



# ADULT COURSE GUIDE

Your Future  
Opportunities for Adults  
at Exeter College

2021/22

ADULT  
LEARNING

exeter college 

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We do everything possible to make sure that the information in our publications and on our website is correct. However, we may need to make changes to courses, fees and reduced fees at short notice, due to circumstances beyond our control.

Please check course details and prices before you enrol. The college cannot be held responsible for any errors, omissions or changes. This prospectus can be made available in other formats or in languages other than English, please contact reception on 01392 400500.

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# WELCOME

## UNLOCK YOUR FUTURE...

There has never been a more exciting time to undertake a course at Exeter College, during the last year the college has opened the Future Skills Centre at Exeter International Airport – a collaboration with Devon County Council and the college has opened its Digital and Data Centre at the Hele Road site, a part of the South West Institute of Technology. These new buildings provide professional, adult orientated spaces within which the vast majority of our adult learning programmes are housed. In September 2020, the Prime Minister, Boris Johnson launched the 'Lifetime Skills Guarantee' in a major speech at Exeter College, this means that an increasing number of high value technical programmes at the college are now free for adults who wish to retrain, upskill or change direction.

If you are interested in taking a programme, or learning a new skill, I would urge you to talk to our dedicated Adult Advice Team. The pandemic has been a challenging period for all of us, but we have a number of amazing stories from individuals who have decided that this is the moment to jump back into education. We have some remarkable stories of adults who have used new skills that they have learnt at the college to gain employment, change career or gain a promotion.

Since the late 1800s, Exeter College has been successfully providing education opportunities to adults living in Exeter and the wider area. Our experience has shown us that students who participate in adult education develop a range of highly valuable skills which can be transferred to enhance individual or work-related aspirations, as well as improving confidence and wellbeing.

Details of all our courses running across the city at college locations can be found on our website [exe-coll.ac.uk/adults](http://exe-coll.ac.uk/adults). Please book your place early since many of the courses are extremely popular and places are filled quickly.

The world is changing - it's your future, now is the time to unlock its potential.

John Laramy CBE  
Principal and Chief Executive, Exeter College



You can find information on the website about funding and support that may be available to you. Some of our courses are free and Advanced Learner Loans are available for students on eligible Level 3 and Level 4 courses (for further information see pages 8-14).



# REASONS TO STUDY WITH US

## Our accessibility

- ✓ There are options to study across a wide range of subject areas, from short, unaccredited courses through to postgraduate degree programmes.
- ✓ Courses are delivered across all of our campuses, including our new Digital and Data Centre.
- ✓ We offer flexible timetabling to include day and evening teaching, and condensed study to fit around work and life.
- ✓ We consider relevant industry experience as well as formal qualifications when looking at entry requirements.

## Supportive staff

- ✓ Teaching tends to take place in smaller class sizes (an average of fifteen students) and there are opportunities to meet and study with new people on your course.

- ✓ We have friendly tutors and lecturers dedicated to helping you achieve and succeed.
- ✓ Our dedicated Learning Support Team works with students throughout their programme.

## High quality teaching and learning

- ✓ Exeter College is rated as Outstanding by Ofsted, and has also been awarded the Gold standard for its university level teaching – the highest rating in the Teaching Excellence Framework (TEF).
- ✓ There are dedicated adult and higher education study spaces, Learning Resource Centres and industry standard facilities.
- ✓ The college boasts excellent student satisfaction, with a student survey rating of 97%.

## Our Learning Resource Centres

**Being a student at Exeter College means that as well as benefiting from outstanding teaching, you can also make the most of our learning facilities.**

Exeter College Learning Resource Centres (LRCs) are available to support students with their studies. LRC's are equipped with a range of resources including books, study desks/areas and equipment. Laptops and other specialist equipment are available for loan from some locations. The wide range of online resources is available 24 hours a day, on or off campus. Students are encouraged to bring their own devices and WiFi is available college wide. Specialist software is available in the different LRCs to support specific subject areas. A knowledgeable and friendly LRC team is available to help with library enquiries and all aspects of the LRC services and facilities. Staff are skilled in helping you to access the physical and digital resources and support you to succeed in your studies. For opening times, please see the LRC portal page once enrolled.

### Focus on progression

- ✓ Our professional and technical courses have a clear line of sight, providing pathways into industry.
- ✓ We have established strong employer links across the region, informing our curriculum and delivery.
- ✓ The college has a range of professionally recognised and accredited qualifications.
- ✓ There is a 95% progression rate to graduate

level employment or further study from our university level programmes.

### Affordable

- ✓ We have a range of government funded programmes, including fully funded courses available.
- ✓ Value for money tuition fees for our Higher Education programmes (£7495 for 20/21).
- ✓ There is access to financial support to help with the costs associated with studying, such as childcare, travel and equipment.

### Our values

#### Equality, diversity and access

Exeter College is committed to the principles of equality and diversity for all its staff and learners. The college actively challenges any unlawful discrimination on the grounds of age, disability, sex, gender reassignment, pregnancy and maternity, marital or civil partnership status, race, religion or belief or none, and sexual orientation. The values of equality and diversity underpin all our courses.

We promote positive attitudes towards diversity, encourage all learners and staff to reach their full potential and take proactive steps to take account of the additional needs of those who may experience the greatest barriers to fulfilling their potential. If you have a compliment, comment or complaint - please visit [exe-coll.ac.uk/about/policies](http://exe-coll.ac.uk/about/policies) on the college website or contact reception on 01392 400500.



# YOUR DIFFERENT COURSE OPTIONS

Exeter College's wide range of adult courses can help you go further in your career or start a completely new one.

With courses ranging from entry to degree level qualifications, we can get you where you want to go with our TEF Gold and OFSTED Outstanding rated education and specialist lecturers who share your passions.

Whenever you come to us in life, and no matter what your current qualifications are, we can help get you on the path and into the career you want. Our courses focus on skills that can be applied directly to the workplace or further study, giving you the skills and knowledge to progress in your chosen area.

## Technical and Professional Qualifications

We offer a range of funded qualifications designed to support adults in upskills and retrain into skilled employment in a variety of different industries, including construction, engineering, digital and healthcare. Our qualifications range from Level 1 to Level 4 and run on a part time basis, with options to study for 12 weeks to a full academic year. All courses blend classroom teaching with online content and resources. Exeter College boasts some of the best industry standard training facilities, including our new Digital and Data Centre and our adult training hub, the Future Skills Centre, we are very proud to be able to offer our adult learners access to exceptional training and industry recognized qualification to support their career progression. We also offer a range of commercial training to support learners and employers in developing the required skills, knowledge and qualifications they need.

## Skills Bootcamps

As part of the government's Lifetime Skills Guarantee, Exeter College offers free, flexible courses of just 12-16 weeks to provide adults with high level digital and technical

skills. Our popular Skills Bootcamps provide the opportunity to develop sector specific skills to progress in their careers and into a new job role. Our Digital Bootcamps offer a blend of teaching and learning, with fortnightly classroom and workshop events as well as ongoing online delivery and a dedicated coach to support you through the programme and your individual Professional Development Programme. Our Technical Bootcamps provide hands on practical training within our industry standard Technology and Construction centres, to build your skills portfolio and prepare you for entering the industry. All programmes provide support with preparation for employment, including information on job vacancies, application and interview preparation.

## Essential Skills

We provide free essential qualifications for adult to support progress and development in the workplace, education and life. These qualifications range from pre-entry level right through to Level 2 and include the following:

**Functional Skills:** these teach you how to apply practical Maths and English skills to real-life and work based contexts.

**Essential Digital Skills:** these enable you to participate in and contribute to the digital world, GCSEs, with academic study in English, Math and Biology.

We also run ESOL courses (English for Speakers of Other Languages), which develop reading, writing, listening, and speaking skills in the English language, as well as knowledge of language. All of our Essential Skills courses are offered both in the daytime and evening classes on a part time basis and at our city centre site.

## Access to Higher Education

These are one year full time courses which are taught and assessed through a combination of lectures, small group work, practical exercises, group discussions, seminars and tutorials.

The Access to Higher Education Diplomas are a well-established and a highly successful route into university level study for adult students who may lack formal entry qualifications, wish to pursue a change of career and/or need to develop confidence and practice in their study skills.

These diplomas can also improve your general education and are specifically designed to help you progress on to professional advanced training. The range of modules available allows you to access a wide variety of courses at university level such as nursing, social work, teaching and psychology.

## Higher Education

Exeter College offers a suite of qualifications at university level. You may find the information below useful to understand the types of programmes available.

## Higher National Certificates and Higher National Diplomas

These are programmes related to an area of work and are highly valued by employers. They are designed to give you the skills to put your knowledge to effective use in a particular job. You can use this as a qualification in its own right, or for entry to the second or third year of some degree programmes. A HNC is a Level 4 qualification and a HND is a Level 5 qualification.

## Foundation Degrees (FdA, FdSc & FdEng)

Foundation degrees are qualifications in their own right at Level 4 and 5 (equivalent to the first 2 years of an undergraduate degree). Foundation degrees are university level qualifications, like other degrees, however these programmes are designed with a particular area of work in mind and with the help of employers from that sector. Typically, you will get the chance to undertake work-based or work-related learning, as well as classroom-based sessions, developing specialist and transferable skills.

## Bachelor of Arts Ordinary Degree (BA Ord) and Bachelor of Science Honours (BSc Hons)

If you have a Level 5 qualification you can 'top up' on a final year to a full Level 6 undergraduate degree in a relevant subject. An Honours degree includes the completion of a dissertation.

We offer an opportunity to top up to a full Bachelor of Arts Ordinary Degree (BA Ord) in Business Management in partnership with the University of Exeter if you have successfully completed a Higher National Diploma (HND) or Foundation Degree (FdA) in a business or management related subject.

We offer a BSc (Hons) as a top up from a Foundation Degree in Health and Social Care, Public Services or Sports Therapy. Our other Foundation Degrees all offer 'top-up' progression routes with our partner universities.

## Postgraduate Certificate in Education (PGCE)

The PGCE is a one year, postgraduate course for degree holders and is a Level 7 qualification. It is an advanced but non-degree qualification which mainly focuses on developing your teaching skills with support from a subject specialist mentor to develop your subject expertise.





# HOW TO USE YOUR GUIDE

The key below shows you the information we have included in this guide.

To find out more information about each course go to our website [exe-coll.ac.uk/adults](http://exe-coll.ac.uk/adults).

If you do not have a computer, many community centres and your local libraries may be able to help. Alternatively, please drop into one of our city centre receptions and they can show you the information. Fill in an enrolment or application form by downloading one from our website or pick one up from one of our receptions or community libraries. To apply for ESOL (page 73) please see information on the course page.

**Please note, we are adding new courses throughout the year – keep checking our website.**

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Fri	17-Sep-21	22-Oct-21	09.30-15.30	6	FSC	P1PACBE0/1/A	  	
Fri	05-Nov-21	10-Dec-21	09.30-15.30	6	FSC	P1PACBE0/1/B	  	
Fri	10-Jan-22	14-Feb-22	09.30-15.30	6	FSC	P1PACBE0/1/C	  	



- 1 Day, Start Date, Finish Date, Time and number of weeks for which the course runs.**
- 2 Site** - This shows where the course will be delivered.
- 3 Course Code** - If stated please use this on all correspondence and communication.
- 4 Apply** - see the key (below and throughout the guide) for the different ways to apply. More information on page 20.
- 5 Fee and Concession** - This indicates the maximum fee payable. For many courses there are concessions available. See pages 8-14 for more information.

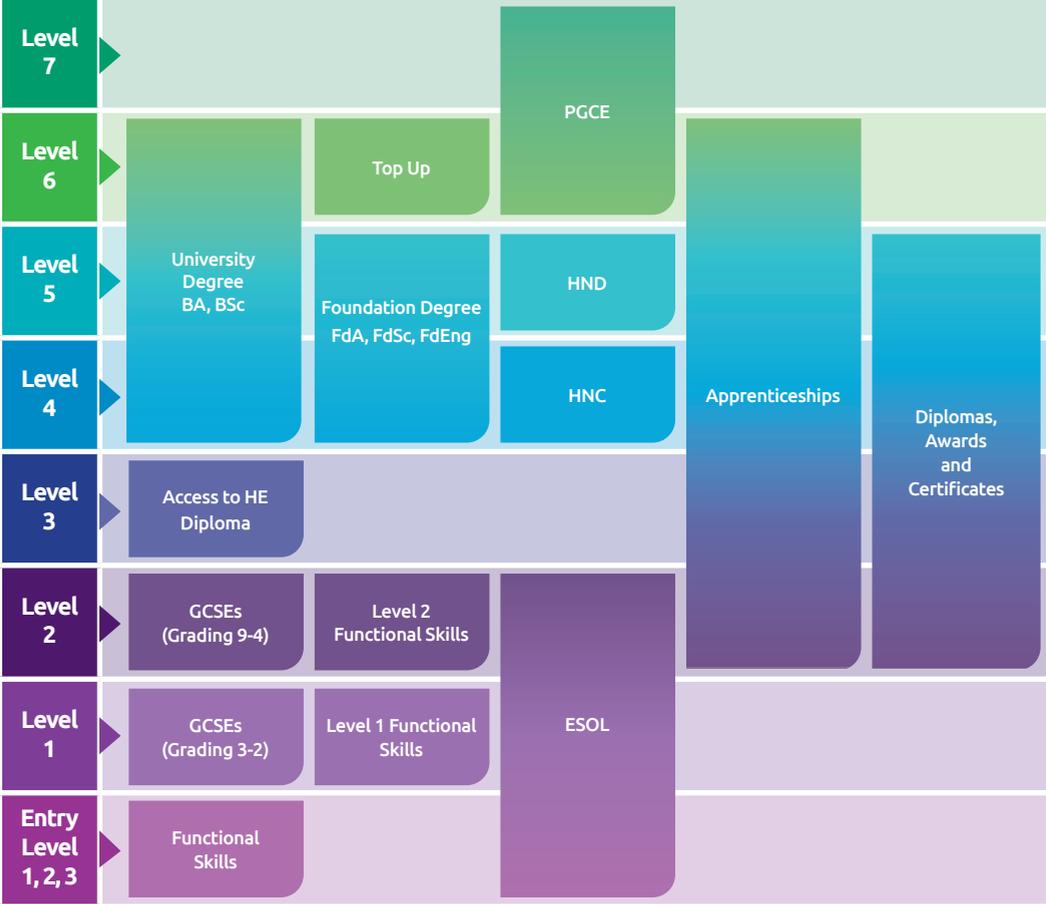
 Application form	 Enrolment form (no application process)	 Funding available
 Interview	 Initial Assessment	

# UNDERSTANDING DIFFERENT LEVELS OF STUDY

We appreciate the various types of courses available can be confusing so we have put a guide together to help you find the right path for you.

Our friendly Adult Advice Team are always very happy to help so please don't hesitate to contact us with your questions. In some instances you will be required to have certain qualifications, such as a C/4 in English,\* but for others you might just need to have an interest in that subject. For individual entry requirements please check the course information on our website, email [adultadvice@exe-coll.ac.uk](mailto:adultadvice@exe-coll.ac.uk) or call 01392 400170.

\* Please note, from 2017 a grade C is equivalent to a grade 4



# FEES AND FUNDING

## FEES AND PAYMENT

Please note that fees are shown as correct at the time of print but may change. Fees are paid annually for courses lasting more than one year and those shown in this guide relate to the first year, unless otherwise stated.

There may be some additional items that you will need to bring to a course. This will be stated on the full course information on our web pages.

You can find full information about our Course Fees Policy on our website [exe-coll.ac.uk/about/policies](http://exe-coll.ac.uk/about/policies)

## FUNDING YOUR FUTURE

### Government funded courses

The UK government in September 2020 announced its Lifetime Skills Guarantee representing a long-term commitment to remove the age constraints and financial barriers for adults looking for their first Level 3 qualification so that they can access training to enable them to progress.

At Exeter College we want our learners to have full access to this funding and so have broken down some of the key areas and criteria for accessing funded courses to the following areas:

#### **Those who do not have GCSE Maths, English and Digital Skills at grade C/4 or above**

Anyone who does not already have GCSE grade C/4 or equivalent in English, Maths and/or a Digital Skills qualification can be fully funded to undertake a programme of study, with the aim of working towards or passing a GCSE equivalent. Meaning, if you don't already have GCSE Maths, you can complete that subject for free with Exeter College rather than the full cost of £729.00. Please see pages 69-71 for more information about these courses.

#### **Low income earners (salary under £17,374.50 per year)**

For our Level 2 and below courses, these will be funded for anyone with a low income wage. This threshold is calculated before tax and is based on how much one person would earn working 37.5 hours a week on National Minimum wage. This funding can really help learners take the first steps on retraining for a new career.

#### **Those aged 19+ and who do not currently have a full Level 2 qualification**

Any learner who does not have a full Level 2 qualification (this is typically at least 5 GCSEs at grade C/4 or above) is eligible to complete any qualification up to their first full Level 2.

#### **Those aged 19+ and who do not currently have a full Level 3 qualification**

Any learner who does not have a full Level 3 qualification (for example, two full A Levels, Level 3 Diploma, or NVQ) is eligible to complete any of our funded Level 3 qualifications.

#### **Those who are unemployed**

- If you are currently unemployed and in receipt of a benefit listed below, the Government will fund you to complete any of our funded courses up to and including Level 2.
- Jobseeker's Allowance (JSA), including those receiving National Insurance credits only.
- Employment and Support Allowance (ESA).
- Universal Credit (and your take-home pay as recorded on your Universal Credit statement (disregarding benefits) is less than £345 a month (when the learner is sole adult in their benefit claim) or £552 a month (when the learner has a joint benefit claim with their partner).
- Released on temporary licence, studying.

## Those for whom English is not their first language.

If English is not your first language and you do not have a formal English qualification you will be eligible to complete a programme of work up to Level 2 English Language to help you improve your skills.

## Those wanting to study a government loan funded course (Advanced Learner Loan)

### Are you aged 19 or over and thinking about further education?

You may qualify for an Advanced Learner Loan. These loans help you to pay the fees charged by colleges and training organisations. Most learners aged 19 and over studying at Level 3 to 6 will qualify for these loans from the UK Government. It is easy to apply. Your household income is not taken into account and there is no credit check. You will not have to pay back anything until your income is over £27,295 a year.

To qualify you must be enrolling on a fundable course with Exeter College, be aged 19 or over on the first day of your course and have lived in the UK for the past three years.

### How will I repay?

- You won't start paying back your loan until the April after you finish your course.
- Your monthly repayments will be based on your income, not on how much you borrowed.
- You'll only start making mandatory repayments when your income is more than £525 per week, £2,274 per month or £27,295 per year.
- You will only pay back 9% of any income above the threshold.
- If you are self-employed you will be responsible for making student loan repayments as part of your annual self-assessment tax return
- If you are employed, you will not need to do anything. Your employer will take your repayments directly off your salary as they do with tax and NI contributions.
- If you stop working, your repayments will stop and only start again when your income is more than the threshold.
- Any amount of loan not paid back after 30 years of repayment will be written off.

### How do I start my loan application?

#### Before your course:

1. Decide what course you want to study.
2. Check your eligibility for an Advanced Learner Loan at [www.gov.uk/advancedlearnerloan](http://www.gov.uk/advancedlearnerloan)
3. Once you have applied we will send you a Learning and Funding Information letter. This will allow you to complete your application.
4. Register and apply online at [www.gov.uk/advancedlearnerloan](http://www.gov.uk/advancedlearnerloan)
5. Print off, sign and send your declaration letter to Student Finance England (SFE).
6. Send any evidence required for proof to SFE.
7. SFE will send you a letter confirming your loan.

#### During your course:

1. Start your course with us.
2. We tell SFE you are attending, and they send us instalments of your loan.
3. Interest on your loan starts from your first day on course.

#### After your course:

1. You can choose to set up payments to SFE whenever you like.
2. Mandatory payments will start the April after you finish/leave your course only whilst you're earning over the threshold (currently set at £27,295 per year, April 2021).
3. How much interest you are charged depends on your income.
4. Your loan will be cancelled 30 years after you were due to start repaying.
5. Your loan may be considered paid if you complete an Access to HE Diploma and then go on to complete a degree.

### Advanced Learner Loan Bursary

Learners who take out an Advanced Learner Loan have access to our Advanced Learner Loan Bursary. This is funding set aside for those learners who require extra financial help for study. Full information on the Advanced Learner Loan bursary can be found on pages 12-14.

# HIGHER EDUCATION FEES AND STUDENT FINANCE

Our Higher Education programmes offer great value for money, and there is also finance and support available to help with covering your tuition fees and living costs.

## Our programme fees for 2021-2022\*

Course type	Type of degree	Who does this fee apply to	Course fee (£)
HNC/HND		All students	£7,495
Foundation Degree		All students	£7,495
First Degree	Top-up for internally progressing students	Continuing students only	£6,995
Postgraduate ITT		All students	£7,495
Foundation Degree	Engineering: Includes additional resources and qualifications	All students	£7,745
Foundation Degree	Sport: Includes additional resources and qualifications	All students	£7,995
First Degree	Top-up your Sports Therapy: Includes additional qualifications	All students	£8,075
First Degree	Top-up year for new students	New entrants only	£7,495

\*These courses are applicable for Student Finance from 2021

*Please note:*

*The fees for all students currently studying on a Higher Education programme at Exeter College will not change. This includes fees for students moving from an HNC to an HND programme or on to a BSc or BA Top Up programme at the college. These will remain at 2019/20 levels. Students moving to a Top Up programme at a partner university will be subject to their schedule of tuition fees.*

We do not intend to apply any inflationary increase, if relevant, for subsequent years of study.

The college does not currently offer any waivers in respect of tuition fees.

Please note there are different fees for international students. Please visit the website for more information [exe-coll.ac.uk/international/fees](http://exe-coll.ac.uk/international/fees)

You can also view the Higher Education Fees Refunds and Compensation Policy on the website by visiting [exe-coll.ac.uk/about/policies](http://exe-coll.ac.uk/about/policies)

### Finance available

Student Finance England (SFE) can help to pay for university or college tuition fees as well as living costs for all of our Foundation Degrees, Higher National Certificates and Diplomas, Top

Up Degrees and teacher training programmes.

You may be eligible for further funding, for example if you are on a low income, are disabled or have children.

You will only start repaying what you borrow once you earn over a certain amount. The size of your monthly repayments will depend on

how much you earn, not what you owe.

You will be charged interest on the loan from the day you take it out. The terms and conditions can change.

For more information please visit [studentfinance.campaign.gov.uk](http://studentfinance.campaign.gov.uk)

### How to apply

It is important to apply for student finance as soon as possible once applications open, to avoid any delay in funds being released after your enrolment. Student Finance England normally open applications for the following September around the end of February. You will need to keep checking the website and apply by visiting [www.gov.uk/apply-online-for-student-finance](http://www.gov.uk/apply-online-for-student-finance)

Please note for programmes accredited by a partner university but held at Exeter College on the university's behalf that Student Finance will need to be payable to the accrediting partner university.

You can use an online calculator to estimate what you will be entitled to, which will enable you to plan and budget accordingly. Find the calculator by visiting [www.gov.uk/student-finance-calculator](http://www.gov.uk/student-finance-calculator)

### Next steps

1. If you need further guidance please contact the Adult Advice Team on **01392 400170** or email [adultadvice@exe-coll.co.uk](mailto:adultadvice@exe-coll.co.uk)  
Keep checking the government website for when applications open and for more information: [www.gov.uk/student-finance](http://www.gov.uk/student-finance)
2. Apply for your student loan, even if you have not received your offers. You can cancel the student finance application as no money will be released until you have enrolled and attended a class
3. Apply for DSA and/or grants where applicable
4. Bring your barcode letter from Student Finance England to your enrolment to ensure your money is released

### Bursaries and financial support

There is additional financial support available, such as that provided by the Disabled Students' Allowance, Hardship Fund, Adult Loan Bursary Fund, Adult Dependant and Childcare Grants and the Care Leavers' Bursary. For more information see pages 12-14.



# BURSARIES AND FINANCIAL SUPPORT

Bursaries provide additional financial support for learners to access should they need it. The college bursaries are split in to three main groups:

- 19+ Learner Support Fund (for those on courses up to and including Level 2)
- Advanced Learner Loan Bursary Fund (for those on any courses funded by an Advanced Learner Loan)
- Higher Education Bursary Fund (for any degree level programme)

The course you are on will dictate which bursary you will have access to, and some of the thresholds and eligibility criteria may vary for each one.

For any students applying to come to Exeter College from September 2021 you can **visit [exe-coll.ac.uk/adult/support/financial-support](http://exe-coll.ac.uk/adult/support/financial-support)** where you can request a form to be emailed or posted to you when available.

## 19+ Learner Support Fund and Advanced Learner Loan Bursary

### Eligibility for 19+ Learner Support Fund

You will need to be:

- Aged 19 and over at the start of the academic year (on 31<sup>st</sup> August 2021).
- Enrolled on a further education course or traineeship.

Please note: this fund cannot be used if you are enrolled on an Apprenticeship.

### Eligibility for Advanced Learner Loan Bursary

You will need to:

- Be aged 19 and over at the start of the academic year (on 31<sup>st</sup> August 2021).
- Have taken out an Advanced Learning Loan to cover your course fee.

### How is household income assessed and what might I be eligible for?

The table below provides guidance on what a student might be eligible for following the assessment of household income. Please apply early as funds are limited, and financial support may not be offered in all circumstances.

Bursary Band	Applicable for	Income threshold	Can apply for help with
Band A	19+ Learner Support Fund students only	Household income £35,000 or under	<ul style="list-style-type: none"> <li>• Course fees (including tuition, exam and resource fees – once concessions have been applied)</li> <li>• All of B and B</li> </ul>
Band B	19+ Learner Support Fund and Advanced Learner Loan Bursary students	Household income £50,000 or under	<ul style="list-style-type: none"> <li>• Travel to attend college</li> <li>• Childcare (Ofsted registered)*</li> <li>• Essential kit and equipment</li> <li>• Books</li> <li>• Trips and visits</li> <li>• Lunch credit</li> <li>• Accreditation fees or professional membership fees</li> <li>• Domestic emergencies and emergency accommodation</li> <li>• Financial support related to a traineeship (including the work placement element)</li> </ul>

## How do I apply and what evidence do I need to provide to show my household income?

Please head to [exe-coll.ac.uk/adults/support/financial-support/](http://exe-coll.ac.uk/adults/support/financial-support/) and start your online application for bursary support today. You will need to provide the following evidence:

- Universal credit statement (most recent and previous two statements)
- All pages of a tax credit award notice showing finalised income for 2021/22
- P60/Last 3 months or 12 weeks of pay slips
- Most recent tax return (if self-employed)
- Welfare benefits letter dated within the last 3 months
- Pension statement
- Details of income from all other sources e.g. shares, investments, savings, rental income

If you are applying for assistance with childcare costs you will be required to complete an additional form and provide further information. If you are aged under 20 please apply to the government's Care to Learn scheme ([www.gov.uk/care-to-learn](http://www.gov.uk/care-to-learn)).

For more information please contact the Student Welfare Team at [bursary@exe-coll.ac.uk](mailto:bursary@exe-coll.ac.uk) or by calling 01392 400526.

## Higher Education Bursary Fund

The college offers the following two forms of financial support to eligible students:

### Hardship Fund

This is a means-tested fund, which provides non-refundable grants of up to £1000 per annum for students at risk of withdrawing from their programme of study due to financial challenges.

### Exeter College Care Leavers' Bursary

This is an annual, non means tested and non-refundable bursary of £500 per annum for 18-24-year-old care leavers to cover additional costs of HE study not covered by maintenance loans.

All of the above financial support can be applied for once an eligible student is enrolled and registered on their programme of study.

For more information please contact the Student Welfare Team at [bursary@exe-coll.ac.uk](mailto:bursary@exe-coll.ac.uk) or by calling 01392 400526. You can also visit [exe-coll.ac.uk/forms/bursary](http://exe-coll.ac.uk/forms/bursary) where you can request a form to be emailed or posted to you when available.

## Further financial support available

### Disabled Students' Allowance

If you have a learning difficulty, sensory impairment or a physical disability and would like individual learning support, you can apply for the Disabled Students' Allowance (DSA) via Student Finance England.

The DSA can authorise access to:

- Certain software
- Technology
- Learning support

You must have applied for the standard student finance package online before applying for the DSA via the paper application. You can find out more and apply by visiting [www.gov.uk/disabled-students-allowances-dsas](http://www.gov.uk/disabled-students-allowances-dsas)

The DSA can authorise access to Non Medical Helper (NMH) support. For more details of the NMH service and rates at Exeter College visit: [exe-coll.ac.uk/nmh-rates](http://exe-coll.ac.uk/nmh-rates)

If you would like to discuss any aspect of learning support for degree level study, please contact the DSA Supervisor on 07879 113062 or email [dsa@exe-coll.ac.uk](mailto:dsa@exe-coll.ac.uk).

### Childcare Grants

You may be eligible for help with your childcare costs if you are a full time Higher Education student, have children under 15 (or under 17 if they have special educational needs).

The grant does not have to be paid back and is paid on top of your other student finance.

You must be eligible for student finance to apply for a Childcare Grant. For more information visit [www.gov.uk/childcare-grant](http://www.gov.uk/childcare-grant)

### Adult Dependants' Grant

If you're a full time student in higher education and an adult depends on you financially, you can apply for an Adult Dependants' Grant of up to £3,094 for the 2021 to 2022 academic year.

The grant does not have to be paid back and is paid on top of your other student finance. For more information visit [www.gov.uk/adult-dependants-grant](http://www.gov.uk/adult-dependants-grant)

### Members of the Armed Forces

If you're a member of the Armed Forces you may be eligible to claim funding for your course through the MoD's Enhanced Learning Credits Scheme (ELCS). For more details please visit [www.enhancedlearningcredits.com/](http://www.enhancedlearningcredits.com/)

## Parents' Learning Allowance

If you are looking to apply for our PGCE or one of our degree level full time programmes, and have children, you could be eligible for up to £1,766 per year. For more information and to apply please visit: [www.gov.uk/parents-learning-allowance](http://www.gov.uk/parents-learning-allowance)

## Difficulty finding evidence for student finance assessments?

Applying for student finance can be a difficult task for some young adults, some still living at home, some estranged from parents and missing the required documents for proof of ID. This can be a stressful time and we understand this. There is useful advice available through StandAlone for those students in difficult circumstances to overcome barriers and to help their application go smoothly. Visit their website for more information [www.standalone.org.uk/guides/student-guide](http://www.standalone.org.uk/guides/student-guide)

## Commercial Courses

The college offers several courses at a commercial cost. These courses are normally unique to a certain career path and are usually accredited.

For those courses costing over £150, payment plans are available for learners to pay for the course over a number of months as follows:\*

- 50% of the course fees which must be paid at the time of enrolment
- Followed by two monthly Direct Debit payments of 25% per month.\*\*

*\*Please note that you will need to visit one of our receptions to set up an instalment plan.*

*\*\*Some courses have bespoke payment plans available. This will be indicated on the relevant course pages.*

Instalments will not be offered to overseas students, companies or for amounts owed under £150. Please refer to our Course Fees Policy on our website for more details.

Businesses local to the college may wish to send a number of their employees on the same course. Our Adult Advisers can discuss your business training needs with you and design a bespoke training plan for fulfilling any needs found.

Alternatively, in some cases, employers will pay for individual learners to attend our courses as part of an employee's Continual Professional

Development. For this we need a signed agreement from your employer to confirm how and when they will pay the course fees. The Employer Payment Authorisation Form can be found on the website at [exe-coll.ac.uk/adults/apply](http://exe-coll.ac.uk/adults/apply)

## Course cancellations and refunds

**You will be given a refund if you have already paid for a course:**

- which we have to cancel.
- which we agree with you is not suitable after initial assessment and we cannot offer you an alternative.

Please refer to the refund section of our Course Fees Policy on our website for more information.

We reserve the right to rearrange course dates, times and venues and will make every effort to tell you of such instances.

## Concessions

Please note that many of our courses that are eligible for a reduced fee will still sometimes include a resource fee. Resource fees for a course (which cover the cost of materials, etc) will often still be payable even when the student qualifies for a reduced fee.

Please visit [exe-coll.ac.uk/adults/Apply/Pay](http://exe-coll.ac.uk/adults/Apply/Pay) for further details.



# SUPPORTING YOU AT COLLEGE

Your all-round experience whilst studying with us is very important to us, and we want to make sure you feel confident to move on from Exeter College with the right skills and experience. That's why our Student Experience Team are here to make sure you get the support you need to get the most out of your time with us.

## WHAT'S ON OFFER?

### Skills Support

There is a variety of support available to develop essential study skills, whatever level of course you are doing. From online guides, to group workshops and one-to-one appointments, we'll make sure you're prepared to make the most out of your learning whilst at Exeter College. There are also support groups where students help each other get over some of the more challenging aspects of study.

Support is available for everything study-related, from accessing the Learning Resource Centres and the library resources of partner institutions, through to revision techniques, essay writing and referencing skills, so you it doesn't matter what experience you have, we're here to help you make the most of your learning.

### An Adult Community

We welcome everyone at Exeter College, and no matter what course you are studying, you are part of our Adult Learning community. You can make use of the Adult-only social and study spaces across many of our sites throughout the city, pop into our new Adult Learning Hub in the new Digital and Data Centre at Hele Road, and meet with our dedicated support staff, here to help you with any issues you may have.

You'll hear about everything going on across the college and find out what some of our amazing adult learners are up to in our regular Adult Learning Newsletter. You can come to our coffee mornings or dedicated drop-in hours to meet other adult learners and take part in events and activities throughout the year with people from all sorts of courses from across

the college. When you graduate from Exeter College, you can also choose to join our newly formed Adult Alumni Network, to keep in touch with friends and keep up to date with college news, and even hear about opportunities to get involved in supporting current students.

The most important thing is that you aren't alone, but surrounded by a vibrant and supportive network of other adult learners from all over Exeter College.

### Employability and Onward Progression

It's not all about your time at Exeter College. We also provide support for whatever you choose to do next. Whether you are entering or returning to the world of work or choose to move to the next level of study in your chosen field. Our Adult support staff run workshops on employability skills; from writing your CV to interview skills, provide one-to-one meetings to support you in finding a job or career that interests you, or even advising you on your options for further study.

With access to an extensive alumni network and dedicated support, no matter what you go on to do, be assured that you will graduate from Exeter College with the ability to achieve your very best.

**The Wellbeing Team** offer a drop in service at Greystone House on the Hele Road site where you can meet with a Wellbeing Adviser to discuss any issues or concerns you may have. The Wellbeing Team are able to offer advice and support and can also refer to outside services or our onsite Counselling provision if appropriate.

If you are unable to attend drop in at Greystone House, the Wellbeing Team can also offer support over the phone or via email.

Please contact [studentexperience@exe-coll.ac.uk](mailto:studentexperience@exe-coll.ac.uk) if you have any questions or would like support when you begin studying with us.

# LEARNING SUPPORT

**There is additional support available if you have a specific learning difficulty, physical disability, mental health or medical condition recognised under the Equality Act 2010.**

For students applying for a Higher Education programme e.g. HNC/HND/Foundation Degree/ Ordinary Degree/ Honours Degree, please contact our dedicated DSA Supervisor/Adviser by email [dsa@exe-coll.ac.uk](mailto:dsa@exe-coll.ac.uk); by telephone on 01392 400443 or mobile on 07879 113062; or drop-in at Victoria House, Room G07, for help with the following:

- Support, advice and guidance around applying for, accessing and managing DSA additional support for degree level study - including advice on gathering the mandatory diagnostic evidence required to apply.
- Support, advice and guidance around exam access arrangements at degree level.
- Wellbeing support can be accessed by emailing the Wellbeing Advisers at [studentexperience@exe-coll.ac.uk](mailto:studentexperience@exe-coll.ac.uk) or dropping into Greystone House.
- Academic support can be accessed by emailing the HE Office at [heoffice@exe-coll.ac.uk](mailto:heoffice@exe-coll.ac.uk).

Please note that students on degree level programmes of study are responsible for applying to DSA for additional learning support via Student Finance England when they apply for other funding.

## For those on other adult courses

- We will ask you about your previous exam access arrangements, any extra support you have had previously and what aspects of study you may find difficult. This will help us build a picture of you and your needs before you start your programme.
- You can receive one-to-one study skills support. This is offered outside of your college lessons and can help with using assistive technology, reading and research skills, spelling, time management, organisation, revision and exam techniques.

Your tutor will refer you for this if they feel you need it. Your tutor would set some targets for the areas with which you need support, and you would work on these for a set period. If you feel that you are struggling on your course it is best to talk to your tutor about this as soon as you can.

- There is in-class support for those studying GCSE English and Maths.

### What our students say

*"College has challenged me and made me feel more confident with things like reading and punctuation. I feel supported by the staff and learning support."*



# MEET THE ADULT ADVISERS

Getting back into education can feel like an impassable wall for any adult who is looking for a career change, or simply looking for ways to develop themselves professionally or personally.

In order to help adult learners overcome that barrier, Exeter College has dedicated experts to provide impartial advice for people looking to return to education and achieve their full potential, whether that be on a full or part time basis, as part of an Apprenticeship or as a hobby.

With a wealth of options at Exeter College for adults to consider, the Adult Advisers will act as a signpost to important information and can also discuss the individual circumstances of the adult learner and advise on which entry routes to consider.

The college itself offers a wide variety of full and part time courses for people of any age, from introductory industry courses, to full degree level studies. We have courses at any level and for a huge number of different career opportunities. The Advisers will show you how easy it is to jump back in.

For those wishing to achieve degree level studies, the college offers routes for students with no formal qualifications with our hugely popular Access to Higher Education Diplomas. These are designed to prepare any learner for higher level study both at Exeter College and are also recognised by universities across the UK. Our Adult Advisers can help you choose the right Access course to lead you to the degree you want, as well as help you apply for the course.

For those wishing to enter the world of work immediately Apprenticeships can be a great way forward and recently more and more popular with adults wanting to get the next step in their career or retrain into something new and exciting. Our Adult Advisers can give you all the support and information needed to get started with Apprenticeships.

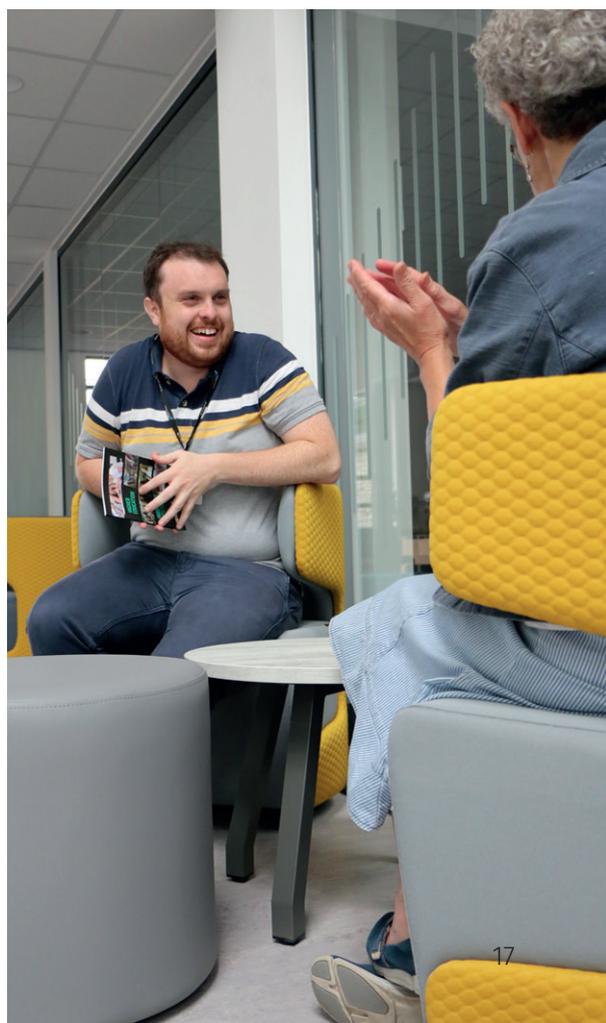
Financial concerns are often some of the biggest barriers to come back into education.

The Adult Advisers will also be able to take on concerns over finance, loans and course fees.

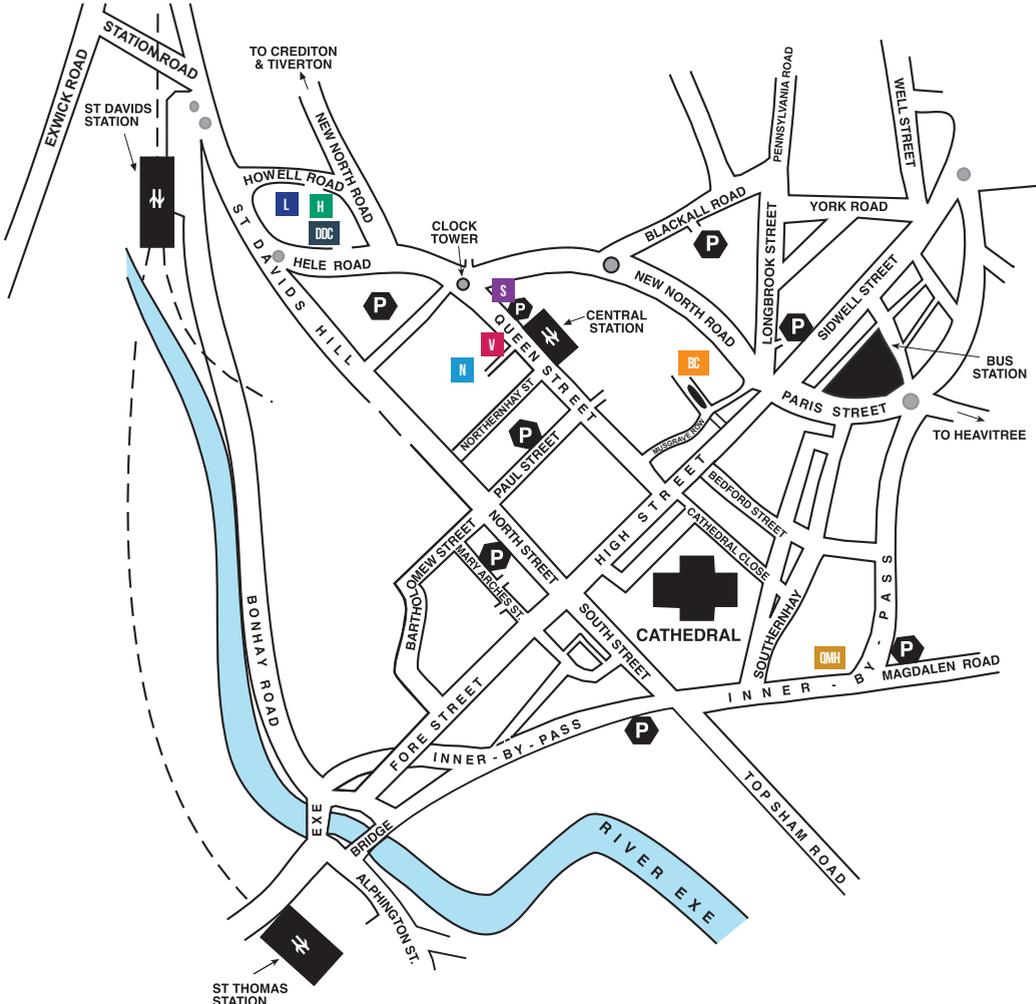
In addition to formal full and part time courses with the aim of up-skilling in a job or career, Exeter College also offers a range of leisure courses in the local community from art to yoga, and the Adults Advisers will also be a point of contact for those wishing to learn more about these more informal short term courses.

Call the Adult Advisers at Exeter College today to book an informal meeting about how to achieve your goals. Your dream career is closer than you think.

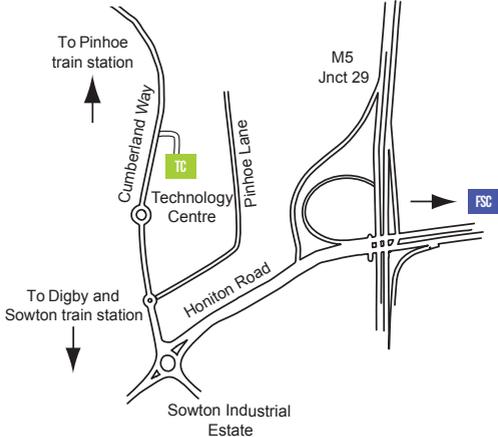
01392 400170  
adultadvice@exe-coll.ac.uk



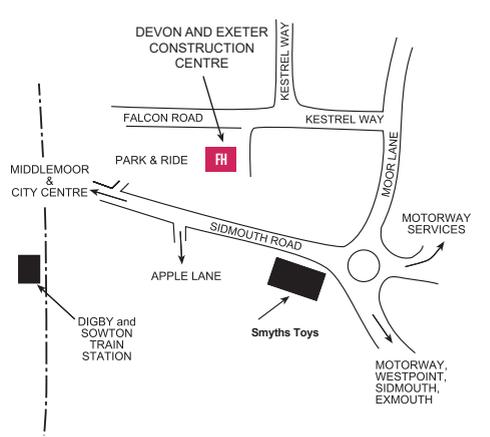
# MAP OF EXETER COLLEGE SITES



## MONKERTON



## SOWTON TRADING ESTATE



## LOCATION KEY

- BC** 1st Floor, Bradninch Court, Castle Street, Exeter, EX4 3PL
- FH** Devon and Exeter Construction Training Centre Falcon House, Falcon Road Sowton Industrial Estate Exeter, EX2 7LB
- FSC** Future Skills Centre, Exeter, EX5 2LJ
- DDC** IoT, Digital and Data Centre, Hele Road, Exeter, EX4 4JS
- H** Hele Road Centre Hele Road, Exeter, EX4 4JS
- L** Laurence Building Hele Road, Exeter, EX4 4JS
- S** Maths and Science Centre Queen Street, Exeter, EX4 3SR
- QMH** Quakers Meeting House Wynards Lane, Exeter, EX2 4HU
- N** Sports Hall Victoria Yard, Off Queen Street Exeter, EX4 3SR
- TC** Technology Centre Monkerton, College Way Exeter, EX1 3PZ
- V** Victoria House 33/36 Queen Street, Exeter, EX4 3SR



## DIRECTIONS FOR EXETER COLLEGE SITES

**By Road:** From the M5, J29 follow the signs for the city centre and then Exeter University campus and St David's train station. Please note that there is no available parking at city centre college sites. Charged parking is available in public car parks as shown on the map.

**Devon and Exeter Construction Training Centre** is easily reached from J30 of the M5. Follow the signs to Sowton Industrial Estate, turn in to Moor Lane and left in to Kestrel Way.

**The Technology Centre** at Monkerton is reached from J29 of the M5. Turn right at the junction, right at the roundabout passing the Met Office on your left, across two roundabouts and the Technology Centre is on your right.

**The Future Skills Centre** is on the Exeter Airport Industrial Estate at Clyst Honiton, come off at junction 29 of the M5.

**By Rail:** Exeter St David's and Exeter Central stations are within walking distance of all city centre college sites. Exeter Central station is opposite **Victoria House** and the **Centre for Creative Industries (CCI)** buildings. Digby and Sowton train station is within walking distance of **Devon and Exeter Construction Training Centre**. Pinhoe train station is within walking distance of the **Technology Centre**.

**By Bus:** A number of buses stop directly outside the **Hele Road campus**. The Exeter College city centre sites are a 10 minute walk from the city bus station. There are also regular, local buses available to visit the **Future Skills Centre, Construction Training Centre and Technology Centre** please visit the Stagecoach bus website for details.

**Parking:** Parking is available on site at **Devon and Exeter Construction Centre, Future Skills Centre and Technology Centre**. There may be a charge for parking. All other sites have parking nearby.

# HOW TO APPLY

## Access to HE Diplomas

Our Access to HE Diplomas can be applied for through our website by clicking on the 'Apply' button [apply.exe-coll.ac.uk](http://apply.exe-coll.ac.uk)

After completing a profile, you can choose the course you wish to study, complete your personal statement and send your application to us electronically. Our Admissions Team will get back to you as soon as possible with dates for interview, conditions of offer and next steps.

## HNC/HND, Foundation Degree and Degree Top Up programmes

These programmes are linked with the Universities and Colleges Admissions Services and can be applied for through their website [www.ucas.com](http://www.ucas.com)

If you have not used UCAS before, UCAS provide great information and guidance on how to use their website. Please visit [www.ucas.com/undergraduate/applying-university/filling-your-ucas-undergraduate-application](http://www.ucas.com/undergraduate/applying-university/filling-your-ucas-undergraduate-application)

## Application form

Some of our courses require an application form to be completed, signed and sent in. These forms can be picked up from any of our receptions, posted to you upon request or can be downloaded from our website.\* To download the form from the website you will need to follow the 'Apply' link on your chosen course page, or go directly to [exe-coll.ac.uk/adults/apply](http://exe-coll.ac.uk/adults/apply)

## Interviews and Initial Assessments

As part of the application process we may ask you to come in for an informal interview with your course programme manager. This can be to gauge your current skills in the subject area (sometimes with an initial assessment), to know you a little better to tailor the course to your needs, or for compliance reasons.

Some of our courses require less information of your previous education and experience and do not require an application form or interview. You can enrol on one of these course by visiting one of our receptions where we will take

payment and give you more information on where and when your course will start. You can also enrol by downloading an enrolment form from the website [exe-coll.ac.uk/adults/apply](http://exe-coll.ac.uk/adults/apply). You can then post or scan your form to the college.\* Once we have your form you will then receive a call from the college in order to make payment for your course over the phone.

Please note that if you wish to pay by instalments or to claim a reduced fee for a course you will need to visit one of our receptions in person.

It is important that you apply and pay for your course at least one week before the course starts to ensure that you will have access to relevant college facilities and resources in your first week.

### \*Sending your form to us?

Completed applications and enrolment forms should be posted to Admissions, Exeter College, Hele Road, Exeter, EX4 4JS. You can also email a scanned copy of your application to [info@exe-coll.ac.uk](mailto:info@exe-coll.ac.uk).

### Other information

If you are unable to complete the form for any reason, please call us on 01392 400170 for further advice.

If you are studying at any of our Exeter College sites, you will need to wear your photo ID badge whilst on college premises. It will also contain your log in details for any online materials and resources for your course. You will need to collect the badge in person usually from a Learning Centre approximately one week after your enrolment.

Start and end dates – occasionally these dates may change, please check the website for the latest information.

-  Application form
-  Enrolment form (no application process)
-  Interview
-  Initial Assessment

# PROFESSIONAL QUALIFICATIONS AND TRAINING

Exeter College offers a wide range of professional courses and training opportunities. These courses offer individuals the opportunity to develop skills or retrain in specific professional areas, as well as more generally improving career prospects. We understand that in the current climate, people may find themselves needing to upskill or completely retrain. We will have a course for you. Please contact our Adult Advice Team for guidance and they will get you on the right path.



# ACCOUNTANCY

Exeter College offers a range of practical accounting courses at all levels. We have experienced and well qualified tutors who provide a high quality teaching and learning environment. Our day class learners will benefit from being based at the new Future Skills Centre, with professional learning spaces, café and free parking. Our learners will gain practical skills for the workplace and have the chance to progress on to our higher level courses. So, whether you are a business owner looking to get an insight into bookkeeping, or want a career in accounting, we can guide you to the right path.

## AAT ACCESS AWARD IN BOOKKEEPING – LEVEL 1

The AAT Access Award in Bookkeeping offers an introduction to the core areas of bookkeeping. It consists of four units and one associated assessment, covering the role of a bookkeeper and the basic techniques needed to complete simple bookkeeping activities. This qualification will particularly suit those learners who run their business and want to understand their accounts better or learners who want to explore the basics of accounting to see if it is an area they might enjoy pursuing further. It can be useful for those with minimal work experience or those who need some additional support in order to progress, this may include younger learners seeking tangible and finance-specific skills, adults seeking to validate their existing skills to enter into or progress in their career, or students who would like to test their abilities before progressing further with AAT. With AAT on your CV, you demonstrate a level of industry excellence and work-readiness sought after by employers across all industries. The qualification can lead to such roles as trainee bookkeeper, accounts administrator, billing/payments administrator/coordinator, accounts junior, accounts receivable/payable assistant, procurement and finance assistant or assistant cashier.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Fri	17-Sep-21	22-Oct-21	09.30-15.30	6	FSC	P1PACBE0/1/A	  	£
Fri	05-Nov-21	10-Dec-21	09.30-15.30	6	FSC	P1PACBE0/1/B	  	£
Fri	07-Jan-21	11-Feb-22	09.30-15.30	6	FSC	P1PACBE0/1/C	  	£

 Application form  
 Interview

 Enrolment form (no application process)  
 Initial Assessment

 Funding available  
see pages 8-10



## Free Xero Certification

We are now offering our Level 2 AAT students the chance to get free certification for Xero - the fastest growing accounting software in the UK.

The online training course is proactive, flexible and accommodating. Once completed, learners receive a full Xero Advisor Certification.

In this fast paced and ever-changing world, use of Xero's cloud accounting software is increasing rapidly with more than 300,000 Xero subscribers in the UK and over 1,400,000 worldwide.

For our learners who do not currently use Xero, it is increasingly likely that they will need to do so. This free certification offer is a genuine benefit.

Xero's success is down to the simplicity of its software. Its customer service and advancements in technology mean that more providers are opting to transition from other software providers.

*"There's never been a better time to learn Xero... If you want to be more employable in the age of cloud accounting you need to be Xero certified."*

Mike Day, Xero Director

## AAT FOUNDATION CERTIFICATE IN BOOKKEEPING – LEVEL 2

Manual bookkeeping underpins all accountancy and finance roles, and this course is essential for anyone wishing to become a qualified bookkeeper and seek employment. It will also support career progression for those already in employment by formally recognising their skills in manual bookkeeping.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Tues	14-Sep-21	14-Dec-21	09.30-16.30	13	FSC	P1PACBE0/1/A		£
Thurs	16-Sep-21	16-Dec-21	17.30-20.30	13	FSC	P2EBOOE0/1/A		£
Fri	04-Mar-22	01-Jul-22	09.30-16.30	14	FSC	P2PBOOE0/1/A		£

## AAT ADVANCED CERTIFICATE IN BOOKKEEPING – LEVEL 3

This qualification develops existing skills and knowledge to an advanced level for anyone wishing to pursue a career in bookkeeping. This qualification covers areas such as double entry bookkeeping, financial statements and VAT returns. Achieve professional AAT Bookkeeper status. If you successfully complete this qualification, you can apply for AAT associate bookkeeping membership (AATQB).

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Wed	15-Sep-21	06-Apr-22	09.30-16.30	28	H	P3PBOOE0/1/A		£
Thurs	16-Sep-21	07-Apr-22	17.30-20.30	28	H	P3EBOOE0/1/A		£
Tues	26-Apr-22	13-Dec-22	09.30-16.30	23	H	P3PBOOE0/1/B		£

### What our students say

*"I enrolled onto the bookkeeping course as part of my staff development and enjoyed the course so much I went on to complete the full Level 2 and Level 3 qualifications. The lecturers were great and very supportive."*

## AAT FOUNDATION CERTIFICATE IN ACCOUNTING – LEVEL 2

The purpose of the AAT Foundation Certificate in Accounting is to offer grounding in the core accounting knowledge and skills needed to progress either to employment or to further study. This qualification is suitable for young people who have just left school as well as for adults returning to work after a break or for anyone wishing to change career. The Foundation Certificate is open to those who are working and those who are not currently in employment. This qualification could also help someone who is already working in an entry level finance role to progress in their career by offering them development and formal recognition of their skills. Entry requirements are either Level 1 or above in Maths or English (tested through an initial assessment with us) or a distinction grade in our Level 1 progression test for those who complete our AAT Access Award in Bookkeeping. The qualification can lead to such roles as accounts administrator, accounts assistant, accounts payable clerk, purchase/sales ledger clerk, trainee accounting technician or trainee finance assistant.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Tues	14-Sep-21	05-Jul-22	09.30-16.30	36	FSC	P2PCACE0/1/A		£
Thurs	16-Sep-21	30-Jun-22	17.30-20.30	35	FSC	P2ECACE0/1/A		£
Mon	25-Apr-22	24-Apr-23	09.30-16.30	36	FSC	P2PCACE0/1/B		£



## AAT ADVANCED DIPLOMA IN ACCOUNTING – LEVEL 3

This AAT qualification is a competence-based qualification that gives you the relevant and practical skills to do a wide range of accounting and finance jobs. In this qualification you will master more complex accounting disciplines including financial processes, advanced bookkeeping, final accounts and ethical practices for accountants. This qualification is currently equivalent to 160 UCAS points and may support your application to university. It is expected that you will already hold the AAT Certificate in Accounting. However, it is possible someone may be eligible to begin at Level 3 depending upon accounting qualifications already held and work experience (an equivalent Level 2 qualification in accounting would be needed.) The Diploma in Accounting may lead to employment as an accounts assistant, accounts payable and expenses supervisor, accounts payable clerk, assistant accountant, audit trainee, bookkeeper, credit controller, finance assistant, payroll administrator, payroll supervisor, practice bookkeeper or tax assistant.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Wed	15-Sep-21	29-Jun-22	09.30-16.30	38	FSC	P3PDACE0/1/A	  	
Thurs	16-Sep-21	30-Jun-22	17.30-20.30	38	FSC	P3EDACE0/1/A	  	
Thurs	28-Apr-22	30-Mar-23	09.30-16.30	36	FSC	P3PDACE0/1/B	  	

 Application form  
 Interview

 Enrolment form (no application process)  
 Initial Assessment

 Funding available  
 see pages 8-10

## AAT PROFESSIONAL DIPLOMA IN ACCOUNTING – LEVEL 4

This course covers higher accounting tasks, including drafting financial statements, managing budgets and evaluating financial performance. On completion, students will be able to specialise in areas such as tax, auditing and credit control. The purpose of the Professional Diploma is to enhance the skills developed from the AAT Advanced Diploma in Accounting, enabling students to maximise opportunities in their current or new employment. This qualification is competence-based and gives you the relevant and practical skills to do a wide range of accounting and finance jobs. This qualification would enable you to progress on to ACA, ACCA or CIMA professional accounting qualifications or enable you to join at the second-year stage of a finance degree at many universities. It is expected that you will already hold the AAT Advanced Diploma in Accounting. However, it is possible someone may be eligible to begin at Level 4 depending upon accounting qualifications already held and work experience (an equivalent Level 3 qualification in accounting would be needed.) The Professional Diploma in Accounting may lead to employment such as assistant financial accountant, commercial analyst, cost accountant, fixed asset accountant, indirect tax manager, payments and billing manager, payroll manager, senior bookkeeper, senior finance officer, senior fund accountant, senior insolvency administrator, tax supervisor, VAT accountant, accounts payable and expenses supervisor.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Thurs	16-Sep-21	15-Dec-22	17.30-20.30	48	H	P4EDACE0/1/1		£2,590
Fri	17-Sep-21	16-Dec-22	09.30-16.30	48	FSC	P4PDACE0/1/1		£2,590
Tues	26-Apr-22	04-Apr-23	09.30-16.30	46	FSC	P4PDACE0/1/2		£2,590

*I chose my course because it was an alternative to going to university and allowed me to work and study at the same time. It has been relevant to my job and the support from my teachers has been great. I started on Level 2 last year and will move all the way up to Level 4 next year.*

**Erica, Advanced Diploma in Accounting - Level 3**

# AUTOMOTIVE

**Exeter College offers a wide range of automotive courses, including MOT training and qualifications, based at the Technology Centre, Monkerton. A live MOT test bay provides a realistic working environment, up to date PC access and modern resources relevant to industry. Training is delivered via our trainers who are all current live MOT testers in industry.**

For our Engineering courses see pages 53-54.

## IMI AWARD IN MOT TESTING (CLASSES 4 AND 7) - LEVEL 2

The course consists of 3 days of theory one day of practical and one day of assessment in preparation for DVSA authorisation. On completion of the theory you will be required to pass an online assessment, the practical demonstration will be assessed on the final day, both elements need to be passed for progression. This course is for people who hold a Level 3 automotive technical qualification and have a 4 year checkable work history in the motor vehicle industry.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Mon-Fri	13-Sep-21	17-Sep-21	09.30-17.00	1	TC	L2PAMOT0/1/1	■	£875
Mon-Fri	27-Sep-21	01-Oct-21	09.30-17.00	1	TC	L2PAMOT0/1/2	■	£875
Mon-Fri	11-Oct-21	15-Oct-21	09.30-17.00	1	TC	L2PAMOT0/1/3	■	£875
Mon-Fri	08-Nov-21	12-Nov-21	09.30-17.00	1	TC	L2PAMOT0/1/4	■	£875
Mon-Fri	29-Nov-21	03-Dec-21	09.30-17.00	1	TC	L2PAMOT0/1/5	■	£875
Mon-Fri	10-Jan-22	14-Jan-22	09.30-17.00	1	TC	L2PAMOT0/1/6	■	£875
Mon-Fri	24-Jan-22	28-Jan-22	09.30-17.00	1	TC	L2PAMOT0/1/7	■	£875
Mon-Fri	07-Feb-22	11-Feb-22	09.30-17.00	1	TC	L2PAMOT0/1/8	■	£875
Mon-Fri	28-Feb-22	04-Mar-22	09.30-17.00	1	TC	L2PAMOT0/1/9	■	£875
Mon-Fri	21-Mar-22	25-Mar-22	09.30-17.00	1	TC	L2PAMOT0/1/10	■	£875
Mon-Fri	04-Apr-22	08-Apr-22	09.30-17.00	1	TC	L2PAMOT0/1/11	■	£875
Mon-Fri	09-May-22	13-May-22	09.30-17.00	1	TC	L2PAMOT0/1/12	■	£875
Mon-Fri	23-May-22	27-May-22	09.30-17.00	1	TC	L2PAMOT0/1/14	■	£875
Mon-Fri	06-Jun-22	10-Jun-22	09.30-17.00	1	TC	L2PAMOT0/1/15	■	£875
Mon-Fri	20-Jun-22	24-Jun-22	09.30-17.00	1	TC	L2PAMOT0/1/16	■	£875

■ Application form  
■ Interview

■ Enrolment form (no application process)  
■ Initial Assessment

£ Funding available  
see pages 8-10

## IMI AWARD IN MOT TEST CENTRE MANAGEMENT - LEVEL 3

The course consists of 2 days of theory with an online assessment to gain authorisation to manage MOT test centres. On completion of the 2 days you will be required to pass an online assessment.

This qualification is primarily developed for learners who wish to run an MOT Vehicle Test Station(VTS), or who will have direct responsibility for MOT operations at the VTS in the future. This qualification will be of interest to those individuals wishing to set up an MOT testing Station, or who may already be MOT Tester and wish to advance their career further. There are no formal entry requirements for this qualification. The content of this qualification has been designed to reflect the contents of the National Occupational Standards for MOT Managers. The course covers: managing the legislative and compliance requirements of a VTS, dealing with customer service problems and complaints, developing and supervising staff within a test centre and test centre quality systems and audits.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Mon-Tues	20-Sep-21	21-Sep-21	09.00-17.00	1	TC	L3PMOTM0/1/1	■	£440
Mon-Tues	04-Oct-21	05-Oct-21	09.00-17.00	1	TC	L3PMOTM0/1/2	■	£440
Mon-Tues	15-Nov-21	16-Nov-21	09.00-17.00	1	TC	L3PMOTM0/1/3	■	£440
Mon-Tues	17-Jan-22	18-Jan-22	09.00-17.00	1	TC	L3PMOTM0/1/4	■	£440
Mon-Tues	07-Mar-22	08-Mar-22	09.00-17.00	1	TC	L3PMOTM0/1/5	■	£440
Tues-Wed	25-Apr-22	26-Apr-22	09.00-17.00	1	TC	L3PMOTM0/1/6	■	£440
Tues-Wed	03-May-22	04-May-22	09.00-17.00	1	TC	L3PMOTM0/1/7	■	£440
Tues-Wed	13-Jun-22	14-Jun-22	09.00-17.00	1	TC	L3PMOTM0/1/8	■	£440

## IMI AWARD IN ELECTRIC HYBRID VEHICLE ROUTINE MAINTENANCE ACTIVITIES - LEVEL 2

This Level 2 Award is designed for technicians who maintain and repair hybrid technology vehicles (not the actual hybrid system). It contains the knowledge required to work safely around a vehicles hybrid system, whilst carrying out repairs or maintenance, on completion of this single unit qualification, technicians will have gained the knowledge of high voltage hybrid technologies and an understanding of their dangers. These qualifications could also provide the essential knowledge and skills for members of the emergency services who may attend an accident involving a high voltage hybrid vehicle. On completion of this course you can progress on to the Level 3 Award in Hybrid Electric Vehicle Repair Hand Replacement. This course relies on a basic grasp of electrical theories to attend.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Mon to Tues	01-Nov-21	02-Nov-21	09.00-17.00	1	TC	L2PHYBR0/1/1	■	£230
Mon to Tues	14-Feb-22	15-Feb-22	09.00-17.00	1	TC	L2PHYBR0/1/2	■	£230
Mon to Tues	16-May-22	17-May-22	09.00-17.00	1	TC	L2PHYBR0/1/3	■	£230

### KEY

<b>BC</b>	Bradninch Court	<b>QMH</b>	Quakers Meeting House
<b>CCI</b>	Centre for Creative Industries	<b>S</b>	Maths and Science Centre
<b>DDC</b>	Digital Data Centre	<b>TC</b>	Technology Centre
<b>FH</b>	Falcon House	<b>VH</b>	Victoria House
<b>H</b>	Hele Road Centre	<b>Y</b>	Vic Yard
<b>L</b>	Laurence Building		

Please see our map on pages 18-19 for full addresses and directions.



## IMI AWARD IN ELECTRIC HYBRID VEHICLE SYSTEM REPAIR AND REPLACEMENT - LEVEL 3

This VRQ is for technicians who maintain hybrid vehicles and the hybrid system itself. It contains the knowledge and skills required to work safely in and around the vehicle's hybrid system.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Wed to Thurs	03-Nov-21	04-Nov-21	09.00-17.00	1	TC	L3PHYRR0/1/1	■	£550
Tues to Wed	16-Feb-22	17-Feb-22	09.00-17.00	1	TC	L3PHYRR0/1/2	■	£550
Thurs to Fri	18-May-22	19-May-22	09.00-17.00	1	TC	L3PHYRR0/1/3	■	£550

## IRTEC INSTITUTE OF ROAD TRANSPORT ENGINEERS CERTIFICATE

This course is aimed at current live testers in industry. The minimum entry requirement is three years industrial experience or a Level 3 S/NVQ (or equivalent qualification), plus at least one year's experience in a relevant industrial environment. To achieve accreditation, you must pass a series of practical assessments and an under-pinning knowledge test at an irtec approved assessment centre. You must successfully complete all the assessments within a twelve-month period from the first assessment date. irtec provides recognition and opportunities for professional development.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Tues	05-Oct-21	05-Oct-21	08.30-17.00	1	TC	TBC	■	£425
Tues	25-Jan-22	25-Jan-22	08.30-17.00	1	TC	TBC	■	£425
Tues	10-May-22	10-May-22	08.30-17.00	1	TC	TBC	■	£425

## IMI ACCREDITATION LIGHT VEHICLE INSPECTION TECHNICIAN

The IMI Accreditation Light Vehicle Inspection route is intended for technicians whose job role involves the inspection, maintenance and repair of light vehicles.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Tues	23-Nov-21	23-Nov-21	08.30-17.00	1	TC	L0PSERV0/1/1		£500
Tues	15-Feb-22	15-Feb-22	08.30-17.00	1	TC	L0PSERV0/1/2		£500
Tues	15-Mar-22	15-Mar-22	08.30-17.00	1	TC	L0PSERV0/1/3		£500
Tues	17-May-22	17-May-22	08.30-17.00	1	TC	L0PSERV0/1/4		£500

## LIGHT VEHICLE MAINTENANCE AND REPAIR - LEVEL 3 (KNOWLEDGE)

This course is underpinned by the knowledge qualification for the Level 3 Automotive Apprenticeship Framework and as such give an industry recognised qualification that can be used to progress onto the Level 3 Apprenticeship Standard. The units covered include Engine systems and diagnostics, Electrical systems and diagnostics, Transmission systems and diagnostics and Chassis systems and diagnostics.

There are also mandatory units that cover the soft skills required in industry.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Tues-Fri	14-Sep-21	23-Jul-22	09.00-16.30	36	TC	L3PLVMR0/1/1		£5,496

## IMI HEAVY VEHICLE MAINTENANCE AND REPAIR - LEVEL 3 (KNOWLEDGE)

This course is aimed at candidates who have previously achieved a Level 2 Automotive qualification and wish to progress through a technical certificate which can be used for entry onto MOT training. This is a lifetime qualification and has no expiry.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Mon-Thurs	14-Sep-21	23-Jul-22	09.00-16.30	36	TC	L3PHVMR0/1/1		£5,496

### KEY

<b>BC</b>	Bradninch Court	<b>QMH</b>	Quakers Meeting House
<b>CCI</b>	Centre for Creative Industries	<b>S</b>	Maths and Science Centre
<b>DDC</b>	Digital Data Centre	<b>TC</b>	Technology Centre
<b>FH</b>	Falcon House	<b>VH</b>	Victoria House
<b>H</b>	Hele Road Centre	<b>Y</b>	Vic Yard
<b>L</b>	Laurence Building		

Please see our map on pages 18-19 for full addresses and directions.

## MOT ANNUAL TRAINING AND ASSESSMENT

You will have access to the specific training required for the CPD cycle as laid down by DVSA, the blend of e-learning and access to the practical workshop if needed will enable testers to practice and put into place the new amendments to the MOT procedures and guidance. This course satisfies the requirements set out by DVSA and visits by a DVSA vehicle examiner. Courses run on a flexible basis in the evenings and are manned by our MOT trainers who are all current live MOT testers in the industry and ex DVSA Vehicle Examiners.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Weds	22-Sep-21	22-Sep-21	9.00-13.00	1	TC	TBC		£100
Thurs	23-Sep-21	23-Sep-21	9.00-13.00	1	TC	TBC		£100
Thurs	07-Oct-21	07-Oct-21	9.00-13.00	1	TC	TBC		£100
Fri	08-Oct-21	08-Oct-21	9.00-13.00	1	TC	TBC		£100
Weds	20-Oct-21	20-Oct-21	9.00-13.00	1	TC	TBC		£100
Thurs	21-Oct-21	21-Oct-21	9.00-13.00	1	TC	TBC		£100
Fri	22-Oct-21	22-Oct-21	9.00-13.00	1	TC	TBC		£100
Weds	17-Nov-21	17-Nov-21	9.00-13.00	1	TC	TBC		£100
Thurs	18-Nov-21	18-Nov-21	9.00-13.00	1	TC	TBC		£100
Weds	24-Nov-21	24-Nov-21	9.00-13.00	1	TC	TBC		£100
Thurs	06-Jan-22	06-Jan-22	9.00-13.00	1	TC	TBC		£100
Fri	07-Jan-22	07-Jan-22	9.00-13.00	1	TC	TBC		£100
Weds	19-Jan-22	19-Jan-22	9.00-13.00	1	TC	TBC		£100
Thurs	20-Jan-22	20-Jan-22	9.00-13.00	1	TC	TBC		£100
Fri	21-Jan-22	21-Jan-22	9.00-13.00	1	TC	TBC		£100
Fri	18-Jan-22	18-Feb-22	9.00-13.00	1	TC	TBC		£100
Weds	09-Mar-22	09-Mar-22	9.00-13.00	1	TC	TBC		£100
Thurs	10-Mar-22	10-Mar-22	9.00-13.00	1	TC	TBC		£100
Weds	16-Mar-22	16-Mar-22	9.00-13.00	1	TC	TBC		£100
Thurs	17-Mar-22	17-Mar-22	9.00-13.00	1	TC	TBC		£100

 Application form  
 Interview

 Enrolment form (no application process)  
 Initial Assessment

 Funding available  
 see pages 8-10

# BUSINESS

We offer a range of professional courses from start-up to degree level qualifications which are ideal for those looking for a career in business or who want to develop their skills.

## CMI AWARD IN PRINCIPLES OF LEADERSHIP AND MANAGEMENT – LEVEL 3, UNIT 301

The Award provides an overview of the roles and responsibilities required for managers and will develop the skills required for this level of responsibility. Being equipped with the knowledge, skills and behaviours to manage and lead effectively is essential if an individual and his/her organisation are to succeed. This unit has been designed for learners who want to develop or sharpen their professional edge and enhance personal effectiveness. The course focuses on the ways organisations operate, the application of management and leadership approaches and how these can positively impact on personal effectiveness, lead to improved performance, and support teams, colleagues and customers.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Fri	22-Oct-21	03-Dec-21	09.30-16.30	6	FSC	P3PAPME0/1/1	 	£495
Tues	03-May-22	05-Jul-22	09.30-16.30	9	FSC	P3PAPME0/1/2	 	£495

## CMI CERTIFICATE IN PRINCIPLES OF LEADERSHIP AND MANAGEMENT – LEVEL 3, UNITS 301, 302

The Certificate provides a broad knowledge of skills to help you be more effective in specific management areas, with increased focus on managing teams, individuals and projects. This qualification has been developed to support managers in understanding the foundation of key management principles, the way organisations operate, the nature of teams in the workplace, and how these can be managed to achieve results. This qualification identifies approaches to managing risk and responding to the needs and expectations of stakeholders. The skills a manager will learn will not only enable them to improve their own working practice, but will impact on the achievement of project outcomes.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Fri	22/10/2021	14/01/2022	09.30-16.30	10	FSC	P3PCPME0/1/1	 	£895
Tues	03/05/2022	05/07/2022	09.30-16.30	9	FSC	P3PCPME0/1/2	 	£895

 Application form  
 Interview

 Enrolment form (no application process)  
 Initial Assessment

 Funding available  
see pages 8-10



## CFI AWARD IN MANAGEMENT AND LEADERSHIP – LEVEL 5, UNIT 501

This Level 5 qualification in Management and Leadership is designed for practising middle managers and those aspiring to senior management who want to develop their core management skills such as managing resources, recruitment and information management. This course has been designed for learners who want to develop or sharpen their professional edge and enhance personal effectiveness. Learners will evaluate the impact of an organisation’s structure and governance on management and leadership. They will explore theoretical models, management and leadership styles and approaches designed to promote a culture of mutual trust, respect and support. Learners who are aspiring to a higher management role may progress to roles such as operations manager, regional manager, or divisional manager.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Fri	17-Sep-21	19-Nov-21	09.30-16.30	9	FSC	P5PAMLE0/1/1		£495
Wed	27-Apr-22	29-Jun-22	09.30-16.30	9	FSC	P5PAMLE0/1/2		£495

## CFI CERTIFICATE IN MANAGEMENT AND LEADERSHIP – LEVEL 5, UNITS 501, 502

The Certificate in Management and Leadership is designed for practising middle managers and those aspiring to senior management who want to develop their core management skills such as managing resources, recruitment and information management. The Certificate provides a broader knowledge of skills to help you be more effective in specific management areas, with increased focus on the areas that are most appropriate to your role and organisation. The course covers principles of management and leadership in an organisational context and principles of developing, managing and leading individuals and teams.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Fri	17-Sep-21	10-Dec-21	09.30-16.30	12	FSC	P5PCMLE0/1/1		£895
Wed	27-Apr-22	21-Sep-22	09.30-16.30	12	FSC	P5PCMLE0/1/2		£895

## CMI DIPLOMA IN MANAGEMENT AND LEADERSHIP – LEVEL 5

This Diploma in Management and Leadership is designed for practising middle managers and those aspiring to senior management who want to develop their core management skills such as managing resources, recruitment and information management. With a more comprehensive structure, our Level 5 Diploma gives you all the key skills and competencies you will need to become an effective middle manager, as well as the ability to apply your learning in the context of another organisation or industry sector. A Diploma in Management and Leadership is the benchmark qualification for full CMI membership, taking you another step towards Chartered Manager status.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Fri	17-Sep-21	09-Dec-22	09.30-16.30	48	FSC	P5PDMLE0/1/1		£1495
Wed	27-Apr-22	20-Sep-23	09.30-16.30	48	FSC	P5PDMLE0/1/2		£1495

## CMI DIPLOMA IN PRINCIPLES OF MANAGEMENT AND LEADERSHIP – LEVEL 3

The qualification consists of eight units and is aimed at practising or aspiring managers who supervise or manage a team to achieve clearly defined outcomes. They will set and monitor goals and objectives by providing instruction, direction and guidance. Day to day operational and project activities are a key part of their role. It is designed for learners who want to develop or sharpen their professional edge and enhance personal effectiveness. The Diploma gives you a fully comprehensive bank of the skills and knowledge required to be a manager as part of an organisation, as well as the ability to apply your learning in the context of another organisation or industry sector.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Fri	22-Oct-21	07-Oct-22	09.30-16.30	35	FSC	P3PDPME0/1/2		£
Tues	03-May-22	25-Apr-23	09.30-16.30	35	FSC	P3PDPME0/1/4		£
Tues	14-Sep-21	25-Jan-22	09.30-16.30	16	FSC	P3PDPME0/1/1		£
Tues	01-Feb-22	14-Jun-22	09.30-16.30	16	FSC	P3PDPME0/1/3		£
Wed eve	15-Sep-21	29-Jun-22	18.00-20.30	35	FSC	P3PDPME0/1/A		£

## APM PROJECT MANAGEMENT QUALIFICATION (APM PMQ) - LEVEL 4

The APM Project Management Qualification is aimed at those wishing to achieve a broad level of project management knowledge sufficient to participate in projects from individual assignments through to large capital projects. Applicants typically have some pre-existing project management knowledge, and it is the ideal next step for anyone who has foundations in project management. The course is designed to improve your project management skills and to enable you to make sound business decisions and thereby manage various industry projects to a successful conclusion. Topics include project governance and stakeholder management, project communication and leadership, consolidated planning, project budgeting and cost control, business case and benefits management, project scope, project schedule, project resource management, project risk and issue management, contract management and procurement, project quality, and project context. APM PMQ is an internationally recognised qualification, which can be carried from one job to another, or from one industry to another.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Tues	14-Sep-21	28-Jun-22	09.30-16.30	35	FSC	P4PAPMP0/1/1		£895
Thurs	28-Apr-22	30-Mar-23	09.30-16.30	35	FSC	P4PAPMP0/1/2		£895

## CIPD FOUNDATION CERTIFICATE IN PEOPLE PRACTICE – LEVEL 3

The CIPD Foundation Certificate is ideal for anyone embarking on a career in people practice, or for those already in a support role and looking to take the next step on the ladder. It is the firmest foundation for your career in the people profession, incorporating both HR and Learning & Development. This course will help you develop your skills by facing real-life challenges. You will be equipped with the tools and techniques you need to act with confidence, perform effectively, drive change in your organisation and progress in your career.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Mon	13-Sep-21	27-Jun-22	09.30-16.30	33	FSC	P3PFCPP0/1/1		£895
Thurs	28-Apr-22	23-Mar-23	09.30-16.30	34	FSC	P3PFCPP0/1/2		£895

## CIPD ASSOCIATE DIPLOMA IN PEOPLE MANAGEMENT – LEVEL 5

The CIPD Associate Diploma develops knowledge and understanding of different HR models and people management practices, and the external factors that impact on organisations. It is suited to individuals who seek to develop a career in HR management and development, are working in the field of HR and need to extend their knowledge and skills. They should also have responsibility for implementing HR policies and strategies and need to understand the role of HR in the wider organisational and environmental context.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Fri	17-Sep-21	16-Dec-22	09.30-16.30	48	FSC	P5PDHRM0/1/1		£1495
Mon	09-May-22	09-Oct-23	09.30-16.30	48	FSC	P5PDHRM0/1/2		£1495

## ACCESS AWARD IN BUSINESS SKILLS - LEVEL 1

The AAT Access Award in Business Skills offers students at Level 1 the opportunity to develop key practical skills used in every business as a route into employment. As well as covering the basic accounting techniques and principles you'll gain a broader understanding of the business environment and how to prepare for entering the world of work. On completion of this qualification, students will also be equipped with a strong foundation from which to progress to further study with our AAT, business, or management courses.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Thurs	30-Sep-21	09-Dec-21	09.30-15.30	10	FSC	P1PAABS0/1/A		Free
Thurs	28-Apr-22	30-Jun-22	09.30-15.30	9	FSC	P1PAABS0/1/B		Free

**HIGHER  
EDUCATION**

We also offer Access to HE courses and Higher Education programmes related to this sector. For further information about how we can support you on your journey to university level study, please see pages 75-77 (Access to HE) and pages 78-92 (Higher Education).

### KEY

<b>BC</b>	Bradinch Court	<b>QMH</b>	Quakers Meeting House
<b>CCI</b>	Centre for Creative Industries	<b>S</b>	Maths and Science Centre
<b>FH</b>	Falcon House	<b>TC</b>	Technology Centre
<b>H</b>	Hele Road Centre	<b>VH</b>	Victoria House
<b>L</b>	Laurence Building	<b>Y</b>	Vic Yard

Please see our map on pages 18-19 for full addresses and directions.

# HEALTHCARE, CHILDCARE AND PUBLIC SERVICES

We offer a wide range of professional courses, as well as degree level qualifications. You'll benefit from great links with over 200 employers, including: schools, nurseries, NHS and health and social care providers. You will also be taught by staff with a wealth of vocational experience and expertise.

## THE CARE CERTIFICATE

The Care Certificate is endorsed by Skills for Care and Skills for Health and is the recognised requirement for entry and induction into the care sector. You will have to be observed at least once in a health and social care setting, whether as a volunteer or a paid member of staff. There are fifteen standards that need to be completed including personal development, duty of care, communication, privacy and dignity, fluids and nutrition, mental health awareness and infection prevention and control. You may be able to progress onto the Level 2 Diploma in Adult Care.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Variable	01-Oct-21	01-Apr-22	Variable	26	H	G0PCACE0/1/1		£125
Variable	07-Jan-22	07-Jul-22	Variable	26	H	G0PCACE0/1/2		£125
Variable	08-Apr-22	01-Oct-22	Variable	26	H	G0PCACE0/1/3		£125

## CITY & GUILDS DIPLOMA IN ADULT CARE – LEVEL 2

The Level 2 Diploma in Care is a competency based qualification which has been developed with Skills for Care, Skills for Health and in consultation with employers who provide adult care and health services. The qualification covers the knowledge and skills required to work in an adult care role in a range of settings, supporting individuals with different needs. The course is primarily for those working independently in a face-to-face role with service users in a health and social care setting. It is suitable both for people starting out in the sector and for those with more experience who want to gain a meaningful work related qualification.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Variable	01-Oct-21	01-Oct-23	Variable	104	H	G2PCARE0/1/1		£875
Variable	07-Jan-22	07-Jan-24	Variable	104	H	G2PCARE0/1/2		£875
Variable	08-Apr-22	08-Apr-24	Variable	104	H	G2PCARE0/1/3		£875



*I have enjoyed the course – particularly working with other providers and other agencies, sharing ideas and talking about their services.*

**Alex, Leadership and Management for Residential Childcare Level 5 NVQ**

### **Did You Know?**

**HIGHER  
EDUCATION**

We also offer Access to HE courses and Higher Education programmes related to this sector. For further information about how we can support you on your journey to university level study, please see pages 75-77 (Access to HE) and pages 78-92 (Higher Education).

## CITY & GUILDS DIPLOMA IN ADULT CARE – LEVEL 3

This is a competency based qualification which has been developed with Skills for Care and in consultation with employers who provide adult care. This qualification covers the knowledge and skills required to work in a lead adult care worker role in a range of settings and supporting individuals with different needs. The qualification contains units which are both competence and knowledge based and include topics such as communication, information handling, and duty of care. The course is primarily for those working in a senior position in a face-to-face role with service users in a health and social care setting.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Variable	01-Oct-21	01-Oct-23	Variable	104	H	G3PDACA0/1/1	  	£1250
Variable	07-Jan-22	07-Jan-24	Variable	104	H	G3PDACA0/1/2	  	£1250
Variable	08-Apr-22	08-Apr-24	Variable	104	H	G3PDACA0/1/3	  	£1250

## CITY & GUILDS DIPLOMA IN ADULT CARE – LEVEL 4

This qualification is specifically designed for learners working in a senior role in adult social care in England. Candidates must be employed in a managerial or team leader role in a health and social care setting, hold an NVQ or QCF competence based qualification at Level 3 and have considerable relevant work experience. Topics covered include communication, personal development, people-centred assessment and professional practice. The course could lead to higher level study, for example, the Level 5 Diploma in Leadership for Health and Social Care and Children and Young People's Services.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Variable	01-Oct-21	01-Oct-23	Variable	104	H	G4PDADC0/1/1	  	£2050
Variable	07-Jan-22	07-Jan-24	Variable	104	H	G4PDADC0/1/2	  	£2050
Variable	08-Apr-22	08-Apr-24	Variable	104	H	G4PDADC0/1/3	  	£2050

## CITY & GUILDS ADVANCED DIPLOMA IN DENTAL NURSING – LEVEL 3

This is a competency based course recognising your ability to gain a good knowledge and understanding of the roles and responsibilities of a dental nurse and to enable you to perform various tasks and procedures in your workplace or dental setting. Candidates must be working in a dental or hospital setting and will be observed on a regular basis in their setting to complete the practical side of the portfolio. The theory aspects are covered by tutorials, assignments and professional discussions. There are four mandatory exam units to the qualification. These are multiple choice online exams which are booked and sat at the college (please note learners get two attempts per exam included in the fee). Students can progress to further courses in dental radiography, dental nursing sedation, and oral health, or to university level study.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Variable	20-Sep-21	21-Sep-22	Variable	52	H	G3PDDEN0/1/1	  	£
Variable	10-Jan-22	11-Jan-21	Variable	52	H	G3PDDEN0/1/2	  	£
Variable	25-Apr-22	26-Apr-23	Variable	52	H	G3PDDEN0/1/3	  	£

 Application form  
 Interview

 Enrolment form (no application process)  
 Initial Assessment

 Funding available  
see pages 8-10

## CITY & GUILDS DIPLOMA FOR EARLY YEARS PRACTITIONER – LEVEL 2

This work based, one year course provides learners with the knowledge and understanding of working with babies and young children from birth to seven years and supports the development of the practical and technical skills needed to work with children up to the age of five years. Units covered include safeguarding, communication, child development and behaviour. Applicants must be in a paid or voluntary position in an Early Years setting for a minimum of ten hours per week. Successful learners can progress onto the Level 3 Diploma for Early Years Educator, may wish to move to a Level 3 qualification in Health & Social Care, or to Supporting Teaching and Learning in Schools, provided they are in a suitable work role.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Variable	20-Sep-21	20-Sep-22	Variable	52	H	G2PCCWD0/1/1		£850
Variable	10-Jan-22	10-Jan-23	Variable	52	H	G2PCCWD0/1/2		£850
Variable	25-Apr-22	25-Apr-23	Variable	52	H	G2PCCWD0/1/3		£850

## CITY & GUILDS DIPLOMA FOR EARLY YEARS PRACTITIONER (EARLY YEARS EDUCATOR) – LEVEL 3

This work based, two year course provides learners with the knowledge and understanding of working with babies and young children from birth to seven years and supports the development of the practical and technical skills needed to supervise and lead children up to the age of five years. Units covered include safeguarding, communication, child development and behaviour, as well as theories behind development, child observation and assessment. Applicants must be in a paid position in an Early Years setting for a minimum of sixteen hours per week. Candidates are required to be in a position which allows access to policies, and should have a level of responsibility within their role. Learners should have Maths and English at Grade 4 (C) or above at the point of completing this course in order to be counted in an Early Years setting staff ratio at Level 3. Successful learners can progress onto the Level 4 Early Years Advanced Certificate. They may also consider higher level early years or health and social care courses.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Monday	20-Sep-21	20-Sep-23	Variable	104	H	G3PDCWL0/1/1		£2300
Monday	10-Jan-22	10-Jan-24	Variable	104	H	G3PDCWL0/1/2		£2300
Monday	25-Apr-22	25-Apr-24	Variable	104	H	G3PDCWL0/1/3		£2300

## NCFE CACHE CERTIFICATE FOR THE EARLY YEARS ADVANCED PRACTITIONER – LEVEL 4

This work based, one year course challenges learners to consider all aspects of their Early Years role from different perspectives, and research the legal, ethical and theoretical foundations of the sector. Units covered include enabling children to learn, working with families, working with Special Educational Needs and Disabilities, child nutrition, and a self-chosen, practical and research project. Applicants must be in a in an Early Years setting for minimum of sixteen hours per week, in a room lead/supervisor or equivalent level position. Applicants also must have previously achieved a full Level 3 Early Years qualification, with a minimum of one year post-qualifying experience. Successful learners may consider higher level early years or health and social care courses.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Variable	20-Sep-21	20-Sep-22	Variable	52	H	G4PDCWP0/1/1		£811
Variable	10-Jan-22	10-Jan-23	Variable	52	H	G4PDCWP0/1/2		£811
Variable	25-Apr-22	25-Apr-23	Variable	52	H	G4PDCWP0/1/3		£811

## DIPLOMA IN HEALTHCARE SUPPORT SERVICES LEVEL 3

This is a specialist qualification primarily for those working in a senior position in a clinical setting. GCSEs in English, Maths and science are an advantage, as is the Level 2 Diploma in Health and Social Care. You will study mandatory units to include: promoting health, safety and wellbeing in care settings, how to promote communication in care settings, duty of care in care settings, and infection prevention and control. There are also optional units. All of the theory units will be assessed by assignments and your practice will be assessed in your workplace by a range of methods including observations in line with the requirements of the City & Guilds of London Institute. The course is designed to enhance your professional qualifications and to provide you with continuous professional development opportunities. It can also lead to studying toward higher qualifications relevant to the health sector.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Variable	01-Oct-21	01-Oct-23	Variable	104	H	G3PHCSS0/1/1		£1,250
Variable	07-Jan-22	07-Jan-24	Variable	104	H	G3PHCSS0/1/2		£1,250
Variable	08-Apr-22	08-Apr-24	Variable	104	H	G3PHCSS0/1/3		£1,250

## CITY & GUILDS DIPLOMA FOR RESIDENTIAL CHILDCARE (ENGLAND) – LEVEL 3

This course is primarily for those working in a senior position in a face-to-face role with children or young people in a residential childcare setting. It is the required qualification for registration and regulatory requirements in the sector where appropriate in England. This is a competency based course recognising your ability to gain a good knowledge and understanding of a subject and to perform varied tasks in your workplace. You will be observed and you will also be completing assignments. There are sixteen mandatory units which include child development, safeguarding and child protection, and wellbeing and resilience relating to the children and young people you care for and support. There are also optional units dependent on your job role and the needs of the individuals in your care. You may be able to progress onto a Level 5 Diploma in Leadership and Management for Health and Social Care and Children and Young People's Services or for Residential Childcare, dependent on your job role.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Fri	13-Oct-21	13-Oct-23	10.00-13.30	104	H	G3PRECH0/1/1		£2,500
Fri	12-Jan-22	12-Jan-24	10.00-13.30	104	H	G3PRECH0/1/2		£2,500
Fri	06-Apr-22	06-Apr-24	10.00-13.30	104	H	G3PRECH0/1/3		£2,500

## CITY & GUILDS DIPLOMA IN LEADERSHIP FOR RESIDENTIAL CHILDCARE (ENGLAND) – LEVEL 5

This qualification is the required qualification for learners wanting to work in residential care with children in a management role. You must be employed in a health and social care managerial role, have a care or management related qualification at NVQ 3 or 4 and considerable experience working within care. New managers will need to complete the qualification within three years of employment. This qualification will be the accepted qualification for registration and regulation where appropriate and can demonstrate continuing professional development. Mandatory units include understanding child development and support, team management, safeguarding, and communication and information management. Students may progress on to our degree programmes in Health and Social Care.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Wed	01-Oct-21	01-Oct-23	09.00-12.00	104	H	G5PLHSC0/0/1		£
Wed	19-Apr-21	19-Apr-23	Variable	104	H	G5PLHSC0/0/2		£

## DIPLOMA IN LEADERSHIP AND MANAGEMENT FOR ADULT CARE - LEVEL 5

This Level 5 Diploma is designed to give learners the opportunity to build both managerial and care skills. This is a higher level course recognising your ability to gain a good knowledge and understanding of a subject and to supervise varied tasks. Learning at this level is for those who are working at management level, having supervisory responsibilities for service users and for staff. The course fulfils the regulatory requirement for those looking to become managers of adults residential, domiciliary services, or supported living. This level will suit you if you are responsible for running an organisation that provides services for vulnerable adults. You must be employed in a health and social care managerial role, have a care or management related qualification at Level 3 or 4 and considerable experience working within care. Mandatory units include, Leadership and Management, Governance and Regulatory processes, relationships and partnership working and Safeguarding, protection and risk. Students may progress on to our degree programmes in Health and Social Care.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Wed	13-Oct-21	13-Oct-23	09.00-12.30	104	H	G5PDLMA0/1/1	  	£2,500
Wed	12-Jan-22	12-Jan-24	09.00-12.30	104	H	G5PDLMA0/1/2	  	£2,500

## CERTIFICATE IN PUBLIC SERVICES - LEVEL 3

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Variable	06-Sep-21	01-Jul-22	13.15-18.30	36	H	G3PCPUB0/1/A	  	

## CERTIFICATE IN HEALTH AND SOCIAL CARE - LEVEL 2

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Variable	06-Sep-21	01-Jul-22	13.15-18.30	36	H	G2PCARE0/1/A	  	

## WE ALSO OFFER CARING CAREERS UNLOCKED

This is a course to support you towards a successful and rewarding future in the Health and Social Care sector. Our Caring Careers programme offers you two pathways where you will develop care certificate knowledge, employability skills and personal and professional development opportunities. Contact our team on 01392 400800 or email us on [apprenticeships@exe-coll.ac.uk](mailto:apprenticeships@exe-coll.ac.uk) for more information.



### KEY

<b>BC</b>	Bradinch Court	<b>QMH</b>	Quakers Meeting House
<b>CCI</b>	Centre for Creative Industries	<b>S</b>	Maths and Science Centre
<b>DDC</b>	Digital Data Centre	<b>TC</b>	Technology Centre
<b>FH</b>	Falcon House	<b>VH</b>	Victoria House
<b>H</b>	Hele Road Centre	<b>Y</b>	Vic Yard
<b>L</b>	Laurence Building		

Please see our map on pages 18-19 for full addresses and directions.

 Application form  
 Interview

 Enrolment form (no application process)  
 Initial Assessment

 Funding available  
see pages 8-10

# CONSTRUCTION

**Keen to train for one of the UK's largest industries?**

**Thinking of training to be a painter, decorator, bricklayer, carpenter, plumber or electrician or looking for a role that may lead to a career in architecture, building surveying or site management?**

Then join our employer led construction programmes and get the skills and knowledge employers are looking for. We offer everything from leisure courses to get you started with jobs around your home to professional and HNC / HND level courses. Our purpose-built Devon and Exeter Construction Centre on Sowton Industrial Estate is just outside Exeter as well as the Future skills Centre close to Exeter Airport.

**We offer flexible start dates through the year. Please contact us directly to learn more about start dates and current fees by calling 01392 400391 or emailing [construction@exe-coll.ac.uk](mailto:construction@exe-coll.ac.uk) You can also contact our Adult Advice Team on 01392 400170 or via email at [adultadvice@exe-coll.ac.uk](mailto:adultadvice@exe-coll.ac.uk).**

## **AWARD IN DOMESTIC, COMMERCIAL AND INDUSTRIAL ELECTRIC VEHICLE CHARGING EQUIPMENT AND INSTALLATION (2919-01) - LEVEL 3**

**FEE £295**

This qualification aims to provide expert guidance to learners wishing to gain knowledge and understanding on Electric Vehicle (EV) charging equipment installation. This course provides expert guidance on EV charging equipment installation, an important emerging area which is not covered in detail by the current edition of the Wiring Regulations (BS 7671) or the IET's Guidance Notes. Aimed at experienced electricians interested in understanding a wide range of equipment and systems available, this course applies to the specialised installation requirements of electric vehicle charging equipment in domestic dwellings, on-street locations, commercial and industrial premises. The course provides detailed guidance and recommendations on all aspects of the installation of EV charging equipment from the origin of the electrical supply, through distribution and final circuits, installation of the charging equipment itself to the cable between the charging equipment and the vehicle's electrical inlet. Also included are related issues of site layout and planning and subsequent inspection, testing, certification and maintenance of installations.

## **1 DAY HEALTH AND SAFETY AWARENESS COURSE**

**FEE £149**

This one-day Health and Safety Awareness (HSA) course is designed to aid the understanding of potential hazards the construction worker may face on site. It provides a practical summary of health, safety, welfare and environmental issues. It identifies the delegate's responsibilities for looking after themselves and others, outlines the employer's duties and explains what should be done if the worker thinks that anyone's health and safety is being put at risk. The course is an ideal foundation for those wishing to obtain an industry site card. It is also an alternative route to the QCF Level 1 Award in Health and Safety in a Construction Environment for the CSCS Labourer Card. The course provides health and safety awareness and is endorsed by Build UK as standard training for all operatives on site.

## 1 DAY HEALTH AND SAFETY AWARENESS COURSE + CSCS TEST

FEE £175

This one-day Health and Safety Awareness (HSA) course is designed to aid the understanding of potential hazards the construction worker may face on site. It provides a practical summary of health, safety, welfare and environmental issues. It identifies the delegate's responsibilities for looking after themselves and others, outlines the employer's duties and explains what should be done if the worker thinks that anyone's health and safety is being put at risk. The course is an ideal foundation for those wishing to obtain an industry site card. It is also an alternative route to the QCF Level 1 Award in Health and Safety in a Construction Environment for the CSCS Labourer Card. The course provides health and safety awareness and is endorsed by Build UK as standard training for all operatives on site. This course has the added benefit of gaining a green labourer's card which will enable you to gain access and work on most building sites. The training and test will be conducted at Falcon House Sowton Industrial estate.

## DIY FOR BEGINNERS

FEE £249

This course is designed for adults who are looking for an introduction to the basics of DIY from laying wall and floor tiles, repairing plastered walls, laying bricks and blocks, cutting and forming timber joints, undertaking simple plumbing tasks as well as developing knowledge skills and confidence using a variety of hand tools, materials and equipment.

## BENCH JOINERY FOR BEGINNERS

FEE £249

This course is designed for adults who are looking for an introduction to the basics of Bench joinery. You will learn a range of different joints as well as developing your hand skills to be able to plane timber, cut and fix joints, chisel and drill timber as well as developing knowledge skills and confidence using a variety of hand tools, materials and equipment.

## BRICKLAYING FOR BEGINNERS

FEE £249

This course is designed for adults who are looking for an introduction to the basics of Bricklaying. You will learn how to roll mortar, butter bricks and build basic wall bonds in both brick and block. You will also develop knowledge skills and confidence using a variety of hand tools, materials and equipment.

## LEVEL 2 NVQ ONLY BRICKLAYING

FEE £1400

The NVQ Level 2 is the minimum level qualification you need to work onsite as a tradesperson. You need to be working in construction as a bricklayer with minimum of 3 years site experience, this will suit both employed and self-employed workers. This qualification is vocationally based and as such, offers the opportunity for learners to demonstrate an achievement of practical skills, understanding and knowledge in the workplace. Learners will gain knowledge on generic skills such as health and safety, moving and handling and working productively. In addition, learners will demonstrate their ability in setting out and erecting masonry structures. Learners will complete at least one optional component from erecting masonry cladding, thin joint masonry structures, placing and finishing non-specialist concrete, maintain slate and tile roofing, repairing and maintaining masonry structures, producing solid plaster finishes, external render or installing drainage.

### Did You Know?

HIGHER  
EDUCATION

We also offer Higher Education programmes related to this sector. For further information about how we can support you on your journey to university level study, please see pages 78-92.

## LEVEL 2 NVQ ONLY SITE CARPENTRY

FEE £1400

The NVQ Level 2 is the minimum level qualification you need to work onsite as a tradesperson. You need to be working in the construction as a Carpenter with minimum of 3 years site experience, this will suit both employed and self-employed worker.

This qualification is vocationally based and as such, offers the opportunity for learners to demonstrate an achievement of practical skills, understanding and knowledge in the workplace. This qualification consists of three mandatory units and 6 optional units.

### Mandatory

- Moving, Handling and Storing Resources in the Workplace
- Conforming to Productive Working Practices in the Workplace
- Conforming to General Health, Safety and Welfare in the Workplace

### Optional (Learners must achieve three units in this group)

- Setting up and using transportable cutting and shaping machines in the workplace
- Maintaining non-structural carpentry work in the workplace
- Installing second fixing components in the workplace
- Installing first fixing components in the workplace
- Installing Fire Resisting Timber Door Assemblies and Door sets in the Workplace
- Erecting structural carcassing components in the workplace

## LEVEL 3 NVQ ONLY ELECTRICAL INSTALLATIONS

FEE £1650

This course is designed for adults who are looking to gain an Electrical Level 3 NVQ only and is structured in such a way to make it simple to complete. This will be via a blend of uploading evidence remotely via our online system (OneFile) along with 3 physical face to face site visits conducted by an experienced and qualified assessor.

This 2357 NVQ is designed specifically for those with less than 5 years' experience and working towards or recently completed their Level 2 and Level 3 Diplomas (City & Guilds 2365). The length of time that the NVQ takes will depend on how quickly you can cover the different types of work required to complete all the units. As a rough guide we find most people will complete it in 6-12 Months. Often if you have been working in industry for some time existing jobs can be used as evidence to speed the process up. The key to passing the NVQ is the breadth of work you can complete in the time. If you have a large variety of work, you can complete it quicker, if you are doing the same thing day in day out then you will find it harder to provide the full range of evidence required.

Once you have completed our initial assessment to ensure you meet the criteria for this qualification you will be assigned an assessor who will support you through the NVQ process right up to your final assessments. They will help you understand:

- How to build your Onefile portfolio
- What range of evidence needs to be gathered to meet the criteria of the qualification
- What assessors are looking for so you can demonstrate full professional competence
- Different types of assessment methods include:
  - Witness testimony
  - Reflective accounts
  - Photographic evidence
  - Direct observation

This course does **not** cover the cost of your final EPA (AM2) assessment which on inquiry can be costed and booked for you.



## BTEC LEVEL 3 NATIONAL DIPLOMA IN BUILDING SERVICES ENGINEERING

The Pearson BTEC Level 3 National Diploma in Building Services Engineering is intended as a Tech Level qualification, equivalent in size to two A Levels. It allows you to develop significant core knowledge within building services engineering disciplines.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Tues & Fri	06-Sep-21	01-Jul-22	9.00-17.00	36	FSC	6YP143GA/1/A	<input type="checkbox"/>	£

## BTEC LEVEL 3 NATIONAL DIPLOMA IN CIVIL ENGINEERING

The Pearson BTEC Level 3 National Diploma in Civil Engineering is intended as a Tech Level qualification, equivalent in size to two A Levels. It allows you to develop significant core knowledge within civil engineering disciplines.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Wed & Thurs	06-Sep-21	01-Jul-22	9.00-17.00	36	FSC	6YP141GA/1/A	<input type="checkbox"/>	£

## BTEC LEVEL 3 NATIONAL DIPLOMA IN CONSTRUCTION AND THE BUILT ENVIRONMENT

The Pearson BTEC Level 3 National Diploma in Construction and the Built Environment is intended as a Tech Level qualification, equivalent in size to two A Levels. It allows you to develop significant core knowledge within construction and the built environment disciplines.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Tues & Fri	06-Sep-21	01-Jul-22	9.00-17.00	36	FSC	6YP142GA/1/A	<input type="checkbox"/>	£

# COUNSELLING

Exeter College has recently been recognised by the National Counselling Society as an outstanding centre for counselling training.

Here at the college you can progress step by step through a series of counselling programmes to become a fully qualified practitioner on completion of our Advanced Professional Diploma, which is accredited by the NCS.

Our teachers are experienced practising counsellors who are qualified adult education teachers. At whatever level you study, you will take away invaluable skills, or a professional qualification, both of which would be highly regarded in the workplace.

## INTRODUCTION TO COUNSELLING

This is an informative lead-in for those considering training to become a practicing counsellor as well as a beneficial stand-alone one day course in effective listening and enhanced self-awareness. Offering an initial exploration of counselling and its use, it is suitable for anyone looking to enhance their interpersonal skills. During the day students will be given the opportunity to develop their self-awareness, their ability to listen actively and to promote healthy and effective communication. The day includes a balanced agenda of taught material, group discussion and feedback, and experiential exercises. It is not formally assessed but learners will receive an Exeter College Certificate of Completion. This course is useful for anyone who is interested in gaining an insight into further counselling training and is a valuable route to the Certificate in Counselling (Level 3 equivalent) at Exeter College. Learned skills are transposable to both personal and professional settings.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Sat	11-Sep-21	11-Sep-21	10.00-17.00	1	H	P0PICOU0/1/1	■	£65
Sat	13-Nov-21	13-Nov-21	10.00-17.00	1	H	P0PICOU0/1/2	■	£65
Sat	19-Mar-22	19-Mar-22	10.00-17.00	1	H	P0PICOU0/1/3	■	£65
Sat	18-Jun-22	18-Jun-22	10.00-17.00	1	H	P0PICOU0/1/4	■	£65

■ Application form  
■ Interview

■ Enrolment form (no application process)  
■ Initial Assessment

£ Funding available  
see pages 8-10

## CERTIFICATE IN COUNSELLING – FOUNDATION SKILLS (LEVEL 3 EQUIVALENT)

The Certificate attracts people with diverse personal and professional backgrounds who may already be in a supporting role or are looking for an opportunity to enhance their career or life skills. During the course students will be given the opportunity to develop competency in their understanding of counselling and the use of counselling skills with a particular emphasis on how they can be used in day to day situations. Outcomes of the course include:

- Experience of using counselling skills
- Developed self-awareness
- Understanding of relevant concepts from counselling theory
- Understanding of ethical considerations in counselling

Students are expected to have already completed the Exeter College Introduction to Counselling, or a similar course, or to have comparable work experience. For the written element of this course, learners will need good standard of written English. Training at this level is an integral part of the route to becoming a qualified counsellor. Completion of the Certificate in Counselling course offers a direct path to the Advanced Professional Diploma in Counselling at Exeter College. Readiness for the diploma is assessed by course tutors. Other options beyond this course include further training or placement in workplace mentoring or advice and guidance, progressing to a Foundation Degree in Health and Social Care or study of counselling courses with a specific focus, for example, working with young people.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Thurs	16-Sep-21	09-Dec-21	09.00-16.00	12	H	P0PCCCS0/1/1		£899
Thurs	13-Jan-21	07-Apr-22	09.00-16.00	12	QMH	P0PCCCS0/1/2		£899
Thurs	28-Apr-22	21-Jul-22	09.00-16.00	12	QMH	P0PCCCS0/1/3		£899



Please note: There is a bespoke payment plan available for this course. Visit the website for details [exe-coll.ac.uk/course/certificate-in-counselling](http://exe-coll.ac.uk/course/certificate-in-counselling)

## NCFE DIPLOMA IN COUNSELLING LEVEL 3

This 35 week course aims to equip learners with counselling skills, such as active listening and self awareness, which can play a functional role in our every day in our life and work. Learners will explore various theoretical models and approaches and learn through a balance of taught material and group work.

The objectives of this qualification are to help learners to understand the different approaches involved in the use of counselling skills and appreciate the importance of self-development.

Completion of the Diploma in Counselling Skills offers a direct path to the Advanced Professional Diploma in Counselling at Exeter College. Readiness for the Diploma is assessed by course tutors. Other options beyond this course include further training or placement in workplace mentoring or advice and guidance, progressing to a Foundation Degree in Health and Social Care or study of counselling courses with a specific focus on, for example, working with young people.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Fri	17-Sep-21	01-July-22	09.00 - 16.00	35	H	P3PDCOS0/1/A		£

# ADVANCED PROFESSIONAL DIPLOMA IN COUNSELLING THEORY AND THERAPEUTIC PRACTICE – (LEVEL 4/5 EQUIVALENT)



This course is accredited by the National Counselling Society (NCS) and, subject to their terms and conditions, is a route onto a national register of counsellors which is accredited by the Professional Standards Authority. Students are trained to a professional level for recognition as a qualified, competent and reflective practitioner who will be able to practice counselling in a safe and ethical manner. Content and requirements include:

- 400 guided learning hours
- Competence to Practice Assessment (end of Year 1)
- Completion of 100 placement hours (to start in Year 2)
- Appropriate Professional Supervision
- Successful completion of all assignments
- Minimum 24 hours of personal therapy (1 hour/week, majority with a person-centred practitioner)
- Final Assignment Interview (following completion of all of the above)

As placement hours are accrued and the final assignment is completed beyond the end of the taught course, completion of the diploma may take up to 3 years in total. Completion of the course could lead to practice as a competent and qualified counsellor with the option to work towards requirements for individual accreditation by a professional regulating body. Some students also go on to associated studies that provide academic and practical progression on a recognised career pathway, some go on to professional development in associated fields such as social work, teaching, nursing or human resources.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Wed	08-Sep-21	29-Jun-22	09.00-16.00	32	H	POPDCOU1/1/1		£2975

**£** Please note: There is a bespoke payment plan available for this course. Visit the website for details [exe-coll.ac.uk/course/therapeutic-counselling](http://exe-coll.ac.uk/course/therapeutic-counselling)

KEY	BC	CCI	DDC	FH	H	L	QMH	S	TC	VH	Y
	Bradninch Court	Centre for Creative Industries	Digital Data Centre	Falcon House	Hele Road Centre	Laurence Building	Quakers Meeting House	Maths and Science Centre	Technology Centre	Victoria House	Vic Yard

Please see our map on pages 18-19 for full addresses and directions.

# DIGITAL AND IT (MICROSOFT)

**Microsoft Office Specialist and Expert qualifications are industry recognised certifications that provide valuable desktop computing skills necessary to be most effective on the job.**

We offer Microsoft Office Specialist and Expert courses, which are all delivered through web based e-learning that you can study at your own pace, with Microsoft approved course material and practical resources. Remote tutor support is also available for questions and troubleshooting. Learners can start the course at any point, however there are set exam dates where learners can sit the qualification (held at college). Learners may choose an exam date that suits them. The courses can be completed in a very short amount of time (1-2 months) however ideally should be completed within a year. Upon completion of the e-learning you will complete a Microsoft Certification exam for your chosen Office product.

Microsoft Office Specialist qualifications offer more than a simple credential. The certification notifies prospective employers that a Microsoft Office Specialist certified applicant is prepared to make immediate contributions in the workplace. Microsoft Office Specialists will be qualified to meet greater challenges, possessing the knowledge and ability to be more productive and share information in a compelling, intuitive manner.

Microsoft Office Expert qualifications allow you to take your existing skills and develop them further, making full use of Microsoft Office products, and all of its features. Topics are explored in greater depth and provide a real challenge to ensure you can make use of Microsoft Office's advanced features. Microsoft Office Experts should already be very competent with the relevant software, and will have already completed the related Specialist level qualification.

## MICROSOFT OFFICE SPECIALIST – ACCESS

The Access course covers topics including creating a new database, building tables, managing database relationships and keys, formatting tables, navigating databases, managing records, protecting and maintaining databases, creating and modifying fields, printing and exporting databases, creating queries, modifying queries, utilising calculated fields, creating forms, form controls, formatting forms, creating reports, remote controls, and formatting reports.

### Did You Know?



We also offer Access to HE courses and Higher Education programmes related to this sector. For further information about how we can support you on your journey to university level study, please see pages 75-77 (Access to HE) and pages 78-92 (Higher Education).

## MICROSOFT OFFICE SPECIALIST – EXCEL

The Excel course covers creating and managing workbooks, managing cells and ranges, managing tables, formatting spreadsheets and workbooks, applying formulas and functions, and creating charts and objects.

## MICROSOFT OFFICE SPECIALIST – POWERPOINT

The Powerpoint course covers creating and managing presentations, formatting a presentation using slide masters, customize presentation options and views, configure presentations to print or save, configure and present slideshows, insert and format shapes and slides, order and group shapes and slides, create slide content, insert and format tables, protect and share presentations, insert and format Smart Art, insert and format images and media, apply transitions and animations, animate slides, set timings for transitions and animations, manage content from multiple presentations, and review changes.

## MICROSOFT OFFICE SPECIALIST – OUTLOOK

The Outlook course covers configuring Outlook, creating and formatting emails, managing email messages, managing contacts, managing calendars, working with tasks and notes, formatting content, and creating meetings and appointments.

## MICROSOFT OFFICE SPECIALIST – WORD

The Word course covers creating and managing documents, creating tables and lists, navigating through documents, creating and modifying lists, formatting documents, applying references, customising options and views, formatting text and paragraphs, configuring documents to print or save, and ordering and grouping text.

## MICROSOFT OFFICE EXPERT – EXCEL

Prior completion of Microsoft Office Specialist is required to start the Expert Level course. The Excel Expert course covers managing workbooks, custom layouts and formats, advanced formulas, advanced charts and tables.

## MICROSOFT OFFICE EXPERT – WORD

Prior completion of Microsoft Office Specialist is required to start the Expert Level course. The Word Expert course covers managing and sharing documents, designing advanced documents, advanced references, creating custom Word Elements.

## BTEC TECHNICAL DIPLOMA IN DIGITAL TECHNOLOGY - DIGITAL APPLICATIONS

This qualification is an entry point for adult learners who want to start a career in Digital Technology. It is an ideal qualification for learners intending to progress directly to employment in Digital Technology, IT, Data Management, or to an IT, Digital or Data Apprenticeship. Employer involvement is at the heart of our design for this curriculum, with input from businesses during our classroom based activities and assignments. The course is part time which has enabled many of our Digital and Data learners in the past to work alongside their studies, often finding related work and getting their career change off to a flying start.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Mon	13-Sep-21	04-Jul-22	09.00-16.30	36	DDC	P2PDIGA0/1/A	 	£
Wed	27-Apr-22	05-Apr-23	09.00-16.30	36	DDC	P2PDIGA0/1/B	 	£

 Application form  
 Interview

 Enrolment form (no application process)  
 Initial Assessment

 Funding available  
see pages 8-10

## BTEC TECHNICAL DIPLOMA IN DIGITAL TECHNOLOGY - DATA MANAGEMENT

The course takes one full academic year with classes starting in either September or following the Easter break. The delivery model consists of one day in college with up to 3 hours of live online support lessons per week. You will take 4 core modules (assessed through a mixture of coursework and exams) and 2 further coursework assessed modules chosen by you depending on the pathway you would like to take – Digital Applications or Data Management.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Tues	14-Sep-21	05-Jul-22	09.00-16.30	36	DDC	P2PDIGD0/1/A		£
Thurs	28-Apr-22	06-Apr-23	09.00-16.30	36	DDC	P2PDIGD0/1/B		£

## ESSENTIAL DIGITAL SKILLS

Essential Digital Skills are more important than ever. Since 2020, we've experienced a world where face-to-face communication hasn't been possible and therefore having a grasp on digital technology and communication is vital to stay connected.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Tues	28-Sep-21	18-Jan-22	13.00-16.00	16	DDC	P1PEDIG0/1/A		£
Mon	27-Sep-21	17-Jan-22	18.00-21.00	16	DDC	P1EEDIG0/1/A		£
Tues	01-Feb-22	21-Jun-22	13.00-16.00	16	DDC	P1PEDIG0/1/B		£
Mon	31-Jan-22	20-Jun-22	18.00-21.00	16	DDC	P1EEDIG0/1/B		£
Fri	29-Apr-22	17-Jun-22	09.30-16.00	16	DDC	P1PEDIG0/1/C		£

## PHOTOSHOP BEGINNERS

This course introduces you to this leading image manipulation software, showing you how to repair images, correct colour, use layers, resize image effectively, make selections and create masks.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Tues	28-Sep-21	30-Nov-21	18.30-20.30	9	DDC	X0EPHOB0/1/A		£

## GRAPHIC DESIGN WITH ILLUSTRATOR - BEGINNERS

This course introduces you to this leading graphic design software, showing you how to create complicated 2-D vector drawings and typographic effects.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Mon	27-Sep-21	30-Nov-21	18.30-20.30	9	DDC	X0EGDIB0/1/A		£

## GRAPHIC DESIGN WITH INDESIGN - BEGINNERS

This course introduces you to this leading graphic design software, showing you how to create sophisticated layouts and typographic control.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Wed	29-Sep-21	01-Dec-21	18.30-20.30	9	DDC	X0EGDID0/1/A		£

## INTERMEDIATE GRAPHICS WITH INDESIGN

This course aims to extend your InDesign skills to create advanced layouts for both print and screen.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Tues	18-Jan-22	01-Mar-22	16.45-18.45	6	DDC	X0EGDID0/1/A		£



# ENGINEERING

You can study at our fantastic Technology Centre close to the city. It provides world class engineering, aerospace and automotive facilities and includes industry standard training resources. (For our Automotive courses see pages 27-31).

## CITY & GUILDS - AWARD IN 2D COMPUTER AIDED DESIGN - LEVEL 2

This course continues the themes begun in 'Introduction to 2D CAD' and completes with a City & Guilds assessment which is certified. This course is suitable for those who are new to AutoCAD and/or have a limited understanding of electronic drawing and want to learn the basics of how to design using the computer correctly.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Mon	20-Sep-21	28-Mar-22	18.00-20.30	24	TC	K2EACAD0/1/1		£515

## CITY & GUILDS - AWARD IN 2D COMPUTER AIDED DESIGN - LEVEL 3

You will develop your Level 3 2D CAD skills towards your end assessment. On successful completion of the assessment you will be certified through City & Guilds. This course is a pre-requisite for our Certificate in Computer Aided Design Level 3 (City & Guilds) course.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Mon	20-Sep-21	28-Mar-22	18.00-20.30	36	TC	K3EACAD0/1/1		£615

## CITY & GUILDS - AWARD IN 3D COMPUTER AIDED DESIGN - LEVEL 3

This course is for competent AutoCAD users who want to investigate their 3D abilities, either to progress at work or for their own understanding. Students will need to have already achieved the 7689-05 (2D CAD Level 3) and want to progress into 3D CAD.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Mon	20-Sep-21	28-Mar-22	18.00-20.30	36	TC	K3EACAD0/1/1		£615

## INTRODUCTION TO INDUSTRIAL ROBOTICS

This five day course is aimed at electrical maintenance technicians/engineers who need to work with industrial robotics. The course primarily uses Kuka robots.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Mon-Fri	Course on request/Flexi	09-00-16.00		5	TC	L0PROBO0/1/1		£1,000

## CITY & GUILDS - AWARD IN PARAMETRIC MODELLING - LEVEL 1

This course is for students who have a good appreciation for computer aided design/drafting and would like to transition into 'Parametric Modelling' techniques. Completion of prior CAD qualifications is not mandatory, but the need to have a good working knowledge of CAD software and designing generally is required.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Mon	20-Sep-21	28-Mar-22	18.00-20.30	24	TC	K1EPARA0/1/1		£425

## CITY & GUILDS - AWARD IN PARAMETRIC MODELLING - LEVEL 2

This course is for students who have completed Level 1 Parametric Modelling and would like to continue skill building in depth.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Mon	20-Sep-21	28-Mar-22	18.00-20.30	24	TC	K2EPARA0/1/1		£425

## INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS

This five day course is aimed at electrical maintenance technicians/engineers who need to work with Programmable Logic Controllers (PLCs). The course primarily uses Siemens PLCs, other brands may be catered for by special arrangement.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Mon-Fri	Course on request/Flexi	09.00-16.00	09.00-16.00	5	TC	L0PLOGI0/1/1		£1,000

## WELDING FOR BEGINNERS/INTERMEDIATE

These courses are proving to be very popular and are designed around the use of the MAG welding process (Metal Active Gas, otherwise more commonly known as MIG welding) and is for adults who would like to pick up welding as new skill and would like to develop further in the future. This course is designed for hobbyist, restorers and people with a general interest in welding. Early booking is advisable to secure a place for this course to avoid disappointment.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Mon	13-Sep-21	22-Nov-21	18.00-20.00	10	TC	K0EWELD0/1/1		£375
Tues	05-Oct-21	14-Dec-21	18.00-20.00	10	TC	K0EWELD0/1/2		£375
Mon	10-Jan-22	21-Mar-22	18.00-20.00	10	TC	K0EWELD0/1/3		£375
Tues	26-Apr-22	05-Jul-22	18.00-20.00	10	TC	K0EWELD0/1/4		£375

## INTRODUCTORY WELDING SKILLS - LEVEL 1 (CODING TO BS487 AT EXTRA COST)

This course is designed around the use of the MAG welding process (Metal Active Gas, more commonly known as MIG welding) and is ideal for anyone who is in industry who wants to become a welder and already has some basic knowledge in welding, metal fabrication. On completion of this course enables progression on to the Level 2 Welding and access to an initial coded welding qualification (at an extra cost).

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Wed	24-Nov-21	11-May-22	18.00-20.30	20	TC	K1EAWELD0/1/1		£475

## BTEC LEVEL 3 DIPLOMA IN ADVANCED MANUFACTURING ENGINEERING

This course is underpinned by the knowledge qualification for the Level 3 Engineering Apprenticeship Standard and as such give an industry recognised qualification that can be used to progress onto Higher level studies or to be used as a partial accreditation for a Level 3 Apprenticeship.

The qualification is the equivalent to 3 A Levels and has recognised UCAS points attached.

You can study in 3 pathways to include, Manufacturing, Electrical and Electronics and Mechanical systems.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Tues & Thurs	14-Sep-21	23-Jul-22	09.00-16.30	36	TC	K3PAMEN0/1/A		£

## DID YOU KNOW?

We have our own professional on site facilities open to the public. Hairdressing, Beauty and Spa Salons are open in our Laurence Building. Our facilities have been designed to give you a wonderful pampering experience. Whether you are having a stylish hair treatment or choosing from our great range of face and body pampering treatments we hope you enjoy your visit.

**Treatment prices can be viewed on our website and bookings can be made by emailing [bookingsh2b@exe-coll.ac.uk](mailto:bookingsh2b@exe-coll.ac.uk) or call 01392 400414.**



## DID YOU KNOW?

Exeter College has its own fine dining restaurant @thirty-four, where students develop their skills in a real restaurant environment. The restaurant is open during term time for lunch (Monday-Friday, 12pm-2pm) and dinner (Wednesday and Thursday, 7pm-9pm). Menus can be viewed on our website.

**To book your table please email [thirty-four@exe-coll.ac.uk](mailto:thirty-four@exe-coll.ac.uk) or call 01392 400334.**

# HAIR AND BEAUTY

Choose your course and learn with us in our fantastic commercial hair and beauty studios (H2B), theatrical media make-up centre and professional spa.

## INTRODUCTION TO BEAUTY AND MAKE-UP

This course will offer you a comprehensive introduction to beauty and some of the treatments offered within this industry. It is suited to anyone with a genuine interest in beauty and for those who have contemplated a qualification in the beauty sector but would like to try an introductory course in the first instance. The course could reinforce your interest in pursuing a career in beauty and you may wish to progress on to one of our part time beauty courses to gain a related qualification, for example in Beauty Therapy or Body Massage.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Tues	07-Jun-22	05-Jul-22	18.00-20.00	5	L	H0EINMU0/1/1		£85

## CITY & GUILDS DIPLOMA IN BEAUTY THERAPY - LEVEL 2

This practical and theoretical qualification gives students the knowledge and skills to begin a career in the beauty industry. You will learn the skills to undertake treatments on clients such as manicure, pedicure, waxing and facials. Theory and practical and classes will help you develop a portfolio of evidence for verification. Your practical skills are developed on fellow students and once a level of competence is reached clients are to be used for assessment. You will need to have an interest in the beauty industry and the exciting range of treatments available. You should be enthusiastic and keen to learn a variety of practical skills and knowledge which will prepare you for a career in the beauty industry. This course is particularly suitable for those with experience of the workplace. This qualification gives you the opportunity to seek employment in a cosmetic department of a large store or beauty salon or clinic. Candidates who complete the Level 2 course successfully may progress to the Level 3 programmes.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Wed & Fri	29-Sep-21	24-Jun-22	09.30-16.30	32	L	H2PBEAT0/1/A		£

## CITY & GUILDS DIPLOMA IN BODY AND SPA THERAPY - LEVEL 3

This Level 3 progression course builds on the basic skills of a Level 2 qualification. The skills included are in line with current industry requirements. You will study practical and theoretical classes which will help you develop a portfolio of evidence for verification. Your practical skills are developed on fellow students and once a level of competence is reached clients are to be used for assessment. To study this course you will need the Level 2 Diploma in Beauty Therapy and a real interest in the industry. This course is particularly suitable for those with experience of the workplace. You should be enthusiastic to learn a variety of advanced practical skills and the associated knowledge which will develop your employment opportunities within the beauty industry. Students go on to seek employment as a beauty therapist in a clinic, health hydro, spa, department store or cruise liner.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Thurs & Fri	30-Sep-21	24-Jun-22	09.30-16.30	32	L	H3PDBST0/1/A		£

## CITY AND GUILDS AWARD IN BODY MASSAGE - LEVEL 3

Massage therapy is a valuable tool in helping people suffering from stress-related problems and gives a boost to client's wellbeing. Massage helps improve the efficient drainage of waste products and improve the circulation of blood and lymph. All movements will be practised on a fellow student. Once you have gained sufficient skills you will improve your massage techniques on clients prior to graded assessments. This course helps you develop the correct practical skills of massage and to understand the physiology and anatomy of the body. The body massage routine includes a range of movements: Effleurage, Petrissage, Friction, Tapotement and an introduction to the mechanical massage. This qualification will enable you to work in the industry as a massage therapist.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Thurs	07-Oct-21	26-May-22	18.00-21.00	28	L	H3EBOMA0/1/1		£440

## CITY & GUILDS AWARD IN HEALTH AND SAFETY PRACTICE IN THE SALON - LEVEL 2

This course is an additional qualification required alongside the Award in Body Massage. Please note this qualification is embedded within the Award (listed above) and is not available as a stand-alone course.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Thurs	07-Oct-21	26-May-22	18.00-21.00	28	L	H20HSHB0/1/1	N/A	£



*I want to go on to use my hairdressing skills to help others out in the community and make people feel special. The course has helped build my confidence up, I have suffered with confidence issues for a long time and learning at college has really helped me. I have made life long friends too.*

**Zoe, Hairdressing Level 2**

# INTRODUCTION TO HAIRDRESSING & BARBERING

An inspiring short course on the art of hairdressing. The course will provide an insight into the skills and techniques used within this industry. You will study a range of techniques including styling, setting, shampooing, massaging techniques, introduction to consultation, styling men's hair, and introduction to skin fades. The course could reinforce your interest in pursuing a career in hairdressing or barbering and you may wish to enrol on to one of our part time courses to gain a related qualification, for example, the Level 2 Diploma in Women's & Men's Hairdressing.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Tues	07-Jun-22	05-Jul-22	18.00-20.00	5	L	H0EBARB0/1/1		£55

# CITY & GUILDS VRQ CERTIFICATE IN BARBERING – LEVEL 2

Barbering is the fastest and largest growing industry since 2015. With the growth of male grooming and on trend styles this is the ideal time to learn the craft and gain basic skills in this area. This course is designed for beginners to the hair and barbering industry, with no prior knowledge of cutting required. The qualification will cover all the fundamentals required to gain experience and knowledge in this ever-growing sector. Students can progress to the Level 3 Certificate in Barbering or to working as a junior barber in a barbershop.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Mon & Wed	27-Sep-21	22-Jun-22	17.30-21.00 (Mon) 18.00-21.00 (Wed)	32	L	H2ECBAR0/1/A		£

# CITY & GUILDS VRQ CERTIFICATE IN BARBERING – LEVEL 3

The Level 3 Certificate in Barbering will allow you to expand on your current skills to progress to creative cutting, styling and facial hair restyling and shaping. Providing shaving services is also included in this qualification which is a much sought-after luxury treatment in the barber shop.

The qualification will also cover a range of units to support in competition and photographic work to expand your portfolio in the ever-expanding industry. This qualification is perfect for those wanting to stretch their knowledge and skills to become a master barber. Students can apply who have completed a Level 2 in Barbering or who have at least 2 years commercial industry experience in the commercial workplace.

Delivery of the course is a mix of practical and theory knowledge to build your portfolio. Once completed cutting and shaving workshops, you will then be assessed on paying clients.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Mon & Wed	22-Sep-21	29-Jun-22	17.30-21.00 (Mon) 18.00-21.00 (Wed)	34	L	H3PCBAR0/1/A		£

## KEY

- BC** Bradninch Court
- CCI** Centre for Creative Industries
- DDC** Digital Data Centre
- FH** Falcon House
- H** Hele Road Centre
- L** Laurence Building
- QMH** Quakers Meeting House
- S** Maths and Science Centre
- TC** Technology Centre
- VH** Victoria House
- Y** Vic Yard

Please see our map on pages 18-19 for full addresses and directions.

## CITY & GUILDS DIPLOMA IN WOMEN'S & MEN'S HAIRDRESSING – LEVEL 2

Training as a hairdresser is a rewarding experience and the start of a great career. You need to be highly motivated and focused in gaining your qualification in hairdressing. This is a demanding course which will require you to have a range of models for practise and progression towards assessment. You will need good communication skills, an interest in fashion and style and a passion for hairdressing. Once you have gained sufficient skills you will improve your hairdressing techniques on paying clients prior to graded assessments. Further to this course, advanced skills can be further developed in the Level 3 Certificate in Hairdressing whilst you continue to enhance your skills within the industry. We do strongly advise you undertake a work experience placement within a salon alongside your studies.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Tues & Thurs	28-Sep-21	22-Jun-22	10.00-16.00 (Tues) 11.00-19.00 (Thurs)	32	L	H2PHAI0/1/A		£

## CITY & GUILDS CERTIFICATE IN HAIRDRESSING – LEVEL 3

You will study a range of knowledge and advanced practical skills in our excellent salons which will broaden your employment opportunities in the hairdressing industry. You will be assessed practically, theoretically and orally in all areas. Practical skills are developed further on paying clients who are used for graded assessments. This advanced programme is designed to stretch and inspire and offers you the opportunity to develop a portfolio of high fashion work. To study this course you will need a Level 2 hairdressing qualification and a real interest in the industry. You will need to secure a work placement within a salon to further develop your skills on a range of clients. Students can progress to work as an advanced stylist, or to related sectors such as theatre, television and film.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Tues & Fri	28-Sep-21	24-Jun-22	10.00-16.15 (Tues) 09.30-13.30 (Fri)	32	L	H3PCHA10/1/A		£

 Application form  
 Interview

 Enrolment form (no application process)  
 Initial Assessment

 Funding available  
see pages 8-10

# HOSPITALITY

**WHETHER YOU ARE LOOKING TO GAIN A QUALIFICATION, WANT TO TAKE YOUR FIRST STEPS TO WORKING IN A PROFESSIONAL KITCHEN OR JUST WANT TO IMPRESS YOUR FRIENDS WITH YOUR CULINARY CREATIONS AND COOK FOR FUN WE HAVE A COURSE FOR YOU.**

## CITY & GUILDS NVQ DIPLOMA IN PROFESSIONAL COOKERY – LEVEL 2

This course is for those looking to gain a qualification and take the first steps to working in a professional kitchen. You do not need to have any experience or be working in the industry already but you must have a passion and drive towards a career as a professional chef. You will learn the skills of a chef through practical and theory classes. During the programme you will cover both preparation and cooking methods involved with meat, fish, poultry and vegetables. You will also cover soups, stocks, sauces and hot and cold desserts. This course and qualification is recognised in the catering industry and could lead to employment in the hospitality sector or offer a grounding for someone hoping to open their own business in the industry. You could also continue to study at Level 3.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
GROUP 1								
Mon	13-Sep-21	04-Jul-22	09.00-18.00	36	L	J2PCATP0/0/1		£1450
GROUP 2								
Tues	14-Sep-21	05-Jul-22	09.00-18.00	36	L	J2PCATP0/0/2		£1450

## CITY & GUILDS NVQ DIPLOMA IN PROFESSIONAL COOKERY – LEVEL 3

This programme is designed for those who wish to further their skill base at an advanced level. You will learn kitchen supervisory skills and develop and promote your chef career. You will already hold a Level 2 qualification in professional cookery or similar, or have a depth of experience in a commercial kitchen. You will learn through practical and theory sessions and the programme will cover food safety, work environment, preparation and cooking of complex dishes including fish, meat, poultry, offal, sauces, soups, desserts and more. This course could help you secure employment as a professional chef or to progress in your career if you are already in the industry.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Wed	15-Sep-21	06-Jul-22	09.00-18.00	36	L	J3PKITC0/0/1		£1450

KEY	BC	CCI	DDC	FH	H	L	QMH	S	TC	VH	Y
	Bradinch Court	Centre for Creative Industries	Digital Data Centre	Falcon House	Hele Road Centre	Laurence Building	Quakers Meeting House	Maths and Science Centre	Technology Centre	Victoria House	Vic Yard

Please see our map on pages 18-19 for full addresses and directions.

# BE A HOMEWORK HERO.

Are you looking to improve your own English or Maths skills so that you can better support your child with their school work?

We offer FREE pre-GCSE and GCSE English and Maths classes to get you started and help you to improve your confidence, whatever your ability. See pages 69-71 for full information.

- Both daytime and evenings.
- Courses start from September 2021.
- Book today, don't miss out.
- **Email: [adultadvice@exe-coll.ac.uk](mailto:adultadvice@exe-coll.ac.uk)**



# SCIENCE

If you study science with us, you will receive outstanding teaching and learning from our Faculty of Maths and Science. Students are highly successful on our courses due to the extensive experience of staff and their ability to develop your knowledge and enquiring minds through a range of relevant units and research opportunities.

## GCSE BIOLOGY

This one year course provides the foundations of understanding the natural biological world. Practical work is an important part of the course and learners have to complete a range of specified practicals to prepare for the written exams.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Tues	14-Aug-21	06-Jul-22	09.00-16.30	32	S	P2PDIGA0/1/A	 	



Visit us online or pick up a copy of our **Love Learning course guide** to find out more about our leisure courses for adults.

 Application form  
 Interview

 Enrolment form (no application process)  
 Initial Assessment

 Funding available  
see pages 8-10



*Exeter College's environment is very welcoming and the support for students is never-ending. I've enjoyed being in small groups so everyone gets involved. It's a wonderful place to learn. The college has allowed me to make a complete career change and I've achieved things that I never thought possible before. I've studied GCSEs in Human Health and Physiology, English, Maths and Biology, plus my Access course and now I'm planning to go to university to complete a degree in Medical Sciences. I am so thankful to Exeter College for allowing me to have a second chance, to study life changing qualifications.*

**Michelle,  
Access to Science**

# SPORT AND FITNESS

We offer a wide range of health and fitness courses for adult learners looking to develop their career prospects in this ever-growing industry. Students are given the opportunity to learn in a practical and applied environment with regular contact and support from tutors with up to date industry experience. We have also recently opened a brand new, modern gym facility with the latest equipment, just off Queen Street.

## ACTIVE IQ - CERTIFICATE IN GYM INSTRUCTING - LEVEL 2

The Level 2 Gym Instructor Qualification teaches you everything you need and require for starting work as a gym instructor. The knowledge of anatomy and physiology and how it relates to exercises will help you effectively introduce new members into a gym environment, with confidence and a professional manner guiding clients through a programme and advice on how to improve their lifestyle. The Level 2 gym instructor course will help you enhance your employability of how to deliver good customer service and operate on the gym floor.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Sat	18-Sep-21	29-Jan-22	09.00-13.00	17	VH	E2PGYMI0/1/1		£500
Sat	26-Feb-22	18-Jun-22	09.00-13.00	17	VH	E2PGYMI0/1/2		£500

## ACTIVE IQ - AWARD IN INSTRUCTING STUDIO CYCLING - LEVEL 2

The Studio Cycling course is offered to existing gym instructors, aerobics instructor and personal trainers who wish to improve their knowledge and skills to enable them to deliver group indoor cycling sessions. It is also relevant for those already running such sessions without a current certificate. Indoor cycling (often referred to as spinning) is a popular and highly enjoyable flexible exercise system that is open to most people irrespective of age, ability or fitness level. Having a REPs certificate in Indoor Cycling (Spinning) will significantly enhance your repertoire of exercise options.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Mon	29-Nov-21	13-Dec-21	17.30-20.30	3	VH	E2ESPINO/1/1	 	£125
Mon	28-Feb-22	14-Mar-22	17.30-20.30	3	VH	E2ESPINO/1/2	 	£125

### Did You Know?



We also offer Access to HE courses and Higher Education programmes related to this sector. For further information about how we can support you on your journey to university level study, please see pages 75-77 (Access to HE) and pages 78-92 (Higher Education).



*I completed Level 2 and moved on to the Level 3. I enrolled in the course just to further my hobby, to have fun and to learn more about exercise. The tutor is really good too.*

**Snezana, Personal Training Level 3**

## ACTIVE IQ - DIPLOMA IN PERSONAL TRAINING - LEVEL 3

This qualification is the progression if you already have a Level 2 gym /fitness instructor qualification and leads on from the knowledge and skills to work with individuals and small groups of clients as a personal trainer. Becoming a Personal Trainer is a very rewarding career for those looking to help others achieve their fitness goals. This ACTIVE IQ Personal Trainer course is the perfect course for the working professional. You will be given all the knowledge you need to become a first-class personal trainer and work as a self-employed or employed personal trainer. If you have a passion for fitness, communication, hard work and helping others, this multi-dimensional course is exactly what you're looking for. The course will open many doors to employment and offer progression onto roles such as personal trainer exercise referral and exercise specialist.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Wed	22-Sep-21	30-Mar-22	09.00-16.00	23	VH	E3PDIPT0/1/A		£

## ACTIVE IQ - DIPLOMA IN GYM INSTRUCTING AND PERSONAL TRAINING - LEVEL 3

The Level 3 Diploma, which includes the gym instructor and personal training courses, is where you'll start but certainly not where you'll end. Becoming a Personal Trainer is a very rewarding career for those looking to help others achieve their fitness goals. This ACTIVE IQ course is the perfect course for the working professional. You will be given all the knowledge you need to become a first-class personal trainer and work as a self-employed or employed personal trainer. If you have a passion for fitness, communication, hard work and helping others, this multi-dimensional course is exactly what you're looking for. The course will open many doors to employment and offer progression onto roles such as personal trainer exercise referral and exercise specialist.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Tues	21-Sep-21	14-Jun-22	09.00-16.00	23	VH	E3PDGYM0/1/A		£

# TEACHER EDUCATION

Exeter College offers a full range of teacher and assessor training. There are qualifications for those who are already working in a teaching or assessing role, and qualifications for those who are new to the sector.

## CERTIFICATE IN ASSESSING VOCATIONAL ACHIEVEMENT - LEVEL 3

This qualification provides a pathway for learners to understand assessment and qualify as an assessor. Visit our website for full information.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Wed	15-Sep-21	15-Mar-22	09.30-12.30	35	FSC/Work based	P3PCAVA0/1/A		£

## AWARD IN EDUCATION AND TRAINING - LEVEL 3 CITY & GUILDS

This course is an introduction to teaching, learning and assessment in post-16 education or training. The aim is to provide you with an insight into the roles, responsibilities and relationships within post-16 education, to develop your knowledge and skills around planning and delivering an inclusive teaching session and how to assess and give constructive feedback to your learners. The Award is the starting point if you're thinking of entering the teaching profession or if you're already involved in adult learning or training but have no formal teaching qualifications. The course covers roles and responsibilities of a teacher or trainer, understanding and using inclusive learning techniques and principles of assessment. Candidates should have or be working towards a Level 3 qualification (e.g. NVQ 3, A Level, BTEC) in the subject they wish to teach. Students can progress on to teaching in a range of settings in further education or the wider community or to full teaching qualifications.

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Mon	20-Sep-21	13-Dec-21	13.30-16.00	12	DDC	P3PAEDT0/1/1		£399
Mon	20-Sep-21	13-Dec-21	18.00-20.30	12	DDC	P3EAEDT0/1/1		£399
Mon	10-Jan-22	25-Apr-22	13.30-16.00	12	DDC	P3PAEDT0/1/2		£399
Mon	10-Jan-22	25-Apr-22	18.00-20.30	12	DDC	P3EAEDT0/1/2		£399
Thurs	03-Mar-22	09-Jun-22	13.30-16.00	12	DDC	P3PAEDT0/1/3		£399
Tues	01-Mar-22	07-Jun-22	18.00-20.30	12	DDC	P3EAEDT0/1/3		£399

## CERTIFICATE IN EDUCATION IN POST-COMPULSORY EDUCATION (CERT ED) - LEVEL 4/5 VALIDATED BY THE UNIVERSITY OF EXETER

This programme is for those non-graduates or graduates who are already in a full teaching role in the post-16 education and training sector. You will gain theoretical and practical knowledge covering modules on learning, teaching and assessment, theories of learning and behaviour management, curriculum and society and wider practice and professional development. Students progress to further teaching roles in FE colleges, learning and development roles in industry, and to roles in alternative and specialist education and training providers. **See page 91 for more information.**

## POSTGRADUATE CERTIFICATE IN EDUCATION IN POST-COMPULSORY EDUCATION (PGCE PCE) - LEVEL 6/7 VALIDATED BY THE UNIVERSITY OF EXETER

This Level 6/7 programme is for those graduates who wish to enter the profession in a full teaching role in post-16 education and training. You will gain theoretical and practical knowledge covering modules on learning, teaching and assessment, theories of learning and behaviour management, curriculum and society and wider practice and professional development. Students progress to teaching in FE colleges. **See page 91 for more information.**

## CERTIFICATE IN TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES (CELTA) - LEVEL 5 - CERTIFICATED BY CAMBRIDGE ASSESSMENT

CELTA is a valuable, internationally recognised qualification for adults who would like to teach ESOL (English to Speakers of Other Languages) or EFL (English as a Foreign Language). The training is suitable for adults who have little or no previous language teaching experience, as well as those with some experience who wish to gain further knowledge and skills in English Language Teaching. Applicants for the course should usually be aged 20 and above. The course is highly practical - you will gain experience of teaching and observing groups of our ESOL students at different levels as well as learning classroom techniques and theories.

Day	Start	Finish	Time	Wks	Fee	Site	Course code	Apply
Fri	05-Nov-21	27-May-22	09:15-17:15	22	£1480	H	P5PCELTO/1/1	

**£** Please note: There is a bespoke payment plan available for this course. Visit the website for details [exe-coll.ac.uk/course/celta-cambridge-certificate-in-teaching-english-to-speakers-of-other-languages/](http://exe-coll.ac.uk/course/celta-cambridge-certificate-in-teaching-english-to-speakers-of-other-languages/)

## CELTA CERTIFICATE IN TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES

Day	Start	Finish	Time	Wks	Site	Course code	Apply	Fee
Fri	05-Nov-21	27-May-22	09.15-17.15	22	DDC	P5PCELTO/1/1		£1490

*"The Certificate in Education course gives excellent training to enhance teaching practice and keep abreast with new developments, delivering of learning, as well as understand the sociology and history of teaching and delivering learning. During my course I received promotion within my current job role and am on course to receive another one now I have come to the end of my course. I am also going to undertake my QTLS. Would highly recommend the course to anyone undertaking a teaching post or thinking about applying for one."*

Jodie, Certificate in Education

# ENGLISH AND MATHS PRE-GCSE AND GCSE COURSES



**Exeter College offers a range of FREE English and Maths courses from Entry Level to Level 2. Pre-GCSE English and Maths courses enable students to build on the skills they already have and to progress to a higher level.**

These Functional English and Maths qualifications are required by more and more employers and are built into Apprenticeships.

You will have an assessment and interview before you start the course to check your suitability and skill level to ensure that you are placed on the course that is best for you.

There are courses throughout the week in the morning, afternoon and evening, so you should be able to choose one at a time that suits you. For each of these courses full attendance is essential in order to progress.

Please note, these courses are designed for students who can communicate confidently and fluently in English and a fee applies to overseas students. A full ESOL Level 2 qualification or equivalent standard is required for all second language applicants.

When we receive your application form, you will be invited for an interview. For more information or to book an interview and assessment please collect an Adult Learning application form from a college reception or download one from [exe-coll.ac.uk](http://exe-coll.ac.uk)

Our adult English and Maths and Biology GCSE courses are intensive one year courses. For this reason, we allow learners to study a maximum of 2 GCSEs per year. See pages 62 for information on GCSE Biology.

## PRE-GCSE ENGLISH (FUNCTIONAL SKILLS)

This course is excellent preparation for GCSE and is ideal for anyone needing to improve their spelling, punctuation, vocabulary and/or grammar. Topics are based around everyday situations such as travel, leisure, community life, and personal identity. The aim is to improve both reading and writing skills for working and personal life.

You will take two online exams – one in reading and one in writing and your speaking and listening skills will also be assessed by your teacher.

Applicants must be fluent speakers of English and bilingual learners should have achieved ESOL, Level 2 in reading and writing or be assessed as working at that level. There are no formal entry requirements for this course but you will have an assessment and interview prior to enrolling so that your teacher does not give you work that is too difficult as you begin.

To study this course you will need to be able to cope with the regular commitment of a once a week class and capable of some independent study.

### The dates for these courses are:

(Functional Skills in English – Entry Level 3, Level 1)

Mon	20-Sep-21	- 27-Jun-22	18.00-20.30
Tues	21-Sep-21	- 28-Jun-22	09.30-12.00
Wed	22-Sep-21	- 29-Jun-22	13.00-15.30
Wed	22-Sep-21	- 29-Jun-22	18.00-20.30
Mon	31-Jan-22	- 27-Jun-22	18.00-20.30

Tues	01-Feb-22 - 28-Jun-22	09.30-12.00
Wed	02-Feb-22 - 29-Jun-22	13.00-15.30
Wed	02-Feb-22 - 29-Jun-22	18.00-20.30

For ineligible learners (those from outside the EU or those who have achieved a GCSE at grade C or grade 4 already) a fee of £729 applies.

## GCSE ENGLISH LANGUAGE

GCSE English Language is a key qualification and is suitable both for native British learners who achieved a grade D in their GCSE at school (or a grade 3 if the GCSE was taken in past four years), and bilingual learners who have achieved ESOL Level 2 in reading and writing as well as speaking and listening. All learners are invited in for an assessment and interview prior to the course commencing.

This course is demanding and fast-paced. To study the GCSE you will need to be able to cope with the regular commitment of a once a week class and capable of considerable independent study. It will prepare you for two final exams.

### What our students say

*"I found my tutor to be the most inspirational, and enabling teacher I have had to date. She is kind whilst constructive and has inspired me to change my career trajectory towards English."*

### The dates for this course are:

Mon	13-Sep-21 - 13-Jun-22	18.00-21.00
Mon	13-Sep-21 - 13-Jun-22	13.00-16.00
Tues	14-Sep-21 - 14-Jun-22	09.30-12.30
Wed	15-Sep-21 - 15-Jun-22	09.30-12.30
Wed	15-Sep-21 - 15-Jun-22	18.00-21.00
Thurs	16-Sep-21 - 16-Jun-22	09.30-12.30
Thurs	16-Sep-21 - 16-Jun-22	13.00-16.00
Thurs	16-Sep-21 - 16-Jun-22	18.00-21.00



*We are very proud to have had some of the best adult maths exam results in the country for a Further Education college. My learners use their new skills and qualifications for work, promotions, applying to Access or degree courses or so they can simply feel more confident dealing with numbers and finance at home.*

**Andy, Professional and Adult Learning Team Leader  
GCSE and Pre-GCSE Maths**

## PRE-GCSE MATHS (FUNCTIONAL SKILLS)

This course is excellent preparation for GCSE and will suit learners who need to work at a comfortable pace in order to lay solid foundations in all areas of mathematics before progressing to the more demanding GCSE course. It is suitable for anyone who has not achieved Functional Skills or Key Skills at Level 1 or who gained a low grade GCSE (grade E F or G) at school. Bilingual learners should ideally be fluent speakers of English who have achieved ESOL Level 1 in reading and speaking/listening.

You will have an assessment and interview prior to enrolling so that your teacher does not give you work that is too difficult as you begin.

### What our students say

*"The lecturer has given me so much confidence in Maths. He is so supportive, never makes me feel silly and is a skilled teacher in the way he teaches and communicates with students."*

Topics are based around everyday situations that require maths skills in the workplace or in leisure (for example, working out discounts). Learners will study fractions, simple graphs, shape and area, and measurement in addition to consolidating their addition, subtraction, multiplication and division skills.

### The dates for these courses are:

(Functional Skills in Maths - Entry Level 3, Level 1)

Mon	20-Sep-21	- 27-Jun-22	09.30-12.00
Mon	31-Jan-22	- 27-Jun-22	09.30-12.00
Mon	20-Sep-21	- 27-Jun-22	18.00-20.30
Mon	31-Jan-22	- 27-Jun-22	18.00-20.30
Tues	21-Sep-21	- 28-Jun-22	18.00-20.30
Tues	01-Feb-22	- 28-Jun-22	18.00-20.30
Wed	22-Sep-21	- 29-Jun-22	09.30-12.00
Wed	02-Feb-22	- 29-Jun-22	09.30-12.00
Thurs	23-Sep-21	- 30-Jun-22	13.00-15.30
Thurs	03-Feb-22	- 30-Jun-22	13.00-15.30

### What our students say

*"I was very shy when I first joined my maths class but now feel that I am more confident which is all thanks to my tutor. I actually enjoy maths now."*

## GCSE MATHS

GCSE Maths is a key qualification and is suitable both for native British learners who achieved a grade D in their GCSE at school (or a Grade 3 if the GCSE was taken in the past two years) and bilingual learners who have achieved ESOL Level 2 in reading, speaking and listening.

This course is demanding and fast-paced and will prepare you for three final exams. You are expected to do a considerable amount of independent study. You need to be willing to work independently for three or four hours a week in addition to attending your class regularly. Your teachers will support and guide you and you will also need to make use of online resources such as Maths Watch in order to succeed in the three exams at the end of the year.

You will study topics such as algebra, probability, trigonometry, shape and space and will need to demonstrate that you can interpret data, solve equations and use a range of mathematical skills to solve problems.

For ineligible learners (those from outside the EU or those who have achieved a GCSE at grade C or grade 4 already) a fee of £729 applies.

### The dates for this course are:

Mon	13-Sep-21	- 13-Jun-22	09.30-12.30
Mon	13-Sep-21	- 13-Jun-22	18.00-21.00
Tues	14-Sep-21	- 14-Jun-22	13.00-16.00
Tues	14-Sep-21	- 14-Jun-22	18.00-21.00
Wed	15-Sep-21	- 15-Jun-22	13.00-16.00
Wed	15-Sep-21	- 15-Jun-22	18.00-21.00
Thurs	16-Sep-21	- 16-Jun-22	09.30-12.30
Fri	17-Sep-21	- 17-Jun-22	09.30-12.30



## DID YOU KNOW?

We have students from over 46 different countries studying ESOL each year.



# ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

**Do you want to improve your English Language skills?**

**English courses are available at all levels from beginners to advanced.**

**We also offer a Certificate in Teaching English to Speakers of Other Languages (CELTA), see page 68 for details.**

Please contact the ESOL Start Up Tutors to find out assessment dates by telephoning 01392 400840 or email: [esoladmin@exe-coll.ac.uk](mailto:esoladmin@exe-coll.ac.uk). You can also visit Hele Road reception to sign up for an assessment.

## ESOL SKILLS FOR LIFE (ENTRY LEVEL – LEVEL 2)

The ESOL Skills for Life Course is offered at 5 qualification levels, plus a beginner's class. ESOL qualifications are important stepping stones to other nationally recognised qualifications such as GCSE English and Maths. Attendance on an ESOL course is an important indicator to an employer that you are working on improving your English skills and the focus on communication in the classroom will give you extra confidence at work. Learners study twice a week with morning, afternoon and evening classes available so you can study at a time that fits with your life. There is an exam at the end of each term and a chance to gain a nationally recognised qualification which will enable you to progress to the next level. Learners in Term 1 take a Speaking & Listening exam, followed by Reading in Term 2 and Writing in Term 3. The focus each term is on communication skills with some focus on the exam near the end of the course. Learners usually remain in the same class for one year and then progress to the next level (if they pass all the exams at that level).

*Please note: All learners take an assessment to decide which is the right level for them to join. Learners need to be able to complete the course and take the exam at the end, so the course is not suitable for someone who is here for a short time.*

Term	Day	Start	Time	Weeks	Eligible with means tested income	Fee for international learners who are not eligible for funding	FEE if eligible household income over £50,000	Site	Apply	Fees
1	Various	Sep-21	Various	13	FREE	£470	£245	H		£
2	Various	Jan-22	Various	12	FREE	£470	£245	H		£
3	Various	Apr-22	Various	10	FREE	£470	£245	H		£

\*£20 for most learners with a household income of under £35,000. Our ESOL Start Up Tutors will look at your individual circumstances to confirm the course fees. Please also note there is a support fee of £20.

*"I chose the Access course because it allowed me to create a portfolio throughout the year rather than build up to exams at the end of the year, it's been step by step learning. The teaching has been excellent and we've had loads of support. Following my Access course, I am going on to University of the West of England to study Radiography."*

**Dan, Access to Higher Education (Science - Physics and Maths)**



**Access courses can help people without traditional qualifications, or those who have been out of education for some time, prepare for university or their next steps in education. They are specifically designed to help you progress confidently on to professional advanced training. Our students often tell us they love the way the courses fit around their current lifestyle. Exeter College has been running the nationally recognised Access to Higher Education programme since 1987. We hope you decide to join this successful programme and look forward to welcoming you to our Centre for University Level Studies soon.**

**We are looking for applicants with the following qualities:**

- ✓ A high level of motivation to be an independent student with a willingness for self study.
- ✓ The commitment to studying a full time, challenging course.
- ✓ GCSE English and Maths at grade C\* or above.\*\*
- ✓ GCSE Science at grade C or above (for Science and Healthcare Diplomas).
- ✓ Evidence of recent study is desirable.
- ✓ A clear idea of the university level programmes that you wish to apply for.

*\*Please note, from 2017 a grade C in English and Maths equivalent is a grade 4.*

*\*\* All learners on Access to HE Diplomas must hold or be working towards GCSE in English and Maths or a Level 2 qualification. Many universities require you to have English and Maths GCSE at grade C and above. Some courses will accept Functional Skills Level 2 Maths or English as an equivalent to GCSE.*

Courses start in September and run for 35 weeks. The college has an expectation of a minimum 95% attendance in order for students to achieve their full potential.

You will usually spend up to 3 days per week in college - lessons are timetabled between the hours of 9am and 4.30pm, depending on the Diploma.

These courses will require a minimum of 20 hours independent study at home per week and a total of 12-14 hours of teaching.

Study will be a combination of lectures, small group work, practical exercises, group discussions, seminars and tutorials. You will collect evidence of your work and present it in a portfolio.

All Access students will also be enrolled on a supplementary IT course, at no extra cost. The ITQ qualification has been designed to enhance and polish IT skills for use in the real world and is vital for university and future careers.

**Please note** - this is a full time qualification that will require serious commitment. It is intended only for people with a clear plan to progress on to a specific course at university level. You will need the time and capacity to commit to full time study.

### How to apply

Visit the website to apply online at [apply.exe-coll.ac.uk](http://apply.exe-coll.ac.uk) or you can visit [exe-coll.ac.uk/Access](http://exe-coll.ac.uk/Access) to download an application form. Alternatively, you can drop in to collect a form from any of our receptions or we could send out an application form to you in the post. Just give us a call on 01392 400170 or email [adultadvice@exe-coll.ac.uk](mailto:adultadvice@exe-coll.ac.uk).

### Not quite ready for Access?

If you feel that you are not quite ready for an Access course then we offer a range of courses to help you prepare for your Access Diploma.

### GCSE English and Maths

For those who do not have a GCSE grade C or 4 or above in English and/or Maths, these courses are offered free of charge (providing you are a British Citizen or from the European

Union). It is advisable to acquire these qualifications before applying for Access to HE unless you know for certain that the university you hope to go to does not require one or both of these qualifications in addition to an Access Certificate. You should have written confirmation of this from the university attached to your Access application form. **See pages 69-71 for more.**

### GCSE Biology

A GCSE in Science is needed for our Access to HE Diplomas in Healthcare and Science (Biology and Chemistry) and (Physics and Maths). We offer this course on Tuesday evenings. **See page 62 for more.**



Everyone is so lovely and the lecturers are amazing at helping you manage the workload and the content you learn is so much more in depth and different to A Level courses. I've absolutely loved my time on the Access course.

**Erin, Access to HE - Social Science**

# ACCESS TO HE DIPLOMAS

## Art and Design

Textile Design, Animation, Photography, Graphic Design Illustration or Fashion Communication.

## Business

Accountancy, Leadership and Management, Business Administration or Business Studies.

## Computing

Computer Science, Computer Networking, Software Development, Cyber Security or Forensic Computing.

## Healthcare

Occupational Therapy, Nursing, Physiotherapy, Midwifery or Paramedic Sciences.

## Humanities

History, Ancient History, Teaching, English, Creative Writing, Journalism, International Relations, Politics or Geography.

## Science (Biology and Chemistry)

Conservation Biology, Environmental Science, Biosciences, Dietetics, Forensic Science, Radiography, Medical Science, Paramedic Science or Veterinary Science.

## Science (Physics and Maths)

Mathematics with Theoretical Physics, Meteorology, Clinical Imaging, Aeronautical/ Astrophysical Engineering or Data Analytics.

Some of these Diplomas have routes into degree level study at Exeter College. Find out more on our website.



I have found the transition back into education to be an eye opening, brilliant experience and I am thoroughly enjoying my course. The staff and support available at Exeter College have been excellent. My tutor is always ready to help if I have any queries and is extremely knowledgeable. The learning environment has been tailored to suit an adult learner.

**Jonathan studied  
Access to Higher  
Education, Science  
(Physics and Maths)**

## Did You Know?

HIGHER  
EDUCATION

Some of these Diplomas have routes in to degree level study at our Centre for University Level Studies at Exeter College. To find out more see pages 78-92.

# HIGHER EDUCATION WITH OUR CENTRE FOR UNIVERSITY LEVEL STUDIES



Our Centre for University Level Studies offers you the opportunity to 'do your degree differently' with smaller class sizes and a supportive environment with excellent teaching. We were ranked Gold in the Teaching Excellence and Student Outcomes Framework (TEF), cementing our reputation as a top-performing Higher Education provider. The TEF aims to recognise and reward excellence in teaching, learning and outcomes for students, including gaining employment. Our Higher Education students are an important community at the heart of our college life. We welcome applications from people with appropriate qualifications, prior work experience or a demonstrable interest and talent in a subject.



## We are looking for candidates who fulfil the following general entry requirements:

- ✓ GCSE English Language and Maths at grade 4 (or grade C)\* or above (or equivalent O Level or numeric GCSE grades)
- ✓ 64 UCAS tariff points (minimum) from relevant Level 3 qualifications, such as two or more A Levels or an Extended National Diploma
- ✓ An appropriate NVQ at Level 3 or
- ✓ An Access to Higher Education Diploma at Level 3 or
- ✓ Qualifications deemed equivalent to the above

Some programmes have specific additional requirements and these are detailed in our University Level prospectus and on the website. If you are unsure whether you have the correct entry requirements, or the right knowledge and skills to succeed on a university level programme, then please contact our Adult Advice Team for further information at [adultadvice@exe-coll.ac.uk](mailto:adultadvice@exe-coll.ac.uk) or on 01392 400170.

### How to apply <sup>UCAS</sup>

We aim to make the application process as easy as possible, so here is our guide to getting it right. If you need advice and guidance, then please contact us and we would be happy to help.

#### 1. Apply

- If you haven't studied with us before and are applying for full time study - apply via UCAS (When completing a UCAS application you will need a course code. These can be found below in this guide and on the UCAS website. You will also need our **Institution Code** - this is **E81**).
- If you want to apply for part time study or for one of our Teacher Education programmes (and for those who have studied with us in the year prior to joining a university level programme) - apply via our website or request a printed application form. Please also visit our website or request an application form if you wish to apply for a Higher Apprenticeship.

**2. Receive an acknowledgement of application.**

**3. If you meet the requirements, attend an interview and receive a conditional offer** (or unconditional if you already meet the entry requirements).

**4. Receive enrolment information and welcome pack during the summer.**

**5. Send us your results, if applicable.**

**6. Enrol** with our Centre for University Level Studies in September.

**7. Start your studies.**

**Our Institution Code is E81.**

### When should I apply?

For courses starting in September 2022, apply now.

Most applications are made through UCAS between September and January in the academic year prior to your course starting. However, you can continue to apply via UCAS through the summer. Visit [ucas.com](https://ucas.com) for further information.

If you're applying for a part time course you can still apply to us directly. Please call the Adult Advice Team 01392 400170, [adultadvice@exe-coll.ac.uk](mailto:adultadvice@exe-coll.ac.uk) for an application form.



# EDUCATION PROGRAMMES 2021-22

**ART AND DESIGN**



**FILM AND TV PRODUCTION FOUNDATION DEGREE (FDA)**  **UNIVERSITY OF PLYMOUTH**

**UCAS Code: P311 FdA/TP\***

**Length:** Two year, full time programme or three year, part time programme.

This programme will train you in the professional aspects of film and TV production. You will work independently and in production teams, making programmes, films and discussing issues that relate to moving image production. This will mean engagement with live events, documentary, creative drama and magazine based programming. An essential aspect of the programme is learning how to manage large projects and work effectively in a team. You will have opportunities to undertake work experience by making content for local organisations. Students have previously worked with Exeter Chiefs, the NHS and the Civil Aviation Authority. Through masterclasses, workshops and lectures from industry professionals and companies such as Twofour Productions, we will provide you with the academic and technical skills needed to achieve your creative potential.

**FINE ART**  **UNIVERSITY OF PLYMOUTH**

**UCAS Code: W100 FdA/FA\***

**Length:** This is a two year, full time programme or three year, part time programme.

This course focuses on the development of your unique practice and encourages you to be critically reflective artist. Knowledge of the subject, is supported through Critical Studies sessions that explore historic and contemporary art. Understanding and engaging with the arts sector, potential career opportunities and the different contexts for making work is an important part of this course, which is supported by vital partnerships with museums, arts organisations and professional artists. By cultivating making skills and experimentation with materials and processes in year one we aim to build confidence across a range of disciplines from drawing to moving image. Year two encourages students to identify and progress their individual practice and present their work in public exhibition.

## GRAPHIC DESIGN UNIVERSITY OF PLYMOUTH

**UCAS Code: WP23 FdA/GC\***

**Length:** A two year, full time programme or three year, part time programme.

This exciting and challenging programme will develop your creativity in graphic and communication design within a dynamic and stimulating learning environment. You will be able to explore your own design practice through the development of practical skills, problem solving, creative thinking and self motivation. You will also be supported in developing an awareness of contemporary design practice both in the UK and abroad. You will benefit from engaging with local designers and design companies and, where possible, work on live design briefs. The programme also provides the opportunity to enter prestigious national student design competitions such as the D&AD New Blood Awards and the Design Bridge Awards. Through our links with industry we are able to offer real life interaction with a diverse range of clients enforcing and underpinning professional presentation skills.

## PHOTOGRAPHY UNIVERSITY OF PLYMOUTH

**UCAS Code: WW62 FdA/PDA\***

**Length:** Two year, full time programme or three year, part time programme.

This exciting, practical and professional programme will enable you to explore photographic practice through the development of appropriate skills and the creation of original artwork using both traditional processes and digital technology. This programme focuses on building the professional, technical, creative and intellectual skills needed for you to be successful in your chosen field. Key elements include local and international trips and residential visits, close relationships with local art organisations providing opportunities to regularly exhibit work, an integrated visiting lecturer programme and a broad range of experience working on both internally and externally set professional assignments and briefs.

*\*These programmes are run by The University of Plymouth and held at Exeter College on their behalf. When applying through UCAS, these programmes can be found under the University of Plymouth and select Exeter Campus. Student Finance will also be payable to the University of Plymouth. For further guidance or if you have any concerns, please contact us on 01392 400170 or email [adultadvice@exe-coll.ac.uk](mailto:adultadvice@exe-coll.ac.uk).*

## BUSINESS AND IT

### BUSINESS HIGHER NATIONAL CERTIFICATE (HNC)

**UCAS Code: N111**

**Length:** One year, full time programme.

This programme is designed to equip you with the core knowledge, understanding and skills required for success in current and future employment in the field of business. This programme covers a broad overview of business allowing you to develop wide ranging skills and knowledge. It has been developed to provide you with the expertise and experience that will benefit employers.



*Studying Higher Education at Exeter College meant I could remain closer to home and, with its smaller class size, receive more personalised tuition and individual attention from course leaders. The course itself is structured to prepare students for a career in design and helps to build skills that would be useful in any workplace.*

**Milly,  
Graphic Design FdA**

## BUSINESS HIGHER NATIONAL DIPLOMA (HND)

**UCAS Code:** 022N HND/B

**Length:** Two year, full time programme (with optional exit qualification after one year).

Through a range of practical and theoretical curriculum, this course will equip students with the knowledge and skills required for a successful career in the field of business. The skills acquired on the programme allow graduates to progress to further study or careers in diverse sectors. They also allow graduates to set up their own enterprise, fully embracing their potential through self-employment and entrepreneurship.

## BUSINESS MANAGEMENT BACHELOR OF ARTS HONOURS DEGREE (BA (ORD) TOP UP)

**UCAS Code:** N200 BA/BM\*

**Length:** A one year, full time programme.

This programme will give you the professional skills needed to thrive and make a difference in a business environment. Our team of business specialists will encourage you to delve into the many aspects of business. The content of the programme is realistic and relevant and the knowledge and skills gained will equip you well for the world of work. This programme is ideal if you have successfully completed a Business Higher National Diploma (HND) programme or a relevant foundation degree. The programme will build upon the skills and knowledge that you have already acquired and enable you to further develop your specialism in areas such as marketing and management.

*\* This programme is run by The University of Exeter and held at Exeter College on their behalf. When applying through UCAS, this programme can be found under the University of Exeter and select Exeter Campus. Student Finance will also be payable to the University of Exeter. For further guidance or if you have any concerns, please contact us on 01392 400170 or email [adultadvice@exe-coll.ac.uk](mailto:adultadvice@exe-coll.ac.uk).*

## COMPUTING HIGHER NATIONAL CERTIFICATE (HNC)

**UCAS Code:** I099\*

**Length:** One year, full time programme.

This new programme is designed to equip you with the relevant knowledge, understanding and skills that are essential for success in the current and future computing industry sector. You will design, build and operate your own microprocessor systems, using Arduino circuitry and programming in C. Additionally, you will learn to: deliver a personal project integrating design, programming and sense/control features; apply number theory to practical computing scenarios through practical activities; investigate the theoretical and practical design and use of information systems in a variety of contexts from small businesses to large operations; develop the skills to contribute to the design and development of data systems; learn to solve problems algorithmically and carry out practical exercises related to modern networking.

*\*The new programme has been designed after research into the employment sector. Additionally, the University of Plymouth, British Computer Society and many local employers have had an input. Those completing this course should be well placed for progression to employment, Higher Apprenticeships or university. The programme will be delivered from the brand new Institute of Technology, with new labs and equipment to support current developments in Programming, Virtual Reality and Cloud Networking.*

## COMPUTING HIGHER NATIONAL DIPLOMA (HND)



**UCAS Code: I100\***

**Length:** Two year, full time programme (with optional exit qualification after one year).

This new programme builds on the HNC and explores current applications in detail. It will further develop your theoretical and practical skills in line with current industry and university expectations. You will: explore the complex security and operational requirements of servers, including on-premises, hybrid and cloud servers; develop a theoretical understanding of the components required for an AI system; learn how to secure systems, and forensically analyse systems to find evidence of attacks or infrastructure vulnerabilities that could be exploited by a cybercriminal; learn to create large-scale programming projects; complete a work-based project for an employer and learn the fundamentals of web-design and the concepts fundamental to web-technologies.

The new programme has been designed after research into the employment sector. Additionally, the University of Plymouth, British Computer Society and many local employers have had an input. Those completing this course should be well placed for progression to employment, Higher Apprenticeships or university. The programme will be delivered from the brand new Institute of Technology, with new labs and equipment to support current developments in Programming, Virtual Reality and Cloud Networking.

*\*These programmes are run by the University of Plymouth and held at Exeter College on their behalf. When applying through UCAS, these programmes can be found under the University of Plymouth and select Exeter Campus. Student Finance will also be payable to the University of Plymouth. For further guidance or if you have any concerns, please contact us on 01392 400170 or email [adultadvice@excoll.ac.uk](mailto:adultadvice@excoll.ac.uk).*

## CONSTRUCTION AND THE BUILT ENVIRONMENT

### BUILDING SERVICES HIGHER NATIONAL CERTIFICATE (HNC) BTEC

**UCAS Code: Not applicable.**

**Length:** A two year, part time programme.

This industry standard qualification is well recognised by employers and provides a variety of topics to offer a well-rounded understanding of all areas of construction. It is ideal if you are already employed in the construction sector. You will study eight units, with an emphasis on higher level construction and building techniques, design and management of the construction process as well as how services are incorporated into building and the legal aspects of construction. You will have opportunities to put your theoretical knowledge into practice on site visits and in sessions in our purpose built Construction Training Centre.

### CIVIL ENGINEERING HIGHER NATIONAL CERTIFICATE (HNC) BTEC

**UCAS Code: Not applicable.**

**Length:** A two year, part time programme.

This part time industry standard qualification is ideal if you are already employed in the civil engineering industry. It is well recognised by employers and provides a variety of topics with an overview across topic areas within civil engineering. You will study eight units, with an emphasis on civil issues and techniques, such as structural design principles and application, site surveying procedures and soil mechanics. You will have opportunities to put your theoretical knowledge into practice with real tasks including site surveying and evaluation site issues, through practical soil mechanics during geotechnical laboratory sessions.

## CIVIL ENGINEERING HIGHER NATIONAL DIPLOMA (HND)

**UCAS Code: Not applicable.**

**Length:** A two year, part time programme.

This part time industry standard qualification is ideal if you are already employed in the civil engineering industry, have a HNC in Civil Engineering and want to upgrade to a HND before the specification change. It is well recognised by employers and provides a variety of topics with an overview across topic areas within civil engineering. You will study eight units, with an emphasis on civil issues and techniques, such as hydraulic principles and applications, law and contract and advanced civil engineering. You will have opportunities to put your theoretical knowledge into practice with real tasks.

## CONSTRUCTION HIGHER NATIONAL CERTIFICATE (HNC)

**UCAS Code: Not applicable.**

**Length:** A two year, part time programme.

This industry standard qualification is well recognised by employers and provides a variety of topics to offer a well-rounded understanding of all areas of construction. It is ideal if you are already employed in the construction sector. You will study eight units, with an emphasis on higher level construction techniques, design and management of the construction process as well as how services are incorporated into building and the legal aspects of construction. You will have opportunities to put your theoretical knowledge into practice on site visits and in practical sessions in our purpose built Construction Training Centre.

## ENGINEERING, AEROSPACE AND AUTOMOTIVE

### AIRCRAFT ENGINEERING FOUNDATION DEGREE (FDENG)



**UCAS Code: 2H60\***

**Length:** A two year, full time programme.

This programme provides the ideal progression path for students completing the BTEC Level 3 Diploma in Engineering and will provide you with the theoretical and practical skills to move forward to become a licensed aircraft engineer.

On successful completion of the foundation degree which covers the knowledge requirements for the European Aviation Safety Agency (EASA) modules, you will be able to continue your practical experience within the aircraft industry, to ultimately apply for, and gain, your EASA Part 66 B1.1 licence. As part of your programme we aim to take trips to further your learning. You will also receive the practical hand skills training expected of an aircraft maintenance technician.

*\*This programme is run by Kingston University London and held at Exeter College on their behalf. When applying through UCAS, these programmes can be found under the Kingston University London and select Exeter Campus. Student Finance will also be payable to the Kingston University London. For further guidance or if you have any concerns, please contact us on 01392 400170 or email [adultadvice@exe-coll.ac.uk](mailto:adultadvice@exe-coll.ac.uk).*

## ELECTRICAL AND ELECTRONIC ENGINEERING HIGHER NATIONAL CERTIFICATE (HNC)



**UCAS Code: 7HV2 (HNC)**

**Length:** One year full time (two days a week), or two years part time (one day a week).

Our Electrical and Electronic Engineering HNC has been developed to help those looking to develop a career as an electrical/electronic engineer. During the course you will enhance your problem-solving skills by studying topics such as electronic principles and electrical power, using industry standard technologies such as Solidworks, Mitsubishi PLCs, NI Multisim and PIC microcontrollers. You will study a number of core modules alongside your specialist modules. Modules will develop your understanding of a wide range of engineering techniques and you will apply theories and techniques to real world examples.

## ELECTRICAL AND ELECTRONIC ENGINEERING HIGHER NATIONAL DIPLOMA (HND)



**UCAS Code: 7HV3 (HND)**

**Length:** One year full time (two days a week), or two years part time (one day a week).

Our Electrical and Electronic Engineering HND has been developed to help those looking to develop a career as an electrical/electronic engineer. You should either be employed within or intend to pursue a career in a relevant industry. During the course you will enhance your problem-solving skills by studying topics such as electronic principles and electrical power. You will study a number of core modules alongside your specialist modules. Modules will develop your understanding of a wide range of engineering techniques and provide you with the analytical tools and concepts necessary to understand the technical and managerial issues you may face in an engineering career.

## MANUFACTURING ENGINEERING HIGHER NATIONAL CERTIFICATE (HNC)

**UCAS Code: 3D7C (HNC)**

**Length:** One year full time (two days a week), or two years part time (one day a week).

This programme has been developed to help those looking to develop a career in a modern manufacturing environment. During the course you will enhance your problem-solving skills by studying topics such as automation technology, computer-aided design (CAD) and computer-aided manufacturing (CAM), using industry standard technologies such as Solidworks, Mitsubishi PLCs, NI Multisim and PIC microcontrollers. You will study a number of core modules alongside your specialist modules. Modules will develop your understanding of a wide range of engineering techniques and you will apply theories and techniques to real world examples.

## MANUFACTURING ENGINEERING HIGHER NATIONAL DIPLOMA (HND)

**UCAS Code: H7U9 (HND)**

**Length:** One year full time (two days a week), or two years part time (one day a week).

This programme has been developed to help those looking to develop a career in a modern manufacturing environment. You should either be employed within or intend to pursue a career in a relevant industry. During the course you will enhance your problem-solving skills by studying topics such as automation technology and computer-aided manufacturing (CAM). You will study a number of core modules alongside your specialist modules. Modules will develop your understanding of a wide range of engineering techniques and provide you with the analytical tools and concepts necessary to understand the technical and managerial issues you may face in an engineering career.

## MECHANICAL ENGINEERING HIGHER NATIONAL CERTIFICATE (HNC)

**UCAS Code: 8BHG (HNC)**

**Length:** One year full time (two days a week), or two years part time (one day a week).

This programme will help those looking to develop a career as a mechanical design or test engineer. During the course you will enhance your problem-solving skills by studying topics such as fluid mechanics and mechanical principles. You will also develop the skills needed to realise your designs in topics such as computer aided design. You will be using industry standard technologies such as Solidworks, Mitsubishi PLCs, NI Multisim and PIC microcontrollers. You will study a number of core modules alongside your specialist modules. Modules will develop your understanding of a wide range of engineering techniques and you will apply theories and techniques to real world examples.

## MECHANICAL ENGINEERING HIGHER NATIONAL DIPLOMA (HND)

**UCAS Code: 9BHG (HND)**

**Length:** One year full time (two days a week), or two years part time (one day a week).

This programme will help those looking to develop a career as a mechanical design or test engineer. You should either be employed within or intend to pursue a career in a relevant industry. During the course you will enhance your problem-solving skills by studying topics such as mechanical principles and thermodynamics. You will study a number of core modules alongside your specialist modules. Modules will develop your understanding of a wide range of engineering techniques and provide you with the analytical tools and concepts necessary to understand the technical and managerial issues you may face in an engineering career.

## HEALTHCARE, CHILDCARE AND PUBLIC SERVICES

### EARLY CHILDHOOD STUDIES FOUNDATION DEGREE (FDA)

**UCAS Code: X310 FdA/EY\***

**Length:** Two year, full time or three year, part time programme.

This employment related programme is ideal if you are seeking a career with, or are already working with, young children. The programme covers a wide range of topics related to the care, wellbeing and education of young children. You will undertake a work placement in an early years setting one day per week during the programme, ensuring you have the practical skills and experience needed for employment. Small class sizes mean that you will enjoy peer support and opportunities to work collaboratively and our links with local employers ensure that you will be well placed for further training and employment.

### HEALTH AND SOCIAL CARE STUDIES FOUNDATION DEGREE (FDA)

**UCAS Code: L510 FdA/HSC\***

**Length:** Two year full time or three year part time programme.

This programme provides you with the critical skills and experience required for a variety of roles within the health and social care sector, including health education and promotion, housing, community work, residential care and drug and alcohol services. You will benefit from our strong industry links, with expert guidance and assessment feedback direct from employers. You will also complete a minimum of 100 hours (50 hours each year) vocational work experience in the health and social care sector. The broad subject area allows you to tailor your assessments to your specific vocational interests.

## HEALTH AND SOCIAL CARE BACHELOR OF SCIENCE HONOURS DEGREE (BSC (HONS)) TOP UP



**UCAS Code: T28V\***

**Length:** One year full time or a two year part time programme.

This Top Up Degree is an excellent way to enhance your existing qualifications and open up new career possibilities. The programme will enable you to expand on the knowledge and skills gained whilst studying on the Health and Social Care FdSc or you will have accumulated 240 credits from other relevant degrees, typically after two full time years (or the equivalent part time). Particular emphasis will be placed on developing your research skills, critical thinking skills and vocational practice. You will benefit from our strong industry links, with expert guidance and assessment feedback direct from employers. You will also complete a minimum of 100 hours vocational work experience in the health and social care sector. The broad subject area allows you to tailor your assessments to your specific vocational interests.

## PUBLIC SERVICES FOUNDATION DEGREE (FDA)



**UCAS Code: L430 FdSc/PS\***

**Length:** Two year full time programme or a three year part time programme.

The programme covers topics relevant to a wide variety of public service careers, including those in the emergency services, the armed forces, the NHS, councils, probation and prison service, voluntary sector, and private sector organisations. You will undertake a work experience placement of 50 hours in Year 1 (mandatory) and 30 hours in Year 2 (strongly recommended), benefiting from the college's strong links with local voluntary and public service organisations. The programme will provide you with the skills and knowledge to be of immediate value as a public services employee or contribute to your professional development if you are working in the wider public services sector.

## PUBLIC SERVICES BACHELOR OF SCIENCE HONOURS DEGREE (BSC (HONS)) TOP UP



**UCAS Code: 417N\***

**Length:** This is a one year full time programme or a two year part time programme.

The Top Up Degree in Public Services will be an excellent way to enhance your existing qualifications and open up new career possibilities. The programme will enable you to expand on the knowledge and skills gained whilst studying for a Foundation Degree in Public Services or have accumulated 240 credits from other relevant degrees, typically after two full time years (or the equivalent part time) of university studies. Emphasis will be placed on developing your research skills, critical thinking skills and vocational practice. You will benefit from our strong industry links, with expert guidance and assessment feedback direct from employers. You will also be expected to complete a strongly recommended amount of 20 hours vocational work experience in the wider public services sector. The broad subject area allows you to tailor your assignments to your specific vocational and academic interests.

*\*These programmes are run by The University of Plymouth and held at Exeter College on their behalf. When applying through UCAS, these programmes can be found under the University of Plymouth and select Exeter Campus. Student Finance will also be payable to the University of Plymouth. For further guidance or if you have any concerns, please contact us on 01392 400170 or email [adultadvice@exe-coll.ac.uk](mailto:adultadvice@exe-coll.ac.uk).*

# SPORT, LEISURE AND TOURISM

## COACHING AND FITNESS FOUNDATION DEGREE (FdSc)



**UCAS Code: C600 FdSc/CF\***

**Length:** Two year, full time programme. You can also study part time.

This programme is ideal if you have an interest and experience in coaching, instructing or teaching sport and physical education. You will study the science behind sporting activity and develop the skills and knowledge needed for careers in the rapidly expanding coaching and fitness industries. You will visit the Plymouth Marjon University and University of Exeter laboratories. You will also enjoy use of Exeter College's Central Fitness gym, the brand new sports hall and the Exwick Sports Hub and fitness labs.

## FOOTBALL COACHING AND DEVELOPMENT FOUNDATION DEGREE (FDA)



**UCAS Code: CC67 FdA/FCD\***

**Length:** Two years, full time programme.

This programme is ideal for people with a keen interest in football coaching, sport development or physical education. The course runs in partnership with Exeter City Football Club, utilising their extensive knowledge of football coaching and development from their community initiatives to their elite performance programme. Work placements provide you with the opportunity to practically apply your extensive knowledge base gained throughout the course. Opportunities will be provided to achieve Football Association (FA) endorsed coaching qualifications to enhance employability. Additional qualifications available include FA Futsal Level 1, FA Level 1, Level 2, and UEFA B Licence.

*\*These programmes are run by Plymouth Marjon University and held at Exeter College on their behalf. When applying through UCAS, these programmes can be found under Plymouth Marjon University and select Exeter Campus. Student Finance will also be payable to Plymouth Marjon University. For further guidance or if you have any concerns, please contact us on 01392 400170 or email [adultadvice@exe-coll.ac.uk](mailto:adultadvice@exe-coll.ac.uk).*

## SPORTS THERAPY FOUNDATION DEGREE (FdSc)



**UCAS Code: BC36 FdSc/SpTh\***

**Length:** Two year, full time programme. You can also study part time.

Sports therapy is becoming increasingly popular and this programme integrates academic learning and the development of practical skills to an advanced level. There is a strong emphasis on practical experience and a range of activities that encourage an understanding of well established principles. As part of the programme you will run a sports massage and sports injury clinic internal to the college and you will be involved in working with Sports Academy students pitch side at training and competitions. We have strong relationships with Exeter City Football Club and Exeter Chiefs Rugby Club where we offer placements. There are also external speakers and courses to develop your employability skills.

*\*This programme is run by The University of Plymouth and held at Exeter College on their behalf. When applying through UCAS, this programme can be found under the University of Plymouth and select Exeter Campus. Student Finance will also be payable to the University of Plymouth. For further guidance or if you have any concerns, please contact us on 01392 400170 or email [adultadvice@exe-coll.ac.uk](mailto:adultadvice@exe-coll.ac.uk).*

## SPORTS THERAPY BACHELOR SCIENCE (BSC) UNIVERSITY OF PLYMOUTH

**UCAS Code: BC37 BSC/SpTh\***

**Length:** One year, full time programme. You can also study part time.

This course is a top-up programme that progresses on from the FdSc Sports Therapy course, to aid in the further development of practical skills to a higher advanced level. As part of the programme you will run a sports injury clinic internal to the college and you will be assigned as a lead therapist with Sports Academy teams for training and competitions. We have strong relationships with Exeter City Football Club and Exeter Chiefs Rugby Club where we offer placements. There are also external speakers and courses to develop your employability skills.

*\*This programme is run by The University of Plymouth and held at Exeter College on their behalf. When applying through UCAS, this programme can be found under the University of Plymouth and select Exeter Campus. Student Finance will also be payable to the University of Plymouth. For further guidance or if you have any concerns, please contact us on 01392 400170 or email [adultadvice@exe-coll.ac.uk](mailto:adultadvice@exe-coll.ac.uk).*

# TEACHER EDUCATION

Also see pages 67-68.

## CERTIFICATE IN EDUCATION (CERT ED)

**UCAS Code: Not applicable.**

**Length:** This is a part time, two year programme at Exeter College.

The Cert Ed is the required qualification for non-graduates or graduates who wish to become full role teachers in the post-16 education and training sector. Please note this is not for teaching in schools, it is for post-16 colleges. You will gain theoretical and practical knowledge about the role of the teacher/trainer in the post-16 sector. You will have classroom and academic support from your tutor and you will also develop your practical skills in your subject area with the support of a mentor in your workplace. Within the taught sessions you will meet a range of trainee teachers from other subject areas and will share experiences, skills and knowledge. You will refine how you plan, deliver and assess learners in your subject area with a focus on active and inclusive learning. You will also study curriculum design and how to reflect on and develop your own practice.

## POSTGRADUATE CERTIFICATE IN EDUCATION

**UCAS Code: Not applicable.**

**Length:** This is a full time, one year programme.

The PGCE is the required qualification for graduates who wish to become full role teachers in the post-16 education and training sector/Further Education colleges and training providers. Please note this is not a qualification for teaching in schools, this is to teach in post-16 colleges. You will gain theoretical and practical knowledge about the role of the teacher/trainer in the post-16 sector. You will work within one of the college faculties and develop your practical skills in your subject area. Within PGCE taught sessions you will meet a range of trainees from other subject areas and will share experiences, skills and knowledge. You will learn how to plan, deliver and assess learners in your subject area with a focus on active and inclusive learning. You will also study curriculum design and how to reflect on and develop your own practice.

For further details about specific entry requirements for each programme, modules you will study, assessment methods, available bursaries and progression routes after your course, pick up a copy of our University Level Prospectus for 2021-22 from one of our receptions or visit the website [exe-coll.ac.uk/university-level](http://exe-coll.ac.uk/university-level)



Information about Higher Education finance can be found under Fees and Funding on pages 10-11.

# HIGHER APPRENTICESHIPS

**Higher Apprenticeships provide the opportunity to gain a qualification at Level 4 and above. Higher Apprenticeships typically take two years to complete, and involve part time study at a Exeter College.**

## How do they work?

Apprentices will complete assessments throughout the programme, which test both academic learning and occupational competence developed through on the job training. You will also be visited in the workplace to assess your range of skills and ensure your working practices meet minimum levels of competency against the national standard.

## What are the benefits of Higher Apprenticeships?

- Higher Apprenticeships allow you to earn whilst you learn and progress into highly skilled occupations
- Higher Apprentices could earn £150,000 more on average over their lifetime compared to those with Level 3 vocational qualifications\*
- 89% of apprentices were satisfied with their apprenticeship and 97% of apprentices said their ability to do the job had improved and 92% of apprentices said their career prospects had improved\*\*
- A salary and guaranteed job while you study
- The potential to achieve graduate and postgraduate level qualifications
- Employers are expected to offer you the chance to stay and progress in your job after the apprenticeship
- New opportunities for career progression if you're already in work

\*[www.gov.uk/government/publications/key-facts-about-apprenticeships](http://www.gov.uk/government/publications/key-facts-about-apprenticeships)

\*\*Which? University Complete Guide to Higher and Degree Apprenticeships

## What university level courses can I do as part of a Higher Apprenticeship at Exeter College?

- Civil Engineering
- Construction
- Electrical Engineering
- Manufacturing Engineering
- Data Analytics
- Management

- Software Development
- Learning and Development Consultancy
- Hospitality Management
- Mechanical Engineering
- Accountancy
- Project Management
- HR Consultancy

Other options may become available - please check our website for up to date information.

## What's next?

For more information on how we can help find your ideal Higher Apprentice course please contact the Apprenticeships Team on **01392 400800** or email: **apprentices@exe-coll.ac.uk** or our Adult Learning Advisers for specific details of the associated university level programmes: **adultadvice@exe-coll.ac.uk**

*My Higher Apprenticeship at Exeter College really pushed me to challenge myself and gave me an excellent baseline knowledge which has been invaluable in my professional and personal development. Exeter College has excellent facilities and a wealth of industry based knowledge. Whilst studying I was proud to be nominated as the Faculty Representative for HNC Engineering and in my final year I was voted as the HNC Engineering Student of the Year.*

**James, Higher Apprenticeship in Mechanical Engineering (HNC)**

# LEISURE COURSES

We offer a large range of leisure courses for adults - everything from pottery to Italian - there is a course to suit you. You could discover a new hobby, make new friends, develop a skill and have a lot of fun along the way.

***You can try a variety of courses in the following subject areas:***

- Art and craft
- Counselling
- Creative writing
- Food and drink
- Graphics and photography
- Hair and beauty
- Languages
- Music
- Wellbeing, fitness and lifestyle

Courses tend to run on a termly basis. Be sure to enrol and book your place early to avoid disappointment.

You can pick up the full copy of our Love Learning Course Guide from one of our receptions or you can visit [exe-coll.ac.uk/adults](http://exe-coll.ac.uk/adults) for a full listing relevant to each term.

Please note: The Leisure Course Guides for Jan-April 2022 and April-July 2022 will be released closer to the spring and summer terms. Visit the website or call in to reception for your latest copy.

*Please note that for these courses you will need to complete an enrolment form. The form can be downloaded from the website [exe-coll.ac.uk/adults/apply](http://exe-coll.ac.uk/adults/apply), or you can enrol by visiting one of our receptions.*





## TERM DATES 2021-2022

### Autumn Term

10th September - 17th December 2021  
(25th - 29th October 2021 - Half Term)

### Spring Term

4th January – 8th April 2022  
(21st – 25th February 2022 - Half Term)

### Summer Term

25th April – 5th July 2022  
(30th May – 3rd June 2022 - Half Term)

Please visit our website for our  
Reception opening times.

## GET IN TOUCH



01392 400500 (Reception)  
01392 400170 (Adult Adviser)



[exe-coll.ac.uk](http://exe-coll.ac.uk)  
[adultadvice@exe-coll.ac.uk](mailto:adultadvice@exe-coll.ac.uk)



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