

Higher Education & Professional Development Prospectus 2012/13

Carshalton
College

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Finola Fitzgerald Director of Higher Education



Welcome to Carshalton College. All of our Higher Education courses offer a great opportunity for students who want to study alongside working, to gain a qualification or degree that is relevant to their job. We value your work-based knowledge and experience and in our role as facilitators of learning we put our students' needs at the centre of everything we do.

We want you to be confident learners and to succeed. To help you get the assistance you need to achieve your qualification we offer two support mechanisms: one is academic and the other pastoral. Academically, we will help you develop study skills that you may need to participate in lectures, as a professional in your workplace and perform in assessments. In tutorials there will be opportunities for you to discuss your work, professional and personal issues.

Our doors are open to you and we will always provide opportunities for you to come in and meet tutors, find out more about each course and talk to existing students. To get the most up-to-date information regarding Open Events and Higher Education specific evenings visit www.carshalton.ac.uk.

Take a look through our prospectus to find out more about the courses on offer to you and read some of the case studies. I hope to welcome you to Carshalton College and help you achieve a qualification that could make a difference to your career progression and self-development.

Higher Education

What is Higher Education?

Higher Education refers to a range of courses beyond A Levels and Level 3 qualifications for those who want to follow a professional or vocational career.

Why Higher Education?

Increase your earning potential and marketability – increasingly employers are asking for a Higher Education qualification or evidence of advanced study. It is not just about the financial gains – you will meet like-minded people, the work is challenging but the rewards both in terms of personal and professional development are immense.

Foundation Degree

Foundation Degrees are an initiative that provides learners with specialist knowledge relating to their chosen field of work. These are vocationally focused qualifications that prepare learners for progression onto Honours Degrees. They are ideal for those wanting to progress in their profession, but who may not have the academic qualifications. Learners can study part-time over two years while remaining in full-time employment.

Higher National Diploma (HND)

HNDs are work-related qualifications that are designed to give you the skills to put that knowledge to effective use in a particular job. They are highly valued by employers both in the UK and overseas, and can also count towards membership of professional bodies and other employer organisations. HNDs are recognised qualifications for Higher Education or employment. After successful completion of the HND you could move on to the second or third year of a related degree course.

Professional Qualifications

These are qualifications that are recognised in certain key professions as essential for progression.

Learning Support

Learning Support

The College's Learning Support Service provides a flexible response to the needs of all learners. If you have a learning difficulty and/or disability, or you require additional support with your studies, we can plan the support you need.

The College may be able to provide the following additional support:

- Teaching and learning support for individuals and groups
- Additional learning support in Maths, English and IT
- General advice on aspects of your coursework
- Specialist expertise
- Guidance on appropriate materials
- Loan of equipment
- Disabled Students' Allowances (DSAs) provide financial help if you want to study a Higher Education course and have a disability, ongoing health condition, mental health condition or specific learning difficulty like dyslexia



College Facilities

New Sports Hall and Fitness Centre

A new state-of-the-art £4million leisure centre has been built at the College by our partner Pulse Fitness. Facilities include an 18m swimming pool, luxury steam room, sports hall, quality changing facilities, two studios and an 80 station Pulse Fitness suite. College learner's benefit from preferential membership rates.

Courses Diner

Our diner serves a wide range of food from hot and cold snacks to gourmet meals. There are vegetarian options in the varied and changing menu. It's a place for learners to relax and meet up with friends.

Learning Centre

You can find a huge amount of information, and get help with your research and IT skills, in the College's modern learning resource centre. Our library houses a collection of over 25,000 books, journals, newspapers, CDs, DVDs and digital equipment available for loan. There are more than 100 networked computers in our IT suite, which you can use on a drop-in basis to access online information databases, specialist software programmes and the Internet.

Renaissance Hair and Beauty

Both our hair and beauty salons offer a relaxed yet professional and stylish learning environment where you can book an appointment for a snip of the price you would pay on the high street.

Nightingales Restaurant

Our fine dining training restaurant is well known for serving high quality three course meals for exceptionally good value. Open to the public, staff and learners, booking is a must!

Engineering Workshops

Newly refitted and specially designed workshops for plumbing, construction, electrical and motor vehicle learners.

Information Technology

The College can offer access to a wide range of computer services through any of the 700 state-of-the-art computer workstations located across the College, in both classroom and open access areas. Services range from basic word processing through to the latest virtual learning environment technology. Thanks to its ultra-high speed connection to the World Wide Web and purpose-built intranet, learners are able to access their College lesson materials and study notes and discussion forums from home, work, or while on the move.

Elmwood Nursery

Feel happy that your little ones are in safe hands as you study. Our on-site nursery has places for children from three months to five years. For further information, you can contact the Nursery Manager on 020 8544 4582.

Individual Prayer and Contemplation Room

A quiet room is available for individual Prayer and Contemplation.

Equality & Diversity

At Carshalton College we treat each other fairly with respect and dignity regardless of age, disability, race, nationality, sexual orientation, gender, marital status, pregnancy, gender reassignment, religion or beliefs and socio-economic status. We strive to create an environment where everyone is supported to realise their goals and aspirations.

Therefore, we promote equality and celebrate diversity and will not tolerate discrimination, which is not only wrong but hurtful and can be illegal.



Student Fees and Finances

Tuition Fees

Tuition fees and living costs are the two main expenses you will incur while at College. We operate a varied fee structure, please see individual course fact sheets for more information online at www.carshalton.ac.uk. Please note that course fees will be adjusted in future years in line with inflation.

The level of support you are able to receive towards your tuition fees is dependent on your family income (parents, husband or wife), whether you have been on a Higher Education course and received government support to do so and whether you meet the residency requirement.

It is advisable to apply to Student Finance England for support towards your tuition fees and for a general grant even if you think you may not qualify for support. If you are employed it is also advisable for you to approach your employer for support towards tuition fees, particularly under the new arrangements for Initial Teacher Training.

You must apply within four months of the start of your academic year to obtain support. An application form is available from the DfES. The **FREEPHONE** number is 0800 731 9133.

Website: www.direct.gov.uk/en/EducationAndLearning/UniversityAndHigherEducation/StudentFinance/index.htm.

Financial support may be available from the College for some Higher Education courses. Contact our Advice and Guidance Centre for more information on 020 8544 4540.

Student Loans

Most learners take out a student loan to meet their living costs. Student loan repayments take account of inflation but have a lower interest rate than banks and other lenders. The Student Loan Scheme only applies to learners who are settled in the UK and have been resident for three years before the first day of their course. Learners only start repaying the loan once they have finished studying and are earning more than £15,000 per year.

For further information about the Student Loan Scheme please contact:

The Student Loan Company Ltd

100 Bothwell Street

Glasgow

G2 7JD

The FREEPHONE number is **0800 405010**

Website: www.slc.co.uk

Hardship Funds and Loans

Hardship funds and loans are available for learners who may have difficulties meeting their living costs. At Carshalton College you are able to apply for:

- Student Loan Company Hardship Loan
- DfES Hardship Fund

These funds and loans can be used to help with living expenses and course costs, e.g. childcare costs, travel costs, accommodation costs, household expenses, books and course equipment.

All application forms that may be required for learners to complete can be obtained from the Student Advice and Welfare Services situated in the Guidance Centre, where help in completing the documentation is also available.

International Students

Carshalton College extends a warm welcome to learners from overseas. The College has welcomed learners from many countries throughout Europe as well as Ghana, Nigeria, China and South Africa.

Written and Spoken English

You will need to speak and write English fluently in order to attend lectures, complete assignments and take examinations.

Tuition Fees

Please enquire with Customer Services on 020 8544 4501.

Every effort has been made to ensure that the details included in this prospectus are up-to-date and accurate at the time of printing. However, the College reserves the right to alter or cancel courses, their content, entry requirements or other details should circumstances dictate.

You may find the online student calculator useful www.studentcalculator.org.uk

I started studying at Carshalton College two years ago and have since completed AAT Level 2 and 3 and now I am on my way to achieving my Level 4.



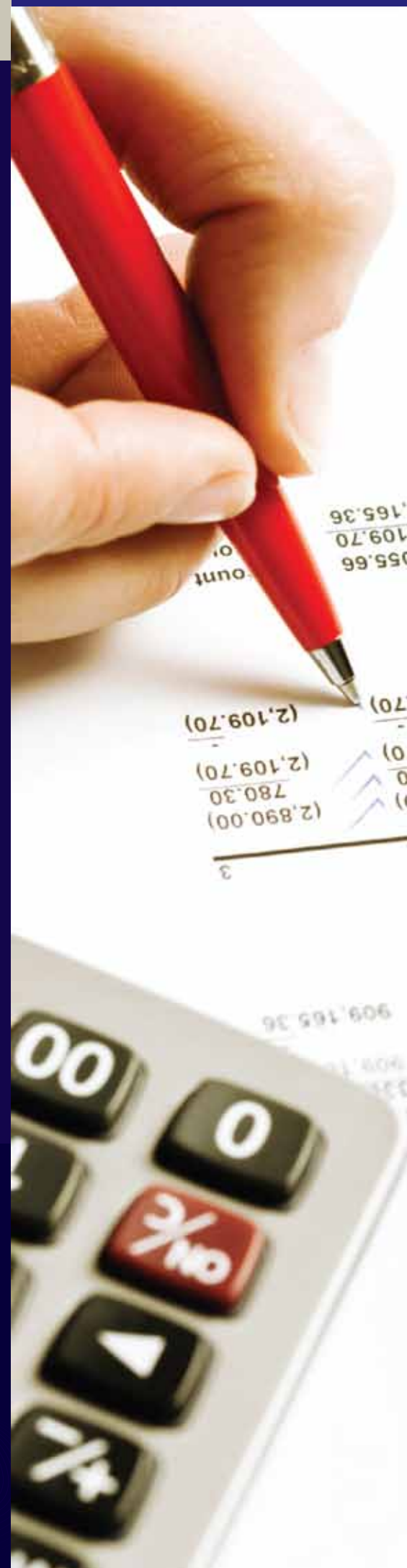
The level of teaching I have experienced has been excellent, we are all extremely well supported and the tutors ensure that the whole class are on track.

“The level of teaching I have experienced has been excellent”

To make sure that I can put my studies into practice I work voluntarily accounting for a small firm one day a week. This gives me valuable work experience and I have been able to help out my husband’s business with invoices and expenses.

After 10 years of being a housewife I really needed a challenge, to stretch my brain and learn again. Coming here and studying with other like-minded adults has been one of the best decisions I have ever made, it has really done me good. I am pleased to be fulfilling my ambitions and that has had a positive effect on my family – if I am happy they are happy too.

Servane D’Oncieu
AAT Level 4



**Association of
Accounting
Technicians (AAT)**



Association of Accounting Technicians (AAT)



Qualification

Association of Accounting Technicians (www.aat.org.uk)

Duration

3 years part-time – day/evening

Also available as an Apprenticeship, visit www.carshalton.ac.uk for more details

Description of the Course

The Association of Accounting Technicians is the professional organisation for accounting technicians. It provides a recognised qualification and a member body for accounting support staff working in accounting practice, industry and commerce and the public sector.

Stages to Complete

Level 2 Certificate in Accounting

- Basic Accounting 1 & 2
- Work Effectively in Accounting and Finance
- Basic Costing
- Computerised Accounting

Level 3 Diploma in Accounting

- Accounts Preparation 1 & 2
- Cash Management
- Costs & Revenues
- Indirect Tax
- Professional Ethics in Accounting and Finance
- Spreadsheets Software

Level 4 Diploma in Accounting

- Financial Statements
- Budgeting
- Financial Performance
- Internal Control & Accounting Systems
- Credit Management & Control
- Personal Tax

If you would prefer a more modular approach to studying the Level 3 and Level 4 Diploma in Accounting you can complete individual units at a time.

Entry Requirements

- **Level 2 Certificate**
No formal entry requirements, interview will be required
- **Level 3 Diploma in Accounting**
NVQ Level 2 in Accounting or equivalent or experience of working in an accounting environment
- **Level 4 Diploma in Accounting**
NVQ Level 3 in Accounting or equivalent

Career Progression Opportunities

The AAT's qualifications also provide the perfect springboard to becoming a fully qualified accountant with bodies such as CIPFA, ICAEW, CIMA, ICAS and ACCA, if you wish to progress further. If you start with the AAT there is no limit to what you can achieve in the world of accounting and finance.

Cost

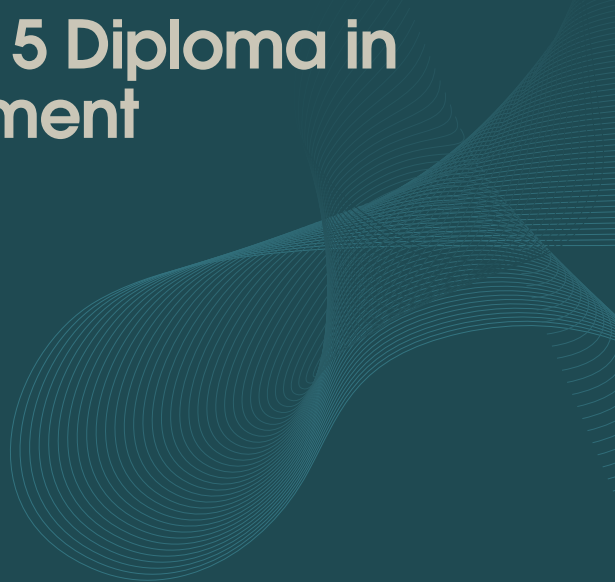
Please contact our Customer Services Department on 020 8544 4501 or view the on-line course fact sheet at www.carshalton.ac.uk.

Start

Various



ILM Level 5 Diploma in Management



ILM Level 5 Diploma in Management

Qualification

Students who successfully complete the course will be awarded the ILM Level 5 Diploma in Management.

Duration

3.5 hours a week for 36 weeks (Evenings)

Description of Course

This qualification builds upon the expired QCF ILM Level 4 NVQ in Management by replacing it with the QCF and broadens the skills, knowledge and behaviours in a more flexible and practical way related to today's management practices.

Varied and non-routine management tasks are required by middle managers who:

- have operational responsibility for substantial programmes and resources
- have a broad span of control
- pro-actively identify and implement change and quality improvement
- negotiate budgets and contracts
- manage people, performance and information

Course Content

Mandatory Units

Develop and evaluate operational plans for own area of responsibility	6 Credits
Provide leadership and direction for own area of responsibility	5 Credits
Plan change in own area of responsibility	6 Credits
Work productively with colleagues and stakeholders	6 Credits

Optional Units

A range of appropriate optional units to the value of 15 credits

Assessments

Work based assignments

Who is the Course for?

It has been specifically designed for middle managers with a wide span of control and accountability for performance, in particular those with responsibility for determining resource allocation and operational methods in their department or organisation.

Entry Requirements

There are no formal entry requirements. However, participants will normally be practicing or aspiring first line or middle managers with the opportunity to meet the assessment demands and have a background that will enable them to benefit from the programme.

Progression Opportunities

ILM Level 6 in Management

Start Date

Spring Term 2012

Cost

£1200

Up to 50% in grant funding maybe available to private sector businesses or social enterprises that:

- have fewer than 250 full-time equivalent employees
- have at least one employee in addition to the senior leader
- have the potential for growth

For more information please contact Marie Palmer on 020 8544 4486 or email marie.palmer@carshalton.ac.uk or visit www.carshalton.ac.uk



ILM Level 5 Advanced Apprenticeship in Management

ILM Level 5 Advanced Apprenticeship in Management

Qualification

Students who successfully complete the course will be awarded the ILM Level 5 Advanced Apprenticeship in Management.

Duration

36 weeks – Twilight delivery (late afternoon into evening).

Description of Course

ILM NVQ Level 5 Diploma in Management

ILM Knowledge qualification - Level 5 Diploma in Management

Key Skills Level 2 in Communication, Application of Numbers and Information Technology

Course Content

Mandatory Units (Level 5 NVQ Diploma in Management):

Develop and evaluate operational plans for own area of responsibility	6 Credits
Provide leadership and direction for own area of responsibility	5 Credits
Plan change in own area of responsibility	6 Credits
Work productively with colleagues and stakeholders	6 Credits

Optional Units

A range of appropriate optional units to the value of 15 credits

Mandatory Knowledge Units:

Understanding the management role	4 Credits
Managing improvement	3 Credits
Making a financial case	3 Credits
Developing critical thinking	4 Credits
Leading innovation and change	5 Credits

Optional Units

A range of appropriate optional units to the value of 22 credits

Who is the Course for?

This Advanced Apprenticeship package is ideal for senior managers. Learners gain valuable applied workplace learning through the Level 5 NVQ Diploma in Management, plus theory and knowledge from the VRQ Diploma in Management at the same level. To complete the package learners will also take Key Skills in Communication, Application of Numbers and Information Technology at Level 2.

Entry Requirements

There are no formal entry requirements. However, participants will normally be practicing or aspiring first line or middle managers with the opportunity to meet the assessment demands and have a background that will enable them to benefit from the programme.

Assessments

Work based assignments

Progression Opportunities

ILM Level 6 in Management

Start Date

Spring Term 2012

Cost

£400

For more information please contact Marie Palmer on 020 8544 4486 or email marie.palmer@carshalton.ac.uk or visit www.carshalton.ac.uk



Salon Management Level 4 VRQ

Salon Management Level 4 VRQ

Qualification

Students who successfully complete the course will be awarded the Salon Management Level 4 VRQ by VCTC. The qualification acts as a bridge between working in a salon and becoming a salon manager.

Duration

50 hours split between College and the workplace.
Ten 3 hour sessions at College
20 hours in the workplace

Description of the Course

Completion of this course will enable you to gain the knowledge and skills to manage a professional salon.

Course Content will Include:

- Motivational skills
- Workforce planning to assess employee requirements
- Appraisals
- Performance development and progression
- Set and review performance targets and deadlines
- Develop Continual Professional Development (CPD) Training Plan
- Management of Health and Safety

Assessment

- Observation
- Assignments
- Case studies
- Reflective accounts

Who is the Course for?

Hair and beauty professionals currently working in industry and aspiring to manage a professional salon.

Entry Requirements

Level 3 qualification in relevant area.

Progression Opportunities

Post compulsory Certificate in Education and Training Diploma to Teach in the Lifelong Learning Sector.

Cost

£1200

Up to 50% in grant funding may be available to private sector businesses or social enterprises that have at least one employee in addition to the senior leader. Successful candidates will undertake an assessment to determine eligibility.

For more information, please contact Marie Palmer on 020 8544 4486 or email marie.palmer@carshalton.ac.uk or visit www.carshalton.ac.uk

Start

2012

I chose to study at Carshalton College as many of my colleagues had successfully undertaken the same qualification and recommended it to me. Now I realise why: the tutors show great empathy and understand that if you work in the care industry you will probably be working shifts. My tutor was always extremely accommodating, offering me one-to-one support and guidance outside of tutorials to help complete my studies. Carshalton College is currently providing training for my care staff and other managers within my organisation. The teaching, support and flexibility is excellent – a winning formula.



Dr Vishandas Jairamani
Registered Home Manager

Level 5 Diploma in Leadership for Health and Social Care, Children and Young People's Services



Level 5 Diploma in Leadership for Health and Social Care, Children and Young People's Services

The new QCF L5 Diploma in Leadership for Health and Social Care and Children and Young People's Services replaces and combines the Level 4 NVQ Leadership and Management in Care Services and Level 4 Health and Social Care qualification to offer a hybrid qualification, and an option of six pathways to suit the job role. The new Qualification and Credit Framework (QCF) replaces the National Qualification Framework (NQF), and recognises skills and qualification by awarding units and credits. Credits achieved can be banked for future employment or training/ educational opportunities

Since the introduction of the Care Standards Act 2000, all people managing in the care sector are required to have a management qualification as well as leadership skills. This award enables the candidate to generate the required evidence they need to demonstrate a leadership role within their workplace.

Qualification

The students who successfully complete the course will be awarded a QCF Level 5 Diploma in Leadership and Management for Health and Social Care/Children and Young People's Services, and a total credit value of 80 will also be awarded.

Duration

12 months part-time, one day a month plus one-to-one support.

Description of the Course

There are six pathways available for this diploma to reflect the different roles undertaken at this level. Three pathways are for candidates working in adult services and 3 are for those working in children and young people's services.

All pathways share five mandatory units:

- Use and develop systems that promote communication
- Promote professional development
- Champion equality, diversity and inclusion
- Develop health and safety and risk management policies procedures and practices in health and social care or children and young people's settings
- Working in partnership in health and social care, and children and young people's settings

Assessment Methods

You will be assessed throughout your course and evidence may be generated from the following sources:

- Observation at work by your assessor
- Witness statements by your line manager or colleagues
- Documentation to show systems that you have initiated and how they are monitored
- Written assignments
- Records of training that you have undertaken, organised/delivered
- Personal log or diary that records important events that you have managed and reflected upon

Who is the Course for?

The award is aimed at individuals who lead social care provision in an adult or children and young people's setting, either as managers of the Care provision or as senior practitioners who wish to achieve a management qualification.

Entry Requirements

Successful applicants must be currently employed in a management or deputy management role with managerial responsibility in the Care sector plus an NVQ 3/4 or other relevant qualification.

Career Opportunities

Individuals need this qualification to be a manager of adult residential and domiciliary services or children's homes. The Diploma in Leadership in Health and Social Care can also help you work in roles such as:

- | | | |
|------------------------------|---|-----------------------------|
| • social worker | • adult nurse | • health service manager |
| • supervisor/team leader | • care home manager | • learning disability nurse |
| • volunteer manager | • care worker | • mental health nurse |
| • youth and community worker | • children's nurse | • nurse |
| • care home manager | • health promotion/education specialist | • residential warden |

Cost

£1500

I am currently working as an electrical maintenance, installation and testing technician, but have reached a plateau in my career. My goal is to become an electrical engineer; in order to make that advance I need a credible vocational qualification.



The Foundation Degree in Electrotechnical Industries really suits my situation as I need to work full-time and study alongside my job. The degree means that I come in two evenings a week and experience that I gain in my workplace is assessed.

I chose Carshalton College for my Foundation Degree as I had a really positive experience with the other courses completed there, including the 17th Edition. The level of teaching and facilities are better than other colleges that I have experienced.

It is great to study with other adults, peers who all bring different experience and expertise to the classroom. We are all here because we want to climb the ladder and get on. We share the same common goal but have come from different work places and backgrounds; this makes for a great learning group.

Teaching is excellent, you receive individual attention and my particular tutor offers help and guidance outside of hours. I would fully recommend the course. You do need the drive to want to succeed, but there is a lot of support from tutors and classmates. Once I have completed my Foundation Degree the next goal is an Honours Degree.

Edwin Small

Electrical maintenance, installation and testing technician

Have you got what it takes to move forward in the Electrotechnical industries?

Are you looking to develop your career prospects?

Are you looking for a course that will challenge your abilities and provide you with the skills and technical knowledge required to run your own business?

Carshalton College in partnership with the prestigious London South Bank University are pleased to offer a limited number of places on our Electrotechnical Foundation Degree.



Foundation Degree in Electrotechnical Industries

Foundation Degree in Electrotechnical Industries



Description of the Course

This course is intended for those students already in the electrical industry who wish to progress in their current field or move into a new career by obtaining a Higher Education qualification. Assessment includes practical coursework, work-based assignments, projects, multiple choice and written exams.

Subjects studied are:

- Installation Design & Technology
- Initial Verification & Certification
- Periodic Inspection & Testing
- Electrical Maintenance & Fault Finding
- Electrical Building Service
- Electrical Principles
- Computer Applications For Engineering
- Related Safety Processes
- Industrial Studies
- Work-Based Project
- Mathematics
- Managing Engineering Process

It is important that each student has the support of an employer as the mentorship of an employer can provide excellent additional opportunities for students to learn about their industry.

Qualification

Students who successfully complete the course will be awarded the Foundation Degree in Electrotechnical Industries by London South Bank University.

Duration

3 years part-time / 2 years full-time

Who is the Course for?

Students interested in furthering a career within the electrical contracting and the associated industries. Those who wish to develop their knowledge and understanding of electrical installations beyond Level 3.

Entry Requirements

Normal entry qualifications are one of the following:

- City & Guilds 2330 Level 3 or equivalent
- Successful completion of an appropriate Access course
- 40 UCAS points in one 'A' Level or two 'AS' Levels
- Any other qualification which is determined by the Admissions Tutor to be equivalent to the above

In addition students are expected to have a Level 2 qualification in English and Mathematics e.g. GCSE at Grade C or Level 2 Key Skills.

Mature applicants with relevant experience will be considered (all applicants must have a minimum age of 18 years). Students without appropriate numeracy and literacy qualifications will be required to attend a bridging course that will take place before the beginning of Foundation Degree studies.

Career Progression Opportunities

An Honours degree in Building Services at London South Bank University. This will take a further 18 months and could lead to professional membership of the Institute of Engineering and Technology.

Cost

Please contact our Customer Services Department on 020 8544 4501 or view the online course fact sheet at www.carshalton.ac.uk.

Start

September 2012

Information Evening 26th April 2012 6.30pm – 8.30pm

Find out more about the course and ask questions. Meet the tutors and current students.

2 one-hour sessions, 6.30pm - 7.30pm and 7.30pm - 8.30pm.

Call Tim Ellison on 020 8544 4530 or email timothy.ellison@carshalton.ac.uk to book your place.



Higher National Diploma in Advanced Practice in Work with Children and Families (Education)

Higher National Diploma in Advanced Practice in Work with Children and Families (Education)

edexcel
Approved Centre

Qualification

Students who successfully complete the course will be awarded a Higher National Diploma in Advanced Practice in Work with Children and Families (Education) by Edexcel.

Duration

2 years, one evening a week and one Saturday per month approximately.

Description of the Course

A significant proportion of the programme is work-based with students completing modules at work with the support of College staff and workplace mentors. This model of learning full-time at work and part-time at College allows students to remain in employment whilst completing their qualification. It is essential that each student has the full support of an employer. The employer will need to provide mentorship throughout the student's programme of study.

Modules

Units may include*:

Year 1	Year 2
Theories of Development: Birth to Three	Continuing Development
Early Years Curriculum, Play and Learning	Communicating, Values and Leadership in an Early Years Environment
Theories of Development: Three Plus	Early Years Research and Project
Understanding Children's Behaviour	Child Protection
Professional Practice	Promoting Language Development
Promoting Numeracy Skills	Pedagogic Issues for Early Years
Dyslexia and Dyspraxia	Managing the Early Years Curriculum
Concepts of Inclusiveness and the Early Years Environment	Pedagogic Issues for the Early Years

Who is the Course for?

This Early Years Higher National Diploma has been designed to provide enhanced career progression and academic credibility for the skills and knowledge embedded in the Senior Practitioner role in early years and school-based settings.

Entry Requirements

Level 3 qualification or equivalent:

- a BTEC National Certificate or Diploma in Early Years
- an AVCE/Advanced GNVQ in an appropriate vocational area
- a GCE Advanced level profile which demonstrates strong performance in a relevant subject or an adequate performance in more than one GCE subject. This profile is likely to be supported by GCSE grades at A* to C
- other related Level 3 qualifications
- an Access to Higher Education Certificate awarded by an approved further education institution
- related work experience

Suitable applicants will be interviewed by a member of the Programme Team before joining the programme. They will have to demonstrate that they have the relevant post-qualification work experience paid or unpaid.

Career Progression Opportunities

On successful completion of the programme students will gain a Higher National Diploma and Senior Practitioner status and should be capable of progressing to a wide range of higher level professional and academic appointments. Students will also have the opportunity of progressing onto a third year of a degree course.

Cost

TBC, Contact your Local Education Authority for bursary information.

Start

September

Information Evening

26th January 2012 6.30pm – 8.00pm
22nd March 2012 6.30pm – 8.00pm

Find out more about the course and ask questions. Meet the tutors and current students.
Call Tim Ellison on 020 8544 4530 or email timothy.ellison@carshalton.ac.uk to book your place.

* These modules are subject to review and revalidation.



Early Years Professional Status (EYPS)

Early Years Professional Status (EYPS)

Qualification

Students who successfully complete the agreed pathway will be awarded Early Years Professional Status (EYPS) validated by Tribal.

Attendance

One session a month will be offered (the amount of sessions and training days needed will depend upon the Pathway undertaken).

Duration

The Short Extended Professional Development pathway is six months and the Long Extended Professional Development Pathway is 15 months part-time.

Description of the Course

EYPS is awarded to graduates who can demonstrate they meet a set of 39 national and professional Standards when working with children from birth to five years of age. The Standards set out the knowledge, understanding, skills and other professional attributes that an Early Years Professional will need.

Assessment

You will demonstrate how you have met the 39 Standards working safely with babies, toddlers and young children (birth to five years).

While capturing how these Standards have been met you will also demonstrate how your leadership skills have been used to challenge and develop early years practice as a 'change agent'.

The Standards are organised into six areas which are:

- Knowledge and understanding
- Effective practice
- Relationships with children
- Communication and working in partnership with families and carers
- Teamwork and collaboration
- Professional development

The process of assessment is:

- A one-day review of skills to provide feedback to the candidates
- Five written assessment tasks based on experience of early years practice
- A one-day assessment visit in an early years setting, including a tour of the setting, a review of the written tasks, an interview with the candidate and interview with others who know the candidate's work

Who is the Course for?

Early Years Professionals who have graduated with an Early Years Foundation Degree and are working towards 60 HE3 credits or a BA Honours Degree may apply to undertake EYPS. If you already have a degree (Level 6) or equivalent qualification, depending on your previous experience, you will be eligible to apply.

Entry Requirements

Early Years work-based experience working with children from birth to five years of age. Degree or Foundation Degree and working towards 60 HE3 credits. EYPS candidates must also have GCSE grade C or above in English and Mathematics, or a recognised equivalent, to complete one of the EYPS training and assessment pathways. Details of GCSE equivalence tests for those who do not have suitable qualifications are available.

Cost

Please contact our Customer Services Department on **020 8544 4501** or view the on-line course fact sheet at www.carshalton.ac.uk.

Contact

Jane Hudson **020 8544 4304** or email jane.hudson@carshalton.ac.uk

Start dates

September
January
and April



**Teacher Training
Diploma to Teach in the
Lifelong Learning Sector
(DTLLS) Level 4/5 with
Professional Graduate
Certificate in Education
(PGCE) Level 6**

Teacher Training Diploma to Teach in the Lifelong Learning Sector (DTLLS) Level 4/5 with Professional Graduate Certificate in Educa- tion (PGCE) Level 6

Carshalton College offers Initial Teacher Training and CPD in line with the new Lifelong Learning UK (LLUK reforms). Teacher Trainees can join a course or, if more appropriate, we can design and deliver a course to suit a particular organisation.

Qualification

Diploma to Teach in the Lifelong Learning Sector (DTLLS) Level 4/5 (awarded by Canterbury Christ Church University) with Professional Graduate Certificate in Education (PGCE) Level 6 as a Year 2 option.

Duration

2 years part-time

Description of the Course

This course is in line with the government regulations that took effect in 2007. These changes affect all teachers – those who are new to teaching and those who are already qualified and experienced. The broad aim of the programme is to enhance knowledge, skills and professional attributes through a series of assignments requiring critical understanding, demonstration of skill, and professional reflection.

The course comprises 6 Modules: 3 are completed in Year 1 and 3 in Year 2. Each of these Modules incorporate both Practical and Theoretical aspects of teaching, involving observation of teaching practice, research and both practical and written assignments.

Who is the Course for?

Those with a substantial teaching role in the Further Education (FE) or voluntary sector without formal teaching qualifications. It is also suitable for those teaching within the uniformed services and nursing professions.

Entry Requirements

Applicants should be able to provide proof of a minimum of 75 hours' teaching practice in the FE sector for each year of the course, to be spread over the year, and proof of access to a mentor. They should hold a Level 3 vocational or professional qualification, and have a Level 2 numeracy and literacy qualification (or be willing to work towards this by the end of the course).

Applicants who wish to pursue the Professional Graduate Certificate in Education (PGCE) Level 6 option, in Year 2, must also hold a degree qualification.

Applicants should also be in possession of an enhanced CRB check (carried out within the last 12 months).

Cost

Please contact our Customer Services Department on 020 8544 4501 or view the on-line course fact sheet at www.carshalton.ac.uk.

Start

September





Teacher Training Short Course PTLLS



Teacher Training Short Course PTLLS (Preparing to Teach in the Lifelong Learning Sector)

Qualification

PTLLS (Preparing to Teach in the Lifelong Learning Sector)
Level 3 or 4 – awarded by City & Guilds.

Duration

30 taught hours

Description of the Course

A short introductory course in teaching and learning for those wanting to teach students age 16 or over.

Who is the Course for?

It is suitable for anyone currently teaching, assessing, or supporting teaching within FE who has yet to gain any level of teaching qualification, or anyone considering entering the FE sector in any of the above roles and who wishes to gain a qualification in the basics of teaching students aged 16 and over in FE (Further Education) and ACL (Adult and Community Learning) or work-based learning.

Entry Requirements

Level 3 qualification in the subject area, or relevant experience and a good standard of written and spoken English.

What can I Do after this Course?

DTLLS (Diploma to Teach in the Lifelong Learning Sector) Level 4/5.

Cost

Please contact our Customer Services Department on 020 8544 4501 or view the on-line course fact sheet at www.carshalton.ac.uk.

Start

January
April
September

renaissance

— HAIR AND BEAUTY —



carshalton college's
**hair & beauty
salons**


A wide variety of treatments are available including: cut and blow dry, colour, perms, manicures, pedicures, facials, massage and waxing. Booking is essential for most treatments although some appointments are available at short notice.

Beauty Salon (term time only)
Telephone: 020 8544 4419
Monday - Saturday
Hairdressing Salon (term time only)
Telephone: 020 8544 4450
Monday - Friday

Nightingales

Carshalton College's
Training Restaurant

Open to the public, staff and students.
To reserve your table or request a menu
telephone: **020 8544 4433**
Alternatively reserve a table online at:
www.carshalton.ac.uk
Great food and service at great prices



Open for Lunch Monday, Tuesday,
Wednesday & Friday from 12:15pm
Open for Dinner on Thursdays
from 7:00pm

N I G H T I N G A L E S
N I G H T I N G A L E S

Application Form

Course

Please indicate which course you would like to study

- Association of Accounting Technicians (AAT)
- ILM Level 5 Diploma in Management
- ILM Level 5 Advanced Apprenticeship in Management
- Salon Management Level 4 VRQ
- Level 5 Diploma in Leadership for Health and Social Care, Children and Young People's Services
- Foundation Degree in Electrotechnical Industries
- Advanced Practice in Work with Children and Families (Education) Higher National Diploma
- Early Years Professional Status (EYPS)
- Teacher Training

Personal details

Title

Surname

First name

Are you Male/Female Date of birth (dd/mm/yy)

Address

Postcode

Home telephone Mobile telephone

Email

National Insurance number

Have you been resident in the UK for over 3 years? Yes / No

Nationality

Ethnic origin (please tick relevant box)

<input type="checkbox"/> 31 English/ Welsh/Scottish/ Northern Irish/	<input type="checkbox"/> 34 Any other White background	<input type="checkbox"/> 37 White and Asian	<input type="checkbox"/> 41 Bangladeshi	<input type="checkbox"/> 46 Any other Black/African/ Caribbean background
<input type="checkbox"/> British 32 Irish	<input type="checkbox"/> 35 White and Black Caribbean	<input type="checkbox"/> 38 Any other Mixed/Multiple ethnic background	<input type="checkbox"/> 42 Chinese	<input type="checkbox"/> 43 Any other Asian background
<input type="checkbox"/> 33 Gypsy or Irish Traveller	<input type="checkbox"/> 36 White and Black African	<input type="checkbox"/> 39 Indian	<input type="checkbox"/> 44 African	<input type="checkbox"/> 47 Arab
	<input type="checkbox"/> 40 Pakistani		<input type="checkbox"/> 45 Caribbean	<input type="checkbox"/> 98 Any other ethnic group
				<input type="checkbox"/> 99 Prefer not to disclose

Additional learning support needs

Do you consider yourself to have a disability?

Yes/No *If yes please tick relevant box*

- | | | |
|---|---|---|
| <input type="checkbox"/> Visual impairment | <input type="checkbox"/> Hearing impairment | <input type="checkbox"/> Mobility |
| <input type="checkbox"/> Mental health | <input type="checkbox"/> Temporary disability | <input type="checkbox"/> Moderate learning difficulty |
| <input type="checkbox"/> Severe learning difficulty | <input type="checkbox"/> Dyslexia | <input type="checkbox"/> Dyscalculia |

Other (details)

.....

Do you require support needs? If so please detail here

.....

.....

Support and mentoring in the workplace

(Applicable if you would like to study for the Foundation Degree)

Work-based learning requires as much support and tutoring as traditional learning. On the Foundation Degree, mentoring (using a more experienced practitioner) will be used to support the learning process. The mentor will be someone with relevant experience and/or qualifications and will be able to demonstrate good practice in a relevant occupation.

Please provide the name of an appropriate mentor:

Name

Signature

Date

Successful completion of this Foundation Degree will require the active support of your employer so that you are able to:

- complete appropriate work-based assessments
- benefit from mentor support at your place of work
- meet with your assessor at your place of work

Please ask your employer to support your application by signing the statement below:

I agree to support in the completion of work-based assessments for the Foundation Degree and I will identify a suitable mentor.

Name

Signature

Date

How we use your personal information

The personal information you provide is passed to the Chief Executive of Skills Funding and, where required, the Young People's Learning Agency for England ("the YPLA") to enable those organisations to fulfil their statutory obligations, principally under the Apprenticeships, Skills, Children and Learning Act 2009. Both organisations are registered as data controllers with the UK Information Commissioner's Office.

The Skills Funding Agency funds adult further education and skills training, including Apprenticeships, in England. The YPLA is responsible for arranging the provision of funding for the education and training of young people in England. The Skills Funding Agency processes learner data on behalf of the YPLA.

The information you provide may be shared with other organisations for purposes of administration, the provision of career and other guidance and statistical and research purposes, relating to education or training. Other organisations include the Department for Education, the Department for Business, Innovation and Skills, Local Authorities, Connexions, Higher Education Statistics Agency, Higher Education Funding Council for England, educational institutions and organisations performing research and statistical work on behalf of the Skills Funding Agency, the YPLA, or partners of those organisations.

The Skills Funding Agency also administers the learner registration service (LRS) which uses your learner information to create and maintain a Unique Learner Number (ULN).

Further information about use of and access to your information is available at: Skills Funding Agency: <http://skillsfundingagency.bis.gov.uk/foi.htm> YPLA: <http://www.ypla.gov.uk/foi.htm>

At no time will your personal information be passed to organisations for marketing or sales purposes. The YPLA, the Chief Executive of Skills Funding and their partners may wish to contact you from time to time in respect of surveys and research to monitor performance, improve quality and plan future provision and to inform you about courses, or learning opportunities relevant to you.

Tick this box if you do not wish to be contacted in respect of surveys and research by mail or phone.

Tick this box if you do not wish to be contacted about courses or learning opportunities by post.

Candidate signature

Date

Provider signature

Date

Please return your completed application form to:
Customer Services, Carshalton College, Freepost CN3207, Carshalton, Surrey SM5 2EJ
 (No stamp required).

If you need any help to fill in this form or want advice on courses or careers please contact Customer Services on 020 8544 4501.

Feedback Form

We are constantly working to improve the information we provide to customers. We would appreciate you taking a few moments to provide us with feedback on this prospectus.

Respondents will be entered into a prize draw where a single response will be drawn at random to win a £25 HMV voucher on 10 September 2012. Please tick your answer to the following questions:

How easy was it to find your way around the prospectus?

Good Satisfactory Poor

How useful was the content provided? Did it address the information that you required?

Good Satisfactory Poor

How would you rate the overall design and layout of the prospectus?

Good Satisfactory Poor

Where did you receive this prospectus? (e.g. Collected from the College, Open Event, Library, Mailshot, Town Centre Promotion and School)

Please state:

.....

Additional comments:

.....

Title (Mr./Miss/Mrs./Ms):

.....

Forenames:

.....

Surname:

.....

Address:

.....

Postcode:

.....

(Please return, free of charge, to: Customer Services, FREEPOST CN3207, Carshalton College, Carshalton, Surrey SM5 2EJ)

General information

Have you previously applied for or attended a course at this College? Yes No

How did you hear about Carshalton College?

.....

Are you a parent?

Yes No

Employment Status

Working Full-time Part-time Not working Receiving benefit

Carshalton College keeps the information provided by enquirers and applicants so that we may be able to let you know, from time to time, about other learning opportunities being provided by the College.

If you do not wish to receive such information, please indicate by ticking this box



how to find us

Motorway Access

Exit junction 7 of M25 onto A23 or junction 8 of M25 onto A217.

Major Bus Routes

151 Wallington/Worcester Park 157 Crystal Palace/Morden 127 Purley/Tooting

Carshalton Train Station

Regular train service from Balham, Cheam, Clapham Junction, Dorking, Epsom, Ewell, Horsham, London Bridge, Sutton and Victoria.

Tram

Via Mitcham Junction tram link.

Car Parking

Car parking is charged at a low rate and this is displayed on entrance to the car park and in reception. Exit is gained by purchasing a token which you can buy from the College shop, Courses Diner and a coin machine located in the College foyer. The College does not accept responsibility for lost tokens. Visitors with a disability can use the reserved bays located near reception. Please notify reception if you wish to use these bays.

Disclaimer

Every effort has been made to ensure that the details included in the prospectus are up-to-date and as accurate as possible at the time of printing. However, the College reserves the right to alter or cancel courses, their content, entry requirements and any other details should circumstances change.



Carshalton College
Nightingale Road
Carshalton
Surrey SM5 2EJ

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f 020 8544 4440


www.carshalton.ac.uk



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