

# COURSE GUIDE 2025



Find the perfect  
course for you



**City College  
Peterborough**

*Working together, learning together*



**CAMBRIDGESHIRE  
& PETERBOROUGH**  
COMBINED AUTHORITY



# WELCOME

Unlock Your Potential at City College Peterborough!  
It's time to unleash your ambitions and explore limitless possibilities.

At City College Peterborough, we want to empower our learners with dynamic courses that ignite creativity, build skills, and foster personal growth and wellbeing.

Whether you aspire to elevate your career, learn a new skill, master a new craft, immerse yourself in history, or enhance your financial savvy, our diverse range of courses and flexible scheduling ensure there's something for everyone. Our dedicated team of advisors are ready to assist you in finding the right opportunity for you.

We believe in making a positive impact beyond the classroom; at City College Peterborough, we are more than just a college. We are a welcoming and inclusive community for all.

Join us and start your exciting journey into the world of learning and innovation!

Tasha Dalton  
Principal, City College Peterborough

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# LEISURE COURSES

Here at City College Peterborough we offer a range of Leisure Courses that allow you to explore new interests, develop skills, and connect with like-minded individuals in a relaxed and supportive environment. Whether you're looking to unwind, stay active, or pursue a hobby, we have something for everyone.

Our diverse range of Leisure courses is designed to cater to various interests and skill levels and are not only enjoyable but also enriching, providing a break from the routine and a chance to engage in something truly fulfilling.

Our courses are a great way to meet new people and build lasting friendships, so why not join a community of learners who share your interests and enthusiasm?

There are over 100 courses to choose from including arts and crafts, history, literature, modern languages, music and cookery.

## HOW TO ENROL



Call 01733 761361 to speak to one of our Customer Experience Staff



Come into the college City College Peterborough, Brook Street, Peterborough PE1 1TU



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



Scan QR code

01733 761361 • [admin@citycollegepeterborough.ac.uk](mailto:admin@citycollegepeterborough.ac.uk)

**Music can invoke memories, uplift our mood or help us relax and drift away to somewhere away from the everyday.**



Our range of music courses are designed to help you appreciate music, the composers and what influenced their creative style. Join us to learn more about the world of classical music and their composers and join a class of like-minded people who appreciate music of different genres by a range of composers.

### CLASSICAL MUSIC FOR ALL COURSES : TERM 2

Classical Music for All	09121252	25th Feb	Tues	10:00 - 12:00	5	£82.50
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### CLASSICAL MUSIC FOR ALL COURSES : TERM 3

Classical Music for All	09121197	22nd Apr	Tues	10:00 - 12:00	5	£82.50
Classical Music for All	09121253	3rd June	Tues	10:00 - 12:00	5	£82.50

## Take your culinary skills to the next level.

Our Indian cooking and sweet & savoury baking courses will arm you with the knowledge and techniques you need to make memorable dishes. Classes are delivered in the evenings and once you sign up for a course, we'll let you know if any equipment and ingredients are needed for each session.



### COOKERY COURSES : TERM 3

Course	Course Code	Start Date	Day	Time	No. of weeks	Cost
Indian Starters and Spices	09121246	22nd Apr	Tues	18:30 - 20:00	5	£82.50
Timeless Treats - Gluten Free Classic Cakes and Bakes	09121178	23rd Apr	Weds	18:30 - 20:30	5	£82.50 (+ £30 material fees)
First Steps of Indian Cookery	09121247	10th June	Tues	18:30 - 20:00	5	£82.50
Timeless Treats - Classic Cakes and Bakes	09121179	11th June	Weds	18:30 - 20:00	5	£82.50 (+ £30 material fees)

## Ready to transform that long-cherished piece of furniture?

Not sure where to begin?  
Let our course be your guide.

Embark on a creative journey with your chosen furniture item in tow. Delve into the world of upholstery with the skilled guidance of our seasoned tutor. You will learn how to carry out basic repairs, polish, paint the show wood and build up the upholstery using traditional and or modern methods that are sympathetic to your project.



The college provides some basic upholstery tools for you to use.

UPHOLSTERY COURSES : TERM 3						
Course	Course Code	Start Date	Day	Time	No. of weeks	Cost
Upholstery	09121133	22nd Apr	Tues	09.30 - 12:00	12	£255
Upholstery	09121134	22nd Apr	Tues	12.30 - 15:00	12	£255
Upholstery	09121135	22nd Apr	Tues	15:30 - 18:00	12	£255
Upholstery	09121136	22nd Apr	Tues	18.30 - 20:30	12	£204

## Experience the art of pottery with our immersive workshops.

Discover the beauty of pottery with our range of courses.

Learn hand-building techniques and create your own unique pieces.



We offer a practical beginner's course with demonstrations and set projects are initially worked through (increasing in difficulty) to take you through the basic hand building techniques.

You will also learn how to decorate your piece with techniques such as applying slip, Sgraffito and mark making.

We also offer intermediate/advanced courses which are designed for people who have some experience of working with clay and would like to develop their skills in line with working on their own projects.

POTTERY COURSES : TERM 3						
Course	Course Code	Start Date	Day	Time	No. of weeks	Cost
The Art of Pottery - Beginner's Guide	09121180	22nd Apr	Tues	09.30 - 12:00	12	£270
Pottery and Sculpture Design Workshop	09121181	22nd Apr	Tues	13:00 - 15:30	12	£270
Pottery for All	09121182	22nd Apr	Tues	17:30 - 20:00	12	£270



## Ready to embark on your artistic journey?

Unleash your inner artist and discover the joy of painting with our range of courses.

No experience necessary, just bring your creativity and let's have fun.

Learn fundamental techniques, including colour mixing, brushwork, and composition.

Explore different mediums such as acrylics, oils, and watercolours, and create your first masterpieces.



### PAINTING COURSES : TERM 3

Course	Course Code	Start Date	Day	Time	No. of Weeks	Cost
Painting for Pleasure	09121122	28th Apr	Mon	09.30 - 12:00	10	£212.50
Painting for Pleasure	09121123	28th Apr	Mon	13:00 - 15:30	10	£212.50
Painting for Pleasure - Landscapes	09121124	25th Apr	Fri	13:00 - 15:30	12	£255

## Would you like to learn a new skill and create something beautiful?

Come along and learn the traditional skills of jewellery making. We offer a range of courses aimed at beginners and intermediates. You will learn techniques such as sawing, forming, hammering, annealing, sanding & polishing to make a specific item of jewellery. You will be able to take home your very own pieces of jewellery, handmade by you!



**Prices shown are for tuition fees only. You can bring your own copper or silver, or you can purchase copper or silver bags at reception before the course starts.**

SILVER SMITHING & COPPER JEWELLERY SKILLS COURSES : TERM 2						
Course	Course Code	Start Date	Day	Time	No. of Weeks	Cost
Silver Smithing & Copper Jewellery	09121146	3rd Mar	Mon	12.00 - 14:30	5	£106.25
Silver Smithing & Copper Jewellery	09121147	3rd Mar	Mon	15:00 - 17:00	5	£85
Silver Smithing & Copper Jewellery	09121148	3rd Mar	Mon	17:30 - 20:00	5	£106.25

SILVER SMITHING & COPPER JEWELLERY SKILLS COURSES : TERM 3						
Course	Course Code	Start Date	Day	Time	No. of Weeks	Cost
Silver Smithing & Copper Jewellery	09121149	28th Apr	Mon	12.00 - 14:30	5	£106.25
Silver Smithing & Copper Jewellery	09121150	28th Apr	Mon	15:00 - 17:00	5	£85
Silver Smithing & Copper Jewellery	09121151	28th Apr	Mon	17:30 - 20:00	5	£106.25

**SILVER SMITHING & COPPER JEWELLERY SKILLS COURSES : TERM 3**

Course	Course Code	Start Date	Day	Time	No. of Weeks	Cost
Silver Smithing & Copper Jewellery	09121152	16th June	Mon	12.00 - 14:30	5	£106.25
Silver Smithing & Copper Jewellery	09121154	16th June	Mon	17:30 - 20:00	5	£106.25

**Are you interested in learning the art of working with Copper Clay?**

This medium is soft, mouldable, and perfect for creating charms and jewellery items.

You can use your copper creations to adorn necklaces, bracelets, earrings, and rings.



**COPPER CLAY MAKING JEWELLERY COURSES : TERM 3**

Copper Clay Jewellery Making	09121153	16th June	Mon	15:00 - 17:00	5	£85 (+ £50 materials fee)
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## Are you looking to explore and enhance your sewing skills?

Welcome to the world of sewing at City College Peterborough, where fabric and thread come together to create beautiful and practical works of art. Our sewing courses are designed to cater for all skill levels, from absolute beginners to advanced sewers looking to hone their craft.



Whether you're interested in fashion, home décor, or simply want to develop a new hobby, our courses provide the perfect platform for you to explore and enhance your sewing skills.

### DRESSMAKING & SEWING COURSES : TERM 2

Course	Course Code	Start Date	Day	Time	No. of Weeks	Cost
Get to know your Overlocker Sewing Machine	09121204	28th Feb	Fri	14:00 - 16:00	10	£170

### DRESSMAKING & SEWING COURSES: TERM 3

Course	Course Code	Start Date	Day	Time	No. of Weeks	Cost
Dressmaking for Beginners	09121205	29th Apr	Tues	10:00 - 12:00	10	£170
Dressmaking for Intermediates	09121206	29th Apr	Tues	18:30 - 20:30	10	£170
Get to know your Sewing Machine	09121208	6th June	Fri	14:00 - 16:00	3	£51

## Find your way around the sky...

Astronomy is one of the oldest natural sciences. The word Astronomy literally means the science that studies the laws of the stars, celestial objects in the night sky.



During our Astronomy courses you will learn about the night-time sky's landscape and how to identify stars, constellations and planets visible to the human eye and with the aid of a telescope.

### ASTRONOMY COURSES : TERM 2

The Stargazer's Path: A Practical Journey to the Stars	09121290	28th Feb	Fri	14:00 - 16:00	6	£99.00
Astronomy beyond Earth - Space Flight	09121287	11th Mar	Tues	18:30 - 20:30	6	£99.00

### ASTRONOMY COURSES : TERM 3

Astronomy beyond Earth - Space Flight	09121284	23rd Apr	Weds	18:30 - 20:30	6	£99.00
Astronomy beyond Earth - Space Flight	09121288	11th June	Weds	18:30 - 20:30	6	£99.00
The Stargazer's Path: A Practical Journey to the Stars	09121285	17th June	Tues	18:30 - 20:30	6	£99.00

# THE COLLEGE CUP CAFE



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 - 2:30pm

## **BREAKFAST**

8:30am - 10:30am

**choose from:**

Cereal and yogurts  
Freshly baked croissants  
Fresh fruit

Hot breakfast favourites, including  
bacon & sausage baps

## **LUNCH**

12:00 - 2pm

**choose from:**

Large salad bar  
Range of sandwiches/toasties  
Hot snacks  
Dish of the day



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

## Do you enjoy Literature?

Have you always dreamt about writing your own articles, books or other publications?

Then join one of our creative writing courses and learn how to turn your aspirations into reality. Learn how to develop your own writing style, build your confidence and improve your writing techniques!



### LITERATURE COURSES : TERM 2

Course	Course Code	Start Date	Day	Time	No. of Weeks	Cost
Lets Get Writing!	09121183	28th Feb	Fri	14:00 - 16:00	5	£82.50
Literature for Pleasure	09121184	28th Feb	Fri	10:00 - 12:00	5	£82.50
Creative Writing Techniques	09121187	24th Feb	Mon	18:30 - 20:30	5	£82.50

### LITERATURE COURSES : TERM 3

Course	Course Code	Start Date	Day	Time	No. of Weeks	Cost
Lets Get Writing!	09121191	25th Apr	Fri	14:00 - 16:00	5	£82.50
Literature for Pleasure	09121192	25th Apr	Fri	10:00 - 12:00	5	£82.50
Creative Writing Techniques	09121196	28th Apr	Mon	18:30 - 20:30	5	£82.50
Lets Get Writing!	09121193	6th June	Fri	14:00 - 16:00	5	£82.50
Literature for Pleasure	09121194	6th June	Fri	10:00 - 12:00	5	£82.50
Creative Writing Techniques	09121195	16th June	Mon	18:30 - 20:30	5	£82.50

## Would you like to learn how to turn a good photo into a great photo?

Would you like to get the best out of your digital camera?

Then join one of our popular 5-week photography courses and learn how to capture amazing and creative images.



To assist all skill levels, from novice to experienced.

### PHOTOGRAPHY COURSES : TERM 2

Course	Course Code	Start Date	Day	Time	No. of Weeks	Cost
Introduction To Camera Controls And Capturing Great Images	09121170	3rd Mar	Mon	18:30 - 20:30	5	£82.50
Advanced Photography Course	09121171	5th Mar	Weds	18:30 - 20:30	5	£82.50

### PHOTOGRAPHY COURSES : TERM 3

Course	Course Code	Start Date	Day	Time	No. of Weeks	Cost
Introduction To Camera Controls And Capturing Great Images	09121172	12th May	Mon	10:30 - 12:30	5	£82.50
Extending Your Photography Skills	09121173	12th May	Mon	18:30 - 20:30	5	£82.50



## Unlock a new world with our Language Courses.

Do you want to learn a new language to help you communicate with the locals on your travels?

Would you like to learn more about the culture that influences the language too? Then join one of our popular language courses and start your journey today.



### LANGUAGE COURSES : TERM 3

Course	Course Code	Start Date	Day	Time	No. of Weeks	Cost
Italian From Scratch	09121236	28th Apr	Mon	18:30 - 20:30	10	£165
Spanish From Scratch	09121233	28th Apr	Mon	18:30 - 20:30	9	£148.50
Italian The Next Steps	09121237	29th Apr	Tues	18:30 - 20:30	10	£165
Spanish For Beginners The Next Steps	09121234	29th Apr	Tues	18:30 - 20:30	10	£165
Italian For Intermediates	09121256	30th Apr	Weds	18:30 - 20:30	10	£165
Spanish For Intermediates	09121235	30th Apr	Weds	18:30 - 20:30	10	£165

Do you enjoy delving into the past to find out more about people, places and events that have influenced our society and culture today?

Then join one of our popular history courses and explore the past and the impact it's had on our lives today.



### HISTORY COURSES : TERM 2

The Industrial Revolution	09121158	24th Feb	Mon	10:00 - 12:00	5	£82.50
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### HISTORY COURSES : TERM 3

Cogs And Galleys	09121159	28th Apr	Mon	10:00 - 12:00	4	£66
The Life And Times Of Elizabeth I	09121160	2nd June	Mon	10:00 - 12:00	5	£82.50

# COMMUNITY COURSES

**Free community and family learning courses in your local area**

Whether you want to learn with other adults to improve your own skills, get into employment or just lift your mood or learn together with other families to support your children's development, we have something to offer you.

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

This means that you can enjoy learning things that are important to you with others with trained experienced tutors.



Take a look at our upcoming courses:

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

## Equip yourself with essential life-saving skills.

**We believe that everyone should have the skills and confidence to respond effectively in an emergency.**

Our training, will help you to be prepared to handle a variety of situations with competence and calm.

Tailored for workplace safety, our courses prepares you to respond to medical emergencies in a professional setting. It includes training on managing injuries, sudden illnesses, and understanding workplace-specific risks.



### FIRST AID COURSES

Course	Course Code	Start Date	Day	Time	No. of Weeks	Cost
Highfield Level 3 Emergency First Aid at Work	15151110	22nd April	Tues	09:00 - 17:00	1	£90

## Information Advice & Guidance

We are here to help you prepare for your perfect job whatever your age, situation or background.

Getting tailored advice to launch you in the right direction can be life-changing. Our experienced Careers Advisor listens to what you want to achieve and will guide you on the best way to get to your perfect career.



### What we offer:

- Confidential career guidance interviews.
- Support with a personal, tailored CV, cover letter and interview practice linked to your career goal.
- Advice on qualifications, apprenticeships and a wide range of other learning & training.
- How to address concerns and barriers to a new start.
- Help to bridge confidence issues.
- Support with job applications (online and offline).
- Guidance on which job searching websites are available.
- Guidance on which courses will support you to achieve your goal and how to apply for them.
- Help you to look at transferable skills that you may have that can change your career path and open up new opportunities.

**Book a face to face appointment with our Careers Advisor today!**

## If you are looking to gain a qualification to support your job or career prospects then we can help.

You can study a wide range of part-time qualifications (classroom based and online) with us.



Many courses are completely free of charge, subject to eligibility, to make it easier to improve your skills or even retrain for a new career.

We deliver part-time qualification courses from Entry Level to Level 3 for adults aged 19+, all designed to make it easy for you to learn and fit in with your busy life.

Our courses include:

- Childcare
- Early Years
- Education
- Business Administration
- Customer Service
- Healthcare
- Skills for Life: Digital Skills, English & Maths (Entry 3 to Level 2)
- IT



Find out more



# VOCATIONAL LEARNING QUALIFICATIONS



**Our Level 1 - 3 Healthcare Qualification Courses provide a dynamic and flexible approach to education, offering the best of online and in-person learning.**



These courses are designed to provide an understanding of both theoretical and practical aspects of healthcare, making them an excellent choice for anyone looking to advance their career, update their skills, or enter the healthcare field.

### **Bite-sized Professional Development in Healthcare**

Take your career in healthcare to the next level with our Bite-Sized Professional Development courses. From Dementia Awareness to End of Life Care, our comprehensive range of courses offers endless opportunities for growth and development.

This is an excellent opportunity to advance your education and career and you can take full advantage of the flexible and comprehensive learning experiences offered.



Find out more





## Did you know you could train and gain the valuable skills you need to improve your job prospects for free?

You could be eligible for free funding and study a qualification to boost your prospects to progress in your current sector. If you're 19 and over, live in England and do not have A levels or equivalent, you can now take your first full Level 3 qualification for free. There is also funding available if you hold a Level 3 but earn under a certain amount.



Our courses available through this offer have been identified to help ensure good job prospects, focussing on areas where employers need skills and leading to job opportunities that can help you earn a good wage or progress within your role.

If you are already working within a relevant role and would like to gain a Level 3 qualification to progress further, we offer:

- Level 3 Diploma in Leadership & Management
- Level 3 Diploma for the Early Years Educator (Early Years Practitioner)
- Level 3 Diploma in Specialist Support for Teaching & Learning in Schools
- Level 3 Diploma in Adult Care
- Level 3 Certificate in Education & Training (PTTLS)
- Level 3 Certificate in Assessing Vocational Achievement

We can also offer bespoke training and additional qualifications for employers. Please contact us and our team will be happy to arrange a meeting and work with you to establish your training needs.

## An understanding of English, maths and computer skills are essential for work and everyday life.

If you would like to improve your knowledge, skills and confidence, and gain a qualification in these areas, we can help.



Nowadays a basic understanding of English, maths and computer skills is needed for everyday life including getting the most from your money when you're out shopping, filling in forms or applying for jobs or following recipes or measuring areas for DIY projects.

That's where we can help. You will find a range of courses that will take you back to the basics, or build upon your existing knowledge and existing skills. Better still, at the end of a course not only will you have improved your understanding of these basic skills, you'll get a recognised qualification too! We offer a range of qualifications including Entry Level 3, Level 2 and GCSE.



Find out more



# SKILLS FOR LIFE



01733 761361 • [admin@citycollegepeterborough.ac.uk](mailto:admin@citycollegepeterborough.ac.uk)

# ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

## Is English your second language? Would you like to speak, read, and write better English?

Maybe you would like to talk to your child's teacher at school or help your child with their homework.

Perhaps you would like to improve your English for work purposes or to take a different course in college or at university.

City College Peterborough is the ideal place to improve your English language skills. Our tutors are experienced, helpful, and friendly. We will help you to find new ways to improve your education, career, and personal skills.

Come study with us!



Find out more

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





# Study Skills 16–19

## Special Educational Needs (SEN 24)

City College Peterborough has a long-standing reputation of helping young people 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
- Beauty
- Business and Enterprise
- Childcare
- Creative Crafts
- Customer Service
- Hairdressing
- Health and Social Care
- Hospitality and Catering
- ICT
- Motor Vehicle Studies
- Sports
- Uniformed Services

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
- English for Speakers of Other Languages
- Work Skills Enrichment
- S.E.A. (Support Educate Autism)



# IMPORTANT INFORMATION

## Fees & Payments

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

### 1. INDIVIDUAL COURSE FEE UP TO £100 (after concession)

- 50% payment must be made at the time of enrolment.
- 50% payment must be made before course commencement.

### 2. INDIVIDUAL COURSE FEE £101 AND ABOVE (after concession)

- 25% payment must be made at the time of enrolment
- Followed by three monthly payments of 25% each from course commencement.

Please note the learner is liable for the full course fee after course commencement regardless of when they leave the course and irrespective of the payment method. You can ask for a refund given the cancellation is made 2 weeks before course commencement. This does not apply for short courses fewer than 2 sessions where the fee is non-returnable.

The service reserves the right to request full payment at the time of enrolments. 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.

**Note:** For learners who fail to sit a scheduled exam or fail to submit required material in line with the awarding body and centre requirements or those wishing to take a resit exam after the course has finished will be charged the exam fee where applicable. A list of charges can be obtained from reception.

## Personal Interest Courses – Full Cost (not attracting government funding)

These courses will be charged at a rate determined by City College Peterborough. We reserve the right to amend fees from time to time to reflect market rates. There is no concessionary fee available on Full Cost Courses, unless you are over 60 years of age and unwaged where you will receive a 18% reduction of the course fee.

Minimum numbers of learners on courses will apply to ensure these courses remain financially viable. Decisions to run courses based on learner numbers are made up to 2 weeks before the start date. If numbers are low, courses may be cancelled, and you will be issued with a full refund.

Learners/Employers are responsible for 100% of the cost of the course and will not receive or be eligible for any government support; including travel, childcare, adaptations or additional learning support. The eligibility criteria for government funded courses does not apply, although learners must be aged 18 and over.

## Level of Funding

The level of funding available to a learner is dependent on the CPCA / ESFA's Funding Rules, which can be obtained from reception.

1. Learners who are eligible for full funding from the CPCA / ESFA's will not

be charged a fee for the course, including exams, resources or awarding organisation registration and fees. City College Peterborough will meet the cost of the course from the government funding received.

2. Learners who are eligible for co-funding as specified by the CPCA / ESFA's will be partly funded by the CPCA / ESFA's with an additional contribution being paid by the learner or employer. Our published fees assume learners are eligible for co-funding. Where learners do not meet the eligibility for funding requirements, the actual fee payable will be higher than our published fees.
3. Managers reserve the right to waive learner co-funded fees in some situations and this may be extended to our sub-contracted delivery e.g. where this will enable more learners to access the learning they need.
4. Learners who do not qualify for funding are responsible for 100% of the cost of the course and will not receive or be eligible for any government support; including travel, childcare, adaptations, or additional learning support.
5. We will not fund a learner to repeat the same regulated qualification where they have previously achieved it unless it is:
  1. the requirement for funding.
  2. for any GCSE where the learner has not achieved grade C, or 4, or higher

## Refund Policy

Automatic refunds will only be given on the following grounds:

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



All non-automatic refund/credit requests must be made in writing to the Curriculum Manager and authorised by the Principal.

All refunds are made according to how payment was originally received. Refunds in cash always require an identification check of the refundee. Refunds for leaving a course due to a learner's medical condition will only be given on proof of a doctor's certificate. The learner will receive a proportional refund of the fees paid in relation to the number of classes remaining. The refund will be dealt with from the date the doctor confirms the learner's medical condition.

## Equality, Diversity & Inclusion

We take equal opportunities, diversity and inclusion 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, abuse and radicalisation. The College has a Safeguarding Policy reviewed annually by the Advisory Board and Tasha Dalton, Interim Principal, who oversees the College's Safeguarding & Prevent 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

City College Peterborough offers learning support funds to assist with cases of hardship related, for example, to childcare (for those aged 20+) and transport, according to ESFA and CPCA regulations. This is only for learners on government funded provision and is subject to eligibility and availability of funds. Our policy is published and can be obtained from reception.

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 19+

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 Loan 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

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Peterborough  
PE1 1TU

## John Mansfield Campus

Western Avenue  
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**City College  
Peterborough**

*Working together, learning together*



**CAMBRIDGESHIRE  
& PETERBOROUGH**  
COMBINED AUTHORITY