

ACCRINGTON & ROSSENDALE  
**COLLEGE**

NELSON & COLNE  
**COLLEGE**  
UNIVERSITY CENTRE

# Undergraduate and Higher Technical Course Guide

# 2020/ 2021



**Find your extraordinary.**

Find your  
extraordinary.



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\*Courses and location are subject to change. Students will be advised of any changes prior to starting their course.  
Every care has been taken to ensure the information within this course guide is accurate at the time of print.



### A very warm welcome to our University Guide

Whether you are aiming to boost your career prospects, are looking for a change of direction, or are hoping to gain a Higher Level qualification locally, flexibly and affordably, we can support you in achieving your aspirations.

Nelson and Colne College and Accrington and Rossendale College merged in November 2018, and our Higher Education offer for 2020-21 has expanded with provision delivered from two campuses; Nelson and Accrington.

The merger created a combined force for greater opportunities. Linking together Accrington and Rossendale's stature and experience for providing high quality Higher Education courses with Nelson and Colne's long history of outstanding achievement and expert teaching, means improved prospects for adults in East Lancashire and beyond.

In this course guide you will find out about our extensive range of programmes, the broad number of progression routes available, the strong partnerships we share with leading universities and employers, and key information on the financial support available to you that makes studying a Higher Level qualification possible.

If you require any further information about our constantly evolving HE provision, then please do not hesitate to contact our Higher Education Admissions Team.

**Amanda Melton**  
Principal

☎ 0333 003 1717  
✉ [he@accross.ac.uk](mailto:he@accross.ac.uk)  
🌐 [www.accross.ac.uk](http://www.accross.ac.uk) | [www.nelson.ac.uk](http://www.nelson.ac.uk)



# Why our University Programmes?

## History of Outstanding Quality

Our university offer builds on our College's already existing reputation for exceptional teaching, learning and career support as well as exceptionally high student satisfaction rates.

We are also proud to confirm that the Quality Assurance Agency for Higher Education (QAA) recognised the quality and standards of our provision following its latest review.

## Flexible Learning Options

Full and part-time delivery options are available for our Higher Level qualifications, with evening courses running subject to demand. This means students are often able to maintain work and personal commitments, while completing their qualification.

## Career Progression

All our Higher Level qualifications are professional, industry-recognised qualifications, designed to help students with their career development. We deliver highly relevant programmes that ensure our graduates progress to jobs which reflect their aspirations.

## Employer Links

We are committed to establishing strong links with employers from a range of sectors. This means our qualifications are career-focused and up-to-date with current industry knowledge and skills.

## Facilities and Partnerships

At our University, our students have access to specialist facilities to help them master industry skills and get career ready. See pages 6 and 7 for just some of the facilities and unique partnerships you can benefit from during your time studying with us.

## Celebrating Success

Just like at university, upon completion of qualifications, our students and their families, along with local employers, will be invited to a prestigious graduation ceremony to celebrate their achievements.



# Where are they now?

Every year, we are delighted to see our students progress onto their next steps, be it a Higher Level qualification or employment in their chosen sector.



## Victoria Peel

**Studied:** HNC/HND at Nelson and Colne College

**Where now:** Employed as an Electrical Maintenance and Instrument Technician at Johnson Matthey in Clitheroe while continuing her studies at Nelson and Colne College on the BEng (Hons) Electrical and Electronic Engineering (Top-Up)



*I really enjoyed the HNC and HND qualifications at Nelson and Colne College, and the course content was very good. The tutors are professional and informative and if you ever have any issues or questions they are answered straight away.*

*I'm looking forward to the challenge of the BEng course as it's a step up from anything I have done before and I'm hoping that it will open doors for me in the future.*



## Georgina Woodhead

**Studied:** BSc (Hons) Sports Science and Coaching Studies at Accrington and Rossendale College

**Where now:** Primary Sports Specialist at Edstart, Rochdale



*I have always loved sports science and working with children. I was a Teaching Assistant in a high school for a while and saw how many children did not enjoy PE at secondary school level – I wanted to instill a positive PE experience in children at a young age, which is why I decided to pursue this career.*

*You have to have a passion and good knowledge of how to transfer skills between sports to effectively teach PE and this is something I have learnt from the college when studying for my degree. The end goal is to become a fully-qualified teacher and continue with extra-curricular activities for primary school children.*



# Investing in your future

As a student at either of our campuses you will benefit from a wide range of outstanding industry facilities and exciting partnerships with companies from across East Lancashire and beyond.



Small class sizes and high quality teaching



Varied teaching/assessment methods with extra study support when needed



Specialist healthcare facilities and partnership with the NHS Trust



Industry equipped Science labs



Unique partnerships and dedicated sports facilities

## Working in Partnership

Nelson and Colne College and Accrington and Rossendale College are delighted to work in partnership with a wide range of universities and education providers.

These partnerships give us the ability to deliver relevant and career-focused courses and evolve our offer to meet the needs of students, employers and the economy.

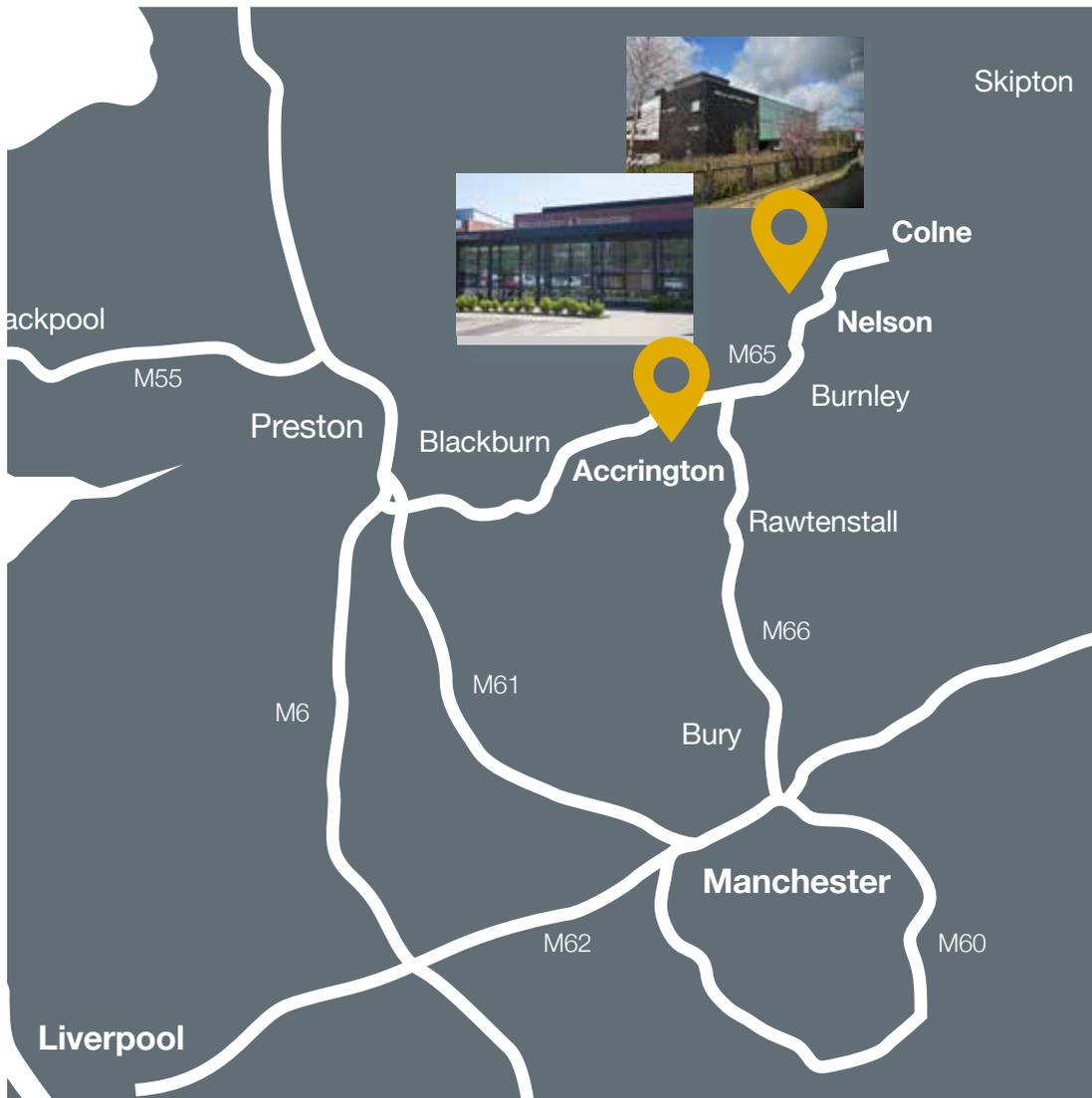


# Location

Nelson and Colne College and Accrington and Rossendale College joined forces in November 2018, strengthening our university provision and opening up more opportunities for those looking to fast-track their careers in East Lancashire and beyond.

We now operate across two campuses just 20 minutes apart on the M65 corridor. Both are easily accessible by both rail and road.

If you have any further queries please contact our Higher Education Admissions Team on **0333 003 1717** or email **he@accross.ac.uk**



# How do I apply?

How you apply depends on the route of study you intend to take. Whether you are considering full-time or part-time study, applying is easy. Simply follow the steps below...

## Full-Time

Applicants for full-time undergraduate courses should apply through UCAS.

The online application form and guidance notes are available on the UCAS website at: **www.ucas.com** or phone **0371 468 0468**.

## Part-Time

To apply for a part-time course and teacher training please complete our Higher Education application form which is available at **www.accross.ac.uk** or **www.nelson.ac.uk**

Please return your completed application form to the Higher Education Admissions Team who are based at **Accrington and Rossendale College, Sandy Lane, Accrington, BB5 2AR**



For more information on how to apply, please contact our Higher Education Admissions Team on **0333 003 1717** or **he@accross.ac.uk**

To apply for a Higher Level Apprenticeship, please contact our Apprenticeship Team on **0333 003 1717** or **he@accross.ac.uk**

# Financial support

There are a number of options available to support students through their university studies. Please see below for more information.

## Tuition Fees

Our university fees are lower than universities and with the additional savings of living at home, that's even more reason to study at one of our campuses.

If you are planning to study a HE qualification and are not self-funding the course, you are eligible to apply for tuition fee funding via Student Finance England. The Tuition Fee Loan doesn't have to be paid back until your income is over the current UK repayment threshold of £25,000 a year.

Tuition fee loans are applicable for both full-time and part-time study.

## Maintenance Loan

If you are studying full-time or part-time, you may be eligible for a Maintenance Loan to help with living costs. This is dependent upon your household income.

## Childcare Grant (CCG)

If you are studying full-time, you might also be able to apply for a CCG, which helps with childcare costs. This is dependent upon your household income.

If you require support to complete your Student Loan application, please contact:

The Higher Education Admissions Team on 0333 003 1717 or email [he@accross.ac.uk](mailto:he@accross.ac.uk).

## Access to Higher Education Financial Support

Access to Higher Education Diploma courses may be FREE with an Advanced Learner Loan! Loans may be reclaimed upon completion of a HE qualification. Financial support may also be available for students to support with course related fees. Please note that for the Access to University Diploma this is only reimbursed upon completion of your chosen HE programme. The fully-funded programme route is for those aged 19-24 who are aiming to complete their first full Level 3 qualification.

## Advanced Learner Loan

If you are looking to study a course at Level 3 or above and are not eligible for this to be funded, an Advanced Learner Loan may be an option to pay your course fees.

Loan repayments are linked to what you earn when you have finished your course, not how much you borrowed. You only need to start paying back your Advanced Learner Loan when you are earning more than £25,000 per year. For more information on the Advanced Learner Loan visit [www.gov.uk/advanced-learner-loan/overview](http://www.gov.uk/advanced-learner-loan/overview)

If you wish to apply for an Advanced Learner Loan, loan applications can be made when you enrol. You will need a valid UK passport or birth certificate (the application takes longer to process if you do not have a passport). You will also need information from College to complete the loan application – this will be provided at your assessment.

## Higher Level Apprenticeships

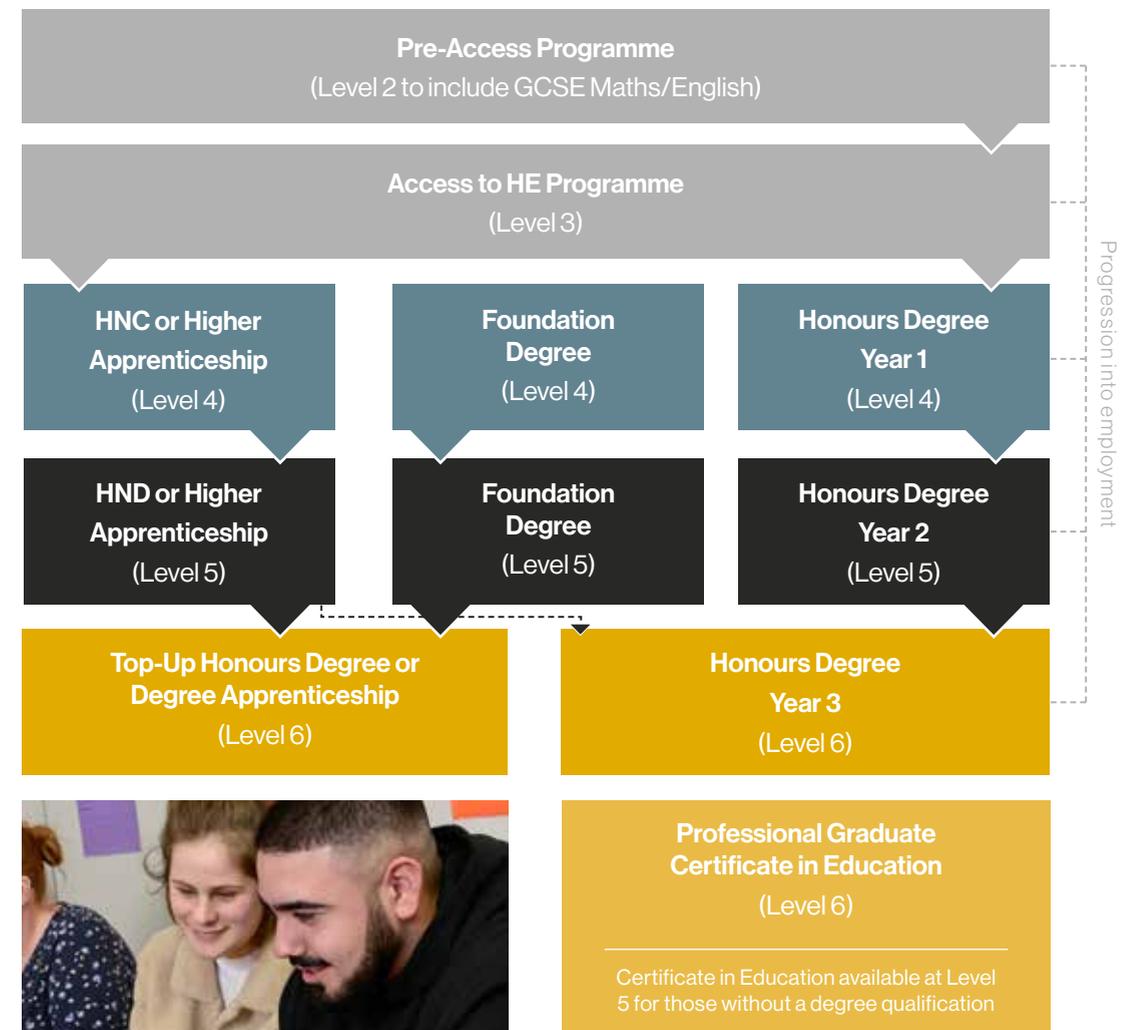
If you are an employer and would like more information about how you can finance a Degree or Higher Level Apprenticeship programme, please contact:

The Higher Education Admissions Team on 0333 003 1717 or email [he@accross.ac.uk](mailto:he@accross.ac.uk)



# What could I do next?

Our University programmes are designed to be valuable employment-related qualifications in their own right and also to be part of a progression towards a full Honours Degree.





*"Accrington and Rossendale College has made a huge difference to my life both personally and academically."*

**Ben Crossley**  
Access course



## Access to Higher Education

The Access to Higher Education Diploma is a QAA accredited course that provides students with an essential qualification, subject knowledge, and skills to progress to studies at university level.

### Who is the programme aimed at?

This programme prepares 19+ students who are returning to education, or those who left school with fewer qualifications, to be able to progress on to Higher Education. The programme provides a good foundation in the knowledge and skills required for studying at university level.

### Entry requirements

You should already have achieved, or be working towards, Grade 4/C in both GCSE English and Maths at the time of application, Level 2 Functional Skills in English and Maths may be considered on an individual basis. These should also have been achieved or working towards at the time of application. Some university courses may require a GCSE in Science.

### What will I learn?

#### Business

You will study Economics, Marketing and Business Studies

#### Health and Science

You will study Biology, Science and Professional Healthcare Practice.

#### Social Science

You will study Sociology, Psychology, Counselling and Mental Health.

In addition to your chosen pathway, you will also study Academic Writing Skills, Academic Research Skills and Preparing to Progress within the course.

### What can I do next?

Successful completion of the programme will provide you with the opportunity to progress onto studying a wide range of subjects at university level. These may include:

#### Business

Business Management, Business\*, Business and Marketing, Business and Finance.

#### Health and Science

Nursing (adult, children, learning disabilities and mental health), Midwifery, Paramedic Practice, Biomedical Science, Biology, Applied Science, Health and Social Care, Forensic Science, Sports Science and Coaching Studies and Engineering.

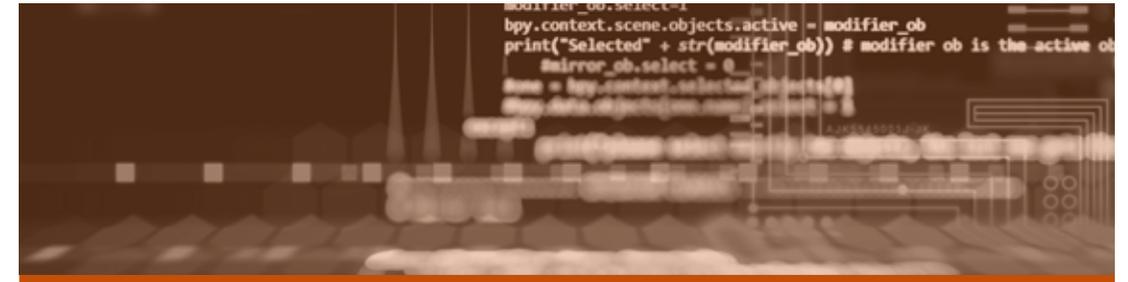
#### Social Science

Health and Applied Social Studies, Working with Children and Families, Mental Health Work, Criminology and Criminal Justice, Sociology, Psychology, History, Social Work, Policing, Teaching and other Education Studies.

# Applied Sciences

15 | HNC/D in Computing

16 | BSc (Hons) in Sports Science and Coaching Studies



## HNC/D Computing

Qualifications: HNC Computing | 1 year full-time, 2 years part-time | UCAS Code: COMP  
HND Computing | 2 years full-time, 3-4 years part-time | UCAS Code: DCOM  
Delivered at Nelson and Colne College

### Awards

At HND level there are six possible specialist award titles: HND Computing (Network Engineering), HND Computing (Software Engineering), HND Computing (Data Analytics), HND Computing (Security), HND Computing (Intelligent Systems) and HND Computing (Applications Development). The title of the HND award made will depend on the modules completed.

### Delivery options

Full-time: Two days per week over one academic year.  
Part-time: One day per week over two academic years.  
Evening delivery may be available subject to demand. Please enquire.

### Entry requirements

**Students need one of the following to meet the entry requirements for this programme:**

- 96 UCAS points (from September 2017)
- At least 160 UCAS tariff points (60 points from AS alone; at least 100 points should be obtained from A2s, AVCE, GNVQ Advanced or Scottish Highers)
- At least 12 A Level points if taken before 2002
- Advanced or Progression Diplomas (from 2010) where they demonstrate relevance to the HE programme
- BTEC National Diploma at Merit or Distinction
- Access to Higher Education Diploma - 60 credits, of which at least 45 must be achieved at Level 3 (from 2010, with Merit or Distinction) and with an appropriate combination of modules
- Open College Level 3 qualifications (obtained in or before 2008) at 60% or above - with consideration of marks above 50%
- Relevant work experience/professional qualifications.
- NVQ Level 3 in relevant vocational areas
- Plus:** GCSE Maths and English Grade C or equivalent

### Who is the programme aimed at?

Students who have completed a Level 3 course in IT or a related subject, who are looking to study a Higher Education programme locally to progress their career within this sector.

### What will I learn?

Units in the programme may include:

#### HNC

- Programming
- Networking
- Professional Practice
- Database Design and Development
- Security

#### HND

- Computing Research
- Project Business Intelligence
- Plus a selection of optional units dependent upon the pathway.

### How is the programme assessed?

A series of written and practical work is assessed by your tutors and will determine your overall grade.

### What would successful completion of this programme lead to?

HNC: On completion of the HNC you may choose to go into employment, into an Apprenticeship or continue your education by topping up to a HND or degree.

HND: Completion of the programme at HND provides students with a clear line of sight to employment or progression to a degree at Level 6.



## BSc (Hons) Sports Science and Coaching Studies

Qualification: BA (Hons) in Sports Science and Coaching Studies | 3 years full-time  
Delivered at Accrington and Rossendale College | UCAS Code: CC61

### Delivery options

The programme is delivered on a full-time basis over three years. Students will attend one day/evening per week for the full-time route.

### Entry requirements

Students need one of the following to meet the entry requirements for this programme:

- 96 UCAS points (from September 2017)
- At least 160 UCAS tariff points (60 points from AS alone; at least 100 points should be obtained from A2s, AVCE, GNVQ Advanced or Scottish Highers)
- At least 12 A Level points if taken before 2002
- Advanced or Progression Diplomas (from 2010) where they demonstrate relevance to the HE programme
- BTEC National Diploma at Merit or Distinction
- Access to Higher Education Diploma - 60 credits, of which at least 45 must be achieved at Level 3 (from 2010, with Merit or Distinction) and with an appropriate combination of modules
- Open College Level 3 qualifications (obtained in or before 2008) at 60% or above - with consideration of marks above 50%
- NVQ Level 3 in relevant vocational areas
- Relevant work experience/professional qualifications.
- **Plus:** GCSE Maths and English Grade C or equivalent

### Who is the programme aimed at?

The programme has been designed for those looking to pursue a career within the Sports Science and Coaching sector. The programme will develop students as a reflective practitioner, using best practices in the sports science and coaching industry.

The course provides students with the opportunity to participate in industry placements through our extensive range of sport partnerships. Students will also have the opportunity to train with our football academies, gain access

to quality coaching and facilities, and benefit from strength and conditioning, nutrition and sport psychology support.

### What will I learn?

Modules in the programme will normally include:

#### Year 1

- Introduction to Coaching and Sport Development
- Foundations of Sport Psychology
- Anatomy and Exercise Physiology
- Analysing and Improving Performance

#### Year 2

- Coaching Skills and Education
- Cognition and Emotions in Sport and Exercise Psychology
- Research in Sport and Exercise
- Sports Physiology
- Sports Nutrition
- Principles of Strength and Conditioning

#### Year 3

- Professional Development and Practice
- Applied Strength and Conditioning
- Applied Sport Psychology
- Research Project

### How is the programme assessed?

A range of assessments are used within the programme, including portfolios, case studies, reflections and presentations. There are two examinations, which make up 28% of the assessment.

### What would successful completion of this programme lead to?

Having successfully completed this programme graduates could look forward to employment in various jobs within the fitness industry such as coaching, sports development and personal training, among others.

# Building and Engineering

18 | HNC/D Construction - Built Environment

19 | HNC/D in Engineering

20 | BEng (Hons) Manufacturing Engineering Top Up and BEng Electrical and Electronic Engineering Top Up



Also available as a  
**Higher Level  
Apprenticeship** in  
Construction and Building  
Services Management

## HNC/D Construction - Built Environment

Qualification: HNC/Ds in Construction | 1 year full-time, 2 years part-time  
Delivered at Accrington and Rossendale College | UCAS Code: K220 / k221

### Delivery options

HNC: Full-time: Two days per week over one academic year.  
Part-time: One day per week over two years.

Students who complete the HNC in Construction can top-up to HND full-time, two days per week over one academic year or part-time, one day per week over two years.

### Entry requirements

**Students need one of the following to meet the entry requirements for this programme:**

- 96 UCAS points (from September 2017)
- At least 160 UCAS tariff points (60 points from AS alone; at least 100 points should be obtained from A2s, AVCE, GNVQ Advanced or Scottish Highers)
- At least 12 A Level taken before 2002
- Advanced or Progression Diplomas (from 2010) where they demonstrate relevance to the HE programme
- BTEC National Diploma at Merit or Distinction
- Access to Higher Education Diploma - 60 credits, of which at least 45 must be achieved at Level 3 (from 2010, with Merit or Distinction) and with an appropriate combination of modules
- Open College Level 3 qualifications (obtained in or before 2008) at 60% or above - with consideration of marks above 50%
- Relevant work experience/professional qualifications.
- NVQ Level 3 in relevant vocational areas
- **Plus:** GCSE Maths and English Grade C or equivalent

### Who is the programme aimed at?

This is a qualification for established construction personnel who wish to upgrade their skills and knowledge, possibly with a view to preparation for promotion, additional responsibilities in work or a change of career focus.

### What will I learn?

Units in the programme may include:

#### HNC

Mandatory Units:

- Individual Project (Pearson set)
- Construction Technology
- Science and Materials
- Construction Practice and Management
- Legal and Statutory Responsibilities in Construction
- Construction Information (Drawing, Detailing, Specification)

Optional Units:

- Principles of Refurbishment
- Site Supervision and Operations

#### HND

- Group Project (Pearson set) (Double unit)
- Contracts and Management
- Project Management
- Management for Complex Buildings
- Alternative Methods of Construction
- Personal Professional Development
- Transport Systems in Buildings

### How is the programme assessed?

A series of written and practical work is assessed by your tutors and will determine your overall grade.

### What would successful completion of this programme lead to?

This course can offer opportunities for students to continue their study of Construction at degree level. It will also help you begin a career in this sector or assist with professional development.



Also available as a  
**Degree Apprenticeship**  
in Electrical / Electronic  
Support Engineer or  
Manufacturing Engineering

## HNC/D Engineering

Qualifications: HNC Engineering | 1 year full-time, 2 years part-time | UCAS Code: HNG1  
HND Engineering | 2 years full-time, 3-4 years part-time | UCAS Code: HNG2  
Delivered at Nelson and Colne College

### Awards

This programme has a number of different subject specialisms that result in different award titles. The title of the award made will depend on the modules completed. The titles of the awards available are HNCs and HNDs in Engineering (Electrical and Electronic Engineering), Engineering (General Engineering), Engineering (Manufacturing Engineering), Engineering (Mechanical Engineering) and Engineering (Operations Engineering). A HNC Nuclear Engineering (Electrical and Electronic) may also be available subject to demand.

### Delivery options

Full-time: Two days per week over one academic year for HNC, two academic years for HND.

Part-time: One day per week over two academic years for HNC, three to four academic years for HND.

Evening delivery may be available subject to demand. Please enquire for details.

This programme is also available by flexible learning, which is a variable combination of recognition of prior learning, in-class teaching, online study and/or short intensive courses. Please enquire for details.

### Entry requirements

**Students need one of the following to meet the entry requirements for this programme:**

- 96 UCAS points (from September 2017)
- At least 160 UCAS tariff points (60 points from AS alone; at least 100 points should be obtained from A2s, AVCE, GNVQ Advanced or Scottish Highers)
- At least 12 A Level points if taken before 2002
- Advanced or Progression Diplomas (from 2010) where they demonstrate relevance to the HE programme
- BTEC National Diploma at Merit or Distinction
- Access to Higher Education Diploma - 60 credits, of which at least 45 must be achieved at Level 3 (from 2010, with Merit or Distinction) and with an appropriate combination of modules

- Open College Level 3 qualifications (obtained in or before 2008) at 60% or above - with consideration of marks above 50%
- Relevant work experience/professional qualifications.
- NVQ Level 3 in relevant vocational areas
- **Plus:** GCSE Maths and English Grade C or equivalent

### Who is the programme aimed at?

This programme is aimed at those who wish to gain a higher level qualification to further their career within the Engineering sector.

### What will I learn?

Units in the programme may include:

#### HNC

- Engineering Design
- Engineering Maths
- Engineering Science
- Managing a Professional Engineering Project

Plus four other modules selected for your chosen specialism.

#### HND

- Research Project
- Professional Engineering Management

Plus six other modules selected for your chosen specialism.

### How is the programme assessed?

A series of written and practical work is assessed by your tutors and will determine your overall grade.

### What would successful completion of this programme lead to?

This course can offer opportunities for students to continue their study of Engineering at degree level as a one year top-up qualification. It will also help you begin a career in this sector or assist with professional development.

Also available as a  
Degree Apprenticeship

## BEng (Hons) Manufacturing Engineering (top-up)

## BEng (Hons) Electrical and Electronic Engineering (top-up)

Qualifications: BEng (Hons) | 1 year full-time, 2 years part-time  
Delivered at Nelson and Colne College | UCAS Code: BNG1 / BNG2

### Awards

Depending on the combination of modules taken, this programme can lead to the following awards:

- BEng (Hons) Manufacturing Engineering
- BEng (Hons) Electrical and Electronic Engineering

### Delivery options

Part-time: one day or one evening a week over two years. Full-time: one day and one evening a week over one year.

### Entry requirements

Students will need an appropriate HND, Foundation Degree, or successful completion of two years of degree study in an appropriate subject.

### Who is the programme aimed at?

This programme is aimed at those who want to improve their Foundation Degree or HND to honours degree level and move into a role in Engineering with more responsibility and better prospects, along with a higher earning potential.

### What will I learn?

Both awards normally include the following common modules:

- Project (inc. Project Management)
- The Professional Engineer
- Engineering Systems Design and Simulation
- Engineering Innovation. Creativity, Entrepreneurship and Problem Solving

In addition to the common modules, the BEng (Hons) Manufacturing Engineering will normally include one of the following:

- Advanced Materials Science
- Manufacturing Operations Management

In addition to the common modules, the BEng (Hons) Electrical and Electronic Engineering will normally include one of the following:

- Microprocessor Applications
- Electrical Power

### How is the programme assessed?

The major project, which makes up a third of the total credits, is assessed 100% by coursework. Most of the remaining modules are assessed 50% by coursework and 50% by examination. The overall assessment split depends on the option modules selected but is approximately 75% coursework and 25% examination.

### What would successful completion of this programme lead to?

Qualified engineers are much in demand for their rigorous approach to work roles and problem solving. Their skills open up a wide range of other career opportunities and these exist in a diverse area of fields which could include research, design and development, commissioning, project management, technical sales, technical journalism and patent work.

# Business and Professional Services

22 | HNC/D Business

23 | Foundation Degree in Coaching and Mentoring

24 | Foundation Degree Paralegal Services

25 | Diploma AAT Professional Accounting

26 | Diploma in Business and Administration

27 | Diploma in Commercial Procurement and Support

28 | Diploma in Leadership and Management



## HNC/D Business

Qualifications: HNC Business | 1 year full-time, 2 years part-time | UCAS Code: HNBU  
HND Business | 2 years full-time, 3-4 years part-time | UCAS Code: HDBU

### Awards

At HND level there are six possible specialist award titles: HND Business (Accounting and Finance), HND Business (Business Management), HND Business (Entrepreneurship and Small Business Management), HND Business (Human Resource Management), HND Business (Marketing) and HND Business (Operations Management). The title of the HND award made will depend on the modules completed.

### Delivery options

Students are able to complete this programme through a part-time or full-time study basis.

### Entry requirements

**Students need one of the following to meet the entry requirements for this programme:**

- 96 UCAS points
- At least 160 UCAS tariff points (60 points from AS alone; at least 100 points should be obtained from A2s, AVCE, GNVQ Advanced or Scottish Highers)
- At least 12 A Level points if taken before 2002
- Advanced or Progression Diplomas (from 2010) where they demonstrate relevance to the HE programme
- BTEC National Diploma at Merit or Distinction
- Access to Higher Education Diploma - 60 credits, of which at least 45 must be achieved at Level 3 (from 2010, with Merit or Distinction) and with an appropriate combination of modules
- Open College Level 3 qualifications (obtained in or before 2008) at 60% or above - with consideration of marks above 50%
- Relevant work experience/professional qualifications.
- NVQ Level 3 in relevant vocational areas
- **Plus:** GCSE Maths and English Grade C or equivalent

### Who is the programme aimed at?

Students who have completed a Level 3 course in Business or a related subject, who are looking to study a Higher Education programme locally to progress their career within this sector.

### What will I learn?

Units in the programme may include:

#### HNC

- Business and the Business Environment
- Marketing Essentials
- Human Resource Management

#### HND

- Research Project
- Organisational Structure
- Management and Operations
- Management Accounting

### How is the programme assessed?

A series of written and practical work is assessed by your tutors and will determine your overall grade.

### What would successful completion of this programme lead to?

HNC: This course can offer opportunities for students to continue their study of Business at degree level as a one year top-up qualification. The practical nature of the course also means skills are developed to help you begin a career in the Business sector.

HND: Completion of the programme at HND provides students with a clear line of sight to employment or progression to a degree at Level 6.



## Foundation Degree in Coaching and Mentoring\*

Qualification: FdSc Coaching and Mentoring | 2 years full-time or 4 years part-time  
Delivered at Accrington and Rossendale College | UCAS Code: FDCM

### Delivery options

The programme will be available on a full-time basis over two years or a part-time basis over four years. Students will attend one afternoon and evening per week for the full-time route, and will undertake a placement of 60 hours per academic year alongside their studies, where they are not already in relevant employment.

### Entry requirements

**Students need one of the following to meet the entry requirements for this programme:**

- 96 UCAS points
- At least 160 UCAS tariff points (60 points from AS alone; at least 100 points should be obtained from A2s, AVCE, GNVQ Advanced or Scottish Highers)
- At least 12 A Level points if taken before 2002
- Advanced or Progression Diplomas (from 2010) where they demonstrate relevance to the HE programme
- BTEC National Diploma at Merit or Distinction
- Access to Higher Education Diploma - 60 credits, of which at least 45 must be achieved at Level 3 (from 2010, with Merit or Distinction) and with an appropriate combination of modules
- Open College Level 3 qualifications (obtained in or before 2008) at 60% or above - with consideration of marks above 50%
- NVQ Level 3 in relevant vocational areas
- Relevant work experience/professional qualifications
- Work in a relevant setting for 16 hours per week either in a paid or voluntary capacity.
- **Plus:** GCSE Maths and English Grade C or equivalent

### Who is the programme aimed at?

This programme is designed for those students wishing to pursue a career working in Coaching and Mentoring, enabling clients to reach their full potential. There are such roles in many sectors, including sport, business, health and education. The programme has been designed for those people already working in related sectors who wish to upskill and enhance their knowledge in order to progress in their careers.

It will also appeal to people looking to pursue a career in a Coaching and Mentoring role, who are not currently working in this sector. It will provide the combination of underpinning theoretical knowledge and practical skills and the work based learning opportunities needed to develop the competence and professionalism required to be a practitioner in this field.

### What will I learn?

Modules in the programme may include:

#### Level 4

- Interpersonal skills
- Introduction to coaching and mentoring
- Ethics, diversity and difference
- Coaching and mentoring supervision
- Introduction to skills and practice for coaching and mentoring
- The reflective practitioner

#### Level 5

- Psychology for coaching and mentoring
- Working with groups
- Management and coaching and mentoring
- Organisational context of coaching and mentoring
- Further skills and practice for coaching and mentoring
- Professional project

### How is the programme assessed?

A range of assessments are used within the programme, including portfolios, case studies, reflections and presentations. There are no formal examinations.

### What would successful completion of this programme lead to?

An honours degree programme is currently being devised that will enable successful students from this programme to progress to a BSc (Hons) degree in one full-time year, or the equivalent part-time. This programme will be available in time for the first graduates from this programme to progress. The top-up programme may be delivered at the University of Cumbria's Lancaster campus, or at either of the College's campuses.



Also available as a  
**Higher Level  
Apprenticeship**

## Foundation Degree Paralegal Services

Qualification: FdA Paralegal Services | 2 years full-time, 4 years part-time  
Delivered at Accrington and Rossendale College | UCAS Code: PS19

### Delivery options

The programme will be available on a full-time basis over two years or a part-time basis over four years. Students will attend one day/evening per week for the full-time route and will undertake a placement of 120 hours per academic year alongside their studies, where they are not already in relevant employment.

Part-time: Either one day or one evening per week for four years.

### Entry requirements

**Students need one of the following to meet the entry requirements for this programme:**

- 96 UCAS points
- At least 160 UCAS tariff points (60 points from AS alone; at least 100 points should be obtained from A2s, AVCE, GNVQ Advanced or Scottish Highers)
- At least 12 A Level points if taken before 2002
- Advanced or Progression Diplomas (from 2010) where they demonstrate relevance to the HE programme
- BTEC National Diploma at Merit or Distinction
- Access to Higher Education Diploma - 60 credits, of which at least 45 must be achieved at Level 3 (from 2010, with Merit or Distinction) and with an appropriate combination of modules
- Open College Level 3 qualifications (obtained in or before 2008) at 60% or above - with consideration of marks above 50%
- NVQ Level 3 in relevant vocational areas
- Relevant work experience/professional qualifications
- Work in a relevant setting for 16 hours per week either in a paid or voluntary capacity.
- **Plus:** GCSE Maths and English Grade C or equivalent

### Who is the programme aimed at?

This programme has been designed for those people already working in the legal and related sectors who wish to upskill and enhance their knowledge in order to progress in their careers.

It will also appeal to employees and people in non-legal roles looking to pursue a career in a paralegal role without

necessarily wishing to qualify as a solicitor or barrister. It will provide such people with the underpinning legal knowledge and skills, combined with work based learning opportunities to develop the competence and professionalism to work in a variety of different legal contexts.

### What will I learn?

**Modules in the programme will normally include:**

#### Level 4

- Legal Sources and Skills
- Legal Transactions and Remedies
- Law of Torts
- Criminal Law and Practice
- Constitutional Law
- Professional Practice in the Legal Sector

#### Level 5

- Property Law and Practice
- Employment Law and Practice
- Family Law and Practice
- Wills and Succession
- Work Based Learning
- Research Project

### How is the programme assessed?

A range of assessments are used within the programme, including portfolios, case studies, reflections and presentations. There is one examination in Level 5, which makes up 17% of the assessment of this level.

### What would successful completion of this programme lead to?

Having successfully completed and been awarded the FdA Paralegal Services, students can progress to a Top-Up Honours Degree in the subject area at the University of Cumbria.

Students may instead choose to seek employment at the end of their Foundation Degree and will take with them a portable, vocationally relevant, Higher Education qualification.



Also available as a  
**Higher Level  
Apprenticeship**

## Diploma AAT Professional Accounting

Qualifications: Professional Accounting Technician (AAT) Level 4 | 2 years full-time  
Delivered in the workplace

### Delivery options

This course can be studied completely in the workplace. The total number of hours is determined via negotiation with each individual learner.

### Entry requirements

**Students need one of the following to meet the entry requirements for this programme:**

- 96 UCAS points
- At least 160 UCAS tariff points (60 points from AS alone; at least 100 points should be obtained from A2s, AVCE, GNVQ Advanced or Scottish Highers)
- At least 12 A Level points if taken before 2002
- Advanced or Progression Diplomas (from 2010) where they demonstrate relevance to the HE programme
- BTEC National Diploma at Merit or Distinction
- Access to Higher Education Diploma - 60 credits, of which at least 45 must be achieved at Level 3 (from 2010, with Merit or Distinction) and with an appropriate combination of modules
- Open College Level 3 qualifications (obtained in or before 2008) at 60% or above - with consideration of marks above 50%
- Relevant work experience/professional qualifications.
- NVQ Level 3 in relevant vocational areas
- **Plus:** GCSE Maths and English Grade C or equivalent

### Who is the programme aimed at?

AAT Level 4 Diploma in Accounting is the Advanced Level of the AAT Accounting qualification and covers higher accounting tasks, including financial statements for limited companies, evaluating financial performance and managing budgets.

There are also two units which allow you to specialise in tax, credit control and cash management.

### What will I learn?

Mandatory units include:

- Budgeting
- Financial Performance
- Financial Statements Internal Control and Accounting Systems

Optional units include:

- Business Tax
- Cash Management
- Credit Control
- Personal Tax

### How is the programme assessed?

You will be assessed throughout this programme through computer based assessments.

### What would successful completion of this programme lead to?

The accountancy skills developed by studying this qualification will enable you to seek employment with confidence, and/or to progress to study chartered accountancy.



Also available as a **Higher Level Apprenticeship** in Business and Professional Administration

## Diploma in Business and Administration

Qualifications: Diploma in Business and Administration Level 4 | 2 years full-time  
Delivered in the workplace

### Delivery options

This course can be studied completely in the workplace. The total number of hours is determined via negotiation with each individual learner.

### Entry requirements

**Students need one of the following to meet the entry requirements for this programme:**

- 96 UCAS points (from September 2017)
- At least 160 UCAS tariff points (60 points from AS alone; at least 100 points should be obtained from A2s, AVCE, GNVQ Advanced or Scottish Highers)
- At least 12 A Level points if taken before 2002
- Advanced or Progression Diplomas (from 2010) where they demonstrate relevance to the HE programme
- BTEC National Diploma at Merit or Distinction
- Access to Higher Education Diploma - 60 credits, of which at least 45 must be achieved at Level 3 (from 2010, with Merit or Distinction) and with an appropriate combination of modules
- Open College Level 3 qualifications (obtained in or before 2008) at 60% or above - with consideration of marks above 50%
- GCSE Maths and English Grade C or equivalent
- Relevant work experience/professional qualifications.
- **Plus:** NVQ Level 3 in relevant vocational areas

### Who is the programme aimed at?

This course is suitable for administrators working at a senior level with considerable responsibility for the management of systems and resources, working with an extensive degree of autonomy.

### What will I learn?

You will study four mandatory units:

- Communicate in a business environment
- Manage personal and professional development
- Manage the work of an administrative function
- Resolve administrative problems

In addition to the mandatory units listed above, students are required to select optional units appropriate to their individual work role.

### How is the programme assessed?

You will be assessed in the workplace and on an individual basis inclusive of product evidence, reflective accounts, observations, professional discussions and written and verbal question and answer.

### What would successful completion of this programme lead to?

Upon successful completion of this programme students could progress onto the Level 5 CMI Diploma in Leadership Management.



Also available as a **Higher Level Apprenticeship**

## Diploma in Commercial Procurement and Supply

Diploma in Commercial Procurement and Supply Chain Level 4 | 2 years full-time  
Delivered in the workplace

### Delivery options

This programme is delivered over two years and is run in partnership with The Chamber of Commerce.

### Entry requirements

This is the entry point to the CIPS Diploma qualifications and requires a minimum of two A Levels (or international equivalent) or a CIPS Level 3 Advanced Certificate qualification.

Alternatively you need a minimum of two years' experience in a business environment.

The CIPS Level 4 Diploma provides natural progression following successful completion of the CIPS Level 3 Advanced Certificate, but it is not essential to join this programme.

You can enter the CIPS learning ladder at the CIPS Diploma Level 4 if you are a buyer looking to go into management or if you have at least 2 years professional experience in a purchasing, procurement or supply chain role.

### Who is the programme aimed at?

This course provides a valuable management tool for those moving into junior and middle management procurement roles or those supervising the procurement function.

It focuses on organisational procedures and processes including negotiation, planning, risk management and data analysis.

### What will I learn?

Units include:

- CIPS Unit D1 – Contexts of Procurement and Supply
- CIPS Unit D2 – Business Needs in Procurement and Supply
- CIPS Unit D3 – Sourcing in Procurement and Supply
- CIPS Unit D4 – Negotiating and Contracting in Procurement and Supply
- CIPS Unit D5 – Managing Contracts and Relationships in Procurement and Supply

### How is the programme assessed?

Assessment is via five three hour exams and the required pass mark is 50%. Successful exam results are graded as Pass, Merit or Distinction.

All CIPS Level 4 exams are scheduled in January, March, May, July and November every year. The cost per exam at this level is currently £105 per unit (subject to change by CIPS at any time).

### What would successful completion of this programme lead to?

Successful completion of the Level 4 Diploma provides a route for progression onto the CIPS Level 5 Advanced Diploma and finally the CIPS Level 6 Professional Diploma. On successful completion of the Diploma, Advanced and Professional diplomas and in conjunction with three years' professional experience in a role of responsibility in procurement and supply, you may apply for full membership of CIPS to use the designatory letters MCIPS on your business card.

You will also be invited to attend the annual CIPS Graduation Ceremony in Birmingham.



Also available as a **Higher Level Apprenticeship** in Leadership and Management

## Diploma in Leadership and Management

Qualifications: Diploma in Leadership and Management Level 5 | 1-2 years part-time  
Delivered at Accrington and Rossendale College

### Delivery options

This programme is delivered at Accrington and Rossendale College over one - two years on a part-time basis.

### Entry requirements

**Students need one of the following to meet the entry requirements for this programme:**

- 96 UCAS points (from September 2017)
- At least 160 UCAS tariff points (60 points from AS alone; at least 100 points should be obtained from A2s, AVCE, GNVQ Advanced or Scottish Highers)
- At least 12 A Level points if taken before 2002
- Advanced or Progression Diplomas (from 2010) where they demonstrate relevance to the HE programme
- Level 3 Diploma in Counseling Skills
- BTEC National Diploma at Merit or Distinction
- Access to Higher Education Diploma - 60 credits, of which at least 45 must be achieved at Level 3 (from 2010, with Merit or Distinction) and with an appropriate combination of modules
- Open College Level 3 qualifications (obtained in or before 2008) at 60% or above - with consideration of marks above 50%
- NVQ Level 3 in relevant vocational areas
- Relevant work experience/professional qualifications
- **Plus:** GCSE Maths and English Grade C or equivalent

### Who is the programme aimed at?

The Level 5 Diploma in Leadership and Management aims to develop your skills and knowledge across a range of management topics.

The programme has three primary objectives:

- To assist you in gaining the knowledge required as a practising manager
- To develop your middle management skills
- To enable you to aspire to senior management

Leadership and Management can be studied as an Award and Certificate as well as the above

Learning methods range from formal taught sessions, group work, activities and case studies and also include student centered and research based learning

Assessment is completed via work-based assignments and a management project.

### What will I learn?

Modules in the programme may include:

- Conducting a Management Project
- Leadership in an Organisational Context
- Managing Performance
- Managing Risk
- Principles of Delivering Coaching and Mentoring
- Principles of Management
- Workforce Planning

### How is the programme assessed?

Assessment is completed by applying theories and methods to work-based assignments and an array of management projects.

On enrolment you will be allocated student membership to the Chartered Management Institute (CMI). Benefits include access to management resources through an online portal to support both your studies and career.

### What would successful completion of this programme lead to?

Upon completion of this programme students could progress onto a Level 7 Introductory Executive Diploma/Executive Diploma in Management.

# Education and Childhood Studies

30 | PGCE and Certificate in Education

31 | Foundation Degree Early Years

32 | Foundation Degree Early Years (Childhood Studies)

33 | Foundation Degree Teaching and Learning Support

34 | BA (Hons) Early Childhood Studies Top Up

35 | BA (Hons) Education and Professional Development

36 | Postgraduate Diploma in Education (Advanced PGCE)

Also available as a  
**Higher Level  
Apprenticeship**

## PGCE and Certificate in Education Lifelong Learning

Qualifications: Certificate in Education | 1 year full-time\*, 2 years part-time  
PGCE | 1 year full-time pre-service\*, 2 years part-time in-service  
Delivered at Accrington and Rossendale College and Nelson and Colne College

### Delivery options

The College part of this programme is delivered over one half day per week. In addition to the time in College, students must have relevant teaching practice to support their learning (see below).

### Entry requirements

#### For Certificate in Education:

- Qualifications at Level 3 or above, for example HNC, CGLI Advanced, NVQ level 3/4 or other recognised professional qualification related to your specialist area
- Ability to demonstrate appropriate work experience in the area you wish to teach

#### For PGCE:

- UK first degree or equivalent related to your specialist area
- Relevant work experience in some specialist subject areas

In addition you must also:

- Provide confirmation of Disclosure and Barring Service (DBS) check
- Provide one satisfactory reference
- Complete a satisfactory interview
- Identify a work-based mentor who can support you in your subject specialism
- Level 2 qualifications in maths and English or willingness to complete these alongside the course

#### For candidates applying for the In-Service option (part-time):

- You should normally be in employment as a teacher or trainer at a recognised training or educational establishment for a minimum of 100 hours (at least 50 hours in any one year). Voluntary teaching/training may be acceptable in some circumstances.

### Who is the programme aimed at?

This programme is aimed at those wanting to teach in further, higher and adult education, also within the 14+ school sector (Qualified Teacher Learning and Skills).

### What will I learn?

Modules in the programme may include:

#### Year 1

- Research Informed Teaching, Learning and Assessment
- Becoming a Subject Specialist Teacher

#### Year 2

- Being a Subject Specialist Teacher
- Policy and Professional Issues

### How is the programme run?

#### Pre-Service

Over two days per week, plus teaching hours each week.

#### In-Service

Over one day per week, plus teaching hours each week.

### How is the programme assessed?

Assessment takes the form of reports, presentations, essays, case studies and logs/journals, as appropriate.

### What would successful completion of this programme lead to?

Students can use their credits to go on to a top-up BA (Hons) in Education and Professional Development.

## Foundation Degree Early Years

Qualification: FdA Early Years | 2 years full-time, 3-4 years part-time  
Delivered at Nelson and Colne College | UCAS Code: FEY1

### Delivery options

This programme will be available on a full-time basis over two years or a part-time basis over three or four years. Full-time students will attend one day and one evening per week in College. In addition to the time in College, students will undertake a teaching and learning placement of 200 hours per academic year alongside their academic studies. Part-time study can be flexible, students would attend an agreed selection of the classes attended by full-time students and be allowed to spread their studies and placements over three or four years.

### Entry requirements

#### Applicants will need to have one of the following:

- A relevant Level 3 qualification plus a minimum of 30 days relevant work experience
- Two years relevant work experience and be able to demonstrate that they have sufficient ability and/or experience to be able to benefit from the programme

#### Applicants will also need the following:

- A GCSE Grade C/4 in English (or an equivalent Level 2 qualification). Functional Skills Level 2 English is not an acceptable equivalent
- Paid or voluntary work in an education setting for the equivalent of at least 80 days spread approximately evenly throughout the programme
- It is strongly advised that those who do not have Maths at Grade C or equivalent gain this to support them on the programme. Those intending to progress to Primary QTS will need Maths and Science GCSE at Grade C or above. An enhanced Disclosure and Barring Service (DBS) check is required.
- Relevant work experience/professional qualifications
- Work in a relevant setting for 16 hours per week is also required either in a paid or voluntary capacity.

### Who is the programme aimed at?

This programme is designed for those who wish to, or those already, work or volunteering in an Early Years setting, who want to progress their career within the sector.

### What will I learn?

Modules will normally include:

#### Level 4

- Professional Studies, Work-based Contexts and Safeguarding
- Child Development and Learning through Play
- Using Information and Communication Technology to Support Learning
- Inclusive Educational Environments
- Health and Wellbeing in Early Childhood
- Early Years Foundation Stage 1

#### Level 5

- Professional Studies and Work-based Contexts 2, with leading and Supervising in Early Years Provision
- Understanding Behaviour in Teaching and Learning
- Working with Families and Other Professional Practitioners
- Introduction to Current Issues in Education
- Practice-based Research Project
- Early Years Foundation Stage 2

### How is the programme assessed?

Assessments take place in the form of reports, presentations, essays, case studies and logs/journals as appropriate.

### What would successful completion of this programme lead to?

Successful completion could lead to employment at a Higher Level and/or management. This programme could also lead to a qualified teacher status in Primary Education with further study.

For those students wanting to top-up this qualification, the programme has been designed to facilitate post-qualification progression to Level 6 of the University of Cumbria BA (Hons) Teaching and Learning qualification.



## Foundation Degree Early Years (Childhood Studies)

Qualification: FdA Early Years | 2 years full-time  
Delivered at Accrington and Rossendale College | UCAS Code: X230

### Delivery options

This programme will be available on a full-time basis over two years.

### Entry requirements

Applicants will need to have one of the following:

- A relevant Level 3 qualification plus a minimum of 30 days relevant work experience
- Two years relevant work experience and be able to demonstrate that they have sufficient ability and/or experience to be able to benefit from the programme

Applicants will also need the following:

- GCSE Grade C/4 in English (or an equivalent Level 2 qualification).
- Paid or voluntary work in an education setting for the equivalent of at least 80 days spread approximately evenly throughout the programme
- It is strongly advised that those who do not have Maths at Grade C/4 or equivalent gain this to support them on the programme. Those intending to progress to Primary QTS will need Maths and Science GCSE at Grade C/4 or above.
- An enhanced Disclosure and Barring Service (DBS) check is required.
- Relevant work experience/professional qualifications
- Work in a relevant setting for 16 hours per week is also required either in a paid or voluntary capacity.

### Who is the programme aimed at?

This programme is aimed at those looking to build on the skills and knowledge of young children's care that students are most likely to have developed on previous programmes of study. Students will develop a high level of practice in the planning, implementation and evaluation of activities to support children's learning and development within the Early Years.

Students will explore and critically debate key policy initiatives which impact directly on practice, while refining and developing observation and research skills.

Students will develop into critically reflective practitioners and become confident in managing their own personal and professional development. The programme will allow students to see their own job role and organisation within the wider early years care and education context.

### What will I learn?

Modules will normally include:

#### Year 1

- Study Skills and Personal Development Planning
- The Developing Child
- Learning in the Digital Age
- Facilitating Children's Learning
- Inclusive Practice
- Social Policy for Early Years

#### Year 2

- Developing Reflective Practice
- Safeguarding Children
- Managing Sessions with Children
- Research Perspectives
- Independent Study

### How is the programme assessed?

Assessment methods include written examinations and a range of coursework assessments such as essays, reports, portfolios, presentations, seminar papers, and seminar presentations. The grades from formal assessments count towards students module mark.

### What would successful completion of this programme lead to?

The articulated progression route is the BA (Hons) Early Childhood Studies (Top-Up) validated by the University of Bolton and delivered at Accrington and Rossendale College.



## Foundation Degree Teaching and Learning Support

Qualification: FdA Teaching and Learning Support | 2 years full-time, 3-4 years part-time  
Delivered at Nelson and Colne College | UCAS Code: TL19

### Delivery options

This programme will be available on a full-time basis over two years or a part-time basis over three or four years. Full-time students will attend the equivalent of one day per week in College.

Part-time study can be flexible - students would come to an agreed selection of the classes attended by full-time students and be allowed to spread their studies and placements over three or four years.

### Entry requirements

Applicants will need to have one of the following:

- A relevant Level 3 qualification plus a minimum of 30 days relevant work experience
- Two years relevant work experience and be able to demonstrate that they have sufficient ability and/or experience to be able to benefit from the programme

Applicants will also need the following:

- A GCSE/4 Grade C in English (or an equivalent Level 2 qualification). Functional skills Level 2 English is not an acceptable equivalent
- Paid or voluntary work in an education setting for the equivalent of at least 80 days spread approximately evenly throughout the programme
- It is strongly advised that those who do not have Maths at Grade C/4 or equivalent gain this to support them on the programme. Those intending to progress to Primary QTS will need Maths and Science GCSE at Grade C/4 or above.
- Relevant work experience/professional qualifications
- Work in a relevant setting for 16 hours per week is also required either in a paid or voluntary capacity.

### Who is the programme aimed at?

This programme is designed for those who wish to, or those who are already, working or volunteering in a teaching and learning supportive role in any educational setting and who want to progress their career within the sector.

### What will I learn?

#### Level 4

- Professional Studies and Work-based Contexts including Safeguarding
- The Theory of Learning and Development
- Using Information and Communication Technology to Support Learning
- Supporting and Understanding Inclusive Educational Environments
- Supporting English in Your Setting
- Supporting Maths in Your Setting

#### Level 5

- Professional Studies and Work-based Contexts 2, with Management
- Understanding Behaviour in Teaching and Learning
- Working with Families and Other Professional Practitioners
- Creative Teaching and Learning and Curriculum Frameworks
- Introduction to Current Issues in Education
- A Practice-based Research Project

### How is the programme assessed?

Assessment takes place at the end of each module and is in the form of reports, presentations, essays, case studies and logs/journals as appropriate.

### What would successful completion of this programme lead to?

Successful completion could lead to employment at a Higher Level and/or management. This programme could also lead to a qualified teacher status in Primary Education with further study.

For those students wanting to top-up this qualification the programme has been designed to facilitate post-qualification progression to Level 6 of the University of Cumbria BA (Hons) Teaching and Learning qualification.



## BA (Hons) Early Childhood Studies (Top-Up)

Qualification: BA (Hons) in Childhood Studies (Top-Up) | 1 year full-time  
Delivered at Accrington and Rossendale College | UCAS Code: X321

### Delivery options

The programme will be available on a full-time basis over one year. Students will attend one day/evening per week for the full-time route.

### Entry requirements

Students will need either a Foundation Degree in Early Years or HND Childhood Studies to study this programme.

### Who is the programme aimed at?

This qualification builds upon the Foundation Degree in Early Years (Childhood Studies) and provides vocationally relevant knowledge and understanding, as well as academically relevant knowledge in order to achieve a balanced view of childhood.

Students will debate policy initiatives which impact on the health and wellbeing of children and families, as well as on their education. As a high level practitioner, students will critically appraise the theories of leadership and management and consider their own role within this context.

Students will demonstrate the ability to carry out analytical research based on the area of practice, and develop data analytical skills to reach a reasoned and evidence based conclusion.

### What will I learn?

Modules will normally include:

#### Year 1

- Theories and Approaches to Learning in the Early Years
- Research Methods
- Leading and Management in the Early Years
- Developing Children's Health and Wellbeing
- Dissertation

### How is the programme assessed?

A range of assessments are used within the programme, including portfolios, case studies, reflections and presentations.

### What would successful completion of this programme lead to?

This programme enhances what students can offer in working with early years children and provides a progression route towards early years teacher status.

It also provides a progression route to possible entry into professional training in teaching, social work and care professions.



## BA (Hons) Education and Professional Development

Qualification: BA (Hons) in Education and Professional Development | 2 years part-time  
Delivered at Accrington and Rossendale College

### Delivery options

The course is primarily delivered via an innovative 'blended learning' style which combines face-to-face Saturday day schools (approximately four in each year) at the University of Huddersfield and creative online activities with both individual and collaborative study. Candidates will be able to access tutorial support at the centre.

Your practice is the starting point to help strengthen your confidence in critical debate, enterprise in leading ideas, ability to influence policy and in developing your digital and academic scholarship. You'll need access to appropriate technology and be prepared to try out new and changing technologies.

### Entry requirements

Entry requirements for this course are normally one of the following:

- Cert Ed or Level 5 teaching/training/education qualification
- Foundation Degree in a relevant field
- Candidates not meeting the above academic requirements but who are able to demonstrate significant and relevant experience will be considered on an individual basis. Please get in contact for further advice.

In addition, you must also demonstrate at least two years teaching or training experience and be in an educational or training role.

### Who is the programme aimed at?

The programme is aimed at the professional development needs of teachers or trainers in further, higher, adult and secondary education and those who work in related areas such as health, careers, uniformed services and private training organisations.

### What will I learn?

This course gives you the opportunity to build the knowledge to extend the cognitive and practical skills required within teaching and learning. You'll draw on your existing teaching and learning experiences to plan and explore new ways of developing and understanding contemporary good practice.

You'll also have the opportunity to focus on research-based practice and undertake research focusing on contemporary educational challenges and strategies.

#### Year 1:

- Professional Practice (Advanced)
- Improving Teaching and Learning
- Critical Education

#### Year 2:

- Reflexive Study
- Major Study
- Research Methodologies

You will also attend an induction 'day school' in year one and approximately four 'day schools' in each year.

Throughout the duration of the programme students will also:

- Get face to face support at the centre you have chosen to study with
- Online teaching and learning festival at the University of Huddersfield each year
- Receive online support, particularly distance learners
- Undertake online and paper based assessment
- Have the opportunity for online learning and networking

### How is the programme assessed?

A range of assessments are used within the programme, including portfolios, case studies, reflections and presentations.

### What would successful completion of this programme lead to?

Upon completion of the programme, typically graduates undertake further postgraduate studies, for example, a Masters in Education and Professional.



## Postgraduate Diploma in Education Lifelong Learning

Qualification: Postgraduate Diploma in Education Lifelong Learning | 2 years part-time (in-service) or 1 year full-time (pre-service) | Delivered at Accrington and Rossendale College and Nelson and Colne College

### Delivery options

The College part of this programme is delivered over one half day per week. In addition to the time in College, students must have relevant teaching practice to support their learning (see below)

### Entry requirements

- UK first degree (ideally 2:1 or above) or equivalent related to your specialist area
- Relevant work experience in some specialist subject areas

In addition you must also:

- Provide confirmation of Disclosure and Barring Service (DBS) check
- Provide one satisfactory reference
- Complete a satisfactory interview
- Identify a work-based mentor who can support you in your subject specialism
- Level 2 qualifications in maths and English or willingness to complete these alongside the course

### For candidates applying for the In-Service option (part-time):

- You should normally be in employment as a teacher or trainer at a recognised training or educational establishment for a minimum of 100 hours (at least 50 hours in any one year). Voluntary teaching/training may be acceptable in some circumstances.

### Who is the programme aimed at?

This programme is aimed at those wanting to teach in further, higher and adult education, also within the 14+ school sector (Qualified Teacher Learning and Skills).

### What will I learn?

Modules in the programme will normally include:

#### Year 1:

- Research Informed Teaching Learning and Assessment
- Becoming a Subject Specialist Teacher

#### Year 2:

- Being a Subject Specialist Teacher
- Policy and Professional Issues

### How is the programme assessed?

A range of assessments are used within the programme, including portfolios, case studies, reflections and presentations.

### What would successful completion of this programme lead to?

This programme is a full teaching qualification for the education and training sector. It leads to a professional qualification for teaching in Further Education colleges and a wide range of other training and educational settings outside the school sector. Students can use their credits to top up to a Masters in Education.

# Health and Social Studies

38 | Foundation Degree Alcohol and Substance Misuse Work

39 | Foundation Degree Counselling Studies

40 | Foundation Degree Health and Social Care

41 | Foundation Degree Mental Health Work

42 | Foundation Degree Working with Children, Young People and Families

43 | BA (Hons) Counselling and Psychotherapy Studies Top Up

44 | BA (Hons) Health and Applied Social Studies



## Foundation Degree Alcohol and Substance Misuse Work

Qualification: FdA in Alcohol and Substance Misuse Work | 2 years full-time  
Delivered at Accrington and Rossendale College | UCAS Code: LN56

### Delivery options

The programme is available on a full-time basis over a two-year period.

### Entry requirements

**Students need one of the following to meet the entry requirements for this programme:**

- 96 UCAS points (from September 2017)
- At least 160 UCAS tariff points (60 points from AS alone; at least 100 points should be obtained from A2s, AVCE, GNVQ Advanced or Scottish Highers)
- At least 12 A Level points if taken before 2002
- Advanced or Progression Diplomas (from 2010) where they demonstrate relevance to the HE programme
- Level 3 Diploma in Counselling Skills.
- BTEC National Diploma at Merit or Distinction
- Access to Higher Education Diploma - 60 credits, of which at least 45 must be achieved at Level 3 (from 2010, with Merit or Distinction) and with an appropriate combination of modules
- Open College Level 3 qualifications (obtained in or before 2008) at 60% or above - with consideration of marks above 50%
- Relevant work experience / professional qualifications
- Work in a relevant setting for 16 hours per week either in a paid or voluntary capacity.
- NVQ Level 3 in relevant vocational areas
- **Plus:** GCSE Maths and English Grade C or equivalent

### What will I learn?

Units in the programme may include:

#### Year 1

- Professional Practice and Personal Development Planning
- Sociology of Health
- Concepts and Models of Addiction
- Introduction to Research
- Drug and Alcohol Strategy and Legislation
- Care Assessment and Planning

#### Year 2

- Prevention
- Community Involvement and Engagement
- Treatment and Recovery
- Independent Research Project
- Advanced Professional Practice and Personal Development Planning
- Harm Reduction

### How is the programme assessed?

A series of written and practical work is assessed by your tutors and will determine your overall grade.

### What would successful completion of this programme lead to?

When you graduate, you will have improved your employment/promotion prospects in the areas of substance misuse work, such as drug rehabilitation, detoxification and care.



## Foundation Degree Counselling Studies

Qualification: FdA in Counselling Studies | 2 years full-time  
Delivered at Accrington and Rossendale College | UCAS Code: C356

### Delivery options

The programme is available on a full-time basis over a two-year period.

### Entry requirements

**Students need one of the following to meet the entry requirements for this programme:**

- 96 UCAS points (from September 2017)
- At least 160 UCAS tariff points (60 points from AS alone; at least 100 points should be obtained from A2s, AVCE, GNVQ Advanced or Scottish Highers)
- At least 12 A Level points if taken before 2002
- Advanced or Progression Diplomas (from 2010) where they demonstrate relevance to the HE programme
- Level 3 Diploma in Counselling Skills.
- BTEC National Diploma at Merit or Distinction
- Access to Higher Education Diploma - 60 credits, of which at least 45 must be achieved at Level 3 (from 2010, with Merit or Distinction) and with an appropriate combination of modules
- Open College Level 3 qualifications (obtained in or before 2008) at 60% or above - with consideration of marks above 50%
- Relevant work experience / professional qualifications
- Work in a relevant setting for 16 hours per week either in a paid or voluntary capacity.
- NVQ Level 3 in relevant vocational areas
- **Plus:** GCSE Maths and English Grade C or equivalent

### What will I learn?

Units in the programme may include:

#### Year 1

- Personal and Academic Development
- Counselling Skills
- Counselling Theories
- Introduction to Research
- Developing Counselling Skills in Clinical Practice
- Developmental Psychology

#### Year 2

- Continuing Personal Development and Professional Practice
- Cognitive Behavioural Therapy
- Models of Practice
- Research Methods in Counselling
- The Philosophy of Mind and the Theories of Consciousness
- Mental Health and Wellbeing

### How is the programme assessed?

Assessment takes place at the end of each unit and is in the form of essays, reports, portfolios, presentations, seminar papers and seminar presentations.

### What would successful completion of this programme lead to?

On completion of FdA Counselling Studies, students can progress to BA (Hons) Counselling and Psychotherapy Studies, subject to a successful interview. This course is also based at the Accrington and Rossendale College.



Also available as a  
**Higher Level  
Apprenticeship** in Assistant  
Practitioner (Health)

## Foundation Degree Health and Social Care

Qualification: FdA in Health and Social Care | 2 years full-time  
Delivered at Accrington and Rossendale College | UCAS Code: L511

### Delivery options

The programme is available on a full-time basis over a two-year period.

### Entry requirements

**Students need one of the following to meet the entry requirements for this programme:**

- 96 UCAS points (from September 2017)
- At least 160 UCAS tariff points (60 points from AS alone; at least 100 points should be obtained from A2s, AVCE, GNVQ Advanced or Scottish Highers)
- At least 12 A Level points if taken before 2002
- Advanced or Progression Diplomas (from 2010) where they demonstrate relevance to the HE programme
- Level 3 Diploma in Counselling Skills.
- BTEC National Diploma at Merit or Distinction
- Access to Higher Education Diploma - 60 credits, of which at least 45 must be achieved at Level 3 (from 2010, with Merit or Distinction) and with an appropriate combination of modules
- Open College Level 3 qualifications (obtained in or before 2008) at 60% or above - with consideration of marks above 50%
- Relevant work experience / professional qualifications
- Work in a relevant setting for 16 hours per week either in a paid or voluntary capacity.
- NVQ Level 3 in relevant vocational areas
- **Plus:** GCSE Maths and English Grade C or equivalent

### What will I learn?

Units in the programme may include:

#### Year 1

- Communications and ICT
- Legal and Ethical Issues
- Introduction to Social Policy
- Using Evidence
- Principles of Care
- Anatomy and Physiology for Health and Social Care

#### Year 2

- Group Dynamics and Working in Teams
- Collaborative Health and Social Care
- Planning Care Delivery
- Health Promotion – Challenges and Opportunities
- Social Inclusion, Empowerment and Health
- Mental Health Care – Perspectives and Practice

### How is the programme assessed?

Assessment takes place at the end of each module and is in the form of essays, reports, portfolios, presentations, seminar papers and seminar presentations.

### What would successful completion of this programme lead to?

The articulated progression route is the BA (Hons) Health and Applied Social Studies validated by Bucks New University and delivered at Accrington and Rossendale College.



## Foundation Degree Mental Health Work

Qualification: FdA in Mental Health Work | 2 years full-time  
Delivered at Accrington and Rossendale College | UCAS Code: L510

### Delivery options

The programme is available on a full-time basis over a two-year period.

### Entry requirements

**Students need one of the following to meet the entry requirements for this programme:**

- 96 UCAS points (from September 2017)
- At least 160 UCAS tariff points (60 points from AS alone; at least 100 points should be obtained from A2s, AVCE, GNVQ Advanced or Scottish Highers)
- At least 12 A Level points if taken before 2002
- Advanced or Progression Diplomas (from 2010) where they demonstrate relevance to the HE programme
- Level 3 Diploma in Counselling Skills.
- BTEC National Diploma at Merit or Distinction
- Access to Higher Education Diploma - 60 credits, of which at least 45 must be achieved at Level 3 (from 2010, with Merit or Distinction) and with an appropriate combination of modules
- Open College Level 3 qualifications (obtained in or before 2008) at 60% or above - with consideration of marks above 50%
- Relevant work experience / professional qualifications
- Work in a relevant setting for 16 hours per week either in a paid or voluntary capacity.
- NVQ Level 3 in relevant vocational areas
- **Plus:** GCSE Maths and English Grade C or equivalent

### What will I learn?

Units in the programme may include:

#### Year 1

- Professional Practice and Personal Development Planning
- Sociology of Health
- Mental Health and Illness
- Introduction to Research
- Social Policy
- Care Assessment and Planning

#### Year 2

- Mental Health in Older Adults
- Promoting Mental Wellbeing
- Treatment and Recovery Approaches in Mental Health
- Independent Research Project
- Advanced Professional Practice and Personal Development Planning
- Children and Young People's Mental Health and Wellbeing

### How is the programme assessed?

Assessment takes place at the end of each unit and is in the form of essays, reports, portfolios, presentations, seminar papers and seminar presentations.

### What would successful completion of this programme lead to?

The articulated progression route is the BA (Hons) Health and Applied Social Studies validated by Bucks New University and delivered at Accrington and Rossendale College.



Also available as a  
**Higher Level  
Apprenticeship** in Children,  
Young People and Families  
Practitioner or Manager

## Foundation Degree Working with Children, Young People and Families

Qualifications: FdA Working with Children, Young People and Families | 2 years full-time, 4 years part-time  
Certificate of Higher Education in Working with Children and Families | 1 year full-time, 2 years part-time  
Delivered at Accrington and Rossendale College | UCAS Code: WCF1

### Awards

This programme leads to a Foundation Degree (FdA) in Working with Children and Families over two full-time years, or the part-time equivalent. It contains a CertHE in Working with Children and Families that can be awarded after completing one year full-time or two years part-time.

Students can enrol for either award. Those enrolling for the FdA will have the option to exit with the CertHE should they successfully complete that part of the programme and not wish to continue. Students enrolling for the CertHE will have the option to continue to the full FdA once they successfully complete the CertHE.

### Delivery options

Full-time: One day plus one evening per week for one year for CertHE or two years for FdA.

Part-time: One day or one evening per week for two years for CertHE or four years for FdA.

This programme is available to employers as part of the Children, Young People and Families Practitioner Apprenticeship Standard.

### Entry requirements

**Students need one of the following to meet the entry requirements for this programme:**

- 96 UCAS points (from September 2017)
- At least 160 UCAS tariff points (60 points from AS alone; at least 100 points should be obtained from A2s, AVCE, GNVQ Advanced or Scottish Highers)
- At least 12 A Level points if taken before 2002
- Advanced or Progression Diplomas (from 2010) where they demonstrate relevance to the HE programme
- BTEC National Diploma at Merit or Distinction
- Access to Higher Education Diploma - 60 credits, of which at least 45 must be achieved at Level 3 (from 2010, with Merit or Distinction) and with an appropriate combination of modules
- Open College Level 3 qualifications (obtained in or before 2008) at 60% or above - with consideration of marks above 50%

- Relevant work experience/professional qualifications
- Work in a relevant setting for 16 hours per week either in a paid or voluntary capacity.
- NVQ Level 3 in relevant vocational areas
- **Plus:** GCSE Maths and English Grade C or equivalent

### What will I learn?

Modules in the programme normally include:

#### Year 1

- Perspectives in Human Development
- Professional Skills with Children, Young People, Families and Communities
- Social and Political Influences on Policy and Practice
- Play and Creative Development in Diverse Contexts
- Cultural and Historical Influences on Children, Young People and Families
- An Introduction to Practitioner Research

#### Year 2

- Researching and Evaluating Practice
- Equality, Diversity, Inclusion and Anti-oppressive Practice
- The Internet, Media and Society
- Crime and Conflict
- Identity, Personality and Social Justice
- Innovative Approaches to Working with Children and Families

### How is the programme assessed?

Assessment is entirely based on coursework and includes written assignments, project work, presentations, portfolios, blogs and discussions.

### What would successful completion of this programme lead to?

This programme opens up employment opportunities across a number of areas including; early years, education, social care, health and wellbeing, sport and culture, youth work, community work, crime and justice.

Successful FdA students will also have the opportunity to progress to the University of Cumbria BA (Hons) Working with Children and Families top-up programme and be able to complete an honours degree in one-year full-time or two years part-time.



## BA (Hons) Counselling and Psychotherapy Studies (Top-Up)

Qualification: BA (Hons) in Counselling and Psychotherapy Studies (Top-Up) | 1 year full-time  
Delivered at Accrington and Rossendale College | UCAS Code: CPSY

### Delivery options

The programme is available on a full-time basis over a one-year period.

### Entry requirements

Students will need either a foundation degree in Counseling Studies or a relevant Level 5 qualification.

### What will I learn?

Units in the programme may include:

- Advanced Professional and Personal Development
- Morality, Character and Personality: The study of the individual
- Working with Trauma
- Dissertation

The programme aims to enable students to work with a diverse range of clients with specific counselling needs. It will provide students with a deeper understanding of the importance of evidence based practice within the counselling and psychotherapy field.

### How is the programme assessed?

A series of written and practical work is assessed by your tutors and will determine your overall grade.

### What would successful completion of this programme lead to?

This programme will lead to employment within the counselling and psychotherapy field as well as social work, welfare work, community, public and private health care sectors. It can also lead to social and health related administration and management, probation, teaching in further education and relevant careers within local government.



## BA (Hons) Health and Applied Social Studies

Qualification: BA (Hons) in Health and Applied Social Studies | 3 years full-time  
Delivered at Accrington and Rossendale College | UCAS Code: LL59

### Delivery options

The programme is available on a full-time basis over a three-year period.

### Entry requirements

Students need one of the following to meet the entry requirements for this programme:

- 96 UCAS points (from September 2017)
- At least 160 UCAS tariff points (60 points from AS alone; at least 100 points should be obtained from A2s, AVCE, GNVQ Advanced or Scottish Highers)
- At least 12 A Level points if taken before 2002
- Advanced or Progression Diplomas (from 2010) where they demonstrate relevance to the HE programme
- BTEC National Diploma at Merit or Distinction
- Access to Higher Education Diploma - 60 credits, of which at least 45 must be achieved at Level 3 (from 2010, with Merit or Distinction) and with an appropriate combination of modules
- Open College Level 3 qualifications (obtained in or before 2008) at 60% or above - with consideration of marks above 50%
- NVQ Level 3 in relevant vocational areas
- GCSE Maths and English Grade C or equivalent
- Relevant work experience/professional qualifications.
- **Plus:** GCSE Maths and English Grade C or equivalent

### Who is the programme aimed at?

This programme is ideally suited to individuals seeking employment in social work, welfare work, community, public and private health care sectors, social and health related administration and management, probation, teaching in further education and relevant careers within local government.

### What will I learn?

Units in the programme may include:

#### Year 1

Mandatory Units:

- Introduction to Psychology

- Theories of Society and Social Change
- Research Methods
- Health Studies

#### Year 2

Mandatory Units:

- Advanced Research Methods
- British Social and Welfare Policy
- Social Divisions

Optional Units:

- Crime and Deviance
- Ethical Issues in Health and Social Care
- Health Psychology
- Work Based Learning
- Work Related Learning

#### Year 3

Mandatory Units:

- Dissertation

Optional Units:

- Criminal Justice and Penal Policy
- Critical Issues in Mental Health
- Geography of Health
- Organisational Behaviour in Health and Social Services
- Gender and Sexuality
- Therapeutic Approaches Used in Mental Health Recovery
- Morality, Character and Personality: The Study of the Individual

### How is the programme assessed?

A series of written and practical work is assessed by your tutors and will determine your overall grade.

### What would successful completion of this programme lead to?

This programme will lead to employment within social work, welfare work, community, public and private health care sectors, social and health related administration and management, probation, teaching in further education and relevant careers within local government.

# Humanities

46 | Foundation Degree Criminology and Criminal Justice





## Foundation Degree Criminology and Criminal Justice

Qualification: FdA Criminology and Criminal Justice | 2 years full-time, 4 years part-time  
Delivered at Accrington and Rossendale College | UCAS Code: CC19

### Delivery options

The programme is available on a full-time basis over two years or a part-time basis over four years. Students will attend one day/evening per week for the full-time route and will undertake a placement of 120 hours per academic year alongside their academic studies, where they are not already in relevant employment.

Part-time: Either one day or one evening per week for four years.

### Entry requirements

**Students need one of the following to meet the entry requirements for this programme:**

- 96 UCAS points (from September 2017)
- At least 160 UCAS tariff points (60 points from AS alone; at least 100 points should be obtained from A2s, AVCE, GNVQ Advanced or Scottish Highers)
- At least 12 A Level points if taken before 2002
- Advanced or Progression Diplomas (from 2010) where they demonstrate relevance to the HE programme
- BTEC National Diploma at Merit or Distinction
- Access to Higher Education Diploma - 60 credits, of which at least 45 must be achieved at Level 3 (from 2010, with Merit or Distinction) and with an appropriate combination of modules
- Open College Level 3 qualifications (obtained in or before 2008) at 60% or above - with consideration of marks above 50%
- Relevant work experience/professional qualifications
- Work in a relevant setting for 16 hours per week either in a paid or voluntary capacity. NVQ Level 3 in relevant vocational areas
- **Plus:** GCSE Maths and English Grade C or equivalent

### Who is the programme aimed at?

This programme has been designed for those people already working in the criminal justice sector who wish to upskill and enhance their knowledge, as well as for those people who wish to gain an insight into the nature of crime and the workings of the criminal justice system in order to pursue a career in the varied roles within the criminal justice sector. These include roles as a Probation Officer, Prison Officer or Youth Justice Worker.

### What will I learn?

Modules in the programme will normally include:

#### Level 4

- Introduction to the Criminal Justice Process
- Principles of Criminology
- Psychology and Crime
- Sentencing and Punishment
- Preparing to work within the Criminal Justice Sector
- Representations of Crime

#### Level 5

- Victimology
- Alternative Responses to Crime
- Contemporary Issues in Criminal Justice
- Youth Justice
- Work Based Learning
- Research in the Criminal Justice Sector

### How is the programme assessed?

A range of assessments are used within the programme, including portfolios, case studies, reflections and presentations. There is one examination in Level 5, which makes up 17% of the assessment of this level.

### What would successful completion of this programme lead to?

Having successfully completed this programme students will have the opportunity to progress to a BA (Hons) top-up at the University of Cumbria.

With further study and ongoing professional development, students may wish to pursue careers in the police, prison service or probation service. Students may undertake employment in a variety of roles within the criminal justice sector such as within youth justice teams, victim support, family support services, rehabilitation services, central and local government agencies, charities working with offenders and victims of crime.

# Higher Level Apprenticeships



## Higher Level Apprenticeships

### What is a Higher Level Apprenticeship?

Higher Level Apprenticeships provide students with the opportunity to gain a qualification at Level 4 and above while working within a job role. Higher Apprenticeships typically take two years to complete and involves, on occasions, part-time study at one of our University Centres.

### How do they work?

Apprentices will complete assessments throughout their programme, which test both academic learning and occupational competence which should be developed through on the job training.

Apprentices will also be visited within the workplace to assess the range of skills to ensure the working practices meet minimum levels of competency against the national standard.

### What are the benefits of a Higher Level Apprenticeship?

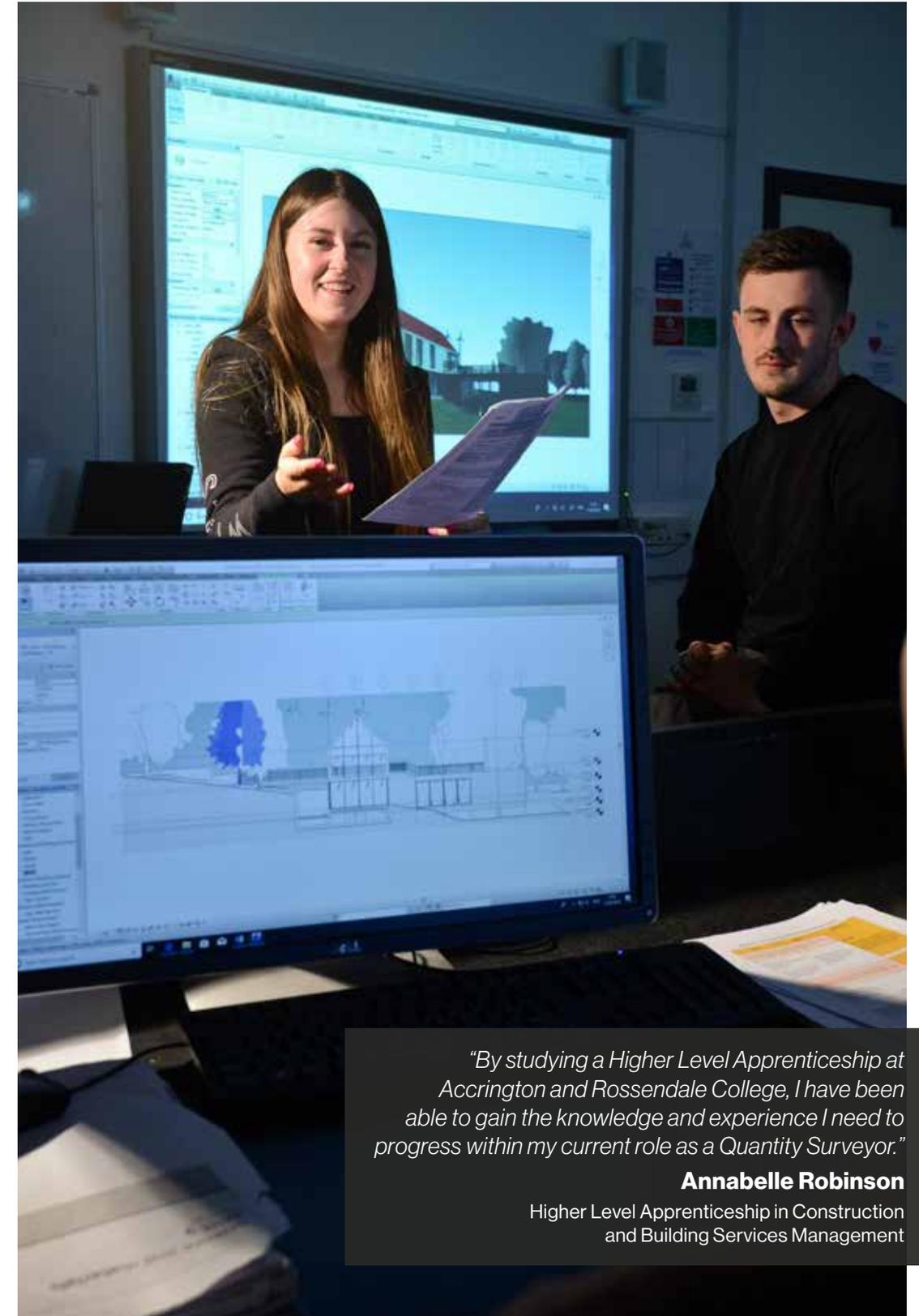
- Higher Apprenticeships allow you to earn while learning and progress into highly skilled occupations
- The potential to achieve graduate and postgraduate level qualifications
- New opportunities for career progression
- Higher Apprentices could earn £150,000 more on average over their lifetime compared to those with Level 3 qualifications

### What Higher Level Apprenticeships are available?

- Higher Level Apprenticeship in Construction and Building Services Management
- Higher Level Apprenticeship in Accounting
- Higher Level Apprenticeship in Business and Professional Administration
- Higher Level Apprenticeship in Commercial Procurement and Supply
- Higher Level Apprenticeship in Leadership and Management
- Higher Level Apprenticeship in Operations/Departmental Manager
- Higher Level Apprenticeship in School Business Professional
- Higher Level Apprenticeship in Children, Young People and Families Manager
- Higher Level Apprenticeship in Children, Young People and Families Practitioner
- Higher Level Apprenticeship in Assistant Practitioner (Health)
- Higher Level Apprenticeship Network Engineer
- Higher Level Apprenticeship Software Developer
- Higher Level Apprenticeship in IT, Software Web and Telecoms Professionals

### Find out more

For further information on Higher Level Apprenticeships or to apply, contact our Apprenticeships Team: **0333 003 1717** or **he@accross.ac.uk**



*"By studying a Higher Level Apprenticeship at Accrington and Rossendale College, I have been able to gain the knowledge and experience I need to progress within my current role as a Quantity Surveyor."*

**Annabelle Robinson**

Higher Level Apprenticeship in Construction and Building Services Management



### **Validation, Approval and Periodic Review**

As new courses are developed, they go through rigorous approval processes to ensure that they meet the needs of students, employers and other stakeholders. Additionally, all courses undergo periodic reviews to ensure their continuing currency and quality. These processes are managed through planned schedules of approval and review. The detail of these processes varies slightly between awarding bodies and consequently the terminology used also varies, but their substance is very similar across the whole Higher Education sector.

New courses awaiting approval are shown as 'subject to' followed by the terminology used by the relevant awarding body. This is because some detail of the course may be subject to change and fuller details may not yet be available. As soon as the new award is validated or approved full details are provided through the detailed Programme Specification being made available through the course webpages. In the very unlikely event of a new course not being approved, applicants would be contacted, and the College would work with them to identify alternative options within the College, or elsewhere.

Courses going through periodic review could change slightly but overall aims will remain unchanged and there would only be minor updates to content and/or structure. As such, the existing Programme Specification provides a reasonable reflection of the course and an updated version will be made available through the course webpages after each periodic review event.

Occasionally courses go through a more substantial review process, often called revalidation or reapproval, meaning that the course (aims and content) may change significantly. In such cases, fuller detail of the revised course may not be available but as soon as the programme is revalidated/reapproved, the new Programme Specification will be made available through the course web pages.

