



City of
Portsmouth
College

LEARNERS ADULT

2024/25 PROSPECTUS

Part-time professional and leisure courses



More choice and flexibility for you!

City of Portsmouth College is the largest provider of adult education and training in the region.

Each year, we help hundreds of adults in Portsmouth and the wider area to improve their skills or retrain in a wide range of vocational, professional and technical courses.

The College offers great choice and flexibility with online, classroom, blended, distance learning, flexible learning and full and part-time courses.

We want all our adult learners from across the community to develop their dreams and aspirations, building hope and realising ambitions.

Our aim is to maximise your employability and skills through a range of courses that support you into work, employment or university and help you progress within your career.

We recognise that work and life commitments can get in the way, so we offer Access to Higher Education courses online as a very flexible way to learn, supporting your progression onto a degree (or equivalent) programme of study.

If your maths and English skills are holding you back, don't worry, we can improve these and support you to progress in your working and personal life.

And if English is not your first language, it's no problem. We support many adults for whom English is their second language, helping you to further integrate into your local communities, further education and employment.

Speaking of employment, every year, we support hundreds of adults back into the workplace with our adult learning curriculum. We provide high-quality inclusive training and retraining that meets the needs of the city and beyond.

We promote life-long learning through formal and non-formal qualifications, enhancing social inclusion, health and wellbeing, positivity, mindfulness, literacy, numeracy and digital skills.

Our specially-designed adult curriculum is accessible to all, offering more choice and flexibility for you!



Katy Quinn

Katy Quinn
Principal and CEO



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Applying is easy

Online

Find the course you're interested in and click the 'Apply' button.

By post

Complete the paper application form at the back of the prospectus and return it to any City of Portsmouth College campus.

Find out more

 **023 9238 3131**

 **info@copc.ac.uk**

 **copc.ac.uk**

Why City of Portsmouth College?



Boost your career prospects

Part-time courses are a great way to boost your personal and professional abilities in a time frame which suits your lifestyle. Our expert team are always on hand to support you into employment or an apprenticeship at any time during, and up to one year after, the completion of your course.



Support you can count on

Our specialist student support staff will be on hand to support you with all aspects of your learning journey, from the application process, to providing advice on any financial assistance. But it doesn't stop there! We're here to ensure you have access to any learning/exam support that you may be entitled to, and we can also assist in making those important decisions about your next steps as you near the end of your course.



Specialist careers support

Facing too many options and not sure which way to go? Our Careers team are experts in helping you to make tricky life choices before you start with us, while you are on your course and after you finish.



Student life

Studying a part-time course is a great way to make new friends, gain confidence and have fun! You'll also have the opportunity to join the National Union of Students enabling you to access great discounts on a wide range of services, from railcards to retail, and to take part in regular Student Voice activities.

Fantastic facilities



Library services

Our Highbury Campus library is a thriving Learning Hub which is accessible to all our students, and a place where they can receive a range of high quality academic and learning support.

Services include:

- borrowing of books, DVDs, papers and magazines
- small stationary shop
- printing and laminating.

There are quiet study, reading and teaching zones which are accessible to all.

Students can also attend small group study sessions, receive intensive support with their maths & English and be assessed for exam concessions, dyslexia and neuro diversity profiling.

Food & drink

Food outlets at Highbury, Sixth Form and North Harbour Campuses offer a good range of refreshments. We have freshly-cooked meals daily and a selection of grab and go snacks. Our Arundel Campus is in Portsmouth's commercial centre, so within easy walking distance of a wide variety of food and drink options.

Sport & fitness

Within our Highbury and Sixth Form Campuses, we have access to a sports hall and gym at each site, where we offer a wide range of activities such as: fitness classes; badminton, mini-tennis, football, volleyball, netball, Zumba, basketball, martial arts, plus many more.

Please check out our website for more commercial-based services.

Nursery

We have an Ofsted 'Outstanding' nursery located at our Highbury Campus. The Honey Pot Nursery offers care for babies and children up to four years of age and was described by Ofsted as an 'exceptionally welcoming, attractive and stimulating environment for children'.



Learning support for adults

We provide support to enable learners to succeed in their studies, and we continue to develop such provision within the guidelines of the Disability Discrimination Act. We seek to fully integrate learners with special educational needs or disabilities with other learners wherever possible.

High quality support is available for learners with additional support needs, including those with social, emotional, behavioural and mental health difficulties.

Learners also have access to specialist support delivered by our Special Educational Needs and Disabilities team. They're qualified to work with learners who have dyslexia, speech and communication difficulties and emotional literacy issues.

Students also have access to a range of assistive technologies and our Study Centres, for learners with low prior attainment. We offer support in maths & English, from Functional Skills to GCSE level.

Specialist learning support staff liaise very closely with our maths & English team, while also offering personalised literacy and numeracy support.

All our learning assistants can specifically support learners with their maths & English skills.

Welfare and health & wellbeing support are provided via 1:1 meetings and group-based mentoring.

Adults with special educational needs or disabilities who wish to study here can arrange an informal visit and a meeting with the Head of Learning Support, or other specialist members of staff, to discuss their support needs in confidence.

Paying for your course

You'll find the fees listed with the course details. You may also be entitled to:

Free or discounted study

If you meet any of the following criteria, you may be eligible for free or discounted study depending on your selected course:

- you are aged 19-23 and wish to study for your first full Level 2 qualification (BTEC L2, NVQ Level 2 or equivalent)
- you are aged 19-23 and wish to study for your first full Level 3 qualification (A Levels, BTEC Level 3, NVQ Level 3 or equivalent)
- you are aged 24 or over and wish to study for a Level 3 qualification that appears on the National Skills Fund Level 3 list, and do not already hold a full Level 3 qualification or qualification that appears on the list
- you are aged 19+ and your gross total earnings are below £25,000 per year and you wish to study a course on the National Skills Fund at Level 3
- you are any age and wish to study Functional Skills or GCSE English and/or GCSE Maths and do not already hold a grade 4/C or higher in GCSE English and/or GCSE Maths
- you are aged 19 or under on 31st August 2024
- you are aged 19+ studying below Level 3 and your gross total earnings are less than £25,000 per year when your course commences.

Please note - you must be in receipt of the qualifying benefit or be earning a low wage when your course commences. The above information is correct as of April 2024 and is subject to change once the latest funding information for 2024/25 is released from the Education and Skills Funding Agency.

Information, advice & guidance

We're here to help. We can talk to you in confidence about your individual circumstances and what help is available to you.

We can also give advice about fees and check whether you are eligible for free or discounted study. Please email info@copc.ac.uk or call **023 9238 3131** (select option 3).

Financial support while on your course

Students aged 19 and over may be eligible for help with the cost of childcare, travel, kit, uniform, equipment and other expenses associated with the cost of coming to College.

Support depends on your individual circumstances, so please contact the Student Finance team to check your eligibility by emailing bursary@copc.ac.uk

Ways to pay

All course fees are payable at the time of enrolment. If the annual course fee is more than £150, you may be able to pay by instalments (subject to agreement at enrolment) by direct debit. A 20 per cent deposit must be paid by bank transfer or bank card on the day you enrol on to your course. The number of instalments is to be determined by the duration of the course and that the final instalment will be made 3 months before the expected course end date.

If your course is being paid for by your employer, please obtain a purchase order number and a letter from your employer on company letterhead, prior to enrolment.

For all payments being paid by a third party, you will be asked to complete a Sponsor Form at enrolment.

You remain liable for the full fees if you do not attend, withdraw or in the event of non-payment of invoice from your sponsor or loan.



Advanced Learner Loans

Are you aged 19 or over and thinking about further study?

You may be eligible for an Advanced Learner Loan (marked as 'AL' in the tables on the course listings pages) that will cover your course fees. You can apply for all or part of the total fee (minimum £300).

The loans are available for most learners aged 19 and over who wish to study eligible courses at Level 3 and above. Eligible courses are indicated with the symbol 'AL' in the loan column of the course information tables on pages 21 to 49.

Once you have received your learner and funding information letter from the College Admissions Team, you can apply for your loan online through the Student Loans Company. Your household income will not be taken into account and there is no credit check.

Repayments

You pay back your loan (plus interest) when you finish your course and earn more than £25,000 a year. Your repayments will stop if your income drops below £25,000 a year. Your annual repayment amount will be 9% of any income you earn over £25,000.

Example of earnings and repayments	
Income each year	Repayments
Up to £25,000	£0 per month
£28,000	£22 per month
£30,000	£37 per month
£34,000	£67 per month
£36,000	£82 per month

Please visit [gov.uk/advanced-learner-loan](https://www.gov.uk/advanced-learner-loan) for full terms and conditions.

Please note: If you are 19+ and studying your first full eligible course at Level 3, you may still be entitled to study for free. The Admissions Team will be able to advise further.

In addition to the Advanced Learner Loan, students can also apply for help with the cost of childcare, travel, kit, uniform, equipment, and other expenses associated with the cost of coming to College. Please email info@copc.ac.uk for an Advanced Learner Loan Bursary application form.

Free courses

If you take out an Advanced Learner Loan to study an Access to Higher Education course and go on to successfully complete the qualification, your loan will be written off, making your Access course free! *

*Terms and conditions apply.
For more information, please email info@copc.ac.uk

There's never been a better time to become an apprentice!

What is an apprenticeship?

An apprenticeship is a real job with training which allows you to earn while you learn, plus gain a nationally recognised qualification. Apprenticeships are open to ALL ages!

Apprenticeships at City of Portsmouth College are available in numerous sectors including Construction, Education, Business/Accounting, Automotive, Hospitality & Catering, Pharmacy and Childcare.

Key benefits of becoming an apprentice at any age:

- You'll earn a wage
- You'll learn new skills, knowledge, and behaviours to prepare you for your career
- There are excellent progression opportunities, whether you are looking to study further or climb the ranks within the workplace
- Apprentices have an increased future earning potential – you could enjoy marked salary increases when you complete your training
- You'll receive employer benefits including a pension and paid holiday
- There are various levels of apprenticeships, which can match your current level of training.

Can anyone become an apprentice?

Apprenticeships are available to UK/Irish Nationals and EU/EEA Nationals with UK Settled or Pre-Settled status, living in the UK or Ireland for the last 3 years. Eligibility checks may apply. There are different entry requirements depending on the sector.

Applying for an apprenticeship

Depending on your circumstances, there are two ways to get started:

- 1 If you already have an employer and you are ready to start an apprenticeship, contact our Employment Services Team on **023 9238 3131** (option 1) or email **employmentservices@copc.ac.uk**
- 2 If you are looking for employment as an apprentice, please get in touch with our Recruitment Team and view our list of current apprenticeship vacancies. If you find something you like, you can then apply online at **copc.ac.uk/appvacancies**

Find out more

- 📞 **023 9238 3131** (option 1)
- ✉ **employmentservices@copc.ac.uk**
- 🖱 **copc.ac.uk/apprenticeships**





Recruit an apprentice

Equip your business with new skills for the future or upskill your team! We have trained thousands of apprentices since we opened our doors in 1963, which means you can feel confident in the service we provide. We guide you through the process every step of the way.

Apprenticeships can help you:

- Grow your business and solve recruitment challenges
- Breed creativity and enthusiasm with new talent, by providing training that is tailored to meet the requirements of your business and the apprenticeship standard
- Retain and upskill your existing staff to cultivate and grow the knowledge base in your company.

What we offer

Recruitment services

The Recruitment Team can support with employer apprenticeship vacancies, along with supporting applicants to apply.

Business and training needs analysis

Benefit from a discussion with our experienced Business Development Team to establish your business and skills requirements.

Find out more

☎ **023 9238 3131** (option 1)

✉ **employmentservices@copc.ac.uk**

Access to Higher Education

Our Access courses are specifically designed for students aged 19+ who are preparing for higher education.

Students from our one-year Access to Higher Education courses have progressed to universities both locally and throughout the country. They include Oxford, Cambridge, Brighton, Edinburgh, London SOAS, Manchester, Sussex, Warwick, Winchester, and York as well as the nearby universities of Southampton, Chichester and Portsmouth.

The Access to Higher Education Diploma is a Level 3 qualification and offers pathways that could lead to a degree of your choosing in Pharmacy, Biological and Biomedical Sciences, Nutrition, Social Work, and Health.

Cost

Depending on your circumstances, you may be eligible for full fee remission, or you could cover the cost of the course with an Advanced Learner Loan (see page 7 for more information).

Free courses

If you take out an Advanced Learner Loan to study an Access to Higher Education course and go on to successfully complete a higher education qualification, your Advanced Learner Loan will be written off, making your Access course free! *

*Terms and conditions apply, for more information on this policy, please contact info@copc.ac.uk

Classroom courses

Access to HE Diploma in Health & Human Sciences

This Access to HE course leads to a diploma qualification at Level 3 (equivalent to A Level) and will allow progression to a wide range of courses at university including Nursing, Midwifery, Paramedic Science, Allied Health Professional pathways, Social Science, Social Work, Teaching and Life Sciences to name a few! You will study a mix of modules in Biology, Sociology, Psychology, Health Studies and Study Skills. The combination you study will reflect what you want to progress towards. Access to HE courses are intensive courses that allow you to study part-time, whilst still working or meeting other commitments. This course is delivered by subject specialists at our Highbury Campus and runs over 3 days, with a potential for evening provision.





Online courses

Access to HE Diploma (Business & Management)

If you always wanted a career in business, but never got the qualifications to get into university, we have the solution for you. During this distance learning course, you will learn applicable aspects in the running of a business such as approaches to management, staff structures, macro and microeconomics, as well as business law, marketing, and budget management.

Access to HE Diploma (Education)

Want to study an education-related subject at undergraduate level, but not yet sure which area suits you best? Then this General Pathway Access Course in Education is the ideal course for you.

It provides a great balance of educational practice alongside theory and childhood studies, making it the perfect programme for students who want to gain a valuable insight into the world of education.

Access to HE Diploma (Health Professionals)

This qualification is one of our most popular courses. This is because the healthcare sector offers a diverse range of challenging and exciting career paths for students to choose from. The carefully selected modules are full of content that allows students to understand the basis of the healthcare system and the human body.

Access to HE Diploma (Midwifery)

For anyone dreaming of becoming a midwife, the Access Midwifery qualification is the right choice to gain the insight you need for a midwifery degree. The course not only prepares students for the challenges of academia, but also builds the knowledge foundation in everything from human reproduction to the skeletal system.

Access to HE Diploma (Nursing)

This course gives you the opportunity to apply for a degree in nursing – preparing you well for academic work and the prospect of university life. The vast majority of universities and colleges will accept Access to Higher Education Diplomas as an entry requirement, but you are advised to check this with each of the establishments you're interested in attending.

Access to HE Diploma (Science - Biochemical)

Those who choose to enrol in this course will study modules in chemistry and biology. As you do this, you will build up a foundation of knowledge which will prepare you for the demands of a science degree at university. The pathway is perfect for those who have yet to decide their science degree specialism.

Access to HE Diploma (Science – MHCP)

The combination of units in this diploma pathway range across the sciences and facilitate access into a degree course including radiography and medicine. If you need physics as well as biology and chemistry, then this programme will be right for you.

Access to HE Diploma (Nursing)

Access to HE Diploma (Social Science & Health)

Under the broad umbrella of social science, the fundamental focus is on human relationships and the way they interact with society.

A continuing issue is making certain that every community has access to the healthcare they need. If you want to take a further look at today's health issues and the impact society and social factors have on healthcare, you can do so with this course.

Access to HE Diploma (Social Science)

If you're interested in the human mind, or you want to gain a deeper understanding of the reasoning behind criminal activity, this could be the course for you. Throughout the modules, you will examine topics such as criminal justice, prison systems, crime and deviance and even criminal law.

Access to HE Diploma

(Social Science and Humanities)

This qualification offers a balanced combination of sociological, historical, political, and psychological units and ensures students are prepared for the academic demands of student life. Particularly suitable for students with a critical mind and a keen interest in how society functions. This course has been designed especially for individuals who want to attend university.

Access to HE Diploma (Social Work)

Do you want a career that really matters? Are you a good problem solver with great people skills? If so, you could make an amazing social worker. However, to begin practising in this field, you will need to achieve a degree. This course has been designed for people who want to go to university and study social work.

Higher Education

We offer a range of career-focused, high quality, local and affordable higher education courses.

Options include Higher National Certificate and Higher National Diploma (HNC/HND) programmes, as well as Foundation Degrees; both of these options are Level 4/5 courses that equate to the first two years of honours degrees. In addition, we offer Higher Technical Qualifications (HTQs) and teacher training, whilst part-time professional qualifications and an NCTJ-accredited journalism diploma also form part of the College's higher-level provision.

Our strong focus on employability and work-related learning, and our highly experienced lecturers mean that you will benefit from high academic standards, excellent teaching and a first-class learning experience that will help you in your chosen career. We also work closely with businesses and industry experts to ensure our courses equip you with the core skills required in the workplace.

All our courses have been developed in collaboration with employers, and in various cases with the University of Portsmouth, to ensure that you gain the knowledge and skills you need to succeed. Many of our qualifications include work placements, providing you with the opportunity to develop your employability skills and to enhance your career prospects.

Our students have repeatedly told us how much they value the smaller class sizes, one-to-one support from their lecturers, and the informal, supportive learning environment.



It's definitely beneficial when you're going into college to learn because you can relate it back to your job, so it's really helpful.

Rebekah Cox

Studied: Level 4 Professional Accounting Technician Apprenticeship Standard with City of Portsmouth College





Higher professional qualifications

Professional qualifications including the brand new occupationally focused HTQs, are a fantastic way to further your career within your chosen industry or to retrain to current industry standards in a new sector of employment. They are for people of all ages looking to upskill in their chosen profession, or to move into a new vocation.

We offer Level 4+ professional qualifications in areas including:

- | | |
|---------------------|-------------------------|
| Accounting | Human Resources |
| Computing | Journalism |
| Construction | Teacher training |
| Healthcare | Sport |

How do I apply?

🖱️ Online

Complete an online application form. You can do this by visiting copc.ac.uk, finding the course you are interested in and clicking the 'Apply' button.

✉️ By post

Contact us to request a paper application form by calling **023 9238 3131** or emailing info@copc.ac.uk. Once you've received the application form, just fill it out and post it back to us, free of charge.



Free courses to boost your employability

Our Adult Learning Hub is conveniently located in Arundel Street, in the heart of Portsmouth.

It offers a range of accredited courses for anyone interested in furthering their learning. You can enrol at any time and study at your own pace in the Hub's relaxed and friendly atmosphere.

Learning is mostly through easy-to-follow workbooks that take you through an entire course in simple steps. Helpful and supportive lecturers with plenty of experience are on hand to provide assistance whenever you need it.

We also offer a wide range of courses that could help you gain employment. We have our own careers specialists, who will actively seek employment opportunities for you. We can help you improve your IT skills, CV writing, interview skills and much more. In addition to the courses on offer, we can help you improve your chances of finding work with short courses, tailored to meet sector requirements.

Opening times

Monday, Tuesday
9am - 4.45pm

Wednesday
9am - 12 noon

Address

49 Arundel Street
Portsmouth
PO1 1ND

Find out more

023 9232 8718

info@copc.ac.uk

copc.ac.uk

Our range of free courses include:

Step Up to Computing:
Word, PowerPoint, Spreadsheets, Database, Publisher, Email and File Management

Entry 3 OCNL Award in
Essential Digital Skills for Everyday Life

Level 1 OCNL Award in
Essential Digital Skills for Everyday Life

Level 1 NCFE Certificate in
Employability Skills

Level 1 OCNL Award in
Preparing to Work in Schools

Level 1 OCNL Certificate in
Progression: Introduction to Working in Schools



Free VRQ Distance Learning Courses

We offer a range of FREE distance learning Vocationally Related Qualifications (VRQs).

The courses, which can be started at any point during the year, allow you to learn in your own time, in your own space, and at a pace that suits you. Courses are available in workbook format or can be studied online.

What are the benefits of a VRQ?

- The courses are FREE
- Upon successful completion you will have achieved a nationally recognised qualification at Level 2
- You will receive a set of high-quality learning support materials that will be yours to keep and use as a reference
- The VRQ will further your professional development and will look great on your CV.

We offer Level 2 Certificates in a range of areas:

Equality and Diversity

Mental Health Awareness

Understanding Children and Young People's Mental Health

Mental Health, First Aid and Mental Health Advocacy

Understanding Behaviour that Challenges

Principles of Working with Individuals with Learning Disabilities

Understanding Specific Learning Difficulties

Understanding Autism Preparing to Work in Adult Social Care

Understanding Dignity and Safeguarding in Adult Health and Social Care

Understanding Safeguarding and Prevent

Principles of Dementia Care

Information, Advice and Guidance

Principles of Customer Service

Principles of Team Leading

Principles of Business and Administration



Join Team, our 12-week personal development programme, for the chance to gain new skills, take a qualification, and meet new people.

Aged 16-25?

FIND YOUR DIRECTION

- Take on your own group community project
- Take part in an action-packed residential trip
- Get two weeks' work experience
- Develop your English and Maths skills
- Spend some time developing your CV and interview skills

CONTACT US TO BOOK YOUR PLACE:

 **023 9238 3131**  **princestrust@copc.ac.uk**

 **Sept 24 / May 25**  **City of Portsmouth College, Highbury Campus**

 **TEAM**

IN PARTNERSHIP WITH
 **THE PRINCE'S TRUST**

Free Level 3 courses for jobs

Whether you're looking to progress in your current industry or want to try something new, building on your existing strengths with a free qualification can help you on the path to a better job.

Gaining a Level 3 qualification could boost your income and help you stand out to employers. These qualifications are equivalent to an advanced technical certificate or diploma, or A Levels.

Who can benefit from these courses?

If you are aged 19+ and do not already have a Level 3 qualification (equivalent to A Levels or an advanced technical diploma) you can choose from our range of free courses to help you boost your earnings or get a better job.

These courses are also free for adults if your gross total earnings are less than £25,000 per year, even if you already have a Level 3 qualification or higher.

Courses

Level 3

Diploma in Light Vehicle Maintenance and Repair Principles

Level 3

National Foundation Diploma in Business

Level 3

AAT Diploma in Accounting

Level 3

Diploma in Advanced Professional Cookery

Level 3

Advanced Technical Diploma in Electrical Installation

Level 3

Technical Foundation Diploma in IT

Level 3 (online)

Diploma for the Children's Workforce (Early Years Educator)

Level 3 (online)

Certificate in Understanding Mental Health

Level 3 (online)

Certificate in Understanding Autism

Level 3 (online)

Certificate in Understanding the Principles of Dementia Care



honeypot
Nursery

Honey Pot is a 54-place nursery catering for children 2 months to school-age

Mon-Fri 7.30am-6pm

50 weeks a year

Offering 3 vibrant child-friendly rooms, catered to each age group alongside a fully equipped garden



**City of
Portsmouth
College**

Please enquire for availability and pricing for your child.
023 9232 8964 or 023 9232 8963
cathy.roberts@copc.ac.uk

**Honey Pot Nursery, Highbury Campus, Tudor Crescent,
Portsmouth PO6 2SA
copc.ac.uk/honeypotnursery**



Adult Education in the community

Our adult education courses and training can help you learn something new, take up a hobby or improve your chances of finding work. Courses are available for groups and individuals all year round and take place at more than 50 community venues in Portsmouth and the surrounding area, as well as the City of Portsmouth College campuses.



Digital media, photography & ICT

Our digital media, photography & ICT courses suit all abilities. We offer a range of subjects, from an introduction to digital photography to learning to use a computer. Flexible computing courses let you work towards a recognised qualification, such as a Level 2 certificate, or alternatively study a single module from the many options available.

We also offer a range of bespoke digital media courses for employers, designed around their needs. These courses can be delivered within the workplace or at our Highbury Campus. A range of accredited and taster courses are available.

COURSE	AM	PM	EVE	VENUE	START	DURATION	FEE	REG FEE	TOTAL	LOAN
Introduction to Digital Photography	•	•		Various	Flexible	15 hours	FREE	-	FREE	-
Introduction to LINUX	•	•		Various	Flexible	15 hours	FREE	-	FREE	-
Introduction to Microsoft Office Suite (Beginners)	•	•		Various	Flexible	15 hours	FREE	-	FREE	-
Introduction to Microsoft Office Suite (Intermediate)	•	•		Various	Flexible	15 hours	FREE	-	FREE	-
Introduction to PowerPoint	•	•		Various	Flexible	15 hours	FREE	-	FREE	-
Introduction to Publisher	•	•		Various	Flexible	15 hours	FREE	-	FREE	-
Introduction to Spreadsheets	•	•		Various	Flexible	15 hours	FREE	-	FREE	-
Introduction to the Internet	•	•		Various	Flexible	15 hours	FREE	-	FREE	-
Introduction to Word Processing	•	•		Various	Flexible	15 hours	FREE	-	FREE	-
Libre Office	•	•		Various	Flexible	15 hours	FREE	-	FREE	-
Advanced Portrait Photography	•	•	•	Various	Flexible	18 hours	FREE	-	FREE	-
Advanced Creative Photography	•	•	•	Various	Flexible	18 hours	FREE	-	FREE	-
Introduction to Photography Learning Manual	•	•	•	Various	Flexible	18 hours	FREE	-	FREE	-
Advanced Photography Understanding Manual	•	•	•	Various	Flexible	18 hours	FREE	-	FREE	-
Introduction to Adobe Lightroom Editing	•	•	•	Various	Flexible	18 hours	FREE	-	FREE	-
Introduction to Adobe Photoshop Editing	•	•	•	Various	Flexible	18 hours	FREE	-	FREE	-
Portrait Photography	•	•		Various	Flexible	15 hours	FREE	-	FREE	-
Landscape Photography	•	•	•	Various	Flexible	15 hours	FREE	-	FREE	-
Mobile Photography using Smartphones	•	•	•	Various	Flexible	4 hours	FREE	-	FREE	-
Street Photography	•	•		Various	Flexible	15 hours	FREE	-	FREE	-
Wildlife Photography	•	•		Various	Flexible	15 hours	FREE	-	FREE	-
Level 2 Certificate in Photography	•	•	•	Various	Flexible	160 hours	FREE	-	FREE	-
Take Back your Online Privacy (Taster Session)	•	•		Various	Flexible	3 hours	FREE	-	FREE	-
Entry 3 OCNL Award in Essential Digital Skills for Everyday Life	•	•		Various	Flexible	48 hours	FREE	-	FREE	-
Level 1 OCNL Award in Essential Digital Skills for Everyday Life	•	•		Various	Flexible	48 hours	FREE	-	FREE	-

HC: Highbury Campus SFC: Sixth Form Campus NHC: North Harbour Campus AC: Arundel Campus

£* Fee reductions may apply (see page 6 for eligibility criteria)

Personal & creative development

These courses are fun and informal.

Please note that you will be asked to bring some resources to some of these classes.

COURSE	AM	PM	EVE	VENUE	START	DURATION	FEE	REG FEE	TOTAL	LOAN
Coloured Pencils	•	•		Various	Flexible	15 hours	FREE	-	FREE	-
Brush Calligraphy	•	•		Various	Flexible	15 hours	FREE	-	FREE	-
Collaging	•	•		Various	Flexible	15 hours	FREE	-	FREE	-
Drawing with Pencil	•	•		Various	Flexible	15 hours	FREE	-	FREE	-
Drawing with Charcoal	•	•		Various	Flexible	15 hours	FREE	-	FREE	-
Introduction to Creative Writing	•	•		Various	Flexible	9 hours	FREE	-	FREE	-
Pen, Ink and Wash	•			Various	Flexible	15 hours	FREE	-	FREE	-
Painting with Acrylic	•			Various	Flexible	15 hours	FREE	-	FREE	-
Painting with Chinese Brush and Ink	•			Various	Flexible	15 hours	FREE	-	FREE	-
Painting with Watercolour	•			Various	Flexible	15 hours	FREE	-	FREE	-
Soft Pastels	•			Various	Flexible	15 hours	FREE	-	FREE	-
Level 1 OCNL Award in Skills for Professions in Creative and Digital Industries	•			Various	Flexible	70 hours	FREE	-	FREE	-
Level 1 OCNL Award in Skills for Professions in Creative and Digital Industries - Photography	•			Various	Flexible	70 hours	FREE	-	FREE	-
Painting and Drawing for Beginners			•	Various	Flexible	20 hours	£90	-	£90	-
Painting and Drawing Studio			•	Various	Flexible	20 hours	£90	-	£90	-
Acoustic Guitar for Beginners			•	HC	Flexible	20 hours	£90	-	£90	-
Acoustic Guitar for Improvers			•	HC	Flexible	20 hours	£90	-	£90	-



HC: Highbury Campus SFC: Sixth Form Campus NHC: North Harbour Campus AC: Arundel Campus

£* Fee reductions may apply (see page 6 for eligibility criteria)

Preparation for life & work

Whether you would like to get back into education or develop your career, our short courses are the perfect introduction. Our courses are career-focused and will help you build the skills you will need in your chosen industry sector.

COURSE	AM	PM	EVE	VENUE	START	DURATION	FEE	REG FEE	TOTAL	LOAN
Team Building	•	•		Various	Flexible	15 hours	FREE	-	FREE	-
CV Writing	•	•	•	AC	Flexible	Flexible	FREE	-	FREE	-
Level 1 NCFE Award in Employability Skills	•	•	•	AC	Flexible	36 hours	FREE	-	FREE	-
Level 1 NCFE Certificate in Employability Skills	•	•	•	AC	Flexible	90 hours	FREE	-	FREE	-
Level 1 Introduction to Working in a School (Certificate in Progression)	•	•		HC	Flexible	12 weeks	£150	£50	£200*	-
Level 1 OCN London Award in British Values Awareness & Citizenship	•	•		Various	Flexible	8 hours	FREE	-	FREE	-



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Languages

Our evening language courses teach you the skills to communicate effectively in different languages, from beginner through to advanced.

COURSE	AM	PM	EVE	VENUE	START	DURATION	FEE	REG FEE	TOTAL	LOAN
Introduction to British Sign Language		•	•	Various	Flexible	15 hours	FREE	-	FREE	-
Level 1 British Sign Language (Signature)			•	HC	Flexible	1 year	£225	-	£225	-
Level 2 British Sign Language (Signature)			•	HC	Flexible	1 year	£360	-	£360	-
French for Beginners			•	HC	Flexible	20 hours	£90	-	£90	-
French for Improvers			•	HC	Flexible	20 hours	£90	-	£90	-
French for Improvers/Advanced			•	HC	Flexible	20 hours	£90	-	£90	-
German for Beginners			•	HC	Flexible	15 hours	£70	-	£70	-
German for Improvers			•	HC	Flexible	15 hours	£70	-	£70	-
Italian for Beginners			•	HC	Flexible	20 hours	£90	-	£90	-
Italian for Improvers			•	HC	Flexible	20 hours	£90	-	£90	-
Spanish for Beginners			•	HC	Flexible	20 hours	£90	-	£90	-
Spanish for Beginners with experience			•	HC	Flexible	20 hours	£90	-	£90	-
Spanish Improvers			•	HC	Flexible	20 hours	£90	-	£90	-

Online courses

Our range of online courses provides a flexible approach to learning. You can study from the comfort of your own home at a pace to suit you.

COURSE	AM	PM	EVE	VENUE	START	DURATION	FEE	REG FEE	TOTAL	LOAN
Level 2 TQUK Certificate in Equality & Diversity Online	•	•		Various	Flexible	15 hours	FREE	-	FREE	-
Level 2 TQUK Certificate in Principles of Customer Service Online	•	•		Various	Flexible	15 hours	FREE	-	FREE	-
Level 2 TQUK Certificate in Principles of Team Leading Online	•	•		Various	Flexible	25 hours	£150	-	£150	-
Level 2 TQUK Certificate in Principles of Dementia Care Online	•	•		Various	Flexible	15 hours	FREE	-	FREE	-
Level 2 TQUK Certificate in Awareness of Mental Health Problems Online	•	•		Various	Flexible	15 hours	FREE	-	FREE	-
Level 2 TQUK Certificate in Principles of Business Administration Online	•	•		Various	Flexible	15 hours	FREE	-	FREE	-
Level 2 TQUK Certificate in Preparing to Work in Adult Social Care Online	•	•		Various	Flexible	9 hours	FREE	-	FREE	-
Level 2 TQUK Certificate in Introducing Caring for Children and Young People Online	•	•		Various	Flexible	15 hours	£20	-	£20	-
Level 2 TQUK Certificate in Understanding Autism Online	•			Various	Flexible	3 hours	FREE	-	FREE	-
Level 2 TQUK Certificate in Principles of Care Planning Online	•			Various	Flexible	15 hours	FREE	-	FREE	-
Level 2 TQUK Certificate in Understanding Children and Young People's Mental Health Online	•	•		Various	Flexible	15 hours	FREE	-	FREE	-
Level 2 TQUK Certificate in Improving Personal Exercise, Health, and Nutrition Online	•	•		Various	Flexible	15 hours	FREE	-	FREE	-

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COURSE	AM	PM	EVE	VENUE	START	DURATION	FEE	REG FEE	TOTAL	LOAN
Level 2 TQUK Certificate in Awareness of Bullying in Children and Young People Online	•	•		Various	Flexible	25 hours	£150	-	£150	-
Level 2 TQUK Certificate in Caring for the Elderly Online	•	•		Various	Flexible	15 hours	FREE	-	FREE	-
Level 2 TQUK Certificate in Safeguarding, Prevent, and British Values Online	•	•		Various	Flexible	15 hours	FREE	-	FREE	-
Level 2 TQUK Certificate in Special Education Needs and Disability Online	•	•		Various	Flexible	15 hours	FREE	-	FREE	-
Level 2 TQUK Certificate in Understanding Retail Operations Online	•	•		Various	Flexible	9 hours	FREE	-	FREE	-
Level 2 TQUK Certificate in Information, Advice or Guidance Online	•	•		Various	Flexible	15 hours	£20	-	£20	-
Level 2 TQUK Certificate in Principles of Working with Individuals with Learning Disabilities Online	•			Various	Flexible	3 hours	FREE	-	FREE	-
Level 2 TQUK Certificate in Healthcare Support Services Online	•	•		Various	Flexible	15 hours	FREE	-	FREE	-
Level 2 TQUK Certificate in Working with Customers in Health and Social Care Online	•	•		Various	Flexible	25 hours	£150	-	£150	-
Level 3 TQUK Certificate in Understanding Autism Online	•	•		Various	Flexible	15 hours	FREE	-	FREE	-
Online Level 3 NCFE Certificate in Preparing to Work in Adult Social Care	•	•		Various	Flexible	9 hours	FREE	-	FREE	-
Online Level 3 NCFE Certificate in Understanding Autism	•	•		Various	Flexible	15 hours	£20	-	£20	-
Online Level 3 NCFE Certificate in Understanding Mental Health	•			Various	Flexible	3 hours	FREE	-	FREE	-
Online Level 3 NCFE Certificate in Understanding the Principles of Dementia Care	•			Various	Flexible	15 hours	FREE	-	FREE	-



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Automotive

At City of Portsmouth College, we boast an impressive workshop and an expert team, placing us firmly among the leading providers of automotive training in the South East.

We deliver a range of Institute of the Motor Industry (IMI) qualifications, which serve as a national benchmark of competence, ensuring that your training meets all relevant industry standards. All automotive courses can be delivered on a bespoke basis at times and dates to suit employers, provided there are sufficient student numbers.

COURSE	AM	PM	EVE	VENUE	START	DURATION	FEE	REG FEE	TOTAL	LOAN	ADDITIONAL INFO
Level 2 Diploma in Light Vehicle Maintenance & Repair Principles			•	HC	Sept 24	1 year	£1,872	£213	£2,085*	-	Course code: P185528 Q185531
Level 3 Diploma in Light Vehicle Maintenance & Repair Principles			•	HC	Sept 24	1 year	£5,214	£207	£5,421*	AL	Course code: P258253 Q258255

Short courses

COURSE	AM	PM	EVE	VENUE	START	DURATION	FEE	REG FEE	TOTAL	LOAN	ADDITIONAL INFO
Level 2 MOT Testing	•	•		HC	Flexible	5 days	£1,050	£86.50	£1,136.50	-	Monday 8.30am-5pm Course code: P239917 Q239919
Level 3 MOT Manager			•	HC	Flexible	3 eves	£640	£90.50	£730.50	-	Time TBC Course code: P239913 Q239915
Level 3 Light Vehicle Inspection (ATA)	•	•		HC	Flexible	1 day	£550	£41	£730.50	-	Monday 8.30am-5pm Course code: P271846 Q272224
Level 1 Award in Electric/Hybrid Vehicle Awareness			•	HC	Flexible	2 eves	£200	£63	£591	-	Course code: P271753 Q271695
Level 2 Award in Electrical / Hybrid Vehicle Routine Maintenance			•	HC	Flexible	2 eves	£400	TBC	TBC	-	TBC
Level 3 Award in Electrical / Hybrid Vehicle Systems Repair & Replacement			•	HC	Flexible	2 eves	£500	TBC	TBC	-	TBC



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A woman with dark hair and sunglasses on her head, wearing a black and white striped shirt and a lanyard that says 'Student', is looking down at some papers. In the foreground, another person's hands are visible, one holding a pen and pointing at the papers. The background is slightly blurred, showing another person's profile.

Business

We stay one step ahead of your business and professional needs with a wide range of flexibly delivered accounting and HR courses.

We are one of the leading providers in the area for accountancy and bookkeeping qualifications, and offer courses from Level 2 through to Level 4.

COURSE	AM	PM	EVE	VENUE	START	DURATION	FEE	REG FEE	TOTAL	LOAN	ADDITIONAL INFO
ACCOUNTANCY											
Level 2 AAT Certificate in Accounting	•	•	•	HC	Sep 24	38 weeks	£1,250	-	£1,250	-	Available evenings or daytime. AAT Membership, course books & exams included (+1 free exam resit).
Level 2 AAT Certificate in Bookkeeping	•	•	•	HC	Sep 24	19 weeks	£650	-	£650	-	Available evenings or daytime. AAT Membership, course books & exams included (+1 free exam resit).
Level 3 AAT Diploma in Accounting	•	•	•	HC	Sep 24	38 weeks	£2,045	£720	£2,765	AL	Available evenings or daytime. AAT Membership, course books and exams included (+1 free exam resit).
Level 4 AAT Diploma in Professional Accounting	•	•	•	HC	Sep 24	42 weeks	£2,045	£720	£2,765	AL	Available evenings or daytime. AAT Membership, course books & exams included (+1 free exam resit).
HUMAN RESOURCES											
Level 3 CIPD Foundation Certificate in People Practice	•	•		HC	Sep 24	38 weeks	£2,500	-	£2,500	AL	Available evenings or daytime. CIPD Membership and course books included.
Level 5 CIPD Associate Diploma in People Management	•	•		HC	Sep 24	42 weeks	£3,500	-	£3,500	AL	Available evenings or daytime. CIPD Membership and course books included.
Level 5 CIPD Associate Diploma in Organisational Learning & Development	•	•		HC	Sep 24	42 weeks	£3,500	-	£3,500	AL	Available evenings or daytime. CIPD Membership and course books included.

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Catering

Do you want to update your skills to further your career, or do you just enjoy home cooking? Look no further than our wide range of courses, offering diverse techniques and workshops for you to get stuck into.

COURSE	AM	PM	EVE	VENUE	START	DURATION	FEE	REG FEE	TOTAL	LOAN
Themed Workshop (Christmas cooking)			•	HC	Flexible	5 weeks, 1 eve per week	£300	-	-	-
Themed Workshop (Easter cooking)			•	HC	Flexible	5 weeks, 1 eve per week	£300	-	-	-
Themed Workshop (Winter cooking)			•	HC	Flexible	5 weeks, 1 eve per week	£300	-	-	-
Cake Confidence			•	HC	Flexible	1 eve	£110	-	-	-
Global Cooking			•	HC	Flexible	5 weeks, 1 eve per week	£300	-	-	-
Getting Confident in Cooking			•	HC	Flexible	5 weeks, 1 eve per week	£300	-	-	-
Bread Making			•	HC	Flexible	1 eve	£110	-	-	-
Start Cooking Healthy Meals & Healthy Snacks			•	HC	Flexible	1 eve	£110	-	-	-



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Construction & Building

Our construction courses are based at our North Harbour Campus, which is one of the largest facilities of its kind in the South East, with industry standard workshops and realistic working environments. A wide range of options are available, from short courses to diplomas and apprenticeships.

COURSE	AM	PM	EVE	VENUE	START	DURATION	FEE	REG FEE	TOTAL	LOAN	ADDITIONAL INFO
BRICKWORK											
Level 2 Diploma in Brickwork	•	•		NHC	Sept 24	1 Year	£1,167	£128	£1,287*	-	Must hold Level 1 qualification or prior experience. Course code: P106174 Supplement fee: £135
CARPENTRY & JOINERY											
Level 2 Diploma in Site Carpentry	•	•		NHC	Sept 24	2 Years	£1,910	£128	£2,030*	-	Must have a Level 1 Diploma in site carpentry or equivalent. Course code: P000189 Supplement fee: £170
PLASTERING											
Level 2 Diploma in Dry Lining	•	•		NHC	Sept 24	1 Year	£ TBC	£128	£ TBC*	-	Must have a Level 1 qualification or prior experience. Course code: TBC Supplement fee: TBC
ELECTRICAL INSTALLATION											
Level 3 Advanced Diploma in Electrical Installation	•	•		NHC	Sept 24	1 Year	£ TBC	£205	£ TBC*	-	Must have a Level 2 in Electrical Installation or equivalent. Course code: TBC Supplement fee: TBC
PLUMBING											
Level 2 NVQ Diploma in Plumbing & Heating	•	•		NHC	Sept 24	1 Year	£ TBC	£230	£ TBC*	-	Must have a Level 2 Diploma in Plumbing and Heating or equivalent. Course code: TBC Supplement fee: TBC
BUILT ENVIRONMENT											
Level 5 HND in Construction Management for England for Adults	•	•		NHC	Sept 24	1 Year	£6,000	-	£6,000	AL	You will need to have completed the Level 4 HNC in Construction Management before joining this programme.
Level 4 HNC in Construction Management for Adults	•	•		NHC	Jan 25	1 Year	£6,000	-	£6,000	AL	You will need to have completed a relevant Level 3 qualification to join this course



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Engineering

Are you currently in the Engineering or Automotive industry and looking to develop your skills as a welder?

Spend time developing your skills with our VR and practical workshops to become an extraordinary innovator with our part-time course, and put your stamp on the engineering industry.

COURSE	AM	PM	EVE	VENUE	START	DURATION	FEE	REG FEE	TOTAL	LOAN	ADDITIONAL INFO
L2 Award in Welding Skills	•	•		HC	Sept 24	1 Year	£300	£128	£428	-	Dates TBC



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ESOL

Our English for Speakers of Other Languages (ESOL) department offers both part-time and full-time courses to suit all needs.

Specially designed for students and adults whose first language is not English, you'll learn in a vibrant atmosphere at our Arundel Campus where you can practise and develop your reading, writing, listening and speaking skills.


Activities and assignments will help improve your English vocabulary, grammar, spelling and pronunciation.

COURSE	AM	PM	EVE	VENUE	START	DURATION	FEE	REG FEE	TOTAL	LOAN
ESOL Beginner Part-time		•	•	AC	Sept 24	1 year	£460	Incl.	£460*	-
ESOL Elementary Part-time		•	•	AC	Sept 24	1 year	£460	Incl.	£460*	-
ESOL Pre-Intermediate Part-time			•	AC	Sept 24	1 year	£460	Incl.	£460*	-
ESOL Pre-Intermediate Part-time (Evening)			•	AC	Sept 24	1 year	£460	Incl.	£460*	-
ESOL Intermediate Part-time		•		AC	Sept 24	1 year	£460	Incl.	£460*	-
ESOL Intermediate Part-time (Evening)			•	AC	Sept 24	1 year	£460	Incl.	£460*	-
ESOL Upper Intermediate Part-time		•	•	AC	Sept 24	1 year	£460	Incl.	£460*	-
ESOL Conversation High Entry 3/Level 1	•	•		AC	Sept 24	1 year	£460	Incl.	£460	-
ESOL Conversation Low Entry 1/2	•	•		AC	Sept 24	1 year	£460	Incl.	£460	-
ESOL Literacy High Entry 3/Level 1	•	•		AC	Sept 24	1 year	£460	Incl.	£460	-
ESOL Literacy Low Entry 1/2	•	•		AC	Sept 24	1 year	£460	Incl.	£460	-
ESOL Literacy Starter	•	•		AC	Sept 24	1 year	£460	Incl.	£460	-
ESOL Literacy Medium Entry 2/3	•	•		AC	Sept 24	1 year	£460	Incl.	£460	-
ESOL Vocational Studies Level 2	•	•		AC	Sept 24	1 year	£460	Incl.	£460	-
ESOL Academic and Vocational Support	•	•		AC	Sept 24	1 year	No fee	No fee	No fee	-
ESOL Level 1 Award in Volunteering	•	•		AC	Oct 24	1 year	No fee	No fee	No fee	-



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A detailed black and white photograph of industrial gas piping. The image shows various components including a vertical pipe with a valve handle at the top, a horizontal pipe with a flange, and another pipe with a valve handle on the right. The background is slightly blurred, showing more of the industrial structure.

BPEC Gas Safe Registration, Training & Assessment

We offer a range of gas courses for qualified gas engineers and candidates who are new to the gas industry.

All of our gas assessment fees are VAT exempt and include certification fees and learning materials. Free onsite parking is also included.

Gas Safe Registration, Refrigeration, Net Zero Training & Assessment

COURSE	DESCRIPTION
DOMESTIC TRAINING & ASSESSMENT - INITIAL	
CCN1 (inc. CPA1)	Core domestic gas including CPA1
Appliances - CENWAT1	Boilers
Appliances - CKR1	Cookers
Appliances - HTR1	Fires
Appliances - DAH1	Domestic Air Heaters
Appliances - MET1	Meters
Appliances - LAU1	Laundry Appliances
Appliances - REGT1	Domestic Meters Medium Pressure Regulators
CMDDA1	Carbon Monoxide Investigation
CMA2LS	Gas Meter Installer (Limited scope)
MET3LS	Gas Meter Installer (Limited scope)
Part L (Energy Efficiency)	Energy Efficiency
DOMESTIC TRAINING & ASSESSMENT - RE-ASSESSMENT	
CCN1 (inc. CPA1)	Core domestic gas including CPA1
Appliances - CENWAT1	Boilers
Appliances - CKR1	Cookers
Appliances - HTR1	Fires
Appliances - DAH1	Domestic Air Heaters
Appliances - MET1	Meters
Appliances - LAU1	Laundry Appliances
Appliances - REGT1	Domestic Meters Medium Pressure Regulators
CMDDA1	Carbon Monoxide Investigation
CMA2LS	Gas Meter Installer (Limited scope)
MET3LS	Gas Meter Installer (Limited scope)
Part L (Energy Efficiency)	Energy Efficiency

Continued on next page >>

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Gas Safe Registration, Refrigeration, Net Zero Training & Assessment

COURSE	DESCRIPTION
LPG - LIQUID PETROLEUM GAS - INITIAL	
CoNGLP1	Natural gas to LPG changeover
CoNGLP1 PD	Permanent Dwellings
CoNGLP1 RPH	Residential Park Homes
CoNGLP1 LAV	Leisure Activity Vehicles
HTRLP2	Closed Flue Gas Fires
CoNGLP1 B	Boats
LPG - LIQUID PETROLEUM GAS - REASSESSMENT	
CoNGLP1	Natural gas to LPG changeover
CoNGLP1 PD	Permanent Dwellings
CoNGLP1 RPH	Residential Park Homes
CoNGLP1 LAV	Leisure Activity Vehicles
HTRLP2	Closed Flue Gas Fires
CoNGLP1 B	Boats
WATER RELATED COURSES	
UVDHW	Unvented Domestic Hot Water
W-REGS - Water Regulations	Water Regulations
EE - Energy Efficiency (Part L)	Part L
NET ZERO COURSES	
Level 3 Award in Air Source Heat Pump Systems (non-refrigerant circuits)	Heat Pump Installation
Electric Vehicle Charging Point Installation	
GAS MANAGED LEARNING COURSE	
Domestic Gas Foundation Course	Managed Learning Programme

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Hairdressing & Beauty Therapy

Update your skills or launch a new career with our specialist hairdressing and beauty therapy training courses.

Our range of one-day salon training courses will enable you to increase the services you can provide to clients or be the start of something new.

COURSE	AM	PM	EVE	VENUE	START	DURATION	FEE	REG FEE	TOTAL	LOAN
Manicure	•	•		HC	TBC	1 day	£115	-	£115	-
Gel Polish	•			HC	TBC	half day	£80	-	£80	-
Gel Nails	•	•		HC	TBC	1 day	£115	-	£115	-
Acrylic Nails	•	•		HC	TBC	1 day	£115	-	£115	-
Henna Brows upskill			•	HC	TBC	1 eve	£80	-	£80	-
Lash Lift upskill			•	HC	TBC	1 eve	£110	-	£110	-
Hair Up / Bridal upskill			•	HC	TBC	1 day	£180	-	£180	-
Thai Massage upskill			•	HC	TBC	1 eve	£110	-	£110	-
Bamboo Massage upskill			•	HC	TBC	1 eve	£110	-	£110	-
Reflexology upskill			•	HC	TBC	1 eve	£110	-	£110	-



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Maths & English

Our maths and English courses are all delivered by highly specialist, experienced lecturers.

Maths and English are valued very highly by employers and are crucial to your prospects at college, university, work, training and life in general. We help you improve your skills and enhance your career opportunities.

The following courses are available at times that suit you. For maths and English, the syllabuses and materials are tailored to the needs of mature students, including those returning to study after a number of years. Acceptance onto these courses is subject to initial and diagnostic assessments and an interview.

COURSE	AM	PM	EVE	VENUE	START	DURATION	FEE	REG FEE	TOTAL	LOAN	ADDITIONAL INFO
GCSE English for Adults	•	•	•	HC + AC	Sept 24	1 year	FREE	-	FREE	-	One session a week (approx 3 hrs).
GCSE Maths for Adults	•	•	•	HC + AC	Sept 24	1 year	FREE	-	FREE	-	One session a week (approx 3 hrs).
Functional Skills English for Adults	•	•	•	HC + AC	Sept 24	1 year	FREE	-	FREE	-	One session a week (approx 2 hrs).
Functional Skills Maths for Adults	•	•	•	HC + AC	Sept 24	1 year	FREE	-	FREE	-	One session a week (approx 2 hrs).



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Teacher Support & Education

We offer flexible, challenging and supportive teacher training & teaching assistant programmes depending on whether you are already in a teaching role or thinking of teaching as a future career.

All training and qualifications meet the changing needs and requirements of employers within the sector and reflect the national skills agenda. Assessment and interview are required.



COURSE	AM	PM	EVE	VENUE	START	DURATION	FEE	REG FEE	TOTAL	LOAN	ADDITIONAL INFO
Level 2 Certificate in Supporting Teaching and Learning in Schools	•			HC	Oct 24	30 weeks	£500	£113	£613	-	One session a week (approx 3 hrs).
Level 3 Diploma in Specialist Support for Teaching and Learning in Schools		•		HC	Oct 24	1 year	£2,059	£166	£2,225	AL	One session a week (approx 3 hrs).
Level 3 Award in Education & Training (TQUK)			•	HC	Oct 24 Feb 25	12 weeks	£463	£37	£500	-	One session a week (approx 2 hrs).
Level 5 Diploma in Education & Training (TQUK)			•	HC	Oct 24	2 years	£4,491	£189	£4,680	SL	One session a week (approx 3 hrs). Course code: 249PL5ET



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Sport

Are you are a keen gym goer or an employer that wishes to train their staff? We offer a great programme to understand the key components of becoming a Fitness Instructor or Personal Trainer. If you wish to work with other athletes, train clients or take this course further into specialised industries, then sign up and work alongside fantastic staff to develop your skills.

All applicants to the Level 3 course, must hold the Level 2 Gym Instruction qualification before enrolling onto the programme.

If you wish to complete both, we offer a package deal costing £1450. Please sign up to the Level 2 course and inform your lecturer / Admissions Team upon enrolment to apply the discount for the Level 3 programme.

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COURSE	AM	PM	EVE	VENUE	START	DURATION	FEE	REG FEE	TOTAL	LOAN	ADDITIONAL INFO
L2 Gym Instruction			•	HC	Sept 24	7 weeks	£600	-	£600	-	3 start dates TBC
L3 Personal Training			•	HC	Sept 24	8 weeks	£1,000	-	£1,000	-	3 start dates TBC



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How to apply

Just follow these three easy steps and you'll be on your way to being a student at City of Portsmouth College

1 APPLY ONLINE OR BY POST

Submitting an application is your chance to tell us about yourself, the course you're interested in and the qualifications you've already achieved.

ONLINE

Complete an online application via the City of Portsmouth College website **copc.ac.uk**.

Find the course you are interested in and click the 'Apply' button.

BY POST

Complete the following application form and return it to any City of Portsmouth College campus.

2 ATTEND AN INTERVIEW

Once you've sent us your application, you will be emailed details of an interview with the course lecturer. This will be your chance to discuss your course choice/s and ask any questions you may have about studying at City of Portsmouth College. We can also make sure that you have made an informed choice about your future study plans to ensure you are on the right track to achieving your career goals. You may initially have a discussion with our learning support team if required. These interviews will enable us to put together a programme of study that's right for you.

3 ENROL

Before starting your programme of study you'll need to come into the College and formally enrol. We will send you instructions nearer the time making it clear when you should come in to complete this. Please remember that when you come to enrol, you'll need to show us proof of identification (e.g., passport, birth certificate, driving license, bank card etc) and, depending on the qualification you are enrolling on, your exam results. Once you've enrolled, you're ready to begin your journey with us!

Application Form

Course choices

1.
2.
3.
4.
5.

Are you interested in: Full-time Part-time Apprenticeship

If you are applying for an Apprenticeship, do you have an employer to support you? Yes No

Personal details

Title First Name Middle Name(s)

Surname Date of Birth (dd/mm/yyyy)

Legal Sex (as per your birth certificate or identity document) Male Female

Pronouns (how you wish to be addressed) he/him/his she/her/hers they/them/theirs

Gender Female GNC Intersex Male Non-binary Trans Female (AFAB) Trans Female (AMAB)
 Trans Male (AFAB) Trans Male (AMAB)

Email

Contact number Address

Postcode

Emergency Contact Details

Who should we contact in an emergency? This could be a spouse, partner or close friend. (Please note, if you are under 18 or have an EHCP we will also use this contact information to inform them of your progress.)

Emergency Contact Name

Emergency Contact Number

Emergency Contact Relationship

Emergency Contact Email

Residency and Ethnicity

Please tick the category you feel describes your ethnic origin:

- | | |
|--|--|
| <input type="checkbox"/> Asian/Asian British - Bangladeshi (41) | <input type="checkbox"/> Mixed/Multiple Ethnic Group - White & Asian (37) |
| <input type="checkbox"/> Asian/Asian British - Indian (39) | <input type="checkbox"/> Mixed/Multiple Ethnic Group - White & Black African (36) |
| <input type="checkbox"/> Asian/Asian British - Pakistani (40) | <input type="checkbox"/> Mixed/Multiple Ethnic Group - White & Black Caribbean (35) |
| <input type="checkbox"/> Asian/Asian British - Chinese (42) | <input type="checkbox"/> Mixed/Multiple Ethnic Group - Any other Mixed/Multiple Ethnic background (38) |
| <input type="checkbox"/> Asian/Asian British - Any other Asian background (43) | <input type="checkbox"/> White - English/Welsh/Scottish/Northern Irish/British (31) |
| <input type="checkbox"/> Black/African/Caribbean/Black British - African (44) | <input type="checkbox"/> White - Irish (32) |
| <input type="checkbox"/> Black/African/Caribbean/Black British - Caribbean (45) | <input type="checkbox"/> White - Gypsy or Irish Traveller (33) |
| <input type="checkbox"/> Black/African/Caribbean/Black British - any other Black/African/Caribbean background (46) | <input type="checkbox"/> White - any other White background (34) |
| <input type="checkbox"/> Other Ethnic Group - Arab (47) | <input type="checkbox"/> Any other (98) |
| <input type="checkbox"/> Other Ethnic Group - Any other Ethnic (98) | <input type="checkbox"/> Rather not say (99) |

Are you a UK/Irish National? YES NO

Have you been living continuously in the UK or Ireland for the last 3 years? YES NO

If you are an EU or EEA National, do you have UK Settled or Pre-Settled status? YES NO



Help and Support

Providing this information is really helpful to ensure that we can make a referral for an individual support needs assessment, should this be appropriate based on the information that you provide. It also helps us to prepare and put in place any support that may be required well in advance of your start date. All applications are considered on the same academic grounds and the information you provide will be treated confidentially.

Do you consider yourself to have a learning difficulty, disability, medical or health condition? Yes No

If yes, please provide details

Are you currently, or have you ever been fostered or placed in a children’s home? Yes No

Are you a carer? Yes No

Do you have an Education Health Care Plan (EHCP)? Yes No

Qualifications

Please give details of your qualifications and results including those obtained overseas. If you are 16-18 please list all qualifications. If you are 19+, please list highest qualification, maths & English qualifications and any that are relevant to your chosen course.

Subject	Qualification and level e.g. GCSE	Year	Actual/predicted grade
Mathematics (required)			
English (required)			

Your current or most recent school ?

Criminal Convictions

To help us meet our responsibility to safeguard all members of the College community, please declare whether you have any relevant* unspent convictions or current proceedings against you.

*Relevant proceeding or criminal record are those of a violent or sexual nature, or involving unlawfully supplying controlled drugs or substances. Failure to declare may result in the College withdrawing you from the course.

If you are applying for a course in Support/Teaching, Childcare or Health and Social Care, do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 (as amended in 2013)? Yes No

Do you have any criminal convictions? Yes No

How and why we store your personal information

City of Portsmouth College ensures all personal data is collected in accordance with the General Data Protection Regulations (GDPR). For more information, please view our Privacy Statement.

Please read the consents below and tick the ones you are happy to agree to. Please note that any agreements marked with * are required if you want to study with us.

Consent

I am indicating my consent to participate in the application process and I understand that I can withdraw my consent at any time.

I understand that my contribution will be confidential and that there will be no personal identification in the data.

Signature

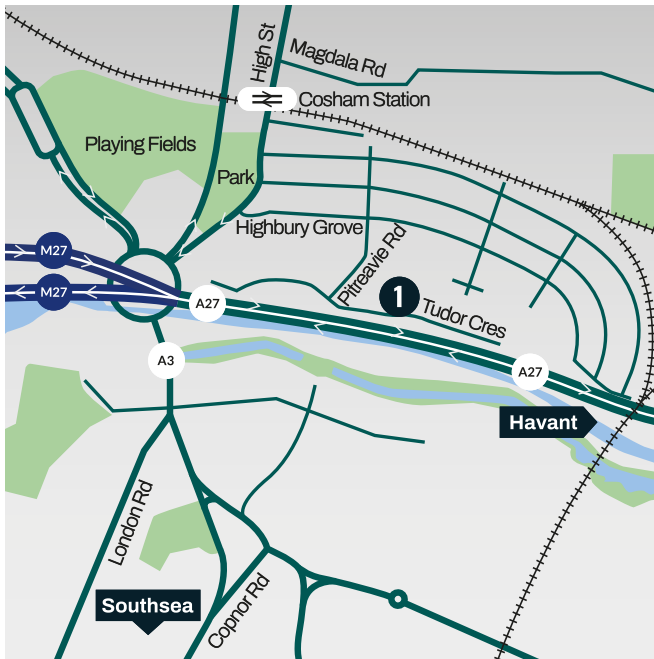
Date





Our locations

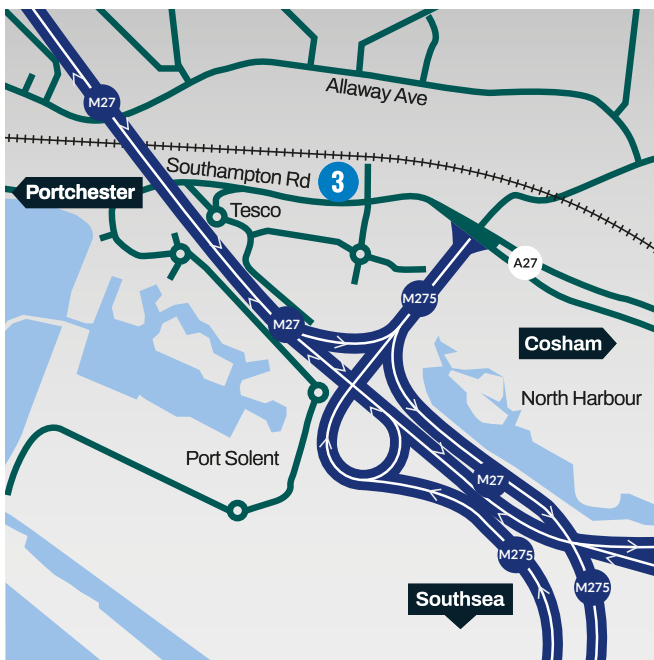




1 Highbury Campus
 Tudor Crescent
 Portsmouth
 PO6 2SA
 Call 023 9238 3131



2 Sixth Form Campus
 Tangier Road
 Portsmouth
 PO3 6PZ
 Call 023 9238 3131



3 North Harbour Campus
 Unit One, Harbourgate
 Southampton Road
 Portsmouth
 PO6 4BQ
 Call 023 9238 3131



4 Arundel Campus
 49 Arundel Street
 Portsmouth
 PO1 1SA
 Call 023 9238 3131

OPEN EVENTS

Save the dates

City of Portsmouth College Open Events

Wednesday 16 October 2024, 4.30-7.30pm
Highbury Campus, Sixth Form Campus & North Harbour Campus

Thursday 17 October 2024, 4.30-7.30pm
Highbury Campus, Sixth Form Campus & North Harbour Campus

Wednesday 12 February 2025, 4.30-7.30pm
Highbury Campus, Sixth Form Campus & North Harbour Campus

Wednesday 14 May 2025, 4.30-7.30pm
Highbury Campus & North Harbour Campus

Highbury Campus

Tudor Crescent
Portsmouth
PO6 2SA

Sixth Form Campus

Tangier Road
Portsmouth
PO3 6PZ

North Harbour Campus

Unit One, Harbourgate
Southampton Road
Portsmouth
PO6 4BQ

Arundel Campus

49 Arundel Street
Portsmouth
PO1 1SA

023 9238 3131
info@copc.ac.uk
copc.ac.uk

Follow us
on social media




City of Portsmouth College publications are available in accessible formats.
Please call **023 9238 3131** or email **info@copc.ac.uk**

All details contained in this brochure are correct at the time of printing.
The College reserves the right to alter or cancel course provision without prior notice.