CREATING LIFETIME OPPORTUNITIES
THROUGH OUTSTANDING EDUCATION
AND TRAINING
WELCOME TO CITY OF BRISTOL COLLEGE UNIVERSITY CENTRE!

IN THE FOLLOWING PAGES YOU’LL FIND OUT ALL ABOUT US AND OUR COURSES. WE’RE LOCATED IN WHAT THE SUNDAY TIMES RECENTLY SAID WAS THE ‘BEST CITY IN BRITAIN’ AND WE COMPLETELY AGREE. BRISTOL HAS EVERYTHING – HISTORY, ARCHITECTURE, NIGHT-LIFE, SHOPPING... THE LIST IS ENDLESS.
Our Courses
City of Bristol College University Centre offers a wide range of courses to help you achieve your goals. From Foundation Degrees to HNDs and HNCs with programmes all the way up to Honours Degree and Postgraduate level, we have a pathway to suit you. We also provide a broad range of courses to help you transition into a new career or undertake Continuing Professional Development.

What’s more, our Foundation Degrees and Higher National programmes are designed to include work-based practices and experiences which give you the opportunity to develop the skills you need to progress into employment.

Our Support
We pride ourselves on having smaller class sizes than many universities, so you can be sure of getting the support you need to complete your studies. You can get tutorial support throughout your studies as well as this range of additional services if you need a bit of extra help along the way:

• Study support
• Welfare advice
• Counselling
• Careers advice
• Help finding part-time jobs

Our City
If you already live in the Bristol area, you’ll find that studying full time or part time with us will save you money on transport, fit flexibly around your lifestyle and enable you to gain the qualifications you need to develop in your chosen career.

If you are travelling from further afield you will find Bristol a vibrant, culturally rich and lively city named by the Sunday Times as the Best City in Britain “It has everything: great shopping, buzzing social scene and glorious scenery” (March 2014).

Throughout 2015 the eyes of the world will be on Bristol as the European Green Capital – the first UK city to win this prestigious award. City of Bristol College University Centre will be promoting our Green Capital status and we’d love you to join us in this celebration!

Our Partnerships
Our courses are validated by a range of partners including Plymouth University; University of the West of England; Bath Spa University and University of Gloucestershire, as well as the awarding body Pearson. Our professional courses are delivered in association with industry standard organisations including the Chartered Institute of Personnel and Development, Chartered Institute of Marketing, Chartered Management Institute and the Chartered Institute of Building.

Our Fees
Studying at City of Bristol College University Centre can give you big savings on your course fees. That’s because our tuition fees are lower than many universities. For the academic year 2015/16, for example, our fees for full time Foundation and Honours Degree courses are £6,000 – that’s a third less than the £9,000 you may have to pay at a university.

But that’s not all. Like universities, you can apply to Student Finance England for funding to support your studies at City of Bristol College University Centre (subject to your personal eligibility for funding). Naturally, tuition fees will vary depending on the course you wish to study.

If you’d like details of tuition fee loans and maintenance grants and loans, go to https://www.gov.uk/studentfinance
CONTENTS

4-5. Facilities and centres
6-7. Advice and support
10. Student life
12-13. Qualifications explained
14. UCAS tariff points
16-17. University partners
18-19. Professional partners
20-21. Fees and costs
24. Access & AAT
25. Preparing for Higher Education
26-105. Course information
106. Making your application
107. Application timeline
108. Course Guide Index

NEED MORE INFORMATION?

If you’d like more details about City of Bristol College University Centre, come along to one of our open evenings and meet us in person.

Details of our open evenings are on our website, www.cityofbristol.ac.uk.

Call us on 0117 312 5171 or email heinformation@cityofbristol.ac.uk – we’d be happy to answer any questions you may have.
<table>
<thead>
<tr>
<th>Business &amp; Professional Services</th>
<th>Counselling continued</th>
</tr>
</thead>
<tbody>
<tr>
<td>28. Foundation Degree in Administration</td>
<td>64. Diploma in Therapeutic Counselling (L5)</td>
</tr>
<tr>
<td>and Business Technology</td>
<td>65. Diploma in Cognitive Behavioural Therapeutic Skills and Theory (L5)</td>
</tr>
<tr>
<td>29. Foundation Degree in Business</td>
<td>66. Therapeutic Counselling Supervision Certificate (L6)</td>
</tr>
<tr>
<td>30. Foundation Certificate in Human Resources Practice (L3)</td>
<td></td>
</tr>
<tr>
<td>31. Foundation Diploma in Human Resources Practice (L3)</td>
<td></td>
</tr>
<tr>
<td>32. Foundation Certificate in Learning and Development Practice (L3)</td>
<td></td>
</tr>
<tr>
<td>33. Foundation Diploma in Learning and Development Practice (L3)</td>
<td></td>
</tr>
<tr>
<td>34. Intermediate Certificate in Human Resource Management (L5)</td>
<td></td>
</tr>
<tr>
<td>35. Intermediate Certificate in Human Resource Development (L5)</td>
<td></td>
</tr>
<tr>
<td>36. Foundation Certificate in Marketing (L3)</td>
<td></td>
</tr>
<tr>
<td>37. Professional Certificate in Marketing (L4)</td>
<td></td>
</tr>
<tr>
<td>38. Professional Diploma in Marketing (L6)</td>
<td></td>
</tr>
<tr>
<td>39. Chartered Postgraduate Diploma in Marketing (L7)</td>
<td></td>
</tr>
<tr>
<td>40. Diploma in Digital Marketing (L4)</td>
<td></td>
</tr>
<tr>
<td>41. First Line Management Award (L3)</td>
<td></td>
</tr>
<tr>
<td>42. Diploma in First Line Management (L3)</td>
<td></td>
</tr>
<tr>
<td>43. Extended Diploma in Management and Leadership (L5)</td>
<td></td>
</tr>
<tr>
<td>44. Extended Diploma in Strategic Management and Leadership (L7)</td>
<td></td>
</tr>
<tr>
<td>45. Project Management Tools and Techniques College Certificate</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Computing</td>
<td></td>
</tr>
<tr>
<td>48. Foundation Year in Computing</td>
<td></td>
</tr>
<tr>
<td>49. Foundation Degree in Computing and Information Technology</td>
<td></td>
</tr>
<tr>
<td>50. Foundation Degree in Communication and Computer Networks</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction</td>
<td></td>
</tr>
<tr>
<td>54. Certificate or Diploma in CIOB Site Management</td>
<td></td>
</tr>
<tr>
<td>56. HNC in Construction and the Built Environment (Civil Engineering)</td>
<td></td>
</tr>
<tr>
<td>57. HNC in Construction and the Built Environment (Construction)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Counselling</td>
<td></td>
</tr>
<tr>
<td>60. Introduction to Counselling Award (L2)</td>
<td></td>
</tr>
<tr>
<td>61. Counselling Skills Certificate (L2)</td>
<td></td>
</tr>
<tr>
<td>62. Counselling Certificate (L3)</td>
<td></td>
</tr>
<tr>
<td>63. Foundation Degree in Counselling</td>
<td></td>
</tr>
</tbody>
</table>
FACILITIES & CENTRES

Professional learning environment
We offer a supportive, university style environment. Our classes are small and friendly, enabling you to build good relationships with your tutor and the other students. Whether you are progressing straight from school or college, or combining study with work or family life, our courses and facilities will suit your needs.

Where you’ll study
Many university level courses are based at our Ashley Down Centre. Specialist courses in areas such as Performing Arts and Aircraft Engineering are run at facilities across the city, so you benefit from professional expertise in surroundings suited to those areas.

Excellent facilities
As well as studying in our computer suites, make the most of our other facilities. Discuss assignments or have a break in our cafés, restaurants or lounge areas. You can also take advantage of the great deals at our hair and beauty salons and our training restaurants.

www.cityofbristol.ac.uk/facilities

OUR CLASSES ARE SMALL AND FRIENDLY, ENABLING YOU TO BUILD GOOD RELATIONSHIPS WITH YOUR TUTOR AND THE OTHER STUDENTS.
Study Centres

Our Study Centres offer extensive resources to support your studies including:

- Computers and laptops with internet, MS Office and other software
- Group and individual study areas
- Books and journals on your reading lists
- eBooks and eResources relevant to your course, available in College and at home
- Workshops and online tutorials on study skills
- Our experienced, friendly staff are on hand to help.
- The Study Centre at College Green is open until 7pm as is the one at Ashley Down which is also open on a Saturday morning.

Where you could study

- Ashley Down Centre
- Advanced Engineering Centre at Parkway
- College Green Centre
- Soundwell Centre
- South Bristol Skills Academy
- Hamilton House
- dBs (Deep Blue Sound) Music Ltd

[www.cityofbristol.ac.uk/college-life/centres]
ADVICE & SUPPORT

WE PROVIDE AN EXTENSIVE RANGE OF SUPPORT SERVICES FROM HELP WITH STUDY SKILLS TO CAREERS ADVICE AND FINANCIAL SUPPORT.

Accommodation
Located in the heart of Bristol’s Harbourside, the College offers 40 studying/living units with shared self-catering facilities to students on full-time courses.

Our Accommodation Service also has a database of rooms in lodgings and shared houses, and offers ongoing support throughout the tenancy.

For more information:

cityofbristol.ac.uk/plan-for-college/accommodation

Childcare
If you need help finding childcare, call the Family Information Service on 0845 129 7217 for a list of local childcare providers. You may also be eligible for help with the costs of childcare.

For more information:

cityofbristol.ac.uk/plan-for-college/childcare

THE COLLEGE HAS BEEN AWARDED THE ‘MATRIX STANDARD’ FOR THE QUALITY OF ITS INFORMATION, ADVICE AND GUIDANCE ON LEARNING AND WORK.
Disability and well-being support
Disabled Students' Allowances (DSAs) help pay for extra costs you may incur in attending your course as a direct result of your disability, mental health condition or specific learning difficulty. DSA is available for full-time and part-time students from Student Finance England.

For more information:
cityofbristol.ac.uk/college-life/learning-support/disability-and-wellbeing

Study support
Our Study Support teams provide a range of support services to assist learners according to their individual needs:
• Disability and mental health
• Deaf and hearing
• Study plus – maths, English and language support

Tutors and students can access information about any aspect of the service using one phone number and email address:
0117 312 5186
studysupport@cityofbristol.ac.uk

GET IN TOUCH!
For more information:
0117 312 5000
enquiries@cityofbristol.ac.uk
cityofbristol.ac.uk/college-life
BRISTOL IS DYNAMIC AND A GREAT PLACE FOR STUDENTS. IT’S GOT ALL THE EXCITEMENT OF A BIG CITY WITH EVERYTHING FROM MUSEUMS AND GALLERIES TO MUSIC, THEATRES AND COMEDY CLUBS. THERE’S ALSO A HUGE RANGE OF BARS, CLUBS, RESTAURANTS AND CAFÉS.

Aerial shot of Bristol © Destination Bristol
CHOOSING WHERE TO STUDY IS ABOUT MORE THAN JUST THE COURSE, CLASSROOMS AND COLLEGE FACILITIES. IT’S ALSO ABOUT CHOOSING THE CITY THAT WILL BE YOUR HOME.

Study in a great city
Bristol is dynamic and a great place for students. It’s got all the excitement of a big city with everything from museums and galleries to music, theatres and comedy clubs, plus a huge range of bars, clubs, restaurants and cafés. Bristol’s location and travel links give you easy access to the countryside as well as other parts of the country.

Student voice
You will be given the opportunity to provide feedback to develop the student experience at the College and to inform changes to your course. All students are invited to nominate and then elect student course representatives who participate in course review meetings and student forums.

Students are asked to provide feedback on all taught modules. We also ask them to provide individual online feedback about their course and the College facilities via the Student Perception Questionnaire and the National Student Survey.

Sports Maker
In partnership with Sport England this role supports all our students to be more active and to have the opportunity to try out new sports.

HE Student Ambassadors
Our team of HE Student Ambassadors work with current and future students at events at the College and at venues across the city. They offer advice and support at schools as well as sharing experiences and celebrating success at our annual graduation ceremony. Why not become an HE Student Ambassador? Get training, earn money at the same time, develop great experience for your CV and have fun doing it. Be there. Do it. Get the t-shirt (yes, really)!

National Union of Students
When you enrol at college you automatically become a member of the National Union of Students (NUS). One great benefit of this is that you can buy an NUS Extra card. The card lasts for a year and for £12 you get fantastic discounts on food, fashion, travel, cinema, technology and much more! Buy yours online today and collect from the College.

Graduation
At the end of your studies we will invite you to celebrate your success at our Higher Education Awards Ceremony. In recent years this has been held in the magnificent surroundings of Bristol Cathedral. We will welcome you with your family and friends.
FOR MORE INFORMATION ABOUT BRISTOL

visitbristol.co.uk
QUALIFICATIONS EXPLAINED

HERE IS A SUMMARY OF THE MAIN HE QUALIFICATIONS AVAILABLE AT CITY OF BRISTOL COLLEGE:

What is a Degree?
A Bachelors or Honours Degree usually takes three years of higher level study to complete full time. The qualification is designed to give you a thorough understanding of a subject and develops analytical, intellectual and essay/dissertation writing skills. These Degrees are at Level 6. As well as being highly attractive to employers, they offer students the opportunity to progress to a Masters Degree or a higher education equivalent.

What is a Foundation Degree?
A Foundation Degree is a higher level vocational qualification consisting of 240 credits at Level 4 and 5. It is designed to develop:

• Specialist skills and knowledge to maximise your employability in your chosen industry sector
• Practical work experience skills
• General work skills such as reasoning, professionalism and work process management to either supervisory or management level
• Enhanced skills – communication, IT and problem solving

Designed jointly by employers, the College and partner universities to ensure quality and relevancy, all our Foundation Degree courses are approved by a partner university. The majority can be studied full time over two years while others are available part time over three years (see individual programme details). Whether you are looking to develop your existing career, wanting to change career or have just left school/college, a Foundation Degree will equip you with the necessary skills for your future. Once you have graduated you can choose whether to focus on your career or continue studying to gain an Honours Degree, usually in just one year full time.

What are Higher National Certificates and Higher National Diplomas (HNCs/HNDs)?
These are higher level vocational qualifications which are particularly popular with certain industries. They can be studied over one or two years and mean you can combine work and study. You may then top up to a Foundation Degree or Honours Degree. HNCs usually consist of a minimum of 120 credits while HNDs usually consist of 240 credits.

"IT WAS SUCH AN UNBELIEVABLE AND INCREDIBLE COURSE, I LOVED EVERY SECOND OF IT. THIS QUALIFICATION HAS OPENED UP SO MANY DOORS FOR ME."

Nicky | Counselling Foundation Degree
What is a Foundation Year/Year 0?
These one-year courses are designed for students who do not have the necessary entry qualifications to progress straight onto an Honours Degree.

What is a Higher Apprenticeship?
Higher Apprenticeships combine a range of on- and off-the-job training and can vary in the length of time they take to complete. This will allow individuals to undertake an Apprenticeship up to Degree equivalent level that is specifically designed to meet employers’ needs for higher level skills.

Want to brush up your studying skills before you start?
Our “Preparing for Higher Education” course will help you to develop the skills you’ll need so that you can hit the ground running when you start.

What is Access to Higher Education?
Access to Higher Education courses are for people with life/work experience but only GCSE qualifications who would like to study for a Degree. If you can demonstrate the potential to succeed at this level, they can prepare you for almost any academic or vocational field of higher education study at college or university, and provide an ideal route to a City of Bristol College University Centre Foundation Degree course.

What are University Bitesize modules?
University Bitesize modules are short, part-time university level courses accredited by a partner university. They generally run over a 10-15 week period for a few hours a week. These modules enable you to progress in your career or discover a new area of study without committing to a full qualification.

For more information:
0117 312 5171
heinformation@cityofbristol.ac.uk
cityofbristol.ac.uk
UCAS TARIFF POINTS

The UCAS Tariff is a means of allocating points to post-16 qualifications used for entry to higher education.

On the following pages you may see that certain courses need a minimum number of points as an Entry Requirement. Use the tables to work out how many points you have and if you’re not sure, get in touch today.

**GCE & VCE AS Level 3 Unit Award**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>60 pts</td>
</tr>
<tr>
<td>B</td>
<td>50 pts</td>
</tr>
<tr>
<td>C</td>
<td>40 pts</td>
</tr>
<tr>
<td>D</td>
<td>30 pts</td>
</tr>
<tr>
<td>E</td>
<td>20 pts</td>
</tr>
</tbody>
</table>

**GCE & VCE A Level 6 Unit Award**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A*</td>
<td>140 pts</td>
</tr>
<tr>
<td>A</td>
<td>120 pts</td>
</tr>
<tr>
<td>B</td>
<td>100 pts</td>
</tr>
<tr>
<td>C</td>
<td>80 pts</td>
</tr>
<tr>
<td>D</td>
<td>60 pts</td>
</tr>
<tr>
<td>E</td>
<td>40 pts</td>
</tr>
</tbody>
</table>

**GCSE and VCE Double Award 12 Unit**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A* A*</td>
<td>280 pts</td>
</tr>
<tr>
<td>A* A</td>
<td>260 pts</td>
</tr>
<tr>
<td>AA</td>
<td>240 pts</td>
</tr>
<tr>
<td>AB</td>
<td>220 pts</td>
</tr>
<tr>
<td>BB</td>
<td>200 pts</td>
</tr>
<tr>
<td>BC</td>
<td>180 pts</td>
</tr>
<tr>
<td>CC</td>
<td>160 pts</td>
</tr>
<tr>
<td>CD</td>
<td>140 pts</td>
</tr>
<tr>
<td>DD</td>
<td>120 pts</td>
</tr>
<tr>
<td>DE</td>
<td>100 pts</td>
</tr>
<tr>
<td>EE</td>
<td>80 pts</td>
</tr>
</tbody>
</table>

**BTEC QCF National Certificate (from 2010)**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>D*</td>
<td>70 pts</td>
</tr>
<tr>
<td>D</td>
<td>60 pts</td>
</tr>
<tr>
<td>M</td>
<td>40 pts</td>
</tr>
<tr>
<td>P</td>
<td>20 pts</td>
</tr>
</tbody>
</table>

**BTEC QCF National Subsidiary Diploma (from 2010)**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>D*</td>
<td>140 pts</td>
</tr>
<tr>
<td>D</td>
<td>120 pts</td>
</tr>
<tr>
<td>M</td>
<td>80 pts</td>
</tr>
<tr>
<td>P</td>
<td>40 pts</td>
</tr>
</tbody>
</table>

**BTEC QCF National Diploma (from 2010)**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>D<em>D</em></td>
<td>280 pts</td>
</tr>
<tr>
<td>D*D</td>
<td>260 pts</td>
</tr>
<tr>
<td>DD</td>
<td>240 pts</td>
</tr>
<tr>
<td>DM</td>
<td>200 pts</td>
</tr>
<tr>
<td>MM</td>
<td>160 pts</td>
</tr>
<tr>
<td>MP</td>
<td>120 pts</td>
</tr>
<tr>
<td>PP</td>
<td>80 pts</td>
</tr>
</tbody>
</table>

**BTEC QCF National Extended Diploma (from 2010)**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>D<em>D</em>D*</td>
<td>420 pts</td>
</tr>
<tr>
<td>D<em>D</em>D</td>
<td>400 pts</td>
</tr>
<tr>
<td>D*DD</td>
<td>380 pts</td>
</tr>
<tr>
<td>DDD</td>
<td>360 pts</td>
</tr>
<tr>
<td>DDM</td>
<td>320 pts</td>
</tr>
<tr>
<td>MMM</td>
<td>240 pts</td>
</tr>
<tr>
<td>MMP</td>
<td>200 pts</td>
</tr>
<tr>
<td>MPP</td>
<td>160 pts</td>
</tr>
<tr>
<td>PPP</td>
<td>120 pts</td>
</tr>
</tbody>
</table>

UCAS TARIFF POINTS EXPLAINED

ucas.com/ucas/undergraduate/getting-started/entry-requirements/tariff
UNIVERSITY PARTNERS

We are proud to work in partnership with a range of local universities who validate our Foundation Degree and Honours Degree programmes.

Plymouth University
Consistently ranked as one of the leading universities in the UK, and awarded a Queen’s Anniversary Prize for Higher and Further Education in 2012, Plymouth has a strong record of excellence, enterprise and innovation across its teaching and research activities. With world-class centres right across its curriculum – from marine to medicine, photography to finance – the University offers a broad range of study opportunities, and is also recognised as a global leader in sustainability.

Plymouth University students who study off campus at a partner college have the same status as students who study on the University’s campus. You will benefit from extra University support and resources and can use its library, access electronic resources and learning support materials through its web-based student portal (including online information and support from the Employability Service), and receive vacancies via its job website Gradsouthwest. As a member of the Students’ Union (UPSU) you will have access to clubs, societies and University sports facilities.

www.plymouth.ac.uk

University of the West of England
We think differently to other universities. We believe your experience should equip you with far more than the qualifications to begin your career. That’s why we offer you the support, inspiration and real-world opportunities that you will need to take your career to the next level when you leave us.

We have strong relationships and networks with education providers, businesses and organisations, locally, nationally and internationally. These networks open up many opportunities, allowing you to develop your skills, to innovate and to contribute to society and commerce. When you graduate, whether you go into employment, start a business or progress to an Honours Degree at UWE Bristol, we will ensure you are ready and able to realise your full potential.

You will be able to make full use of our comprehensive library, our award-winning careers service and one of the largest SU-run JobShops in the UK. Additionally, you may also be eligible to apply for a wide range of financial support.

www.uwe.ac.uk
University of Gloucestershire
The University of Gloucestershire is a thriving and diverse community of 10,000 students, based on two campuses in Cheltenham and one in Gloucester. We offer a range of undergraduate and postgraduate programmes from Economics to Illustration, and Performing Arts to Teacher Training. Our courses are designed to offer flexible learning options for all our students to assist with finding their own career path. We give all students a warm welcome with academic and personal support and a wealth of resources in high quality facilities in all our campuses. We are forging a reputation for our commitment to sustainability and have been recognised by being the first English university to be awarded with the environmental standard, ISO 14001, and consistently ranked in the top five in the People & Planet’s green league table for universities over the past five years. We look to secure and maintain partnerships, both nationally and internationally, that are not only of a high academic standard, but enrich the university’s curriculum and increase the number of progression routes for students into Higher Education.

www.glos.ac.uk

Bath Spa University
Bath Spa University’s history of providing education in the Bath area goes back over 160 years to when the Bath Academy of Art was established. Bath Spa’s focus is on creativity, culture and enterprise, and it places the highest possible emphasis on teaching quality and on providing a distinctive student experience. It has five Schools of Study: Art and Design; Education; Music and Performing Arts; Humanities and Cultural Industries; and Society, Enterprise and Environment.

Student satisfaction ratings in the National Student Survey have been consistently high. Bath Spa University staff are passionate about their subjects, and their aim is to deliver excellent teaching to enthusiastic students who are committed to achieving their academic potential. Considerable emphasis is placed on developing innovative methods of teaching and assessment, and students find the academic environment both supportive and accessible. Bath Spa University’s partnership with City of Bristol College University Centre is strong and mature.

www.bathspa.ac.uk
PROFESSIONAL PARTNERS

City of Bristol College University Centre values integrity, quality and the high standards which are vital to the success of your profession. The maintaining and updating of industry standards, set by the UK’s chartered institutions, is elementary to your own professional career development. Which is why we are proud to work with the following professional partners.

AIM Awards
AIM Awards is an international awarding organisation, offering a large number of Ofqual regulated qualifications at different levels and in a wide range of subject areas. Their QCF qualifications are flexible enough to be delivered in a range of settings, from small providers to large colleges and the work place both nationally and internationally. They are licensed by the Quality Assurance Agency (QAA) as an Access Validating Agency offering Access to HE qualifications through a range of providers.

Chartered Institute of Building
The Chartered Institute of Building is at the heart of a management career in construction. They are the world’s largest and most influential professional body for construction management and leadership. The CIOB’s Royal Charter promotes the science and practice of building and construction for the benefit of society, and has been doing so since 1834. Their members are employed worldwide in the development, conservation and improvement of the built environment.

They accredit university degrees, educational courses and training. Their professional and vocational qualifications are a mark of the highest levels of competence and professionalism, providing assurance to clients and other professionals procuring built assets.

CPCAB
CPCAB (Counselling & Psychotherapy Central Awarding Body) is a UK awarding body that is managed by professional counsellors, trainers and supervisors. Now in their 21st year of operation, they are the only awarding body in Europe to specialise in the field of counselling.
Pearson
Pearson is the world’s leading learning company, with 40,000 employees in more than 70 countries working to help people of all ages to make measurable progress in their lives through learning. Pearson provides learning materials, technologies, world class qualifications, assessments and services to teachers and students in order to help people everywhere aim higher and fulfil their true potential.

In the UK, Pearson is the largest awarding organisation offering academic and vocational qualifications that are globally recognised and benchmarked, with educational excellence rooted in names like Edexcel, BTEC, EDI and LCCI. Pearson are driving innovation through digital products such as ResultsPlus, and supporting skills and employability for progression in study, work and life. Learn more at www.qualifications.pearson.com

CIPD
The CIPD is the professional body for HR and people development. The not for profit organisation champions better work and working lives and has been setting the benchmark for excellence in people and organisation development for more than 100 years. It has more than 135,000 members across the world, provides thought leadership through independent research on the world of work, and offers professional training and accreditation for those working in HR and learning and development.

Chartered Management Institute
Today the world puts huge emphasis on performance and demands more skills than ever before. Yet far too many managers don’t get the guidance they need to tackle their challenging roles. The Chartered Management Institute wants to end this paradox and help managers to stop simply getting by… and to start excelling.

It was over 60 years ago that they, as the British Institute of Management back then, developed the UK’s very first diploma in management studies. In the years that followed CMI has constantly been at the forefront of all aspects of management training and thinking.

Today CMI are the only chartered professional body in the UK dedicated to promoting the highest standards in management and leadership excellence.

CIM
For more than 100 years, CIM has been supporting, representing and developing marketers, teams, leaders and the profession as a whole. Our networks have an unrivalled breadth, depth and diversity – making this not just the largest community of marketers, but one with impact. We’re independent, trusted and connected, with access to unmatched ideas, insights and resources to help marketers navigate from problem diagnosis to practical solutions. Our vision is for marketing to be recognised as playing a pivotal role in business – constantly harnessing, integrating and acting on collective intelligence. And our role is to be the catalyst of that.
FEES & COSTS

STUDY ON YOUR DOORSTEP AND BE BETTER OFF.

Choosing a Foundation Degree at City of Bristol College University Centre will give you the qualification you need whilst leaving you with money to spend and less debt to pay off. Tuition fees vary depending on the course you wish to study.

Financial Support
You may be eligible for funding towards your course through Student Finance England. To qualify for support you must meet certain eligibility criteria such as residency; previous study (i.e. whether you’ve taken a university level course before); age and whether the course meets the criteria for public funding.

Tuition Fee Loan
You can apply to Student Finance England for a loan to cover tuition fees for part-time and full-time courses. You can borrow the cost of your tuition fees each year. You will need to confirm how much your fees are, as fees will vary. This is a non-means-tested loan for all eligible students and Student Finance England will pay your loan directly to the College. You don’t have to start paying anything back until the April after you have left your course and are earning over £21,000.

Maintenance Loan
You can also apply for a maintenance loan to help cover your living costs. This is for full-time students only. The exact amount full-time students can borrow depends on your family’s income, where you live, what year of study you’re in and what help you get through the Maintenance Grant. This is repayable in the same way as the tuition fees.

Maintenance Grant
The Maintenance Grant doesn’t have to be repaid. How much you get will depend on household income - up to £25,000 you will receive a full grant of £3,387. Students from households with incomes of up to £42,600 will be entitled to a partial grant. This grant can be used to help with living and course costs.

Extra support
Extra support may also be available if you have children or an adult dependent on you. Disabled Student’ Allowances provide help towards the additional costs that you may face as a result of a disability, long-term health condition, mental health condition or specific learning difficulty.

Find out more from Student Finance England
▼ www.gov.uk/student-finance
Adult Learner Loans
If you’re starting a course at Level 3 or 4 and you’re aged 24 or over, you may now have three options for paying for your course:
- Apply for a 24+ Advanced Learning Loan* to cover the course fees (for eligible courses only)
- Pay the tuition fees yourself
- Your employer/sponsor pays the tuition fees for you

If you take out a 24+ Advanced Learning Loan to fund an Access to Higher Education Diploma, and then go on to complete the subsequent higher education course the initial loan will be written off.

www.cityofbristol.ac.uk/plan-for-college/financial_advice/adults

Additional costs
Course materials – if you are on a programme which includes field study or use of materials, you will be required to contribute to the costs
Living costs – you are likely to need approximately £6,000-£7,000 a year for items such as rent, food, bills, books, clothes and social activities

What if I find myself in hardship once I have started my course?
You can apply to the Student Opportunity Fund for a non-repayable grant whether you are a full-time or part-time student. Awards are calculated by the level of your income against the level of your expenditure.

You must have already applied for your full entitlement from Student Finance England before you can receive money from the fund.

Higher Apprenticeships
Contact the College so that we can assess whether you are eligible for funding support from the Government – you may need to consider taking out an Advanced Learning Loan depending on your age. When you talk to us we will agree the costs involved for your employer and arrange to meet with them to discuss the programme in more detail.

* Most learners aged 24 and over, studying an eligible Level 3 or 4 course, will qualify for this loan from the UK government. There’s no credit check and you won’t have to pay anything back until your income is over £21,000 a year. Loans are only available on certain courses so please check the eligibility of your course before applying.
AT THE END OF YOUR STUDIES WE WILL INVITE YOU TO CELEBRATE YOUR SUCCESS AT OUR HIGHER EDUCATION AWARDS CEREMONY. IN RECENT YEARS THIS HAS BEEN HELD IN THE MAGNIFICENT SURROUNDINGS OF BRISTOL CATHEDRAL. WE WILL WELCOME YOU WITH YOUR FAMILY AND FRIENDS.
ACCESS TO HIGHER EDUCATION

Do you dream of studying on a university level course but don’t have the qualifications to apply directly?

City of Bristol College is here to help. If you are aged 19 or over and have GCSEs at grade C or above in English and maths (science GCSE is also needed for some programmes), then the Access to Higher Education qualification could be your pathway to success.

Pathways are available in the following areas:

- Art & Design
- Humanities
- Business Studies
- Primary Teacher Training
- Health & Social Care
- Science & Engineering
- Social Science

An Access to Higher Education course provides an ideal route to a City of Bristol College University Centre Foundation Degree or Honours Degree course.

MAKE YOUR DREAM A REALITY. Call us on 0117 312 5000 or email access@cityofbristol.ac.uk

LOOKING TO DEVELOP YOUR ACCOUNTING SKILLS?

Whether you want to take your first steps in accountancy or are already in the industry and are looking to progress, City of Bristol College University Centre can help you climb the accountancy career ladder.

We offer four courses in association with AAT, the leading membership body for accounting staff:

- AAT Level 1 Access – gives a comprehensive understanding of how to work within the finance and accountancy profession.
- AAT Level 2 Certificate – covers a range of basic accounting practices and techniques, from costing and double entry book-keeping to computerised accounting.
- AAT Level 3 Diploma – introduces more complex accounting tasks, such as maintaining cost accounting records and the preparation of reports and returns.
- AAT Level 4 Diploma – covers higher accounting tasks, including drafting and analysing financial statements, managing budgets and evaluating financial performance.

AAT courses are practical, industry-standard qualifications that can be put to use in the workplace straight away. And what’s more, AAT is universally respected and internationally recognised, with around 125,000 members in more than 90 countries.

For more information and to enrol on a course, call us on 0117 312 5000
This is a short course to prepare you for studying at Higher Education level.

Who is the course for?
- Adults intending to start a Higher Education course
- Adults who need a refresher course in Study Skills

What will I do on the course?
- Learn how to use a library effectively
- Understand the importance of referencing
- Prepare and deliver presentations
- We will help you to organise your time effectively
- Learn how to write essays and reports
- Meet others who are also starting similar courses at the college

How is the course assessed?
- Coursework

What could I do next?
Students will have gained the study skills to enable success on our Foundation Degrees or other HE courses.
THE OVERALL PROFESSIONAL AND BUSINESS SERVICES SECTOR NOW ACCOUNTS FOR ALMOST 20% IN TERMS OF BOTH NATIONAL OUTPUT (GVA) AND EMPLOYMENT.*

IN THE NEXT 10-12 YEARS, 9,000 NEW JOBS IN BUSINESS AND PROFESSIONAL SERVICES ARE EXPECTED TO BE CREATED IN THE J21 ENTERPRISE AREA OF BRISTOL**

*Source: BIS (Department for Business, Innovation and Skills) ‘Professional and Business Services: a 20/20 vision for growth’
**Source: West of England Local Enterprise Partnership Strategic Economic Plan 2015-2030
BUSINESS & PROFESSIONAL

WHY STUDY BUSINESS & PROFESSIONAL AT CITY OF BRISTOL COLLEGE UNIVERSITY CENTRE?

• We run a firmly established Business & Professional course programme, delivered by experienced lecturers
• We receive excellent feedback in relation to the levels of support students receive, including a 100% Overall Satisfaction rate from the 2014 National Student Survey
• Many of our students go on to achieve great academic success. Notable recent highlights include:
  • Several students have gone on to gain First Class Honours Degrees
  • Other former students have completed Masters Degrees in International Politics after leaving us
  • And a recent Business student won the coveted Plymouth University ‘Student of the Year’ award

CAREER OPPORTUNITIES

• Access the final year of your Degree in Business either at Plymouth University, local universities or others around the world
• Gain employment in a range of business-related fields, such as human resources, retail or project management, banking, insurance, marketing, sales and event management
• In the current economic climate, the Foundation Degree or full Honours Degree can significantly aid career progression and many of our students get promoted while studying

FACILITIES

• The University Centre is friendly with small class sizes and you can access the resources you need 24/7
• We have received excellent feedback in relation to the levels of support students receive
• Foundation Degree students will also have access to Plymouth University’s resources as our partner university

PARTNERSHIPS

• We are proud to work closely with Plymouth University who validate and award our two business related Foundation Degrees.
• The suite of professional qualifications we offer are accredited each year by The Chartered Institute of Marketing (CIM); The Chartered Institute of Personnel Development (CIPD) and The Chartered Management Institute (CMI).
• We are constantly looking at new ways of engaging with business
The modern administrator is expected to provide administrative solutions which support managers and improve business efficiency.

Who is the course for?
In the future, businesses will need to exploit the benefits of new technologies and this can only be achieved through the employment of skilled administrators who have a depth of knowledge as well as a strong understanding of business.

What will I do on the course?
Modules may include:
• Data processing and advanced documentation for business
• Research methods
• Administrative concepts
• The legal environment
• Organisations and the business environment
• Finance and accounting
• Marketing fundamentals
• Project management
• Multimedia business presentations
• Human resource management
• Communication theories and practice
• Management accounting
• Strategic and operational planning

How is the course assessed?
• Coursework
• Group work
• Presentations.

What could I do next?
Successful completion of this course will put you in an excellent position to find work as a senior administrator or office manager anywhere within the public sector or commercial environment. It could also help you make a career change, for example, to project management or human resources.
• Students also have the opportunity to complete the one-year top BA (Hons) Business
• or BSc (Hons) Public Services at the Plymouth University (subject to approval) or Somerset College (subject to approval)
• Students may also progress to the second or final year of other Honours Degrees at other Universities

Please note: there is a deadline for progression applications and places may be subject to availability
The course explores the nature of business, how businesses meet the needs of customers, and how factors outside the organisation affect the business performance.

Who is the course for?
One of the main purposes of the course is to develop the types of skills needed in the workplace. The methods of teaching and assessment will give you the opportunities to explore real business issues. There may be some flexibility of choice in modules for Year 2.

What will I do on the course?
Modules may include:
• Marketing Fundamentals
• Business Environment
• Finance and Accounting
• People in Organisations
• Research Methods
• Information Technology
• Law
• Economics
• Management Accounts
• Project Management
• Human Resource Management

Optional modules may include:
• Environmental Business
• European Business
• Market Research and Information
• Marketing Planning

How is the course assessed?
• Coursework
• Group work
• Presentations.

What could I do next?
After successful completion of the course students can progress to various careers in a range of sectors. Students may also complete the final year of the BA (Hons) Business Degree at the Plymouth University or progress to courses at other universities. Students wishing to continue their professional development can also progress to a range of higher level accredited courses such as Marketing, Management or ILEX.

Please note: there is a deadline for progression applications and places may be subject to availability.
Location
College Green Centre
Course code
LGP1193A01
For all other course details
Contact us

Entry requirements
• There are no formal entry qualifications but you must attend an informal briefing to discuss the course prior to enrolment. You are required to join the CIPD as a student member at the beginning of the course and remain in membership throughout the course.
• Personal interview
• You will need to have a good standard of spoken and written English. This should include the ability to write reports (guidance on the structure will be given), the correct use of punctuation and grammar and to read and interpret text and take notes is essential.

This is a part-time programme designed to develop skills and knowledge relating to Human Resource (HR) Management. This is a Benchmark qualification for Human Resource Practice.

Who is the course for?
It is suitable for you if you:
• are aspiring to, or embarking on, a career in HR
• are working in the field of HR in a support role and wish to develop your knowledge and skills
• have responsibility for HR activities and decisions within an organisation without a specialist function
• are contracted as an employee or independent consultant within the field of HR
• engage in Continuing Professional Development to enhance and maintain your professional practice and membership

What will I do on the course?
Mandatory modules:
• Developing yourself as an effective HR or Learning & Development (L&D) practitioner
• Understanding organisations and the role of Human Resources

You will also need to undertake a number of optional units

Optional modules:
• Resourcing talent
• Supporting good practice in managing employment relations
• Supporting good practice in performance management and reward

How is the course assessed?
Assessment is by a variety of tasks, which involve demonstrating understanding of the material covered and the application of the knowledge and skills acquired on the course to practical work-based issues and problems.

What could I do next?
You can progress to the Diploma in Human Resource Practice or to intermediate or advanced level qualifications in HRM.

Additional costs: There are CIPD registration and subscription fees that are not included in the college course fees shown and these are paid direct by you to the CIPD.
This programme is studied after gaining the Certificate in HR Practice (CHRP).
It provides the additional three units required to obtain a full Diploma. However, as the units are of general interest it could also be taken as an award in its own right.

Who is the course for?
If you want to achieve the Diploma you should have already achieved the Certificate in Human Resources.

What will I do on the course?
You will study the following modules:
• Developing coaching skills for the workplace
• Supporting change within organisations
• Undertaking a learning needs analysis

How is the course assessed?
You will be assessed through the production of an assignment for each unit. These are all work related.

What could I do next?
You can progress onto higher level CIPD programmes.
LEARNING & DEVELOPMENT PRACTICE (CIPD)
FOUNDATION CERTIFICATE | LEVEL 3 | ONE YEAR

Location
College Green Centre
Course code
LGE1212A01
For all other course details
Contact us

Entry requirements
- There are no formal entry qualifications but you must attend an informal briefing to discuss the course prior to enrolment.
- You are required to join the CIPD as a student member at the beginning of the course and remain in membership throughout the course.
- Personal interview
- You will need to have a good standard of spoken and written English. This should include the ability to write reports (guidance on the structure will be given), the correct use of punctuation and grammar and to read and interpret text and take notes is essential.

This is a part-time programme designed to develop skills and knowledge relating to Learning and Development (L&D).

Who is the course for?
It is suitable for you if you:
- are aspiring to, or embarking on, a career in learning and development
- are working in the field of learning and development in a support role and wish to develop your knowledge and skills
- have responsibility for learning and development activities and decisions within an organisation without a specialist function
- are contracted as an employee or independent consultant within the field of learning and development
- engage in Continuing Professional Development to enhance and maintain your professional practice and membership

What will I do on the course?
Mandatory modules:
- Developing yourself as an effective HR or Learning & Development (L&D) practitioner
- Understanding organisations and the role of Human Resources
- Recording, analysing and using Human Resources information
You will also need to undertake a number of optional units
Optional modules:
- Undertaking a learning needs analysis
- Preparing and designing learning & development activities
- Delivering learning & development activities
- Evaluating learning & development activities

How is the course assessed?
Assessment is by a variety of tasks, which involve demonstrating understanding of the material covered and the application of the knowledge and skills acquired on the course to practical work-based issues and problems.

What could I do next?
You can progress to the Diploma in Learning & Development Practice or intermediate or advanced level qualifications in Learning & Development.

Additional costs: There are CIPD registration and subscription fees that are not included in the college course fees shown and these are paid direct by you to the CIPD.
LEARNING & DEVELOPMENT PRACTICE (CIPD)
FOUNDATION DIPLOMA | LEVEL 3 | 12 WEEKS | TOP UP FROM CERTIFICATE

Location
College Green Centre
Course code
FGE0875A01
For all other course details
Contact us

This programme is studied after gaining the Certificate in Learning and Development Practice (CLDP).
It provides the additional three units required to obtain a full Diploma. However, as the units are of general interest it could also be taken as an award in its own right.

Who is the course for?
If you want to achieve the Diploma you should have already achieved the Certificate of Learning and Development practice.

What will I do on the course?
You will study the following modules:
• Developing coaching skills for the workplace
• Supporting change within organisations
• Undertaking a learning needs analysis

How is the course assessed?
You will be assessed through the production of an assignment for each unit. These are all work-related.

What could I do next?
You can progress onto higher level CIPD programmes.

Location
College Green Centre
Course code
FGE0875A01
For all other course details
Contact us

Entry requirements
• You should be working in a relevant role in Human Resources.
• Personal interview

Additional costs:
If you are not already a member of the CIPD then you will need to join and be a current member. See the CIPD website for details.
INTERMEDIATE CERTIFICATE IN HUMAN RESOURCE MANAGEMENT (CIPD)

INTERMEDIATE CERTIFICATE | LEVEL 5 | ONE YEAR

Location  
College Green Centre

For all other course details  
Contact us

Entry requirements  
Applicants will have responsibility for implementing HR or L&D policies and strategies and will have a need to develop organisational insight into the wider business context and environment.

Additional costs:  
There are CIPD registration and subscription fees that are not included in the college course fees and these are paid direct by you to the CIPD.

The CIPD Level 5 Intermediate qualification courses will help you develop your ability to evaluate the effectiveness of Human Resources and Learning & Development models and practices, and increase your understanding of organisations, whilst also developing your management planning, analytical and problem solving skills.

Who is the course for?  
This course is a perfect progression opportunity for people currently holding the CIPD Level 3 Foundation Certificate in HR or L&D, or people who want to gain a respected, recognised intermediate level professional qualification to progress in their career by improving their HR or L&D knowledge and skills.

What will I do on the course?  
Study includes:
• Developing professional practice
• Business issues and the contexts of human resources
• Using information in human resource development
• Resource and talent planning
• Employment law
• Meeting organisational development needs
• Contemporary developments in HR development

How is the course assessed?  
Various methods of assessments will be used and may include:
• Assignment based
• Case studies
• Coursework
• Essay
• Projects
• Research

What could I do next?  
On completion of this course you may wish to progress onto the CIPD Level 7 course.
INTERMEDIATE CERTIFICATE IN HUMAN RESOURCE DEVELOPMENT (CIPD)

INTERMEDIATE CERTIFICATE | LEVEL 5 | ONE YEAR

Location
College Green Centre

For all other course details
Contact us

Entry requirements
Applicants will have responsibility for implementing HR or L&D policies and strategies and will have a need to develop organisational insight into the wider business context and environment.

Additional costs:
There are CIPD registration and subscription fees that are not included in the college course fees and these are paid direct by you to the CIPD.

The CIPD Level 5 Intermediate qualification courses will help you develop your ability to evaluate the effectiveness of Human Resources and Learning & Development models and practices, and increase your understanding of organisations, whilst also developing your management planning, analytical and problem solving skills.

Who is the course for?
This course is a perfect progression opportunity for people currently holding the CIPD Level 3 Foundation Certificate in HR or L&D, or people who want to gain a respected, recognised intermediate level professional qualification to progress in their career by improving their HR or L&D knowledge and skills.

What will I do on the course?
Study includes:
• Developing professional practice
• Business issues and the contexts of human resources
• Using information in human resource development
• Meeting organisational development needs
• Contemporary developments in HR development
• Developing and mentoring within organisations
• Resource and talent planning

How is the course assessed?
Various methods of assessments will be used and may include:
• Assignment based
• Case studies
• Coursework
• Essay
• Projects
• Research

What could I do next?
On completion of this course you may wish to progress onto the CIPD Level 7 course.

Location
College Green Centre

For all other course details
Contact us

Entry requirements
Applicants will have responsibility for implementing HR or L&D policies and strategies and will have a need to develop organisational insight into the wider business context and environment.

Additional costs:
There are CIPD registration and subscription fees that are not included in the college course fees and these are paid direct by you to the CIPD.

The CIPD Level 5 Intermediate qualification courses will help you develop your ability to evaluate the effectiveness of Human Resources and Learning & Development models and practices, and increase your understanding of organisations, whilst also developing your management planning, analytical and problem solving skills.

Who is the course for?
This course is a perfect progression opportunity for people currently holding the CIPD Level 3 Foundation Certificate in HR or L&D, or people who want to gain a respected, recognised intermediate level professional qualification to progress in their career by improving their HR or L&D knowledge and skills.

What will I do on the course?
Study includes:
• Developing professional practice
• Business issues and the contexts of human resources
• Using information in human resource development
• Meeting organisational development needs
• Contemporary developments in HR development
• Developing and mentoring within organisations
• Resource and talent planning

How is the course assessed?
Various methods of assessments will be used and may include:
• Assignment based
• Case studies
• Coursework
• Essay
• Projects
• Research

What could I do next?
On completion of this course you may wish to progress onto the CIPD Level 7 course.
The course comprises of two mandatory modules - Marketing Principles and Customer Communications.

To gain the CIM Level 3 Foundation Certificate in Marketing a pass in both modules is required. However, each module can also be taken as a standalone course to gain an award.

Who is the course for?
This course is for those new to marketing and provides an introduction to the fundamentals of marketing and understanding customers. By the end of the course you will understand the marketing function and its organisational role, the marketing mix and how to apply it, understand customers and customer relationships and more. The course looks at marketing from the perspective of different markets and organisation types.

What will I do on the course?
The course comprises of two modules:

1. Marketing Principles:
This module provides an understanding of the key concepts and terminology used in marketing. It provides the knowledge and understanding of the role and function of marketing within organisations and explores the factors that influence consumer behaviour. It identifies key components of the marketing environment and enables an appreciation of how to collect and utilise relevant information.

The module comprises of three units:
• Discovering marketing
• The marketing environment
• Marketing mix

2. Customer Communications:
This module provides an understanding of how marketing communications can be used in practice to engage with customers. It enables appreciation of the customer and considers the importance of understanding the nature of customer relationships and how those relationships are managed and monitored. It provides the knowledge and understanding of the purpose and process of marketing communications and the range of communication tools available.

The module comprises of three units:
• Who are customers?
• Communicating with customers
• Creating a marketing communications campaign

How is the course assessed?
Marketing Principles module is assessed by an examination comprising multiple-choice questions. Customer Communications module is assessed by an assignment based on a given scenario and an organisation of choice. The assignment is broken down into three tasks.

What could I do next?
CIM Professional Certificate in Marketing, comprising of three units and delivered over one evening per week
PROFESSIONAL CERTIFICATE IN MARKETING
CERTIFICATE | LEVEL 4 | ONE YEAR

The aim of this qualification is to provide you with an understanding of the wider role of marketing and insight in consumer behaviour.

You'll learn the essential knowledge and skills to successfully implement tactical marketing activities when performing at an operational level.

What will I do on the course?
The qualification comprises of three modules. However, you can choose to complete just one module to gain an award. You can then continue to study and add to your module awards. When you have completed two mandatory modules and one elective module, you will achieve the full qualification.

The College offers the two mandatory modules; Marketing and Integrated Communications and also the elective module Digital Marketing.

Marketing module
• Unit 1: The marketing concept
• Unit 2: Analysis and insight
• Unit 3: Marketing mix

Integrated Communications module
• Unit 1: Internal marketing
• Unit 2: Value proposition
• Unit 3: Marketing communications

Digital Marketing module
• Unit 1: The digital landscape
• Unit 2: Digital toolkit
• Unit 3: Digital in action

How is the course assessed?
Individual modules are assessed by:
• Exam
• Assignment
• Portfolio

What could I do next?
On completion of this course you will be able to progress onto the Professional Diploma in Marketing Level 6.

Entry requirements
One or more of the following:
• CIM Level 3 Introductory Certificate in Marketing qualification
• Any relevant Level 3 qualification
• Any UK degree or international qualification
• International Baccalaureate (equivalent to NQF Level 3 and above)
• Professional practice (one year in marketing role) plus CIM diagnostic assessment onto Level 4

Additional costs: CIM studying registration, assignment and online examination fees to be paid direct to CIM by the student. Please check with CIM for current rates.
The aim of the course is to give you the required knowledge, skills and understanding at management level to take a strategic approach to marketing planning.

By understanding key marketing metrics and measurement techniques you will be able to interpret relevant insight and make informed strategic decisions.

**Who is the course for?**
If you are working in marketing and working in an operational, supervisory or management role and want to develop and broaden your knowledge and skills, this course will help you to explore a range of areas in marketing.

**What will I do on the course?**
The qualification comprises of three modules. However you can choose to complete just one module to gain an award. You can then continue to study and add to your module awards. When you have completed two mandatory modules and one elective module, you will achieve the full qualification. The college offers the two mandatory modules Strategic Marketing and Mastering Metrics and the elective module Digital Strategy.

**Mastering Metrics:** this comprises three units and is assessed by work-based assignment.
- **Unit 1:** Metrics and analytics
- **Unit 2:** Measuring effectiveness
- **Unit 3:** Analytics for decision making

**Strategic Marketing:** this comprises three units and is assessed by examination:
- **Unit 1:** Situation analysis
- **Unit 2:** Planning
- **Unit 3:** Implementation and control

**Digital Strategy:** this comprises three units and is assessed through a three-part portfolio comprising research, plan and report.
- **Unit 1:** Digital disruption
- **Unit 2:** Digital planning
- **Unit 3:** Delivering success

**How is the course assessed?**
A variety of assessment methods may be used and include:
- Exam
- Work-based portfolio
- Assignment

**What could I do next?**
- The opportunity to earn more with a professional marketing qualification
- Possible progression to the CIM Postgraduate Diploma, or a Management course.
The Postgraduate Diploma aims to equip students with the skills and knowledge they need to build an in-depth understanding of the key emerging themes that impact on marketing in today’s and tomorrow’s dynamic and changeable business environment.

This course will expose you to the latest thinking from a variety of disciplines and help you gain the confidence to be a visionary marketing leader, ready to address change in your own behaviours and also inspire change in others.

Who is the course for?
This course is aimed at those with significant knowledge and / or experience in marketing. The focus will be on strategic areas of marketing management.

What will I do on the course?
You will study four distinct areas:
- Emerging themes
- Analysis and decision
- Marketing leadership and planning
- Managing corporate reputation

You will undertake a sophisticated strategic audit that will help to prioritise the key issues, opportunities and risks facing an organisation in meeting its future objectives. You will develop effective high level marketing strategies relating to an organisation’s corporate and business strategic intent, demonstrating how these strategies will deliver an organisation’s desire for growth and expansion, incorporating the role of CSR, ethics and key strategic decisions.

The course will also prepare candidates to undertake the management of an organisation’s reputation.

How is the course assessed?
Individual modules are assessed by a combination of CIM examinations and assignments.

What could I do next?
You could progress onto CIM Chartered status, a Management course or a Master’s Degree.
Digital marketing has evolved from a peripheral element of organisational marketing to one which is at the hub of customer-centric communications in an increasingly multi-channel environment.

This qualification will ensure that you are equipped to deal with this shift and make the most of the new business opportunities on offer. It comprises of two modules, Digital Marketing Essentials and Digital Marketing Planning.

The Marketing and Consumer Behaviour module is run separately as many students have accreditation of prior learning for this.

Who is the course for?
Anyone working in marketing that wants to ensure they maximise opportunities in digital marketing. You can also progress from this qualification to the CAM or CIM Diploma.

What will I do on the course?
The new qualification is designed for marketing professionals who want specialist knowledge and understanding of what digital marketing is and turns that knowledge into successful marketing strategies. This will involve:

- appraising different planning approaches and environmental factors that influence online marketing activity
- discuss key stages in online development using relevant business models
- analysing the way in which the internet has changed the marketing mix elements
- deciding how organisations employ them creatively in the digital environment
- applying relevant tools and concepts to measure and monitor an annual online marketing plan

How is the course assessed?
You will be assessed through work-based assignments that will often be based upon various findings and recommendations within your own company. All units have their own assessment method.

What could I do next?
When candidates have successfully completed the qualification they can progress to The Chartered Institute of Marketing’s Professional Diploma in Marketing then onto the Postgraduate Diploma in Marketing to work towards achieving your Chartered Status.

Additional costs: Students will need to pay the Chartered Institute of Marketing (CIM) direct for registration, assignment and examination fees. Please check with CIM for current rates.
FIRST LINE MANAGEMENT
AWARD | LEVEL 3 | 10 WEEKS

Location
College Green Centre

Course code
FGE0383A01

For all other course details
Contact us

Entry requirements
You will need to:

• Have a good standard of spoken and written English
• Be able to read business documents/information presented and be able to understand the relevant points
• Have the ability to produce business documents including reports, letters and memos

This course is the first stepping stone for those in their first management position.
It is also suitable for those who would like to move into a management position.

Who is the course for?
This course is for Supervisors, Team Leaders and aspiring Managers who are looking to gain an introduction to management.

What will I do on the course?
It is an opportunity to enhance career development and success by exploring topics such as:

• Personal and team development
• Information and effective communication
• Customer focus
• Leadership and management
• Teams, Motivation and Performance

How is the course assessed?
Assessment is via assignments.

What could I do next?
This recognised qualification can be taken as a stepping-stone to the Level 3 First Line Manager Diploma or a Supervisory Management NVQ Level 3
You may have been promoted, or are about to be, into a management role.

Either way, you now need a new set of skills to manage people, resources, information and the work effectively. The aim of this programme is to give managers broad based formal development in their job role, so they get the best out of their team.

Who is the course for?

This programme is aimed at managers who have been in post for a while without having had any management skills development. It is also relevant to those who act as stand-in managers, or are about to be promoted into a management position.

What will I do on the course?

To achieve the Level 3 Diploma in First Line Management learners need to complete all the compulsory units and additional optional units to a total of 37 credits.

Units may include:

• Personal development as a first line manager
• Resource planning
• Meeting stakeholder needs
• Managing and communicating information
• Identifying learning opportunities
• Recruitment and selection process
• Maintaining quality standards
• Improving team performance
• Management communication
• Being a leader
• Managing stakeholders expectations
• Understanding organisational culture, values and behaviour
• Understanding team dynamics
• Management report writing
• Management and leadership influencing skills
• Promoting equality and diversity
• Introduction to First Line Management
• Corporate Social Responsibility

How is the course assessed?

Assessment is undertaken via a series of work-based assignments, which transfer learning from the classroom to the workplace. They are assessed internally, and then verified by the Chartered Management Institute.

What could I do next?

Learners may progress to further management courses.
People are promoted into management roles because of their technical skill or their potential.

This management course helps you to develop that potential, and ensure you add a set of management skills and knowledge that you can use straight away to develop the performance of both yourself and your team. Our team of experienced and helpful tutors will help you understand management theory and practice and how to use it in your workplace.

Who is the course for?
The course is aimed at people from a wide range of different workplaces. It is not essential to be in a management role already, but it is important to be in a job role where you can draw on your workplace experiences and knowledge to be able to apply the content of the course. Successful students on this course come from all sectors of the economy, cover a wide age range and have varied educational backgrounds.

What will I do on the course?
Classes will be lively and interactive, so that you discuss ideas, share good practice, and work on how you will apply what you learn. Tutors present management information in an easy to understand and enjoyable way. You will cover a wide range of management subjects including:

Mandatory modules
• Personal Development as a manager and leader
• Information based decision making
• Practices of resource management
• Meeting stakeholder and quality needs
• Conducting management projects
• Plus 4 other units

How is the course assessed?
All modules are assessed by coursework - there are no examinations. Some modules are assessed by an assignment based on the workplace, others are based on case studies or practical tasks.

A typical assessment for a unit would be a report into observed styles of leadership. Most reports have a suggested word count of 3,000 words.

What could I do next?
This course progresses naturally to the CMI Level 7 Management and Leadership Diploma.
Some students may also choose other routes, such as an NVQ at Level 5 or 7, or Human Resources for example.
This course is for people who are in, or who aspire to, senior management positions.

Both ‘soft’ skills and technical knowledge form a strategic viewpoint. The course content draws on a wide range of management theory and practice, which is then developed and evaluated in class discussion and activities. This is a widely recognised and highly-valued professional qualification for managers.

Who is the course for?
This course appeals equally to people who are building a powerful management strand on their CV, or to those who wish to gain accreditation for their experience and achievements to date.

Successful candidates will come from a wide range of vocational areas, and backgrounds.

What will I do on the course?
There are nine units in this qualification including:

- Personal Leadership Development as a Strategic Manager
- Developing Performance Management Strategies
- Financial Management
- Strategic Information Management
- Conducting a Strategic Management Project
- Reviewing Organisational Strategy Plans and Performance
- Plus 3 other units

How is the course assessed?
All modules are assessed by coursework - there are no examinations. Some modules are assessed by an assignment based on the workplace. Others are based on case-studies or practical tasks. A typical assessment for a unit would be to produce a strategic plan for human resources. Most reports have a suggested word count of 3,000 - 3,500 words. Support and guidance is given on the research skills needed on the course.

What could I do next?
CMI qualifications as QCF Level 7 portray practical skills and competences that are read in academic terms as being comparable to Masters Degree, Integrated Masters Degrees, Postgraduate Diploma, Postgraduate Certificate in Education (PGCE).
This is a part-time programme designed to develop a foundation of practical skills and knowledge in the field of project management.

Who is the course for?
This is suitable for you if you:
- are aspiring to, or embarking on, a career in project management
- are involved in projects in a support role and wish to further develop your knowledge and skills
- have responsibility for managing project activities within an organisation without a specialist function

What will I do on the course?
The course sessions will be practical and interactive - based on good practice as well as theory. The sessions take the form of participative workshops to draw on and build the collective experience of the group, using a combination of discussion, case studies, worked examples and critical analysis to explore and understand:
- What is a project? Recognising, defining and scoping a project
- Why does a project need managing?
- Improving the success rate
- What is special about managing a project?
- The art of management in a project context
- Who does what? The importance of the project team and effective teamwork
- How to effectively set up and run a project. Planning, people, monitoring, controls and communication
- What does success look like? Quality assurance, benefits realisation and achieving goals

How is the course assessed?
As you proceed through the course you will build up your own collection of project management tools, templates and techniques - recipes for success - and the ability to work with them to support the successful delivery of your projects.

What could I do next?
You can progress onto recognised professional studies such as PRINCE2 or those provided by the Association of Project Management.
BRISTOL WAS VOTED NO. 2 IN THE UK'S 7 BEST TECH HUBS OUTSIDE OF LONDON WITH 7,589 BUSINESSES SET UP IN 2013*

INFORMATION TECHNOLOGY IS OF INCREASING ECONOMIC IMPORTANCE TO THE SOUTH WEST. ALTHOUGH MOST BUSINESSES ARE SMALL, MANY ARE AT THE CUTTING-EDGE OF DEVELOPMENT**

**Source: Management Today, 17 April 2014
*Source: www.careerpilot.org.uk/jobs-information-communications-techn/facts
COMPUTING

WHY STUDY COMPUTING AT CITY OF BRISTOL COLLEGE UNIVERSITY CENTRE?

• Former students have gone on to successful careers in the computing industry
• Most students who ‘topped up’ to the BSc (Hons) in 2013 achieved a First Class or excellent Upper Second Class Honours Degree
• One of the main strengths of the FdSc Computing & IT is that you will not only learn the technical content, but will also learn the skills of learning. ‘Learning to learn’ is the key to later success

CAREER OPPORTUNITIES

• Computing and Information Technology has become an integral and critical part of most companies and organisations. Whatever you eventually choose as a career, IT skills will be an essential requirement
• The FdSc Computing & IT’s wide range of modules will give you a firm foundation in systems development and enable you to decide the area in which you would like to specialise
• With further study and experience you will be able to succeed in any of the following careers: systems analysis, programming, project management, systems testing, business analysis, network administration, technical authoring, teaching, media designing, website authoring, games designing, database development and database administration

FACILITIES

• You will have access to the latest IT software and the support of experienced staff
• The College offers an attractive working environment, with excellent student facilities including a computer room and comfortable student common room
• Our HE provision gives you the benefit of the higher education ethos of high academic expectations combined with the ethos of an FE college which offers excellent support

PARTNERSHIPS

• We have strong partnerships with Plymouth University and UWE
• IT specialists come and speak to students and the British Computer Society in Bristol offers lectures delivered by local IT companies. This gives students a real taste of the latest technology and current career opportunities
• We have a partnership with a college in Tanzania. Students have developed IT projects for them, which has proved an invaluable learning tool, and some have visited Tanzania
COMPUTING
FOUNDATION YEAR | ONE YEAR

Who is the course for?
This course offers students the opportunity to gain the qualifications needed to progress onto the courses listed under the "What could I do next" section.

What will I do on the course?
Modules may include:
• Professional and Communication Studies
• Mathematics for Computing
• Program Design and Implementation
• Information System Fundamentals
• Programming Project
• Internet Systems
• Computer Architecture

How is the course assessed?
• Coursework
• Exams
• Presentations

What could I do next?
On successful completion of the course, the usual progression route is to a BSc (Hons) or BA (Hons) Degree at the University of the West of England. There is a wide range of courses to choose from, including:
• Computer Systems Integration
• Computer Science
• Games Technology
• Multimedia Computing
• Forensic Computing
• Information Technology Management for Business.
Students can also progress to the Foundation Degree at City of Bristol College University Centre in Computing and Information Technology.
This course will provide you with the skills needed to be involved with networks, database system design and implementation, software development and website development.

Who is the course for?
This course is intended for those who wish to pursue a career in the technical side of computing including software development, installation and support.

What will I do on the course?
During the course you will study a range of modules. Study will involve learning by undertaking projects or work placements in a computing-rich, commercial environment.

Modules may include:

**Stage 1**
- Problem Solving Tools and Techniques
- Introduction to Programming
- Introduction to Systems Analysis and Information Systems
- Computer Systems Architecture
- Networking Fundamentals (CISCO)
- Web Design Techniques
- Project Management
- Computational Methods
- Individual Project

**Stage 2**
- Professional Development
- Operating Systems and Advanced Networking
- Object-oriented Programming
- Advanced Databases
- Human Computer Interaction
- System Security
- Software Engineering
- Advanced Web Development
- Micro & Embedded Systems

How is the course assessed?
- Group work
- Coursework
- Exams
- Presentations
- Projects

What could I do next?
After successful completion, you could go on to study the final year of the BSc (Hons) Computing at the University of Plymouth. There may be opportunities for a placement between completing your Foundation Degree and commencing the final year of your Honours Degree. Progression to other universities may also be possible. You may also have the opportunity to gain employment in a range of careers.

Please note: there is a deadline for progression applications and places may be subject to availability.
This course provides the knowledge and skills to pursue a career in any of the areas that make up the world’s communication and computer networks, from small local networks to world spanning cable and satellite networks.

As well as all the necessary modules that make up the qualification, the programme also embeds the valuable CISCO CCNA modules.

Who is the course for?
This programme is for anyone who would like to work in the Communication and Computer Network industries. The programme is studied full time over two years and there is also the option of achieving it over three years part time.

What will I do on the course?
Modules may include:

**Stage 1**
- Electrical and Electronic Principles
- Optic Fibre Communication Systems
- Digital Electronics
- Computational Methods
- Communication Network Principles
- Computer Systems Architecture
- Introduction to Programming
- Individual and Group Projects

Option modules allow a choice for the final 40 credits of the programme.

Option modules available will be dependent upon sufficient student numbers.

**Stage 2**
- Project
- Fault Diagnosis
- Radio & Mobile Communication Systems
- Wide Area Networks and Protocols
- Microprocessor and Embedded System
- Design (Option)
- Human Computer Interaction (Option)
- Network Administration (Option)
- Computational Methods B (Option)
- Microwave and Satellite Communication
- Systems (Option)
- Advanced Data Base (Option)
- Security (Option)

How is the course assessed?
- Group work
- Exams
- Presentations

What could I do next?
This course prepares students to progress onto the final stage of the BSc(Hons) Computer Systems and Networks at Plymouth University. On completing the Foundation Degree students have started successful careers with organisations and companies in the fields of computing, networking, mobile communications, internet provision, radio and tv broadcast and many others including working in education, local government and the National Health Service.
There are so many opportunities out there. One day I would like to be a project manager within systems analysis, or possibly become a senior lecturer within it. What’s great is that I have plenty of options.

Kent
OVER THE NEXT FEW YEARS
THE BIGGEST GROWTH IN
CONSTRUCTION IS EXPECTED
TO BE IN MANAGERIAL,
TECHNICAL AND PROFESSIONAL
OCCUPATIONS, WITH DEMAND
FOR TRADE AND CRAFT
OCCUPATIONS GROWING
MORE SLOWLY*

BETWEEN 2013 AND 2017,
INDUSTRIAL CONSTRUCTION
OUTPUT IN THE REGION IS
FORECAST TO RISE AT AN
AVERAGE RATE OF 1.8% PER
YEAR. THE PRIVATE HOUSING
SECTOR IS ALSO FORECAST
tO FARE WELL OVER THE
NEXT COUPLE OF YEARS WITH
AVERAGE GROWTH OF 5.7%
PER YEAR IN 2013 AND 2014**

*Source: www.careerpilot.org.uk
**Source: CITB – Construction Network Labour Market Intelligence 2013-2017 carried out by Experian
CONSTRUCTION

WHY STUDY CONSTRUCTION AT CITY OF BRISTOL COLLEGE UNIVERSITY CENTRE?

There is an environmental and sustainable ethos embedded within all courses.

CAREER OPPORTUNITIES

Some of the world’s most exciting projects have been designed by UK construction professionals, and the industry offers a variety of interesting career opportunities, including:

• Building service engineering
• Civil engineering
• Construction contract or project management
• Site management
• Quantity surveying

All of these disciplines are utilised across the construction industry and students could find themselves working in various sectors, including:

• Agricultural, commercial, industrial or domestic buildings
• Harbour
• Infrastructure
• Marine
• Rail

FACILITIES

• Excellent facilities in our centres across the city
• Specialist teaching and assessment staff with superb knowledge of the construction industry, many of whom still work in it part time
• The latest industry-standard equipment for practical sessions
• Direct entry routes into membership of recognised professional bodies from many of our courses

PARTNERSHIPS

• We have strong employer relationships with many large construction companies such as South West Builders, Willmot Dixon, Taylor Wimpey, Alfred Bagnell & Son (SW) Ltd and Seddons Property Services as well as many local companies
• Students have the opportunity for interesting site visits and work experience with companies based locally
CIOB SITE MANAGEMENT

CERTIFICATE | LEVEL 4 | ONE YEAR

DIPLOMA | LEVEL 4 | TWO YEARS

Location
Ashley Down Centre

For all other course details
Contact us

Entry requirements
• You are likely to be at least NVQ3 or City & Guilds Qualified and have at least 3 years site experience. Subject to CIOB approval candidates who do not meet the above may also be considered
• Personal interview

Additional costs: Certificate fees include registration.

As an approved (CIOB) centre we offer this qualification which provides underpinning knowledge and skill to those individuals with the drive to develop themselves and ultimately improve their career prospects in construction management.

Successful completion of the Certificate can lead to progression on to the two year part time Diploma. We offer a ‘twilight scheme’ with attendance early evening, one evening per week over one year for the Certificate and a further two years for the Diploma.

Who is the course for?
This course is designed to meet the needs of those individuals that are employed in, or training for, site management. The course is aimed at the mature and practical entrant.

All applicants are required to become registered with CIOB and are guided through this process.

What will I do on the course?
The qualification is internationally recognised and it also helps employers to satisfy Health & Safety and other EU requirements. Graduates from this course can apply for Associate Membership of the CIOB (ACIOB), providing certain experience requirements are met. After successful completion the qualification is judged to be the equivalent of an HNC in Building Studies.

You will study a range of modules around your current site experience.
• Project Planning
• Project monitoring & control
• Managing sub-contractors
• Computing
• Estimating & Measuring Work
• Site Surveying & Levelling
• Organising and resourcing projects
• Managing the quality of site work
• Health & Safety
• Managing People
• Services Management

How is the course assessed?
Course assessment is based on individual work, group work, and practical assignments. The emphasis is on group participation and mutual learning with guidance from tutors. You should be prepared to spend time on private study and coursework in addition to attendance.

What could I do next?
Candidates will commence on the Certificate and can then progress to the Diploma depending on levels of achievement and aspirations. Progression to an HNC, Foundation Degree or an Honours Degree may also be possible, subject to successful completion of this award.
I THINK I'VE BEEN LUCKY AS MY GROUP WERE ACADEMICALLY STRONG AND HAD A DIVERSE AND WIDE-RANGING EXPERIENCE BASE. COUPLED WITH OUTSTANDING LECTURERS, THIS MADE THE COURSE FANTASTIC.

IAN
Civil engineers play a major role in creating the infrastructure, structures and systems that sustain and improve society. Their responsibilities are wide ranging and include designing, building, maintaining and improving bridges, roads, canals, docks, office buildings, airports, power stations, railways etc. Taught by professionals from industry, students gain knowledge and skills that meet professional day to day needs of civil engineering and construction business across the whole industry.

Who is the course for?
The course is designed for those who are already working in the civil engineering and construction industry in a range of roles including trainee site engineers, quantity surveyors and designers and those progressing from Level 3 qualifications in Civil Engineering or similar related discipline. Completion of this course may lead to membership of professional institutions such as the Institution of Civil Engineers.

What will I do on the course?
You may study:

**Year 1**
- Design Principles and Application for Construction and the Built Environment
- Science and Materials for Construction and the Built Environment
- Applied Mathematics for Construction and the Built Environment
- Group Project in the Construction Industry
- Site Surveying Procedures for Construction and the Built Environment
- Engineering Geology and Soil Mechanics
- Civil Engineering Technology
- Structural Analysis and Design

How is the course assessed?
Modules are assessed by a combination of methods including in-class assessments and time controlled assessments
- Reflective journal
- Projects
- Exams
- Coursework
- Presentations
- Written tests

What could I do next?
Upon successful completion, you may eligible to progress to:
- Advancement to a full degree in civil engineering
- Employment within the civil engineering industry
- Professional status
- This qualification can be used for progression towards chartered status and advancement to higher levels within the civil engineering industry
CONSTRUCTION & THE BUILT ENVIRONMENT
HNC | TWO YEARS PART TIME

This HNC offers detailed understanding and knowledge for a wide variety of technical occupations found in the construction sector.

The course provides an opportunity to progress in your specialist area and is appropriate for a range of jobs at technician level, from site and project management to quantity surveying and building control. The course is offered on a part time basis over two years.

Who is the course for?
The course is designed specifically for those individuals currently working, or wishing to work, in the construction industry in a professional capacity.

What will I do on the course?
Modules may include:
• Mathematics for Construction
• The Technologies of Construction
• Construction Materials
• Health and Safety
• Construction and the Environment
• Surveying Processes
• Professional Project
• Measurement and Quantity Surveying
• Construction Management

Please note: that time is allocated within the first few weeks to carry out induction processes which are essential to your completion of the course.

How is the course assessed?
• Group work
• Coursework
• Practical
• Presentations.

What could I do next?
This should improve your career prospects and is also the first stage of working towards professional qualifications and the relevant chartered status. The course aims to give you the flexibility, knowledge and motivation to progress on to a relevant Degree course/specialism.

Location
Ashley Down Centre

For all course details
Contact us

Entry requirements
We welcome applications from people who have:
• Achievement of the Access to HE Diploma including at least 30 level 3 credits in Maths and Science
• GCSE grades A* to C to include English and science, mathematics at Grade B or above
• IELTS for overseas students 6.0 or equivalent
• 60-120 UCAS points
• BTEC Level 3 qualification in Construction and the Built Environment
• Related, relevant work experience at the required level for an acceptable period of time will be considered
• Personal interview
Counselling is a growth sector largely due to increasing recognition by the public, and other organisations such as the NHS and BUPA, of the health and well-being benefits of this developing therapy. Furthermore, the UK government, through its ‘Increasing Access to Psychological Therapies’ initiative (IAPT), has validated its use within the NHS.

The National Careers Service states that the role of counsellor can be considered to be a 30-40 hour a week role earning £19,000+ per annum.
COUNSELLING

WHY STUDY COUNSELLING AT CITY OF BRISTOL COLLEGE UNIVERSITY CENTRE?

- All of our counselling lecturers are successfully working in their own counselling practices and are highly qualified practitioners in their own right
- Some team members offer professional supervision to other counselling practitioners
- A high proportion of our lecturers have worked as counsellors within Employee Support organisations
- Many of our lecturers have worked as counsellors in the statutory service sector (Police, NHS)
- Our lecturers are all highly experienced teachers of counselling.

CAREER OPPORTUNITIES

- Counselling is a growing profession that offers the opportunity to work in both an employed role as well as independently within one’s own practice
- There are numerous contexts in which counselling skills can be utilised including: substance misuse, bereavement, employee support, working with issues of diversity, supporting people who have experienced abuse, working with family dynamics, the presentation of Post-Traumatic Stress Disorder (PTSD), Victim Support
- Through further study you could become a professional supervisor, or undertake further development to become a Cognitive Behavioural Therapist (CBT), or a Life/Performance Coach

PARTNERSHIPS

- We have strong partnerships with the University of Gloucestershire in addition to other national awarding bodies such as Pearson
- We have strong links with local counselling providers from which we attract many guest speakers

FACILITIES

- The College offers an attractive and supportive environment for study of counselling theory and the practise of skills
- Our University Centre provision offers the benefit of the ethos of higher education within the framework of support of a FE College
- The Foundation Degree in Counselling offers an attractive annual Summer School, which gives the student the opportunity to experience creative therapeutic work
This course will enable you to identify and practise initial counselling skills and to understand the first steps in the theory of counselling. This award does not provide students with a professional qualification to practice as a counsellor.

Who is the course for?
This 33 hour course is for you if you have little or no prior knowledge or experience of counselling but want a ‘taste’ of counselling concepts and methods of counselling.

The course is also for people who are working or dealing with people regularly and who wish to improve their understanding of listening skills.

What will I do on the course?
The course covers the following topics which are integrated into the programme.
• Basic counselling skills
• Reflective learning
• Three main theoretical roots of counselling

This course will enable you to
• identify and practise initial counselling skills
• understand the first steps in counselling theory

How is the course assessed?
You will write a weekly learning statement focussing on the course criteria. You will have a 10 minute practice assessment and a one hour externally set and marked exam.

What could I do next?
You can progress to the Level 2 Certificate in Counselling Skills which would lead to the Level 3 Counselling Certificate and the Diploma in Therapeutic Counselling or the Foundation Degree in Counselling.

Please note: During the counselling courses as well as learning counselling skills and theory you reflect upon your own life. This can feel personal and revealing. We are looking for you to be reasonably emotionally robust. As a guide we ask:
• If you have experienced a close personal bereavement to be into the second year since it occurred
• You to join the training when time to rebalance has passed and you feel ready for the course
• If you experience mental health issues we ask that you consider your wellbeing and if this is the right time for you to take this training
• If you are recovering from an addiction we would look for a minimum of 18 months but would prefer two years of recovery
This part-time course is suitable for you if you are hoping to learn about and practise a range of counselling skills.

Who is the course for?
Counselling skills are useful in many professional / voluntary roles where interactions between people occur.

This award does not provide students with a professional qualification to practice as a counsellor but provides a sound basis both for those who wish to begin practitioner trainer and for those who wish to develop the use of counselling skills in a non-counselling role.

What will I do on the course?
You will enjoy 76 hours of college based teaching with home study of an hour or two each week. This course can be taken during the day or in the evening. You need to be committed to the assessment work as it is handed in each week, we need and expect you to work to this deadline. The course comprises of two units of study:

**Unit 1: Counselling: skill acquisition and practice**
Invites you to develop your understanding of what counselling is.

**Unit 2: Working with grief and loss**
You will think about many forms of loss for example loss of a job, relationship breakdown, loss of home, change of environment as well as bereavement.

How is the course assessed?
You will experience different assessment methods. You will write a short, weekly personal journal linked to your experience on the course. You will also write about the different course criteria and undertake two practical assessments.

The exam will take place on a different day to the course. If you are working you may need to book a day off work in preparation for the exam. We will be given the date at the beginning of the course.

What could I do next?
This course leads on to:
- AIM Level 3 Certificate in Counselling Skills
- Professional Diploma in Therapeutic Counselling
- The Foundation Degree in Counselling

<table>
<thead>
<tr>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ashley Down Centre</td>
</tr>
<tr>
<td>Soundwell Centre</td>
</tr>
</tbody>
</table>

For all other course details
Contact us

Entry requirements
No prior learning is required for this qualification but you will have achieved oral and written communication skills at Foundation Level (Level 1) or its equivalent and be over 18.

Additional costs:
The course tutor will advise of relevant texts and materials at the beginning of the course.

⚠️ Please note:
During the counselling courses as well as learning counselling skills and theory you reflect upon your own life. This can feel personal and revealing. We are looking for you to be reasonably emotionally robust. As a guide we ask:

- If you have experienced a close personal bereavement to be into the second year since it occurred
- You to join the training when time to rebalance has passed and you feel ready for the course
- If you experience mental health issues we ask that you consider your wellbeing and if this is the right time for you to take this training
- If you are recovering from an addiction we would look for a minimum of 18 months but would prefer two years of recovery
COUNSELLING CERTIFICATE
CERTIFICATE | LEVEL 3 | ONE YEAR

For all course details
Contact us

Entry requirements
- Level 2 Certificate in Counselling Skills
- Level 2 oral and written communication skills
- Take part in an information session
- Good general education

You will explore Person-Centred, Psychodynamic and Cognitive Behavioural theories and use these theories to develop your understanding of skills, considering how theory relates to counselling interactions.

In this exciting course you will develop knowledge of the Humanistic theorists and concepts.

This learning is enhanced by the study of Gestalt, Psychosynthesis and Existential approaches.

Who is the course for?
The Advanced Counselling Certificate and is for you when you have successfully completed the Level 2 counselling certificate and wish to increase your knowledge and practice of counselling theory and skills.

The course leads towards the Diploma in Therapeutic Counselling, or can be used to enhance your opportunities in other careers in the fields of Care, Guidance, Mediation, Social Work or Nursing.

What will I do on the course?
- Candidates will develop insights into major schools of counselling and psychotherapy
- Develop and practice skills and techniques from the different counselling approaches
- Develop the essential qualities for establishing and maintaining a sound counselling relationship
- Become aware of the skills and subtlety of integrative counselling

How is the course assessed?
You will experience a variety of assessment methods designed to support your learning and enhance your experience of the course. These include journal writing, presentations, essay writing, personal reflection, creative work, practical skills assessments and an externally marked examination paper. All written work will need to be word processed and handed in on time.

If you are working you may need to book a day off in preparation for the exam.

What could I do next?
From here you can progress onto the Pearson Level 5 Professional Diploma in Therapeutic Counselling or the Foundation Degree in Counselling.
COUNSELLING
FOUNDATION DEGREE | TWO YEARS (SUBJECT TO VALIDATION)

For all course details
Contact us

Entry requirements
Students usually need one or more of the following:
• 140 UCAS points
• Access to Higher Education Diploma
• Some experience needed of using counselling skills, paid or voluntary setting
• 12 hours minimum counselling skills training
• DBS disclosure required
• Overseas students must have IELTS 6.0 or equivalent
• Personal interview
You would normally have:
• 5 GCSEs A*-C or equivalent including Maths and English

Additional costs: Once accepted on to the course applicants must complete the DBS (Disclosure and Barring Service) application form prior to enrolling. Once enrolled students must receive a satisfactory DBS disclosure to continue on the course. Cost £55.00 (All fees correct at time of printing)

If you want to gain a professional qualification which enables you to practice as a counsellor in a number of settings or you would like to enhance your current employment role with qualified counsellor status then this is the course for you.

We expect students to join BACP for the duration of this course as part of a commitment to professional development. This is a full-time course over two years.

Who is the course for?
This course is suitable for the following people:
• Those wishing to develop a career as a professional counsellor
• Those wishing to enhance their current employment/professional role
• Those wishing to develop academic and research skills in counselling
• Those wishing to work towards professional counsellor individual accreditation.

What will I do on the course?
A range of core modules may include:
• Counselling relationship
• Study skills
• Theoretical approaches
• Personal development
• Humanistic approaches, Gestalt, Transactional Analysis
• Psychosynthesis and Existential approaches
• Solution-Focussed Therapy
• Professional practice
• Life span development
• Working with loss and grief
• Introduction to evidence-based research in counselling and understanding mental health
• Supervision, professional and personal development

You will also undertake a helping placement and you will start your counselling placement and practice as a trainee counsellor in an approved counselling setting to achieve 100 supervised counselling hours.

How is the course assessed?
We use a wide variety of assessment techniques which are all coursework based.

What could I do next?
On successful completion of the FdSc you may:
• Work as a qualified counsellor with an agency, employer or in private practice
• Use your qualified counsellor status in another professional role
• Study on a top-up programme leading to the University of Gloucestershire’s award of BA (Hons) degree or another university top-up programme
THERAPEUTIC COUNSELLING
DIPLOMA | LEVEL 5 | TWO YEARS

Location
Soundwell Centre

For all other course details
Contact us

Entry requirements
• You will have successfully completed an Intermediate Counselling Certificate
• At least one Level 3 course which could be the Level 3 Certificate in Counselling
• Your work and life experiences will be taken into consideration
• You will have a DBS check before starting the course
• You will make a commitment to attend at least 30 hours of personal therapy during the course.
• It will be your responsibility to secure a counselling placement at a counselling agency
• Personal interview

The Diploma provides a thorough training in Person Centred Counselling, promoting ethical practice, personal and professional development.

This experiential course is challenging and will capture your imagination. You will be invited to experience yourself in relation to the group process, and will be given opportunities to experience and explore counselling techniques and theory leading to becoming a qualified counsellor.

Who is the course for?
This course is for you if you wish to become a qualified integrative professional counsellor.

What will I do on the course?
The course consists of eight 10-week units:
• The Core Theoretical Model, Person-Centred Approaches to Counselling
• Counselling Skills, Development and Practice
• Exploring the Human Development Process
• Comparative Theories and Approaches
• Client work in Therapeutic Counselling
• Counselling for Loss and Grief
• Relationship Counselling
• Continuing Person Development in Counselling

How is the course assessed?
Each unit of the diploma has assessment criteria, these will be asked for in several ways - journals, essays, discussion groups, presentation, tapes and videos etc. The work will be self, peer and tutor assessed.

What could I do next?
On successful completion of the Diploma you may:
• Work as a qualified counsellor with an agency, employer or in private practice
• Use your qualified counsellor status in another professional role
• Study on a top-up programme leading to the University of Gloucestershire’s award of BA (Hons) degree.

Additional costs:
The course tutor will advise on relevant books and materials on course. You will need 3 large computer sticks-5GB for video work. You will need to pay for a minimum of 30 hours personal counselling. You may need to pay for further training and supervision at your chosen placement.
Cognitive Behavioural Therapy is widely recognised and highly respected as an evidence based practice, which can usefully be incorporated into most existing counselling practice.

CBT is a dynamic and exciting theory, you will learn about the CBT Framework and apply CBT theory to client work. You will experience the benefits of it personally and see how clients use it to grow and change.

Who is the course for?
This course is designed for practising counselling practitioners seeking to develop their skills in Cognitive Behavioural Therapy and integrate these new skills into their current practice.

What will I do on the course?
You will learn about and use the CBT framework to structure the therapeutic relationship. Consider the working alliance for the CBT practitioner, and look at the differences in the relationships from other therapeutic approaches. You will consider theory and therapeutic process in relation to collaboration, connectedness, intimacy, dependency and transference. You will consider your personal support and look at your own supervision needs.

How is the course assessed?
You will complete 30 hours client work with at least 3 clients using CBT approach. You will create an assessment portfolio to evidence your learning.
Assessments include:
• Self-reflections
• Research
• Case presentations
• Written assignments
• Case reviews
• Peer and Supervisor feedback

What could I do next?
On completion of this course you will be able to expand your private practice to include CBT as one of your therapeutic focuses. You will be able to apply for posts where there is a requirement to have had CBT training.
This course is designed for counselling practitioners who wish to expand their existing practice into the area of counselling supervision or to develop their existing supervision practice.

It will equip you with the knowledge and skills to offer ethically sound supervision to other counsellors across a broad theoretical range.

The course will also support those who are considering supervisor accreditation with BACP covering much of the criteria required for success in the process.

Who is the course for?
This course will appeal to counselling practitioners who have two years postgraduate experience as a counsellor at the time the course starts. It will equip the successful applicant with the skills and knowledge to practice as a successful counselling supervisor. It can also be used to support your annual CPD.

What will I do on the course?
You will study and practice a range of knowledge, attitudes and skills to equip you in becoming an effective supervisor. We will consider some of the most effective models of supervision and the benefits each has in supporting the three main tasks of supervision: normative, formative and restorative. There will be opportunities to consider various professional frameworks and we will particularly hone our focus upon the BACP Ethical Framework.

You will consider the theory that underpins, supports and constitutes the development of effective and ethical supervision practice, growing the skills and confidence needed to become proficient in this professional discipline.

How is the course assessed?
You will be assessed through a number of different methods.

What could I do next?
Following successful completion of the course you will be able to:
• Establish and maintain a successful supervision practice
• If you are already a personally accredited practitioner with BACP you will have achieved the required academic component for accreditation process as a Supervisor.
• Top up your qualification to achieve a higher academic qualification
I did the Level 2 Counselling Course with City of Bristol College first and I really enjoyed that which encouraged me to progress onto the Diploma. The course was absolutely brilliant, the people on the course were fantastic and our tutors were amazing, we were so fortunate to have them.

Neil
BRISTOL HAS A COLLABORATIVE CULTURE AND COMMON PURPOSE ACROSS CULTURAL/CREATIVE/TECHNOLOGY LANDSCAPE, WITH EMPLOYMENT GROWING 11% PER YEAR*

TEMPLE QUARTER ENTERPRISE ZONE IN BRISTOL, A VIBRANT CREATIVE COMMUNITY, EXPECTS TO SEE 17,000 NEW JOBS CREATED IN THE NEXT 10 TO 12 YEARS*

CREATIVE ARTS & MEDIA

WHY STUDY CREATIVE ARTS & MEDIA AT CITY OF BRISTOL COLLEGE UNIVERSITY CENTRE?

• Many of the lecturers continue their own professional practice in video, film, radio, music, photography and design as well as teaching
• A number of staff exhibit their work regularly
• Dance staff are engaged in choreographing new work for professional performances
• This year a Digital Media Production drama was nominated for a regional Royal Television Society student award

CAREER OPPORTUNITIES

• BRAVE workshops introduce second year students to the business aspects of becoming a freelance photographer
• Digital Media Production second year students work with industrial mentors on their final projects
• Theatre students perform in nationally recognised venues such as the Tobacco Factory Theatres
• Digital Media Production students had their client led radio adverts broadcast on a local station
• A large percentage of students progress successfully to BA (Hons) courses
• The College careers team assist students into work

PARTNERSHIPS

• We use guest lecturers and workshops are run by professional practitioners
• Graphic design and interactive multimedia have strong links with companies such as Mammal Create, Stuff Advertising and Taxi Studios
• Design competitions are sponsored by IP3 and Bristol News and Media
• Photography students have links with companies such as the Press Association, Bristol Old Vic, Association of Photographers and a range of independent photographers, stylists and directors
• Dance students produce work that is toured in local schools

FACILITIES

• Fully-equipped photographic studios and darkroom servicing 35mm, DSLR to medium format (both film and digital) and 5” x 4” film plate formats
• Use of large format Epson Pro 7880 printer for all high quality photographic colour printing
• Dedicated Apple Macintosh-equipped design studios and media suites with up-to-date industry standard software
• Good range of video and sound equipment including HD solid-state video cameras with interchangeable lenses
• Dedicated radio/sound recording studios
DANCE THEATRE PERFORMANCE
FOUNDATION DEGREE | TWO YEARS

This is a unique performance-based programme which aims to provide students with the skills required to create, perform and engage in contemporary dance theatre practice. The programme reflects developments in contemporary dance, integrating dance techniques with choreography, performance, film and physical theatre.

Who is the course for?
This Foundation Degree (FdA) is suitable for applicants with AS/A2, or a BTEC National Certificate or Diploma in a related subject and for mature students with relevant experience. The course is designed for students who are passionate about expressing ideas through dance and physical theatre.

What will I do on the course?
The Foundation Degree features training for the dancer and performer in creating experimental work. This distinctive programme allows you to access workshops, intensives and work experience placements with visiting artists, arts practitioners and organisations. The modules focus on core principles of movement necessary for contemporary performance. Modules may include:

Year 1
- Contemporary Dance Technique
- Choreography
- Understanding the Body
- The Performing Arts Professional
- Dance Theatre in Context
- Community Dance

Year 2
- Dance Theatre Repertory
- Physical Theatre
- Dance Film
- Contact Improvisation
- Independent Choreographic Project

How is the course assessed?
Performance:
- Coursework
- Portfolio
- Observations

What could I do next?
Previous graduates currently work with dance companies such as Earthfall and Re.Bourne as well as working as dance teachers, administrators, independent dance artists and freelance dancer-choreographers. Successful completion of this Foundation Degree provides the opportunity to apply to the final years of the BA (Hons) Dance Theatre or BA (Hons) Theatre and Performance Degree programmes at the Plymouth University. Previous graduates have also progressed to top up years at Middlesex, Bath Spa, Newcastle, Chichester, UWIC, Leeds Met and Falmouth Universities. Others have completed vocational programmes at Laban and Northern School of Contemporary Dance Conservatoires.

Please note: there is a deadline for progression applications and places may be subject to availability.
This course focusses mainly on moving images but with opportunities to develop skills in radio.

The programme will enable students to develop a sound knowledge of the developing media industry, combined with the competence to work in a professional environment.

Who is the course for?

The course will enable students to extend their creativity and hone their practical skills using industry-standard equipment. There will be opportunities to experiment with new platforms and developing technologies. Over two years students will work on a variety of individual and collaborative projects with outside agencies such as the Knowle West Media Centre and Bristol Community FM.

What will I do on the course?

Areas covered will include developing analytical skills, generating and presenting ideas, research and interview techniques, legal and regulatory frameworks, script writing, video and radio production, camerawork, sound recording, lighting and editing. There may also be some opportunities for work placement – in the past these have included the BBC and Kiss 101 radio.

Modules studied may include:

**Year 1**
- Narrative Techniques
- Factual Production (video or radio)
- Concepts and Contexts (1)
- Video Recording Techniques
- Video Post Production Techniques
- Multiplatform Production

**Year 2**
- Advanced Video, Audio Techniques
- Concepts and Contexts (2)
- Individual Project: Pre-production
- Individual Project: Production and Postproduction
- Community Liaison Production
- Drama Production

How is the course assessed?

Assessments include:
- Coursework
- Practical
- Group work
- Presentations

What could I do next?

Successful completion of the Foundation Degree will allow you to progress to the final year of the BA (Hons) Media Arts or the one year top-up BA (Hons) TV Arts at the University of Plymouth.

At the end of this course students could be equipped to compete for employment in video, conventional broadcast media or internet production.

You could pursue a career in as a video director, producer, camera operator, picture editor or radio producer/presenter.

Please note: there is a deadline for progression application and places may be subject to availability. Progression to other universities may also be possible.
GRAPHIC DESIGN WITH INTERACTIVE MULTIMEDIA

FOUNDATION DEGREE | TWO YEARS FULL TIME | THREE YEARS PART TIME | BITESIZE MODULES AVAILABLE

This vocationally-orientated Foundation Degree in Graphic Design includes graphic design and digital media.

It will enable students to engage with new media and emerging creative digital technology. Graphics and Interactive Multimedia are everywhere and touch all our lives – through the internet, interactive games, e-commerce, touch screen kiosks, logos, corporate identities, brochures and mail shots.

Who is the course for?

This course is for people interested in design for print, interactive media and the internet, also photography, drawing, contemporary design and arts. You need to be excited by the prospects of exploring and experimenting with print based outcomes and digital media. An enthusiasm for well-crafted Typography is also essential.

What will I do on the course?

Students will develop graphic design outcomes across a range of media, exploring vocational concepts listed below. The emphasis is on creative practical projects that create a digital design portfolio that students can use vocationally to present to potential employers or continue with their higher education pathway. Students will work to create cutting edge print and digital design outcomes. Contemporary visual culture and awareness are key themes. Graphic Design modules include:

- Developing Graphics Concepts
- Editorial Design
- Corporate Identity
- Advertising
- Branding and Packaging
- Typography
- Information Design
- Digital Imagery
- Professional Design Brief

How is the course assessed?

All assessment is continuous and will typically be by coursework assignments and projects. You will be supported with individual and group tutorials.

What could I do next?

Upon completion of this course students will be prepared for employment within relevant industries e.g. graphic design; advertising; packaging design and development; internet design; and motion graphics. Students completing the FdA may progress on to the final year of BA (Hons) Graphic Communication with Typography at the University of Plymouth or apply to a local University of their choice.

It would be highly desirable for prospective students to acquire a portable Mac compatible hard drive for file storage and transport.
INTERACTIVE MULTIMEDIA WITH GRAPHIC DESIGN
FOUNDATION DEGREE | TWO YEARS FULL TIME | THREE YEARS PART TIME | BITE SIZE MODULES AVAILABLE

This vocationally-orientated Foundation Degree in Interactive Multimedia includes digital media and graphic design. It will enable students to engage with new media and emerging creative digital technology. Interactive Multimedia is everywhere and touches our lives through a range of digital media platforms.

Who is the course for?
Typical multimedia students are interested in animation, 3D, video, sound, interactive media and the internet as well as being creative and experimental. You should also be interested in photography, drawing, and contemporary design and arts, and excited by the prospects of exploring digital media.

What will I do on the course?
The Foundation degree Interactive Multimedia programme covers the wide spectrum of multimedia/nu media authoring, asset production, including digital design, responsive/adaptive internet design/construction, motion graphics, video fx, virtual reality, augmented reality ux design. Students wishing to examine purely creative outcomes can pursue Interactive Video also Sound and Animation.

The emphasis is on creative practical project portfolio. Multimedia modules include:

- Audio Visual Techniques
- Interface and Interaction Design
- Interactive 3D
- 3D Modelling and Animation
- Audio (including surround)
- 2D 3D Animation
- Web Authoring
- Dynamic Web Authoring
- Professional Team Brief
- Video Production/Post-production and Editing

How is the course assessed?
All assessment is continuous and will typically be by coursework assignments and projects. In addition, you will be supported with individual and group tutorials.

What could I do next?
Upon completion of this course students will be prepared for employment within relevant industries. Students completing the FdA may progress on to the BA/BSc (Hons) Digital Art and Technology or apply to a local university of their choice.

Please note: there is a deadline for progression applications and places may be subject to availability.

It would be highly desirable for prospective students to acquire a portable Mac compatible hard drive for file storage and transport.
This programme has a broad appeal and is suitable for those interested in either classic music production, contemporary electronic music creation or both.

There are core music-related modules that cover key aspects of studio production, synthesis, listening aesthetics, mastering and creative music production. These run alongside core modules that relate to professional progression and research skills.

Who is the course for?
This course is for the incredibly focused and ambitious student who wants to enter the industry at the highest level.

What will I do on the course?
Modules may include:
• Creative music production
• Music in context
• Principles of sound and listening
• Recording techniques
• Creative sampling and synthesis
• Music and sound for visual disciplines
• Professional practice
• Mastering
• Advanced mixing techniques
• Research skills
• Technology in music performance
• Analogue production techniques
• Electronic music production

Students also have the opportunity to carry out official industry recognised qualifications. The Pro Tools 101, Pro Tools 110 and specialised game audio qualification Pro Tools 130 are all possibilities.

How is the course assessed?
• Group work
• Practical
• Coursework
• Portfolio

What could I do next?
Students who successfully complete the FdA Music & Sound Production may progress to Level 6 of the BA(Hons) Music Technology programme at Plymouth University.
PHOTOGRAPHY IS EVERYWHERE AND IS A KEY PART OF THE CREATIVE INDUSTRY. DIGITAL IMAGING IS NOW MAINSTREAM ALTHOUGH FILM-BASED PHOTOGRAPHY STILL RETAINS AN IMPORTANT PRESENCE.

This course focuses on extending your existing skills and knowledge in both digital and film-based photography for use in print and on screen. It encourages you to take a creative and individual approach to photography whilst also developing your awareness of its commercial context and potential.

WHO IS THE COURSE FOR?

The emphasis is on skills development initially, focusing on more specialised areas in the second year. Practical assignments are backed up by research and you will learn to evaluate your work and that of others. Your assignments allow you to develop your creative processes as well as technical skills. Students work on 'live' briefs throughout the course, which link real experience with assignment work. There are also written assignments.

WHAT WILL I DO ON THE COURSE?

Modules in Year 1 and Year 2 of the full-time course may include:

- Photographic Techniques
- Visual Language
- Professional Studies
- Silver-based Imaging
- Digital Imaging
- Studio Photography
- Location Photography
- Critical Paper
- Specialist Practice
- Independent Practice
- Professional Development
- Mediation

HOW IS THE COURSE ASSESSED?

- Group work
- Practical
- Coursework
- Presentations

WHAT COULD I DO NEXT?

Successful students may apply to progress to the final year of BA (Hons) Photography at University of Plymouth or apply to do Photography at another university. Former students work in photolibraries and portrait studios as curators and stylists for fashion shoots and as art directors working alongside photographers. Many students go on to be independent freelance photographers.

Please note: there is a deadline for progression applications and places may be subject to availability.
This innovative performance-based programme is intended for students who are interested in developing practical actor training which emphasises the creation and production of new theatre.

The course aims to provide students with the skills required to develop all elements of performance techniques for both the stage and the media industries.

Who is the course for?

The emphasis of the course is on the creation of contemporary theatre whilst reflecting the current developments in theatre, integrating acting for stage and camera whilst constantly developing professional performance techniques. Modules focus on core principles of voice, acting techniques and movement necessary for contemporary performance, through a balance of theory and practice and a diverse programme of live performance work.

What will I do on the course?

You will study a wide range of genres and practitioners, exploring their work and allowing a variety of methods to influence your own creative practice. You will develop techniques through a variety of vocational performance projects using techniques/methodologies to develop skills as a theatre maker. You will be taught and directed by industry professionals, engaging with the theatre scene in Bristol/Bath as an audience member and actor in public performances to theatre and media professionals.

Modules may include:

- The Creative Professional
- The Performing Body
- Contemporary Theatre in Context
- Voice and Speech
- Acting Techniques
- Ensemble Performance Project
- Directing Theatre
- Acting Techniques for Stage and Screen
- Physical Theatre Project
- Voice and Speech Development
- Devising Theatre Performance
- Devising Theatre Process

How is the course assessed?

Various assessment techniques including performance and:

- Group work
- Practical
- Coursework
- Presentations

What could I do next?

Successful completion of the Foundation Degree is equivalent to two years of undergraduate study. This means that you may apply to progress to the final year of BA (Hons) Theatre and Performance at the University of Plymouth or another university. The following career routes are possible on completion:

- Actor or Performer (for stage and television drama)
- Workshop Leader in the Community
- Theatre in Education Practitioner
- Role Play Training Provider or Performer
- Stage Manager
ADVANCED WEB AUTHORING
HE BITESIZE (20 CREDIT MODULE) | 10 WEEKS

This module provides the opportunity to explore responsive internet design with digital media content.

The unit will cover the development of compliant web pages using HTML5 & CSS3. Students will gain an awareness of responsive web page development, style-sheets, web standards, accessibility and usability. Site design encompasses mobile platforms and desktop.

Who is the course for?
This module is particularly appropriate for graphic designers, publishers, studio editors etc who would wish to better understand & develop skills and awareness surrounding the processes involved in contemporary web development including the transition to mobile using HTML script.

What will I do on the course?
At the end of the module students will be able to:
• Understand the design process required for responsive web pages
• Create web pages supporting digital media content
• Ensure compliance & accessibility standards are met

How is the course assessed?
Assessment will be 100% course work comprising of 80% practical studio assignment and 20% report.

What could I do next?
Full-time or part-time Foundation Degree in Interactive Multimedia with Graphic Design or the progressing bitesize HE module, Dynamic Web Authoring.

For all course details
Contact us

Entry requirements
This course is primarily intended as Continuous Profession Development and applicants will probably have studied at HNC or degree level or have some knowledge of Dreamweaver and a basic knowledge of HTML. All applicants are interviewed either personally or by telephone to assess their suitability for the course.

Additional costs: Students will need to purchase a suitable flash memory stick to back-up their digital files and possibly one or two of the recommended reference books.
EDITORIAL DESIGN

HE BITESIZE (20 CREDIT MODULE)  |  FIVE WEEKS

For all course details
Contact us

Entry requirements
This course is primarily intended as Continuous Profession Development and applicants will probably have studied at HNC or degree level or have some basic knowledge of InDesign plus either Illustrator or Photoshop. All applicants are interviewed either personally or by telephone to assess their suitability for the course.

This module will give you the fundamental principles of handling text material, using appropriate skills to complement and inform digital editorial design.

Students will explore ideas in structuring and presenting text and imagery to produce solutions that communicate effectively in a range of editorial design contexts.

Who is the course for?
This module is particularly appropriate for Web designers who wish to further develop skills in editorial design. It will also be useful for those involved with aspects of editorial design, marketing, advertising, print production and printing.

What will I do on the course?
The course focuses on:
- Presentation techniques for representing illustrated text material
- Indexing, referencing, pagination
- Use of Adobe CS4 software – InDesign, Illustrator and Photoshop
- Design solutions – contexts, audience, print production
- Typographic text tools, use of colour and images.

How is the course assessed?
Assessment will be 100% course work comprising 80% practical studio-based assignment and 20% research-based presentation.

What could I do next?
Full-time or part-time Foundation Degree in Graphic Design with Interactive Multimedia or another Bitesize course.
FACTUAL RADIO PRODUCTION
HE BITESIZE (20 CREDIT MODULE) | 15 WEEKS

For all course details
Contact us

Entry requirements
This course is primarily intended as Continuous Professional Development and applicants will probably have studied at HNC or degree level or have some knowledge of practiced-based media. All applicants are interviewed either personally or by telephone to assess their suitability for the course.

You will analyse a variety of factual programmes before going on to create your own short factual piece.

You will be given support with ideas creation and development, research techniques, production management, moral, ethical and legal issues.

Who is the course for?
As this is a 20-credit foundation degree module it is expected that you may need to spend up to 200 hours of study to complete successfully. In addition to the directed time spent in college you are expected to study in your own time.

What will I do on the course?
This module is taught through:
• Support seminars and tutorials
• Lectures, demonstrations
• Group and individual self directed learning utilising text, Web-based and VLE resources

How is the course assessed?
Assessment will be 100% course work comprising 75% practical studio-based assignment and 25% researched-based presentation.

What could I do next?
Full-time or part-time Foundation Degree in Digital Media Production, alternatively, another HE Bitesize course.
INFORMATION DESIGN

HE BITESIZE (20 CREDIT MODULE) | 10 WEEKS

For all course details
Contact us

Entry requirements
This course is primarily intended as Continuous Professional Development and applicants will probably have studied at HNC or degree level or have some basic knowledge of InDesign plus either Illustrator or Photoshop. All applicants are interviewed either personally or by telephone to assess their suitability for the course.

Who is the course for?
This module is particularly appropriate for graphic and Web designers who wish to further develop skills in information design. It will also be useful for those involved with aspects of information design, marketing, advertising, print production and printing.

What will I do on the course?
The course focuses on:
- Communication across linguistic and cultural barriers
- Meaning and messages
- Audience
- Time and sequence – narrative, time-based media

How is the course assessed?
Assessment will be 100% course work comprising of a practical studio-based assignment.

What could I do next?
Full-time or part-time Foundation Degree in Graphic Design with Interactive Multimedia or another Bitesize course.

DYNAMIC WEB AUTHORING

HE BITESIZE (20 CREDIT MODULE) | 10 WEEKS

For all course details
Contact us

Entry requirements
This course is primarily intended as Continuous Professional Development and applicants will probably have studied at HNC or degree level or have some knowledge of Dreamweaver and a basic knowledge of HTML. All applicants are interviewed either personally or by telephone to assess their suitability for the course.

This module provides the opportunity to explore responsive internet design with digital media content.

The unit will cover the development of dynamic server-side technologies to create compliant dynamic web pages. Students will gain an awareness of dynamic responsive web page development, web standards, accessibility and usability. Site design encompasses mobile platforms and desktop.

Who is the course for?
This module is particularly appropriate for graphic designers, publishers and studio editors who would wish to better understand and develop skills and awareness surrounding the processes involved in contemporary web development.

What will I do on the course?
- Design and construct a content management system
- Understand the design process required for responsive web pages
- Create web pages supporting digital media content
- Ensure compliance & accessibility standards are met

How is the course assessed?
Assessment will be 100% course work.

What could I do next?
Foundation Degree in Interactive Multimedia with Graphic Design or the progressing Bitesize HE module.
VIDEO & AUDIO POST PRODUCTION

HE BITE SIZE (20 CREDIT MODULE) | 10 WEEKS

Video and audio digital post-production is an exciting and dynamic area, especially with the increased use of video content on media-rich websites.

This module gives students the opportunity to gain knowledge of digital postproduction with particular emphasis on professional practice.

Who is the course for?
For those who wish to improve their skills in digital post-production, such as Web content designers and graphic designers.

What will I do on the course?
This course focusses on:
• Digital post-production of both video and audio
• Using Final Cut Pro and Premiere
• Current professional practice

How is the course assessed?
Assessment is 75% by practical studio-based assignment and 25% by research based presentation.

What could I do next?
Full-time or part-time Foundation Degree in either Interactive Multimedia with Graphic Design or Digital Media Production, alternatively another Bitesize course.

For all course details
Contact us

Entry requirements
Candidates are required to have appropriate skills before embarking on this module. All candidates are interviewed to assess their suitability for this course.
Salaries are comparable to those of other jobs in the public sector and related professions. Average salary for teachers, education officers and school inspectors is £32,367.

Around 225,300 people work in the education and training sector across the South West.

Source: www.careerpilot.org.uk
EDUCATION

WHY STUDY EDUCATION AT CITY OF BRISTOL COLLEGE UNIVERSITY CENTRE?

• We have high retention and achievement levels, usually above 90%
• Our highly qualified and experienced teachers have proven track records within the area of teacher training
• We deliver the new suite of BTEC Education and Training qualifications which equip learners with the knowledge and skills required to facilitate learning. Our courses will meet your needs whether you are looking for your first teaching qualification, are already teaching or training or if you are currently working as an assessor and wish to achieve a qualification.
• These qualifications have replaced those you may have been familiar with previously – Preparing to Teach, Certificate and Diploma in Teaching in the Lifelong Learning Sector (PTLLS, CTLLS and DTLLS).

CAREER OPPORTUNITIES

• Students on the Education and Training courses have progression sessions with advice and guidance on applying for jobs, progression to the specialist diplomas, higher level education qualifications and Qualified Teacher Status
• There are lots of job opportunities for people with Education and Training qualifications. Currently there are over 350 general FE and sixth form colleges, work-based training providers, adult and community learning providers and specialist colleges. There are also over 1,000 private training providers, 200 public training providers and around 40 higher education institutions involved in Further Education teaching (The Education & Training Foundation, 2014).

PARTNERSHIPS

• We have developed highly successful partnerships across a broad range of education and training organisations over many years. This gives our trainee teachers fantastic opportunities to network with teachers from a broad range of:
  • Education and training organisations (including FE and sixth form colleges)
  • Public Services (including Fire and Rescue, NHS, Police and Ambulance services)
  • Offender learning
  • Charities
  • Public and private training providers across Bristol and the surrounding areas

FACILITIES

• We offer excellent Study Centres with supportive staff, printing facilities and access to PCs, laptops and other resources
• Students have access to support materials on Blackboard (Virtual Learning Environment) 24/7 from wherever they have an internet connection
Achieving the Level 3 Award in Education and Training will provide sufficient evidence that the learner has obtained the necessary skills and knowledge to prepare, plan, deliver and evaluate basic teaching and learning sessions in a variety of teaching or training contexts.

Who is the course for?
You do not need to be teaching to enrol on this qualification. This is an introductory and knowledge-based teaching qualification with no minimum teaching practice requirement. You may wish to enrol on the Award if you are currently teaching and training, if you are very new to the role of teaching and would like an introduction to the qualifications.

You need to be 19 or over to enrol on the course.

What will I do on the course?
• Ground rules and icebreakers
• Roles and responsibilities of a teacher in lifelong learning
• Planning sessions
• Creating an inclusive environment
• Assessment of learning
• Communication and motivation

How is the course assessed?
• Course work
• 20 minute ‘microteach’

What could I do next?
• BTEC Certificate Education and Training, Level 4
• BTEC Diploma Education and Training, Level 5
CERTIFICATE IN EDUCATION AND TRAINING
CERTIFICATE | LEVEL 4 | ONE YEAR

Location
Ashley Down Centre
For all other course details
Contact us

Entry requirements
You must have a minimum of 30 hours of current teaching/training practice. This is not hours per week but for the duration of the course. You will need to bring a letter to confirm these teaching/training hours to the interview.
• You need to be aged 19 or over
• Writing with correct use of spelling, grammar and punctuation is essential
• Personal interview

The Level 4 Certificate in Education and Training will enable you to provide a thorough preparation of the methods and principles of learning and teaching, applying these to the workplace and developing your skills as an effective practitioner.

Who is the course for?
The qualification is aimed at part-time teachers and teachers who teach on a one-to-one basis, delivering short courses, teach to a particular level, subject, type of learner or have voluntary teaching hours. You must have 30 hours teaching, over the duration of the programme, to commence this course.

What will I do on the course?
You will study four compulsory units covering:
• Understanding Roles and Responsibilities in Relationships in Education and Training (3 credits)
• Planning to Meet the Needs of Learners in Education and Training (3 credits)
• Delivering Education and Training (6 credits)
• Assessing Learners in Education and Training (6 credits)
• Using Resources for Education and Training (3 credits)
• Plus optional modules to the value of 15 credits (details given on course)

How is the course assessed?
• Coursework

What could I do next?
Level 5 Diploma in Education and Training.
DIPLOMA IN EDUCATION & TRAINING
DIPLOMA | LEVEL 5 | ONE YEAR FULL TIME | TWO YEARS PART TIME

Location
Ashley Down Centre
For all other course details
Contact us

Entry requirements
You need to provide evidence that you can achieve the required teaching practice, i.e. at least 100 hours in a suitable location for practice which will allow a trainee teacher to meet the required standards.
• You will need to identify a ‘mentor’ to assist you in your progress through the programme
• You need to be 19 years of age or over
• You need the aptitude and potential to study and achieve at Level 5
• You should be able to achieve Level 2 as a minimum in your English, Mathematics and ICT skills
• You need subject-specific qualifications/experience in the subject in which you are teaching
• For all employed or seeking employment with a teaching or training organisation you will be required to provide a current DBS check
• Personal interview

This Diploma is available as a one-year intensive or two year part-time course.

Who is the course for?
The Diploma is most appropriate for those in a full-time teacher/trainer role, it can however also meet the needs of a range of teachers and trainers.
• Individuals not currently teaching and training but who can meet the practice requirements, including the observed and assessed practice requirements
• Individuals who are currently teaching and training, including those who have just begun teaching and training who can meet the practice requirements
• Individuals currently working as assessors who wish to achieve a teaching qualification and who can meet the practice requirements

What will I do on the course?
Over the course you will study a variety of topics that will give you a good overview and understanding of the practical elements of teaching and learning, together with supporting theoretical knowledge. Professional Practice visits are an assessed part of the programme so you will be observed teaching regularly; this will be both by your tutor and your mentor.

There are 4 Mandatory Units:
• Developing Teaching, Learning and Assessment in Education and Training (Level 5)
• Teaching, Learning and Assessment in Education and Training (Level 4)
• Theories, Principles and Models in Education and Training (Level 5)
• Wider Professional Practice and Development in Education and Training (Level 5)
Plus a choice of optional units over the duration of the course

How is the course assessed?
To achieve the qualification learners must achieve a Pass grade on 4 mandatory units (75 credits) and a choice of optional units (45 credits) totalling 120 credits (a minimum of 61 credits must be at Level 5). Assessment is through regular assignment tasks throughout the course. You will be required to produce evidence of practical teaching and to link theory to the development of your practice.
Final accreditation is subject to national moderation of work.
• Coursework
• Presentations
• Portfolio
• Observations
• Research

What could I do next?
This Diploma qualification in the QCF is recognised as equivalent to the Certificate of Education qualifications in the Framework for Higher Education Qualifications (FHEQ). Learners who have achieved this qualification can progress to further studies in Education with Award Bodies such as Pearson or Universities.
The course that we offer at City of Bristol College University Centre leads to RSA/Cambridge CELTA (Certificate in English Language Teaching to Adults), which is recognised by the British Council, VSO and language schools in Britain and abroad.

Who is the course for?
• The course is suitable for those who wish to teach English Language to adults either in the UK or abroad.

What will I do on the course?
• The course aims to combine theory (input) with practice (teaching practice). You will have input sessions and you will have the chance to observe experienced teachers in the classroom
• You will also teach groups of foreign students and then discuss the teaching practice with other trainees and the tutors.

How is the course assessed?
• Assignment based
• Observed teaching
You will be expected to show qualities such as self-awareness, ability to function well as a team member and sensitively to students. All our courses are externally assessed to ensure consistent standards and the qualification is recognised by the British Council.

What could I do next?
VSO and language schools in Britain and abroad.
THE ENGINEERING SECTOR IS THE SECOND BIGGEST EMPLOYER IN THE SOUTH WEST, WITH NEARLY 130,000 PEOPLE WORKING IN IT*

IN 2014, AIRBUS ANNOUNCED IT WILL INVEST MORE THAN £100M IN RESEARCH, DEVELOPMENT AND TRAINING**

*Source: www.careerpilot.org.uk
**Source: December 2014 Economic Quarterly Briefing – Bristol City of Council
ENGINEERING & AERONAUTICAL

WHY STUDY ENGINEERING & AERONAUTICAL AT CITY OF BRISTOL COLLEGE UNIVERSITY CENTRE?

- You will carry out live engineering projects in conjunction with your employer to promote your career development.
- You will be encouraged to apply to a licensed professional engineering institution as student member. On successful achievement of the qualification you will work towards professional recognition and eventually Engineering Council registration as Engineering Technician (EngTech), Incorporated Engineer (IEng) depending on experience.
- Our experienced team of tutors have a wide range of industrial experience in their specialist areas. They are passionate and enthusiastic about the subject they teach, bringing it to life and making it relevant to the real world.

CAREER OPPORTUNITIES

Through your course you’ll develop your knowledge, understanding and skills in readiness for the changing demands of the engineering industry. You’ll engage in creative and innovative problem-solving and develop your transferable skills. Careers within the sector are very varied:
- Aeronautical engineer
- Design engineer
- Electronics and electrical engineer
- Mechatronics, mechanical or manufacturing engineer
- Production engineer (CAD/CAM)
- Technical support
- Materials engineer

FACILITIES

The College provides access to specialist resources and training workshops for areas such as:
- Advanced composites materials
- Industry standard 3D CAD software packages
- Modelling and simulation software
- Access to rotary and fixed wing aircraft

In addition you will study at our Ashley Down Centre, utilising a refurbished materials laboratory and CAD/CAM resource.

PARTNERSHIPS

- The College has worked for a long time with companies such as MoD Abbey Wood, Airbus, Amcor Flexibles, Astra Zeneca, Claverham Aerospace, First Great Western, GE Oil and Gas, GKN Aerospace, Oldland Aerospace, Rolls-Royce, Serco, Smurfitt Kappa and a vast network of small and medium-sized engineering companies.
AEROSPACE ENGINEERING MANUFACTURING
FOUNDATION DEGREE | TWO YEARS

Location
AEC at Parkway

Institution code
B77

Institution name
BCBC

Campus code
P

Course code
H402

Short Code
FdSc/AEM

Application
UCAS

Entry requirements
Students usually need one or more of the following:
- Related employment and qualifications welcomed
- 280 UCAS points
- Equivalent of Maths A Level grade B or above. Additional science or technology subject at A Level
- Personal interview
- 5 GCSE’s A* - C or equivalent to include English and Maths

Who is the course for?
The aim of this course is to provide foundation education for Aerospace Engineers and Technicians who are employed in aerospace engineering wishing to continue onto BEng studies at a Higher Education Institute (ideally UWE).

What will I do on the course?
Modules may include:
- Engineering Mathematics
- Mechanical Principles
- Aircraft Structures
- Project Management
- Engineering Science
- Design Engineering
- Aerodynamics & Flight

How is the course assessed?
Course delivery and assessment is by a combination of formal teaching, classroom work, written examination, team/individual assignments and practical laboratory exercises. If not employed in the Aerospace industry as a Higher Apprentice, you will be required to study a further work-based placement module to fulfill the requirements for progression onto BEng Aerospace Engineering at UWE, further details at interview.

What could I do next?
On successful completion of this course you will gain a nationally-recognised vocationally specific qualification which will enable you to work at engineer/technician level.
You can also progress to an Honours Degree such as BEng (Hons) or MEng Aerospace Engineering at the University of the West of England. Progression to other Degrees or to other universities may also be possible.

This course will provide learners with opportunities to focus on the development of higher level skills in a technological and management context.
You will develop a range of skills, techniques and attributes essential for successful performance in working life or to progress to study for higher degrees in appropriate aerospace engineering subjects.
Learners will develop generic study skills enabling them to become independent, lifelong learners.

Please note:
This is a full-time course for a 2 year period with intensive delivery spread typically over 2 days per week during the academic year. The course is designed for the Higher Apprenticeship scheme framework, allowing students to work for an employer for 3 days per week or undertake further Higher Apprenticeship studies.
WORK EXPERIENCE IS REALLY HELPFUL AS IT WILL CLARIFY IF YOU LIKE THE WORK AND IF THERE IS A PARTICULAR AREA THAT YOU PREFER. LEARNING FROM OLDER COLLEAGUES WHO CAN PASS ON THEIR SKILLS AND KNOWLEDGE IS ALSO INVALUABLE.

TOM
On this course you will develop a range of skills, techniques and attributes essential for successful performance in working life, or to progress to study for higher Degrees in appropriate mechanical engineering subjects.

Learners will develop generic study skills enabling them to become independent, lifelong learners.

Who is the course for?
This course provides education and training for mechanical engineers who are employed at a professional level in mechanical/aerospace design and related disciplines, such as manufacturing, maintenance and other technical service areas. The course will provide learners with opportunities to focus on the development of higher level skills in a technological and management context.

In addition, this course will be suitable for those looking for careers in Aerospace and Mechatronics industries.

What will I do on the course?
Modules may include:
• Mathematics for engineers
• Materials engineering
• Engineering science
• Business management for engineers
• Engineering design
• Planning and scheduling principles
• Mechanical principles

How is the course assessed?
Some of the following methods of assessment may be used:
• Group work
• Coursework
• Portfolio
• Exams
• Practical
• Presentations

What could I do next?
You will gain a nationally recognised qualification which will allow you to work at engineer/technical level. On successful completion of this HNC course, you could go on to study for the HND in Engineering, Foundation Degree and then apply to progress to the final year of the BSc (Hons) Mechanical Design and Manufacture Degree.
ENGINEERING (MECHANICAL)
HND | TOP UP FROM HNC TO HND | TWO YEARS PART TIME

Location
Ashley Down Centre

For all other course details
Contact us

Entry requirements
Students usually need one or more of the following:
• 140 UCAS points
• A suitable Level 4 Qualification
• 5 GCSEs Grade A* - C or equivalent to include English, Maths and Science
• International students require IELTS 6.0 or equivalent
• Personal interview

Location
Ashley Down Centre

For all other course details
Contact us

On this course you will develop a range of skills, techniques and attributes essential for successful performance to progress to study for higher Degrees or a Management role in an appropriate mechanical engineering subject.

Learners will develop generic study skills enabling them to become independent, lifelong learners.

Who is the course for?
Engineers who are employed at a professional level in mechanical/aerospace design and related disciplines, such as manufacturing, maintenance and other technical service areas. The course will provide learners with opportunities to focus on the development of higher level skills in a technological and management context.

In addition, this course will be suitable for those looking for careers in Aerospace and Mechatronics industries.

What will I do on the course?
Modules may include:
• Analytical Methods for Engineers
• Engineering Project Design
• Engineering Science
• Mechanical Principles

How is the course assessed?
• Group work
• Coursework
• Portfolio
• Exams
• Practical
• Presentations

What could I do next?
You will gain a nationally recognised qualification which will allow you to work at engineer/technical level.

On successful completion of this HND course, you could go on to study for the Engineering Foundation Degree and then apply to progress to the final year of the BSc (Hons) Mechanical Design and Manufacture Degree.
ENGINEERING (ELECTRICAL & ELECTRONIC)
HNC | TWO YEARS PART TIME

Location
Ashley Down Centre
For all other course details
Contact us

Entry requirements
Students usually need one or more of the following:
• 140 UCAS points
• A suitable Access to HE Certificate
• 5 GCSEs Grade A*-C or equivalent to include English, Maths and Science
• International students require IELTS of 6.0 or equivalent
• Applicants in related employment may also be considered without formal entry requirements on an individual basis
• Personal interview

On this course you will develop a range of skills, techniques and personal qualities essential for the successful engineer to make a contribution to the workplace at an appropriate professional level and be prepared for a range of technical and management careers.

Who is the course for?
This course is electronics and electrical based and aims to produce competent individuals who are capable of exercising independent technical judgement.

If you are looking to progress to a higher level HND, Degree level qualification or to move into management.

What will I do on the course?
Modules may include:
• Mathematics for engineers
• Electrical and electronic principles
• Electronics
• Business management for engineers
• Engineering design
• Mechatronic system principles
• Introduction to programming and design

How is the course assessed?
Some of the following methods of assessment may be used:
• Group work
• Coursework
• Portfolio
• Exams
• Practical
• Presentations

What could I do next?
You will gain a nationally recognised qualification which will allow you to work at engineer/technical level. On successful completion of this HNC course, you could go on to study for the HND, Foundation Degree and then apply to top-up by joining the final year of the BSc (Hons) Electrical and Electronic Engineering.

Location
Ashley Down Centre
For all other course details
Contact us

Entry requirements
Students usually need one or more of the following:
• 140 UCAS points
• A suitable Access to HE Certificate
• 5 GCSEs Grade A*-C or equivalent to include English, Maths and Science
• International students require IELTS of 6.0 or equivalent
• Applicants in related employment may also be considered without formal entry requirements on an individual basis
• Personal interview

On this course you will develop a range of skills, techniques and personal qualities essential for the successful engineer to make a contribution to the workplace at an appropriate professional level and be prepared for a range of technical and management careers.

Who is the course for?
This course is electronics and electrical based and aims to produce competent individuals who are capable of exercising independent technical judgement.

If you are looking to progress to a higher level HND, Degree level qualification or to move into management.

What will I do on the course?
Modules may include:
• Mathematics for engineers
• Electrical and electronic principles
• Electronics
• Business management for engineers
• Engineering design
• Mechatronic system principles
• Introduction to programming and design

How is the course assessed?
Some of the following methods of assessment may be used:
• Group work
• Coursework
• Portfolio
• Exams
• Practical
• Presentations

What could I do next?
You will gain a nationally recognised qualification which will allow you to work at engineer/technical level. On successful completion of this HNC course, you could go on to study for the HND, Foundation Degree and then apply to top-up by joining the final year of the BSc (Hons) Electrical and Electronic Engineering.
On this course you will develop a range of practical skills, knowledge, understanding, techniques and personal qualities essential for the successful engineer to make a contribution to the workplace at an appropriate professional level and be prepared for a range of technical and management careers.

Who is the course for?
This course is electronics and electrical based and aims to produce competent individuals who are capable of exercising independent technical judgement.
If you are looking to progress to a higher level Degree qualifications or to move into management.

What will I do on the course?
Modules may include:
• Analytical Methods for Engineers
• Electrical and Electronic Principles
• Engineering Science
• Project Design, Implementation and Evaluation

How is the course assessed?
Some of the following methods of assessment may be used:
• Group work
• Coursework
• Portfolio
• Exams
• Practical
• Presentations

What could I do next?
You will gain a nationally recognised qualification which will allow you to work at engineer/technical level. On successful completion of this HND course, you could study on the second or third year of a Degree or BA(Hons) in Electrical and Electronic or related Engineering programme.
1.4M people work in the NHS* and a further 1.6M in the social care sector**. Together they account for 1 in 10 of the working population.

There is a shortage of people with adequate skills for the jobs. Approximately 28% of organisations report skills gaps and 7% have said that they have been unable to fill vacancies due to a lack of skills in applicants for the jobs***

*Source: NHS Information Centre 2013, ** Source: Centre for Workforce Intelligence 2011
HEALTH, SOCIAL CARE & CHILDCARE

WHY STUDY HEALTH, SOCIAL CARE & CHILDCARE AT CITY OF BRISTOL COLLEGE UNIVERSITY CENTRE?

• One of our lecturers is a published author – Caroline McGrath: Supporting Early Mathematical Development: Practical Approaches to Play-based Learning and ‘Teaching Mathematics Through Story: A Creative Approach for the Early Years’.
• A high proportion of our staff either have or are working towards Masters Degrees. They are enthusiastic about the subject they teach, bringing it to life and making it relevant to the real world.

CAREER OPPORTUNITIES

• On Health & Social Care and also Childcare Foundation Degree courses there are placement opportunities so students experience real-life situations in preparation for work.
• Employers are invited into lectures to share details of their organisation and widen students’ knowledge of the sector.
• The College has links with over 900 employers in the sector across the city.
• A high percentage of students progress into work in the region once they have completed their honours year.

FACILITIES

• Our tutors are vocational specialists.
• The College has excellent Learning Resource Centres (LRCs) and students have access to online support material from wherever they are with an internet connection.
• Central location which is a great place to study.

PARTNERSHIPS

• Companies range from independent nurseries through to large organisations. The settings often arrange mentors and support the students’ learning journey.
• We have strong links with the National Health Service and voluntary organisations which support health and well-being programmes.
• We also have links with organisations such as Bristol City Council Early Years Consultants, St Werburghs Nursery School and Children’s Centre, UHB Trust (University Hospitals Bristol NHS Trust), and Skills for Health.
• Industry speakers give specialist training for topics such as storytelling.
CREATIVE ARTS THERAPIES STUDIES
FOUNDATION DEGREE | TWO YEARS

Location
Ashley Down Centre and off site

Institution code
B77

Institution name
BCBC

Campus code
B

Course code
W900

Short Code
FdA/CATS

Application
UCAS

Entry requirements
Students usually need one or more of the following:
• 140 UCAS Points
• Access to Higher Education Diploma
• Related employment and qualifications welcomed
• Overseas students must have IELTS 6.0 or equivalent
• Satisfactory DBS clearance required
• Personal interview

Additional costs: Once accepted on the course applicants must complete the DBS (Disclosure and Barring Service) application prior to enrolling. There is a charge of £55 for this. Once enrolled students must receive a satisfactory DBS disclosure to continue on the course. (All fees correct at time of printing)

The course will integrate a sound understanding of the theoretical principles that underpin therapeutic approaches in the creative arts, with practical work in a relevant context.

Who is the course for?
This Foundation Degree is designed for those who work, or intend to work, with the creative arts – movement, drama, music, art and creative writing – to work with various groups within the community.

What will I do on the course?
By the end of the Foundation Degree you will have developed the skills and awareness to work practically in a variety of settings using creative arts. You will have gained knowledge of a range of relevant populations for example children and young people, older people, people with learning disabilities, mental health and service users. You will have a thorough understanding of the professional framework of creative arts in therapy.

Modules may include:
• The Creative Process of Developing Self-Awareness
• Creative Groupwork and Performance Skills
• Understanding the Therapeutic Process
• Marketing Creative Arts Projects
• Creative Expression with Words (Writing/Drama)

Throughout the course you will work in a practical placement setting in order to gain skills and enable the integration of theory and practice.

How is the course assessed?
Assessment is through a variety of methods including a reflective journal and:
• Coursework
• Practical

• Creative Expression with Movement
• Improvisation
• Creative Expression with Art Materials
• Creative Expression with Music and Sounds
• Arts and Health Projects

What could I do next?
This course will enable you to work therapeutically using the creative arts in art, health, care or education contexts. Work may be in the statutory sector or community/voluntary settings. If you already work in creative arts and/or in one of these settings, this award will enhance your existing skills and thus your employment potential. There is currently progression to a BA (Hons) in Education Studies at University of Plymouth.

Please note: there is a deadline for progression applications and places may be subject to availability.
There will always be a demand for well-trained professionals to work in this constantly evolving sector.

Amongst the professionals working with children and policy makers, there is a growing emphasis on the importance of integrated services considering all aspects of the child. This course is designed to make links between early education, health and the welfare of the child.

Who is the course for?
This course is aimed at those wanting employment within a wide range of early years settings including nurseries, schools, children’s centres, and both private and voluntary sector work.

What will I do on the course?
Students spend one day a week and up to four full block weeks on placements each year. This serves to put theory into practice and will help students make choices about their future career pathway.

Modules may include:
- Children Developing and Learning
- The Child and Family in Society
- The Healthy Child
- Early Years Provision
- Inclusion
- Developing Communication
- Understanding Children’s Behaviour
- Working with Professionals
- Making Learning Visible
- Staying Safe
- Research Project
- The Early Years Practitioner

How is the course assessed?
Performance:
- Coursework
- Group work
- Portfolio
- Presentations
- Observations

What could I do next?
You can progress to a career in nursery management; in private and voluntary sector childcare work; in children’s centres and schools; in supporting children with special needs.

After successful completion of the course you may apply to join the final year of BA(Hons) Early Childhood Studies at the University of Plymouth.

- Students may also progress to other related Degrees at a range of universities
- Students may also undertake further professional training for teaching or social work
- This can then lead on to completing a PGCE and achieving Qualified Teacher Status

Please note: there is a deadline for progression applications and places may be subject to availability.
This exciting, work-based programme, proven to raise the quality of practice in Early Years settings, will empower you to transform your practice through reflection and research.

Who is the course for?
The Foundation Degree is aimed at those who are currently working as Early Years practitioners and wish to gain a Level 5 qualification which may lead to Early Years Teacher status, management jobs in children’s centres, or teaching.

What will I do on the course?
By the end of the course you will have demonstrated the knowledge, skills and attitudes relevant to good early years practice; you will have understood the theory underpinning early years education and care in different settings; be able to communicate ideas, principles, arguments and analysis effectively in speech and writing. The course consists of seven modules, three of which are work based.

Modules may include:
- Childhood
- Children’s Rights
- Society and Culture
- Social Policy
- Safeguarding Children
- How Children Learn
- Observation and Assessment
- Creativity
- Multi-agency Working and Leadership
- Partnership with Parents/Carers
- Reflective Practice
- Action Research

How is the course assessed?
- Group work
- Coursework
- Exams
- Portfolio
- Observations
- Presentations

What could I do next?
After successful completion of the course you could go on to study the third year of the BEd (Hons) Education Degree or another relevant Degree followed by a teaching qualification or Early Years Teacher status (subject to eligibility).
The Department of Allied Health Professionals at UWE and City of Bristol College University Centre offer this unique one-year full-time course.

Who is the course for?
This Foundation programme aims to provide knowledge and skills to enable you to progress to a Degree or Diploma (where applicable) in one of the health professions. This is an alternative pathway for you to gain access to a university level course and is suitable if you have few or no formal qualifications.

What will I do on the course?
You will study 11 modules: 10 of the modules have a rating of 10 credits and one module has a rating of 20 credits (you need to gain 120 credits to progress on to your chosen degree course).

Modules may include:
• Combined Science (Physics and Chemistry)
• Human Biology
• Psychology
• Sociology
• Research Methods
• Mathematics
• English/Communication Skills
• Vocational Study – this study allows you to investigate an aspect of your chosen vocational area in some depth
• Study Skills
• Core Skills

How is the course assessed?
• Group work
• Exams
• Presentations

What could I do next?
There are nine pathways through the Foundation programme. After successful completion of the Foundation programme, and a clear Health Screening questionnaire, you will automatically progress to a place on one of the following undergraduate programmes, which can be taken full time:
• BSc (Hons) Diagnostic Imaging
• BSc (Hons) Midwifery
• BSc (Hons) Nursing (adult, child, learning disabilities and mental health branches)
• BSc (Hons) Occupational Therapy
• BSc (Hons) Physiotherapy
• BSc (Hons) Radiography and Oncology
• BSc (Hons) Sport Therapy and Rehabilitation (STaR)

On successful completion of the degree programme, graduates are eligible for membership with a relevant Professional Body and registration with the Health Professions Council or the Nursing and Midwifery Council.
The Plymouth University validated BA (Hons) Degree in Health and Social Care Management provides an insight into health and social care design, infrastructure, teams and delivery while giving you the means to interrogate theoretical models and develop practical leadership and management skills.

With this degree you will be ideally placed for jobs in private, state and charitable health and social care settings across the UK and overseas.

Who is the course for?

This course is ideal for you if you are interested in gaining a full Bachelor’s degree in health and social care management and policy-making; are passionate about people's health and well being; and are interested in helping to make the best possible health and social care available to everyone across all of society.

Students with appropriate Level 5 qualifications such as a Foundation Degree or HND in a related subject may be able to join the course in year 3.

What will I do on the course?

You will study a variety of modules, which may include the following topics concerned with general health and social care concepts:

- Agency and morality: the philosophy of health and social care
- Health and social care and the arts
- Health and social care delivery in a global context
- Sociology and psychology of health
- The life-course: changing demands and provisioning
- Addiction and substance misuse
- Community based health and social care: identifying need
- Counselling

How is the course assessed?

You will be assessed in a number of different ways for this course, including:

- Case studies
- Reports
- Portfolio
- Projects
- Reflective journal
- Essay
- Group work
- Presentations
- Research

What could I do next?

This degree will prepare you for management roles in a variety of health and social care settings in all sectors, both in the UK and overseas. You may also choose to progress to studying a Masters or other post graduate qualification.
HEALTH & SOCIAL CARE PRACTICE
FOUNDATION DEGREE | TWO YEARS

This course is normally available to those who are already working in a health care role and want to progress.

Who is the course for?
Students will be employed in one of the following areas and have 700 hours of practice per year and have a mentor:

• NHS Trusts
• Community Services Providers
• Social Care Providers
• Other Health and Care organisations

What will I do on the course?
The Foundation Degree in Health and Social Care Practice is a programme that delivers the specialist knowledge and skills required in practice, whilst being underpinned by broadbased academic learning. It is offered in partnership with health and social care sector employers. The integration of academic and workplace learning is a strong feature. The following pathways are offered: Generic; Frail Elderly; Dementia; Community Practice.

Modules may include:

• Essentials of Health and Disease
• Foundations of Extending Practice
• Holistic approaches to care
• Research Methodology and Methods
• Quality enhancement in practice
• Person Centred Practice
• Working effectively with Long Term conditions
• Foundations of Assessment

How is the course assessed?
A range of assessment methods will be used including:

• Essay
• Exams
• Practical
• Portfolio
• Presentations
• Reports

What could I do next?
Successful completion of the course may allow you to progress to:

• Adult Nursing at UWE
• At CoBC (with Plymouth University) BA (Hons) Health and Social Care Management 3rd year top up
• Other full degree programmes in Health and Social Care or related subjects

Entry requirements
Students usually need one or more of the following:

• Must be employed by a sponsoring healthcare provider
• 120 UCAS points
• Normally 3 GCSEs A*-C or equivalent including English, Maths and Science
• Access to HE Diploma
• IELTS for Overseas students of 7.0 with no less than 6.5 in any aspect, or equivalent
• Personal interview

Location
Ashley Down Centre

Institution code
B77

Institution name
BCBC

Campus code
B

Course code
L510

Short Code
FdSc/HSCP

Application
UCAS

University of the West of England
Using creative methods, drama games, art making, movement, music and experiential approaches you will have an opportunity to try out new creative techniques and consider how these may be applied in other contexts.

Who is the course for?
This course would be good for health practitioners, teachers and LSA's, youth workers and anybody interested in exploring the health benefits of a creative approach.

What will I do on the course?
The course will cover:
• Self awareness
• Creative ideas
• Safe working practice
• How to set up an arts and health project and make it work

How is the course assessed?
This is an experiential course and is not assessed.

What could I do next?
An ideal introduction to studying the Foundation Degree in Creative Arts Therapies Studies.
THE SUPPORT AND ENCOURAGEMENT FROM THE TUTORS AND FELLOW CLASSMATES INSPIRES ME. IT IS SUCH A SUPPORTIVE AND ENJOYABLE CLASSROOM ATMOSPHERE, IT MAKES LEARNING FUN.

LYSTRA
MAKING YOUR APPLICATION

Full-time applications
For full-time Degrees, Foundation Degrees, HNDs and Foundation Year courses you must apply through UCAS at www.ucas.com

Click on ‘Getting started’ to begin your online application. There is lots of useful information on the UCAS website and helpful videos to guide you on your journey.

The application fee is £12 if you are applying to just one course, or £23 for multiple courses and for late applications sent after 30 June (fees correct at time of printing).

If you have any questions about the application process, call UCAS on 0371 468 0468

Please be sure to use the correct UCAS course code. These can be found on the UCAS website or on www.cityofbristol.ac.uk

For those applicants who are no longer in education and would like further guidance when applying please contact HEinformation@cityofbristol.ac.uk

Part-time and other applications
Applications for part-time Foundation Degrees, HNDs, HNCs, Access to HE and all other higher level or professional courses, should be made directly to City of Bristol College. Email HEinformation@cityofbristol.ac.uk to receive more information and the relevant application form.

Higher Apprenticeships
Your next step is to make contact with City of Bristol College University Centre to discuss the course you’re interested in and your current job. When you contact us we will review your job role to ensure it will provide the opportunities to achieve the qualifications in the relevant framework. apprentice@cityofbristol.ac.uk
APPLICATION TIMELINE

You can apply for full-time or part-time courses at City of Bristol College University Centre at any time of the year, providing places are available. Other key dates are below:

**September**
- UCAS applications open for full-time courses starting following September

**January**
- First UCAS deadline
- Later applications can still be made providing there are places on the course

**February**
- UCAS Extra starts
- Full-time applicants – start your online Student Finance application. You do not need to wait until you have accepted a specific place

**May**
- Deadline for submitting new full-time Student Finance applications so that finance will be ready for the start of term
- Part-time applicants should start online Student Finance applications

**July**
- UCAS Extra closes and Clearing opens
- Later applications can still be made providing there are places on the course
- Full and part-time applications continue throughout the summer

**August**
- A Level and BTEC results published
- Clearing starts for the final remaining full-time places
- Full and part-time applications continue throughout the summer

**Mid-September**
- Term starts for most courses mid-September
- Register on your course and then Student Finance payments will begin
# COURSE GUIDE INDEX

**A**

<table>
<thead>
<tr>
<th>Course</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAT</td>
<td>24</td>
</tr>
<tr>
<td>Access</td>
<td>24</td>
</tr>
<tr>
<td>Accommodation</td>
<td>6</td>
</tr>
<tr>
<td>Administration</td>
<td>28</td>
</tr>
<tr>
<td>Advice</td>
<td>6</td>
</tr>
<tr>
<td>Aerospace Engineering</td>
<td>90</td>
</tr>
<tr>
<td>Application</td>
<td>106</td>
</tr>
<tr>
<td>Arts</td>
<td>68-69, 104</td>
</tr>
<tr>
<td>Audio</td>
<td>74, 81</td>
</tr>
</tbody>
</table>

**B**

<table>
<thead>
<tr>
<th>Course</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business</td>
<td>26-29</td>
</tr>
</tbody>
</table>

**C**

<table>
<thead>
<tr>
<th>Course</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>CELTA</td>
<td>87</td>
</tr>
<tr>
<td>Childcare</td>
<td>6, 96-97</td>
</tr>
<tr>
<td>Cognitive Behavioural Therapy (CBT)</td>
<td>65</td>
</tr>
<tr>
<td>Computer Networks</td>
<td>50</td>
</tr>
<tr>
<td>Computing</td>
<td>46-51</td>
</tr>
<tr>
<td>Construction</td>
<td>52-53, 56-57</td>
</tr>
<tr>
<td>Counselling</td>
<td>58-67</td>
</tr>
<tr>
<td>Creative Arts Therapies</td>
<td>98, 104</td>
</tr>
</tbody>
</table>

**D**

<table>
<thead>
<tr>
<th>Course</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dance</td>
<td>70</td>
</tr>
<tr>
<td>Digital Marketing</td>
<td>40</td>
</tr>
<tr>
<td>Disability support</td>
<td>7</td>
</tr>
</tbody>
</table>

**E**

<table>
<thead>
<tr>
<th>Course</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Childhood Studies</td>
<td>99</td>
</tr>
<tr>
<td>Early Years</td>
<td>100</td>
</tr>
<tr>
<td>Editorial Design</td>
<td>78</td>
</tr>
<tr>
<td>Education</td>
<td>82-87</td>
</tr>
<tr>
<td>Electrical Engineering</td>
<td>94-95</td>
</tr>
<tr>
<td>Electronic Engineering</td>
<td>94-95</td>
</tr>
<tr>
<td>Engineering</td>
<td>56, 88-90, 92-95</td>
</tr>
</tbody>
</table>

**F**

<table>
<thead>
<tr>
<th>Course</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilities and centres</td>
<td>4, 5</td>
</tr>
<tr>
<td>Fees and costs</td>
<td>20-21</td>
</tr>
<tr>
<td>Financial support</td>
<td>20</td>
</tr>
</tbody>
</table>

**G**

<table>
<thead>
<tr>
<th>Course</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduation</td>
<td>10</td>
</tr>
<tr>
<td>Graphic Design</td>
<td>72-73</td>
</tr>
</tbody>
</table>

**H**

<table>
<thead>
<tr>
<th>Course</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Professions</td>
<td>101</td>
</tr>
<tr>
<td>Health and Social Care</td>
<td>102-103</td>
</tr>
<tr>
<td>Human Resources</td>
<td>30-31, 34-35</td>
</tr>
</tbody>
</table>

**I**

<table>
<thead>
<tr>
<th>Course</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Design</td>
<td>80</td>
</tr>
<tr>
<td>Interactive Multimedia</td>
<td>72-73</td>
</tr>
</tbody>
</table>

**L**

<table>
<thead>
<tr>
<th>Course</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning and Development Practice</td>
<td>32-33</td>
</tr>
</tbody>
</table>

**M**

<table>
<thead>
<tr>
<th>Course</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management</td>
<td>41-44</td>
</tr>
<tr>
<td>Marketing</td>
<td>36-40</td>
</tr>
<tr>
<td>Mechanical Engineering</td>
<td>92-93</td>
</tr>
<tr>
<td>Media</td>
<td>68-69, 71, 76</td>
</tr>
<tr>
<td>Music and Sound</td>
<td>74</td>
</tr>
</tbody>
</table>

**N**

<table>
<thead>
<tr>
<th>Course</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Union of Students (NUS)</td>
<td>10</td>
</tr>
</tbody>
</table>

**P**

<table>
<thead>
<tr>
<th>Course</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performance</td>
<td>70</td>
</tr>
<tr>
<td>Photography</td>
<td>75</td>
</tr>
<tr>
<td>Post Production</td>
<td>81</td>
</tr>
<tr>
<td>Preparing for Higher Education</td>
<td>25</td>
</tr>
<tr>
<td>Professional studies</td>
<td>26-45</td>
</tr>
<tr>
<td>Professional partners</td>
<td>18-19</td>
</tr>
<tr>
<td>Project management</td>
<td>45</td>
</tr>
</tbody>
</table>

**Q**

<table>
<thead>
<tr>
<th>Course</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualifications</td>
<td>12-13</td>
</tr>
</tbody>
</table>

**R**

<table>
<thead>
<tr>
<th>Course</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Radio Production</td>
<td>79</td>
</tr>
</tbody>
</table>

**S**

<table>
<thead>
<tr>
<th>Course</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site management</td>
<td>54</td>
</tr>
<tr>
<td>Student life</td>
<td>10-11</td>
</tr>
<tr>
<td>Study centres</td>
<td>5-6</td>
</tr>
<tr>
<td>Support</td>
<td>6-7</td>
</tr>
</tbody>
</table>

**T**

<table>
<thead>
<tr>
<th>Course</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching English</td>
<td>87</td>
</tr>
<tr>
<td>Theatre</td>
<td>70, 76</td>
</tr>
<tr>
<td>Tuition fees</td>
<td>20-21</td>
</tr>
</tbody>
</table>

**U**

<table>
<thead>
<tr>
<th>Course</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>UCAS</td>
<td>14</td>
</tr>
<tr>
<td>University partners</td>
<td>16-17</td>
</tr>
</tbody>
</table>

**V**

<table>
<thead>
<tr>
<th>Course</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Video</td>
<td>81</td>
</tr>
</tbody>
</table>

**W**

<table>
<thead>
<tr>
<th>Course</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web authoring</td>
<td>77, 80</td>
</tr>
</tbody>
</table>
GET IN TOUCH

COURSE ENQUIRIES:

📞 0117 312 5171
✉️ HEinformation@cityofbristol.ac.uk

GENERAL ENQUIRIES:

📞 0117 312 5000
✉️ enquiries@cityofbristol.ac.uk

WRITTEN ENQUIRIES:

University Centre, City of Bristol College,
PO Box 3158, Bristol, BS6 9JS

COLLEGE CENTRES OFFERING UNIVERSITY LEVEL COURSES

Ashley Down Centre
Ashley Down Road
Bristol BS7 9BU

College Green Centre
St George’s Road
Bristol BS1 5UA

AEC at Parkway
New Road, Stoke Gifford
Bristol BS34 8SF

Soundwell Centre
St Stephen’s Road
Bristol BS16 4RL

South Bristol Skills Academy (SBSA)
The Boulevard, Hengrove Park
Bristol BS14 0DB

WWW.CITYOFBRISTOL.AC.UK

Join the conversation!

@CoBCollege | www.facebook.com/cobcollege

We do everything possible to make sure that the information in our publications and on our website is correct. However, we may need to make changes to courses, fees and reduced fees at short notice, due to circumstances beyond our control. Please check course details and prices before you enrol. The College cannot be held responsible for any errors, omissions or changes.