travel consultant; tour operator; air cabin crew supervisor for retail or business travellers; visitor attraction guide or work for a local airport or airline.

COURSE OVERVIEW

Our travel and tourism resources have long been recognised as outstanding and together with our professional teaching, make us ideally placed to prepare you for work in this fast-moving industry. This course has an international focus on operations management and practical aspects of the industry to prepare you for work in UK and overseas tourism. You will learn management, marketing and finance skills to enable you to contribute to business processes within your work environment and also undertake optional additional modules in air fares and ticketing and Galileo/Welcome Host.

MODULES

- Year 1:** Business and financial performance, professional development and work experience, travel and tourism industry, airport and airline operations, business communications and culture, retail operations and e-commerce, incoming, domestic and outbound tour operations, special interest tourism, visitor attractions, sustainable and responsible tourism.
- Year 2:** Marketing planning, professional development and work experience, management operations and human resources, research project and live research, negotiation skills for the travel industry, managing information and knowledge in tourism.



ASSESSMENT

Lectures and seminars are offered in each subject and you will also have regular tutorial contact and progress reviews. The majority of assessment is in the form of written and practical assignments, reports exploring current industry issues and presentations based around specific industry case studies in the UK or overseas.

FURTHER STUDIES

Apply for the Business BA (Hons) programme at the College, which will enable you to top up to a degree in one more year. Alternatively you could apply for related degrees at other institutions.

CHOOSE GUILDFORD

- 1 Industry standard resources including an air cabin crew training room in the form of a simulated aircraft, live computerised airline reservation systems and a communications centre**
- 2 Gain additional industry recognised vocational qualifications**
- 3 Domestic and international visits to experience the industry from a consumer and employee perspective**
- 4 Regular educational visits including trips to local travel agents, tour operators and the World Travel Market in London**
- 5 Opportunity to complete national and/or international work placements**

KEY FACTS

TITLE

International Travel and Tourism
Operations Management
Foundation Degree FdA
Validated by the University of Surrey

APPLYING

Full-time: Apply through UCAS.
For details and forms visit www.ucas.com
or **Tel: 0871 46 80 468**

INSTITUTION CODE: GUILD G90

COURSE CODE: N800

Part-time: Apply direct to Guildford College

DURATION

2 years full-time or 3 years part-time

MINIMUM ENTRY

160 UCAS points as demonstrated by:

- BTEC National Diploma in a relevant subject
- An A Level profile showing a competent performance in at least two subjects with supporting GCSE passes at grades A-C
- An Access to Higher Education Certificate
- Other relevant Level 3 qualifications e.g. NVQ 3
- Mature students with extensive work experience and/or relevant professional qualifications.

Places are subject to successful interview and offer

FEES

UK/EU fees 2010 FT: £2,250, PT: £1,375 per year.

For further or international student fee information please see our website

INDUSTRY ACCREDITED COURSES FOR YOUR CAREER

"THE STANDARD OF TEACHING IS
EXTREMELY HIGH. MY TUTOR REGULARLY
DRAWS ON HER EXPERIENCE AS A
CRIMINAL BARRISTER TO OFFER A REAL
INSIGHT INTO LIFE WORKING IN LAW."

ALISON DUDLEY, ILEX PROFESSIONAL
DIPLOMA IN LAW AND PRACTICE





PROFESSIONAL COURSES

BECOME A . . .

**BUSINESS ANALYST
FINANCIAL
ACCOUNTANT
AUDITOR**

AND MORE . . .

Association of Accounting Technicians (AAT)

ACCOUNTING

AAT Certificate (Foundation)

AAT Advanced Certificate (Intermediate)

AAT Diploma

COURSE OVERVIEW

Our accountancy courses are accredited by the Association of Accounting Technicians and are designed to provide you with practical accounting and financial skills while developing your grasp of business, giving you comprehensive expertise that you can apply in the real world.

Certificate: At this level you'll start to develop your skills in double entry bookkeeping and gain a grasp of management and administrative processes. You'll learn how to use manual and computerised accounting systems and how to work with purchase, sales and general ledgers.

Advanced Certificate: This level introduces more complex accounting tasks, like preparing final accounts for sole traders and partnerships. You'll also learn how to maintain cost accounting records and preparation of reports and returns.

Diploma: Here you'll learn how to draft financial statements for limited companies, perform complex management accounting tasks and develop your own management skills. This level includes a choice of special units, which means that you can focus on the areas of accounting that suit you.

QUALIFICATION CONTENT

Certificate: Introductory accounting and accounting work skills.

Advanced Certificate: Financial accounting, costing, cash management and business ethics.

Diploma: Drafting financial statements, management accounting, personal tax, business tax, and a 4,000 word project on managing systems and people.

ASSESSMENT

Exams, devolved assessments plus a project at the Diploma level.



FURTHER INFORMATION

To undertake AAT qualifications you will need to become a member of the Association of Accounting Technicians. For further information on joining please visit www.aat.org.uk. You could go on to study courses with the ACCA or CIMA to become a fully qualified accountant and progress to managerial or strategic level.

CHOOSE GUILDFORD

- 1 Guildford College is an AAT Approved Assessment Centre**
- 2 Develop practical accounting and finance skills to improve your prospects and to increase your earning potential**
- 3 Subject specialist teaching with proven track record of success and satisfaction**
- 4 Learn transferable skills that are always in demand: all organisations both small and large require staff trained in accounting**
- 5 Get a qualification with flexible opportunities - from setting up your own business to working part-time, you can choose from a wide range of employment options to suit your lifestyle**



STUDENT SOUNDBITE

Tara Doyle - AAT Diploma

"We had an excellent teacher, who went out of his way to make sure that we understood every aspect of a particular topic. He was always willing to make time for us if we were struggling, and used many different approaches so that we fully understood what was being taught."

KEY FACTS

TITLE

AAT Certificate (Foundation)
AAT Advanced Certificate (Intermediate)
AAT Diploma

**Accredited by the Association
of Accounting Technicians (AAT)**

DURATION

1 year part-time during the day, afternoon or evening for each level, starting in September

ENTRY REQUIREMENTS

You don't need prior formal qualifications to begin studying but will need to be reasonably literate and numerate. If you have relevant school qualifications, a degree or some accounting experience, you might be able to start at a higher level. You will be required to join the AAT as a student member

FEES

Please see our website for current fees



BECOME A . . .

**SITE ENGINEER
CONSTRUCTION
SUPERVISOR
QUANTITY SURVEYOR**

AND MORE . . .

Chartered Institute of Building (CIOB)

CONSTRUCTION

CIOB Site Management Certificate

CIOB Site Management Study Diploma

COURSE OVERVIEW

This course is designed to meet the needs of those employed in, or training for, site management. You complete seven modules for the Certificate, followed by a further seven to qualify for the Diploma. Gaining the Site Management Certificate and Diploma provides evidence to employers and clients that an internationally recognised level of study has been successfully completed. Having experienced site managers with this qualification helps employers satisfy regulatory Health and Safety and other EU requirements.

QUALIFICATION CONTENT

Industry and management, project planning (compulsory assignment), organising and resourcing projects, project monitoring and control, managing the quality of site work (compulsory assignment), managing sub-contractors, health and safety (compulsory assignment), based on the syllabus of the CITB - site management safety training scheme (SMSTS), site surveying and levelling (compulsory assignment), computing (compulsory assignment), managing people, developing people, improving managerial skills, contractual and legal responsibilities, estimating and measuring work, maintenance management, services management.

ASSESSMENT

By course work, tutorials and project work. There will be no formal written exams as the course is continuously assessed.



FURTHER INFORMATION

These courses are nationally recognised and holders of the CIOB Site Management Study Diploma are entitled to become Associate Members of the Institute and can then undertake the Direct Membership Exam in order to progress to full membership status. For further information on joining please visit www.ciob.org.uk.

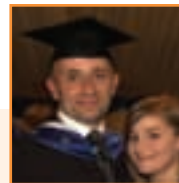
CHOOSE GUILDFORD

- 1** Qualifications are recognised throughout the industry and holders are regarded as possessing knowledge and management field experience to contribute towards employers needs in the construction management field
- 2** The high standard of training has given our courses a proven track record of success
- 3** Close links with companies in the construction industry
- 4** Learn the skills and confidence to manage and co-ordinate all types of construction projects
- 5** Increased promotional prospects

STUDENT SOUNDBITE

Dean Johnson - CIOB Site Management Study Diploma

"I have gained a great deal of knowledge that I didn't know about my job, it's made me look seriously at the Health and Safety side of the construction industry, has taught me better people management skills and I have gained knowledge from my classmates."



KEY FACTS

TITLE

CIOB Site Management Certificate
CIOB Site Management Study Diploma
**Accredited by the Chartered
Institute of Building (CIOB)**

DURATION

1 year part-time for each level,
1 day a week (normally 1-8pm)

ENTRY REQUIREMENTS

You must have worked in construction and have at least two years supervisory experience for the Certificate, from which you can progress to the Diploma. Please bring along a portfolio detailing your prior achievements to your interview. You will be required to join the CIOB as a student member

FEES

Please see our website for current fees





BECOME A . . .

**CREATIVE DESIGNER
BUYER
DEMONSTRATOR
SHOP OWNER**

AND MORE . . .

NPTC City and Guilds

FLORISTRY

Floristry Higher Diploma

Professional Floristry Master Diploma

COURSE OVERVIEW

Floristry requires a certain creative flair and imagination combined with knowledge of how to apply scientific and business practices. Our courses in floristry at Higher Diploma Level 4 followed by Master Diploma Level 5, validated by NPTC City and Guilds are designed for those who wish to progress to managerial roles within the industry. You will learn a variety of professional floristry skills, marketing and management techniques, how to organise and plan for events and underlying concepts in theory. You will also be provided with a comprehensive understanding of the new design schema to enable business development and employment opportunities.

QUALIFICATION CONTENT

Higher Diploma: Botanical concepts and floristry practices; historical studies for floristry; floral event practices; business practices for florists; marketing and promotion practices for florists; hand tied designs for floristry; technical floristry skills; practical floristry designs in a medium; design concepts for floristry; design trends.

Master Diploma: Applied botanical concepts and practices for floristry; international studies for floristry; floral event management; business management for floristry; marketing and promotion management for floristry; professional floristry skills - tied designs, wired and glued designs, designs in mediums, design innovations; professional design concepts for floristry.

ASSESSMENT

There are three integrated theory assignments and externally assessed written and practical exams for both the Higher Diploma and the Master Diploma.



FURTHER INFORMATION

This qualification replaces the highly regarded ICSF teaching the latest design influences, styles and techniques. For further information please visit www.nptc.org.uk

CHOOSE GUILDFORD

- 1 An award winning tradition: our students frequently win prizes at major national competitions including the RHS Hampton Court Flower Show, the Spring Floral Event and New Covent Garden Flower Market Inter College Competition**
- 2 Specially designed floristry studios**
- 3 College nursery producing a wide range of plants**
- 4 Instruction in professional floristry skills and designs by highly qualified tutors with relevant industry experience**
- 5 Learn advanced practical skills in floral design and business management**



STUDENT SOUNDBITE

Rachel Whittaker - Floristry Higher Diploma

"There is a good balance between practical and written work and I have enjoyed learning about new styles and techniques. The tutors are all very supportive, knowledgeable and helpful with all aspects of the course."

KEY FACTS

TITLE

Floristry Higher Diploma
Professional Floristry Master Diploma
Validated by NPTC City and Guilds

DURATION

18 months part-time for each level
(run over 50 weeks in term time),
1 afternoon and evening a week

ENTRY REQUIREMENTS

Floristry Higher Diploma: Floristry Diploma Level 3 and/or relevant professional qualifications or four years work experience in the industry

Professional Floristry Master Diploma:
Floristry Higher Diploma ICSF or NDSF

You must be working in the industry and have a sufficient level of literacy and numeracy

FEES

Please see our website for current fees



BECOME A . . .

**GARDENER
LANDSCAPE
ARCHITECT
PLANTING DESIGNER**

AND MORE . . .

Guildford College

GARDEN DESIGN

Garden Design Diploma

COURSE OVERVIEW

Our reputation for garden design training is internationally respected and our tradition for excellence is shown through many years of award winning show gardens at RHS Chelsea and Hampton Court Flower Shows. Created as a bespoke course by specialist tutors, the Garden Design Diploma is for those who want to design gardens professionally. It is comprehensive and challenging and will enable you to enter garden design at a professional level, including providing creative and managerial skills necessary to launch your own business.

The course will provide you with practical and theoretical knowledge needed to implement a successful garden design philosophy, the skills to create new design, oversee large and small projects and play a key role in the construction and build process.

Set in 400 acres of rural estate at Merrist Wood, modules are taught through a series of lectures, practical sessions and visits to gardens. Throughout the course, you work with real gardens and genuine clients. This will enable you to familiarise yourself with the garden design process from beginning to end, including surveying a site, interviewing clients, designing and constructing gardens. As the course progresses you work on projects of increasing complexity with a cross section of landscape features to learn how to overcome the difficulties that redesigning a site may present. This will also enable you to significantly enhance your portfolio with a range of designs towards securing future work with clients.

QUALIFICATION CONTENT

Design and planting principles, surveying and construction detailing, costing, business studies.

ASSESSMENT

Design assignments and related coursework, assignments and projects.



FURTHER INFORMATION

The course is very intensive and you will be expected to devote a significant amount of your own time to further study and the completion of set projects and assignments. Other courses and workshops in vector works, hard landscaping and horticulture are also available.

CHOOSE GUILDFORD

- 1 Merrist Wood has strong connections and an excellent reputation in the garden design industry**
- 2 An award winning tradition: our students frequently win prizes at major national competitions including the RHS Chelsea and Hampton Court Flower Shows**
- 3 Inspirational training: professional lecturers teaching in their specialist areas**
- 4 Well equipped design studio and library containing an immense collection of horticultural and design books**
- 5 Ongoing programme of model gardens under construction on the College's 400 acre estate**



STUDENT SOUNDBITE

Linda Glover - Garden Design Diploma

"I have always worked in garden maintenance, primarily on large gardens, and really enjoyed this. I had previously studied manual drawing at the College but wanted more knowledge on the other areas of garden design and so chose the one year diploma. The course is really inspiring and the tutors are very friendly and supportive."

KEY FACTS

TITLE

Garden Design Diploma
Validated by Guildford College

DURATION

1 year part-time, 1 day a week

ENTRY REQUIREMENTS

Formal entrance qualifications are not required but you should be able to demonstrate previous qualifications, experience or interest in art, design, garden design or horticulture

FEES

Please see our website for current fees

GUILDFORD college
merrist wood

BECOME A . . .

**HEALTH AND SAFETY
MANAGER
RISK ASSESSOR**

AND MORE . . .

City and Guilds

HEALTH AND SAFETY

Occupational Health and Safety NVQ 4

COURSE OVERVIEW

This qualification is about the development and implementation of good practice in health and safety matters in the workplace. It is suitable for people who are experienced in dealing with significant hazards and complex risks and will help you improve your ability to develop, operate and evaluate effective health and safety systems within a complex organisation.

QUALIFICATION CONTENT

Promote a positive health and safety culture; develop and implement the health and safety policy; develop and implement effective communication systems for health and safety information; develop and maintain individual and organisational competence in health and safety matters; identify, assess and control health and safety risks; develop and implement proactive monitoring systems for health and safety; develop and implement reactive monitoring systems for health and safety; develop and implement health and safety emergency response systems and procedures; develop and implement health and safety review systems; influence and keep pace with improvements in health and safety.

ASSESSMENT

An assessor will visit your place of work at agreed intervals to assess progress, set targets and observe you at work.



FURTHER INFORMATION

This qualification is for people interested in developing higher level management skills within a national qualification framework. For more information please visit www.cityandguilds.com

CHOOSE GUILDFORD

- 1 Guildford College is one of only two colleges in the south east to offer this qualification**
- 2 Recognised by IOSH as the basis for Graduate Membership (Grad IOSH). This category is for people who are working towards becoming Chartered Members. As a Graduate Member, you can use the letters Grad IOSH after your name. If you're a health and safety professional aiming to develop your career you'll certainly want to consider membership of IOSH**
- 3 Delivered by subject-specialist staff in the workplace**
- 4 Provides the training you need to demonstrate that you are appropriately qualified, according to government legislation**
- 5 Flexible learning basis**



STUDENT SOUNDBITE

Anna Hunter, Occupational Health and Safety NVQ 4

"My tutor visited me on a regular basis, helped me to structure my work and gave me help and support when I needed it. I found the course very interesting and challenging, it has helped me a great deal with my current job and has made a real difference to that part of my job role. If you are interested in health and safety this is a fantastic course to take."

KEY FACTS

TITLE

Occupational Health and Safety Practice
NVQ 4

Validated by City and Guilds

DURATION

1 year part-time, completed in the workplace

ENTRY REQUIREMENTS

You need to have a level 3 qualification in Health and Safety or NEBOSH equivalent and you must be working as a Health and Safety Manager

FEES

Please see our website for current fees



BECOME A . . .

CARE MANAGER
FAMILY SUPPORT
WORKER
SOCIAL WORKER

AND MORE . . .

Edexcel

HEALTH AND SOCIAL CARE

Health and Social Care NVQ 4

COURSE OVERVIEW

If you're in a position of care within a residential home, have completed an NVQ in care at the previous level, or are entering the profession in a senior caring role, this course will give you the knowledge and performance skills you need. The NVQ 4 in Health and Social Care qualification is made up of units that specify the knowledge and performance required of service providers to affect care within their roles. It is focused toward the management and delivery of care with the support of others, and will be accountable in the area of practice. It is designed to teach the techniques involved in management and delivery of physical, emotional or enabling care to service users. To gain the full NVQ all three core units plus one specialist core unit and four optional units must be achieved.

QUALIFICATION CONTENT

Use and develop methods and systems to communicate, record and report; contribute to the development and maintenance of healthy and safe practices in the working environment; take responsibility for the continuing professional development of self and others.

Specialist unit: Develop practices which promote choice, well-being and protection of all individuals or children and young people.

Options: There are 46 optional units to choose from and you will need to choose four to complete the qualification depending on whether you are working with children or adults.

ASSESSMENT

An assessor will visit your place of work at agreed intervals to assess progress, set targets and observe you at work.



FURTHER INFORMATION

This qualification is for people interested in developing higher level management skills within a national qualification framework. For more information please visit www.edexcel.com

CHOOSE GUILDFORD

- 1 Comprehensive qualification**
- 2 Delivered by subject-specialist staff in the workplace**
- 3 Provides many transferable skills for staff in any care, health or children and young persons setting with managerial responsibilities**
- 4 Provides the training you need to demonstrate that you are appropriately qualified, according to government legislation**
- 5 Flexible learning basis**



STUDENT SOUNDBITE

Anita Lorenc - Health and Social Care NVQ 4

"I am finding the course extremely beneficial not only for myself but also for the organisation, because it's tailored to the organisation and the majority of it has a very practical dimension. This allows me to immediately transfer my new skills and knowledge into practice."

KEY FACTS

TITLE

Health and Social Care NVQ Level 4

Validated by Edexcel

DURATION

2 years part-time, completed in the workplace

ENTRY REQUIREMENTS

You should have a Level 3 qualification in Health and Social Care and you must be working in the industry in a manager or deputy manager's role, as you need to have the responsibilities to meet the requirements of the award

FEES

Please see our website for current fees.

BECOME A . . .

**CARE SERVICES
MANAGER**

**NURSING HOME
MANAGER**

AND MORE . . .

Edexcel

HEALTH AND SOCIAL CARE

Leadership and Management for Care Services NVQ 4

COURSE OVERVIEW

This qualification fulfils the requirements to practise as a manager within the care sector in the UK. This includes residential and nursing homes. The course is aimed at managers, deputies and assistants who hold managerial responsibilities within care services, for both adults and children. These roles are likely to include some responsibility for managing activities, managing people and other resources, managing information and managing quality. It replaces the Registered Managers (Adults) NVQ 4.

QUALIFICATION CONTENT

Manage and develop yourself and your workforce within care services, lead and manage provision of care services that respects, protects and promotes the rights and responsibilities of people, develop and maintain systems, procedures and practice of care services to manage risks and comply with health and safety requirements, lead and manage effective communication that promotes positive outcomes for people within care services.

Options: There are 27 optional units to choose from and you will need to choose four to complete the qualification depending on whether you are working with children or adults.

ASSESSMENT

An assessor will visit your place of work at agreed intervals to assess progress, set targets and observe you at work.



FURTHER INFORMATION

This qualification is for people interested in developing higher level management skills within a national qualification framework. For more information please visit www.edexcel.com. You should also refer to the Care Quality Commission (CQC) for information: www.cqc.org.uk

CHOOSE GUILDFORD

- 1 Comprehensive qualification**
- 2 Delivered by subject-specialist staff in the workplace**
- 3 Provides many transferable skills for staff in any care, health or children and young persons setting with managerial responsibilities**
- 4 Provides the training you need to demonstrate that you are appropriately qualified, according to government legislation**
- 5 Flexible learning basis**



STUDENT SOUNDBITE

Ionela Ciupitu, Leadership and Management for Care Services NVQ 4

"When I started this course, I was a senior support worker. The course helped me understand and practise my work according to legislation and CQC requirements and to improve my knowledge and skills. It also led to me being given the opportunity of working as a deputy home manager for a year and at the moment I am the manager of a learning disability residential home."

KEY FACTS

TITLE

Leadership and Management for Care Services
NVQ 4

Validated by Edexcel

DURATION

2 years part-time, completed in the workplace

ENTRY REQUIREMENTS

You should have a Level 3 qualification in Health and Social Care and you must be working in the industry in a manager or deputy manager's role, as you need to have the responsibilities to meet the requirements of the award

FEES

Please see our website for current fees.

BECOME A . . .

**SOLICITOR
LICENSED
CONVEYANCER
LEGAL SECRETARY**

AND MORE . . .

Institute of Legal Executives (ILEX)

LAW

ILEX Professional Certificate in Law and Practice Level 3

ILEX Professional Diploma in Law and Practice Level 3

ILEX Professional Higher Diploma in Law Level 6

ILEX Graduate 'Fast-Track' Diploma Level 6

COURSE OVERVIEW

We offer different levels of programmes depending on your previous experience and qualifications, including all legal core subjects at level 6.

Certificate: A short, rounded, five unit introduction for those working or interested in a specific area of legal practice.

Diploma: The first stage on the path to becoming a legal executive, set and assessed at A Level standard.

Higher Diploma: The second stage, set and assessed at honours degree level. You must achieve one Level 6 legal practice unit, three Level 6 law units and both professional skills units. One law unit must be in an area of law which underpins the practice area taken.

Graduate 'Fast-Track' Diploma: Offers a route to become a Graduate Member of ILEX and a qualified lawyer. This is a new qualification designed solely to accredit legal practice knowledge and understanding, aimed at individuals (such as law graduates) with significant experience of the law, who need a qualification in relation to legal practice in order to complete their legal studies.

QUALIFICATION CONTENT

Certificate: Introduction to law and practice, law of tort, legal research, client care, civil litigation.

Diploma: Criminal law, contract law, land law, wills and succession, probate practice.

Higher Diploma: Options include: criminal law, criminal litigation, contract, civil litigation, employment law, equity and trusts, family law, family practice, land law, probate and succession, probate practice, public law, law of tort, legal research and client care.

Graduate 'Fast-Track' Diploma: Any two practice units (one linked to a law unit taken in your degree) and client care.



ASSESSMENT

Exams and coursework.

FURTHER INFORMATION

To undertake ILEX qualifications you will need to become a member of the Institute of Legal Executives. For further information visit www.ilex.org.uk. On completion of Level 6 you can qualify as a legal executive and/or go on to take further exams to qualify as a solicitor.

CHOOSE GUILDFORD

- 1 Guildford College is an Institute of Legal Executives accredited study centre**
- 2 ILEX exams can result in an equivalent degree level qualification and qualifying in this way you are exempt from the training contract stage of becoming a solicitor**
- 3 Programme manager rated as outstanding by all students in their end of module assessment**
- 4 Tutors have professional qualifications as barristers or solicitors**
- 5 Wide number of options offered at Level 6 including all the core subjects to become a solicitor**



SUCCESS STORY

Louise Shelley - ILEX Professional Diploma in Law Level 6

"The tutors have been amazing; they are all willing to go out of their way to help, will answer any questions at any time and explain the course content in a way that is understood by all. Having their support and the support of my class mates has been invaluable."

KEY FACTS

TITLE

ILEX Professional Certificate in Law and Practice Level 3
ILEX Professional Diploma in Law and Practice Level 3
ILEX Professional Higher Diploma in Law Level 6
ILEX Graduate 'Fast-Track' Diploma Level 6
Accredited by the Institute of Legal Executives (ILEX)

DURATION

1 year part-time for all levels except 2 years part-time for Higher Diploma

ENTRY REQUIREMENTS

4 GCSEs including Maths and English or equivalent for the Certificate, after which you can progress through the levels. Exemptions may also be granted by ILEX. You will be required to join ILEX as a student member.

FEES

Please see our website for current fees





BECOME A . . .

PROJECT MANAGER
DEPARTMENT
DIRECTOR
GENERAL MANAGER

AND MORE . . .

OCR

MANAGEMENT

Management OCR NVQ 4

COURSE OVERVIEW

This NVQ is for those with personal responsibility and autonomy in their role and who may find that the focus of their work is more to do with managing projects, or technical matters, than people. Like all NVQs, this qualification is competence-based. This means that it is linked to your ability to competently perform a range of tasks connected with your work.

QUALIFICATION CONTENT

Develop and implement operational plans for your area of responsibility; encourage innovation in your area of responsibility; develop productive working relationships with colleagues and stakeholders; ensure health and safety requirements are met in your area of responsibility; manage business processes.

Options: Manage your own resources and professional development; develop your personal networks; provide leadership in your area of responsibility; ensure compliance with legal, regulatory, ethical and social requirements; promote equality of opportunity and diversity in your area of responsibility; lead change; plan change; implement change; recruit select and keep colleagues; allocate and monitor the progress and quality of work in your area of responsibility; provide learning opportunities for colleagues; manage finance for your area of responsibility; manage a project; manage a programme of complementary projects; work with others to improve customer service; build your organisations understanding of its market and customers; manage the achievement of customer satisfaction.

ASSESSMENT

Work-based assignments.



FURTHER INFORMATION

For more information please visit the website at www.ocr.org.uk

CHOOSE GUILDFORD

- 1 Comprehensive qualification delivered by subject specialist staff**
- 2 Gain a clearer understanding of your responsibility within your organisation**
- 3 Develop new skills and get recognition for existing skills**
- 4 Flexible learning basis**
- 5 Delivered by subject-specialist staff in the workplace**

KEY FACTS

TITLE

Management NVQ 4

Validated by OCR

DURATION

1 year part-time, completed in the workplace

ENTRY REQUIREMENTS

There are no formal entry requirements but you must be employed in a management role, as you need to have the responsibilities to meet the requirements of the award

FEES

Please see our website for current fees.

STUDENT SOUNDBITE

Sarah Skinner, Management NVQ 4



"I thoroughly enjoyed studying for the Level 4 in Management. It has helped me to gain much confidence and opened up many opportunities for my future and career."



BECOME A . . .

BRAND MANAGER

**MARKETING
EXECUTIVE**

RESEARCHER

AND MORE . . .

Chartered Institute of Marketing (CIM)

MARKETING

CIM Professional Certificate in Marketing

CIM Professional Diploma in Marketing

COURSE OVERVIEW

The syllabus has been updated recently to reflect the changing issues and practices within marketing and to reflect employers' views of marketing in today's business environment.

Certificate: This gives you the practical skills and knowledge to devise and execute marketing activities and gain marketing credibility. It also aims to provide a practical insight into the principles and application of marketing at a tactical level. The qualification is ideal for junior marketers, those working in marketing support roles, but also targets individuals in more senior roles, particularly in small and medium size enterprises, where marketing is only part of what they do.

Diploma: This qualification is ideal for marketers looking to build on knowledge gained at Certificate level with a future marketing management role in mind or those managing the marketing process at an operational level. The focus moves from the theoretical aspects of marketing towards the many skills needed to manage the function itself.

QUALIFICATION CONTENT

Certificate: Marketing essentials, assessing the marketing environment, marketing information and research, stakeholder marketing.

Diploma: Marketing planning process, delivering customer value through marketing, managing marketing, project management in marketing.

ASSESSMENT

By formal exams and assignments such as coursework and case studies that will often be based on various findings and recommendations within your own company.



FURTHER INFORMATION

To undertake CIM qualifications you will need to become a member of the Chartered Institute of Marketing. For further information on joining please visit www.cim.co.uk

CHOOSE GUILDFORD

- 1** Guildford College is an CIM accredited study centre
- 2** Subject specialist tutors with industry experience
- 3** According to the CIM's annual Marketing Rewards Survey, the average CIM member earns about 10% more than a non-qualified member over the course of their career
- 4** CIM qualifications are accepted by 95% of UK employers as they are the only ones mapped to the new Government Occupational Standards in Marketing
- 5** Qualifications are driven by the practical needs of marketers and the industries in which they work. They will provide you with practical tools and techniques that can be put to use immediately

KEY FACTS

TITLE

Professional Certificate in Marketing
Professional Diploma in Marketing
Validated by The Chartered Institute of Marketing

DURATION

Certificate: 1 year or 18 months, 1 or 2 evenings a week starting in September or December
Diploma: 1 or 2 years, 1 or 2 evenings a week starting in September or January

ENTRY REQUIREMENTS

Certificate: Have a minimum of:

- Two A Levels
- Any general Bachelors or Masters degree
- CIM Introductory Certificate in Marketing (Level 2 or 3)
- NVQ or SVQ Level 3 (equivalent to NGF Level 3)
- NVQ or SVQ Level 4 in any other subject
- International baccalaureate.
- Or a pass in the entry test onto Level 4

Diploma: As a minimum, the following qualifications or experience is recommended:

- The CIM Certificate in Marketing (2002 syllabus or the 2008 syllabus)
- Any business or marketing Bachelors or Masters Degree (or equivalent with a minimum of one third of marketing credits)
- Experience in a marketing management role with the ability to be able to demonstrate you can meet the learning outcomes of the CIM Certificate in Marketing if required and sufficient to pass the entry test to Level 6

FEES

Please see our website for current fees



SUCCESS STORY

Neil Barham - CIM Professional Diploma in Marketing



"The course has been excellent and I was offered a new role as an Assistant Product Manager before I finished. Without this course this would not have been possible."

BECOME A . . .

**HR MANAGER
RECRUITMENT
CONSULTANT
PERSONNEL OFFICER**

AND MORE . . .

Chartered Institute of Personnel and Development (CIPD)

PERSONNEL

CIPD Certificate in Human Resource (HR) Practice

COURSE OVERVIEW

The CIPD Certificate in Human Resource Practice (CHRP) provides a firm foundation in all areas of HR, helping to develop essential HR skills and giving the confidence to be more effective at work by adding real value to the HR function.

The Certificate replaces the highly regarded CIPD Certificate in Personnel Practice (CPP) and is ideal for HR professionals wishing to acquire a wide range of relevant, practical skills and a professional qualification to further their career within HR. It is aimed at those who are new to HR; people who are interested in a move into HR; those who are working in HR in a support role who wish to develop their knowledge and skills; line managers who are involved in HR and those who have responsibility for HR activities and decisions within an organisation without a specialist function and HR staff who do not have sufficient qualifications to undertake CIPD intermediate or advanced level qualifications.

The Certificate is a foundation level qualification equivalent to NVQ/SVQ level 3. It is designed to reflect the CIPD HR Profession Map with successful completion giving you the underpinning knowledge for the new CIPD Associate professional level of membership (Assoc CIPD). This is a new professional grade of membership recognising the skill, knowledge and approach needed to make a significant supporting contribution, and deliver excellent results in the workplace.

QUALIFICATION CONTENT

Developing yourself as an effective HR or leadership and development practitioner; understanding organisations and the role of HR; recording, analysing and using HR information.

ASSESSMENT

Work-based assignments and a personal development log.



FURTHER INFORMATION

To undertake CIPD qualifications you will need to become a member of the Chartered Institute of Personnel and Development. For further information on joining please visit www.cipd.co.uk. The CIPD offers higher level qualifications that build on the current level three certificate course.

CHOOSE GUILDFORD

- 1 Guildford College is an Chartered Institute of Personnel and Development accredited study centre**
- 2 High success rates**
- 3 Qualifications are nationally recognised and are a requirement for many HR and people development roles**
- 4 Good links with local CIPD branch**
- 5 Excellent teaching facilities and experienced tutors**



SUCCESS STORY

Anna McPherson - CIPD Certificate in Personnel Practice

"I enjoyed the course and the content was excellent. I would recommend it to friends/colleagues to help provide a good introduction into Human Resources. It certainly helped me and enabled me to change career."

KEY FACTS

TITLE

CIPD Certificate in Human Resource (HR) Practice

Validated by Chartered Institute of Personnel and Development (CIPD)

DURATION

1 year part-time, 1 afternoon and evening starting in September

ENTRY REQUIREMENTS

You should presently be working or aiming to work within the personnel function, have significant people management responsibility, have the support of your manager within the organisation and/or access to a personnel department for learning purposes. You will be required to join the CIPD as a student member

FEES

Please see our website for current fees

BECOME A . . .

**BUYER
SUPPLY CHAIN
MANAGER
LOGISTICS MANAGER**

AND MORE . . .

Chartered Institute of Purchasing and Supply (CIPS)

PURCHASING AND SUPPLY

CIPS Foundation Diploma in Purchasing and Supply
CIPS Advanced Diploma in Purchasing and Supply
CIPS Graduate Diploma in Purchasing and Supply

COURSE OVERVIEW

CIPS courses aim to raise awareness of the contribution that purchasing and supply makes to corporate, national and international prosperity. The CIPS ladder of qualifications provides benchmark education programmes for the purchasing and supply profession throughout the world. There are six levels of qualifications, ranging from Level 2 to Level 7.

At Guildford College we offer Levels 4, 5 and 6. Successful completion of Level 4 Foundation Diploma, Level 5 Advanced Diploma and Level 6 Graduate Diploma provide a progression to degree level which results in full membership of CIPS and the designatory letters, MCIPS (providing you also have three years experience in a purchasing and supply role). You will gain an advanced understanding of purchasing and supply management as well as cover essential issues which affect business. Joining a CIPS qualification programme means you will join the largest institute in the world for those working in purchasing and supply.

QUALIFICATION CONTENT

Foundation: Effective negotiation in purchasing and supply; developing contracts in purchasing and supply; measuring purchasing performance; managing purchasing and supply relationships; purchasing contexts.

Advanced: Management in the purchasing function; risk management and supply chain vulnerability; improving supply chain performance (may be available as a work based assessment).
Options: two from marketing for purchasers; storage and distribution; sustainable procurement; operations management in the supply chain.

Graduate Diploma: Leading and influencing in purchasing, strategic supply chain management, supply chain management in practice (normally undertaken as a work-based project).
Options: two from legal aspects in purchasing and supply, advanced project management, finance for purchasers.



ASSESSMENT

Exams, with work based assessment available on some subjects.

FURTHER INFORMATION

To undertake CIPS qualifications you will need to become a member of the Chartered Institute of Purchasing and Supply. For further information on joining please visit www.cips.org. CIPS also offer an Executive Diploma and a Masters Degree programme.

CHOOSE GUILDFORD

- 1 Guildford College is a Chartered Institute of Purchasing and Supply accredited study centre**
- 2 Good record of results and feedback from students (November 2009 results show 100% in all Level 5 and 6 subjects)**
- 3 Some elements of this syllabus have been developed and evaluated by the course manager**
- 4 The College has been successful in work based assessment and project work with students**
- 5 Part or full membership of CIPS is often quoted as a requirement for job opportunities and career progression in this sector**



SUCCESS STORY

David Skeates - CIPS Foundation Diploma

"The course has helped me in my job and I am now applying the principles to our latest high-profile project, Heathrow Terminal 2."

KEY FACTS

TITLE

CIPS Foundation Diploma in Purchasing and Supply
CIPS Advanced Diploma in Purchasing and Supply
CIPS Graduate Diploma in Purchasing and Supply
Accredited by the Chartered Institute of Purchasing and Supply (CIPS)

DURATION

Typically 2 years part-time for each level, 1 evening a week starting January or June

ENTRY REQUIREMENTS

CIPS has formal entry and membership requirements. Written skills and a willingness to study are essential. If you wish to start at Advanced Diploma, you should have at least two A Levels (or international equivalent) or a Level 3 qualification. Students without any prior qualifications must have at least two years' experience in a business environment. You may already have gained qualifications and experience which may be acceptable for an exemption. This means that you will not need to study some units or even a level of the qualifications. You will be required to join CIPS as a student member

FEES

Please see our website for current fees



BECOME A . . .

LECTURER
ADULT EDUCATION
TEACHER
ASSOCIATE TEACHER

AND MORE . . .

City and Guilds

TEACHING

Preparing to Teach in the Lifelong Learning Sector (PTLLS) City and Guilds 7303 Award

Continuing to Teach in the Lifelong Learning Sector (CTLLS) City and Guilds 7304 Award

COURSE OVERVIEW

Teaching is a rewarding profession in more ways than one, offering fantastic career prospects and development opportunities. Guildford College offers several teaching programmes to develop your teaching skills and professional experience. PTLLS and CTLLS courses form part of the Qualified Teacher Learning and Skills (QTLS) framework.

PTLLS: For those seeking an introduction to the world of teaching and provides an introduction to teaching as a step towards licensed practitioner status.

CTLLS: For pre-service or in-service teachers or associate teachers who are seeking career progression within their area of work and who teach on a one-to-one and/or group basis. It provides the skills demanded of the 'associate' teaching role and confers licensed practitioner status.

QUALIFICATION CONTENT

PTLLS: Understand own role, responsibilities and boundaries of role in relation to teaching; understand teaching and learning approaches in the specialist area; demonstrate session planning skills; understand how to deliver inclusive sessions which motivate learners; understand the use of different assessment methods and the need for record keeping.

CTLLS: Preparing to teach in the Lifelong Learning Sector; planning and enabling learning, principles of practice of assessment, optional unit - equality and diversity.

ASSESSMENT

Theory and practical assignments for each unit. These assignments are assessed by written work, observation, self assessment, peer assessment and professional discussion. For the CTLLS course you will also be observed three times teaching in your own environment.



FURTHER INFORMATION

More information on these courses can be found on the City and Guilds website at www.cityandguilds.com. These courses contribute towards achieving Qualified Teacher Learning and Skills (QTLS) status with the Institute for Learning. For further information please visit www.ifl.ac.uk

CHOOSE GUILDFORD

- 1 Courses fulfil the training requirements of the Institute for Learning, the professional body overseeing teacher training regulations in Further Education**
- 2 Study alongside other professionals who are learning about the key aspects of teaching**
- 3 Access to a well resourced library with a good mix of text books and on-line resources**
- 4 Peer learning opportunities**
- 5 Friendly and supportive teaching**



SUCCESS STORY

Victoria Huggins - Preparing to Teach in the Lifelong Learning Sector (PTLLS) City and Guilds 7303 Award

"A fantastic introduction to the world of teaching. It opened my eyes to the life of a teacher and the demands and requirements placed upon them. I have been able to use every aspect of the course in my own teaching, developing new skills and techniques. I am now on the CTLLS course and hope to become a fully qualified teacher in the next 18 months."

KEY FACTS

TITLE

Preparing to Teach in the Lifelong Learning Sector (PTLLS) City and Guilds 7303 Award
Continuing to Teach in the Lifelong Learning Sector (CTLLS) City and Guilds 7304
Validated by City and Guilds

DURATION

PTLLS: 12 weeks, 1 evening a week
CTLLS: Follows on from PTLLS for the rest of the year; 1 morning, afternoon or evening a week (3 hours a week)

ENTRY REQUIREMENTS

PTLLS: Level 2 Key Skills. You must be qualified or experienced in the subject you wish to teach
CTLLS: You must have achieved the PTLLS qualification, be working in the Lifelong Learning Sector and/or have access to 30 teaching practice hours (whether pre-service or in-service)

FEES

Please see our website for current fees



BECOME A . . .

STUDENT ASSESSOR
INTERNAL VERIFIER
STUDENT ADVISER

AND MORE . . .

City and Guilds

TEACHING

Assessor Award - A1 and A2 Level 3 Certificate

Internal Verifier - V1 Award Level 4 Certificate

COURSE OVERVIEW

The assessor and verifier awards are for people who need to achieve a qualification recognising their ability to internally verify NVQ programmes and conduct internal quality assurance of the NVQ assessment process.

A1 and A2: For those already assessing students on competence-based programmes who require accreditation.

V1: Designed to enable you to demonstrate your ability to undertake the role and responsibilities of the Internal Verifier.

QUALIFICATION CONTENT

A1 and A2: You need to assess two NVQ candidates and should plan three assessments, with each plan to cover at least one complete unit of the NVQ, using at least four different assessment methods across the planned assessments (and observation for A2).

V1: Carry out and evaluate internal assessment and quality assurance systems, support assessors, monitor the quality of assessors' performance, meet external quality assurance requirements.

ASSESSMENT

A1 and A2: Provide evidence of the assessment of two candidates plus observation of assessment and feedback to candidate.

V1: You must provide work-based evidence of your activities as an Internal Verifier of NVQ programmes.

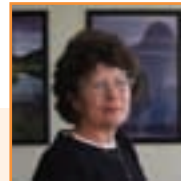


FURTHER INFORMATION

More information on these courses can be found on the City and Guilds website at www.cityandguilds.com

CHOOSE GUILDFORD

- 1 Supportive teaching beginning with induction and training day, regular visits to your workplace and summative discussion to clarify and confirm understanding of the whole process**
- 2 Good success rates: A1 12% and V1 4% above national benchmark**
- 3 Commitment to quality, backed up by awarding body comments about the quality of work presented, coverage of and range of assessment methods**
- 4 Flexible delivery in the workplace, progress at your own pace**
- 5 Roll on, roll off delivery offered - start anytime**



SUCCESS STORY

Alison Reynolds - Assessor Award A1 Level 3 Certificate

"I was recently made redundant from SW Trains and the A1 Award allowed me to develop my skills and adapt them to the workforce in general. I now assess a range of people on subjects such as management, team leading, cleaning and customer service."

KEY FACTS

TITLE

Assessor Award - A1 and A2 Level 3 Certificate
Internal Verifier - V1 Award Level 4 Certificate
Validated by City and Guilds

DURATION

A1 and A2: 1 year part-time, 1 full day's training, with the rest of the qualification completed in the workplace
V1: 1 year part-time, completed in the workplace

ENTRY REQUIREMENTS

A1 and A2: You must be in a position to gather evidence or be attached to an accredited assessment centre.

V1: You should already hold the A1 or D32/33 Assessor Award, have been assessing NVQ programmes for a minimum of one year and be a practising Internal Verifier.

You must be occupationally competent (i.e. appropriately qualified in the area you will be assessing).

FEES

Please see our website for current fees



OTHER INFORMATION

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, **Tel: 01483 44 86 23** or visit our website at **www.guildford.ac.uk**. Please note that information requests may be subject to an administration fee.

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 and entrances are smoke free zones. There are 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.

COLLEGE CHARTER AND POLICIES

The College Charter outlines the quality of service you should expect from Guildford 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 are a selection of documents available on request:

- 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

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). HEFCE distributes public money for teaching and research to universities and colleges. The YPLA and the SFA are responsible for funding, planning and encouraging education and training for young people and adults in England. 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. Other organisations with which we will share information include Aim Higher; the Department for Children, Schools and Families; the Department for Innovation, Universities and Skills; Connexions; the Higher Education Statistics Agency and educational institutions and organisations performing research and statistical work on behalf of HEFCE, YPLA and SFA or its partners including Ipsos MORI. The YPLA also administers the Learner Registration Service (LRS) which will use your information to create and maintain a unique learner number (ULN). The YPLA and the SFA are also co-financing organisations and use European Social Funds from the European Union to directly or indirectly part-finance learning activities, helping develop employment by promoting employability, business spirit and equal opportunities, and investing in human resources.

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. HEFCE, the YPLA and the SFA value your views on the education or training which you receive, and will use these to help bring about improvements for learners in England. HEFCE, the YPLA and the SFA or their partners may wish to contact you from time to time about courses, or learning opportunities relevant to you. Again, please tick the relevant box on the application/enrolment form if you do not wish to be contacted about courses or learning opportunities by post.

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 2011/12. The College undertakes to take all reasonable steps to provide educational services in the manner set out in this prospectus and in any further documents issued to you when you register as a student of Guildford College.

Programmes, facilities and other arrangements are regularly reviewed and are naturally subject to change from time to time. 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 College website prior to enrolment.

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 are strongly recommended to check details with the relevant organisation before enrolling.

INDEX

A	Accounting	96-97
	Animal Behaviour And Welfare	32-35
	Animal Management	36-39
	Assessing/Verifying	122-123
B	BA (Hons) Degrees	44-45, 48-49, 54-55, 60-63, 78-79, 82-83
	BSc (Hons) Degrees	34-35, 38-39, 72-73
	Building	68-73, 98-99
	Business Studies	58-63
C	Care	106-109
	Childcare	80-83
	Computing	64-65
	Construction	68-73, 98-99
	Counselling	74-79
E	Early Childhood Studies	80-83
	Equine Management	42-45
F	Floristry	100-101
	Foundation Degrees (FdAs)	46-47, 52-53, 58-59, 74-77, 80-81, 84-85, 92-93
	Foundation Degrees (FdScs)	32-33, 36-37

G

Garden Design [46-49](#), [102-103](#)
Golf Management [52-55](#)

H

Health and Safety [104-105](#)
Health and Social Care [106-109](#)
Higher National Certificates (HNCs) 68-69
Higher National Diplomas (HNDs) 42-43, 64-65, 70-71, 88-89
Horse Management [42-45](#)
Hospitality Management [84-85](#)

L

Law [110-111](#)
Leadership and Management for Care Services [108-109](#)

M

Management [112-113](#)
Marketing [114-115](#)
Media [88-89](#)

P

PGCE/PCE [90-91](#)
Personnel [116-117](#)
Professional Courses 96-123
Purchasing and Supply [118-119](#)

T

Teaching [90-91](#), [120-123](#)
Travel and Tourism [92-93](#)

OPEN DAYS



OPEN DAYS OFFER A UNIQUE OPPORTUNITY TO SEE GUILDFORD COLLEGE FOR YOURSELF.

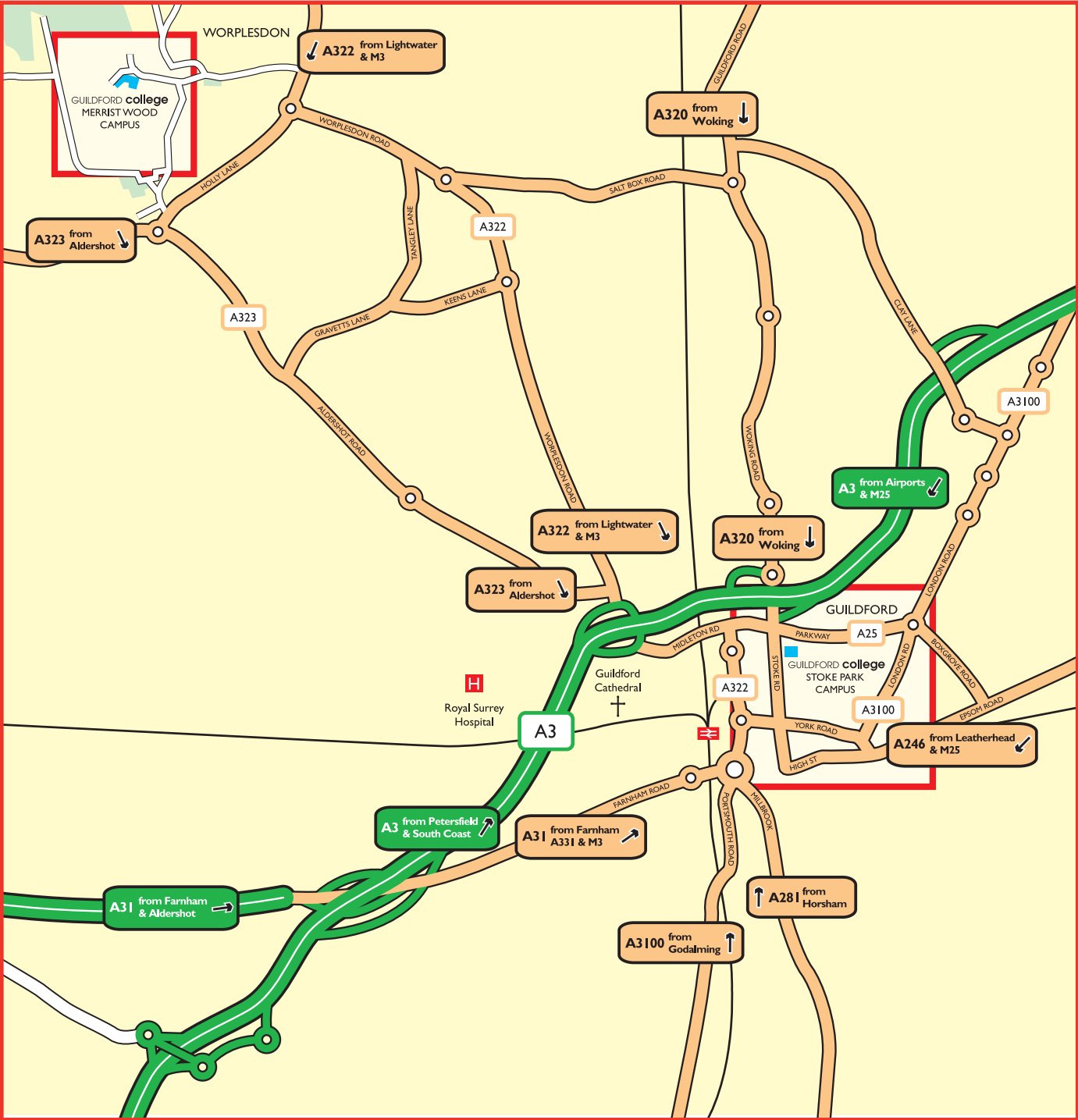


FIND OUT MORE ABOUT YOUR COURSE, MEET OUR STUDENTS AND STAFF AND TOUR OUR CAMPUSES.



**FOR DATES AND DETAILS
VISIT: WWW.GUILDFORD.AC.UK**

WE LOOK FORWARD TO SEEING YOU!



This prospectus can be made available in other formats



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