

## Qualifications in the National Qualifications Framework

The table below outlines which level each course corresponds to. Level 1 is the lowest and Level 8 is the highest.

Level	Key & Basic Skills	Academic Qualifications	Specialist Edexcel Vocational Qualifications	Work-Related Vocational Qualifications
8		Doctorates	No BTEC qualifications currently	
7		Masters Degrees, Post Graduate Certificates and Diplomas	BTEC Advanced Diplomas, Certificates and Awards	
6		Bachelors Degrees, Graduates Certificates and Diplomas	BTEC Professional Diplomas, Certificates and Awards	
5		Diploma of Higher Education Foundation Degrees	BTEC Higher National Diplomas and Certificates	NVQ Level 5
4		Certificates of Higher Education	BTEC Professional Diplomas, Certificates and Awards	NVQ Level 4
3	Key Skills Level 3	A2/AS Levels	BTEC National Diplomas and Certificates and Awards BTEC National Diploma in Foundation Studies (Art and Design)	NVQ Level 3
2	Key Skills Level 2	GCSEs (grades A-C)	BTEC First Diplomas and Certificates	NVQ Level 2
1	Key Skills Level 1	GCSEs (grades D-G)	BTEC Introductory Diplomas and Certificates	NVQ Level 1
Entry	Basic Skills		Entry Level BTEC Certificates in Skills for Working Life and Life Skills	

### What qualifications can I get?

The College offers a wide range of nationally recognised courses, each at a different level to suit the individual, that are closely linked to the needs of local industry, professional bodies and university entry.

### National Vocational Qualifications (NVQs)

NVQs are nationally recognised qualifications for each sector of employment and are related directly to a person's work. There are 5 levels - Level 1 being the simplest. Each NVQ is made up of units which set out what must be undertaken and to what level. You will need to demonstrate competency in the subject, mainly from present or previous work experience. NVQ courses are very practical and are supported by relevant theory.

### Foundation Awards

Foundation Awards have been designed to provide a broad education as a base for further training, further education or for moving in to employment. Students develop general skills, knowledge and understanding that underpin a range of occupations or professions. Foundation Awards are part of the Level 1 provision in the National Framework of Qualifications.

### First Diplomas

First Diplomas are Level 2 qualifications which lead into the National Certificates and National Diplomas (see below). They cover the following areas: Art & Design, Business & Administration, Health & Social Care, Public Services, Engineering and Information Technology, Computing and Sports.

### National Certificates and National Diplomas

The College also offers a variety of specialist Certificates and Diplomas in, for example, Art and Design, Photography, Media and

Engineering. These are practical, work-related courses that are based on realistic workplace situations, activities and demands. The qualification focuses on a particular subject area where students can develop a range of specialist skills and knowledge.

### GCSEs and A Levels

It may be possible to combine A Levels/GCSEs with other programmes. A Levels are the most popular route for getting in to university and are studied in two parts: AS Level and A2 Level. In the first year you can study up to four subjects at AS Level. You can then continue to study these subjects at A2 Level in the second year or study further subjects at AS Level.

### Further Education

After you have gained your qualification you can progress on to the next level of the course in College. For example, on successful completion of the BTEC First Diploma in Business qualification, you can progress on to the BTEC National Diploma in Business which can allow you entry to university.

### Higher Education

The College provides opportunities to study at degree level or you may also wish to go away to university to study for a degree. Details of Dunstable College's higher education courses can be supplied separately. Please contact the College on **01582 477776**.

### Accreditation of Prior Learning

Using APL, skills and knowledge gained through experience at work can lead to an NVQ. Tutors can help you to prepare evidence of your experience, identify gaps and offer training to enable you to obtain your qualification.

## Access Diploma to Higher Education

### Access Diploma

This is a Level 3 (A Level Standard) programme specifically designed for learners aged 19 and over, who would like to study a Higher Education course. They are ideal for adults who have not studied for a long time but wish to return to education. Access courses give learners the skills as well as the qualifications they need to take their studies further. The courses are designed to enhance confidence and personal development and to enable learners to work independently at Higher Education level.

An Access course can be completed in one year as a full-time student; however, you can take the part-time option and complete the programme over two years. No formal qualifications are required to take an Access course, although after initial enquiry learners are invited to a group interview/information session during which basic English and Maths levels will be assessed. This is to ensure that prospective learners are working at around Level 2 (GCSE level) at the start of the learners' course. Successful completion of an Access course means that you can apply to study at university. Access courses are available at our main Dunstable College campus and also at The Learning Warehouse Leighton-Linsdale in Leighton Buzzard. The awarding body is Open College Network Oxford Thames Chiltern (OCNOTC).

### Essential information

Access Diplomas are arranged in a modular system which gives you the flexibility to build up your own programme to suit your individual needs.

The College offers eight pathways:

- Nursing, Midwifery and Medically Allied Professions (Radiography, Physiotherapy, Occupational Therapy, Audiology etc)
- Teacher Education (leading to ITT Education Degree)
- Social Work
- Humanities and Social Sciences
- Psychology
- Law
- Business Studies and Marketing
- Computing.

To successfully complete all pathways except for Nursing, Midwifery and Medically Allied Professions, you will need to achieve 60 credits, of which 45 must be at Level 3 (A level standard). Please check with the university of your choice concerning the number of credits they require for a particular course, as some may require more than the minimum number stated here.

### Timetables

As the Access programme is modular, you will be responsible for creating your own timetable. This will be done during induction. Most classes are held between 0930 and 1515.

The courses comprise core and optional modules. All core modules are offered at least three times per week and optional modules offered twice per week. Part-time learners have the opportunity to attend during the day, the evening or a combination of both.

### Entry requirements

- You must be at least 19 years of age or over
- Level 2 literacy skills
- Level 1 numeracy skills.



The Modular Access to Higher Education Scheme - PATHWAYS

Nursing, Midwifery and Medically Allied Professions 60 credits needed - 51 must be Level 3	Teacher Education 60 credits needed - 45 must be Level 3	Social Work 60 credits needed - 45 must be Level 3	Humanities and Social Science 60 credits needed - 45 must be Level 3	Psychology* 60 credits needed - 45 must be Level 3	Law 60 credits needed - 45 must be Level 3	Business Studies and Marketing 60 credits needed - 45 must be Level 3	Computing 60 credits needed - 45 must be Level 3
Human Biology must be Level 3	If no GCSE in English, Maths & Science gained in the last 3 years, GCSE equivalence must be undertaken						
Level 2 Core - Numeracy (6 credits), Communication Skills (6 credits), IT (6 credits)							
Level 3 Core - Research Skills (6 credits)							
All Pathways must take the core modules in Communication Skills, Numeracy, IT & Research Project							
<b>Recommended options</b>							
Human Biology	School placement	Values and Ethics	English Literature	Theoretical approaches to Psychology	Sources of Common Law	Economics	History of Computing
Sociology	English Literature	Approaches to Social Work	History	Ethical issues in Psychology Memory	The English Legal System	Finance	Programme Specifications
Psychology	History	Social Policy	Sociology		Participation in the Law	Marketing	Introduction to Software Design
Health Policy	GCSE English, Maths and Science  Human Biology		Psychology	Abnormal Psychology	Culture and Social Differentiation  Social Policy and Sociology	Business Administration and Law	Introduction to Programming plus additional credits to be added

These are the recommended options, although you can build a more discrete pathway to suit your individual needs, in conjunction with a course tutor.

**\*Psychology:** This Pathway will also include some sociology units to allow comparison and contrast between the two social sciences and also to allow for the rigorous study of research methodology.

22106 08 Access Diploma to Higher Education in Business Studies and Marketing (OCNOTC)

This course is aimed at those who wish to undertake a university degree in Business Studies. This course enables you to "return to learn" in a supportive environment. You will develop core skills in communication, numeracy and IT.

Optional Modules are:

- Economics
- Finance
- Marketing
- Business Administration
- Law.

No formal qualifications are required but you should be able to demonstrate competency in English and Numeracy. You should be 19 or over.

Successful completion of this course will enable you to progress to year 1 of your chosen degree. You may apply to the university of your choice via UCAS.

If you change your mind about taking a business degree and wish to take an alternative course, provided the Access Diploma has been obtained, other degree courses will be open to you.

Core modules are:

- Communication
- Reading and Writing
  - Speaking and Listening

Additional modules may also be available.

Modules in Maths, English Language and Science will also be available for those without the necessary GCSEs.

Application of Number

- Interpreting and Presenting Information
- Calculations

There will be continuous assessment through assignments, reports, practical exercises and there will be examinations.

Information Technology

- Planning Research on the Internet
- Research Skills

To gain the Access Diploma you must achieve a minimum of 60 credits, of which at least 45 must be at Level 3.

Computing

22107 08 Access Diploma to Higher Education in Computing (OCNOTC)

This course is aimed at those who wish to become a computer professional. The course enables you to "return to learn" in a supportive environment. It will help enhance your confidence and those study skills required at a Higher Education level.

Optional modules are:

- History of Computing
- Introduction to Software Design
- Programming Specifications
- Introduction to Programming
- Practical Programming
- Human Computer Interface
- Social Aspects of Computing
- Computer Arithmetic
- Computer Functions
- Computer Architecture.

To gain the Access Diploma you must achieve a minimum of 60 credits, 45 of which must be achieved at Level 3. Where more credits are achieved, then 75% should be at Level 3.

No formal qualifications are required, but you should be able to demonstrate a competency in English and Numeracy. You should be 19 or over.

Successful completion of this course will enable you to progress to a Foundation Degree in Computing or to university for an Honours Degree.

If you do not wish to proceed immediately to university you may receive an Access Diploma, which can be used with prospective employers or other Higher Education establishments.

This course contains core and optional modules.

Core modules are:

- Application of Number
- Communication Skills
- IT
- Research Module

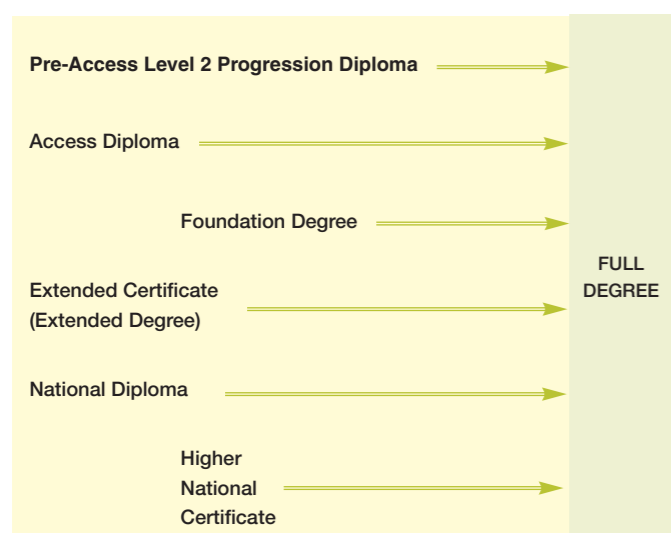
Modules in Maths and English Language will also be available for those without the necessary GCSEs.

Note: These core modules must be passed with a minimum of Level 2 for Application of Number, Communication Skills and IT and Level 3 for the Research Module.

There will be continuous assessment through assignments, reports, practical assessments and there will be examinations.



Access



Pre-Access 22114 07 Level 2 Progression Diploma

The Access Level 2 Progression Diploma has been designed for students who are preparing for the full Access course.

Days and time of study

You will be required to attend College for a minimum of three days between 0930 and 1515.

You will study:

- Level 1 Literacy and Numeracy
  - New Clait Level 1
  - Social Science, research methods and tutorial
- Please note: This is only available for full-time students, at present.

Entry Requirements

Level 1 in Literacy and Entry Level 3 in Numeracy.

## 22108 08 Access Diploma in Humanities and Social Science (OCNOTC)

This course is ideal for those who wish to study at university for a conventional degree. It is usually a popular choice for learners who are interested in studying Sociology, Psychology, Law and History. This course enables you to "return to learn" in a supportive environment.

This course contains core and optional modules.

### Core modules are:

- Communication
  - Reading and Writing
  - Speaking and Listening
- Application of Number
  - Interpreting and Presenting Information
  - Calculations
- Information Technology
  - Planning Research on the Internet
  - Research Skills

### Optional Modules

You may select your modules from those offered on the other Access courses.

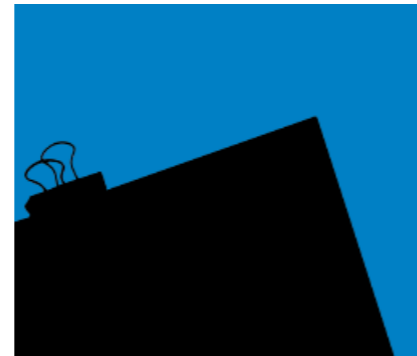
Modules in Maths, English Language and Science will also be available for those without the necessary GCSEs.

There will be continuous assessment through assignments, reports, practical assessments and there will be examinations.

To gain the Access Diploma you must achieve a minimum of 60 credits of which at least 45 credits must be at Level 3. In addition, if you do not have Grade C or above in GCSE Maths and/or English, you will have an option to take further credits in these subjects to achieve the full GCSE equivalence.

No formal qualifications are required, but you should be able to demonstrate competency in English and Numeracy. You should be 19 or over.

Successful completion of this course will enable you to progress to year 1 of your chosen degree. You may apply to the university of your choice via UCAS.



## Law

### 22109 08 Access Diploma to Higher Education in Law (OCNOTC)

This course is aimed at those who wish to undertake a university degree in Law. This course enables you to "return to learn" in a supportive environment.

You will develop core skills in communication, numeracy and IT.

### Core modules are:

- Communication
  - Reading and Writing
  - Speaking and Listening
- Application of Number
  - Interpreting and Presenting Information
  - Calculations
- Information Technology
  - Planning Research on the Internet
  - Research Skills

### Optional Modules are:

- Sources of Common Law
- The English Legal System

- Criminal Law - Assault and Murder
- Participation in the Law
- Culture and Social Differentiation
- Social Policy and Sociology.

Additional modules may also be available in Maths, English Language and Science for those without the necessary GCSEs.

There will be continuous assessment through assignments, reports, practical exercises and there will be examinations.

To gain the Access Diploma you must achieve a minimum of 60 credits, of which at least 45 must be at Level 3.



No formal qualifications are required but you should be able to demonstrate competency in English and Numeracy. You should be 19 or over.

Successful completion of this course will enable you to progress to year 1 of your chosen degree. A number of our students recently progressed to studying at the Universities of Bedfordshire, Durham and Chester.

## 22110 08 Access Diploma in Nursing, Midwifery and Medically Allied Professions (OCNOTC)

This course is aimed at those who wish to specialise in Nursing, Midwifery, Audiology, Occupational Therapy, Physiotherapy etc.

It covers a broad range of subjects relating to medical fields. The course will enhance your confidence and those study skills required at a Higher Education level.

This course contains core and optional modules.

### Core modules are:

- Communication Skills
- IT
- Numeracy and Research Project

### Optional modules are:

- Human Biology
- Sociology
- Psychology
- Health Policy.

This course blends theoretical and practical work. Additional modules may also be available. Modules in Maths and English Language will also be available for those without the necessary GCSEs.

There will be continuous assessment through assignments, reports, practical assessments and there will be examinations.

To gain the Access Diploma you must achieve a minimum of 60 credits, 51 of which must be at Level 3. You must achieve Human Biology at Level 3.

No formal qualifications are required, but you should be able to demonstrate a competency in English and Numeracy. You should be aged 19 or over.

Successful completion of this course will enable you to progress to a three-year health and social care related degree course, to a more general degree course, or to nurse training or midwifery.

If you do not wish to proceed immediately to university you may receive an Access Diploma, which is valued by prospective employers or other Higher Education establishments.

**87% pass rate in 2006/07**



## Psychology

### 22111 08 Access Diploma to Higher Education in Psychology (OCNOTC)

This course is aimed at those who wish to undertake a university degree in Psychology but do not have the entry requirements to do so. This course enables you to "return to learn" in a supportive environment.

You will develop core skills in communication, numeracy and IT.

### Core modules are:

- Communication
  - Reading and Writing
  - Speaking and Listening
- Application of Number
  - Interpreting and Presenting Information
  - Calculations
- Information Technology
  - Planning Research on the Internet
  - Research Skills

### Optional Modules are:

- Theoretical Approaches to Psychology
- Abnormal Psychology
- Ethical Issues in Psychology
- Memory.

### Note:

This pathway will also include some Sociology units to allow comparison and contrast between the two social sciences and also to allow for the rigorous study of research methodology.

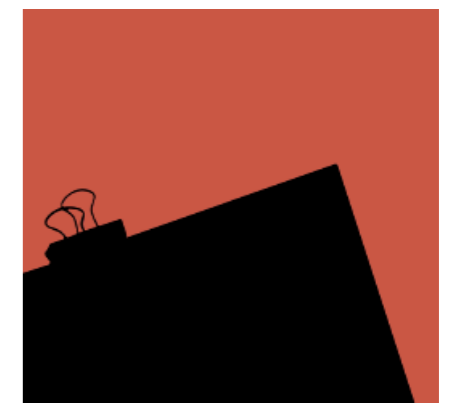
Additional modules may also be available in Maths, English Language and Science for those without the necessary GCSEs.

There will be continuous assessment through assignments, reports, practical exercises and there will be examinations.

To gain the Access Diploma you must achieve a minimum of 60 credits, of which at least 45 must be at Level 3.

No formal qualifications are required but you should be able to demonstrate competency in English and Numeracy. You should be 19 or over.

Successful completion of this course will enable you to progress to year 1 of your chosen degree. A number of our recent students progressed to studying at the University of Bedfordshire.



22112 08 Access Diploma to Higher Education in Social Work (OCNOTC)

This course is aimed at those who wish to undertake a university degree in Social Work. This course enables you to "return to learn" in a supportive environment.

You will develop core skills in communication, numeracy and IT.

Core modules are:

- Communication
  - Reading and Writing
  - Speaking and Listening
- Application of Number
  - Interpreting and Presenting Information
  - Calculations
- Information Technology
  - Planning Research on the Internet
  - Research Skills

Optional Modules are:

- Psychology
- Values and Ethics
- Approaches to Social Work
- Social Policy
- Sociology.

Additional modules may also be available in Maths, English Language and Science for those without the necessary GCSEs.

There will be continuous assessment through assignments, reports, practical exercises and there will be examinations.

To gain the Access Diploma you must achieve a minimum of 60 credits, of which at least 45 must be at Level 3.

No formal qualifications are required but you should be able to demonstrate competency in English and Numeracy. You should be 19 or over.

Successful completion of this course will enable you to progress to year 1 of your chosen degree. Previous successful students have progressed to the University of Bedfordshire.



Teacher Education

22113 08 Access Diploma to Higher Education in Teacher Education (OCNOTC)

This course is aimed at those who wish to become school teachers. This course has the aim of enabling you to "return to learn" in a supportive environment. You will develop the skills you need to undertake a Bachelor of Education Degree.

The course contains core and optional modules.

Core modules are:

- Communication
  - Reading and Writing
  - Speaking and Listening
- Application of Number
  - Interpreting and Presenting Information
  - Calculations
- Information Technology
  - Planning Research on the Internet
  - Research Skills

Optional modules are:

- Human Biology
- English Literature
- School Placement
- History.

Additional modules may also be available in Maths, English Language and Science, for those without the necessary GCSEs.

There will be continuous assessment through assignments, reports, practical exercises, a placement journal and there will be examinations.

To gain the Access Diploma you must achieve a minimum of 60 credits, of which at least 45 must be at Level 3.

Next Step

Successful completion of this course will enable you to progress to year 1 of a BEd degree. Previous successful students have completed their initial teacher training at the Universities of Bedfordshire and Hertfordshire.

You may apply to the university of your choice via UCAS. If you change your mind about teaching and wish to take an alternative degree, provided the Access Diploma has been obtained, other degree courses will be open to you.

100% pass rate in 2006/07



22501 08 A Level Programme

A Levels are highly regarded qualifications, which offer many opportunities from entering higher education to gaining a better job. A full A Level consists of an AS Level and an A2 Level. An AS Level is a valuable qualification in its own right, but many people complete the A2 Level also, particularly those wishing to progress to university. Usually, you will study up to four subjects at AS Level and three at A2 Level; however, alternative programmes of AS and A2 Levels are possible and may be discussed with your tutors.

Course Duration

- 1 year for AS Levels
- 2 years for full A Levels (AS + A2)

Qualifications/experience needed to join the course

In order to start an A Level programme, you will need five GCSEs at Grade C or above, one of which must be in English. Some subjects have specific entry requirements, these are detailed below.

After the course is finished

You can progress to university and a wide range of degree courses or you can begin your career in your chosen field.

Accounting

Specific entry requirements

No previous knowledge of the subject is required, but a GCSE pass at Grade C or above in Maths is required and a Grade C or above in Business Studies, Economics or Accounting would be a recommendation.

**Content** Financial accounting, accounting for management and decision-making and published accounts.

**Examination Board** AQA

Computing

Specific entry requirements

A GCSE pass at Grade C or above in Information and Communication Technology would be useful.

**Content** Computer systems, principles of hardware/software, practical systems development, practical project, advanced systems development, processing and programming.

**Examination board** AQA

Economics and Business Studies

Specific entry requirements

There is no need for a prior qualification in Economics or Business Studies, but a GCSE pass at Grade C or above in Maths and English is required. Commitment and a genuine interest in the subject are important.

**Content** The course is ideally suited to all those who want to experience the broad focus of economics in combination with the practical study of business decisions. It combines the exploration of economic theory with the discussion of current business practice.

**Examination board** Edexcel (Nuffield)

English Language

Specific entry requirements

One English GCSE at Grade B or above

**Content** Textual commentary, desk study, language of media, varieties of English, spoken or written study, editorial and language topics.

**Examination board** AQA

English Literature

Specific entry requirements

One English GCSE at Grade B or above

**Content** Drama, poetry, pre-1900 prose, Shakespeare in context, modern prose, criticism and comparison.

**Examination board** AQA

Film Studies

Specific entry requirements

One GCSE pass at least at Grade C in English Language or Literature, although interest and enthusiasm are more important.

**Content** Film-making meaning, producers and audiences, messages and values, world cinema and critical studies.

**Examination board** WJEC

Government and Politics

Specific entry requirements

No previous knowledge of the subject is required, but commitment and a genuine interest in this subject are expected.

**Content** Electoral systems and voting behaviour, parties and pressure groups, features of a representative democracy, UK/USA governments and politics and ideas in contemporary British politics.

**Examination board** AQA

History

Specific entry requirements

A GCSE pass at Grade C or above in English is required and preferably at least Grade C GCSE History. Commitment and hard work can compensate for a lack of prior historical knowledge.

**Content** Modules cover British social and economic history.

**Examination board** AQA

History of Art

Specific entry requirements

Preferably a GCSE pass at Grade C or above in an artistic area.

**Content** Ways of seeing, birth and rebirth of western art, modern art, historical studies and project.

**Examination board** AQA

Human Biology

Specific entry requirements

A GCSE pass at Grade C or above in Maths and English is required and preferably two GCSE Science passes at Grade C or above.

**Content** Molecules, cells, systems, pathogens, disease, centre assessed coursework, inheritance, evolution, ecosystems and human life-span.

**Examination board** AQA

Law

Specific entry requirements

No previous knowledge of the subject is required, but a GCSE pass at Grade C or above in English is required. Commitment and a genuine interest in this subject are expected.

**Content** The legal system of England and Wales, machinery of justice, personnel, legal concepts, sources and methodology, contract and consumer law, criminal law and justice and civil rights.

**Examination board** AQA

Mathematics

Specific entry requirements

Preferably at least Grade B GCSE Maths, plus at least three other GCSE passes at Grade C or above including English.

**Content** Core maths, pure maths, mechanics, statistics and decision maths.

**Examination board** Edexcel

Photography

Specific entry requirements

A GCSE pass at Grade C or above in a creative subject. No prior study is required, but commitment and genuine interest are expected.

**Course requirements** Own slr/digital camera.

**Content** The uses of light, film types, speeds and stock, specialised films, view points, composition, depth of field, dark-room techniques, acquisition and manipulation of the image.

**Examination board** Edexcel

Psychology

Specific entry requirements

No prior knowledge is required, but a GCSE pass at Grade C or above in Maths and English is required. Commitment and genuine interest in this subject are expected.

**Content** Cognitive, developmental, physiological, social and comparative psychology, research methods, individual differences and perspectives.

**Examination board** AQA

Sociology

Specific entry requirements

No prior knowledge is required, but commitment and genuine interest are expected.

**Content** Families and households, health, mass media, education, wealth, poverty and welfare, work and leisure, sociological methods, power, politics, religion, world sociology, crime and deviance, theory and methods.

**Examination board** AQA

Spanish

Specific entry requirements

Preferably Grade C or above in Spanish at GCSE. A Grade C in another modern European language would be advantageous.

**Content** Young people today, aspects of society, people, contemporary issues, cultural and social landscape, yesterday, today and tomorrow.

**Examination board** AQA

## 34901 08 Entry to Employment



This programme aims to help those young people who are not yet ready or able to directly enter Apprenticeship programmes, further education or employment. You are helped to prepare for progression to employment, employment with training, Apprenticeships and further education.

**Course Duration**  
Up to 22 weeks

### Course Content

An Entry to Employment programme is flexible and individually tailored and consists of Vocational learning in College or work experience in a variety of areas including:

- Business Administration
- Customer Service
- IT

- Hair and Beauty
- Motor Vehicle
- Care
- Construction

IT - subjects can include:

- Word Processing
- Spreadsheets
- Powerpoint
- Databases

Life skills can include:

- Job Search Techniques
- Progression Routes
- Driving Theory
- Basic Food Hygiene
- Appointed Person First Aid.

Note: Placements are available through Chiltern Business Training.

### Key Skills

All students aged 16-18 are required to complete the three Key Skills Units in Communication, Application of Number and Information Technology.

### Qualifications/experience needed to join the course

Applicants must be aged 16 -18. Entry criteria will apply. All applicants will be invited to an initial assessment.

### After the course is finished

Students can progress on to apprenticeships, full-time employment or further education.

## 34902 08 Apprenticeships Schemes (16-25 years old)

### Do you want to earn while you learn by gaining qualifications whilst in the work place?

- Combines on and off the job training with an employer placement and conventional learning
- Enables earning with learning
- A package of learning suited to your individual and employer needs
- Leads to nationally recognised qualifications

- Based on assessment of competence to do a particular job
- You do not have to pay for the course as it is funded by Chiltern Business Training in conjunction with the Learning and Skills Council.

A package of outcomes and standards are made up of:

- NVQ training
- Key Skills
- Technical Certificates
- Employment Rights and Responsibilities.



## 34903 08 Apprenticeship in Administration



**Course Duration**  
Up to 2 years on day release

### Course Content

The apprenticeship framework consists of:

**NVQ Level 2/3**

- EDI NVQ Business and Administration

### Technical Certificate

- EDI Certificate in Business and Administration.

You will also learn about Employment Rights and Responsibilities. You will receive on and off the job training whilst in employment.

Note: Placements are available through Chiltern Business Training.

### Key Skills

Students are required to complete Key Skills in Communication and Application of Number.

### Qualifications/experience needed to join the course

Applicants must be aged 16 - 23 and have completed secondary education. All applicants will be invited to an initial assessment.

### After the course is finished

Students can progress on to advanced apprenticeships or full-time employment.



## 34904 08 Apprenticeship in Customer Service



**Course Duration**  
Up to 2 years on day release

### Course Content

The apprenticeship framework consists of:

**NVQ Level 2**

- NVQ Customer Service

### Technical Certificate

- Edexcel Award in Customer Service

You will also learn about Employment Rights and Responsibilities. You will receive on and off the job training whilst in employment.

Note: Placements are available through Chiltern Business Training.

### Key Skills

Students are required to complete Key Skills in Communication and Application of Number.

### Qualifications/experience needed to join the course

Applicants must be aged 16 - 23 and have completed secondary education. All applicants will be invited to an initial assessment.

**After the course is finished**  
Students can progress on to advanced apprenticeships or full-time employment.



## 34905 08 Apprenticeship in Engineering



**Course Duration**  
Up to 4 years on day release

### Course Content

The apprenticeship framework consists of:

**NVQ Level 2**

- EMTA NVQ Performing Operations Level 2

**NVQ Level 3**

through one of the following routes:

- Mechanical Production
- Technical Services
- Maintenance

**Technical Certificate** which can include one of the following:

- City and Guilds Certificate in Engineering
- City and Guilds Computer Aided Design

- BTEC National Certificate with either electrical or mechanical bias - can lead onto HNC
- BTEC First Certificate.

You will also learn about Employment Rights and Responsibilities. You will receive on and off the job training whilst in employment. Note: Placements are available through Chiltern Business Training.

### Key Skills

All students are required to complete the five Key Skills Units in Communication, Application of Number and Information Technology, Work with Others and Improving own Learning and Performance.

### Qualifications/experience needed to join the course

Applicants must be aged 16 - 23 and have completed secondary education to have at least four GCSEs at Grade C and above. You must have an aptitude and enthusiasm for engineering. All applicants will be invited to an initial assessment.

### After the course is finished

Students can progress on to advanced apprenticeships, full-time employment leading on to Foundation Degrees and being accredited within Higher Education in consultation with your employer.

## 34906 08 Apprenticeship in Information Technology



**Course Duration**  
Up to 2 years on day release

### Course Content

The apprenticeship framework consists of:

**NVQ Level 2**

- City and Guilds NVQ ITQ Level 2

**Technical Certificate** which can include one of the following:

- OCR CLAIT Plus
- OCR CLAIT Advanced Level 3.

You will also learn about Employment Rights and Responsibilities. You will receive on and off the job training whilst in employment. Note: Placements are available through Chiltern Business Training.

### Key Skills

All students are required to complete the two Key Skills Units in Communication and Application of Number.

### Qualifications/experience needed to join the course

Applicants must be aged 16 - 23 and have completed secondary education. You must have an aptitude and enthusiasm for Information Technology. All applicants will be invited to an initial assessment.

### After the course is finished

Students can progress on to advanced apprenticeships or full-time employment.

## 34901 08 Entry to Employment



This programme aims to help those young people who are not yet ready or able to directly enter Apprenticeship programmes, further education or employment. You are helped to prepare for progression to employment, employment with training, Apprenticeships and further education.

**Course Duration**  
Up to 22 weeks

**Course Content**  
An Entry to Employment programme is flexible and individually tailored and consists of Vocational learning in College or work experience in a variety of areas including:

- Business Administration
- Customer Service
- IT

- Hair and Beauty
- Motor Vehicle
- Care
- Construction

IT - subjects can include:

- Word Processing
- Spreadsheets
- Powerpoint
- Databases

Life skills can include:

- Job Search Techniques
- Progression Routes
- Driving Theory
- Basic Food Hygiene
- Appointed Person First Aid.

Note: Placements are available through Chiltern Business Training.

### Key Skills

All students aged 16-18 are required to complete the three Key Skills Units in Communication, Application of Number and Information Technology.

### Qualifications/experience needed to join the course

Applicants must be aged 16 -18. Entry criteria will apply. All applicants will be invited to an initial assessment.

### After the course is finished

Students can progress on to apprenticeships, full-time employment or further education.

## 34902 08 Apprenticeships Schemes (16-25 years old)

### Do you want to earn while you learn by gaining qualifications whilst in the work place?

- Combines on and off the job training with an employer placement and conventional learning
- Enables earning with learning
- A package of learning suited to your individual and employer needs
- Leads to nationally recognised qualifications

- Based on assessment of competence to do a particular job
- You do not have to pay for the course as it is funded by Chiltern Business Training in conjunction with the Learning and Skills Council.

A package of outcomes and standards are made up of:

- NVQ training
- Key Skills
- Technical Certificates
- Employment Rights and Responsibilities.



## 34903 08 Apprenticeship in Administration



**Course Duration**  
Up to 2 years on day release

**Course Content**  
The apprenticeship framework consists of:  
**NVQ Level 2/3**

- EDI NVQ Business and Administration

**Technical Certificate**

- EDI Certificate in Business and Administration.

You will also learn about Employment Rights and Responsibilities. You will receive on and off the job training whilst in employment.

Note: Placements are available through Chiltern Business Training.

**Key Skills**  
Students are required to complete Key Skills in Communication and Application of Number.

**Qualifications/experience needed to join the course**  
Applicants must be aged 16 - 23 and have completed secondary education. All applicants will be invited to an initial assessment.

### After the course is finished

Students can progress on to advanced apprenticeships or full-time employment.



## 34904 08 Apprenticeship in Customer Service



**Course Duration**  
Up to 2 years on day release

**Course Content**  
The apprenticeship framework consists of:  
**NVQ Level 2**

- NVQ Customer Service

**Technical Certificate**

- Edexcel Award in Customer Service

You will also learn about Employment Rights and Responsibilities. You will receive on and off the job training whilst in employment.

Note: Placements are available through Chiltern Business Training.

**Key Skills**  
Students are required to complete Key Skills in Communication and Application of Number.

**Qualifications/experience needed to join the course**  
Applicants must be aged 16 - 23 and have completed secondary education. All applicants will be invited to an initial assessment.

**After the course is finished**  
Students can progress on to advanced apprenticeships or full-time employment.



## 34905 08 Apprenticeship in Engineering



**Course Duration**  
Up to 4 years on day release

**Course Content**  
The apprenticeship framework consists of:  
**NVQ Level 2**

- EMTA NVQ Performing Operations Level 2

**NVQ Level 3**  
through one of the following routes:

- Mechanical Production
- Technical Services
- Maintenance

**Technical Certificate** which can include one of the following:

- City and Guilds Certificate in Engineering
- City and Guilds Computer Aided Design

- BTEC National Certificate with either electrical or mechanical bias - can lead onto HNC
- BTEC First Certificate.

You will also learn about Employment Rights and Responsibilities. You will receive on and off the job training whilst in employment. Note: Placements are available through Chiltern Business Training.

**Key Skills**  
All students are required to complete the five Key Skills Units in Communication, Application of Number and Information Technology, Work with Others and Improving own Learning and Performance.

### Qualifications/experience needed to join the course

Applicants must be aged 16 - 23 and have completed secondary education to have at least four GCSEs at Grade C and above. You must have an aptitude and enthusiasm for engineering. All applicants will be invited to an initial assessment.

**After the course is finished**  
Students can progress on to advanced apprenticeships, full-time employment leading on to Foundation Degrees and being accredited within Higher Education in consultation with your employer.

## 34906 08 Apprenticeship in Information Technology



**Course Duration**  
Up to 2 years on day release

**Course Content**  
The apprenticeship framework consists of:  
**NVQ Level 2**

- City and Guilds NVQ ITQ Level 2

**Technical Certificate** which can include one of the following:

- OCR CLAIT Plus
- OCR CLAIT Advanced Level 3.

You will also learn about Employment Rights and Responsibilities. You will receive on and off the job training whilst in employment. Note: Placements are available through Chiltern Business Training.

**Key Skills**  
All students are required to complete the two Key Skills Units in Communication and Application of Number.

### Qualifications/experience needed to join the course

Applicants must be aged 16 - 23 and have completed secondary education. You must have an aptitude and enthusiasm for Information Technology. All applicants will be invited to an initial assessment.

**After the course is finished**  
Students can progress on to advanced apprenticeships or full-time employment.