

# ADULT

## Course Guide

### January – July 2023

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Find the perfect course for you

[www.citycollegepeterborough.ac.uk](http://www.citycollegepeterborough.ac.uk)

WELCOME TO

# City College Peterborough

and  
our

## Course Guide

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With the dark nights drawing in and the cold frosty mornings, this time of year can be difficult for many of us, especially with the recent news regarding the cost of living. Here at City College Peterborough, we feel it is important to support the wonderful people and diverse communities in Peterborough, providing a range of courses which can develop your skills, make you feel more confident in your day-to-day lives, and support with your general wellbeing.

We are also proud of our non-educational projects including our new School Uniform Hub at our Brook Street Campus. The hub has been set up to encourage people to recycle their children's school uniforms, helping the planet and keeping the pennies in your pocket. You can donate any uniform your children have grown out of and pick up any items you need completely free of charge.

So now could be an ideal time to come and talk to us at City College Peterborough to find out how we can support you.

You may want to learn a new skill that helps you get promoted at work; or you may wish to learn something to keep your mind active; do you want to learn a new craft, one that you do for you, your

family, or maybe start up a business or find out more about money management and budgeting.

We offer a range of inclusive courses in a friendly environment at different venues, times, and dates, so please come in and talk to one of our customer experience advisors who will point you in the right direction and answer any questions.

I look forward to seeing you at one of our sites and if you can't find what you are looking for, please do let us know.

**Pat Carrington**  
Assistant Director Skills  
and Employment / Principal







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## 2022/23 Funding Eligibility

EEA Citizen	<ul style="list-style-type: none"> <li>• 19 years+ (as of 31st August 2022), resident in Cambridgeshire and;</li> <li>• Citizens of a country within the EEA or have the right to abode in the UK and have been an ordinary resident in the UK for 3 years or more on the first day of learning</li> </ul>
Non-EEA citizen	<ul style="list-style-type: none"> <li>• 19 years+ (as of 31st August 2022), resident in Cambridgeshire and;</li> <li>• Have permission granted by the UK Government to live in the UK, which is not for education purposes, and</li> <li>• Have been an ordinary resident in the UK for 3 years or more on the first day of learning</li> </ul>
Asylum seeker	<ul style="list-style-type: none"> <li>• 19 years+ (as of 31st August 2022), resident in Cambridgeshire and;</li> <li>• Have lived in the UK for 6 months or longer while your asylum claim is being considered by the Home Office and no decision has been made, or</li> <li>• Have lived in the UK for 6 months or longer, have been told the decision on your asylum claim but you are appealing against this and has not been given a decision</li> </ul>
Exempt from the three-year rule	<ul style="list-style-type: none"> <li>• Immigration permission must be seen and;</li> <li>• 19 years+ (as of 31st August 2022), resident in Cambridgeshire</li> </ul> <p><b>Types of exemptions:</b></p> <ul style="list-style-type: none"> <li>• Ukraine sponsorship scheme (Homes for Ukraine)</li> <li>• British nationals evacuated from Afghanistan under operation Pitting or before 6th January 2022</li> <li>• Discretionary or Exceptional leave to enter or remain</li> </ul> <p><b>Please check with staff for the full list.</b></p>

To obtain funding, you must provide photographic ID (passport or full driving licence), proof of national insurance number if you have one and any other eligibility, please check with staff by calling 01733 761361 or dropping into Brook Street, Peterborough PE1 1TU



# How to enrol



To enrol onto a course, please first check you are eligible; see chart on page 4

All qualification courses require an initial assessment before you enrol. This will help you and staff to understand your level and place you on the right course to suit your needs.

**For ESOL courses you will be assessed in the following areas:**

- Speaking and listening (with a tutor)
- Reading and writing

**For all other qualification courses, you will be assessed in a mixture of ways:**

- BKS online assessment
- Written task
- Face to face interview



You can enrol by calling 01733 761361 to speak to our customer experience staff



Coming into the college  
City College Peterborough  
Brook Street Peterborough PE1 1TU



Online at  
[www.citycollegepeterborough.ac.uk](http://www.citycollegepeterborough.ac.uk)





**Do you want to get a formal qualification to improve your job or career prospects?**

**Do you want to improve your ability to complete forms, enhance your letter writing skills or get better at managing your finances?**

Whatever your reason and whatever your needs, we can help you to achieve this! Our long, short and intensive courses can equip you with basic practical skills required in everyday life, education and the workplace. You will work towards a nationally recognised qualification ranging from Entry level 3 through to GCSE. Why wait?

**i** To find out more about these FREE courses, please contact our reception on (01733) 761 361. Once your specific requirements have been assessed, you will be directed to the correct class where you will learn in a supportive, enjoyable and practical way.

## English for Speakers of Other Languages (ESOL)

**Do you want to improve your English, build your confidence and make new friends?**

**Do you want to support your children/grandchildren with their homework?**

We have many English for Speakers of Other Languages courses available to help you with your communication skills for work and in your daily life. Most of our courses lead to qualifications recognised in the UK and all over the world. You will need to come in for an assessment to find out what level your English is before you are placed on one of our courses.

**i** To find out more about these FREE courses, please contact our reception on (01733) 761 361.



“

I started my journey with ESOL course one year ago. I am glad I made that decision to change something in my life. The course has opened new doors for me. I no longer feel scared to talk with anyone in English. My confidence has grown and I realised there is no shame in asking for help when I don't understand.

I am really proud of myself for taking this step to better life. If you are worried about still not speaking English as well as you could, stop finding excuses. Don't be afraid and step forward to better English.”

**Sylwia Szczap (ESOL learner)**



Launched in October this year across the UK, Multiply is a new government-funded programme to help adults improve their numeracy skills.

If you're aged 19 and over and don't have maths GCSE at grade C or 4 or functional skills level 2, you can access free numeracy courses through Multiply, at City College Peterborough, to build your confidence with numbers and gain a qualification.

Good numeracy skills may unlock new job opportunities and lead to higher wages or prepare you for further study. They also help in everyday life, such as helping children with homework and budgeting money.

You can enrol on courses from beginners to more advanced courses such as GCSE Maths, Functional Skills Qualifications, or equivalent. You may need to take an initial assessment to find your current level, to join a course.



“

“The course has helped me to think more about my money. I didn't really do that before. I know how much is in my account and how much I can spend.

I am thinking about if I “need” something or “want” something, this stops me wasting money. I have a plan for my shopping and this saves me money every week”.

Asta



To find out more about the courses we are offering please contact [admin@citycollegepeterborough.ac.uk](mailto:admin@citycollegepeterborough.ac.uk)



# Learn for fun with our Leisure Courses

We believe that learning is for life and want to offer you an opportunity to develop an existing skill or develop a new hobby. Browse our Leisure Courses today to find the perfect course for you.



Can't find what you're looking for? Please contact the college and let us know. We are always looking for new course ideas and can also let you know if it is something that we are looking to run in the near future.



## Arts and Crafts

Are you an aspiring artist or looking to learn a new skill? We offer a range of art and crafts leisure courses that are a fantastic way to explore your creativity.

Our arts and crafts courses are also a great way to relieve stress and meet like-minded people.



I have learnt how to renovate and upholster, old and new furniture - from a chaise longue to couches, chairs, stools, and ottomans. This course has helped me to set up my own business - I have now turned a hobby into a money earner! I'm so lucky to enjoy my job!

I also started in 2006, as I was going deaf. I am now completely deaf, and I can still work."

**Jacqui**





# Learn for fun with our Leisure Courses

Course code	Course Title	Start date	Start Time	End time	Day	Tutor	Cost:	Weeks
9110908	Painting for Pleasure	09/01/2023	09:30	12:00	MON	Tony Nero	£248	10
9110909	Painting for Pleasure	09/01/2023	13:00	15:30	MON	Tony Nero	£248	10
9110899	Pottery and Sculpture Design	10/01/2023	09:30	12:00	TUE	Mark Judd-Cooper	£248	10
9110900	Pottery and Sculpture Design Workshops	10/01/2023	13:00	15:30	TUE	Mark Judd-Cooper	£248	10
9110942	Upholstery for All	10/01/2023	09:30	12:00	TUE	Susannah Yorke	£248	10
9110943	Upholstery for All	10/01/2023	12:30	15:00	TUE	Susannah Yorke	£248	10
9110944	Upholstery for All	10/01/2023	15:30	18:00	TUE	Susannah Yorke	£248	3
9110956	Upholstery for All	10/01/2023	18:30	20:30	TUE	Susannah Yorke	£198	3
9110919	Drawing and Painting Techniques	11/01/2023	13:00	15:30	WED	Julie Reid	£225	11
9110910	Oil Painting Techniques	13/01/2023	09:15	11:45	FRI	Tony Nero	£248	12
9110871	Dressmaking for Beginners	17/01/2023	18:30	20:30	TUE	Susan Burgess	£160	11
9110949	Dressmaking for Intermediates	17/01/2023	10:00	12:00	TUE	Susan Burgess	£160	11
9110869	Get to know your Sewing Machine	20/01/2023	09:30	11:30	FRI	Susan Burgess	£48	12
9110912	Painting for Pleasure	17/04/2023	09:30	12:00	MON	Tony Nero	£270	12
9110913	Painting for Pleasure	17/04/2023	13:00	15:30	MON	Tony Nero	£270	11
9110901	Pottery and Sculpture Design	18/04/2023	09:30	12:00	TUE	Mark Judd-Cooper	£270	12
9110902	Pottery and Sculpture Design Workshops	18/04/2023	13:00	15:30	TUE	Mark Judd-Cooper	£270	11
9110945	Upholstery for All	18/04/2023	09:30	12:00	TUE	Susannah Yorke	£270	12
9110946	Upholstery for All	18/04/2023	12:30	15:00	TUE	Susannah Yorke	£270	11
9110947	Upholstery for All	18/04/2023	15:30	18:00	TUE	Susannah Yorke	£270	11
9110948	Upholstery for All	18/04/2023	18:30	20:30	TUE	Susannah Yorke	£216	11
9110911	Oil Painting Techniques	21/04/2023	09:15	11:45	FRI	Tony Nero	£270	11
9110920	Drawing and Painting Techniques	26/04/2023	13:00	15:30	WED	Julie Reid	£225	12
9110950	Dressmaking for beginners	02/05/2023	10:00	12:00	TUE	Susan Burgess	£160	12
9110952	Dressmaking for Intermediates	02/05/2023	18:30	20:30	TUE	Susan Burgess	£160	12
9110951	Get to know your sewing machine	09/06/2023	09:30	11:30	FRI	Susan Burgess	£48	12

# Learn for fun with our Leisure Courses

## Astronomy

Astronomy is one of the oldest natural sciences. Join our astronomy courses to discover the sky's landscape and to learn how to identify stars, constellations and planets visible to the human eye and with the use of a telescope.



Course code	Course Title	Start date	Start Time	End time	Day	Tutor	Cost:	Weeks
09110968	Practical Introduction to Astronomy	21/02/23	18:30	20:30	TUE	Watson Dean	£90	6
09110969	Practical Introduction to Astronomy	05/06/23	18:30	20:30	MON	Watson Dean	£90	6

## Flag Fen Star Party

Join us at Flag Fen on Wednesday 1st February for a Star Party. We will discover the night sky at the amazing Flag Fen site and head outside to look through our scopes. Contact us to book your place.

## Cookery

Are you fed up with making the same dishes each week? Join our cookery courses to gain inspiration and develop skills from our talented tutors. We will provide most ingredients, but you may be asked to bring fresh vegetables or meat to your session.

Course code	Course Title	Start date	Start Time	End time	Day	Tutor	Cost:	Weeks
09110916	Next Steps of Indian Cookery	21/02/23	18:45	20:45	TUE	Ravi Pathak	£110	5
09110917	Vegan Indian Cookery	18/04/23	18:45	20:45	TUE	Ravi Pathak	£110	5



### Share your passion with others

Do you, or someone you know, have a passion for a subject that you think would be of interest to others? Whether you have teaching qualifications or not, just contact us and we will be happy to work with you to share your skills.

Call 01733 761361 or email [recruitment@citycollegepeterborough.ac.uk](mailto:recruitment@citycollegepeterborough.ac.uk) for an application form or to register your interest.



# Learn for fun with our Leisure Courses

## History

Do you enjoy delving into the past to find out more about people, places and events that have influenced today's society? Then join one of our popular history courses and explore the past with like-minded people.

Course code	Course Title	Start date	Start Time	End time	Day	Tutor	Cost:	Weeks
09110953	Britain Between the Wars 1919 - 1939	09/01/23	10:00	12:00	MON	Donald Chiswell	£75	5
09110875	The Angevin Kings	20/02/23	10:00	12:00	MON	Donald Chiswell	£75	5
09110895	Between Weimar and Potsdam: German History 1871-1945	24/02/23	10:00	12:00	FRI	Colin Hurst	£75	5
09110876	Five Castles IV	17/04/23	10:00	12:00	MON	Donald Chiswell	£75	5
09110877	Queen Elizabeth's Sea Dogs	05/06/23	10:00	12:00	MON	Donald Chiswell	£75	5

## Languages

Our range of modern foreign language courses offer you the opportunity to learn a new language as a beginner or improve your existing language skills. If you are unsure on your level, you can contact the college to request an informal assessment activity so that our tutors can suggest the right course for you.

Course code	Course Title	Start date	Start Time	End time	Day	Tutor	Cost:	Weeks
9110882	Spanish for Beginners	16/01/2023	18:30	20:30	MON	Maritza Grundy	£150	10
9110959	Italian for Beginners	16/01/2023	18:30	20:30	MON	Marianna Sasso	£150	10
9110883	Spanish for Intermediates	17/01/2023	18:30	20:30	TUE	Maritza Grundy	£150	10
9110955	Spanish for Intermediates	18/01/2023	18:30	20:30	WED	Maritza Grundy	£150	10
9110958	Italian for Intermediates	18/01/2023	18:30	20:30	WED	Marianna Sasso	£150	10
9110886	Introduction to Spanish	24/04/2023	18:30	20:30	MON	Maritza Grundy	£150	10
9110960	Italian for Intermediates	24/04/2023	18:30	20:30	MON	Marianna Sasso	£150	10
9110885	Spanish for Beginners	25/04/2023	18:30	20:30	TUE	Maritza Grundy	£150	10
9110884	Spanish for Intermediates	26/04/2023	18:30	20:30	WED	Maritza Grundy	£150	10
9110921	Italian for Beginners	26/04/2023	18:30	20:30	WED	Marianna Sasso	£150	10

# Learn for fun with our Leisure Courses

## Literature

Whether you are an aspiring writer or simply enjoy reading literature, you can find a course to suit you here.

Our professional author and tutor offers a variety of courses to enthuse your creative writing techniques.

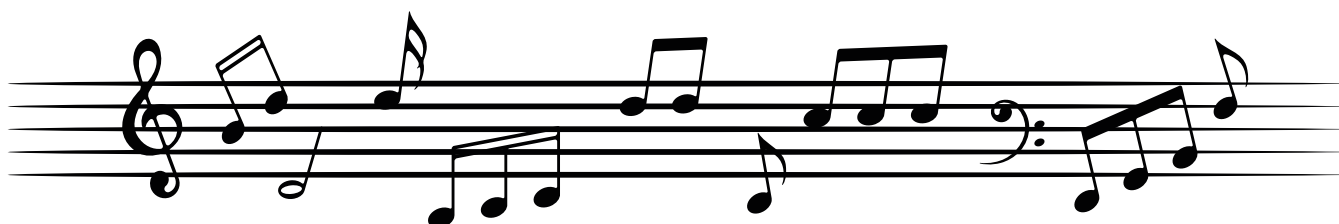


Course code	Course Title	Start date	Start Time	End time	Day	Tutor	Cost:	Weeks
09110928	Creative Writing Techniques	09/01/23	19:00	21:00	MON	Timothy Wilson	£165	11
09110930	Creative Writing for All	11/01/23	13:00	15:00	WED	Timothy Wilson	£165	11
09110931	Literature for Pleasure	13/01/23	10:00	12:00	FRI	Timothy Wilson	£165	11
09110932	Get Writing	13/01/23	14:00	16:00	FRI	Timothy Wilson	£165	11
09110937	Creative Writing Techniques	17/04/23	19:00	21:00	MON	Timothy Wilson	£180	12
09110934	Creative Writing for All	19/04/23	13:00	15:00	WED	Timothy Wilson	£180	12
09110935	Literature for Pleasure	21/04/23	10:00	12:00	FRI	Timothy Wilson	£180	12
09110936	Get Writing	21/04/23	14:00	16:00	FRI	Timothy Wilson	£180	12

## Music

It's interesting how music can invoke memories, uplift your mood or help us to relax. Our music courses are designed to help you appreciate music, the composers and what influenced their creative style.

Course code	Course Title	Start date	Start Time	End time	Day	Tutor	Cost:	Weeks
09110929	Classical Music for All	10/01/23	10:00	12:00	TUE	Timothy Wilson	£110.00	11
09110933	Classical Music for All	18/04/23	10:00	12:00	TUE	Timothy Wilson	£120.00	12





# Learn for fun with our Leisure Courses

## Photography

Learn how to capture moments of your surroundings in a creative and practical way with our photography courses.

Our tutor is the former president of the Peterborough Photographic Society and enjoys sharing skills and passion with others.



Course code	Course Title	Start date	Start Time	End time	Day	Tutor	Cost:	Weeks
09110891	Introduction Camera Controls and Capturing Great Images	11/01/23	18:30	20:30	WED	Richard Houghton	5	£75
09110892	Extending Your Photography Skills	11/01/23	10:00	12:00	WED	Richard Houghton	5	£75
09110962	Photographing the Peterborough Cathedral	22/02/23	10:00	12:00	WED	Richard Houghton	5	£75
09110963	Photography for Advanced	22/02/23	18:30	20:30	WED	Richard Houghton	5	£75
09110964	Introduction Camera Controls and Capturing Great Images	19/04/23	10:00	12:00	WED	Richard Houghton	5	£75
09110965	Extending Your Photography Skills	19/04/23	18:30	20:30	WED	Richard Houghton	5	£75
09110893	Creative Photography Styles & Techniques	07/06/23	10:00	12:00	WED	Richard Houghton	5	£75
09110894	Photography for Advanced	07/06/23	18:30	20:30	WED	Richard Houghton	5	£75



# family **fun** days



To find out what is going on during the events, head to the Community page of the website.

**You can just turn up on the day, but some workshops must be pre-booked.**

**Saturday 4th February**

## Celebrating Cultures

**10:00 to 15:00**



**Keep an eye on our social media and website for more upcoming family fun day dates!**



To book workshops and to find out more go to  
**[www.citycollegepeterborough.ac.uk/community-learning](http://www.citycollegepeterborough.ac.uk/community-learning)**



# COMMUNITY LEARNING



**COMMUNITY LEARNING** is all about giving opportunities to residents to learn together in a relaxed learning environment. Whether you want to learn to improve skills, get into employment or to lift your mood, we have something for you.

**FAMILY LEARNING** is about giving families the opportunity to learn new skills together and have some fun at the same time. It allows adults to discover how their children learn and how to support them with feedback.

We take learning out into the local community through schools, faith centres, community centres and partner organisations.

If you would like to discuss the opportunity of us coming to deliver Community and Family Learning at your community hub, contact us on **01733 761 361** or **[community@citycollegepeterborough.ac.uk](mailto:community@citycollegepeterborough.ac.uk)**

“Working in partnership enables us to deliver so much more, by pooling expertise and resources for the greater good. Our longstanding partnership with City College Peterborough has already delivered so much and we are so pleased to be able to do even more this year.”

**Kate, Cross Keys Homes**



# THE COLLEGE CUP CAFÉ



**Try our delicious snacks and treats made with locally sourced produce and freshly ground coffee**



**Open Monday to Friday for breakfast and lunch**

**from 8:30am-11:30am and 12pm-2pm**

## **BREAKFAST**

**choose from**

Cereal and yogurts  
Fresh fruit  
Bacon rolls  
Freshly baked croissants

## **LUNCH**

**choose from**

Large salad bar  
Baguettes with a choice of filling  
Jacket potatoes with a choice of filling  
Daily meal deal



**The College Cup Café, City College Peterborough, Brook Street, PE1 1TU**





# STUDY SKILLS 16-19

## Special Education Needs (SEN 24)

City College Peterborough has a long-standing reputation of helping young adults to continue with their education and help them explore their future options within a strong infrastructure of support, work related activity and enrichment opportunities.

Our range of study skills programmes are designed to help them enhance their basic skills whilst providing a solid foundation within a qualification framework:

- Animal Care
- Business and Enterprise
- Childcare
- Creative Crafts
- Hairdressing
- Health & Social Care
- Hospitality & Catering
- Motor Vehicle Studies

Alternative pathways are a great way for young people to learn transferable skills and explore their next steps:

- Occupational Studies for the Workplace
- Step Up (Skills for Education and Further Learning)
- Skills for Independence Programmes
- Functional Skills English and Maths
- English for Speakers of Other Languages
- Work Skills Enrichment
- S.E.A. (Support Educate Autism)



City College  
Peterborough

*Working together, learning together*

Jean Hunt Building



City College  
Peterborough

*Working together, learning together*

John Mansfield Campus

# Level 1 ▶▶▶ 5 Qualifications

Our Level 1 – 5 part-time qualifications support you in developing your career further, gaining additional skills and following your true vocation.

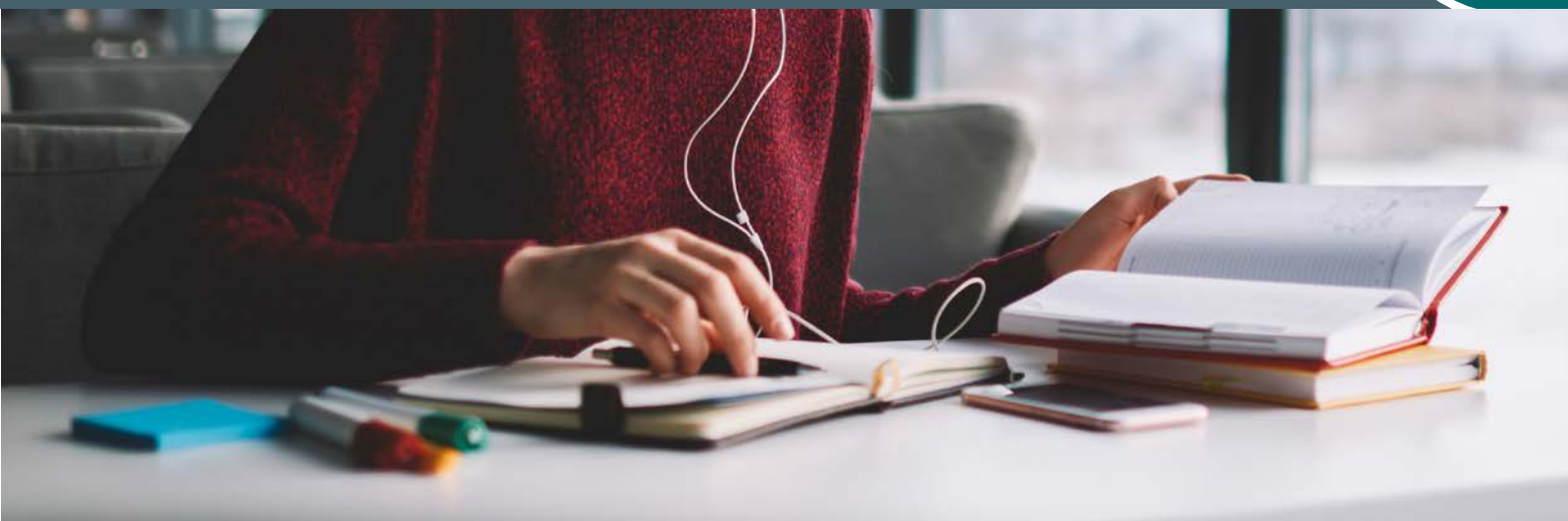
Whether you want to achieve a qualification to get into work or improve your career prospects, you'll find a wide range of courses to meet your needs. Our courses offer you the flexibility you need to fit learning around your family, work and social commitments.



**With high learner achievement and a track record for quality, why wouldn't City College Peterborough be your first choice to keep on learning?**







Our wide range of qualifications from Level 1 Certificate in Caring for Children, Early Years Educator Level 2 and 3, Common Childhood Illnesses, Behaviour that Challenges, Safeguarding and Prevent provide skills and knowledge to embark or upskill and shape the next generation of children, you will find yourself evolving as a practitioner also, enhancing your skills, making a difference to children and families lives through preparing children for an ever-changing world.

These courses are delivered 1:1 online, within workshops, through drop-in hub sessions and your Tutor is available to answer queries to support your learning throughout the course, you can enrol at anytime of the year.

If you already working in a relevant role and would like to gain a accredited qualification to progress further we can also offer the following vocational qualifications which are work based where your tutor will deliver face to face support in the your workplace alongside on-line guidance, drop in sessions in college and sector relevant workshops. You can enrol at anytime throughout the year.

Course Title	Tutor	Fees
Level 1 Certificate in Caring for Children	Zoe Johnson	Free
Level 2 Certificate in Introducing Caring for Children and Young People	Zoe Johnson	Free
Level 2 in Understanding Behaviour that Challenges	TBC	Free
Level 2 Certificate in Understanding Safeguarding and Prevent	TBC	Free
Level 2 Certificate in Understanding Common Childhood Illnesses	Lindsay Mitchell	Free



Course Title	Tutor	Fees
Level 2 Early Years Practitioner	Zoe Johnson	Funding options available*
Level 3 Early Year Educator	Zoe Johnson	Funding options available*

\*Please check funding eligibility on page 4



Inspiring children and young people is an opportunity to make the world a better place by shaping the next generation, either kick start your career with the **Level 2 Award in Support Work in Schools** or the **Level 2 Certificate in Supporting Teaching in Learning**.



For those already working in schools develop your skills and knowledge by enrolling on the **Level 3 Diploma in Supporting Teaching & Learning** or the **Level 4 Advanced Practitioner**. The exciting next step into teaching could be your chosen path and therefore the **Level 3 Education and Training** course offers progression to delivering in for individuals who work or want to work as teachers/trainers in the further education and skills sector.

These courses are delivered in college to enable learners to gain formal qualifications in teaching and training.

If you would like to gain a accredited qualification to progress further we can also offer the following vocational qualifications which are work based where your tutor will deliver face to face support alongside on-line guidance, drop in sessions in college and sector relevant workshops.



This course has helped provide context to my role in education. There is a supportive and friendly atmosphere in the class.

Being able to discuss ideas with people from different workplaces and backgrounds is a lot of fun!"

**Sophie C**

Course Title	Tutor	Fees
<b>Level 2 Award in Support work in Schools</b>	Liz Harper	Free
<b>Level 2 Supporting teaching and learning in schools</b>	Liz Harper	Free
<b>Level 3 Award in Education and Training</b>	Paul Watkins	Level 3 – Funding options available*
<b>Level 3 Specialist support in teaching and learning in schools</b>	Liz Harper	Funding options available*
<b>Level 2 Early Years Practitioner</b>	Zoe Johnson	Funding options available*

\*Please check funding eligibility on page 4



One of the key ways of changing the experience of people affected by poor mental health is enable us all to feel more comfortable about how to respond and to be confident in talking about the subject, by studying for a qualification such as Understanding Children and Young People's Mental Health, Understanding Adverse Childhood Experiences, Understanding Domestic Violence, Awareness of Mental Health Problems, Understanding Working with People with Mental Health Needs can help strengthen the support needed and aid the conversation.

These courses are delivered 1:1 online, within workshops, through drop-in hub sessions and your Tutor is available to answer queries to support your learning throughout the course and you can enrol at any time of the year.



Course Title	Fees
Level 2 Certificate in Understanding Children and Young Peoples Mental Health	Free
Level 2 Certificate in Mental Health First Aid and Mental Health Advocacy	Free
Level 2 Certificate in Awareness of Mental Health Problems	Free
Level 2 Certificate in Understanding Domestic Abuse	Free
Level 2 Certificate in Understanding Adverse Childhood Experiences	Free
Level 2 Certificate Working with Individuals with Mental Health Needs	Free



# Health and Social Care



Course Title	Tutor	Fees
Level 1 Award in Preparing to Work in Adult Social Care	Liz Munton	Free
Level 2 Certificate in Preparing to Work in Adult Social Care	Liz Munton	Free
Level 2 in Understanding Dignity and Safeguarding in Health And Social Care	Anne Ross	Free
Level 2 Certificate in Understanding Nutrition and Health	Anne Ross	Free
Level 2 Certificate in Understanding Personal Care Needs	Anne Ross	Free
Level 2 Certificate in Principles of Dementia Care	Liz Munton	Free
Level 2 Certificate in Understanding the Safe Handling of Medication in Health and Social Care	Lindsay Mitchell	Free
Level 2 Certificate in Understanding the Care and Management of Diabetes	Lindsay Mitchell	Free
Level 2 Certificate in Common Health Conditions	Anne Ross	Free
Level 2 Certificate in the Principles of End of Life Care	Liz Munton	Free
Level 2 Certificate in Understanding Cancer Support	Liz Munton	Free

In health and social care, you have a positive influence on the lives of other people, helping to improve physical health, mental well-being or maintain safety, the work is of great value.

This career path involves forming close professional relationships with clients who will depend on support and assistance. Supporting a diverse range of people through various challenges places you to view life from other perspectives.

This can be an immensely character building and rewarding area of study and development, starting at Level 1 Preparing to Work in Adult Social Care, progressing to Level 2 or undertaking the many courses relevant to the sector such as Understanding Dignity & Safeguarding in Adult Health & Social care, Dementia Awareness, Care & Management of Diabetes, Safe Handling of Medication, End of Life care, Nutrition & Health, Common Health Conditions, Personal care Needs and Cancer Support.

These courses are delivered 1:1 online, within workshops, through drop-in hub sessions and your Tutor is available to answer queries to support your learning throughout the course and you can enrol at any time of the year.



## SEN (Special Educational Needs)

The understanding and appreciation of Special Educational Needs together with the underpinning legislation is offered through the Certificate in Autism, Specific Learning Difficulties, Working with Individuals with Learning Difficulties, Equality and Diversity, a great way of expanding knowledge and understanding.

These courses are delivered 1:1 online, within workshops, through drop-in hub sessions and your Tutor is available to answer queries to support your learning throughout the course and you can enrol at anytime of the year.



Course Title	Fees
Level 2 Certificate in Understanding Autism	Free
Level 2 Certificate in Understanding Specific Learning Difficulties	Free
Level 2 Certificate Working with Individuals with Learning Disabilities	Free
Level 2 Certificate in Equality and Diversity	Free

## Counselling

Learn a wide range of skills to make a real impact to other's lives. Gain knowledge and resources to make a difference to those you support to improve general and mental well-being and enhance lives.

This can be through First Steps into Counselling, Level 2 Certificate in Counselling Skills or Level 3 Studies.

These courses are delivered in college.

Course Title	Tutor	Start	Fees
CPCAB Level 2 Certificate in Counselling Skills	Maria Bajkowski	September 2023	Free Funding options available*
CPCAB Level 3 Certificate in Counselling Studies	Ania Augustynowicz-Clark	September 2023	Funding options available*

\*Please check funding eligibility on page 4



# Business and First Aid



## Business

The skills you learn in a business program can be easily transferred and adapted to just about any future career or job position imaginable, study in Team Leading, Customer Service, Principles of Business Administration, Information, Advice & Guidance and Creating a Business Start Up as a great grounding for your future path or as career progression.

These courses are delivered 1:1 online, within workshops, through drop-in hub sessions and your Tutor is available to answer queries to support your learning throughout the course and you can enrol at any time of the year.

Course Title	Fees
Level 2 Certificate in Principles of Business Administration	Free
Level 2 Certificate in the Principles of Customer Service	Free
Level 2 Certificate in Principles of Team Leading	Free
Level 2 Certificate in Information, Advice and Guidance	Free
Level 2 Certificate in Creating a Business Start-Up	Free
Level 3 Diploma for Managers	Free

## First Aid

Level 3 Emergency First Aid at Work offers the chance to learn about the responsibilities of a First Aider and the immediate care given to a person who has been injured, or who has become ill.

Learning how to preserve life, prevent the condition from worsening and promote recovery with the benefit of covering key legislation required.

This course is taught in college over 1 day.



Course Title	Tutor	Day	Start date	Time	No.of sessions	Fees	Course Code
HABC Level 3 Award in Emergency First Aid at Work	Susan Burgess	Wednesday	15/03/2023	09:00-17:00	1	£85	15150005
HABC Level 3 Award in Emergency First Aid at Work	Susan Burgess	Wednesday	28/06/2023	09:00-17:00	1	£85	15150006



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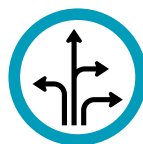
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learn about many  
different progression  
routes



Courses can be  
taught online or  
face-to-face



We pay for childcare,  
travel and adult care to  
help you train with us



Courses can be  
completed in 6 days  
to 6 weeks

If you would like to progress onto further study after completing the Level 1 course,  
we also offer **FREE Level 2 Preparing to Work in Adult Social Care** courses.

**[www.healthandcareacademy.co.uk](http://www.healthandcareacademy.co.uk)**

# T Levels



## T-LEVELS

THE NEXT LEVEL QUALIFICATION

T Levels are new qualifications for school leavers, 16–19-year-olds, focusing on career roles and backed by the Government and British business.

T Levels are a 2-year qualification, an alternative level 3 option to A Levels and Apprenticeships. They offer the young person the option of a hybrid learning package of college study and real-life work placement experience. Each T Level includes a 45-day / 315 hours\* of work placement.

Upon successful completion the young person will achieve UCAS points (a T Level is the equivalent to 3 A Levels) enabling them to apply for university, apply for a higher apprenticeship or use the skills and behaviours gained to step into their future career.

City College Peterborough will be offering T Levels in Education and Childcare, Catering and Management and Administration from September 2023.



Join our T Level TZone for a monthly newsletter and free gift, to find out the latest information regarding City College Peterborough's T Level offer.



\*Education and Childcare (Early Years Educator Occupational Specialism) T Level requires 720 hours of work placement





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## Are you ready to become a T Level Champion?

We're looking for young people (aged 14-17) who are interested in becoming a T Level Champion and joining with us to engage with others whilst we introduce T Levels to Peterborough.



## T-LEVELS

THE NEXT LEVEL QUALIFICATION

**At City College Peterborough we will be offering the following T Levels:**

- Education and Childcare T Level, assisting teaching occupational specialism
- Management and Administration T Level, business support occupational specialism
- Catering T Level, professional cookery occupational specialism



### A T Level is comprised of:

- Technical qualification – classroom-based element where students will learn about their chosen industry and specific competencies aimed at their occupational specialism.
- Industry placement – for a minimum of 315 hours where students will work with local businesses to gain the skills and behaviours necessary to have a meaningful career in their chosen field.
- English, maths and digital skills forming the basis of the transferable skills that are sought after by employers.

### How is a T Level assessed?

The technical qualification is assessed through written exam and an employer set project. The occupational specialism through synoptic assessments.

As well as these assessments you will also need to complete the industry placement.

### Entry requirements:

Students will need a minimum of 5 GCSEs at grade 5 or above including English and maths. Those students wanting to do a Health T Level will need Science at grade 5 or above also.

A previous qualification in the subject area is also desirable but not necessary.



# THE NEW QUALIFICATION EQUIVALENT TO 3 A LEVELS

- ➔ **New qualifications designed with employers and businesses**
- ➔ **Take your future to the next level**
- ➔ **80% Classroom  
20% Placement**
- ➔ **Access to higher education or skilled employment**



**To find out about our T Level  
courses call 01733 761361  
or email [t-levels@citycollegepeterborough.ac.uk](mailto:t-levels@citycollegepeterborough.ac.uk)**

**COMING SEPTEMBER 2023**

# Important information

## Fees & Payments

Payment of your chosen course(s) is as follows:

### 1. INDIVIDUAL COURSE FEE UP TO £150 (after concession)

- Full payment must be made at the time of enrolment.

### 2. INDIVIDUAL COURSE FEE £151 - £499 (after concession)

- Full payment at the time of enrolment (mandatory for a one-term course). Or for a two-term course:
- 50% of course fee at the time of enrolment.
- 50% by 1 March 2023

### 3. INDIVIDUAL COURSE FEE £500 AND ABOVE (after concession)

- Full payment must be made at the time of enrolment (mandatory for a one-term course)

Or for a two-term course:

- 50% of course fee at the time of enrolment.
- 50 % by 1 March 2023

The service reserves the right to request full payment at the time of enrolments. N.B. If you are enrolling on more than one course at the same time (except Saturday courses), the collective cost of all courses, after concessions, will determine if instalments are payable.

Please note that you are liable for the full course fee regardless of when you leave the course and irrespective of your payment method. It is important that you make the payment(s) by the date(s) stated to secure your place on the course and for you and fellow students to benefit from this facility. If you have difficulty paying larger amounts in one payment, please contact our Customer Service team on (01733) 761361 or in person at City College Peterborough in Brook Street. For some courses that result in a qualification there may be an exam entry fee to pay. **Please check at the time of enrolment.**

On some practical courses, there may be a small charge for materials. You will be advised of this at enrolment.

## Concessionary Fees

A fee reduction may apply for learners who are:

1. Over 60 years of age and unwaged (non- qualification courses only)
2. Receiving Jobseeker's allowance (including the partner where the claim is joint)
3. Receiving Employment Support Allowance (ESA) in the Work-Related Activity Group
4. Receiving Universal Credit (unemployed) and mandated (required) to undertake skills training
5. Receiving Pension Tax Credit (non- qualification courses only)
6. Aged 19-23 and do not currently hold a Level 2 and studying for a qualification funded by the Education Skills Funding Agency.



## Refund Policy

Refunds will only be given on the following grounds:

1. The course is cancelled by the Service
2. The learner cancels their place not less than 14 days (about 2 weeks) before the start date. The Policy does not apply to short courses of fewer than 2 sessions e.g. Saturday courses, where no refund will be given.
3. The learner withdraws from a course due to illness and can produce a doctor's certificate

## Equality & Diversity

We take equal opportunities and diversity very seriously here at City College Peterborough. We pride ourselves on offering equality of access and opportunity to all learners and employees regardless of ability, age, sexual orientation, marital status, disability, ethnic origin, race, gender, health, offender background or previous education.

If you would like to know more about City College Peterborough's Equal Opportunities Policy, please contact us to request a leaflet dedicated to the subject.

## Safeguarding and the Prevent Duty

The College has a statutory and moral duty to ensure that all learners and supported people are safeguarded and protected from all types of harm and abuse. The College has a Safeguarding Policy reviewed annually by the Governing Board. Julie Bennett, Vice Principal, oversees the College's Safeguarding duty. If you have any worries about your own or another person's welfare or safety or wish to report abuse, you can speak in confidence to one of the College's designated people for Safeguarding. Contact (01733) 761361 and ask to speak to a Designated Person.

## Information, Advice & Guidance

If you feel you need any help in choosing a course, support during your studies or guidance on where to go next, our trained staff will be happy to help you. Simply contact us today and we can either discuss things via a telephone conversation with you or we can arrange an in-person meeting with you.

We can also offer one-to-one appointments for free information and advice or guidance. If you are thinking of returning to work after a break, changing career direction or need an opportunity to discuss your learning or training needs in more detail then please contact our IAG (Information Advice and Guidance) Advisor by calling (01733) 761361 to arrange an appointment.

## Learning Support

We will make every effort to provide specific support or equipment to meet your needs. Below are some examples:

- Individual hearing loops (for learners who wear hearing aids)
- Arrangements for audio and visual equipment in the classroom
- Worksheets produced in large text
- Coloured overlays or handouts on coloured paper
- Adaptive technology for computer courses e.g. adapted mouse, keyboards, and specialist software
- A Learning Support Assistant, Volunteer or Signer to assist you
- Arrangements with exam boards for support and/or extra time.

Learning support can usually be arranged to meet the individual needs of learners before enrolment. If you want to discuss learning support, please contact our Customer Services Team on (01733) 761361.

## Advanced Learner Loan

If you're over 19 years of age and have been living in England for at least three years, you may be eligible for an Advanced Learner Loans to enrol onto level 3 or 4 courses without having to pay a lump sum or a large upfront fee.

For further information about the criteria and how to apply for a loan, check out the government's website: [www.gov.uk/advanced-learner-loan](http://www.gov.uk/advanced-learner-loan)



### **Brook Street Campus**

Brook Street  
Peterborough  
PE1 1TU

### **John Mansfield Campus**

Western Avenue  
Dogsthorpe  
Peterborough  
PE1 4HX

[admin@citycollegepeterborough.ac.uk](mailto:admin@citycollegepeterborough.ac.uk)  
[www.citycollegepeterborough.ac.uk](http://www.citycollegepeterborough.ac.uk)