

# Guernsey College of Further Education Prospectus



2020/21



**Guernsey  
College  
of further  
education**

Part of The Guernsey Institute



Here at Guernsey College of Further Education we put you, our students, at the heart of everything we do. We know that you have dreams and aspirations and our job is simple - to give you the best possible chance of achieving these ambitions; it is our privilege to be part of your journey.

One of the things we often hear from our students is that Guernsey College of Further Education is a friendly place, where you are free to be yourself. You will be challenged to achieve your best, but you will also be given the best possible support to do that.

There is a great sense of community here and we make a commitment to ensuring you receive brilliant teaching delivered by staff who are passionate about their subject. In fact, 97% of our students responded they enjoyed their course in our last Student Voice survey.

This prospectus offers a selection of full and part-time courses and levels. We regularly engage with a variety of stakeholders and employer sector groups to ensure we meet the needs of our island community, to bring you a range of programmes from hobby courses to degrees and everything in between.

We know that COVID-19 has disrupted all our lives, and we are working closely with the States of Guernsey to ensure that when the College reopens we are closely following safety guidelines. This may mean some of the courses in this prospectus will be delivered differently, such as with more online content. We will provide further information in due course.

In the meantime, do get in touch if you have any questions or even ideas about courses, we would love to hear from you. We are learning every day, and we know that education has a very positive impact on people's lives; we are dedicated and committed to making this happen for you and I look forward to welcoming you into the College.

**Louise Misselke, Principal**

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# Locations

CTZ - Coutanchez Campus

DEL - Delancey Campus

LOC - Les Ozouets Campus

PRCPA - Princess Royal Centre for Performing Arts

GRM - Guernsey Grammar School & Sixth Form Centre

# Contacts

## General enquiries

email [enrolment@gcfe.net](mailto:enrolment@gcfe.net); telephone 01481 737500

For full-time, part-time and higher education courses, please contact:

## Business/Finance/Management/IT/ Quality & Development/Education & Training

Fiona Girard: [fionag@gcfe.net](mailto:fionag@gcfe.net)

## Construction/Engineering

Fiona Fish: [fionaf@gcfe.net](mailto:fionaf@gcfe.net)

## Hospitality & Catering/Hair & Beauty/Sport & Public Services/Creative & Digital Arts/ Performing Arts

Gillian McCartney: [gillianm@gcfe.net](mailto:gillianm@gcfe.net)

## Health & Social Care/Early Years

Julie Jones: [juliej@gcfe.net](mailto:juliej@gcfe.net)

## ESOL/English & Maths/Access/Learner Support Services

Lindsey Hutchins: [lindseyh@gcfe.net](mailto:lindseyh@gcfe.net)

## Adult & Community Learning

Jane Walden: [janew@gcfe.net](mailto:janew@gcfe.net)

## Apprenticeships

[apprenticeships@gcfe.net](mailto:apprenticeships@gcfe.net)

Please visit our website for further information

**NB: During the College's summer break (3 July to 25 August) please direct all course enquiries to - email [enrolment@gcfe.net](mailto:enrolment@gcfe.net) or telephone 01481 737500**

# Terms

## Term 1

Mon 7 Sept - Friday 18 Dec 2020

Half term – Mon 26 - Fri 30 Oct 2020

## Term 2

Mon 4 Jan – Thurs 1 Apr 2021

Half term – Mon 8 - Fri 12 Feb 2021

## Term 3

Mon 19 Apr - Fri 25 Jun 2021

Half term – Mon 31 May - Wed 2 Jun 2021

# Finance

Finances often prohibit people from enrolling onto courses. Please contact the Student Finance service to find out if you are eligible for a grant towards tuition fees - email [studentfinance@gov.gg](mailto:studentfinance@gov.gg) or telephone 01481 706560.

# To apply

Please complete the application form at the back of this brochure and email it to us at [enrolment@gcfe.net](mailto:enrolment@gcfe.net). (Please note we cannot accept payment until your place has been confirmed.) If you need further information, please get in touch with one of our team who will be able to confirm any entry requirements. You can apply for courses online by selecting your chosen course and clicking on the 'apply' button for it. You will then be contacted regarding your application. We will not require payment for courses until we are sure the course will run based on our minimum course numbers.



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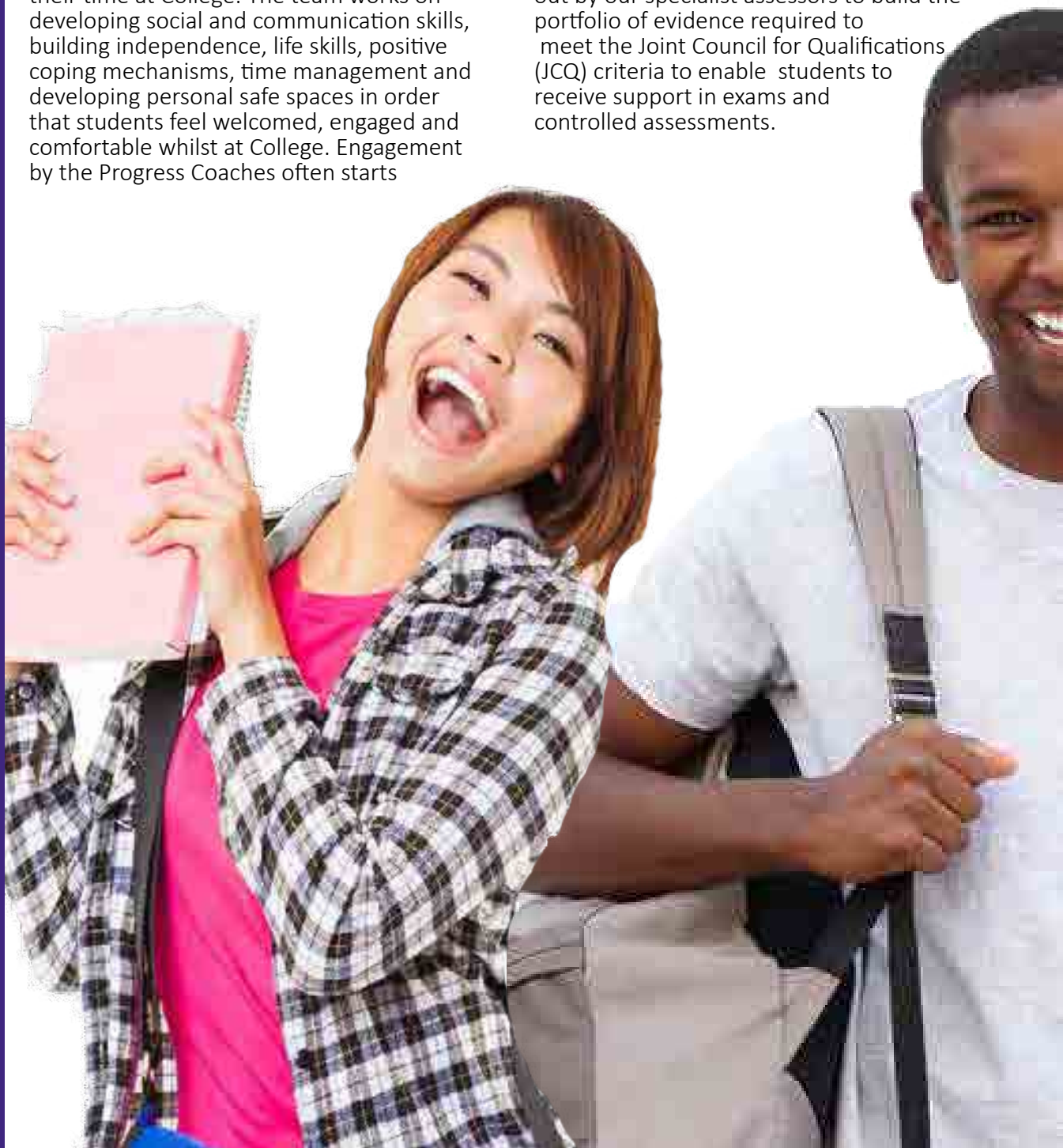
## Learner Support Services

Learner Support Services works hard to help you achieve. If you are a student who requires additional support with your studies, we will help you by identifying your needs and providing support to keep you on track. This might include: working with a Learning Support Assistant (LSA) in class, support for dyslexia, and Exam Access Arrangements (EAA) to assist with any exams that you may have as part of your studies.

Our Progress Coach team are professionals in supporting young people with barriers to education. As first line support for mental health advice, guidance, intervention and signposting they work closely with external agencies to support students during their time at College. The team works on developing social and communication skills, building independence, life skills, positive coping mechanisms, time management and developing personal safe spaces in order that students feel welcomed, engaged and comfortable whilst at College. Engagement by the Progress Coaches often starts

before a student joins and they work with schools to identify and support anyone who may need a longer transition into further education. As part of the Learner Support Service team at the College, the Progress Coaches advocate for students and ensure that each individual has their voice heard throughout the student journey. As part of your induction, all students are screened using our Lucid Exact Assessment tool. This provides you and your tutors with an understanding of your ways of working, which helps inform our teaching and learning, as well as providing evidence for EAA.

Further EAA assessments can be carried out by our specialist assessors to build the portfolio of evidence required to meet the Joint Council for Qualifications (JCQ) criteria to enable students to receive support in exams and controlled assessments.



## Other College Facilities

You can join the College's newly refurbished gym at our Les Ozouets Campus for a £10 monthly fee. You will be fully inducted in how to use the equipment safely and you can use the gym at any time the College is open when there are no curriculum lessons taking place.

Visions Hair & Beauty Salon is also based at Les Ozouets campus and is staffed by our Hair & Beauty students. The salon offers a wide range of treatments and products at much reduced prices - book yourself in for a treat.

Each of our three campuses has a café, open from 8.30am to 1.30pm. These are the hub of the campus, providing a social space for you to come and enjoy a range of healthy and nutritious snacks and meals. The cafés also provide work placement opportunities for some of our students who are hoping to progress into jobs within the hospitality and catering sector.

## Student Voice

You will get several opportunities throughout the academic year to give feedback on your time at College. You may be interested in becoming a Student Rep to represent your fellow students' views on College and course matters at regular Student Council meetings.

There are also opportunities for students to become College Ambassadors or Student Governors.

## Equality & Diversity

We welcome and celebrate the diversity of our student population. We value and recognise differences in race, gender, sexual orientation, disability, religion or belief, and age. We actively oppose discrimination and work continuously to improve access to our courses. Our aim is to provide a learning environment that is inclusive, and we are committed to removing conditions that put anyone at a disadvantage.

The College welcomes applications onto its full-time programmes from mature students.



# Introduction

Choosing to study full time at Guernsey College of Further Education will widen your horizons and give you vocationally recognised qualifications preparing you for employment, an apprenticeship, further study or progression into higher education.

Alongside your chosen course, you will also study for English and maths (if you haven't already achieved your grade C/4), develop your employability skills and participate in a range of personal development and enrichment activities.

Our lecturers are dual qualified - ie they hold both a lecturing qualification as well as one from their individual vocational subject. This means your lecturers are industry experts giving you first hand and current insights into your chosen field and are able to provide relevant advice and guidance on your future career and goals.

We pride ourselves on having excellent links with both local and national industry employers. By engaging with industry sectors our curriculum can be designed to meet specific employer needs. Students can also benefit from visits to employers, expert guest speakers, working on live briefs, projects and securing relevant work experience and placements.

You will be working in an environment that has up-to-date, industry standard equipment and resources. For example, our Sport students are able to train in a newly refurbished gym and our Catering students prepare food in an exceptionally well-equipped kitchen.

Students are supported with technology with access to wifi, chromebooks, Google classroom, learning apps, GoPros, iPads etc. We use an app called GCFEConnect which is a secure platform for posting information and for messaging which helps to keep all students fully informed about life at College.

“

*The College is a very welcoming and friendly place that is very flexible and offers great courses.*

”

“

*This course has helped build my confidence while giving me opportunities that I would never have had otherwise.*

”





"I enjoy making new friends and learning new things every day. I like the fact that I have someone to talk to for support when I have got a problem."

"Staff are friendly and helpful."

The Access course aims to develop your self-esteem and confidence, improve your social skills, life skills, independent living skills, and maximise your potential through an individual programme relevant to your needs. The course focuses on basic education, independence, interpersonal relationships and improving your learning through a variety of practical and realistic learning opportunities and is the ideal foundation to prepare you for independence and employment.

The Access course will give you the opportunity to gain qualifications from Entry Level 1 to Level 1 in employability.

The Foundation Learning programme will support you in a personalised programme of study to enable progress onto higher level courses. It offers generic workplace skills, for example:

- Working with other people
- Time keeping
- Communications

It will also include subjects students are interested in, for example:

- Childcare
- Hospitality
- Construction
- Hair & Beauty

Modules include:

- Working with others
- Rights and responsibilities at work
- Learning through work experience
- Maintaining work standards
- Customer service
- Communicating with others
- Health and safety in the workplace
- Travelling to work
- Exploring job opportunities

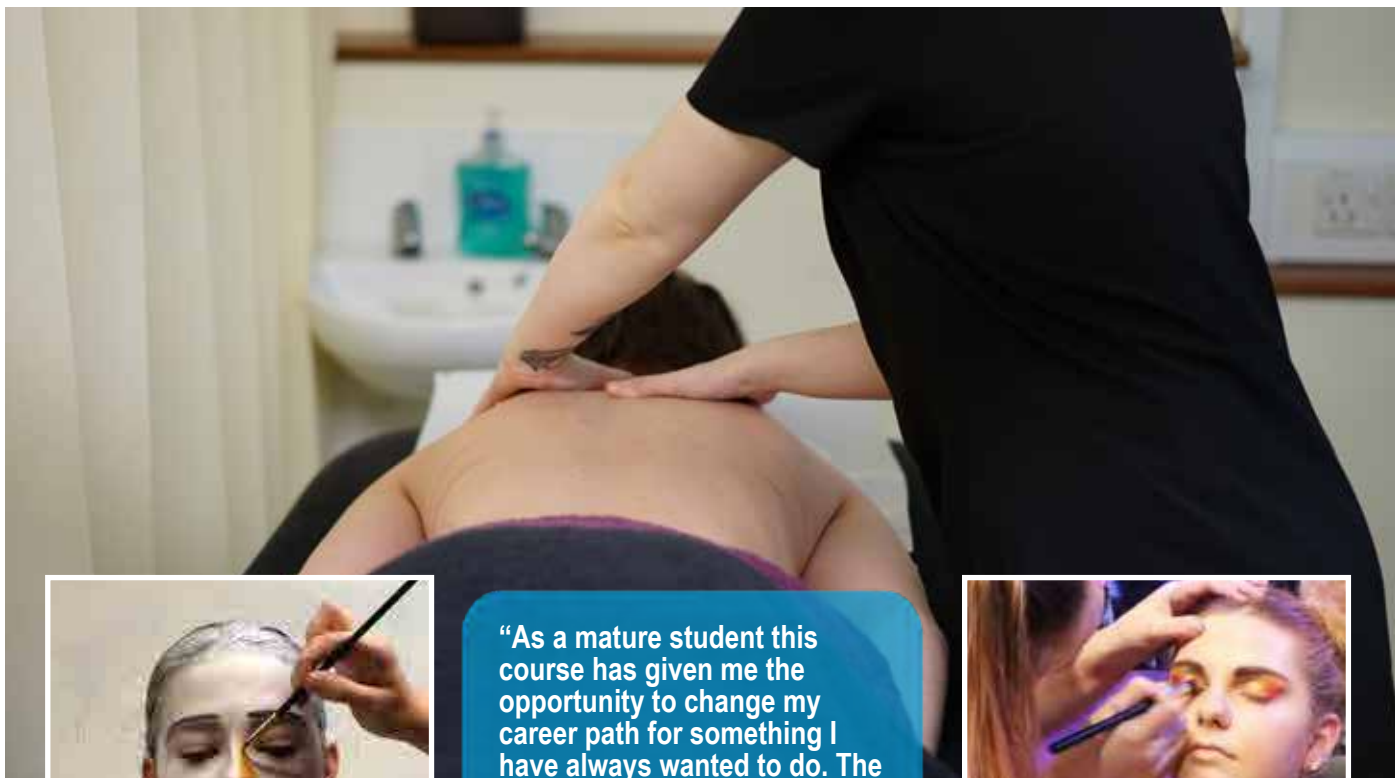
You will have the opportunity to improve your functional skills in English and maths and your practical skills in:

- Cookery
- Gardening
- Sport
- Drama
- Creative art
- Enterprise

This course will also give you the opportunity to do realistic work experience placements, with support if necessary.

The programme promotes learning outside the classroom and practical experiences. Classes are held in different locations around the community.

# Beauty



"As a mature student this course has given me the opportunity to change my career path for something I have always wanted to do. The course is varied and we have been given opportunities to gain extra qualifications along the way too."



The aim of our beauty courses is to give you the knowledge and skills to embark on a fulfilling and varied career in the beauty and the holistic therapies sectors. These sectors are thriving both on island and further afield giving you lots of opportunities to progress your career in many different directions.

We have worked closely with employers to develop a curriculum that meets the local industry needs, as well as giving you opportunities to gain an insight into the sector during work placements.

You will receive the highest level of specialist training to prepare you for entry into this exciting sector.

The College has two commercially equipped salons, which are open to the public, giving you vocationally relevant work experience throughout your course. These qualifications are competency based meaning that you will practise your skills until you become professionally competent, alongside studying the theoretical elements of the various treatments.

You are able to choose a pathway that meets your career ambitions and you are encouraged to talk to the teaching team about which pathway is right for you.

## Pathway A (all Level 2 units)

- Reception
- Health & safety
- Products and services
- Effective teamwork
- Facial
- Waxing
- Makeup
- Lash and brow treatments (tinting & shaping)
- Manicure
- Pedicure
- UV gel nail colour application

## Pathway B (both Level 2 & Level 3 units)

- Manicure, gel build, nail art, acrylic, fibreglass, silk - overlays and tips, nail dip system and nail sculpting
- Lash and brow tinting and shaping, lash perming, HD brows, lash lifting and lash extensions
- Facial
- Facial electrical: micro current, EMS, galvanic and high frequency, vacuum suction
- Microdermabrasion
- Swedish body massage
- Indian head massage

There is also a wide variety of employment opportunities for both Level 2 and 3 graduates.



# Business



"I have really enjoyed my time at College. The work placements give us the opportunity to build our CVs and to experience the working world. The talks which we have had from guest speakers have helped us to plan for our futures and to take the next step."

This course is designed to provide you with an excellent range of employability skills to enable you to be work ready either after College or university.

Units such as starting a small business, team development and events planning have been specifically selected to ensure that you become proficient in: working within teams, independent problem solving, analysis, organisation, project planning and verbal communication with audiences at all levels.

There is a high degree of employer engagement within this programme including industry guest speakers, event sponsorship and work experience.

Level 2 Business is equivalent to four GCSEs.

Level 3 Business is equivalent to three A'levels.

### **Examples of units studied include:**

- Business communication
- Business resources
- Introduction to marketing
- The business environment
- Recruitment and selection
- Managing a business event
- Developing teams in business
- Aspects of contract law
- Financial services and individuals

- Human resources management
- Understanding business ethics

You are required to complete coursework which will be in a variety of formats which will be assessed by your lecturers, internally verified and then externally verified by the awarding organisation.

At Level 2 you are also required to complete one computer based external examination and an externally set and marked piece of coursework. For each of the units you complete you can achieve either a pass, merit or distinction grade.

At Level 3, assessment will be by a range of methods including: written reports, portfolios, presentations and observation of team work and role plays, externally assessed course work and controlled assessments.

Successful completion of your Level 2 programme of study with a merit or distinction, English language at Level 2 and overall attendance greater than 88% allows you to progress onto the Business Level 3 course, seek employment in a business environment, or progress onto another Level 3 programme.

Completion of the Level 3 programme provides the opportunity to go to university or into full-time employment as a trainee in a business environment.

# Childcare & Early Years



"I have really enjoyed going to different placement settings as it has given me the opportunity to develop my skills and gain confidence. Experiencing a range of different placements has helped me decide where I would like to work once I have finished my course."

We offer two qualifications in childcare and early years dependent upon your starting points.

Our Level 2 course is aimed at students who would like to work in any area of health, social care or early years. Our Level 3 Diploma in Childcare & Education (Early Years Educator) qualification enables you to gain the knowledge and experience to work with children from birth to five years, with knowledge of five to seven year olds.

## Level 2 in Health & Social Care

### Core units include:

- Working in a person-centred way
- Safeguarding
- Principles of working in health, social care and childcare
- Health and safety in practice

### Health & Social Care pathway:

- Working in adult health and social care environments
- Working with individuals in adult health and social care environments

### Early Years pathway:

- Working in childcare environments
- Working with children in childcare environments

## Level 3 Diploma in Childcare and Education (Early Years Educator)

### Units include:

- Child development
- Health and wellbeing
- Safe environments
- Child health
- Play and learning
- Additional needs
- Observation and assessment
- Emergent literacy
- Emergent mathematics
- Preparing for school readiness
- International perspectives
- Reflective practice
- Professional partnerships
- One professional practice unit over two years which links to placements

Each unit has an assignment and most have some assessment related to practical placement. You will also complete a reflective study and one extended essay (externally set, externally marked).

Two days a week are spent in real work environment placements so that a range of ages and settings are experienced. Staff arrange the placements for you.



# Construction & Engineering



"I never liked school, but coming to College and learning to not only work with my hands but also work with my head has really helped me to be confident enough to apply for a job. The lecturers have helped me no end."

The construction and engineering sectors offer a wide range of career options and development opportunities. Many of our former students have gone on to enjoy highly successful professional careers, some now running their own businesses.

The full-time pre-apprenticeship course in Construction & Engineering is an entry-level one-year course designed to prepare you to undertake an apprenticeship in this sector.

The aim of this course is to enable you to acquire the knowledge, skill and competences required to work independently and under supervision in a range of construction and engineering contexts.

The course gives you vocationally related qualifications in both construction and engineering.

In addition, you will study English and maths which are essential skills and are highly demanded by local employers.

You will also have the opportunity to gain valuable work experience in the Construction and Engineering sectors.

You will study a number of units during the year, examples of which are:

- Being organised
- Working with others

## **Example engineering units**

- Using a welding process to join materials
- Carrying out routine service tasks on a motor vehicle
- Manufacturing an engineered product using hand tools

## **Example construction units**

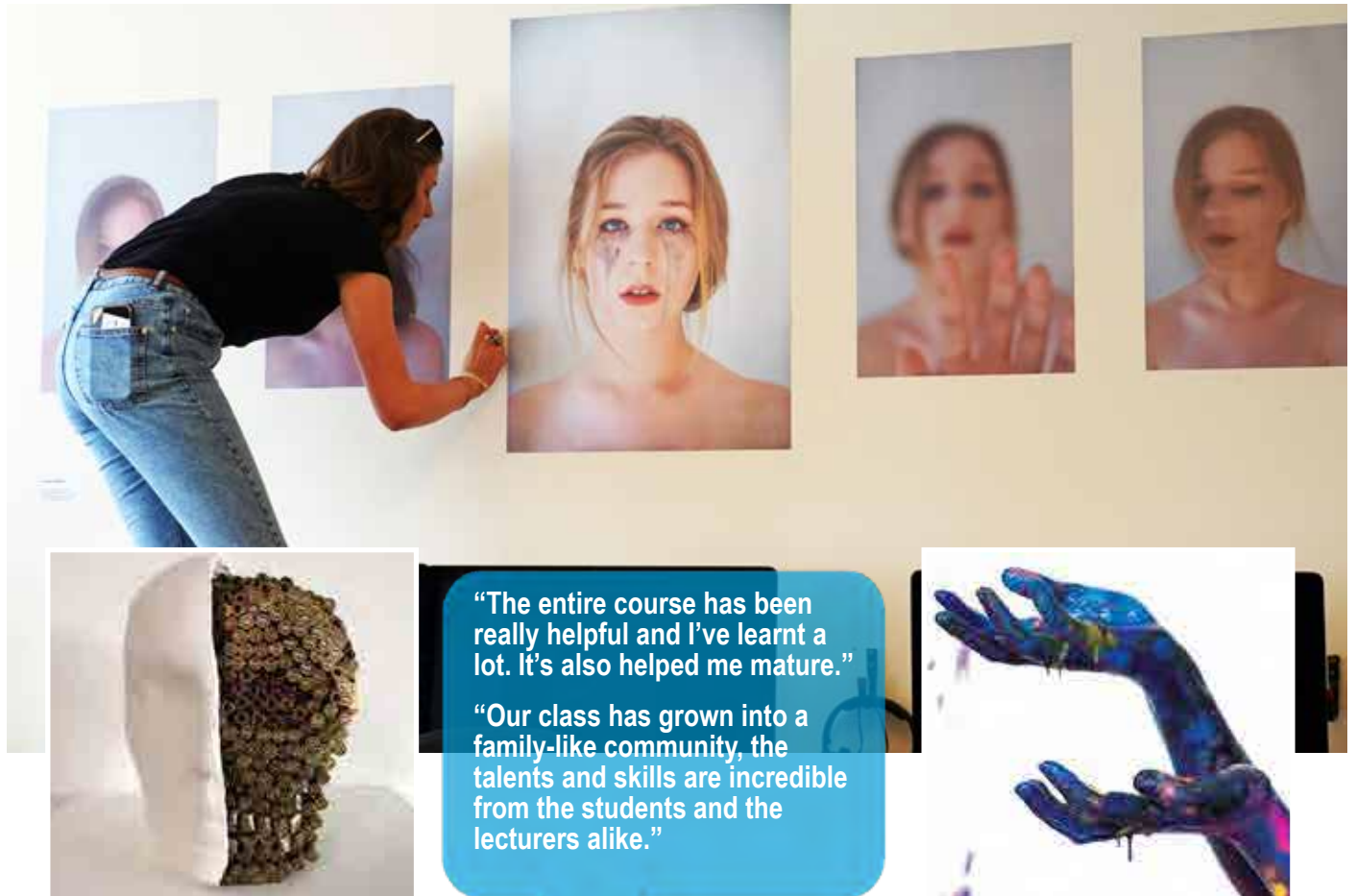
- Building a simple wall
- Making carpentry joints
- Fixing a water pipe

You should have the motivation to learn, an interest in the subject and the ability to acquire the knowledge, skills and competencies set out in the course.

On successful completion of the course, you will have the opportunity to progress on to one of our apprenticeship programmes in construction and engineering.



# Creative & Digital Arts



"The entire course has been really helpful and I've learnt a lot. It's also helped me mature."

"Our class has grown into a family-like community, the talents and skills are incredible from the students and the lecturers alike."

The creative sector covers a multitude of different fields: graphic design, 3D animation, fashion design, illustration, photography, film making, textile design, model making, sculpture, painting.

We offer two courses: Level 2 Diploma in Art and Design and Level 3 Extended Diploma in Art and Design.

These courses are designed to give you a wide and varied exposure to the many different types of creative media focusing on the essential skills required for all creative industries, as well as giving you the opportunity to specialise in an area that supports your career ambitions.

Our Level 3 course will prepare you for progression to a prestigious university or art college.

Alternatively, you can progress into the thriving creative industry on island, or enrol onto our HNC/D in Art & Design which has been developed in conjunction with local employers, giving you excellent opportunities to undertake work placements and live projects.

We pride ourselves on our commercial and employer links, and have developed many initiatives where you will be able to learn industry techniques from professionals and visiting artists as well as tackling live briefs from external clients,

which all help you to develop essential skills for working in a creative industry.

We are proud to be working with University of Arts London - an art specific awarding organisation. UAL designs and awards creative qualifications that empower and inspire students to reach their full potential.

Our courses are delivered through a series of art and design projects that enable you to develop your skills in a wide range of creative media such as: drawing, painting, sculpture, 3D animation, film making, computer games and graphic design. You will gain both fine art and digital skills on the course and the project structure allows you to explore an area of special interest.

The course equips you with a combination of practical skills and theory in order that you will be successful in entering the creative world through either university or industry. We celebrate your achievements with an end of year exhibition where all students display their work for employers, families and friends.

Completion of the Level 3 in Art & Design provides progression onto our HNC/D in Art & Design, university, art college, or into a broad range of entry level roles within the local creative sectors.

# Engineering



"I feel much better equipped and ready for the world of work."

"This course has taught me how to problem solve."

The City & Guilds Level 2 Diploma in Engineering qualification develops your knowledge and practical skills in preparation for you to pursue many of the careers available in the local engineering and construction industries, or indeed to continue studying at Level 3 either as a full-time student or as an apprentice.

Level 2 is a practical course, where you will develop good fabrication and welding skills alongside gaining essential underpinning knowledge. You will work with a variety of different materials using industry-standard equipment. Health & safety will be a core component enabling you to develop knowledge and application of keeping yourself and others safe.

#### **Units covered:**

- Working in engineering
- Principles of engineering
- Principles of engineering technology
- Fitting or milling
- Oxy-acetylene welding
- Turning

Our Level 3 Extended Diploma in Engineering is a course for those of you who are serious about a successful and rewarding career in the engineering industry. The course will provide you with advanced hands-on practical instruction, and in-depth theoretical teaching, using industry-standard technology and equipment. This is an advanced

technical qualification that can provide you with a direct route into higher education and degree-level study, or progression into the local engineering sector.

The course will develop your knowledge of the principles, practices, and theory essential to the engineering industry, whilst also gaining a thorough understanding of workplace health and safety, correct working practices, communications, and industry standards that your future engineering career requires. The programme covers a wide range of subjects from computer aided drafting through to manufacturing (mechanical, electrical and fabrication and welding engineering).

#### **Example of units covered:**

- Engineering principles
- Delivering engineering processes safely as a team
- Product design and manufacture
- Applied commercial and quality principles
- Micro-controller systems
- Calculus to solve engineering problems
- Work experience in the sector
- Computer aided design in engineering
- Installation of hardware and cables
- Electrical power distribution and transmission
- Behaviour of metallic materials
- Static mechanical principles in practice
- Mechanical principles in practice
- Principles and applications of fluid mechanics



# Finance



The International Baccalaureate Career-related Programme (IBCP) is a Level 3 qualification offered between the Sixth Form Centre and Guernsey College of Further Education. This programme is ideal for students who wish to combine academic study with a professional financial qualification, enabling them to become confident, skilled students who are career-ready.

## ***The Professional Qualification***

For the Professional Qualification students will study the Chartered Institute for Securities and Investment (CISI) Level 3 Certificate for Introduction to Securities & Investment, and the London Institute of Banking and Finance Certificate in Financial Studies.

These are respected entry level professional qualifications, and as such will strongly support students aiming to start a career in the local finance industry at 18, whilst carrying UCAS points so students can continue to access higher education. This learning will take place at Guernsey College of Further Education at Les Ozouets Campus for one day each week.

## ***The Academic Study***

Students will take two Higher Level 1 Baccalaureate Diploma Programme courses at the Sixth Form Centre and can choose from the full list of subjects.

- |                          |                           |
|--------------------------|---------------------------|
| • French                 | • Biology                 |
| • German                 | • Chemistry               |
| • Spanish                | • Physics                 |
| • English                | • Sport                   |
| • History                | • Health/exercise science |
| • Philosophy             | • Mathematics             |
| • Psychology             | • Mathematical studies    |
| • Business/management    | • Visual Arts             |
| • IT in a global society | • Film                    |
| • Geography              |                           |

## ***The IB CP Core***

In addition, all students will complete a core programme which will ensure that they gain transferable and lifelong skills in applied knowledge, ethical business practices, critical thinking, communication and cross-cultural engagement. This core will include both classes and work-related learning opportunities within local companies.

The programme opens up a range of possibilities, with students able to access industry and universities around the world. Whilst it prepares young people for the work place, it also keeps open the option to study at university in a related field. International Baccalaureate programmes emphasise the development of the whole student physically, intellectually, emotionally and ethically.



# Health & Social Care



"This course has helped build my confidence while giving me opportunities that I would never have had otherwise."

"Starting the course was daunting but all the lecturers supported me."

We offer two qualifications in health and social care dependent upon your starting points. Our Level 2 course is ideal if you would like to work in any area of health, social care or early years.

Our Level 3 course acts as a stepping stone to higher education at university or college as well as having the purpose of helping you to become occupationally ready to take up employment locally in the health and social care sector.

## Level 2 in Health & Social Care

### Core units covered:

- Working in a person-centred way
- Safeguarding
- Principles of working in health, social care and childcare
- Health and safety in practice

### Health & Social Care pathway:

- Working in adult health and social care environments
- Working with individuals in adult health and social care environments

### Early Years pathway:

- Working in childcare environments
- Working with children in childcare environments

## The Level 3 National Extended Diploma in Health & Social Care

This course is equivalent to three A'levels. You will study 13 units in total. Eight of these units are mandatory and must be completed to achieve the qualification.

### The mandatory units are:

- Human lifespan development
- Working in health and social care
- Anatomy and physiology for health and social care
- Enquiries into current research in health and social care
- Meeting individual care and support needs
- Work experience in health and social care
- Principles of safe practice in health and social care
- Promoting public health

You will also be required to complete a minimum of 100 work experience hours as part of your course.

The Level 3 course is recognised by higher education providers and is ideal if you wish to progress to a social care or health-related degree, including an on-island nursing degree. It also provides opportunities to work in the health and social care sector, for example as a care assistant, youth worker or in a pharmacy, pre-school or crèche.

# IT & Computing



"I had great support from lecturers and peers. I felt comfortable to ask for help if I was struggling with something or needed more explanation. The environment was good to work in and there were plenty of resources. What I learnt on my course has helped me with where I am working now."

These courses have been developed by the awarding body with significant collaboration with employers, representatives from higher education and relevant professional bodies, in order to provide you with up to date technical content and the necessary knowledge, understanding, skills and attributes required to be successful in this sector.

Additionally, we collaborate with local employers to ensure the course meets local sector needs as well as offering a wide range of units that will cover most students' career ambitions.

The Level 2 qualification is equivalent to four GCSEs.

## **Example of units covered:**

- Exploring user interface design principles and project planning techniques
- Collecting, presenting and interpreting data
- Effective digital working practices
- Website development
- Communicating in the IT industry
- Handling data using spreadsheets
- IT security
- Working in the IT industry
- Database systems
- Spreadsheet modelling
- Developing computer games

The Level 3 qualification is equivalent to three A'levels.

## **Example of units covered:**

- Planning and management of computing projects
- Software design and development project
- The impact of computing
- Website development
- Managing and supporting systems
- Virtualisation
- Systems analysis

You will be required to complete coursework which will be in a variety of formats and will be assessed by your lecturers, internally verified and then externally verified by the awarding organisation.

At Level 2 you will also complete a number of externally assessed exams. At Level 3 two units are externally examined, and two are also based on a written task assessed by the awarding body.

On completion of the Level 2 programme, you have the opportunity to progress onto the Level 3 course. There is also a range of employment opportunities, including entry into the IT sector.

Completion of the Level 3 course provides direct progression into a broad range of roles within the local IT, technical or creative sectors, or onto higher education to specialise your interests.



# Office Administration



"If I hadn't completed this course I don't believe I would be where I am now in my career. Not only did it help me develop academically but also personally. Whilst it taught me all the essential skills, it also taught me how to interact and communicate with others in a working environment."

OCR's administration qualification is designed to give you the knowledge, skills and understanding of the administration activities you need to progress into employment or higher levels of study.

If you are a school leaver or completing your A' levels and wish to upskill for employment, this course is designed with experience and transferable skills in mind. It works to enhance your employability and equip you with a CV suitable for a wide range of careers or further study.

Office Administration will give you a full understanding of working within an office environment, from working with customers and colleagues, understanding office procedures, being well-organised in managing yourself and your work, health and safety, writing business documents, to gaining fast keyboard speeds and strong IT skills.

Work placements are a key component to this course giving you the opportunity to experience first hand the environment you will be working in.

Many of our past students have been able to secure a future role with their work placement employers due to the fact that they were so impressed with the range of skills, behaviours and attitudes they displayed during their placement.

You will study:

- OCR Level 2 Certificate/Diploma in Administration (Business Professional)
- Text production
- Word processing
- Audio transcription
- Qualifications to support the use of key Microsoft programmes such as Word, PowerPoint, Outlook and Excel

This course will be invaluable if you are looking for work in any of the following areas: reception, office work, temporary administrative work, customer service, legal secretarial, trust and company administration, hospitality, and many more.

As the course has provided them with excellent transferable skills, our past students have gone on to have a variety of careers. Many have been able to access further study through their employers and progressed into areas such as human resource management, accounting, and paralegal work.

Alternatively, you may choose to enhance your skills by moving onto another College course.



# Performing Arts



"I think the best thing about the course was being pushed outside of my comfort zone and the increased confidence I gained from it."

If you have the burning ambition to be a performer or work within the performing arts sector, this course is for you. The majority of our Level 3 graduating students progress to prestigious UK universities, drama or dance schools. Those graduating with degrees have been able to forge careers in the arts including West End successes. Alternatively, the course provides a range of transferable skills such as creative thinking, communication skills, confidence and the ability to work as part of a team.

You will benefit from an unrivalled practical training that is based on a professional working environment housed at our purpose-built facility.

Our courses are demanding, exhilarating and rewarding. You will be challenged to develop as performers, to explore new skills and to achieve things you never believed possible. As well as your practical skills you will also develop an understanding of the theories and principles that underpin performance work. You will take part in a number of public performances, rehearsing as a company and aspiring to professional standards.

We are proud to be working with University of The Arts London - an arts specific awarding organisation. UAL designs and awards creative qualifications which empower and inspire students to reach their full potential.

## ***You will study five core areas:***

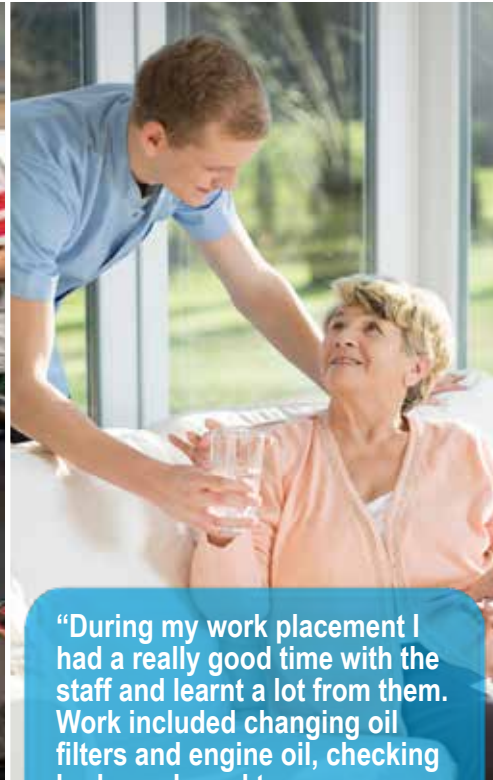
- Acting and performance
- Voice and singing
- Dance and movement
- Production skills
- Rehearsing

There are also opportunities to explore areas of special interest - acting for camera, script writing or drama teaching. Learning is delivered through a combination of performance projects and ongoing skills classes, all taught by a team of lecturers with extensive professional experience.

Through our programme of public performances, covering a wide range of theatrical genres and styles, our courses offer you an unbeatable range of performance opportunities. With the practical training you will also expand your critical thinking and analytical skills through in-depth research and contextual studies.

The majority of our Level 3 graduates progress onto drama and dance schools in the UK - Arts Ed, Guildford School of Acting, the Academy of Live and Recorded Arts, Birmingham School of Acting, LIPA, Laban and others. Students have also gone on to study teaching, creative writing and technical theatre, or used their skills to gain employment on island.

# Progress to...



"During my work placement I had a really good time with the staff and learnt a lot from them. Work included changing oil filters and engine oil, checking brake pads and tyre pressures. I would recommend it to students who are interested in the vehicle trade."

Our Progress to... course is a work related qualification designed to give you the knowledge, understanding and skills to prepare you for employment or further study. It is ideal if you are interested in the first step towards a range of careers or courses including: Childcare & Early Years, Construction, Creative & Digital Arts, Engineering, Hair & Beauty, Health & Social Care, Hospitality & Catering, IT & Computing or Sport & Public Services.

You will study a range of topics, alongside English and maths.

## **Units of study:**

- Developing a personal progression plan
- Communicating with customers
- Keeping active and healthy
- Being organised
- Contributing to your community
- Developing digital information using IT
- Working with others
- Researching a topic
- Two subject-specific units

Some units are classroom based, others are more practical in nature and will include educational visits off-island and a variety of sport and skills experiences such as:

- Go-karting
- Rib voyages
- Forest schools
- Gardening
- Golfing
- Archery
- Cookery

Work placement is a key element of this course and you will be supported to find the right placement for you where you can experience first hand a job role that you are interested in. This will help you develop the behaviours, attitudes, knowledge and skills needed to be a valued employee.

You will be assessed through a variety of activities including written work, observation, presentations and practical assignments.

On completion of the course your personal tutor will provide you with information, advice, guidance and support to enable you to progress onto a pathway that is right for you. This could be a Level 2 course at College, an apprenticeship, or employment.



# Public Services



"I have really enjoyed my course. I have become a better person as it allowed me to work on my leadership and teamwork and helped me to understand how the public services work within our community and how much of a vital role they play."

This course is designed to prepare you for a career in one of the many uniformed services - such as the armed forces, the police or prison service.

The programme has been developed with significant engagement with the local public services, giving you the opportunity to work alongside professionals to develop a true understanding of the behaviours, attitudes, knowledge and skills needed to be successful in this sector.

The course can be a two or three-year programme depending on your career ambitions. You will gain certification after each academic year, offering a flexible approach to progression.

The course is built around four key areas:

- Skill acquisition and personal development
- Adventurous activity and expedition involvement
- Volunteering
- Personal fitness

The first year enables you to develop essential key skills and an understanding of local public services, their organisational structures and the key role they play.

The second/third years build upon these core skills focusing in-depth on a variety of topics including

government policies, leadership and teamwork, citizenship and diversity.

### **Examples of units covered:**

- Understanding discipline
- Fitness testing and training
- Developing team work
- Outdoor and adventurous activities
- Volunteering in the community
- Discipline for the public services
- Crime and its effects on society
- Response to emergency incidents
- Command and control
- Security procedures
- Behaviour in public services employment
- Planning and management of major incidents

On completion of the Level 2 programme you have the opportunity to progress onto the Level 3 course, consider a range of employment opportunities, or progress onto an alternative Level 3 programme.

A Level 3 qualification provides the opportunity for progression into a range of roles within the local uniformed and non-uniformed services, university, or officer level entry into the armed services.





"Great variety of units that are interesting. The lecturers are brilliant and treat you like adults."

"The course helped me to be accepted into Camp America and supported my future plans."

Our Level 2 Sport course is designed to give you a comprehensive experience of the skills and knowledge required to work within the sports industry, either directly after the course or after progressing onto our Level 3 course.

If you want to turn your passion for sport into a career, the Level 3 course is designed for you. The qualification allows you to develop the wide ranging knowledge, understanding and skills required to progress to further study at a wide range of universities, international scholarships or progress into sports-based employment.

The Level 2 course contains practical units to improve your coaching and instructing ability whilst improving your confidence and professionalism. Alongside the physical aspects, the course also teaches strong foundations to help you understand the industry and the academic and employer related skills that will be required to work within it.

In addition to this qualification, you will also study:

- 1st4sport Level 2 Award in Multi-Skills Development in Sport
- Fitness and Physical Activity YMCA Award Level 1 Assistant Gym Instructor qualification

You will study subjects in a practical way where possible, however there will be an element of theory and portfolio building work to be completed.

#### **Example of units covered:**

- Practical sport
- Anatomy and physiology for sport
- Fitness testing and training
- Planning and leading sports activities
- Psychology for sports performance

The Level 3 course is the equivalent of three A' levels and covers various topics ranging from anatomy and physiology, fitness training for health and wellbeing, sports coaching and development, and application of fitness testing.

We cover a wide range of sports throughout the course whilst also allowing you to apply knowledge of your own sport through your assignment work. During the second year students will study a more diverse range of topics including sport psychology, exercise programming for specific groups and will organise sporting events within the local community.

#### **Example of units covered:**

- Anatomy and sports physiology
- Sports coaching
- Fitness testing and fitness programming
- Organising sports events
- Sports psychology
- Sports injuries and sports massage
- Practical sports

# Introduction

The College offers a range of courses to support professional development in areas such as HR, leadership and management, IT, and a range of sector specific qualifications, which are detailed in this prospectus. If you are interested in a subject that is not included here, please get in touch with us as we may be able to help.

Our courses represent an opportunity to gain new skills, knowledge and qualifications to support your career development or even to enable you to embark on a new career!

Please note that additional fees for examinations and for any additional learning support may be applicable and this will be discussed with you on enrolment.

## Bespoke training

The College is able to work with organisations to provide bespoke training packages in order to meet specific business needs.

For example, we have worked closely with a large employer over the past few years to provide a number of training initiatives for their staff. Programmes have included Management & Leadership for supervisors and middle managers, Preparing to Progress, Customer Service and soft skills such as Effective Teamwork, Time Management and Adaptability. These programmes have been developed with the employer to embed a rich seam of the organisation's culture and values as required which result in a bespoke programme delivering a consistent message to all managers across the business.

For more information on how the College can help your organisation please contact Jane Fears, Faculty Director - email [janef@gcfe.net](mailto:janef@gcfe.net) or telephone 01481 737500.

“

*I am very glad I took the time out of my busy job to attend this course and focus on how to be a better manager for my team. I now feel I would have the confidence to deal with lots of different managerial issues that could crop up during my working life. The teaching quality was excellent and I felt the course was very good value for money.*

”

# Child Care & Early Years

## **NCFE/CACHE Level 1 Award in an Introduction to Early Years Setting** EY06E1

This is a part-time course specifically designed as a taster course if you are interested in a career in childcare and early years. It is a required qualification if you would like to become a childminder. Good IT skills are essential.

<b>Duration</b>	Online plus 3 tutorials
<b>Starts</b>	Flexible
<b>Location</b>	DEL
<b>Fee</b>	£380

## **NCFE/CACHE Level 3 Award in Preparing to Work in Home-based Childcare** EY15E1

This qualification prepares learners to set up a home based childcare setting as a registered childminder. It is suitable for anyone wishing to be employed in home based childcare settings as a childminding assistant, nanny or au pair.

<b>Duration</b>	12 weeks
<b>Time</b>	Sat 10.00am - 12.00 noon
<b>Starts</b>	Jan 2021
<b>Location</b>	DEL
<b>Fee</b>	£412

## **NCFE/CACHE Level 3 Diploma in Early Years Workforce** EY11E1

This course is ideal for mature students who are working or intending to work with children from birth to school age. It is expected that you already work in settings or services whose main purpose is children's care, learning and development and you may have a Level 2 childcare qualification. The Level 3 Diploma prepares you to become an early years educator, enabling you to work with children from birth to age five and gain knowledge of children aged five to seven. Examples include: childminders, practitioners in nurseries or in nursery schools, pre-school workers, practitioners in reception classes in primary schools, assistants in children's centres and special educational needs practitioners.

<b>Duration</b>	34 weeks
<b>Time</b>	Tues 6.00 - 9.00pm
<b>Starts</b>	Sept 2020
<b>Location</b>	LOC
<b>Fee</b>	£1,390 per year

## **GCFE Babysitting course** EY14E5

This course will give you important information about babysitting and your role as a babysitter. The course will cover: accident prevention and fire safety when babysitting, caring for young children in a babysitting environment, respecting and valuing children.

<b>Duration</b>	2 weeks
<b>Time</b>	Mon 5.30 - 8.30pm
<b>Starts</b>	On demand
<b>Location</b>	PRCPA
<b>Fee</b>	£35

## **CACHE Level 3 Award in Supporting Teaching & Learning in Schools** EY13E1

Aimed at those volunteering or working in a school for at least six hours per week and who have had more than two years' experience.

<b>Duration</b>	33 weeks
<b>Time</b>	Thurs 9.00am - 12.00 noon
<b>Starts</b>	Sept 2020
<b>Location</b>	PRCPA
<b>Fee</b>	£1,000

## **NCFE/CACHE Level 2 Certificate in Supporting Teaching & Learning in Schools** EY20E1

This course is designed to give parents or people looking for a career as a Learning Support Assistant (LSA) in a school, the opportunity to volunteer in a school one day a week and gain the knowledge and skills required to practise at Level 2.

<b>Duration</b>	36 weeks
<b>Time</b>	TBC
<b>Starts</b>	TBC
<b>Location</b>	LOC
<b>Fee</b>	£1,500

## **NCFE/CACHE Level 3 Certificate in Supporting Teaching & Learning in Schools** EY20E2

This course is aimed at students who have just completed the Level 3 Award and wish to progress onto the Level 3 Certificate to give them a full licence to practise in a school as an LSA or Teaching Assistant (TA) in the UK.

<b>Duration</b>	18 weeks
<b>Time</b>	TBC
<b>Starts</b>	TBC
<b>Location</b>	LOC
<b>Fee</b>	£1,260

## **BTEC HNC/HND Higher National Certificate/Diploma in Early Childhood Education and Care** EY16E2

This course is aimed at students wanting to continue their education through applied learning. The HNC/HND will provide a wide-ranging study of the early education and care sector and is designed for students who wish to pursue or advance their career in early education and care practice or related fields. In addition to the knowledge, understanding and skills that underpin the study of the early education and care sector, the HNC/HND will give students experience of the breadth and depth of the sector that will prepare them for employment, progression within employment or further study.

<b>Duration</b>	3 years
<b>Time</b>	TBC
<b>Starts</b>	TBC
<b>Location</b>	LOC
<b>Fee</b>	£3,350 per year



# Construction

## **CIOB Level 4 Certificate - Diploma in Site Management Year 1 (of 2)** BE06E2

The course provides training in site management for those who would like to be or may already be employed in a managerial position.

<b>Duration</b>	36 weeks
<b>Time</b>	Mon 1.00 - 6.00pm
<b>Starts</b>	8 Sept 2020
<b>Location</b>	CTZ
<b>Fee</b>	£2,200 per year

## **CIOB Level 3 Diploma in Site Supervisory Studies** BE06E1

This course provides training in site supervision for those who are already, or who would like to be, employed in a supervisory role.

<b>Duration</b>	36 weeks
<b>Time</b>	Mon 1.00 - 6.00pm
<b>Starts</b>	8 Sept 2020
<b>Location</b>	CTZ
<b>Fee</b>	£2,200 per year

## **Washing Machine Installation** CN32E1

This course is open to anyone wanting to offer the service of connecting white goods, eg dishwashers and washing machines, to existing connections.

<b>Duration</b>	Half day
<b>Starts</b>	On demand
<b>Location</b>	Off site
<b>Fee</b>	£160

## **City & Guilds Level 2 Award in the Principles of Safe Handling and Application of Pesticides (PA1)** CN40E1OCT

This course is for anyone who works in or who would like to work in commercial pesticide application. It meets the legal requirements of the Control of Poisonous Substances (Guernsey) Regulations, 2014 and permits you to work unsupervised in the industry. It confirms occupational competence and is specified by the Chemical Regulations Directorate (CRD) as the recognised Licence to Practise for the industry. To achieve this certificate of competence, you will show your knowledge of the Code of Practice for using plant protection products. You will also have the opportunity to demonstrate your practical skills using a particular pesticide application, equipment or technique. The end user must hold both the PA1 and PA6 to spray commercial pesticides.

<b>Duration</b>	1 day
<b>Time</b>	9.00am - 4.00pm
<b>Starts</b>	TBC
<b>Location</b>	Off site
<b>Fee</b>	£155

## **City & Guilds Level 2 Award in the Safe Application of Pesticides Using Hand Held Equipment (PA6)** CN40E2OCT1

Once the PA1 component has been achieved, students may progress to the PA6 component. Please note that both the PA1 and PA6 must be successfully completed in order to receive this award.

<b>Duration</b>	1 day
<b>Time</b>	9.00am - 4.00pm
<b>Starts</b>	TBC
<b>Location</b>	Off site
<b>Fee</b>	£195

## **City & Guilds NPTC Level 2 Award in Chainsaw Maintenance & Cross-cutting Timber using a Chainsaw** CN32E2

This qualification is about the maintenance of a chainsaw and sharpening of a cutting system used in aerial and groundwork, cross-cutting trees using a chainsaw at ground level in construction, and up-to-date knowledge of legislation and regulations.

<b>Duration</b>	3 days
<b>Time</b>	TBC
<b>Starts</b>	On demand
<b>Location</b>	Off site
<b>Fee</b>	£750

## **BPEC Domestic Hot Water Storage Systems Certificate** CN32E5

This one day course aims to help plumbers and heating engineers wishing to install vented and unvented domestic hot water storage systems to comply with appropriate building regulations and technical standards.

<b>Duration</b>	1 day
<b>Time</b>	9.00am - 5.00pm
<b>Starts</b>	TBC
<b>Location</b>	CTZ
<b>Fee</b>	TBC

# Hair & Beauty

## City & Guilds Level 2 Facial HB03E13

This is a City & Guilds Level 2 qualification in facial techniques. Through both theory and practical sessions, you will learn correct cleansing, exfoliation, massage and mask techniques. Kit will be required - details on application.

**Duration** 12 weeks  
**Time** Mon 5.45 - 8.45pm  
**Start** Jan 2021  
**Location** LOC  
**Fee** £500

## City & Guilds Level 2 in Makeup Application HB03E26

Students who have an interest in the makeup industry can gain a professional Level 2 makeup qualification. Students will learn through both theory and practical techniques the application of day, evening and special occasion makeup.

**Duration** 12 weeks  
**Time** Mon 5.45 - 8.45pm  
**Starts** Sept 2020  
**Location** LOC  
**Fee** £500

## BABTAC Nail Technology HB03E7

This BABTAC certified course will include the theory and practical of all nail enhancements including nail art, gel building, nail sculpting, nail dip system, fibreglass, silk, acrylic with overlays, and tip applications.

**Duration** 24 weeks  
**Time** Wed 5.45 - 8.45pm  
**Starts** Jan 2021  
**Location** LOC  
**Fee** £1,000

## City & Guilds Level 2 Manicure & Pedicure (inc Gel Application) HB03E29

Through both theory and practical sessions, you will learn a full manicure and pedicure treatment with polish and UV gel application.

**Duration** 36 weeks  
**Time** Tues 5.45 - 8.30pm  
**Starts** Sept 2020  
**Location** LOC  
**Fee** £1,300

## BABTAC Threading HB03E25

An alternative hair removal technique using an antibacterial cotton thread. Learn three different techniques to achieve a precise and defined eyebrow shape, or simply to remove unwanted hair from the face or body. Students will need to hold a Level 2 Certificate in Eye Treatments or Waxing.

**Duration** 2 weeks  
**Time** 3.5 hours per week  
**Starts** On demand  
**Location** LOC  
**Fee** £120

## City & Guilds Level 2 Lash & Brow Treatments HB03E28

Through theory and practical sessions, this qualification enables you to learn lash and brow tinting and brow shaping.

**Duration** 6 weeks  
**Time** 3.5 hours per week  
**Starts** Sept 2020  
**Location** LOC  
**Fee** £220

## Hand Massage HB03E2

This course is aimed at those working in health care services and education services (although not exclusively). It will give attendees the confidence and skills to carry out a touch therapy massage. The course includes basic anatomy and physiology of the related area as well as massage knowledge.

**Duration** 2 weeks  
**Time** 3.5 hours per week  
**Starts** On demand  
**Location** LOC  
**Fee** £60

## City & Guilds Level 2 Waxing HB03E27

This City & Guilds qualification teaches how to use hot and warm wax to remove hair from all areas of the body (excludes intimate waxing).

**Duration** 12 weeks  
**Time** 3.5 hours per week  
**Starts** TBC  
**Location** LOC  
**Fee** £500

## BABTAC Female Intimate Waxing HB03E11

Using hot/warm wax, learn how to remove hair from the bikini and surrounding area and techniques to support effective removal of the hair. Understand the different styles such as Brazilian and Hollywood and how to reduce discomfort during the procedure. Students must be over 18 and hold a certificate in waxing.

**Duration** 2 weeks  
**Time** 3.5 hours per week  
**Starts** On demand  
**Location** LOC  
**Fee** £120

# Hair & Beauty cont...

## **Hopi Ear Candling** HB03E16

An alternative practice which helps to improve general health and wellbeing, using hollow tubes made of cotton, soaked in beeswax, honey and herbs. When lit, the candle acts like a chimney, causing the warm air inside it to rise and create a vacuum at the bottom, gently stimulating the ear, and facilitating removal of excess wax and impurities.

<b>Duration</b>	1 week
<b>Time</b>	3.5 hours
<b>Starts</b>	TBC
<b>Location</b>	LOC
<b>Fee</b>	£40

## **City & Guilds NVQ Level 3 in Barbering** HB04E3

For those who work in, or wish to pursue a career in, barbering (holding a NVQ Level 2 or Level 2 qualification in hairdressing). The course provides the necessary skills and knowledge that prove occupational competence as a senior barber, covering shaving, cutting facial hair, creating patterns in hair, cutting and styling men's hair and consulting with clients.

<b>Duration</b>	36 weeks
<b>Time</b>	8 hours per week (inc online learning)
<b>Starts</b>	TBC
<b>Location</b>	LOC
<b>Fee</b>	£1,500

# Health & Social Care

## **City & Guilds Level 3 Diploma in the Principles & Practice of Dental Nursing** HY26E1

If you are employed for a minimum of 16 hours per week as a dental nurse, you could study for this qualification which encompasses the underpinning ethics, professionalism, teamwork and communication required to work as a dental nurse.

<b>Duration</b>	2 years
<b>Time</b>	Tues 5.00 - 9.00pm
<b>Starts</b>	Jan 2021
<b>Location</b>	LOC
<b>Fee</b>	£1,250 per year

## **City & Guilds Level 2 Award in Independent Advocacy** HY09E1

The qualification is for those who are interested in acquiring an independent advocacy role. This course will also cover communication, equality and inclusion within independent advocacy and aims to provide students with an understanding of what independent advocacy is, and the principles which underpin good practice.

<b>Duration</b>	6 weeks
<b>Time</b>	Fri 9.00am - 12.00 noon
<b>Starts</b>	TBC
<b>Location</b>	LOC
<b>Fee</b>	£350

# Hospitality & Catering

## **RSPH Level 1 Award in Food Hygiene Awareness** HC13E1

This course covers the essentials of food hygiene in a simple and interesting way, and has been specifically designed for personnel undertaking first-line duties in preparing, serving or retailing food. Trainees are not expected to have any previous knowledge or qualification in the subject, but must complete all units of the course and the examination in order to qualify for either the Award in Basic Food Hygiene Awareness or for written confirmation of attendance.

<b>Duration</b>	Half day
<b>Time</b>	TBC
<b>Starts</b>	8 Sept 2020
<b>Location</b>	CTZ
<b>Fee</b>	£60

## **RSPH Level 2 Award in Food Safety in Catering** HC13E2

Following on from the RSPH Level 1 Award in Food Hygiene Awareness, this course will enable students to gain further knowledge and understanding of the importance of food hygiene, associated food hazards, good hygiene practice and controls based on awareness of food safety management systems.

<b>Duration</b>	Half day
<b>Time</b>	TBC
<b>Starts</b>	8 Sept 2020
<b>Location</b>	CTZ
<b>Fee</b>	£60



# Information Technology

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## **MOS: Microsoft Office 2016 Complete** IT07E11

This course provides skills and expertise to create and manage documents, format text, paragraphs and sections, create tables and lists, create and manage references, insert and format graphic elements, create and manage worksheets and workbooks, manage data cells and ranges, perform operations with formulas and functions, create charts and objects, create and manage presentations, insert and format text, shapes and images and much more.

<b>Duration</b>	Flexible
<b>Starts</b>	On demand
<b>Location</b>	Online
<b>Fee</b>	£725

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## **MOS: Microsoft Excel 2013 Bundle (Core & Expert)** IT07E12

Gain hands-on expertise in Microsoft Excel. The complete course and labs contain a good balance between the basics which every Excel learner needs to know and more complex topics which will appeal to power users.

<b>Duration</b>	Flexible
<b>Starts</b>	On demand
<b>Location</b>	Online
<b>Fee</b>	£455

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## **CIW Web Foundations Associate** IT07E1

This course will give you a unique understanding of internet business, data networking and web site design. You will also learn about Internet connection methods, Internet protocols, the Domain Name System (DNS), cloud computing and mobile devices, develop web sites, and study the functions, features and technologies associated with internet services, such as cloud computing and bring Your Own Device (BYOD). No prior experience is necessary.

<b>Duration</b>	12 weeks
<b>Starts</b>	On demand
<b>Time</b>	TBC
<b>Location</b>	CTZ
<b>Fee</b>	£250

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## **CIW Web Design Specialist** IT07E2

This course will help you to develop the skills necessary to specialise in web site design, including Web Site Development Essentials, Web Design Elements and Advanced Web Technologies.  
No previous courses or certifications are required.

<b>Duration</b>	Flexible
<b>Starts</b>	On demand
<b>Location</b>	Online
<b>Fee</b>	£350

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## **CIW Advanced HTML & CSS3 Specialist** IT07E3

The CIW Advanced HTML5 and CSS3 Specialist course tests essential HTML5, Cascading Style Sheets (CSS3) and JavaScript knowledge. You will create web pages using the HTML5 structure elements, embed video and audio, and develop cross-browser user-input forms. You will also use CSS3 to position and format content, and to create effects such as transformations, transitions and animation. Some knowledge of basic HTML5 and CSS3 is required.

<b>Duration</b>	14 weeks
<b>Time</b>	TBC
<b>Starts</b>	TBC
<b>Location</b>	CTZ
<b>Fee</b>	£350

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## **CCNA Routing and Switching 200-125 Bundle with Simulator** IT07E9

This course validates your knowledge in using advanced IP addressing and routing in executing scalable and extremely secure Cisco routers which are connected to LANs, WANs and IPv6. The course covers the configuration of extremely secure routing solutions to support branch offices and mobile workers.

<b>Duration</b>	Flexible
<b>Starts</b>	On demand
<b>Location</b>	Online
<b>Fee</b>	£700

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## **MCSA: Server Infrastructure Certification Courses & Lab** IT07E10

The course focuses on the identity functionality in Windows Server 2016. It covers the installation and configuration of Active Directory Domain Services (AD DS), in addition to Group Policy implementation for non-Nano Server environments. It also covers functionality such as Active Directory Certificate Services (AD CS), Active Directory Federation Services (AD FS) and Web Application proxy implementations.

<b>Duration</b>	Flexible
<b>Starts</b>	On demand
<b>Location</b>	Online
<b>Fee</b>	£700

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## **Oracle Java SE 8 Programmer Associate** IT07E4

This course introduces object-orientated programming using Java. You will learn the basics of Java languages including creating classes and objects, overview of inheritance and polymorphism. No prior experience in programming is required.

<b>Duration</b>	Flexible
<b>Starts</b>	On demand
<b>Location</b>	Online
<b>Fee</b>	£300

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## **Oracle Java SE 8 Programmer Professional** IT07E5

This course covers the core language features and Application Programming Interfaces (API) and you will learn how to create high-performing multi-threaded applications. Basic knowledge of a programming language is required.

<b>Duration</b>	Flexible
<b>Starts</b>	On demand
<b>Location</b>	Online
<b>Fee</b>	£350

# Information Technology cont...

## A+ Comprehensive 901/902 with Lab IT07E7

CompTIA is a globally recognised industry standard for establishing an IT career. CompTIA A+ covers expanded content on growing an IT support role including expanded baseline security topics. The certification provides a different approach to define competency in operational procedures including basic disaster prevention, recovery, scripting basics and a greater dependency on networking and device connectivity.

**Duration** Flexible  
**Starts** On demand  
**Location** Online  
**Fee** £485

## CompTIA Network+ with Lab IT07E8

CompTIA A+ certification is a widely trusted, globally acknowledged, vendor-neutral credential. The course covers PC hardware, networking and troubleshooting hardware and network connectivity issues.

**Duration** Flexible  
**Starts** On demand  
**Location** Online  
**Fee** £315

## Android Apps Programming IT07E6

The CIW Advanced HTML5 and CSS3 Specialist course tests essential HTML5, Cascading Style Sheets (CSS3) and JavaScript knowledge. You will create web pages using the HTML5 structure elements, embed video and audio, and develop cross-browser user-input forms. You will also use CSS3 to position and format content, and to create effects such as transformations, transitions and animation. Some knowledge of basic HTML5 and CSS3 is required.

**Duration** Flexible  
**Starts** On demand  
**Location** Online  
**Fee** £365

## Level 4 HNC in Computing IT08E1

An opportunity to complete a higher education qualification on island in the computing and IT sector.

**Duration** 36 weeks  
**Time** TBC  
**Starts** Sept 2021  
**Location** CTZ  
**Fee** TBC

# Management

## ILM Level 2 Award in Effective Mentoring Skills

This qualification is for those who wish to develop their knowledge and skills in order to understand and undertake effective mentoring in a range of situations, such as within an organisation, the voluntary sector, community groups etc.

**Duration** 2.5 days over 2/3 weeks  
**Time** TBC  
**Starts** Sept 2020  
**Location** LOC  
**Fee** £450

## CMI Level 3 Principles of Management and Leadership MG04E3

This course is aimed at practising or aspiring managers who supervise teams to achieve defined objectives. They will set and monitor goals and objectives providing instruction, direction and guidance. Day-to-day operational activities are a key part of their role.

**Duration** 12 weeks  
**Time** Thurs 9.00am - 4.30pm  
**Starts** 21 Jan 2021  
**Location** LOC  
**Fee** £850

## CMI Level 5 Diploma in Management and Leadership MG05E1

Following on from the Level 3 qualification, this provides training in the key skills and competencies needed to become an effective middle manager.

**Duration** 36 weeks  
**Time** Thurs 9.00am - 4.30pm  
**Starts** Jan 2021  
**Location** LOC  
**Fee** £1,900

## CMI Level 5 Award in Coaching Skills MG07E1

This qualification is designed to develop management coaching and mentoring skills with a focus on how to identify the links between coaching, mentoring and the achievement of business goals.

**Duration** Approximately 3 days  
**Time** TBC  
**Starts** Jan 2021  
**Location** LOC  
**Fee** TBC

## CMI Level 5 Award in Equality, Diversity & Inclusion MG07E2

This qualification is aimed at practising or aspiring managers and leaders, enabling them to understand the business case for equality, diversity and inclusion and the role of managers in creating inclusive cultures in the workplace.

**Duration** Approximately 3 days  
**Time** TBC  
**Starts** Jan 2021  
**Location** LOC  
**Fee** TBC

# Management cont...

**CIPD Level 3 Foundation Certificate in Human Resources Practice** BS04E119  
A foundation level qualification providing practical skills in HR and development for those starting out in their HR career or wishing to move to the next level with a recognised qualification.

**Duration** 34 weeks  
**Time** Wed 4.00 - 8.00pm  
**Starts** Spring 2021  
**Location** LOC  
**Fee** £1,850

**CIPD Level 5 Intermediate Certificate in Human Resources Management** BS04E5  
A platform to further develop HR, leadership, development and specialist knowledge giving a broad perspective of the organisational issues facing HR professionals.

**Duration** 1 year  
**Time** Tues 9.00am - 4.00pm  
**Starts** 24 Nov 2020  
**Location** LOC  
**Fee** £3,600

**VTCT Level 3 Certificate in Retail Management & Leadership** RE02E1  
This course is suitable for those already working in a supervisory retail role or looking to develop their skills further as part of their professional development in preparation for a management role. This qualification allows candidates to learn, develop and practise the skills required for employment and/or career progression in retail management.

**Duration** 36 weeks  
**Time** TBC  
**Starts** 8 Sept 2020  
**Location** LOC  
**Fee** £1,255

## Performing Arts

**BTEC Level 2 First Award in Performing Arts (Dance)** PA03E1  
This course in contemporary dance is equivalent to one GCSE and is ideally suited to students who have an existing background in dance and who are interested in a career in choreography, dance teaching and dance performance. You can complete the course in one year attending two evenings a week, or over two years attending one evening a week.

**Duration** 1 or 2 years  
**Time** Mon & Tues 4.30 - 6.00pm  
**Starts** Sept 2020  
**Location** PRCPA  
**Fee** TBC

**BTEC Level 3 Certificate in Performing Arts (Dance)** PA03E2  
This course in contemporary dance is equivalent to half an A'level and is ideally suited to students who have an existing background in dance and who are interested in a career in choreography, dance teaching and dance performance. It runs over one year, two evenings a week. Upon successful completion it will be possible to extend your studies for a further year and achieve a subsidiary diploma, which is equivalent to one full A'level.

**Duration** 1 year  
**Time** Mon & Tues 4.30 - 6.00pm  
**Starts** Sept 2020  
**Location** PRCPA  
**Fee** TBC

**BTEC Level 3 Subsidiary Diploma in Music** PA04E1  
Equivalent to one A' level, this two-year course is run in collaboration with the School of Popular Music (SOPM) and is suitable for all instrumentalists or vocalists who have some proficiency and a passion to develop as a performer. The main emphasis is on performing both as a soloist and as part of an ensemble, and there are units focusing on creating your own music using music software, and written units exploring popular music, the music industry and other topics.

**Duration** 36 weeks  
**Time** TBC  
**Starts** Sept 2020  
**Location** PRCPA  
**Fee** £800 per year

## Sport & Public Services

**Level 2 Certificate in Gym Instructing** SP02E101  
This qualification includes the required elements to work effectively and competently as a fitness instructor in a gym based exercise setting, developing the knowledge and skills to plan/instruct gym based exercises and personal training programmes.

**Duration** Up to 36 weeks  
**Time** TBC  
**Starts** Sept 2020  
**Location** LOC/Online delivery  
**Fee** £700



# Sport & Public Services cont...

## Level 3 Diploma in Personal Training SP09E1

This qualification includes the required elements to work efficiently and competently as a personal trainer in a gym based exercise setting, developing the knowledge and skills to plan/instruct gym based exercises and personal training programmes.

<b>Duration</b>	Up to 36 weeks
<b>Time</b>	TBC
<b>Starts</b>	Sept 2020
<b>Location</b>	LOC/Online delivery
<b>Fee</b>	£1,900

## Level 3 Diploma in Exercise Referral SP12E1

The Level 3 Diploma in Exercise Referral is a technical level qualification which provides delegates with the knowledge, understanding and skills to work as an Exercise Referral Instructor, planning and delivering safe and effective programmes for patients with a number of medical conditions. Delegates must have one of the following qualifications: Level 2 Certificate in Fitness Instructing or Level 3 Certificate in Personal Training. This course is delivered as a combination of online and practical assessment.

<b>Duration</b>	Up to 36 weeks
<b>Time</b>	TBC
<b>Starts</b>	Sept 2020
<b>Location</b>	LOC/Online delivery
<b>Fee</b>	£1,900

## Level 3 Diploma in Sports Massage Therapy SP11E1

This Level 3 Diploma in Sports Massage Therapy is a technical level qualification aimed at developing the knowledge, understanding and technical skills needed for a career as a Sports Massage Therapist, either employed or self-employed. Learners who complete this qualification will be able to gain employment and obtain insurance to work in this industry.

<b>Duration</b>	36 weeks
<b>Time</b>	TBC
<b>Starts</b>	Sept 2020
<b>Location</b>	LOC
<b>Fee</b>	£1,500

# Teaching & Learning/ Quality Assurance

## City & Guilds Level 3 Award in Education & Training TT01E3

This is an initial teacher training qualification for those who wish to start teaching or training adults or post -16 students. This course develops teacher training skills, providing students with a practical teaching toolkit. Progression opportunities are available.

<b>Duration</b>	15 weeks
<b>Time</b>	Tues
<b>Starts</b>	Sept 2020
<b>Location</b>	LOC
<b>Fee</b>	£585

## City & Guilds Level 4 Certificate in Education & Training TT01E4

Suitable for pre-service and in-service trainers, teachers and holders of the Level 3 Award in Education & Training, this course is designed for those individuals who wish to teach or train adults or post-16 students.

<b>Duration</b>	32 weeks
<b>Time</b>	Fri 1.00 - 4.15pm
<b>Starts</b>	Sept 2020
<b>Location</b>	CTZ
<b>Fee</b>	£1,415

## City & Guilds Level 5 Diploma in Education & Training TT01E5

Suitable for in service trainers and teachers and holders of the Level 3 Award in Education & Training, this course is designed for those individuals who wish to teach in the post-16 sector and develop their teacher or training skills.

<b>Duration</b>	2 years
<b>Time</b>	TBC
<b>Starts</b>	22 Sept 2020
<b>Location</b>	LOC
<b>Fee</b>	£3,050 per year

## City & Guilds TAQA Level 3 Certificate Assessor Training TT02E3

Intended for those who assess occupational competence in the work environment and vocational skills, knowledge and understanding in other training environments, such as the classroom or workshop.

<b>Duration</b>	Approx 3 to 9 months
<b>Time</b>	TBC
<b>Starts</b>	1 Oct 2020
<b>Location</b>	CTZ
<b>Fee</b>	£655

## City & Guilds TAQA Level 4 Quality Assurance Training TT02E4

For practitioners who conduct internal quality assurance (IQA) of the assessment process within an organisation, this course develops knowledge and skills in IQA principles and practice.

<b>Duration</b>	Approx 3 to 12 months
<b>Time</b>	TBC
<b>Starts</b>	Oct 2020
<b>Location</b>	CTZ
<b>Fee</b>	£765

# Introduction

One of the College's strategic aims is to improve access to higher education on island, both on a full-time and part-time basis.

Finances often prohibit young people from going away to university and the College is keen to develop full-time opportunities in key vocational areas that will support the Guernsey economy as well as fulfill the aspirations of our students. Potential students should contact the Student Finance service to find out if they are eligible for a grant towards tuition fees - email [studentfinance@gov.gg](mailto:studentfinance@gov.gg) or telephone 01481 706560.

Our HND in Art & Design is our first full-time HE programme and we will be celebrating the achievements of our second cohort in November 2020. This course was designed working closely with local employers to identify essential skills required to be successful in a creative industry, with work placements and live briefs being core elements of the two-year programme.

We also offer a number of part-time higher education courses across a growing range of subjects.

Other higher education full-time course developments are being reviewed, and we hope to be able to offer more choices for young people in the near future.

Contact Lorraine Barker, Faculty Director - email [lorraineb@gcfe.net](mailto:lorraineb@gcfe.net) or telephone 01481 750200 for further details.

“

*For me, the most surprising aspect of the course was the journey of self-discovery – I learnt more about myself than I was expecting.*

*Gaining a greater understanding of myself as well as others around me has led to greater harmony and success in the team.*

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# Construction

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## **CIOB Level 4 Certificate - Diploma in Site Management Year 1 (of 2)** BE06E2

The course provides training in site management for those who would like to be, or might already be employed in a managerial position.

<b>Duration</b>	36 weeks
<b>Time</b>	Mon 1.00 - 6.00pm
<b>Starts</b>	8 Sept 2020
<b>Location</b>	CTZ
<b>Fee</b>	£2,200 per year

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# Childcare & Early Years

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## **BTEC HNC/HND Higher National Certificate/Diploma in Early Childhood Education and Care** EY16E2

This course is aimed at students wanting to continue their education through applied learning. The HNC/HND will provide a wide-ranging study of the early education and care sector and is designed for students who wish to pursue or advance their career in early education and care practice or related fields. In addition to the knowledge, understanding and skills that underpin the study of the early education and care sector, the HNC/HND will give students experience of the breadth and depth of the sector that will prepare them for employment, progression within employment, or further study.

<b>Duration</b>	3 years
<b>Time</b>	TBC
<b>Starts</b>	Sept 2020
<b>Location</b>	LOC
<b>Fee</b>	£3,350 per year

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# Creative & Digital Arts

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## **Pearson Level 4 HNC and Level 5 HND in Art & Design** AD10HE1

This course has been designed to appeal to students wishing to study at a higher level and seeking to access careers within the creative sector. Students have the option to complete the one-year HNC qualification only, or move on to the HND for the second year of study. The programme has been developed by working closely with local employers to identify essential skills required to be successful in the industry with work placements and 'live briefs' being core elements of the programme.

<b>Duration</b>	HNC - 1 year HND - 2 years
<b>Time</b>	Full time
<b>Starts</b>	Sept 2020
<b>Location</b>	DEL
<b>Fee</b>	TBC

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# Education & Training

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## **City & Guilds Level 4 Certificate in Education & Training** TT01E4

Suitable for pre-service and in-service trainers, teachers and holders of the Level 3 Award in Education & Training. This course is designed for those individuals who wish to teach or train adults or post-16 students.

<b>Duration</b>	32 weeks
<b>Time</b>	Fri 1.00 - 4.15pm
<b>Starts</b>	Sept 2020
<b>Location</b>	CTZ
<b>Fee</b>	£1,415

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## **City & Guilds Level 5 Diploma in Education & Training** TT01E5

Suitable for in service trainers and teachers and holders of the Level 3 Award in Education & Training. This course is designed for those individuals who wish to teach in the post-16 sector and develop their teacher or training skills.

<b>Duration</b>	2 years
<b>Time</b>	TBC
<b>Starts</b>	15 Sept 2020
<b>Location</b>	LOC
<b>Fee</b>	£3,050 per year

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# Information Technology

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## **Level 4 HNC in Computing** IT08E1

An opportunity to complete a higher education qualification on island in the computing and IT sector.

<b>Duration</b>	36 weeks
<b>Time</b>	TBC
<b>Starts</b>	Sept 2021
<b>Location</b>	CTZ
<b>Fee</b>	TBC

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# Management

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## **CMI Level 5 Diploma in Management and Leadership** MG05E1

Following on from the Level 3 qualification, this provides training in the key skills and competencies needed to become an effective middle manager.

<b>Duration</b>	36 weeks
<b>Time</b>	Thurs 9.00am - 4.30pm
<b>Starts</b>	TBC
<b>Location</b>	LOC
<b>Fee</b>	£1,900

## **CMI Level 5 Award in Coaching Skills** MG07E1

This qualification is designed to develop management coaching and mentoring skills with a focus on how to identify the links between coaching, mentoring and the achievement of business goals.

<b>Duration</b>	Approximately 3 days
<b>Time</b>	TBC
<b>Starts</b>	Jan 2021
<b>Location</b>	LOC
<b>Fee</b>	TBC

## **CMI Level 5 Award in Equality, Diversity & Inclusion** MG07E2

This qualification is aimed at practising or aspiring managers and leaders, enabling them to understand the business case for equality, diversity and inclusion and the role of managers in creating inclusive cultures in the workplace.

<b>Duration</b>	Approximately 3 days
<b>Time</b>	TBC
<b>Starts</b>	Jan 2021
<b>Location</b>	LOC
<b>Fee</b>	TBC

## **CIPD Level 5 Intermediate Certificate in Human Resources Management** BS04E5

A platform to further develop HR, leadership, development and specialist knowledge, giving a broad perspective of the organisational issues facing HR professionals.

<b>Duration</b>	1 year
<b>Time</b>	Tues 9.00am - 4.00pm
<b>Starts</b>	24 Nov 2020
<b>Location</b>	LOC
<b>Fee</b>	£3,600

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# Quality Assurance

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## **City & Guilds TAQA Level 4 Quality Assurance Training** TT02E4

For practitioners who conduct internal quality assurance (IQA) of the assessment process within an organisation. Develops knowledge and skills in IQA principles and practice.

<b>Duration</b>	Approx 3 to 12 months
<b>Time</b>	TBC
<b>Starts</b>	1 Oct 2020
<b>Location</b>	CTZ
<b>Fee</b>	£765

# Introduction

English and maths are essential skills that all employers seek. The English and maths team at the College has a proud history of working with learners returning to education in order to improve their skills and qualifications. Each year, we work with more than 100 students in our evening classes as they look to gain qualifications that will enable them to access further education, training and jobs, or to revisit incomplete education from school.

This opportunity is **FREE** for any student under the age of 22!

Our English and maths evening classes offer the opportunity to achieve either GCSE or Functional Skills Level 1 or 2 qualifications in an adult learning environment with experienced lecturers. We recognise that, for many, taking that first step through our doors is the most challenging, and that historic relationships with English and maths may not have been positive but our student-centred and supportive sessions bring a fresh approach to learning - enabling students to develop skills and gain accreditation.

If you are looking to develop your English and maths skills in order to gain promotion, access higher education qualifications, start a new career or support friends or family through their own education, then our English and maths courses are here to help you!



“

*The environment is friendly and I feel very comfortable here.*

*Friendly, helpful. Enjoyable learning.*

*Jennifer is very approachable and adaptable with her teaching skills, making it enjoyable and easier to learn.*

”



# ESOL (English for speakers of other languages)

## ESOL SD21E5T1

Aimed at those students who do not have English as their first language. Courses are available at a number of levels and range from beginners to advanced, subject to demand. Students will need to be assessed before attending classes.

We also liaise with the British Council to run the IELTS B1 English exam, along with the Life in the UK test, both of which are required for Citizenship. Please note we cannot give advice on which test you should take - applicants need to establish this beforehand with the Border Agency.

<b>Duration</b>	10 weeks
<b>Time</b>	TBC
<b>Starts</b>	TBC
<b>Location</b>	LOC
<b>Fee</b>	£155

## Skills Development

### Functional Skills English (workshop) SD11E1A

This qualification aims to ensure students have good communication skills in reading, writing, speaking and listening. This programme is offered at the start of each College term at Level 1 and Level 2. An initial assessment and discussion with your tutor will establish which level will be appropriate for you.

<b>Duration</b>	36 weeks
<b>Time</b>	Wed 6.30 - 8.30pm
<b>Starts</b>	9 Sept 2020
<b>Location</b>	LOC
<b>Fee</b>	£270

### Pearson Level 2 GCSE in English SD11E2

This course is aimed at anyone wishing to gain a GCSE or improve on their previous grade. Students will develop the ability to communicate clearly, accurately and effectively in both reading and writing.

<b>Duration</b>	29 weeks
<b>Time</b>	Wed 6.30 - 8.30pm
<b>Starts</b>	9 Sept 2020
<b>Location</b>	LOC
<b>Fee</b>	£270

### Edexcel Functional Skills Maths (workshop) SD12E3

This qualification is designed to develop the student's ability to represent situations using mathematics. This programme is offered at the start of each College term at Level 1 and Level 2. An initial assessment and discussion with your tutor will establish which level will be appropriate for you.

<b>Duration</b>	36 weeks
<b>Time</b>	Thurs 6.30 - 8.30pm
<b>Starts</b>	10 Sept 2020
<b>Location</b>	LOC
<b>Fee</b>	£270

### Edexcel Level 2 iGCSE in Maths SD12E2

This qualification enables students to develop their knowledge and understanding of mathematical concepts and techniques.

<b>Duration</b>	33 weeks
<b>Time</b>	Thurs 6.30 - 8.30pm
<b>Starts</b>	10 Sept 2020
<b>Location</b>	LOC
<b>Fee</b>	£270

# TIN WHISTLE

## Innovation Programmes

Supporting and developing your employees' influence through actor training principles

### ABOUT OUR COURSES

Each of the Tin Whistle innovation programme courses is designed to support and develop your employees' influence in the workplace and, in turn, your organisation's impact in the wider marketplace.

Our team of professional actors and trainers uses drama school training principles to engage and stimulate corporate clients in a supportive yet challenging environment.

Courses can be delivered in half or full-day workshops.

Each of our courses provide participants with the opportunity to:

- ✓ Work in small, focused groups
- ✓ Learn by doing
- ✓ Work with pace, energy and intensity
- ✓ Take risks in order to raise self-awareness
- ✓ Acquire and implement a toolkit of techniques
- ✓ Have fun whilst developing work sector skills
- ✓ Build resilience
- ✓ Re-focus and align teams

### COURSE DETAILS

#### SPEAK UP

This course seeks to explore and embed acting techniques to free the voice and body, build confidence and maximise communication skills for presentations, meetings and general professional inter-communication.

We will give you the tools to enable you to:

- ✓ Command the space
- ✓ Manage nerves
- ✓ Communicate with a confident physical presence
- ✓ Use your voice to influence
- ✓ Have a lasting and powerful impact on your audience

#### IN THEIR SHOES

This course explores communication and trust within a team in a practical and supportive atmosphere.

We will give you the tools to enable you to:

- ✓ Develop empathy
- ✓ Improve communication
- ✓ Explore personal boundaries
- ✓ Build trust
- ✓ Cultivate strong teams

#### THE POWER OF YES

This course seeks to utilise improvisation techniques to generate trust and positive communication so that creative and innovative ideas and solutions can be deployed.

We will give you the tools to enable you to:

- ✓ Engage in creative problem-solving
- ✓ Communicate positively and energetically
- ✓ Generate innovative ideas
- ✓ Let go of fear and take risks
- ✓ Build dynamic and confident teams
- ✓ Feel valued and value others

Tin Whistle Productions is based at  
The Princess Royal Centre for Performing Arts  
In partnership with

Want to know more? We would be more than happy to talk to you about your training requirements. Please contact Vanessa Mee on [tinwhistleproductions@gmail.com](mailto:tinwhistleproductions@gmail.com) or on 07781 141544.




[tinwhistleproductions.com](http://tinwhistleproductions.com)



[TinWhistleProductions](https://www.facebook.com/TinWhistleProductions)



[@TinWhistleProductions](https://twitter.com/TinWhistleProductions)

  
**Guernsey College**  
of further  
education

# Introduction



The Guernsey Apprenticeship allows you to earn a wage at the same time as gaining qualifications relating to your chosen career. The programme encompasses many subject areas and has made a significant contribution to Guernsey's economic success for many years.

An apprenticeship offers an alternative to full-time post-16 education as well as being available for students of all ages. It allows apprentices to earn whilst they learn, developing skills and knowledge at the same time as gaining formal qualifications in their chosen vocation.

Thousands of islanders have successfully trained through the programme which has been in existence for over 70 years and with an annual enrolment of over 70 new apprentices and with over 500 registered employers, it is recognised as a key factor in providing training opportunities for new employees to become highly skilled professionals.

As a result of extensive consultation with local employers over the last two years, exciting developments are happening to apprenticeships across the Bailiwick, including the launch of three new programmes in Care, Early Years and Retail Management which started in September 2019, with new programmes being developed for future release.

Apprentices need to be employed by a registered employer in order to start on the programme. Most of our apprenticeship courses are delivered on a day release basis for 'off-the-job' training. Your 'on-the-job' training will be provided by your employer.



“

*I was earning money and getting qualifications at the same time.*

*It was a great way of combining practical experience with study and for anyone who would prefer to stay on the island, it's the perfect solution.*

”



# Adult Care



Available to employees currently working in care roles within the adult care industry.  
Course duration: 18 months  
Qualifications included: Level 2 Technical Certificate in Adult Care  
Next course start date: September 2021

# Construction & The Built Environment



Available to employees currently working in the Construction & The Built Environment sector.  
Course duration: Up to 3 years  
Qualifications included: Level 3 Extended Certificate in Construction & The Built Environment; Level 4 HNC in Construction  
Next course start date: Level 4 September 2020; Level 3 September 2021

# Early Years



Available to employees currently working in a supervised role within the early years and childcare industry.

Course duration: 18 months

Qualifications included: Level 2 Diploma for the Early Years Practitioner

Next course start date: September 2021

# Electrotechnical Technology



Available to employees currently working in the electrical contracting or supply industry or those whose work involves electrical installation, maintenance or modification of existing installations.

Course duration: Up to 5 years

Qualifications included: Level 3 Diploma in Electrotechnical Technology; Level 3 18th Edition Certificate; Level 3 Inspection and Testing Certificate

Next course start date: September 2020



# Engineering

## Mechanical Manufacturing, Welding



Available to employees currently working as engineer operatives, technicians, fabricators and welders.

Course duration: 3 years

Qualifications included: Level 3 Diploma in Engineering - Welding or Level 3 Diploma in Engineering - Mechanical Manufacturing

Next course start date: September 2020

# Hairdressing



Available to employees currently working in the hairdressing industry. Working closely with your employer and at the modern, purpose built, Visions Hair & Beauty Salon at College, you will be taught the latest techniques in colouring, cutting and styling and have the opportunity to attend workshops run by top industry professionals.

Course duration: Up to 3 years

Qualifications included: Level 2 Diploma in Hairdressing; Level 3 Diploma in Hairdressing

Next course start date: September 2020



# Horticulture



Available to employees currently working in horticulture, landscaping, production horticulture, sports turf or park and gardens. For those starting out and wishing to gain a good basic understanding of horticulture or those who already have some knowledge of the industry.

Course duration: 2 years

Qualifications included: Level 1 Work-based Horticulture; Level 2 Work-based Horticulture or Level 2 Diploma in Practical Horticulture

Next course start date: Flexible 'roll-on-roll-off' start points throughout the year

# Motor Vehicle



This course is available to employees currently working as technicians in garages and dealerships within the motor industry.

Course duration: Up to 4 years

Qualifications included: Level 2 Diploma in Light Vehicle Maintenance and Repair; Level 3 Diploma in Light Vehicle Maintenance and Repair

Next course start date: September 2020

# Painting & Decorating



This course is available to employees currently working in the painting, decorating or construction industries.

Course duration: TBC

Qualifications included: Level 1 Diploma in Painting & Decorating; Level 2 Diploma in Painting & Decorating

Next course start date: Flexible 'roll-on-roll-off' start points throughout the year

# Plumbing Studies



This course is available to employees currently working as plumbers in the construction industry and associated trades.

Course duration: Up to 4 years

Qualifications included: Level 2 Diploma in Plumbing Studies; Level 3 Diploma in Plumbing Studies

Next course start date: September 2020



# Professional Cookery



Available to employees currently working in the catering industry. Using modern techniques and processes, you will have a creative flair and be looking to work in a vibrant and dynamic industry.

Course duration: Up to 3 years

Qualifications included: Level 2 Diploma in Professional Cookery; Level 3 Diploma in Professional Cookery; Level 2 Award in Food Safety and Hygiene; In-house First Aid and Fire Safety

Next course start date: September 2020

# Retail Management



This course is aimed at those wishing to pursue a career within Retail Management.

Course duration: Up to 2 years

Qualifications included: Level 2 Certificate in Retail Skills; Level 3 Certificate in Management & Leadership

Next course start date: September 2020



# Site Carpentry & Bench Joinery



This course is available to employees currently working in carpentry and joinery roles within the building and construction industry and associated trades.

Course duration: Up to 4 years

Qualifications included: Level 2 Diploma in Bench Joinery; Level 2 Diploma in Site Carpentry; Level 3 Diploma in Site Carpentry; Level 3 Diploma in Bench Joinery (Year 4) or CIOB Level 3 Diploma in Construction Site Supervisory Studies (Year 4)

Next course start date: September 2020

# Trowel Trades



This course is available to employees currently working as blocklayers, plasterers and stone masons roles within the building and construction industry and associated trades.

Course duration: Up to 4 years

Qualifications included: Level 2 Diploma in Bricklaying; Level 3 Diploma in Bricklaying

Next course start date: September 2020

# Introduction

We hope that you find the College prospectus of interest and we would like to welcome you onto one or more of our courses.

We accept enrolments from people aged 16 and upwards. Our students come from all walks of life and professions, and their reasons for coming to our courses are just as varied.

Many have full-time jobs and families to support and are looking for an additional qualification or seeking to develop a new skill or interest. Others are attracted by our leisure courses as a way to relax from work, or to enjoy their retirement. Whatever the reason and whatever the course, we trust your experience of adult education courses is both enjoyable and enriching.

We are constantly reviewing our service to you and should you have any suggestions for new courses or how our service may be enhanced, we would be pleased to hear from you.

For further information, please contact Jane Walden, Programme Leader - email [janewgcf.net](mailto:janewgcf.net) or telephone 01481 737500.

“

*The course broadened my knowledge of the complete world of VHF radio and its use. As a result, I now feel much safer when out at sea.*

*The tutor unveiled the mysteries of diesel engines. As a result, my diesel engine maintenance costs should be much reduced.*

ANDREW

”

# Information Technology

## **Sovereign Silver Surfers - Beginners** ADE\_CoCo524

Aimed at complete beginners who would like to gain confidence in using a computer. Topics include: getting started, an introduction to the internet, using e-mail, Word and other basic packages. You will use College computers and will practise new skills in a safe and supportive environment. You will gain confidence in using your own devices at home. This course is sponsored by Sovereign and is therefore offered free of charge to those over 65 years of age.

<b>Duration</b>	8 weeks
<b>Time</b>	Mon 1.30 - 3.00pm
<b>Starts</b>	12 Oct 2020
<b>Location</b>	LOC
<b>Fee</b>	Free

## **Sovereign Silver Surfers - Intermediate** ADE\_CoCo527

A follow-on course to build on the skills learned in the beginners' course. This course is sponsored by Sovereign and is therefore offered free of charge to those over 65 years of age.

<b>Duration</b>	8 weeks
<b>Time</b>	Mon 1.30 - 3.00pm
<b>Starts</b>	18 Jan 2021
<b>Location</b>	LOC
<b>Fee</b>	Free

# Jewellery Making

## **Silversmithing and Jewellery Making - Beginners** ADE\_ArRe365

Mainly for those with experience but beginners are welcome and will make the initial pieces from the beginners' course. More advanced techniques and processes will be demonstrated throughout the course giving students the opportunity to extend their skills. Students will design and make individual pieces using traditional materials. Materials vary in price and may be purchased from the tutor. Tutor: Tony Yabsley

<b>Duration</b>	8 weeks
<b>Time</b>	Tues 6.00 - 8.45pm
<b>Starts</b>	6 Oct 2020
<b>Location</b>	CTZ
<b>Fee</b>	£140

## **Silversmithing and Jewellery Making - Intermediate** ADE\_ArRe365Jan

Mainly for those with experience but beginners are welcome and will make the initial pieces from the beginners' course. More advanced techniques and processes will be demonstrated throughout the course giving students the opportunity to extend their skills. Students will design and make individual pieces using traditional materials. Materials vary in price and may be purchased from the tutor. Tutor: Tony Yabsley

<b>Duration</b>	8 weeks
<b>Time</b>	Tues 6.00 - 8.45pm
<b>Starts</b>	19 Jan 2021
<b>Location</b>	CTZ
<b>Fee</b>	£140

# Languages

## **French for Beginners** ADE\_LaFr311

This introductory class is for those students with a very little knowledge or experience of French. The course will focus on the key skills of listening and speaking. The textbook used will be 'Façon de Parler 1' ISBN 978-1444168419 (student to buy). Tutor: Juliana Chapellier

<b>Duration</b>	16 weeks
<b>Time</b>	Tues 6.30 - 8.00pm
<b>Starts</b>	13 Oct 2020
<b>Location</b>	LOC
<b>Fee</b>	£140

## **French Post-beginners** ADE\_LaFr314

For those who have undertaken a beginners' course and want to build upon their skills. Sessions will cover grammar including past and future tenses as well as conversation and listening skills. The textbook used will be 'Façon de Parler 2' ISBN 978-1444 168419 (student to buy). Tutor: Julianna Chapellier

<b>Duration</b>	16 weeks
<b>Time</b>	Wed 6.30 - 8.00pm
<b>Starts</b>	14 Oct 2020
<b>Location</b>	LOC
<b>Fee</b>	£140

## **French - Intermediate** ADE\_LaFr312

For people who already have the basics of the language. The aim is to broaden vocabulary and strengthen grammar. The course book is 'Façon de Parler 2' ISBN 978-1444181227 (student to buy). Tutor: Julianna Chapellier

<b>Duration</b>	16 weeks
<b>Time</b>	Thurs 6.30 - 8.00pm
<b>Starts</b>	15 Oct 2020
<b>Location</b>	LOC
<b>Fee</b>	£140



# Languages cont...

<b>Spanish for Beginners</b> ADE_LaSp315 This course is aimed at beginners or those with little experience of the language. The tutor will advise on the course books required in the first lesson. Tutor: Leonardo Paucar	<b>Duration</b> 16 weeks <b>Time</b> Wed 6.30 - 8.30pm <b>Starts</b> 14 Oct 2020 <b>Location</b> GRM <b>Fee</b> £140
<b>Spanish - Elementary</b> ADE_LaSp326 For those with some knowledge of the language or who have completed the beginners' course and wish to further develop their spoken and written language skills and comprehension. The tutor will advise on the course books required in the first lesson. Tutor: Leonardo Paucar	<b>Duration</b> 16 weeks <b>Time</b> Tues 6.30 - 8.30pm <b>Starts</b> 13 Oct 2020 <b>Location</b> GRM <b>Fee</b> £140
<b>Advanced Spanish</b> ADE_LaSp327 This course is for students who are already able to make themselves understood in a holiday situation and now wish to expand their knowledge to be able to hold a general conversation whilst still doing some revision of grammar. The course book is 'Gente' New Edition ISBN 978-84-8443-205-0 Tutor: Leonardo Paucar	<b>Duration</b> 16 weeks <b>Time</b> Thurs 6.30 - 8.30pm <b>Starts</b> 15 Oct 2020 <b>Location</b> GRM <b>Fee</b> £140
<b>Mandarin Language &amp; Culture for Beginners</b> ADE_LaMa320 (Oct start) & ADE_LaMa320JAN (Jan start) An introduction to the Mandarin language and Chinese culture.	<b>Duration</b> 10 weeks <b>Time</b> Tues 6.30 - 8.00pm <b>Starts</b> 6 Oct 2020 & 19 Jan 2021 <b>Location</b> LOC <b>Fee</b> £120
<b>Mandarin Language &amp; Culture: Part 2</b> ADE_LaMa321Oct (Oct start) & ADE_LaMa321 (Jan start) For those who have a knowledge of Mandarin or those who have attended the beginners' course.	<b>Duration</b> 10 weeks <b>Time</b> Tues 6.30 - 8.00pm <b>Starts</b> 6 Oct 2020 & 19 Jan 2021 <b>Location</b> LOC <b>Fee</b> £120
<b>Mandarin (certificated qualification HSK)</b> ADE_LaMa325 HSK is an international standardised exam which tests and rates Chinese language proficiency. It assesses Chinese non-native abilities in using the Chinese language in their daily, academic and professional lives.	<b>Duration</b> 10 weeks <b>Time</b> TBC <b>Starts</b> On demand <b>Location</b> LOC <b>Fee</b> £150
<b>BSL101 - Introduction to British Sign Language (BSL)</b> ADE_SpSi470 These courses will be useful for anyone wishing to learn the basics of sign language in order to communicate with deaf persons. There are additional fees for examinations and examination workshops not included in the course fee. Tutor: Anne Diamond	<b>Duration</b> 10 weeks <b>Time</b> Mon 7.00 - 9.00pm <b>Starts</b> 5 Oct 2020 <b>Location</b> GRM <b>Fee</b> £90
<b>BSL102 - Conversational BSL</b> ADE_SpSi471 These courses will be useful for anyone wishing to learn the basics of sign language in order to communicate with deaf persons. There are additional fees for examinations and examination workshops not included in the course fee. Tutor: Anne Diamond	<b>Duration</b> 10 weeks <b>Time</b> Mon 7.00 - 9.00pm <b>Starts</b> 18 Jan 2021 <b>Location</b> GRM <b>Fee</b> £90
<b>BSL103 - BSL at School, College or Work</b> ADE_SpSi472 These courses will be useful for anyone wishing to learn the basics of sign language in order to communicate with deaf persons. There are additional fees for examinations and examination workshops not included in the course fee. Tutor: Anne Diamond	<b>Duration</b> 10 weeks <b>Time</b> Tues 7.00 - 9.00pm <b>Starts</b> 20 Apr 2021 <b>Location</b> GRM <b>Fee</b> £90
<b>Signalong Foundation Course</b> ADE_SpSi473 Signalong is a key word sign-supported communication system based on BSL and is used in spoken word order. It uses speech, sign, body language, facial expression and voice tone to reference the link between sign and word. It is the only sign system taught by speech and language therapists and teachers within education, children services and adult services for people with learning difficulties and speech, language and communication difficulties in Guernsey. Ideal for those wishing to learn a new skill, use signing with a family member/friend/child or at work (education/childcare/customer-facing roles). Tutor: Steph McCarthy	<b>Duration</b> 8 weeks <b>Time</b> Thurs 6.30 - 8.30pm <b>Starts</b> 15 Oct 2020 <b>Location</b> CTZ <b>Fee</b> £100

# Maritime

## Day Skipper ADE\_MaDa415 (Tues course) & ADE\_MaDa414 (Thurs course)

A 25-week RYA course covering all the basic navigation and seamanship required to be able to skipper a vessel from port to port or between the islands. There is no prior knowledge required to start and the subject matter is assessed and examined on a continual basis leading to the issue of the RYA Day Skipper Shore-based Certificate.

<b>Duration</b>	25 weeks
<b>Time</b>	Tues or Thurs 7 - 9.00pm
<b>Starts</b>	6 or 8 Oct 2020
<b>Location</b>	LOC
<b>Fee</b>	£290

## Diesel Engines ADE\_MaDi424 (Nov start), ADE\_MaDi425 (Feb start) & ADE\_MaDi426A (March start)

The course deals with mainly small diesels but also covers the principles of larger diesel engines. This is a 'hands-on' basic skills session and suitable for anyone wishing to learn more about troubleshooting, repair and servicing of these units. No prior experience or knowledge is required and a RYA Completion Certificate is awarded on the day. Tutor: John Frankland

<b>Duration</b>	1 day
<b>Time</b>	Sat 9.00am - 5.00pm
<b>Starts</b>	14 Nov 2020, 20 Feb & 20 Mar 2021
<b>Location</b>	CTZ
<b>Fee</b>	£120

## Local Pilotage ADE\_MaPi419 (Oct start) & ADE\_MaPi420 (March start)

A closer look at all the standard passages and many lesser-known ones in and around the tricky waters of the islands. There is plenty of information about tides, transits and local marks including those around Herm, Sark and Guernsey's west coast. Whether experienced or new to the island boating scene, this eight week evening course is full of useful and interesting information. Tutor: John Webster

<b>Duration</b>	10 weeks
<b>Time</b>	Wed 7.00 - 9.00pm
<b>Starts</b>	14 Oct 2020 & 3 Mar 2021
<b>Location</b>	LOC
<b>Fee</b>	£145

## RYA Essential Navigation & Safety Course ADE\_MaRY411

The RYA Essential Navigation and Safety Course includes basic navigation, anchoring, weather, rules of the road, pilotage and much more. Ideal for newcomers to boating, sail or power, sea anglers, divers, rusty skippers and crew - in fact anyone using the water in a leisure craft. Tutor: John Webster

<b>Duration</b>	8 weeks
<b>Time</b>	Tues 7.00 - 9.00pm
<b>Starts</b>	13 Oct 2020
<b>Location</b>	LOC
<b>Fee</b>	£115

## VHF/DSC Radio ADE\_MaVH421 (Oct start), ADE\_MaVH422 (Jan start) & ADE\_MaVH423 (March start)

This one-day Saturday course leads to the Short Range Certificate (SRC) which includes the latest digital requirements within the new Global Maritime Distress & Safety System (GMDSS) requirements. This qualification is an essential safety feature for all who go to sea with a VHF radio - including transportable sets - and together with a Ship's Licence, it is a legal requirement. Fee includes all RYA charges for workbook, examination and certificate. A passport photo should be provided on the day. Tutor: John Frankland

<b>Duration</b>	1 day
<b>Time</b>	Sat 9.00am - 5.00pm
<b>Starts</b>	17 Oct 2020, 23 Jan & 13 Mar 2021
<b>Location</b>	LOC
<b>Fee</b>	£120

## RYA Yacht Master ADE\_MaYa417

This 30-week course assumes a prior knowledge of at least equivalent to Day Skipper. The aim is to cover all the theory required to be able to skipper a yacht or power vessel on coastal and offshore passages in an efficient and safe manner. A thorough study of chartwork and electronic navigation, tidal heights, meteorology and the Collision Regulations (IRPCS) is assessed and examined.

<b>Duration</b>	30 weeks
<b>Time</b>	Thurs 7.00 - 9.00pm
<b>Starts</b>	15 Oct 2020
<b>Location</b>	LOC
<b>Fee</b>	£350

# Music

## Ukulele for All ADE\_MuUk342

Learn to use the ukulele to have fun with family and friends. Create your own music and accompaniment to enhance any occasion. No experience required. Tutor: Andrew Hyde

<b>Duration</b>	16 weeks
<b>Time</b>	Tues 7.30 - 9.00pm
<b>Starts</b>	13 Oct 2020
<b>Location</b>	CTZ
<b>Fee</b>	£160

# Photography

**Digital SLR Photography (daytime)** ADE\_DaDi551; **(evening)** ADE\_GeDi492 (Oct start) & ADE\_GeDi494 (Jan start)

A beginners' course aimed at those who have a digital SLR camera. Participants will need to bring their own SLR digital camera to each session. Topics covered will include operating the camera in manual mode, optimising the camera settings, exposure, apertures, shutter speeds, downloading images, and improving photographic techniques. Tutor: Nick Despres

<b>Duration</b>	8 weeks
<b>Time</b>	Thurs 2.00 - 4.00pm or Wed 7.00 - 9.00pm
<b>Starts</b>	21 Jan 2021 (daytime course) 21 Oct 2020 & 10 Jan 2021 (evening course)
<b>Location</b>	LOC (daytime) CTZ (evening)
<b>Fee</b>	£140

# Sewing & Furniture

**Soft Furnishings** ADE\_ArHo359 (Oct start) & ADE\_ArHo359Jan (Jan start)

A workshop course concerned with the re-upholstery of small seats which can be taken to the class (no storage available) whether foam, stuffed hair or sprung, and the re-caning or re-seating of cane and rush chairs. Lampshades may also be re-covered in fabric. Tutor: Jane Seymour

<b>Duration</b>	8 weeks
<b>Time</b>	Mon 9.30 - 11.30am
<b>Starts</b>	12 Oct 2020 & 18 Jan 2021
<b>Location</b>	LOC
<b>Fee</b>	£105

**Furniture Restoration and Conservation PART 1 & PART 2** ADE\_ArRe368 (Oct course) & ADE\_ArRe368Jan (Jan course)

Primarily concerned with wooden furniture, however, the programme may include some basic upholstery and recovering of furniture. Tuition can include French Polishing, repair etc. Any work will be carried out entirely at the owner's risk. Pieces for repair or restoration should be brought on the first night. Some basic woodwork skills are essential. Tutor: Charles Jolly

<b>Duration</b>	8 weeks
<b>Time</b>	Tues 6.00 - 9.00pm
<b>Starts</b>	13 Oct 2020 & 19 Jan 2021
<b>Location</b>	CTZ
<b>Fee</b>	£180

**And Sew On** ADE\_ArSw356

For complete beginners. Students will begin with basic skills and projects allowing individual designs as far as possible. Includes simple sewing projects - basic cushions, aprons, bags, door stops, placemats and room tidies. Students will require their own sewing machine, scissors, thread and fabrics. Tutor Cath Stuart

<b>Duration</b>	8 weeks
<b>Time</b>	Mon 5.45 - 7.45pm
<b>Starts</b>	12 Oct 2020
<b>Location</b>	GRM
<b>Fee</b>	£110

**Here We Sew Again!** ADE\_ArSw357

A follow-on course from 'And Sew On' for those who either wish to develop their skills further or who would like to take on more advanced projects. Students can use this course as a workshop bringing their own choice of projects along or they can follow set projects prepared by the tutor eg picnic blanket, tote bag, Roman blinds, etc. Tutor: Cath Stuart

<b>Duration</b>	8 weeks
<b>Time</b>	Mon 5.45 - 7.45pm
<b>Starts</b>	18 Jan 2021
<b>Location</b>	GRM
<b>Fee</b>	£110

**Sewing and Alterations PART 1 (Oct)** ADE\_ArSw360 **PART 2 (Jan)** ADE\_ArSw361

The course will enable students to alter clothes. It will include hems, zips, lift shoulders, cuffs, take in, and let out. Participants will need to bring a sewing machine, needles and scissors. You may also re-cycle fabrics to make lovely Christmas gifts. Tutor: Eleanor De Kooker

<b>Duration</b>	8 weeks
<b>Time</b>	Wed 7 - 9.00pm
<b>Starts</b>	7 Oct 2020 & 20 Jan 2021
<b>Location</b>	GRM
<b>Fee</b>	£110

**Patchwork** ADE\_ArSW362

An introduction to various techniques of patchwork. Students will require their own sewing machine, scissors, thread and fabrics (some fabrics will be provided). Tutor: Eleanor De Kooker

<b>Duration</b>	6 weeks
<b>Time</b>	Thurs 7 - 9.00pm
<b>Starts</b>	15 Oct 2020
<b>Location</b>	GRM
<b>Fee</b>	£80



# Welding

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## **Introduction to Welding** ADE\_ArRe367

This is an introductory course to the four main welding processes: oxy-acetylene, manual metal arc, MIG and TIG welding. This is a course for DIY enthusiasts or those who would like to use welding for artistic applications. Please note this is not an industrial welding programme.

<b>Duration</b>	10 weeks
<b>Time</b>	Thurs 7.00 - 9.00pm
<b>Starts</b>	8 Oct 2020
<b>Location</b>	CTZ
<b>Fee</b>	£250

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## APPLICATION FORM

Surname..... First Name .....

Mr/Mrs/Miss/Ms/Other (please delete as appropriate) Email .....

Mobile tel. .... Home tel. ....

Address .....

Postcode ..... Work tel. ....

Date of Birth ..... Are you in full time education? YES/NO

**Our part-time courses are available to students over the age of 16.**

**Course(s) you wish to apply for:**

Course Code	Course Name	Course Fee
	Total fees*	

**PLEASE NOTE WE DO NOT REQUIRE PAYMENT AT THIS STAGE.** We will confirm your place once minimum numbers have been reached and we will then request payment. Fees are non-refundable unless the course is cancelled by Guernsey College of Further Education. Please refer to our Course Refund Policy at [www.guernseycollege.ac.gg/wp/policies](http://www.guernseycollege.ac.gg/wp/policies). *\*Please note that additional fees for examinations and for any learning support may be applicable and will be discussed with you on enrolment.*

**Who will be paying the fees?**

☐ Self ☐ Employer ☐ Other (please state)

**Please tick your chosen payment method:**

☐ Cheque (payable to States of Guernsey)

☐ Debit/credit card\*\*

\*\*Please note if you choose to pay by card, you will be contacted for your details at a later date once we are able to confirm that your chosen course is running.

**Current employer** (complete ONLY if your employer is paying your fees)

Company name .....

Address .....

Postcode ..... Tel no. ....

Email .....

I am authorised to approve the payment of all fees associated with the course for the student and understand that my company remains liable for payment irrespective of the employee moving to another employer after enrolment.

If you/your company would like your information to be used for marketing purposes by Guernsey College of Further Education please tick ☐

Name .....

Position .....

Please invoice the company £.....

Signature .....

What is your first language?..... Nationality .....

Country of birth .....

### Emergency contact details

Name..... Tel. no. ....

### Learning support and wellbeing

We want to make sure that you succeed right from the start. Please let us know if you consider yourself to have a disability or a learning difficulty. We ask for this information so that we can offer support and so we can plan any adjustments well in advance. *Please note that additional fees for any learning support may be applicable and will be discussed with you on enrolment.*

Please tick which applies to you:

- ☐ I do not have a learning difficulty and/or disability  
☐ I have a learning difficulty and/or disability (please tick everything that you think applies to you below)

- |   |   |
|---|---|
| <input type="checkbox"/> Visual impairment                              | <input type="checkbox"/> Asperger's Syndrome          |
| <input type="checkbox"/> Mobility impairment                            | <input type="checkbox"/> Dyscalculia                  |
| <input type="checkbox"/> Other physical impairment                      | <input type="checkbox"/> Autism Spectrum Disorder     |
| <input type="checkbox"/> Other medical condition (eg diabetes/epilepsy) | <input type="checkbox"/> Hearing impairment           |
| <input type="checkbox"/> Emotional/behavioural difficulties             | <input type="checkbox"/> Moderate learning difficulty |
| <input type="checkbox"/> Temporary impairment after illness/accident    | <input type="checkbox"/> Severe learning difficulty   |
| <input type="checkbox"/> Mental health difficulty                       | <input type="checkbox"/> Wheelchair user              |
| <input type="checkbox"/> Dyslexia                                       | <input type="checkbox"/> Allergies                    |
| <input type="checkbox"/> Profound and complex learning disability       | <input type="checkbox"/> Other.....                   |

### Ethnicity

This information will be treated with the strictest of confidence and is used to ensure that our provision is meeting the needs of the community. Please tick the box which applies to you:

- |   |  |  |  |
|---|--|--|--|
| <input type="checkbox"/> White – British                  | <input type="checkbox"/> Mixed – White & Black Caribbean | <input type="checkbox"/> Asian – Indian      | <input type="checkbox"/> Black – African   |
| <input type="checkbox"/> White – Irish                    | <input type="checkbox"/> Mixed – White & Black African   | <input type="checkbox"/> Asian – Pakistani   | <input type="checkbox"/> Black – Caribbean |
| <input type="checkbox"/> White – Gypsy or Irish Traveller | <input type="checkbox"/> Mixed – White & Asian           | <input type="checkbox"/> Asian – Bangladeshi | <input type="checkbox"/> Black – Other     |
| <input type="checkbox"/> White – Other                    | <input type="checkbox"/> Mixed – Other                   | <input type="checkbox"/> Asian – Chinese     |  |
|   |  | <input type="checkbox"/> Asian – Other       | <input type="checkbox"/> Other             |

**Data Protection/Privacy Statement:** The Guernsey College of Further Education processes the personal data that you provide, via this application form, in accordance with the Data Protection (Bailiwick of Guernsey) Law, 2017. Further information in relation to how your personal data is processed can be found by viewing the full Fair Processing Notice at [www.guernseycollege.ac.gg/wp/policies](http://www.guernseycollege.ac.gg/wp/policies).

**Course Refund Policy:** Please ensure that you have read and understood our Course Refund Policy which gives important information about payments, cancellations and refunds. This can be found at [www.guernseycollege.ac.gg/wp/policies](http://www.guernseycollege.ac.gg/wp/policies)

**I certify that the details of this application are current and correct to the best of my knowledge and that I have read and understood the Course Refund Policy.**

Applicant's signature..... Date .....

Return to: Applications, Guernsey College of Further Education, Route des Coutanchez, St Peter Port, Guernsey, GY1 2TT. Tel: 737500. Email: [enrolment@gcfe.net](mailto:enrolment@gcfe.net)











**Guernsey College of Further Education**  
**Chairman Julian Winsor**  
**Principal Louise Misselke RGN, BSc, MSc, Cert Ed**

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Information correct at time of publication  
Courses offered may be subject to change

The College is one of three organisations which make up The Guernsey Institute