Visit our Open Days in 2012.

College Open Days are as follows:

Wednesday 07 March 2012 16.00-20.00

Thursday 28 June 2012 16.00-20.00

Thursday 23 August 2012 (GCSE Results Day) 11.00-16.00

Wednesday 28 November 2012 16.00-20.00

All Open Days will be held at our Trinity Green Campus on Easby Road. Please visit: www.bradfordcollege.ac.uk for more information.

Bradford College, Great Horton Road, Bradford,
West Yorkshire, BD7 1AY

Course Enquiries Team:
01274 433333 (01274 438946 minicom)
admissions@bradfordcollege.ac.uk

The College’s Mission:
“To help students from the region, nationally and internationally, achieve their potential and make a rewarding and positive contribution to their own communities.”
Welcome to Bradford College

Welcome to our Full-time Further Education Prospectus for 2012/13. Inside, you will find details about our huge range of career-focussed courses, as well as information on our fantastic range of services and facilities, all designed to make your time at Bradford College as memorable and rewarding as possible.

Whether you are a school leaver or an adult returning to study, we are committed to going the extra mile in providing a quality learning experience so that you can go further in life and work. If you choose to study with us, then you will benefit from quality courses which aim to give you the edge when it comes to employment, talented tutors who are experts in their field, success rates which are far better than the national average, possible access to financial support to help with the costs of studying, excellent facilities and a friendly and supportive environment.

Also, once you are with us, you don’t have to go far to go higher. We offer one of the widest ranges of Higher Education (university level) courses in the country outside of the university sector. You can choose to progress to one of our 150 full and part-time undergraduate, postgraduate and professional courses. At Bradford College, we believe that quality degrees should not cost the earth. Unlike most universities, which will charge around £9,000 a year from 2012, we will be charging £6,700*. We will also be offering our students a £500 discount on fees** as a way of saying thank you for staying with us.

Michele Sutton, OBE
Principal and Chief Executive

*Applies to UK and EU students only

**Applies to UK and EU students only and applies to the second year of course fees upon successful completion of Year 1.
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If you require further assistance, please call our student helpline:

01274 433333
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WE GO THE EXTRA MILE IN FURTHER EDUCATION

At Bradford College, we are committed to going the extra mile in providing a quality learning experience so that students can go further in life and work.

A HUGE RANGE OF CAREER-FOCussed COURSES
We offer a huge range of career-focussed courses for school leavers and adults which can be studied full or part-time.

GIVING YOU THE EDGE WHEN IT COMES TO EMPLOYMENT
Our priority is to give you the edge when it comes to employment by equipping you with the skills and knowledge required by today's employers. That is why most of our full-time courses have links with industry, include real work experience and come with support to plan your career or your own business.

EXCELLENT SUCCESS RATES
This is no average college - our success rates for Further Education courses are far better than the national average. For long courses (more than 24 weeks in duration) our success rates are 79% compared to 76% nationally; and for short courses (between five and 24 weeks in duration) they are 90% compared to 82% nationally.

TALENTED TUTORS
Our tutors are very talented. Government Ofsted inspectors have highlighted good teaching and learning and our students sing their praises with over 90% stating that the quality of teaching on their course is "good". *Source: FE and HE Student Perception of Course Survey, January 2011

QUALITY COURSES
The quality of our Further Education courses was highlighted by Government Ofsted inspectors in 2008, who rated the College as "Good" with many "Outstanding" features.

EXCELLENT STUDENT FACILITIES
We provide a safe and secure campus which contains top-notch facilities including modern classrooms, workshops and lecture theatres; well-equipped learning resource centres; a gym, restaurant, hair and beauty salons and café bars. There is also the opportunity to join our active Students’ Union.

SAFE AND HARMONIOUS ENVIRONMENT
We provide a safe and secure campus which was praised by Government Ofsted inspectors in June 2011:

"The promotion of harmony and respect both within the college community and beyond remains clearly at the heart of the college’s work."

FAIR FEES FOR QUALITY DEGREES
Once you are here, you don’t have to go far to go higher. We offer one of the widest ranges of Higher Education (university level) courses in the country outside of the university sector. You can choose to progress to one of our 150 full and part-time undergraduate, postgraduate and professional courses. At Bradford College, we believe that quality degrees should not cost the earth. That is why, unlike most universities, which will charge around £9,000 a year from 2012, we will be charging £6,700 and you do not have to pay a penny upfront.

SUPPORTED STUDENTS
We believe that high quality teaching provided by industry experienced tutors alongside high levels of encouragement and support is what makes our students satisfied. In fact, 97% of our students enjoy studying with us and 96% would recommend the College and their course to a friend*. *Source: FE Student Perception of Course Survey, September 2010

FINANCIAL SUPPORT
We have various sources of financial support for those aged 16-18 which you can tap into. These include our new Learner Support Fund (LSF) Grants, which replaced the EMA in 2011/12. Our LSF Grants provide a premium bursary, substantial bursary and top-up bursary for those who need financial help (subject to meeting eligibility criteria).

For more information on this contact our Study Finance Team

☎️ 01274 433246
Our Further Education Progression Package is designed to give you an insight into college life and the opportunity to try out the exciting courses we have on offer.

**WORKSHOPS**
We offer Post-16 Workshops that will actively explore the range of post-16 study options available at Bradford College, including Apprenticeships and Vocational Qualifications and GCSE Revision Workshops, to help improve your overall grades through tried and tested revision techniques. Good grades can open the door to further study so attendance at one of these sessions may prove invaluable.

**SUMMER ACTIVITIES**
We understand that deciding what to do next is difficult so we also offer a series of Summer Activities in July to give you a better idea of the options available.

**TASTER DAYS**
Taster Days are designed to give you a hands-on experience of a specific subject in Further Education.
By attending one of these sessions, you will get, as the title suggests, a taster, to see if you like it.
We offer a wide range of activities and events in which you can take part including:

**BEAUTY THERAPY AND HAIRDRESSING**
- Hair - ‘A Hair Raising Experience’
- Beauty - ‘Beauty School’

**BRADFORD SCHOOL OF ARTS AND MEDIA**
- Photography - ‘Kept in the Dark’
- Fashion - ‘Fashion Fix’
- Interior Design - ‘Grand Design’
- Graphic Design - ‘Time for Your Close Up’
- Art and Design - ‘Exposed’
- Music - ‘Feeling Blue?’
- Product Design - ‘Innovative Thinking’
- Performing Arts - ‘Class Act’
- Media Production - ‘News Flash’

**BUSINESS AND ENTERPRISE**
- ‘You’re Hired’

**COMPUTING AND ICT**
- ‘Surf’s Up!’
- ‘Find the Connection’
- ‘Games Master’

**EARLY YEARS, CHILD CARE AND EDUCATION**
- ‘Child’s Play’

**ENGINEERING, CONSTRUCTION AND TECHNOLOGY**
- Mechanical and Electrical/Electronic Engineering - ‘A Roll of the Dice’
- Motor Vehicle Engineering - ‘Auto Shop’
- Carpentry & Joinery/Painting & Decorating - ‘Jack/Jill of All Trades’ (Part 1)
- Brickwork, Plastering and Plumbing - ‘Jack/Jill of All Trades’ (Part 2)

**HEALTH AND SOCIAL CARE**
- ‘The Healthy Option’

**HOSPITALITY AND CATERING**
- ‘Ready, Steady, Cook’

**PUBLIC SERVICES**
- ‘Your College Needs You!’

**SCIENCE**
- ‘Crash, Bang, Wallop!’
- ‘Because You’re Worth It’
- ‘Whodunit?’

**SPORT, EXERCISE AND FITNESS**
- ‘Let’s Get Physical’

**TRAVEL AND TOURISM**
- ‘The World is Your Oyster’

For more information on any of the above:
- ☎ 01274 433084
- ✉ progression@bradfordcollege.ac.uk

See page 21 for full details on how to apply
Government Ofsted inspectors visited Bradford College in October 2008. All elements of the College which were inspected were judged to be at least “Good” and some elements were judged to be “Outstanding”. In fact, “Outstanding” appeared in the inspection report 36 times!

THE INSPECTORS SAID:
… Success in reaching the vulnerable and hard-to-reach is outstanding and a particular strength …
… The college has made outstanding progress since the last inspection …
… In the four years to 2008, the (success) rate for learners aged 16-18 has improved faster than the national average …
… The degree to which the college meets the needs and interests of learners is, as the self assessment report notes, outstanding.

The Government’s Ofsted monitoring visit in June 2011 judged that ‘reasonable’ or ‘significant’ progress had been made in the following areas:
Self-assessment and Improvement Planning
Outcomes for Students
Quality of Provision
Leadership and Management

Comments made by Ofsted inspectors included
“The promotion of harmony and respect both within the college community and beyond remains clearly at the heart of the college’s work.”

“All staff work very productively …to ensure that students are safe while in college. The strength, noted in the previous inspection, of supporting those students who face many barriers to learning, continues to be significant.”

The full Ofsted reports are available from the Bradford College website:
www.bradfordcollege.ac.uk

SUMMARY OF GRADES AWARDED
Effectiveness of Provision
Good (Grade 2)

Capacity to Improve
Outstanding (Grade 1)

Achievement and Standards
Good (Grade 2)

Quality of Provision
Good (Grade 2)

Leadership and Management
Good (Grade 2)

With contributory grade for
Equality and Diversity
Outstanding (Grade 1)

SUBJECT AREA GRADES
Health, Social Care and Early Years
Good (Grade 2)

Science and Mathematics
Outstanding (Grade 1)

Construction, Planning and the Built Environment
Good (Grade 2)

Literacy and Numeracy
Good (Grade 2)

Provision for Learners with Learning Difficulties and/or Disabilities
Good (Grade 2)

Business Studies
Good (Grade 2)

TRAINING QUALITY STANDARD (TQS)
The Training Quality Standard (TQS) is the highest training accolade possible for a training provider in recognition of its excellent work with employers.

TQS is a framework, assessment and certification process, which recognises and celebrates those colleges and training providers that put employers’ training needs at the heart of what they do. It is a measure of an organisation’s ability to offer training which responds to the needs of businesses.

The College achieved TQS accreditation in 2008 and currently holds ‘Part B’ accreditation, which is specific to the sector in: Healthcare, Hair and Beauty and Building Services Engineering. This recognises sector specific expertise in these vocational areas in relation to delivering high quality training to employers in the sector.
WHAT OUR STUDENTS SAY

Here is your chance to get inside information on student life from those who know best. The following is a selection of comments and views from students studying a variety of courses.

I think Bradford is a welcoming college and I enjoy the course.

Performing Arts student
Post Induction Learner Survey 2010

I have acquired lots of new skills whilst studying at Bradford College.

Hairdressing student
Mid-course Learner Survey January 2011

Course tutors are friendly, approachable and helpful.

Health and Social Care student
Post Induction Learner Survey 2010

The learning style used at Bradford College is very good.

Beauty Therapy student
Mid-course Learner Survey January 2011

Coming to college is the best thing I have ever done.

Preparation for Employment – Plastering student
Post Induction Learner Survey 2010

This experience has given me the confidence to move on eventually to study for a degree.

AS English Literature student
Mid-course Learner Survey January 2011

Studying at Bradford College has given me a lot of confidence.

Business and Enterprise student
Post Induction Learner Survey 2010

I have achieved good grades with the help of my tutors.

Health and Social Care student
Mid-course Learner Survey January 2011
Our Workshops offer a friendly approach to learning.

**ENGLISH WORKSHOP**

The English Workshop offers a range of courses from basic literacy (spelling and grammar) to GCSE English, including the National Literacy Tests. Community Skills for Life offer Literacy and Numeracy classes at Bolton Royd and in community centres around Bradford. Entry for the online National Tests at Levels 1 and 2 is available at any time throughout the year.

For further details contact the SID Office, B Floor, Old Building ☎ 01274 433317

or the SID Office at Bolton Royd ☎ 01274 436345

**MATHEMATICS WORKSHOP**

The Mathematics Workshop gives you the opportunity to gain a recognised qualification whatever your level of ability. The Workshop also provides support for those on any College course needing help with Mathematics.

We currently offer:

- City and Guilds Adult Numeracy courses leading to Adult Numeracy National Tests
- Preparation for GCSE courses with nationally recognised qualifications
- AQA GCSE Modular Mathematics
- Edexcel AS and A level Mathematics
- Edexcel AS and A level Further Mathematics

For most courses you will work as part of a class or a group, using the Workshop for extra help.

For further details contact the SID Office, B Floor, Old Building ☎ 01274 433316
LEARNING RESOURCES

At Bradford College, we support your achievement by ensuring that you have access to appropriate learning resources to enhance your learning experience and help equip you for life beyond your time studying with us.

LIBRARIES

The College libraries offer more than just books, journals and study facilities. You will be able to access e-journals, databases and e-books either in the Learning Resource Centres or from your own PC at home. Our new state-of-the-art self-service system provides a speedy efficient service which means no queues. Our web system allows you to search for, reserve and renew books online and puts you in control of your borrowing.

For full details of the College’s Library services visit:
www.bradfordcollege.ac.uk/learningresources

Grove Library  01274 433331
McMillan Library  01274 433330
Trinity Green Library  01274 430229
Bolton Royd  01274 436351

LEARNING RESOURCE CENTRES

Our libraries are ideal Learning Resource Centres where we offer free access to over 200 computers. The Grove Learning Resource Centre is open up to 13 hours a day.

We have qualified staff who are ready to help you find appropriate resources whether in print or electronic format. We offer induction tours of our libraries; short information skills sessions, guidance on using a range of materials and drop-in sessions.

Across the campus, Creative Media & Innovation (CM&I) offer loans, advice and support for equipment such as digital cameras, presentation materials, camcorders, video and audio recording/playback. Housed in the Westbrook building, the CM&I area includes a three camera TV studio, a range of Digital Media Editing Suites and both PC and Mac-based systems.

We have a range of media-related resources available for you to borrow from Learning Resource Centres and the CM&I area. If you are not familiar with the equipment available we will advise you on the most appropriate items to meet your needs. We can also provide you with general skills development for the use of the equipment to enable you to use it effectively for your study.

VIRTUAL LEARNING ENVIRONMENT (MOODLE)

As a student at Bradford College you will have access to our rich and varied Virtual Learning Environment (Moodle). Moodle is a dynamic online space that tutors can use to combine learning resources and teaching material relevant to your studies. You can access Moodle from home at any time.

Many of our courses make use of forums and online assessment. You can submit work electronically and build communities with other students on your course as well as talk to your tutors and subject librarians. Your tutor may also use Moodle for class handouts, handbooks, videos and graphics to complement your classroom-based learning. In addition, there are areas covering essentials such as study skills and referencing.

See page 21 for full details on how to apply
STUDENT FACILITIES

SPORTS ACADEMIES
Bradford College’s Sports Academies are an exciting opportunity to combine individual sports coaching, training and competition programmes with your vocational studies. The vocational course can be any from our Further Education Prospectus, such as Construction, Public Services or Beauty Therapy. The Sports Academies are open to everyone with an interest in sport, from beginner to those with Olympic potential.

Each Academy works in its own unique way but all provide up to eight hours of group or individual coaching/training per week over four sessions. You will also be able to gain a Sports Coaching and/or Volunteering Award in your chosen sport.

We currently have Sports Academies specialising in: Athletics, Badminton, Basketball, Boxing, Cricket, Dance, Disability Sports, Fitness, Hockey, Martial Arts, Men’s and Women’s Football, Outdoor Activities, Rugby League and Rugby Union. The Academies cater for both male and female students.

Our Sports Academies are linked to the National Governing Body of Sport for coaching awards and competition opportunities with the British Colleges Sport (BCS) and English Colleges Football Association Leagues. Each Academy has a local partner for progression opportunities, such as Bradford Bulls RLFC, Bradford City FC, Bradford Disability Sport, City of Bradford Swimming Club, Bradford Dragons Basketball Club and Yorkshire Cricket Board.

The Sports Academies are delivered in the Trinity Green Sports Centre, with state-of-the-art facilities backed up by professional coaches.

For information on any of our Academies contact our Course Enquiries Team on 01274 433333. Places on many of these courses are limited so please submit your application as soon as possible.

Full details are included on our website: www.bradfordcollege.ac.uk

SPORTS FACILITIES
September 2008 showcased the opening of our new £20 million Trinity Green Campus which houses the College’s Sports facilities which now feature in the London Organising Committee Pre-Games Training Camp Guide for the Olympics in 2012.

They include:
- a 1000m² sports hall
- a dedicated sport theory room
- an aerobics and dance studio complete with fully sprung wooden floor
- a multi-use games area
- two basketball courts
- three 5-a-side pitches and a full size football pitch

STYLE ACADEMY
Would you like to be more confident in your personal presentation?

The Style Academy provides the opportunity for you to gain an additional qualification which will endorse the high standards, professionalism and professional etiquette expected of any premier salon as well as the opportunity to learn from professionals.

Bradford College has teamed up with Morton Gledhill, one of the country’s leading model training agencies, to offer you a unique experience. On this short course you will learn about the importance of making a good first impression through styling, make-up, etiquette and deportment. You will have the opportunity to take part in a photo shoot from which you will receive photographs for your portfolio and, at the end of the year, you will be able to show off your newly acquired personal confidence in both the end of course show and the grand finale show.

For more information contact the Style Academy Co-ordinator, Hayley Lomas 01274 433288 h.lomas@bradfordcollege.ac.uk

To apply for a place at the Style Academy, contact our Course Enquiries Team 01274 433333.

Places are limited so please submit your application as soon as possible.
ACTIVITIES TO GET YOUR TEETH INTO

We offer a wide selection of enrichment activities at our Trinity Green campus to enhance your experience at the College, help you develop personal and social skills and improve your self-confidence.

Activities on offer are updated every term and have been picked to be enjoyable and to give you the opportunity to expand your existing skills, try out new pursuits and enjoy a range of recreational hobbies. The programme of activities links to the College’s Sports Academy teams and you will be able to take part in a variety of challenges through intra and inter-league competitions.

Activities currently available include:
- Badminton
- Basketball
- Boxercise
- Boxing
- Caving
- Climbing and Abseiling
- Cricket
- Dance
- High Ropes
- Judo
- Orienteering
- Off Road Cycling
- Table Tennis
- Volleyball
- Uni-Hoc (indoor hockey)
- Water Sports
- Weightlifting

For more details on Sports Enrichment, contact Ben Greaves the College’s Further Education Sports Co-ordinator based at Trinity Green.

📞 01274 433392
✉️ b.greaves@bradfordcollege.ac.uk

We offer the opportunity to join the Duke of Edinburgh’s Award Scheme or for the even more adventurous, a 15-20 month team building and skills development programme culminating in an exciting four-week ‘World Challenge’.

To increase the enjoyment of your studies and equip you for success, the Enrichment Team also provide a variety of extra curricular activities. You can find out more by visiting:

🌐 http://www.bradfordcollege.ac.uk/student_life/college-community/activities-clubs-sports

If you have an interest in performing arts, you may like to join one of the following weekly sessions:
- College Choir
- Dance Fitness
- Dance Performance
- Introduction to Acting
- Musical Theatre
- Play Reading
- Podcast/Internet Radio

(making programme content for the College’s website)

For the above activities contact Damien O’Keeffe in the Old Building

📞 01274 433197
✉️ d.okeeffe@bradfordcollege.ac.uk
level6
RESTAURANT, CAFÉ BAR, NAIL BAR AND HAIR & BEAUTY SALONS
‘level6’ is a suite of training facilities for students on vocational courses. It is run as a fully operating business and offers modern and comfortable surroundings including a Restaurant, Café Bar, Nail Bar, Hair Salon and Beauty Therapy Salon. Based on F floor of the Westbrook building, level6 boasts outstanding facilities for both customers and trainees. All the services at level6 offer excellent value for money and are available to students, staff and the general public.

Whether you are looking to rejuvenate your body or indulge your taste buds, level6 offers an extensive range of professional services in state-of-the-art surroundings.

To contact level6:
General enquiries
☎️ 01274 436114
Restaurant and Café Bar bookings
☎️ 01274 436113
✉️ www.level6.org.uk

BRADFORD FREECITYBUS
The Bradford freecitybus service links the College to key locations around the city centre including: Bradford Travel Interchange, Forster Square Railway Station, Forster Square Shopping Park, Kirkgate Shopping Centre, the Oastler Centre, the National Media Museum and Library, and the University of Bradford.

Buses run every ten minutes from 07.00 to 19.00, Monday to Friday and 08.00 to 17.30 on Saturdays. All journeys are free of charge.
Bradford College was one of the first colleges in the country to be awarded full ‘Healthy College’ status and has been singled out for praise by the government for our work in this area.

So what does being part of a Healthy College mean for you?

You will have the opportunity to access the appropriate advice and guidance about well-being so that you can make informed choices about your health. Studies have shown that there is a clear link between Healthy College initiatives and bringing about a positive change in emotional and physical well-being.

The Healthy College standard is a holistic approach to health including areas such as environment, healthy eating and physical activity. You will be able to take part in a variety of health initiatives to help create a healthier lifestyle. These will be publicised throughout the year.

The Well-being Centre provides an area which is totally dedicated to providing information on health and well-being through stalls, lectures and drop-in services. You can access information on healthy eating, drugs, alcohol, contraception and many other issues.

The Well-being Centre is a health resource centre where you can access information on any health-related topic. You will be able to take part in activities and access services to enhance your physical and mental health. Drop-in services, bookable sessions, courses, visiting lecturers, events and conferences are all on offer.

Group tutorials and specialist lectures on subjects such as relaxation techniques, healthy eating, life skills, dyslexia support, fitness, mindfulness, assertiveness and self-esteem are held in the Centre.

Bradford College is committed to providing a Healthy College environment to improve the health and well-being of students and staff.
“Strive to be the best you can be. In doing so, your vision may be closer than you think.”

Peter Jones CBE, founder of the Peter Jones Enterprise Academy

Turn your business dreams into reality

The Peter Jones Enterprise Academy comes to Bradford College.
Whether you want to setup your own business or succeed in an exciting organisation, the skills and experience you gain at the Peter Jones Enterprise Academy will kick start your dream career. The Peter Jones Enterprise Academy (PJEA) is a unique accredited academy giving young people the skills and mind set needed to succeed in setting up their own businesses or to shine in an established business. We can give you a head-start and set you on the fast track to success.

The Academy offers a Level 2 and Level 3 BTEC Diploma in Enterprise and Entrepreneurship. Both courses last one year and will help you to either set-up and run your own business or to thrive within an existing organisation.

For further information please see page 63.
01274 433026
enterprise@bradfordcollege.ac.uk

“If you are an entrepreneur, this is the time!”

Peter Jones, CBE
THE STUDENTS’ UNION

All students at Bradford College are automatically members of the Students’ Union. It is the voice of students at the College and offers a range of services to ensure you have a great student experience.

THE STUDENTS’ UNION OFFERS:

- Representation and support for all students through training and support for course representatives
- Support for individual students on matters such as academic appeals, disciplinary procedures, breach of assessment and complaints
- Professional and free advice to support students having issues about funding, course fees, benefits, debt, housing and consumer problems
- Opportunities to get involved with student societies, volunteering projects and other activities

The students’ union is run by students, for students. Each year the students at the college get the chance to vote for the Executive Committee of the Students’ Union, a group of 10 students who make the big decisions about the running of the Union. Any student can stand for these positions and all students can vote in the elections.

The Students’ Union operates throughout the year from 09.00-17.00.

☎ 01274 433007
✉ s.union@bradfordcollege.ac.uk
🌐 www.bradfordcollege.ac.uk/student_life/student-union
The College’s Student Services Reception is on B Floor of the Westbrook building and this is where you will find advice and information on the following:

**CONNECTIONS**
In addition to College’s own full-time Careers Advisors, we have Careers and Personal Advisors from Connexions who will look after you if you are aged 16-18 and are experiencing problems with accommodation or personal matters such as health, drugs, alcohol or sexual health.

📞 01274 436461

**COUNSELLING SERVICE**
The College’s Counselling Service is open to all and offers a completely CONFIDENTIAL one-to-one service to talk about any personal or difficult issues with counsellors who can help you.

Drop-in sessions are available in the Westbrook Building on Monday-Friday between 12.15 and 13.15 or at pre-arranged times in the Student Centre (Kirkstone Halls).

📞 01274 235750
or text 📞 07749 820070

**STUDENT PROGRESS COACH TEAM**
The team of Student Progress Coaches is available to help students aged 16-19 with attendance, achievement and progression to ensure a positive learning experience at Bradford College.

They will help you stay motivated and on track to achieve your qualification and support your future progression. They offer one to one, impartial, confidential advice to about: course concerns, home-life problems, finance and any other issues that can affect your attendance, achievement and progression at College.

You can contact the Student Progress Coaches on 📞 01274 433753/433169 or attendanced@bradfordcollege.ac.uk or call in to 25B Westbrook Building

**GUIDANCE**
Our Guidance Team of qualified and experienced experts operates a drop-in service for anyone thinking about coming to College. Information, advice and guidance is available on course and career choices and the best pathways available to help you achieve your goals.

The Guidance Service is open:
Monday to Thursday 09.00-16.45
Friday 09.00-16.15

Appointments to see an Advisor can also be made by special arrangement.
📞 01274 433053/6 for more information.

**COMPLAINTS**
If you who wish to talk to someone about a complaint or a suggestion or need to discuss matters relating to academic appeals, student disciplinary matters, bullying/harassment, abuse/protection or any other cause for concern, you may contact the Director, Student Services.

📞 01274 433134

**SAFEGUARDING**
The College has designated male and female Child/Vulnerable Adult Protection Officers who are always available to help if you are worried that you are a victim of abuse which includes emotional, physical or sexual abuse or neglect. If you feel that you have been the victim of abuse, it is important that you speak to someone you trust. If you tell a member of staff at College you can expect to be treated in a caring way and sympathetic way. The College also has its own dedicated Safeguarding Officer.

If you need to talk to someone urgently, please contact 📞 01274 433291 or 📞 01274 433097
STUDENT SERVICES

FAITH ACTIVITY
At Bradford College, we acknowledge that faith is important to many of our staff and students and we provide a number of services to support this.

Rolf Mason, the Multi-faith Chaplain, co-ordinates a chaplaincy service for the needs of the whole College and people of all faiths and beliefs, including those of no faith. This service offers support in the area of values, faith and belief. It helps by advising the College on policy and religious practice, having input into delivery, offering pastoral care and spiritual support, maintaining links with the local community, advising on and managing the College’s multi-faith spaces and leading on the observance of religious festivals.

In partnership with the Students’ Union, the chaplaincy service offers advice and guidance to students seeking to establish faith based groups, whether for a particular faith tradition (eg Islamic Society or Christian Union) or inter-faith discourse groups. The Students’ Union is available to support anyone wishing to join or set up a faith interest group. There is a healthy Islamic Society in the College, and there is always space for other faith groups.

Bradford College is a secular institution but has connections with a variety of faiths and denominations within the local community. The Chaplaincy can put you in contact with members of faith communities.

The College has a number of Prayer/ Quiet rooms in various buildings, details of which can be obtained from the SID Offices.

For further information please contact the Chaplaincy on 01274 433071 or r.mason@bradfordcollege.ac.uk

BRADFORD COLLEGE SECURITY SERVICE
Creating a Safe and Secure Environment for All Users of Bradford College
We ensure the safety of our students and staff on and around the campus at all times. All of our buildings are monitored by security control room staff and we have uniformed security staff who patrol all College buildings regularly.

In addition, our highly trained security staff are on hand at all times to offer help on request.

The College’s most recent Ofsted report stated:
“Learners report that they feel safe and supported in and around the College.”

CAMPUS WATCH
The College has a number of “Campus Watch” contact points where you can seek advice, report incidents or express any concerns you may have. Contact points are clearly marked with a yellow ‘Campus Watch’ sign.

UBUS
The UBUS is a free safety bus that runs weekdays from 17.00-23.30 during term-time. The bus will take you anywhere within a two mile radius of the College so, for example, you may wish to be taken to Forster Square station or to the Travel Interchange to catch your bus or train.

For an up-to-date timetable visit: www.ubuonline.co.uk/ubus

STUDENT SAFE SPOTS
Student Safe Spots have been set up in conjunction with West Yorkshire Police and a number of local businesses, shops etc in the immediate vicinity of the College. They are places where you can go to wait until you feel safe, call a taxi or contact the police if necessary. Safe Spots are identified by a yellow ‘Student Safe Spot’ logo.

For more information visit:
www.citycentrebeat.co.uk/safespot

The Student Safe Spot scheme is now seen as national best practice with a number of cities launching their own Safe Spots. The scheme has also received a Divisional Commander’s Commendation for Excellence in Service.

SAFE TAXIS
As part of the Student Safe Spot scheme, a local taxi firm has been awarded the ‘Preferred Taxi’ title, and offers a student discount of 10% on all journeys.
Additional Learning Support provides support to learners with a range of disabilities and learning difficulties.

We work across all College sites and at all course levels. There are four Support Teams and extra specialists. We have a team of 100 staff in total.

The Teams are:
The Physical Disabilities, Medical Conditions and Learning Difficulties Team

The Emotional and Behavioural Support Team

The Specific Learning Difficulties Team

The Sensory Support Team

There is also a Well-being Advisor for learners with mental health needs or Asperger’s Syndrome. The Assistive Technology Officer advises on specialist hardware and software.

We aim to help learners be as independent as possible and achieve success at College.

For more information:
📞 01274 433133 (voice and minicom)
✉️ 01274 420441
✉️ Email: s.turnbull@bradfordcollege.ac.uk
INTERNATIONAL STUDENTS

Every year, students from all over the world choose to study at Bradford College. We have an excellent reputation and we are proud of our strong tradition in providing a warm welcome.

INTERNATIONAL CENTRE
Bradford College’s International Centre offers dedicated support to international students from the point of application through to graduation. Our friendly staff can offer you specialist advice and support to assist you in your studies.

We encourage all our international students to use the Centre as a place to discuss everyday student issues and to seek specialist information relating to visa renewal, course applications, banking and police registration.

If you would like more information, please contact us:
The International Centre
Bradford College
Great Horton Road
Bradford
West Yorkshire
BD7 1AY
UK
☎ +44(0)1274 433348
☎ +44(0)1274 736175
✉ international@bradfordcollege.ac.uk
✉ international.bradfordcollege.ac.uk

ENGLISH LANGUAGE CENTRE
The College’s English Language Centre offers a range of British Council-accredited language courses. Run throughout the year, these include full and part-time preparation for a range of English Language qualifications, such as International English Language Testing System (IELTS) and Cambridge Main Suite examinations.

For further details of the following full-time courses please see pages 93-95.

General English
Academic English
IELTS Preparation
English Plus

We also offer Pre-Sessional and General English Summer Schools, and an Intensive IELTS Preparation Course in the English Language Centre during the summer months. Further details are included on pages 96-97.

Preparation for internationally-recognised English examinations is also available on a part-time basis.

For further details:
☎ +44(0)1274 433208
☎ +44 (0)1274 736175
✉ elc@bradfordcollege.ac.uk
✉ international/bradfordcollege.ac.uk/english-language-centre

See page 21 for full details on how to apply
FINANCING YOUR STUDIES

Depending on your age or situation there may be some costs involved when you choose to come to College.

The following information will help you understand the possible costs and identify what help is available. If you have any questions, our helpful and friendly Student Services Team will be happy to talk to you and discuss your options.

TUITION FEES/EXAM FEES

Students Under 19
If you are 16, 17 or 18 and studying on a full-time Further Education course, you will not pay tuition or examination fees.

Students Aged 19 or Over
If you are 19 or over on 31 August 2012, you will be responsible for the payment of course fees (unless you are entitled to fee remission*). The course fee for a full-time Further Education course varies depending on the type of course. Any second year of the course will be charged separately. Queries about tuition fees should be made to the FE Registry Helpline on ☎️ 01274 433088.

*Fee Remission for Those Aged 19 or Over
If you are an adult wishing to study on an Entry level, Level 1, full Level 2 or full Level 3 course, you may not have to pay tuition fees** if:

• You are aged 19 or over on 31 August 2012 and are studying on an Entry Level or Level 1 course and will progress to Level 2
• You are aged over 19 on 31 August 2012 and do not already have a full Level 2 qualification
• You are aged over 19 and under 25 on 31 August 2012 and do not already have a full Level 3 qualification
• You are aged over 25 or over on 31 August 2012 and would like to study a full Level 3 qualification and you do not already hold a full Level 2 qualification
• You are claiming and can provide evidence of Job Seekers Allowance or Employment Support Allowance

** Please note: this only applies to tuition fees – you will still have to pay any examination, registration and administration fees and purchase any necessary books or materials.

OTHER COURSE-RELATED COSTS

You will be responsible for costs incurred whilst studying, including books, stationery, special equipment, examinations, a registration fee, travel, meals and any other course related activities. Help towards these costs is available for many students.

FINANCIAL HELP AVAILABLE

The following is a brief outline of the financial assistance that may be available to help you with the costs of coming to College. However, for most students there will be no help with the cost of living whilst you are studying, so we strongly advise you to plan your future finances before beginning your course.

LEARNER SUPPORT FUND

For students aged 19 and over, the College’s Learner Support Fund offers a contribution towards the cost of travel, books, equipment and materials. Up to 100% of childcare costs is also available for anyone using OFSTED registered childcare who cannot get funding from any other source.

You will have to meet certain criteria to be eligible for these funds.

For further information:

☎️ 01274 433246
✉️ learner.services@bradfordcollege.ac.uk
▶ http://www.bradfordcollege.ac.uk/student_life/support/financial-support

For students aged 16-18 the College offers two types of bursary from the Learner Support Fund. The Premium Bursary pays £40.00 per week for 30 weeks to a small group of students in most need of support. The Standard Bursary which contributes towards travel costs, material costs and meals whilst at College is available to students from low income families.

You will have to meet certain criteria to be eligible for these funds.

For further information:

☎️ 01274 433246
✉️ learner.services@bradfordcollege.ac.uk
▶ http://www.bradfordcollege.ac.uk/student_life/support/financial-support

For information and advice on other financial support, contact the Student Finance Team.

☎️ 01274 433246

Alternatively you can visit us on B Floor, Westbrook Building, Great Horton Road, Bradford BD7 1AY.

CARE TO LEARN

This offers assistance with childcare costs for students up to and including 19 years of age.

For further information contact
☎️ 0800 121 8989.

Please note: This fund may be closed in September 2012 and funding for childcare moved into the College’s Learner Support Fund.

Please note: The above information is correct at the time of going to print, based on the criteria for the academic year 2011/2012, and may be subject to change in line with Government legislation.

For the most up-to-date information please visit:
▶️ www.bradfordcollege.ac.uk
CHOOSING AND APPLYING FOR A COURSE

It is important that you have access to good information, helpful advice and professional guidance to ensure you pick the right course for your chosen goals.

You also need to know about the costs of studying and whether you are entitled to any financial help, especially if you are unemployed or on a low income.

If you are coming back to College after a short or even a long break from education, we can help to ensure you start on the right programme and at the right level for you.

A drop-in service is available if you want to find out more about studying. Call in to see the Guidance Team in Westbrook Building. The team can put you in touch with the relevant tutors for a more detailed discussion or give you information about courses elsewhere in the district, if appropriate.

\[\text{01274 433056}\]

HOW TO APPLY

Read through the prospectus carefully and take advice from parents, schools and advisors.

You can choose more than one course and you will be given the opportunity to see staff from each of your choices.

Fill in every section of the application form, which can be found attached to the inside back cover of this prospectus, and be sure to sign the back page.

If you prefer, you can apply online at: \[\text{www.bradfordcollege.ac.uk/college/courses/recruit/joinus.htm}\]

Places on many courses are limited so your application should be submitted as soon as possible.

COLLEGE APPLICATION PROCESS

Once our Admissions Team receives your application form, we will arrange an interview for you. A date, time and location for your interview will be sent to you along with details of anything you need to bring with you.

It is possible to arrange a session with a Careers Advisor who can offer guidance and information on courses. When completing your application form, please tick if you would like careers advice and guidance or contact:

\[\text{01274 433056}\]

If you are unable to attend an interview, please contact us and we will arrange another date and time for you.

\[\text{01274 433333} \quad \text{01274 438946 voice and minicom}\]

APPRENTICESHIPS

To apply for Apprenticeships, contact City Training Services:

\[\text{01274 728316}\]
From September 2010, the Government introduced a new framework for Entry Level and Level 1 programmes. This framework is called Foundation Learning.

**WHAT IS FOUNDATION LEARNING?**
Foundation Learning is a new way to provide personalised learning programmes for those working on Entry Level and Level 1 Programmes. Foundation Learning will help learners to develop their potential and prepare them to progress towards Level 2 qualifications and other pathways such as Apprenticeships.

Foundation Learning increases choices and flexibility for learners.

**WHAT IS INVOLVED IN FOUNDATION LEARNING?**
A Foundation Learning programme will include:
- Subject or vocational qualifications
- Functional Skills in English, Mathematics and ICT
- Personal and Social Development

**WHO ARE FOUNDATION LEARNING PROGRAMMES FOR?**
The programmes are for a wide range of learners, including those:
- in mainstream education working at Entry Level and Level 1
- on Key Stage 4 engagement programmes
- on Entry to Employment programmes
- young people and adults with special educational needs with learning difficulties and/or disabilities
- not in Education, Employment or Training (NEET)
- attending Pupil Referral Units (PRUs)

**WHAT ARE THE PROGRESSION ROUTES FOR FOUNDATION LEARNING PROGRAMMES?**
There are a number of progression routes from Foundation Learning, including:
- Apprenticeships
- GCSEs
- employment
- supported employment
- any other 14-19 qualifications
- other Level 2 courses

Foundation Learning will not apply to all Entry Level and Level 1 courses.
## COURSE LEVELS EXPLAINED

To help you decide which course is suitable for you, the guide below gives details of the various levels and qualifications.

<table>
<thead>
<tr>
<th>CURRENT SITUATION</th>
<th>COURSE LEVEL</th>
<th>WHAT’S NEXT</th>
</tr>
</thead>
<tbody>
<tr>
<td>NO FORMAL QUALIFICATIONS OR WANTING AN INTRODUCTION TO LEARNING WITH OPPORTUNITIES FOR PROGRESSION</td>
<td>• Entry Level 1, 2 or 3&lt;br&gt;• Foundation Learning</td>
<td>• Progression onto next Entry Level or Level 1 course</td>
</tr>
<tr>
<td>BASIC EDUCATION, FEW OR NO FORMAL QUALIFICATIONS, GCSES AT GRADES E OR F</td>
<td>• Level 1 NVQ, BTEC&lt;br&gt;• Foundation Learning</td>
<td>• Level 2 courses&lt;br&gt;• Apprenticeship&lt;br&gt;• Employment</td>
</tr>
<tr>
<td>FOUR GCSES AT GRADES D AND E (INC MATHS &amp; ENGLISH), NVQ LEVEL 1, FOUNDATION DIPLOMA</td>
<td>• Level 2 NVQ 2, BTEC Diploma, Apprenticeship&lt;br&gt;• Level 3 courses</td>
<td>• Apprenticeship&lt;br&gt;• Employment</td>
</tr>
<tr>
<td>FOUR OR MORE GCSES AT GRADE C OR ABOVE (INC MATHS &amp; ENGLISH), NVQ L2, BTEC L2 DIPLOMA; HIGHER DIPLOMA</td>
<td>• Level 3 NVQ 3, BTEC Diploma, Extended Diploma, Apprenticeship</td>
<td>• Higher Education&lt;br&gt;• Employment</td>
</tr>
<tr>
<td>FIVE OR MORE GCSES AT GRADE C OR ABOVE; HIGHER DIPLOMA</td>
<td>• Level 3&lt;br&gt;• AS/A Level courses</td>
<td>• Higher Education&lt;br&gt;• Employment</td>
</tr>
<tr>
<td>AS/A LEVELS, INTERNATIONAL BACCALAUREATE, NVQ 3, BTEC LEVEL 3 DIPLOMA, ACCESS COURSE</td>
<td>• Level 4 - 6 Degree&lt;br&gt;• Foundation Degree&lt;br&gt;• Degree</td>
<td>• Further study at university&lt;br&gt;• Employment</td>
</tr>
</tbody>
</table>
PROGRESSION ROUTES

Our courses offer progression between the levels available, please see the table below. For progression within Apprenticeships see page 31.

<table>
<thead>
<tr>
<th>COURSE AREA</th>
<th>COURSE TITLE</th>
<th>COURSE LEVEL</th>
<th>WHO IS IT FOR*</th>
<th>WHAT CAN I PROGRESS ON TO?</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEAUTY THERAPY &amp; HAIRDRESSING</td>
<td>Introduction to the Hair &amp; Beauty Sector</td>
<td>Entry 3</td>
<td>Those wanting an introduction to learning with opportunities for progression</td>
<td>Level 1 course</td>
</tr>
<tr>
<td></td>
<td>Introduction to the Hair &amp; Beauty Sector</td>
<td>1</td>
<td>Those with a basic education, few or no formal qualifications, GCSEs E or F grades</td>
<td>Level 2 courses Apprenticeship Employment</td>
</tr>
<tr>
<td></td>
<td>Barbering</td>
<td>2</td>
<td>Those with four GCSEs at Grade D or E (including Mathematics and English), NVQ Level 1, Foundation Diploma</td>
<td>Level 3 courses Apprenticeship Employment</td>
</tr>
<tr>
<td></td>
<td>Beauty Therapy</td>
<td>3</td>
<td>Those with four GCSEs grade C or above (including Mathematics and English), NVQ Level 2, BTEC Level 2 Diploma, Higher Diploma</td>
<td>Higher Education at Bradford College™ Employment</td>
</tr>
<tr>
<td></td>
<td>Hair &amp; Media Make-up</td>
<td></td>
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<td></td>
<td>Hairdressing</td>
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<td></td>
<td>Nail Services</td>
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<tr>
<td></td>
<td>Women’s Hairdressing</td>
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<td></td>
</tr>
<tr>
<td>ART &amp; DESIGN</td>
<td>Art &amp; Design</td>
<td>2</td>
<td>Those with four GCSEs at Grade D or E (including Mathematics and English), NVQ Level 1, Foundation Diploma</td>
<td>Level 3 courses Apprenticeship Employment</td>
</tr>
<tr>
<td></td>
<td>Creative Media Production</td>
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<td></td>
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<tr>
<td></td>
<td>Music</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Performing Arts</td>
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<td></td>
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<tr>
<td>BRADFORD SCHOOL OF ARTS &amp; MEDIA</td>
<td>3D Design</td>
<td>3</td>
<td>Those with four GCSEs at Grade C or above (including Mathematics and English), NVQ Level 2, BTEC Level 2 Diploma, Higher Diploma</td>
<td>Higher Education at Bradford College™ Employment</td>
</tr>
<tr>
<td></td>
<td>Art &amp; Design</td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Creative Media Production</td>
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<tr>
<td></td>
<td>Fashion &amp; Clothing</td>
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<td></td>
<td>Graphic Design</td>
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<td></td>
<td>Interior/Product Design</td>
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<tr>
<td></td>
<td>Music Technology</td>
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<tr>
<td></td>
<td>Performing Arts</td>
<td></td>
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<td></td>
<td>Photography</td>
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<tr>
<td></td>
<td>Textile Design</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUSINESS &amp; ENTERPRISE</td>
<td>Business</td>
<td>Entry 3</td>
<td>Those wanting an introduction to learning with opportunities for progression</td>
<td>Level 1 course</td>
</tr>
<tr>
<td></td>
<td>Business Administration</td>
<td>1</td>
<td>Those with a basic education, few or no formal qualifications, GCSEs at Grade E or F</td>
<td>Level 2 courses Apprenticeship Employment</td>
</tr>
<tr>
<td></td>
<td>Accounting &amp; Finance</td>
<td>2</td>
<td>Those with four GCSEs at Grade D or E (including Mathematics and English), NVQ Level 1, Foundation Diploma</td>
<td>Level 3 courses Apprenticeship Employment</td>
</tr>
<tr>
<td></td>
<td>Business</td>
<td>3</td>
<td>Those with four GCSEs Grade C or above (including Mathematics and English), NVQ Level 2, BTEC Level 2 Diploma, Higher Diploma</td>
<td>Higher Education at Bradford College™ Employment</td>
</tr>
<tr>
<td></td>
<td>Enterprise &amp; Entrepreneurship</td>
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<tr>
<td></td>
<td>Retail</td>
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</tbody>
</table>
## PROGRESSION ROUTES

<table>
<thead>
<tr>
<th>COURSE AREA</th>
<th>COURSE TITLE</th>
<th>COURSE LEVEL</th>
<th>WHO IS IT FOR?</th>
<th>WHAT CAN I PROGRESS ON TO?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Computing and Information Communication Technology</strong></td>
<td>ICT</td>
<td>Entry 3</td>
<td>Those wanting an introduction to learning with opportunities for progression</td>
<td>Level 1 course</td>
</tr>
<tr>
<td></td>
<td>Business &amp; ICT</td>
<td>1</td>
<td>Those with a basic education, few or no formal qualifications, GCSEs at Grade E or F</td>
<td>Level 2 courses Apprenticeship Employment</td>
</tr>
<tr>
<td></td>
<td>IT Users ITQ</td>
<td>2</td>
<td>Those with four GCSEs at Grade D or E (including Mathematics and English), NVQ Level 1, Foundation Diploma</td>
<td>Level 3 courses Apprenticeship Employment</td>
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<tr>
<td></td>
<td>Games Development</td>
<td>3</td>
<td>Those with four GCSEs at Grade C or above (including Mathematics and English), NVQ Level 2, BTEC Level 2 Diploma, Higher Diploma</td>
<td>Higher Education at Bradford College** Employment</td>
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<tr>
<td></td>
<td>ICT Systems Support IT IT User (Office Skills) ITQ</td>
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<tr>
<td><strong>Early Years, Health &amp; Care</strong></td>
<td>Caring for Children</td>
<td>Entry 3</td>
<td>Those wanting an introduction to learning with opportunities for progression</td>
<td>Level 1 course</td>
</tr>
<tr>
<td></td>
<td>Health and Social Care</td>
<td>1</td>
<td>Those with a basic education, few or no formal qualifications, GCSEs at Grade E or F</td>
<td>Level 2 courses Apprenticeship Employment</td>
</tr>
<tr>
<td></td>
<td>Children and Young People’s Workforce Health &amp; Social Care</td>
<td>2</td>
<td>Those with four GCSEs at Grade D or E (including Mathematics and English), NVQ Level 1, Foundation Diploma</td>
<td>Level 3 courses Apprenticeship Employment</td>
</tr>
<tr>
<td></td>
<td>Health Studies</td>
<td>3</td>
<td>Those with four GCSEs at Grade C or above (including Mathematics and English), NVQ Level 2, BTEC Level 2 Diploma, Higher Diploma</td>
<td>Higher Education at Bradford College** Employment</td>
</tr>
<tr>
<td><strong>Engineering, Technology &amp; Construction</strong></td>
<td>Introduction to Employment in the Construction Industries (Brickwork, Carpentry &amp; Joinery and Painting &amp; Decorating)</td>
<td>Entry 3</td>
<td>Those in need of additional help and support with learning</td>
<td>Level 1 course</td>
</tr>
<tr>
<td></td>
<td>Brickwork</td>
<td>1</td>
<td>Those with a basic education, few or no formal qualifications, GCSEs at Grade E or F</td>
<td>Level 2 courses Apprenticeship Employment</td>
</tr>
<tr>
<td></td>
<td>Carpentry &amp; Joinery</td>
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<td></td>
<td>Painting &amp; Decorating</td>
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<td>Plastering</td>
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<td>Plumbing</td>
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<tr>
<td></td>
<td>Brickwork</td>
<td>2</td>
<td>Those with four GCSEs at Grade D or E (including Mathematics and English), NVQ Level 1, Foundation Diploma</td>
<td>Level 3 courses Apprenticeship Employment</td>
</tr>
<tr>
<td></td>
<td>Carpentry &amp; Joinery</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Construction Let’s TWIST – Women in Construction &amp; Engineering Painting &amp; Decorating Plastering</td>
<td>3</td>
<td>Those with four GCSEs at Grade C or above (including Mathematics and English), NVQ Level 2, BTEC Level 2 Diploma, Higher Diploma</td>
<td>Higher Education at Bradford College** Employment</td>
</tr>
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<td></td>
<td>Construction</td>
<td></td>
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</tr>
<tr>
<td>COURSE AREA</td>
<td>COURSE TITLE</td>
<td>COURSE LEVEL</td>
<td>WHO IS IT FOR?</td>
<td>WHAT CAN I PROGRESS ON TO?</td>
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<tr>
<td>Engineering, Technology &amp; Construction</td>
<td>Motor Vehicle Studies</td>
<td>Entry 3</td>
<td>Those wanting an introduction to learning with opportunities for progression</td>
<td>Level 1 course</td>
</tr>
<tr>
<td></td>
<td>Electrical Installation</td>
<td>1</td>
<td>Those with a basic education, few or no formal qualifications, GCSEs at Grade E or F</td>
<td>Level 2 courses Apprenticeship Employment</td>
</tr>
<tr>
<td></td>
<td>Preparation for Employment</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Automotive Maintenance and Repair</td>
<td>2</td>
<td>Those with four GCSEs at Grade D and E (including Mathematics and English), NVQ Level 1, Foundation Diploma</td>
<td>Level 3 courses Apprenticeship Employment</td>
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<tr>
<td></td>
<td>Engineering</td>
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<td></td>
<td>Let's Twist – Women in Construction &amp; Engineering</td>
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<td></td>
<td>Performing Engineering Operations</td>
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<td></td>
<td>Vocational Engineering Certificates</td>
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<tr>
<td></td>
<td>Automotive Maintenance and Repair</td>
<td>3</td>
<td>Those with four GCSEs at Grade C or above (including Mathematics and English), NVQ Level 2, BTEC Level 2 Diploma, Higher Diploma</td>
<td>Higher Education at Bradford College** Employment</td>
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<tr>
<td></td>
<td>Electrical/Electronic Engineering</td>
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<td></td>
<td>Mechanical Engineering</td>
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<td></td>
<td>Manufacturing Engineering</td>
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<tr>
<td></td>
<td>Vehicle Technology (subject to approval)</td>
<td></td>
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</tr>
<tr>
<td>ENTRY PATHWAYS</td>
<td>Pathway to Independent Living</td>
<td>Entry 1</td>
<td>Those wanting an introduction to learning with opportunities for progression</td>
<td>Entry 2 course</td>
</tr>
<tr>
<td></td>
<td>Pathway to Supported Employment</td>
<td>Entry 2</td>
<td>Those wanting an introduction to learning with opportunities for progression</td>
<td>Entry 3 course Supported Employment</td>
</tr>
<tr>
<td></td>
<td>Foundation Learning &amp; Pathway to Apprenticeship</td>
<td>Entry 3</td>
<td>Those wanting an introduction to learning with opportunities for progression</td>
<td>Level 1 course</td>
</tr>
<tr>
<td>GCSES &amp; A LEVELS</td>
<td>Pre-GCSE Step-Up Pre-GCSE</td>
<td>Entry 3</td>
<td>Those wanting an introduction to learning with opportunities for progression</td>
<td>Level 1 course</td>
</tr>
<tr>
<td></td>
<td>Humanities GCSE Pathway</td>
<td>1</td>
<td>Those with a basic education, few or no formal qualifications, GCSEs at Grade E or F</td>
<td>Level 2 courses Apprenticeship Employment</td>
</tr>
<tr>
<td></td>
<td>GCSEs</td>
<td>2</td>
<td>Those with four GCSEs at Grade D or E (including Mathematics and English), NVQ Level 1, Foundation Diploma</td>
<td>Level 3 courses Apprenticeship Employment</td>
</tr>
<tr>
<td></td>
<td>AS/A2 Levels</td>
<td>3</td>
<td>Those with four GCSEs at Grade C or above (including Mathematics and English), NVQ Level 2, BTEC Level 2 Diploma, Higher Diploma</td>
<td>Higher Education at Bradford College** Employment</td>
</tr>
<tr>
<td>HOSPITALITY &amp; CATERING</td>
<td>Hospitality &amp; Catering</td>
<td>Entry 3</td>
<td>Those wanting an introduction to learning with opportunities for progression</td>
<td>Level 1 course</td>
</tr>
<tr>
<td></td>
<td>Professional Cookery</td>
<td>1</td>
<td>Those with a basic education, few or no formal qualifications, GCSEs at Grade E or F</td>
<td>Level 2 courses Apprenticeship Employment</td>
</tr>
<tr>
<td>COURSE AREA</td>
<td>COURSE TITLE</td>
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</tr>
<tr>
<td>HOSPITALITY &amp; CATERING</td>
<td>Professional Cookery</td>
<td>2</td>
<td>Those with four GCSEs at Grade D or E (including Mathematics and English), NVQ Level 1, Foundation Diploma</td>
<td>Level 3 courses Apprenticeship Employment</td>
</tr>
<tr>
<td></td>
<td>Professional Chef Hospitality</td>
<td>3</td>
<td>Those with four GCSEs at Grade C or above (including Mathematics and English), NVQ Level 2, BTEC Level 2 Diploma, Higher Diploma</td>
<td>Higher Education at Bradford College** Employment</td>
</tr>
<tr>
<td>PUBLIC SERVICES</td>
<td>Entry to Uniformed Services Public Services</td>
<td>1</td>
<td>Those with a basic education, few or no formal qualifications, GCSEs at Grade E or F</td>
<td>Level 2 courses Apprenticeship Employment</td>
</tr>
<tr>
<td></td>
<td>Entry to Uniformed Services Public Services (Non-Uniformed)</td>
<td>2</td>
<td>Those with four GCSEs at Grade D or E (including Mathematics and English), NVQ Level 1, Foundation Diploma</td>
<td>Level 3 courses Apprenticeship Employment</td>
</tr>
<tr>
<td></td>
<td>Entry to Uniformed Services Public Services (Uniformed)</td>
<td>3</td>
<td>Those with four GCSEs at Grade C or above (including Mathematics and English), NVQ Level 2, BTEC Level 2 Diploma, Higher Diploma</td>
<td>Higher Education at Bradford College** Employment</td>
</tr>
<tr>
<td>SCIENCE</td>
<td>Applied Science</td>
<td>1</td>
<td>Those with a basic education, few or no formal qualifications, GCSEs at Grade E or F</td>
<td>Level 2 courses Apprenticeship Employment</td>
</tr>
<tr>
<td></td>
<td>Applied Science (Vocational)</td>
<td>2</td>
<td>Those with four GCSEs at Grade D or E (including Mathematics and English), NVQ Level 1, Foundation Diploma</td>
<td>Level 3 courses Apprenticeship Employment</td>
</tr>
<tr>
<td></td>
<td>Access to Health Professions</td>
<td>3</td>
<td>Those with four GCSEs at Grade C or above (including Mathematics and English), NVQ Level 2, BTEC Level 2 Diploma, Higher Diploma</td>
<td>Higher Education at Bradford College** Employment</td>
</tr>
<tr>
<td>SPORT, EXERCISE &amp; FITNESS</td>
<td>Sport</td>
<td>1</td>
<td>Those with a basic education, few or no formal qualifications, GCSEs at Grade E or F</td>
<td>Level 2 courses Apprenticeship Employment</td>
</tr>
<tr>
<td></td>
<td>Fitness Instructing</td>
<td>2</td>
<td>Those with four GCSEs at Grade D or E (including Mathematics and English), NVQ Level 1, Foundation Diploma</td>
<td>Level 3 courses Apprenticeship Employment</td>
</tr>
<tr>
<td></td>
<td>Sport (Outdoor Pathway) Sport Development and Coaching</td>
<td>3</td>
<td>Those with four GCSEs at Grade C or above (including Mathematics and English), NVQ Level 2, BTEC Level 2 Diploma, Higher Diploma</td>
<td>Higher Education at Bradford College** Employment</td>
</tr>
<tr>
<td>TRAVEL &amp; TOURISM</td>
<td>Travel &amp; Tourism</td>
<td>1</td>
<td>Those with a basic education, few or no formal qualifications, GCSEs at Grade E or F</td>
<td>Level 2 courses Apprenticeship Employment</td>
</tr>
<tr>
<td></td>
<td>Travel &amp; Tourism</td>
<td>2</td>
<td>Those with four GCSEs at Grade D or E (including Mathematics and English), NVQ Level 1, Foundation Diploma</td>
<td>Level 3 courses Apprenticeship Employment</td>
</tr>
<tr>
<td></td>
<td>Travel &amp; Tourism</td>
<td>3</td>
<td>Those with four GCSEs at Grade C or above (including Mathematics and English), NVQ Level 2, BTEC Level 2 Diploma, Higher Diploma</td>
<td>Higher Education at Bradford College** Employment</td>
</tr>
</tbody>
</table>

*please see individual courses for full details on entry requirements.

**pick up a copy of our Higher Education prospectus to find out more about the range of courses available at Bradford College University Centre.
WE GO THE EXTRA MILE WITH OUR ACCESS PROGRAMME COURSES

In 2010, one of our former Humanities and Social Science Access to Higher Education students was presented with a highly sought-after Helena Kennedy Foundation Award and a £1,500 bursary at a ceremony held at the House of Lords. Helena Kennedy awards are awarded each year to recognise the success of students who overcome significant obstacles to reach Higher Education.

Two students from the Access Programme recently graduated with 2:1 degrees from Cambridge University.
Bradford College was one of the first providers in the country to offer the nationally-recognised Diploma in Access to Higher Education.

Access courses act as a re-introduction to education and lead to Level 3 university entry qualifications. These programmes are perfect for people who have been out of education since leaving school and would now like to progress into Higher Education and study for a degree.

You can choose to focus on subjects relating to Humanities & Social Sciences (HSS) including: Sociology and Psychology or Health Professions (HP).

All of our courses are nationally recognised qualifications which are accepted by Higher Education Institutions.

You may choose to go on to study at degree level or study for a degree that also involves professional training such as Teaching, Law and Social Work (HSS) or Nursing and Midwifery (HP).

Access Programme  
Access to Higher Education  
Health Professions (HP)  
or Humanities and Social Sciences (HSS)  
Duration: One year full-time

**COURSE OVERVIEW**  
The Access to HE Diploma Health Professions (HP) will give you a qualification with which you can apply for a university degree in subjects such as Nursing, Midwifery and Occupational Therapy. This course is delivered by the College’s Science programme area in the Appleton Building.

The Access to HE Diploma Humanities and Social Sciences (HSS) will give you a qualification with which you can apply for a university degree in subjects such as Social Work, Primary Teaching, Law and Psychology. This course is delivered by the College’s HSS team in the Old Building.

**COURSE STRUCTURE**  
**Health Professions (HP):**  
Units include: Biology, Chemistry, Health & Society, Co-ordination & Response, Exchange & Transport and Working with People. In addition, you will undertake Study Skills.

**Humanities & Social Sciences (HSS):**  
Units include: Psychology, Sociology, Law, History and Literature. In addition, you will undertake Study Skills and an Independent Study.

**ENTRY REQUIREMENTS**  
You should be aged over 19.

**Health Professions (HP):**  
You must have GCSEs at Grade C or above in Mathematics, English and a Science (preferably higher tier Biology) or undertake a one year pre-Access programme.

**Humanities & Social Sciences (HSS):**  
You must have a GCSE in English at Grade C or above or undertake a one year pre-Access programme after assessment at the interview stage.

When applying to join an Access to HE course, please stipulate on the application form either Health Professions (HP) or Humanities and Social Sciences (HSS) pathway.

Please Note: The entry requirements were correct at the time of going to print. However, the awarding body may change them during the year in which case they will be updated on our website.

Our courses offer progression between the levels available.  
Please see the Progression Routes information on pages 24-27.

Please see our Higher Education prospectus for information about our degree level courses.

See page 21 for full details on how to apply.
WE GO THE EXTRA MILE WITH OUR APPRENTICESHIPS COURSES

One of the 2011 Adult Learners’ Week regional winners took the opportunity to retrain after being made redundant. She began a four-year Apprentice Electrician course at the College studying NVQ Level 3 and Electrotech Level 3 courses which she will complete in just two and a half years.

Electrical distribution network operator for the North East, Yorkshire and Northern Lincolnshire, CE Electric UK, has joined forces with the College to design and deliver a bespoke two-year Apprenticeship programme to train new recruits for the workplace.

THE APPRENTICESHIP PROGRAMME, NOW IN ITS THIRD YEAR, IS PREPARING 66 CRAFTSPEOPLE FOR HIGHLY SKILLED ROLES AS: LINESMEN, CABLE JOINTERS AND SUBSTATION FITTERS.
City Training Services is part of the Bradford College family.

We have been helping people looking for Apprenticeships for 25 years and will support you every step of the way; from initial contact to the moment you complete your Apprenticeship.

WHAT IS AN APPRENTICESHIP?

If you have a good idea of where you want to go with your career and like the idea of earning while you learn, an Apprenticeship could be for you. You will get top quality training, develop skills and gain qualifications on the job without having to sit in a class all day.

Apprentices earn a wage and work alongside experienced staff to gain job-specific skills. Off the job, usually on a day-release basis, Apprentices receive training to work towards nationally recognised qualifications.

Anyone living in England, over 16 and not in full-time education can apply.

Apprenticeships give you the opportunity to learn and train in your chosen career as well as earning a regular pay packet. You will be given first hand experience and learn the majority of the skills needed on the job, whilst also completing off-the-job training within college by day release.

Progression is from Modern Apprenticeship Level 2 to Advanced Apprenticeship Level 3 if this is available in the sector.

See page 21 for full details on how to apply

Bradford College
FOR FURTHER DETAILS
CALL 01274 728316
www.citytraining.org.uk

APPRENTICESHIPS

Apprenticeship
Accounts Levels 2, 3 and 4
Duration: One year

COURSE OVERVIEW
Money is at the heart of every business and this comprehensive accounts programme will qualify you for a career in this vital industry. Apprentices are able to work towards AAT Accounting Qualifications including AAT Level 2 Certificate in Accounting, AAT Level 3 Diploma in Accounting and AAT Level 4 Diploma in Accounting.

COURSE STRUCTURE
Level 2 covers Modules such as: Principles of Recording & Processing Financial Transactions, Banking Procedures and Basic Principles of Costing.
Level 3 covers Modules such as: Principles of Accounts Preparation, Principles of Cash Management, Principles of Costing and Principles of VAT.
Level 4 covers Modules such as: Principles of Internal Control and Drafting Financial Statements.

ENTRY REQUIREMENTS
GCSE Mathematics and English at Grades A-C or a Level 1 on the Literacy and Numeracy BKSB.

Apprenticeship
Automotive - Body Repair Levels 2 and 3
Duration: One or two years

COURSE OVERVIEW
You will be able to gain practical experience, within the region’s largest purpose-built automotive centre, to work towards an Apprenticeship or Advanced Apprenticeship in Vehicle Paint and Body Operations - Body Repair, through City & Guilds.

COURSE STRUCTURE

ENTRY REQUIREMENTS
An interest in the technical aspects of motor vehicles is key, along with an enjoyment of practical work and identifying and fixing problems.

Entry 3 on the Literacy and Numeracy BKSB.
APPRENTICESHIPS

Apprenticeship
Automotive - Heavy Vehicle
Levels 2 and 3
Duration: One or two years

COURSE OVERVIEW
You will be able to gain practical experience, within the region’s largest purpose-built automotive centre, to work towards an Apprenticeship or Advanced Apprenticeship in Heavy Vehicle Maintenance and Repair, through City & Guilds.

COURSE STRUCTURE

ENTRY REQUIREMENTS
An interest in the technical aspects of motor vehicles is key, along with an enjoyment of practical work and identifying and fixing problems.
Entry 3 on the Literacy and Numeracy BKSB.

Apprenticeship
Automotive Light Vehicle
Levels 2 and 3
Duration: One or two years

COURSE OVERVIEW
You will be able to gain practical experience, within the region’s largest purpose-built automotive centre, to work towards an Apprenticeship or Advanced Apprenticeship in Light Vehicle Maintenance and Repair, through City & Guilds.

COURSE STRUCTURE

ENTRY REQUIREMENTS
An interest in the technical aspects of motor vehicles is key, along with an enjoyment of practical work and identifying and fixing problems.
Entry 3 on the Literacy and Numeracy BKSB.

Apprenticeship
Automotive - Refinishing
Levels 2 and 3
Duration: One or two years

COURSE OVERVIEW
You will be able to gain practical experience, within the region’s largest purpose-built automotive centre, to work towards an Apprenticeship or Advanced Apprenticeship in Light Vehicle Maintenance and Repair, through City & Guilds.

COURSE STRUCTURE
Level 3 covers: Carry out Complete Vehicle refinishing operations, Mix & Match Vehicle Paint Colours and Identify & Rectify Vehicle Paint Defects & Faults.

ENTRY REQUIREMENTS
An interest in the technical aspects of motor vehicles is key, along with an enjoyment of practical work and identifying and fixing problems.
Entry 3 on the Literacy and Numeracy BKSB.
APPRENTICESHIPS

Apprenticeship
Business Administration Levels 2 and 3
Duration: One and a half years

Apprenticeship
Children’s Care, Learning and Development Levels 2 and 3
Duration: Variable

Apprenticeship
Cleaning and Support Services Level 2
Duration: One year

COURSE OVERVIEW
If working in a general office environment appeals to you, then a course in Business Administration will fit the bill. You will end up with a wide range of office skills, the ability to work successfully in a team and a recognised qualification with an Apprenticeship or Advanced Apprenticeship in Business Administration, through City & Guilds.

COURSE OVERVIEW
Contributing to the development and evolving social needs, and learning how to administer basic First Aid to babies and infants aged 0 to 5 will give you the confidence to carve out a successful career in Childcare. Nurseries provide practical experience for four and a half days a week, enhanced by half a day in College leading towards an Apprenticeship or Advanced Apprenticeship in Children’s Care, Learning and Development, through City & Guilds.

COURSE OVERVIEW
Apprenticeships give you the opportunity to learn and train in your chosen career as well as earning a regular pay packet. You will be given first hand experience and learn the majority of the skills needed on the job, whilst also completing off-the-job training. This course is designed to recognise employees’ existing skills and create opportunities for development. The qualification is very flexible in its structure enabling you to choose the Optional Units which best suit your work situation and job role.

COURSE STRUCTURE
Level 2 covers: Organising Meetings & Events, Dealing With Travel Requests, Handling Mail and Using Electronic Message Systems & Office Equipment.
Level 3 covers: Dealing With Internal & External Correspondence, Producing Documents, Managing Resources, Managing Information, Creating Documents and Developing Presentations. All work based Diplomas at Level 2 and Level 3 have various Optional Units selected based on the employment requirements.

COURSE STRUCTURE
You will study: Introduction to Duty of Care for Health, Social Care or Children and Young People’s Settings, Understand Child & Young Person Development, Understand How to Safeguard the Welfare of Children & Young People, Understand How to Support Positive Outcomes for Children & Young People, Understand the Speech, Language and Communication Needs of Children & Young People with Behavioural, Social or Emotional Difficulties and Understand the Needs of Children & Young People.

COURSE STRUCTURE
The Apprenticeship covers two Mandatory Units: Promote & Maintain Service delivery and Ensure Your own Actions reduce risks to Health & Safety. You will also study nine Optional Units such as: Support the Work of a Team, Develop & Maintain Positive Working Relationships With Customers and Communicate Effectively in a Workplace.

ENTRY REQUIREMENTS
GCSE at a minimum of Grade C in Mathematics and English or Level 1 on the Literacy and Numeracy BKSB.

ENTRY REQUIREMENTS
An interest in working with children is key, and it is a requirement that you undergo an enhanced Criminal Records Bureau (CRB) check prior to starting the course. Entry 3 on the Literacy and Numeracy BKSB.

ENTRY REQUIREMENTS
GCSE Mathematics and English at Grade D or above.

See page 21 for full details on how to apply
APPRENTICESHIPS

Apprenticeship
Construction - Fitted Interiors Level 2
Duration: Two years

COURSE OVERVIEW
New buildings are emerging all over the country, and older ones need to be maintained or restored meaning that there is always a demand for skilled staff within the construction industry. Completing the course will give you an Apprenticeship in Fitted Interiors through Construction Skills.

COURSE STRUCTURE
The Apprenticeship covers: Conform to General Workplace Safety, Conform to Efficient Work Practices, Move & Handle Resources, Install Fitted Furniture and Install Basic Plumbing.

ENTRY REQUIREMENTS
GCSE Mathematics and English at Grade D or above or a Level 1 on the Literacy and Numeracy BKSB.

Apprenticeship
Construction - General Construction Maintenance Operations Level 2
Duration: Variable

COURSE OVERVIEW
In this Apprenticeship, you will learn how to carry out duties for the necessary safety requirements, how to keep the building in a good state of repair, carry out reactive and proactive maintenance, painting, minor plumbing, joinery and masonry. Completing the course will give you an Apprenticeship in General Construction Maintenance Operations.

COURSE STRUCTURE

You will also be required to complete an NVQ portfolio.

ENTRY REQUIREMENTS
You will require GCSE at Grade D/E or above in Mathematics and English or a Level 1 on the Literacy and Numeracy BKSB.

Apprenticeship
Construction - Painting and Decorating Levels 2 and 3
Duration: Variable

COURSE OVERVIEW
The Painting & Decorating Apprenticeship covers a variety of skills including efficient working practices, assembling and dismantling working platforms, applying paint systems by brush and roller and producing decorative specialist paint finishes whilst working towards a recognised qualification through Construction Skills.

COURSE STRUCTURE
The Apprenticeship covers: Health & Safety Issues, Knowledge of Building Methods & Communicating With Others, Preparing Surfaces For Decoration, Applying Wallpaper to Walls & Ceilings, Produce Decorative Finishes Using Specialist Techniques and Project Management.

ENTRY REQUIREMENTS
Level 2: Entry 3 on the Literacy and Numeracy BKSB.
Level 3: You will require GCSEs at Grade C or above in Mathematics and English or have successfully completed the Level 2 Apprenticeship in this area.
Apprenticeship
Construction - Plastering
Levels 2 and 3
Duration: Variable

COURSE OVERVIEW
On completion of this course you will receive an Apprenticeship in Plastering, through Construction Skills and City & Guilds.

COURSE STRUCTURE
The Apprenticeship will cover: Conform to General Workplace Safety, Conform to Efficient Work Practices, Move & Handle Resources, Prepare Background Surfaces for Plaster Work, Produce Internal Solid Plaster Finishes, Produce External Solid Plaster Finishes, Apply Finishing Plaster to Backgrounds for Plaster Work, Install Direct Bond Dry Lining, Lay Sand and Cement Screeds and Install Mechanically Fixed Plaster boards.

ENTRY REQUIREMENTS
Level 2: Entry 3 on the Literacy and Numeracy BKSB.
Level 3: You will require GCSEs at Grade C or above in Mathematics and English, or have successfully completed the Level 2 Apprenticeship in this area.

Apprenticeship
Construction - Trowel Occupations Levels 2 and 3
Duration: Variable

COURSE OVERVIEW
New buildings are emerging all over the country, and older ones need to be maintained or restored meaning that there is always a demand for skilled staff. Completing this course will give you an Apprenticeship or Advanced Apprenticeship in Trowel Occupations, through Construction Skills and City & Guilds.

COURSE STRUCTURE
The Apprenticeship will cover: Working on a Construction Site to Given Specifications, Setting Out Basic Structures, Building Brick & Block Walling, Laying Domestic Drainage, Place & Finish Concrete & Render Surfaces, Working to Specification Setting Out and Erecting Masonry Structures.

ENTRY REQUIREMENTS
Level 2: Entry 3 on the Literacy and Numeracy BKSB.
Level 3: You will require GCSEs at Grade C or above in Mathematics and English, or have successfully completed the Level 2 Apprenticeship in this area.

Apprenticeship
Construction - Wood Occupations Levels 2 and 3
Duration: Variable

COURSE OVERVIEW
New buildings are emerging all over the country, and older ones need to be maintained or restored meaning that there is always a demand for skilled staff. Completing this course will give you an Apprenticeship or Advanced Apprenticeship in Wood Occupations, through Construction Skills and City & Guilds.

COURSE STRUCTURE

ENTRY REQUIREMENTS
Level 2: You will require GCSEs at Grade D or above in Mathematics and English Language or English Literature or Level 1 on the Literacy and Numeracy BKSB.
Level 3: You will require GCSEs at Grade C or above in Mathematics and English Literature, or have successfully completed the Level 2 Apprenticeship in this area.

See page 21 for full details on how to apply
APPRENTICESHIPS

Apprenticeship
Creative Digital Media
Level 3
Duration: Two years

COURSE OVERVIEW
This Apprenticeship covers roles across the creative and digital media industries including digital graphics and photo imaging. There are many job roles from production and editing to interactive media and photography.

COURSE STRUCTURE
As this is a work-based Diploma, the Apprenticeship also has various Optional Units to select from based on the employment requirements.

ENTRY REQUIREMENTS
GCSE Mathematics and English at Grades A-C or Level 2 on the Literacy and Numeracy BKS B.
A minimum of four GCSEs at Grades A-C.

Apprenticeship
Customer Service
Levels 2 and 3
Duration: One and a half years

COURSE OVERVIEW
If you enjoy working with customers, and working as team then this Apprenticeship is perfect for you.

COURSE STRUCTURE
The Apprenticeship will cover:
Communicating Effectively With Customers Face to Face, in Writing or by Telephone, Resolving Problems & Improving Customer Relations, Promoting Products & Services, Keeping Records, Gathering Customer Feedback and Working in a Team

ENTRY REQUIREMENTS
GCSEs at Grade D or above in Mathematics and English or Entry 3+/Level 1 on the Literacy and Numeracy BKS B.

Apprenticeship
Driving Goods Vehicles
Level 2
Duration: One year

COURSE OVERVIEW
This Apprenticeship is for Goods Vehicles drivers who are able to show the minimum level of occupational competence required for a goods vehicle driver. This competence is more than that required by the relevant statutory driving test, as it includes competencies in pre-driving checks (including the use of tachographs) and monitoring the loading of goods. Driving skills need to be shown whilst driving a goods vehicle that is laden with the candidate’s typical load. You will be required to drive safely and with acceptable wear and tear on the vehicle.

COURSE STRUCTURE
To achieve the Apprenticeship, you must complete your chosen vehicle pathway.
Pathways are: Motor Cycle/Pedal Cycle, Van, Rigid Vehicle and Articulated or Drawbar Vehicle

ENTRY REQUIREMENTS
A clean UK driving licence.
APPRENTICESHIPS

Apprenticeship
Electro-technical Level 3
Duration: Three/four years full-time

Apprenticeship
Engineering - Electrical
Engineering Levels 2 and 3
Duration: Two years

Apprenticeship
Engineering - Fabrication and Welding Levels 2 and 3
Duration: Variable

COURSE OVERVIEW
This course will ensure that you gain, in-depth, first-hand, practical experience working for an employer four days a week, plus solid grounding in electrical theory in the classroom working towards an Advanced Apprenticeship in Electro-Technical Services, through City & Guilds and Summit Skills.

COURSE OVERVIEW
The course provides an excellent grounding in fitting, turning, milling, grinding and electrical work, and can lead to stimulating careers in the manufacture of tooling, CNC programming and setting, the installation & commissioning of plant and machine maintenance. Completing the course will gain you an Apprenticeship or Advanced Apprenticeship in Engineering through SEMTA.

COURSE OVERVIEW
The course provides an excellent grounding in fitting, turning, milling, grinding and electrical work, and can lead to stimulating careers in the manufacture of tooling, CNC programming and setting, the installation & commissioning of plant, and machine maintenance. Completing the course will gain you an Apprenticeship or Advanced Apprenticeship in Fabrication and Welding through City & Guilds and SEMTA.

COURSE STRUCTURE
The Apprenticeship will cover:

COURSE STRUCTURE

COURSE STRUCTURE
Level 2 covers Modules such as: Complying With Statutory regulations & Organisational Safety requirements, Using and Interpreting Engineering drawings and documents, Principles of Welding, Manual Metal Arc (Mma) Welding and Metal Inert Gas (Mig) Welding.

ENTRY REQUIREMENTS
You will require GCSEs at Grade A-C or above in Mathematics and English, and a good working knowledge of science subjects or a minimum of Level 1 on the Literacy and Numeracy BKSB.

ENTRY REQUIREMENTS
You will require GCSEs at Grade A-C in Mathematics and English and a good working knowledge of science subjects or a minimum of Level 1 on the Literacy and Numeracy BKSB.

ENTRY REQUIREMENTS
You will require GCSEs at Grade A-C in Mathematics and English, and a good working knowledge of science subjects or a minimum of Level 1 on the Literacy and Numeracy BKSB.

See page 21 for full details on how to apply

BRADFORD COLLEGE
FOR FURTHER DETAILS
CALL 01274 728316
www.citytraining.org.uk
For full details and entry requirements for Gas Installation and Maintenance Level 3 Apprenticeships, and Heating and Ventilation Levels 2 and 3 Apprenticeships please contact City Training Services 01274 728316

Apprenticeship

Engineering - Mechanical Engineering Levels 2 and 3
Duration: Two years

COURSE OVERVIEW
The course provides an excellent grounding in fitting, turning, milling, grinding and electrical work, and can lead to stimulating careers in the manufacture of tooling, CNC programming and setting, the installation & commissioning of plant, and machine maintenance. Completing the course will gain you an Apprenticeship or Advanced Apprenticeship in Mechanical Engineering through SEMTA.

COURSE STRUCTURE
Level 3 covers: Mechanical Engineering Manufacture (CNC or Manual Machining), Mechanical Engineering (Maintenance), Installation & Commissioning, Fitting & Assembly and Advanced Diploma in Engineering & Technology (Mechanical).

ENTRY REQUIREMENTS
You will require GCSEs at Grade A-C in Mathematics and English, and a good working knowledge of science subjects or a minimum of Level 1 on the Literacy and Numeracy BKSB.

Apprenticeship

Health and Social Care Levels 2 and 3
Duration: Variable

COURSE OVERVIEW
The Apprenticeship Framework contributes towards developing a social care sector with a skilled, flexible and effective workforce whilst maintaining high quality and safe care for those who use services. Through completion of this Apprenticeship you will gain broad-base training with a good knowledge base of the sector as a whole, work experience that leads to competency in the workplace and transferable skills.

COURSE STRUCTURE
Level 2 covers Modules such as: Communicate With & Complete records For Individuals, Support the Health & Safety of Yourself & Individuals, Develop your Knowledge & Practice, Ensure Your Own Actions & Support the Care, Protection & Well-being of Individuals and Support Individuals in Their Daily Lives.
Level 3 covers Modules such as: Remote Effective Communication For & About Individuals, Promote & Monitor & Maintain Health, Safety & Security in the Working Environment and Reflect on & Develop Your Practice.

ENTRY REQUIREMENTS
GCSE Mathematics and English at Grade A-C or a Level 1 on the Literacy and Numeracy BKSB.
APPRENTICESHIPS

Apprenticeship

**Hospitality and Catering - Food and Beverage Service**

Duration: One and a half years

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**COURSE OVERVIEW**

The hospitality and catering industry is rapidly growing into one of Britain’s largest employment sectors. If you have a flair for serving food and drink or you have an ambition to work in this fast-paced yet rewarding industry then this is the Apprenticeship for you.

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**COURSE STRUCTURE**

The Apprenticeship covers: Introduction to Food Safety & Hygiene, Giving Customers a Positive Impression, Prepare & Clear Table Areas, Serve Food at the Table, Prepare & Clear Bar Area, Service of Alcoholic & Non-alcoholic Drinks and Prepare & Serve Wine.

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**ENTRY REQUIREMENTS**

GCSE Mathematics and English at Grade A-C or a Level 1 on the Literacy and Numeracy BKSB.

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Apprenticeship

**Hospitality and Catering - Professional Cookery**

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**COURSE OVERVIEW**

The hospitality and catering industry is rapidly growing into one of Britain’s largest employment sectors. If you enjoy preparing and cooking food or you have an ambition to work in this fast-paced yet rewarding industry then this is the Apprenticeship for you.

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**COURSE STRUCTURE**

The Apprenticeship covers: Introduction to Food Safety & Hygiene, Handling & Cleaning Knives and Preparation, Cooking & Finishing Poultry, Fish, Meat, Vegetable, Rice, Pastry & Soup Dishes.

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**ENTRY REQUIREMENTS**

GCSE Mathematics and English at Grade A-C or a Level 1 on the Literacy and Numeracy BKSB.

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For full details and entry requirements for Hairdressing and Barbering Levels 2 and 3 Apprenticeships please contact City Training Services ☎ 01274 728316
Apprenticeships

For full details and entry requirements for Local Government and Housing Associations Level 2 Apprenticeships, please contact City Training Services ☎ 01274 728316

Apprenticeship

IT Application Specialist
Levels 2 and 3
Duration: One and a half years

**COURSE OVERVIEW**
Apprenticeships give you the opportunity to learn and train in your chosen career as well as earning a regular pay packet. You will be given first hand experience and learn the skills that are needed on the job.

**COURSE STRUCTURE**
This Apprenticeship is achieved entirely in the workplace with varied options to select from, including Web Building, Systems Management & Security and Technical Support. Units are selected that match the type of work being completed on a day to day basis.

**ENTRY REQUIREMENTS**
GCSE Mathematics, IT and English at Grades A-C or a Level 1 on the Literacy and Numeracy BKS.

Apprenticeship

Live Events-Promotions/ Costume-Wardrobe/Heritage Venue Operation
Levels 2 and 3
Duration: One and a half years

**COURSE OVERVIEW**
If you are interested in the entertainment industry or keen on historic buildings and museums this Apprenticeship would be the start of a career in these industries.

**COURSE STRUCTURE**
The work-based Diploma also includes various Optional Units selected on the basis of employment requirements.

**ENTRY REQUIREMENTS**
GCSE Mathematics and English at Grade A-C or a Level 1 on the Literacy and Numeracy BKS.
APPRENTICESHIPS

Apprenticeship

Management Level 3
Duration: One and a half years

Course Overview
This Apprenticeship is for first line managers who have decision-making responsibilities within defined limits together with a wider responsibility for people and their performance and assessing their knowledge and understanding of key management activities.

Course Structure

Entry Requirements
GCSE Mathematics and English at Grade A-C or a Level 1 on the Literacy and Numeracy BKS8.

Apprenticeship

Oral Health Care Dental Nurse Level 3
Duration: Variable

Course Overview
Assisting the dentist, caring for patients, sterilising instruments, and managing the reception desk are essential parts of the job. By working four and a half days a week at a Dental Surgery and spending half a day in College, you will become expert and you could go on to become a Dental Therapist, Hygienist or Radiographer after completing this Level 3 programme.

Course Structure

Entry Requirements
A minimum of Level 1 on the Literacy and Numeracy BKS8.

Apprenticeship

Pharmacy Levels 2 and 3
Duration: Variable

Course Overview
Apprenticeships give you the opportunity to learn and train in your chosen career as well as earning a regular pay packet. You will be given first hand experience and learn the majority of the skills needed on the job, whilst also completing off-the-job training within college by day release.

Course Structure
The Apprenticeship covers Modules such as: Chemical Principles for Pharmacy Technicians, Biological Principles for Pharmacy, Microbiology for Pharmacy, Human Physiology for Pharmacy, Action & Uses of Medicines, Gastrointestinal & Nutritional Medicines, Central Nervous System Medicines & Anaesthesia, Infections, Immunological Products & Vaccines, Malignant Disease, Immunosuppressive and Musculoskeletal Medicines, Eye, Ear, Nose & Dermatological Medicines and Community Pharmacy Practice.

Entry Requirements
GCSE Mathematics and English at Grade A-C or a Level 1 on the Literacy and Numeracy BKS8.

See page 21 for full details on how to apply

BRADFORD COLLEGE
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CALL 01274 728316
www.citytraining.org.uk
APPRENTICESHIPS

Apprenticeship

**Plumbing Levels 2 and 3**

Duration: Variable

**COURSE OVERVIEW**

Apprenticeships give you the opportunity to learn and train in your chosen career as well as earning a regular pay packet. You will be given first hand experience and learn the majority of the skills needed on the job, whilst also completing off-the-job training within College by day release working towards an Apprenticeship or Advanced Apprenticeship in Plumbing, through City & Guilds.

**COURSE STRUCTURE**

Level 2 covers Modules such as:
- Maintaining a Safe Working Environment Whilst Undertaking Plumbing Activities,

Level 3 covers Modules such as:
- Plan Complex Domestic Work Activities,

**ENTRY REQUIREMENTS**

You will require GCSEs at Grade C or above in Mathematics and English, and a good knowledge of science subjects or a minimum of Level 1 on the Literacy and Numeracy BKSB.

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Apprenticeship

**Security Alarms Level 2**

Duration: Variable

**COURSE OVERVIEW**

People wish to feel safe and secure whilst at home or in the workplace and security systems offer some comfort towards this. In this Apprenticeship, you will learn how to install systems, work safely in the electrical environment, learn how electrical systems work and learn the rules that govern how systems must be set up to comply with standards. You will qualify to standards set by City & Guilds and Skills for Security.

**COURSE STRUCTURE**

College Day Release covers:
- Working Safely in the Electro-technical Environment,
- Electrical & Electronic Principles and Intruder Alarm Systems

You will be required to complete an NVQ portfolio.

**ENTRY REQUIREMENTS**

You will require GCSEs at Grade D or above in Mathematics and English Language or English Literature or a minimum of Level 1 on the Literacy and Numeracy BKSB.

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For full details and entry requirements for Power Transmission and Distribution Level 2 Apprenticeships, please contact City Training Services ☎ 01274 728316
Apprenticeship
Small Commercial Refrigeration and Air Conditioning Level 2
Duration: Variable

COURSE OVERVIEW
Apprenticeships give you the opportunity to learn and train in your chosen career as well as earning a regular pay packet. You will be given first hand experience and learn the majority of the skills needed on the job, whilst also completing off-the-job training within college by day release.

COURSE STRUCTURE
The Apprenticeship will cover the theory side and practical aspects of: Domestic & Commercial Freezers, Bottleshelvers, Ice Making, Beer Cellars, Cold Storage, Installation of Air conditioning Units and Pipe Brazing.

ENTRY REQUIREMENTS
GCSEs at Grade A-C in Mathematics, English and IT.

Apprenticeship
Warehousing Level 2

COURSE OVERVIEW
This Apprenticeship covers the range of abilities in the distribution, warehousing and storage sectors.

COURSE STRUCTURE

ENTRY REQUIREMENTS
GCSE Mathematics and English at Grade A-C or a Level 1 on the Literacy and Numeracy BKS.

NEED MORE INFORMATION?
Contact City Training Services, 39/41 Chapel Street, Little Germany, Bradford, BD1 5BY
01274 728316
CTS@bradfordcollege.ac.uk
www.citytraining.org.uk

We will help you with your job search and College enrolment and make sure you are on track to achieve your Apprenticeship.

See page 21 for full details on how to apply
WE GO THE EXTRA MILE WITH OUR BEAUTY THERAPY AND HAIRDRESSING COURSES

As a Beauty Therapy or Hairdressing student, you will benefit from educational trips and visits to professional exhibitions such as ‘Beauty’ in Manchester and ‘Salon’ in London. You will attend exciting demonstrations by professionals like celebrity stylist, Andrew Barton and make-up artist to the stars, Daniel Sandler.

You will also take part in a Skills Week programme that is designed to deliver the most up-to-date training in techniques such as nail foils and transfers, specialist skin treatments, massage techniques and hair extensions.

THE PASS RATE ON OUR BEAUTY THERAPY AND HAIRDRESSING COURSES IN 2010/2011 WAS 96%
The Beauty Therapy and Hairdressing professions have become more challenging and exciting as the industries expand and incorporate new technologies. Both industries are dynamic and offer opportunities that cover a diverse range of skills.

People who choose to enter these exciting professions can use their communication, practical and specialist skills in the following settings: Beauty Therapy Salons, Clinics, Hair Salons, Health Farms, Cosmetic Companies, Nail Bars and on Cruise Liners.

Our courses are taught in state-of-the-art facilities, including hair and beauty salons, a nail bar and spa. You will also showcase your talents by taking part in Hair, Make-up and Nail competitions.

Career Opportunities include: Hair Stylist, Colour/Perming Technician, Beauty Therapist, Salon Owner, Salon Manager, Make-up Consultant, Make-up Artist, and Nail Technician. Therapists and Stylist salaries typically range from £12,000 to £18,000 per year, Salon Managers can earn over £20,000 per year and Salon Owners can earn upwards of £25,000.

Our courses offer progression between the levels available. Please see the Progression Routes information on pages 24-27.

Please see our Higher Education Prospectus for information about our degree level courses.
Beauty Therapy

Level 2 NVQ Diploma in Beauty Therapy - General
Duration: One year full-time

Course Overview
On this flexible course, you will 'learn by doing' and be fully supported as you develop your skills and abilities in all aspects of beauty therapy. A specialist Computer Workshop is available. With assistance from our experienced and highly qualified staff, you will manage your own learning and acquire and maintain a high level of professional behaviour and work ethos. You will have the opportunity to gain further qualifications e.g. Level 2 Award in Contact Dermatitis.

You can study this course either on the College’s main campus or at The Three Valleys Centre in Keighley.

Course Structure
Your course will include: supporting theory and reception duties.
Practical Units include: Make-up, Facial Therapy, Waxing, Manicure/Pedicure and Eye Enhancements.
Key Skills include: Communication, Application of Number and Information Communication Technology.

Entry Requirements
You should be aged 16+ and have two GCSEs at Grade D or above (preferably including English and Science) or have completed the Introduction to the Hair and Beauty Sector and have the ability and will to succeed, self-motivation and enthusiasm. You should be hard-working, be of a cheerful disposition and treat everyone fairly and with respect.

You will be interviewed and you will be given an initial screening test for Literacy.
Experience of working in a salon will be an advantage.

Level 3 Diploma in Beauty Therapy
Duration: One year full-time

Course Overview
On this flexible course, you will 'learn by doing' and be introduced to all aspects of beauty therapy to help you gain an excellent range of skills to enable you to seek employment in the industry. With assistance from our experienced and highly qualified staff, you will develop as an individual and manage your own learning to acquire and maintain a high level of professional behaviour and work ethos. You will have the opportunity to gain further qualifications e.g. Level 2 Award in Contact Dermatitis. A Learning Resource Centre is available.

Course Structure
Your course is made up of 40 Units of study.
Practical Modules include: Facial Therapies, Nail Treatments, Body Massage, Body Therapy, Epilation, Spa Therapy and supporting theory.
Functional Skills include: Communication, Application of Number and Information Communication Technology.

Entry Requirements
Four GCSEs at Grade C or above one of which must be in English and one ideally in Mathematics or a Science plus two others. You also need to have the ability and will to succeed, be self-motivated and have lots of enthusiasm. We expect you to be hard-working, have a cheerful disposition and treat everyone fairly and with respect. You should be aged 16+ on entry. You will be given an initial screening test for Literacy.

Level 3 NVQ Diploma in Beauty Therapy - General/Make-up/Massage
Duration: One year full-time

Course Overview
This exciting course will enable you to gain an excellent range of skills to help you seek employment in the world of Beauty Therapy, Make-up or Massage. You will 'learn by doing' and manage your own learning with assistance from our experienced and highly qualified staff as you develop your skills and abilities and acquire and maintain a high level of professional behaviour and work ethos.

The programme is flexible and you will have the opportunity to gain further qualifications. A Learning Resource Centre is available.

Course Structure
This programme can be studied via three different routes:
Beauty Therapy - General
Beauty Therapy - Massage
Beauty Therapy - Make-up

All three routes have Core Units which include: Health and Safety, Promoting Additional Products or Services to Clients and Adding to the Financial Success of the Business. All three routes are also backed up by Anatomy and Physiology.

Entry Requirements
A Level 2 qualification in Beauty Therapy or equivalent plus the ability and will to succeed, self-motivation and enthusiasm. We expect you to be hard-working, have a cheerful disposition and treat everyone fairly and with respect. You will be given an initial screening test for Literacy.
You should be aged 17+.

If you have experience of working in a salon, this will be taken into consideration.
Hair and Beauty
(Foundational Learning)
Introduction to the Hair and Beauty Sector
Duration: One year full-time

Hair and Media Make-up
Level 2 Diploma in Hair and Media Make-up
Duration: One year full-time

Hairdressing
Level 2 NVQ Diploma in Hairdressing
Duration: One year full-time

COURSE OVERVIEW
This excellent course is perfect for you to get involved in the world of Hairdressing and Beauty. You will ‘learn by doing’ and be introduced to all aspects of hairdressing and beauty therapy to develop a range of skills. With full support from our dedicated and highly qualified staff, you will develop as an individual and manage your own learning. You will develop and maintain a high level of professional behaviour and work ethos.

This course is suitable if you need to develop in confidence and maturity before progressing to a Level 2 course. A Learning Resource Centre is available.

COURSE STRUCTURE
You will study Functional Skills in English and IT, develop Personal and Social Development skills and gain an insight into the exciting and rewarding world of Hair and Beauty by studying: Shampooing, Presenting a Professional Image, Styling Hair and Make-up Application. You will also study employability skills and gain additional qualifications in Plaiting and Twisting Hair, Money Management and Customer Care.

ENTRY REQUIREMENTS
You will be given an initial assessment in Literacy and will be expected to gain at least Entry Level 3. You also need be self-motivated, enthusiastic and have a positive attitude to hair and beauty. We expect you to be hardworking, have a cheerful disposition and treat everyone fairly and with respect.

Hair and Media Make-up
Level 2 Diploma in Hair and Media Make-up
Duration: One year full-time

COURSE OVERVIEW
This is a fantastic course which is perfect if you would like to pursue a career in the theatre, film and television industry. You will be introduced to all aspects of hair and media make-up and learn a range of techniques and styles. With support from our dedicated and highly qualified staff, you will develop as an individual and manage your own learning. You will acquire and maintain a high level of professional behaviour and work ethos. You will need to complete this course before you can progress onto the Level 3 Diploma in Theatrical, Special Effects and Hair and Media Make-up.

COURSE STRUCTURE
The course is made up of 13 Units totalling 55 credits including Mandatory and Optional Units.
The Mandatory Units are: Health and Safety, Client Care and Communication, Make-up Application, Photographic Make-up, Dressing Hair and Creating an Image.

ENTRY REQUIREMENTS
You will need to pass an initial screening test in Literacy at Level 1. You should be self-motivated, enthusiastic and hardworking, be of a cheerful disposition and treat everyone with respect. You should have a keen sense of colour and creative ability/flair, enjoy working with people and have self commitment. You also need to have patience as there is often a lot of waiting around on film and TV sets, in all kinds of weather, before your services are required.

Hairdressing
Level 2 NVQ Diploma in Hairdressing
Duration: One year full-time

COURSE OVERVIEW
On this superb course you will be introduced to all aspects of hairdressing and gain the skills to enable you to seek employment in the hairdressing industry. You will ‘learn by doing’ and, with support from our dedicated and highly qualified staff, develop your skills and abilities, manage your own learning and acquire and maintain a high level of professional behaviour and work ethos.

You will have the opportunity to gain further qualifications eg Level 2 Award in Contact Dermatitis. A Learning Resource Centre is available. You can study this course either on the College’s main campus or at The Three Valleys Centre in Keighley.

COURSE STRUCTURE
Modules include: Shampooing, Styling and Finishing Hair, Setting, Colouring, Health and Safety, Reception Duties and Cutting alongside supporting theory. Perming hair also forms part of the curriculum.

You will study Functional Skills in Information Technology, Communication and Application of Number.

ENTRY REQUIREMENTS
You should be hard-working, have a cheerful disposition and treat everyone fairly and with respect. Experience of working in a hair salon is desirable. You will be given an initial screening test for Literacy and a dexterity skill test. You will be interviewed.
Hairdressing
Level 2 VRQ Diploma in Women’s Hairdressing
Duration: One year full-time

Hairdressing
Level 3 NVQ Diploma in Hairdressing
Duration: One year full-time

Hairdressing
Level 3 VRQ Diploma in Women’s Hairdressing
Duration: One year full-time

COURSE OVERVIEW
This is a flexible course which will help you seek employment in the exciting world of Hairdressing. It is a vocationally-related qualification (VRQ) where you will be introduced to all aspects of hairdressing and will "learn by doing". You will have the opportunity to gain further qualifications e.g. Level 2 Award in Contact Dermatitis. With the support of our dedicated and highly qualified staff, you will develop as an individual and manage your own learning. You will acquire and maintain a high level of professional behaviour and work ethos. A Learning Resource Centre is available.

COURSE OVERVIEW
This is the perfect course if you wish to progress in the hairdressing industry. You will gain an excellent range of skills and abilities to enhance your career opportunities. With assistance from our dedicated and highly qualified staff, you will manage your own learning and be introduced to all aspects of hairdressing which you will 'learn by doing'. You will acquire and maintain a high level of professional behaviour and work ethos. You will have the opportunity to gain further qualifications. A Learning Resource Centre is available.

COURSE OVERVIEW
This is a fantastic course on which you will gain a broad range of skills to enhance your career opportunities and give you an awareness of the range of jobs and work settings in the hairdressing field. With assistance and support from our dedicated and highly qualified staff, you will be introduced to all aspects of hairdressing and will 'learn by doing' to develop your skills and abilities and manage your own learning. You will have the opportunity to gain further qualifications. You will develop and maintain a high level of professional behaviour and work ethos. A Learning Resource Centre is available.

COURSE STRUCTURE
This course is intended to provide an understanding of the sector and the vocational skills and knowledge required for hairdressing. It will also give you an awareness of the range of jobs and work settings in the hairdressing field and will enable you to make an informed decision about your future career. You will study all aspects of Hairdressing and Client Consultation, Health and Safety, Shampooing, Retail Sales, Cutting, Colouring and Lightening, Perming & Neutralising, Dressing Hair and Reception Duties.

COURSE STRUCTURE
This course will provide an understanding of the sector and the vocational skills and knowledge required for hairdressing. It will also give you an awareness of the range of jobs and work settings in the hairdressing field and will enable you to make an informed decision about your future career. You will study a total of 58 Credits which will include Health and Safety, Consultation Services, Hair Colouring and Colour Correction, Style and Dress Hair, Dress Long Hair plus many more exciting and interesting subjects.

COURSE STRUCTURE
The qualification is made up of Mandatory and Optional Units totalling 52 credits. The Mandatory Units are: Health and Safety, Client Care and Consultation, Cutting Women’s Hair, Colouring Women’s Hair, Creative Hair Design and Perming Women’s Hair.

ENTRY REQUIREMENTS
You will be given an initial screening test in Literacy and you will need to achieve at least Level 1. You will also have to take a skills test in hairdressing to establish your dexterity skills. You need to be self-motivated and enthusiastic. We expect you to be hard working, have a cheerful disposition and treat everyone fairly and with respect.

ENTRY REQUIREMENTS
You will need to have NVQ Level 2 Hairdressing. You will have an initial screening test for Literacy and a dexterity skill test. You need to be enthusiastic and self-motivated, have the desire to succeed and want to be at the top in the hairdressing industry. You need to be hard working, have a cheerful disposition and treat everyone fairly and with respect. Experience of working in a salon will enhance your application.

ENTRY REQUIREMENTS
You need to have a Level 2 Hairdressing qualification. You should be hard-working, have a cheerful disposition and treat everyone fairly and with respect. Experience of working in a hair salon is desirable. You will be given an initial screening test for Literacy and a dexterity skill test. You will be interviewed.
BEAUTY THERAPY AND HAIRDRESSING

Nail Services

Level 2 NVQ Diploma in Nail Services
Duration: One year full-time

COURSE OVERVIEW
This course is perfect if you want to get involved in the exciting world of Nail Services. With assistance and support from our dedicated and highly qualified staff, you will be introduced to all aspects of treating nails. You will ‘learn by doing’ and manage your own learning to develop your skills and abilities. You will have the opportunity to gain further qualifications eg Level 2 Award in Contact Dermatitis. You will develop and maintain a high level of professional behaviour and work ethos. A Learning Resource Centre is available.

COURSE STRUCTURE
Your course will include: Health and Safety, Promotional Activities, Effectiveness at Work, Manicure Treatments, Pedicure Treatments, The Extension and Maintenance of Nails, Nail Art and Reception Duties. You will also study Functional Skills in Communication, Application of Number and/or Information Technology.

ENTRY REQUIREMENTS
You should be aged 16+ and have two GCSEs at Grade D or above (preferably including English and Science) or have completed the Introduction to the Hair and Beauty Sector and have the ability and will to succeed, self-motivation and enthusiasm. You will be interviewed and you will be given an initial screening test for Literacy. Experience of working in a salon will be an advantage. This course is not suitable for pregnant or lactating mothers.

Theatrical, Special Effects Hair and Media Make-up

Level 3 Diploma in Theatrical, Special Effects Hair and Media Make-up
Duration: One year full-time

COURSE OVERVIEW
This course is ideal if you wish to pursue a career in the creative make-up industry such as fashion, photographic studies, theatre & media and performing arts, or as preparation for Higher Education. The programme is specially designed to develop your practical skills to an advanced level through a variety of techniques. This qualification will complement the knowledge, understanding and skills gained at Level 2 and is focused on producing highly proficient, professional make-up artists and hairdressers specialising in theatrical and special effects make-up, including prosthetics.

COURSE STRUCTURE
The course comprises 10 Units totalling 58 credits and covers: Client Care and Communication, Health and Safety, Fashion, Photographic Make-up, Media Make-up, Camouflage Make-up, Style and Fit Postiche, Apply Prosthetics and Bald Caps, Apply Airbrush Make-up to the Face, Fantasy Hair Design for Performers and Provide Self Tanning.

ENTRY REQUIREMENTS
You should be aged 17+ and have a Level 2 qualification in Hair and Media Make-up, Beauty Therapy or Hairdressing, or equivalent, plus the ability and will to succeed, self-motivation and enthusiasm along with good communication, practical skills and artistic flair. You will be given an initial screening test for Literacy. If you have experience of working in a salon, this will be taken into consideration. You will be interviewed.

We offer excellent progression routes from Level 1 through to university level qualifications.
Bradford School of Arts and Media has an unrivalled reputation and a long tradition for Arts and Media education. Opportunity exists at all levels from First Diploma to Masters for those interested in the creative industries and expressive arts. Former students have included David Hockney, Andy Goldsworthy and Darren Baker.

Jack Davis is the latest rising star to emerge from the Bradford School of Arts and Media after being chosen to play the leading role in a British Youth Film Academy (BYFA) full length feature film of William Shakespeare’s Richard II.

THE PASS RATE ON OUR BRADFORD SCHOOL OF ARTS AND MEDIA COURSES IN 2010/2011 WAS 98%
If you have enthusiasm, creative ability and a genuine commitment to the arts, or you are aiming for an exciting career in Art, Design, Fashion, Graphics, Performing Arts, Music, Film or Media, then Bradford School of Arts and Media has the perfect course for you.

As an Arts and Media student you will have the opportunity to develop your skills alongside your main choice of programme of study. You will also have the chance to experience a wide choice of activities that will help you to meet new people and gain additional qualifications to enhance your CV or university application.

Career Opportunities are diverse and include: Designers (Fashion, Graphics, Interior/Product and Web), Artist, Musician, Choreographer, Photographer, Actor, Make-up Artist and Stagehand. Bradford School of Arts and Media provides excellent progression routes to university level qualifications.

Our courses offer progression between the levels available. Please see the Progression Routes information on pages 24-27.

Please see our Higher Education Prospectus for information about our degree level courses.

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**Art and Design**

**Level 2 Diploma in Art and Design**

Duration: One year full-time

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**COURSE OVERVIEW**

This course, equivalent to four GCSEs at A*-C, introduces you to the stimulating employment area of Art and Design. You will learn by completing interesting projects and assignments based on realistic workplace situations, activities and demands. You will sample a range of areas such as: Fine Art, Graphic Design, 3D Design, Photography, Ceramics, Fashion and Interactive Media and develop a greater understanding of the materials and techniques you use.

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**COURSE STRUCTURE**

The course is made up of Mandatory and Specialist Units. You will experience both practical and taught sessions. Throughout the course you will use drawing, painting, sculpture and visual language to communicate your ideas effectively.

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**ENTRY REQUIREMENTS**

You should be aged 16+ and have a BTEC Introductory Diploma in Art, Design and Media, or equivalent, or four GCSEs at Grade C-D, to include an art or design related subject and English, and an appropriate standard of Literacy and Numeracy. A portfolio/folder of art, media or design-related work to include examples of drawing from real life. You will be interviewed and a satisfactory reference will be required.

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**Art and Design**

**Level 3 Extended/Subsidiary Diploma in Art and Design**

Duration: Two years full-time

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**COURSE OVERVIEW**

This course covers all aspects of visual studies and will develop your skills in Art and Design through exploration and personal investigation. Throughout the course you will gain a great variety of unique experiences exploring a range of two and three-dimensional media, processes and techniques such as: Drawing, Painting, Sculpture, Ceramics, Film-making, Digital Image Making and Manipulation.

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**COURSE STRUCTURE**

We deliver this course through a combination of group and individual projects, drawing sessions, seminars, lectures, workshops and demonstrations. Your projects are tutor, student or client led, with links to community work and industry-sponsored competitions. In the second year, you will be able to further develop your skills and creativity in one or more of the specialist areas that interest you most.

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**ENTRY REQUIREMENTS**

BTEC Introductory Diploma in Art, Design and Media, or equivalent, or four GCSEs at Grade C-D, to include an art or design related subject and English, ideally at Grade B. A portfolio/folder of art, media or design-related work to include examples of drawing from real life. You will be interviewed and a satisfactory reference will be required.
Course overview
Join us in the exciting and creative world of Animation and digital Storytelling. With challenging briefs and live projects set by outside agencies, you will develop your individuality and creativity. You will experiment with photographic and computer animation techniques, processes and visual studies. You will learn to communicate information using appropriate methods of presentation and animation, and develop your skills in a variety of animation and storytelling historical and contemporary techniques.

Course overview
This stimulating and innovative programme will develop your design and technical skills to help you progress onto Higher Education or gain employment within the fashion industry by exploring your creativity and ideas through a range of projects. The first year covers the full garment design process - from design to catwalk, and the second year is dedicated to your individual development. Coursework encourages links with the fashion industry by 'live' design projects, national competitions, fashion shows and the exciting End of Year Show within the Bradford School of Arts and Media.

Course overview
This is the course for you if you are passionate about making an impact in the world of Graphic Design. Using a variety of different media, you will learn the design process - from how to research a project and develop your ideas through to final presentation. You will have the opportunity to study Advertising, Illustration, Typography, Art History, Moving Image, Creative Writing and Computer Graphics and be encouraged and supported to develop and follow your own specialist pathway within Graphics.

Course structure
Year One comprises Mandatory Units in a range of techniques and processes whilst you study Professional Units in Computers in Art & Design and Personal & Professional Development.

In Year Two, Specialist Units cover a wide range of skills in Narrative Image Making, Stop Motion Animation Production and Digital Image Capture & Storytelling, culminating in a Final Major Project.

Entry requirements
BTEC First Diploma in Art and Design or four GCSEs at Grade C or above (one of which should be an art, media or design related subject and one should be English). Grade B in English is advisable for the Level 3 course and for HE progression.

You will be interviewed and will need to bring your portfolio/folder of art, media or design related work, which should include examples from real life. A satisfactory reference will be required.

Entry requirements
BTEC First Diploma in Art and Design, or equivalent, or four GCSEs at Grade C-D, to include an art or design related subject and English, ideally at Grade B.

A portfolio/folder of art, media or design-related work to include examples of drawing from real life.

You will be interviewed and a satisfactory reference will be required.
Art and Design
(Interior/Product Design)

Level 3 Extended/Subsidiary Diploma in Art and Design (Interior/Product Design)

Duration: Two years full-time

**COURSE OVERVIEW**
As a Design student you will be embarking on an exciting career in a wide range of different disciplines. This course has a focus on Interior Design and Product Design. You will explore all the design methods to enable you to design exhibitions, interior architecture, furniture, products and transport. You will need to be creative, innovative, imaginative, practical, enthusiastic and motivated and have a strong interest in current design trends. You will learn skills including: drawing, exploring a wide variety of media, investigating different materials and how they will be used along with computer programmes such as Photoshop.

**COURSE STRUCTURE**
The course comprises Mandatory, Specialist and Professional Units.
You will experience project briefs supported through demonstrations, tutorials and experience of the ‘real world’.

**ENTRY REQUIREMENTS**
BTEC First Diploma in Art and Design or equivalent or four GCSEs at Grade C-D, to include an art or design related subject and English, ideally at Grade B. A portfolio/folder of art, media or design-related work to include examples of drawing from real life. You will be interviewed and a satisfactory reference will be required.

Art and Design (Photography)

Level 3 Extended/Subsidiary Diploma in Art and Design (Photography)

Duration: Two years full-time

**COURSE OVERVIEW**
This course is ideal for those who aspire to carve out a career in the exciting world of Fashion, Sport, Lifestyle, Location, Magazines and Newspapers. All these form important parts of the photographic and media industry. The Extended Diploma in Photography offers you the opportunity to explore the broad range of talents that you will need to become skilled in conventional and digital media through using cameras, computers and media technology. The useful and individual creative skills that you develop will prepare you either for industry or progression onto Higher Education.

**COURSE STRUCTURE**
Year One comprises Mandatory Units in a range of techniques and processes, whilst studying Professional Units in Location, Darkroom Practices, Design Methods, Computers in Design and Experimental Techniques.
In Year Two, exciting Specialist Units cover a wide range of skills in Studio Techniques, Community Art, Digital Imaging and Manipulation, culminating in a Final Major Project which will be exhibited in the Summer Show.

**ENTRY REQUIREMENTS**
BTEC First Diploma in Art and Design or equivalent or four GCSEs at Grade C or above, to include an art, design or media related subject and English, ideally at Grade B. A portfolio/folder of art, media or design-related work to include examples of drawing from real life. You will be interviewed and a satisfactory reference will be required.

The Art and Design industry expects you to be creative and enthusiastic. To succeed, you should be aware of current trends in your chosen field of Art and Design.
Art, Design and Media
Level 3 WJEC Diploma in Foundation Studies in Art and Design
Duration: One year full-time

COURSE OVERVIEW
If your dream is to build a career in Art, Design or Craft and you want to progress to degree level study, then this is the perfect course for you. It offers the opportunity for you to experience different specialist areas before selecting the specialist area where you will develop ideas, skills and a portfolio of work for progression to a Higher Education programme of your choice. The College has progression arrangements with Manchester Metropolitan and Salford Universities and special arrangements if you wish to progress to degrees at Bradford College. Successful completion of the qualification will give you additional UCAS points.

COURSE STRUCTURE
The course is made up of Units, two of which are externally assessed.
We include both practical and taught sessions as well as Critical and Contextual Studies.

ENTRY REQUIREMENTS
You should be aged 18+.
A minimum of five GCSEs at Grades A-C and one A level or equivalent, preferably in an art or design related subject.
You will be interviewed and will need to bring your portfolio of work demonstrating prior experience.
Applications from mature students without formal qualifications are encouraged.

Creative Media Production
Level 2 Extended Certificate in Creative Media Production
Duration: One year full-time

COURSE OVERVIEW
From shooting a TV show to creating a radio programme, this course provides a great introduction to the exciting world of Creative Media. Along the way, you will learn about the creative processes involved; from coming up with the first ideas to editing the final project. You will be given live projects for genuine clients to provide you with real life experience and prepare you for progression to further study in Creative Media Production, Animation or Photography.

COURSE STRUCTURE
You will complete two Mandatory Units: Research for Creative Media Production and Communication Techniques for Creative Media Production and at least two Optional Units which could include: Video Production, Audio Production, Photography Techniques or Animation Techniques.

ENTRY REQUIREMENTS
Four GCSEs at Grade D-E including English at a minimum of Grade D.
You should have a keen interest in the media industry.

As an Arts and Media student you will have the opportunity to learn from practitioners as well as experienced professionals. You will work with artists, performers, musicians and designers as well as local and national galleries, museums and exhibitions.
Creative Media Production

**Level 3 Extended/Subsidiary Diploma in Creative Media Production**
Duration: Two years full-time

**COURSE OVERVIEW**
This comprehensive course covers all sectors of the media industry and will allow you to build up your understanding of, and abilities in, television, film, radio and sound production as well as electronic media and print.

**COURSE STRUCTURE**
The course includes Mandatory Units, which develop your theoretical understanding, and a range of Specialist Units focusing on developing your skills in a range of different media areas. These include video production, audio production, photography and journalism. In addition to the Extended/Subsidiary Diploma, the qualifications gained through this course of study could include: AS/A2 Film Studies and Functional Skills Level 2 in Communication and Information Communication Technology.

**ENTRY REQUIREMENTS**
Four GCSEs at Grade C or above one of which should be English.
You will also be interviewed by a subject tutor.

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Music

**Level 2 Diploma/Extended Certificate in Music**
Duration: One year full-time

**COURSE OVERVIEW**
This exciting course offers you a number of unique musical opportunities. You will plan and create a music project, explore the music profession, work as part of a musical ensemble, learn great rehearsal techniques, develop a greater understanding of music itself and have the chance to explore the computer systems used by musicians.

**COURSE STRUCTURE**
The course will challenge you in a variety of ways. You will experience practical sessions with written lessons, give performances and undertake an exciting Final Major Project.

**ENTRY REQUIREMENTS**
A minimum of four GCSEs at Grade D-E, Elementary Musicianship or the ability to sing and a desire to play, compose and record music.
You should be aged 16+.
Music with Music Technology

**Level 3 Extended/Subsidiary Diploma in Music with Music Technology**

Duration: Two years full-time

**COURSE OVERVIEW**
If you want to improve your knowledge, understanding and skills in order to pursue a career in music, then this course is for you. We offer you the chance to study: composing, improvising, arranging, singing and playing in a wide range of musical styles and to learn what to listen for in music so you can understand and appreciate its beauty. You will also learn and develop skills in modern recording techniques including synthesis, sampling, sequencing and studio operations.

**COURSE STRUCTURE**
You will experience practical sessions, study music theory and learn from visiting practitioners. The course will allow you to work in recording studios and rehearsal rooms, take part in studio-based activities, give performances and undertake an exciting Final Major Project.

You will be expected to take part in performances, either as a performer, recording engineer or producer.

**ENTRY REQUIREMENTS**
A minimum of four GCSEs preferably at Grade A*-C, or equivalent, and including English, or a BTEC First Diploma in Music or Performing Arts at Merit level.

Good musical skills and the ability to play a musical instrument and/or sing.

ABRSM Grade 5 Theory of Music is desirable. If you meet the entry requirements, you will be interviewed and auditioned on both your instrument and your voice.

Performing Arts

**Level 2 Diploma/Extended Certificate in Performing Arts**

Duration: One year full-time

**COURSE OVERVIEW**
As an introduction to the exciting and challenging world of the Performing Arts, this course will develop your confidence and your vocal and physical skills. You will work with scripts to create your own original performance pieces and work towards a major public performance. Along the way you will gain experience of acting, improvisation and movement as well as having the opportunity to find out how the backstage areas of set, props, costume and technical theatre all combine to make a production happen.

**COURSE STRUCTURE**
You will complete one Specialist Optional Unit in either drama, dance or Music and at least two Optional Units which could include: Performing Scripted Plays, Performing Dance, Acting Skills and Techniques or Musical Theatre Performance.

**ENTRY REQUIREMENTS**
Four GCSEs at Grade D-E including English at a minimum of Grade D.

You should have a keen interest in the performing arts.
Performing Arts (Performance)
Level 3 Extended/Subsidiary Diploma in Performing Arts (Performance)
Duration: Two years full-time

**COURSE OVERVIEW**
This course offers you a solid foundation of skills and will give you an exclusive insight into all areas of Performing Arts. You will perform text-based plays, devise your own productions, create site-specific pieces, work with professional companies and take part in festivals and other public events.

Textile Design
Level 3 Extended Diploma in Textile Design
(subject to approval)
Duration: One year full-time

**COURSE OVERVIEW**
As a Textile Design student you will be embarking on an exciting career in disciplines which include knit, print, embroidery and weave. This will enable you to design for a wide range of products including interior furnishings and fabrics, fashion, fashion products, craft products and art textiles.

You will learn new skills and applications to put your design ideas into practice. These will include the textile disciplines: knit, print, drawing, working with a wide range of media, learning about materials and processes and using computer programmes including Photoshop and Illustrator.

**COURSE STRUCTURE**

**ENTRY REQUIREMENTS**
A strong desire to work in Performing Arts with the ability to work in at least one area of acting or dance.
Experience is not essential but a commitment to the subject is.
Four GCSEs preferably at Grade A*-C including English at a minimum of Grade C or a BTEC First Diploma in Performing Arts at Merit level. If you meet the entry requirements, you will be invited to an audition workshop and interview.

**COURSE STRUCTURE**
The course structure includes Mandatory Units including contextual studies and Specialist Textile Units.
You will experience project briefs supported through workshop learning, tutorials, demonstrations, visits, library research and tutor input.

**ENTRY REQUIREMENTS**
Four GCSEs at Grade C or above (one of which should be an art, media or design related subject and one should be in English) (Grade B in English is advisable for Level 3 work and progression to HE) or a BTEC First Diploma in Art and Design.
You will be interviewed and will need to bring your portfolio of art work which should include drawing from life.

See page 21 for full details on how to apply
WE GO THE EXTRA MILE WITH OUR BUSINESS AND ENTERPRISE COURSES

As a student, you will benefit from working on live projects, attending business workshops/conventions, undertaking work placements and attending guest presentations from successful business people.

Through workshops, master classes, micro business surgeries and networking, you will meet and work with some of the UK’s premier business people and successful companies both locally and nationally.

THE PASS RATE ON OUR BUSINESS AND ENTERPRISE COURSES IN 2010/2011 WAS 98% - 10% ABOVE THE NATIONAL AVERAGE
ACCOUNTING AND FINANCE

Our courses are recognised as excellent preparation for a career in business and related areas and have been designed to provide a broad range of business skills that will prepare you for a rewarding career, enabling you to meet the challenges of a professional and responsible position.

If you are a budding entrepreneur, the Level 2 BTEC Diploma in Enterprise and Entrepreneurship (equivalent to four GCSEs) and the Level 3 BTEC Diploma in Enterprise and Entrepreneurship (equivalent to two A levels), both lasting for one year, can be studied at the College’s Peter Jones Enterprise Academy.

Whether you want to set up your own business or succeed in an existing organisation, the skills and experience you gain at the Peter Jones Enterprise Academy will kick start your dream career.

Career opportunities in the sector include: Accountancy, Marketing, Banking, Finance, Law, Business Management, Human Resources, Retail Management, Financial Management and Retail. Salaries vary between business sectors, however most junior positions tend to attract salaries up to £16,000 per year. Middle Managers can expect to achieve salaries ranging from £17,000 to £25,000 and people working in Management or Senior positions can command salaries ranging from £25,000 to over £80,000.

Please see our Higher Education Prospectus for information about our degree level courses.

ACCOUNTING AND FINANCE

Level 2 Extended Certificate in Accounting and Finance

Duration: One year full-time

COURSE OVERVIEW

We have designed this programme to help you prepare for a career in an accounting environment. The course will provide you with a great introduction to the use of accounting concepts which will provide you with a solid basis for further study and career development. The course covers: Manual Bookkeeping and Office Administration including Health & Safety and Preparing Information for Business decisions which includes the additional skills required for evaluating a business. You will also have the opportunity to study for a Level 2 Extended Certificate in Business which includes Book-keeping for Business and Starting a Small Business.

COURSE STRUCTURE

The course is made up of Modules and Units and you will experience practical computing and book-keeping tasks. You will learn by the tutor demonstrating a task and then you performing it. You will be required to work both on your own and in a group and you may be asked to research up-to-date information and present it to the group. You will complete additional Units in Deloitte’s Employability Skills and the Institute of Financial Services (IFS) Certificate in Financial Studies which incorporates Finance Modules.

ENTRY REQUIREMENTS

Two GCSEs at Grade C, ideally in English and Mathematics. You must provide a satisfactory reference.

Entry is subject to an interview with the Course Tutor and satisfactory Literacy and Numeracy skills.

Applications are welcomed from mature students who can demonstrate suitability as a result of previous experience, or have the capability to satisfactorily complete and benefit from the course.

BUSINESS

Entry Level Certificate in Business

Duration: One year full-time

COURSE OVERVIEW

If you are looking for a career in Business, why not join the Entry Level Certificate course and learn in a relaxed environment with a tutor who makes the experience easy and fun to understand? You will be taught in a friendly environment and the course will give you an unforgettable experience.

COURSE STRUCTURE

This exciting course is made up of four Units which will develop your skills and knowledge.

The Units are: An Introduction to Different Types of Business, Business & Customers, Money & Production in Business and People Who Work in Business.

ENTRY REQUIREMENTS

There are no formal entry qualifications. You must provide a satisfactory reference.

Learners who progress from a Skillpower course will find this programme to be a natural progression route.

Please see our Higher Education Prospectus for information about our degree level courses.
Business Level 2 Extended Certificate in Business
Duration: One year full-time

Course Overview
This course will address key areas, including interpersonal skills and customer service. You will have the opportunity to develop skills to support you as you build relationships with a wide variety of customers from a range of business environments. Specialist areas also include: Finance, Book-keeping, Working in Business Teams and Team Leading, Business Support or Administration, Meeting Support and Filing Systems, Personal Selling, Aspects of Business On-line and Enterprise & Business Start-up.

Course Structure

Entry Requirements
One GCSE at Grade C in a relevant subject or three GCSEs at Grade D in relevant subjects or, ideally, a Foundation GNVQ at Merit level. Entry is subject to an interview with the Course Tutor, satisfactory Literacy and Numeracy skills and a suitable reference. Applications are welcomed from mature students who can demonstrate their suitability as a result of previous experience, or have the capability to satisfactorily complete and benefit from the course.

Business Level 2 Diploma in Business
Duration: One year full-time

Course Overview
The Level 2 Diploma in Business will give you access to rewarding employment or provide you with entry to further study. If you are planning a career in business, we will help you develop both job-specific and business-related skills, as well as a knowledge and understanding of the business world. The course will prepare you for the needs of business or for progression to the Level 3 course.

Course Structure
You will study Mandatory and Specialist Units. Mandatory Units are: Business Purposes, Business Organisations, Financial Forecasting for Business and People in Organisations. Specialist Units are taken from: Customer Relations in Business, Business Communications, Providing Business and Administrative Support, Personal Selling, Doing Business Online, Consumer Rights, Working in Business Teams and The Marketing Plan. You will also study Key Skills in Communication, Application of Number and Information Technology.

Entry Requirements
One relevant GCSE at Grade C or three relevant GCSEs at Grade D or a Foundation GNVQ at Merit or relevant NVQ 1 with satisfactory Numeracy and Communication skills and a suitable reference.

You will be invited for an interview at which you will be required to pass a Numeracy and Literacy test.

Business Level 3 Subsidiary Diploma in Business (QCF)
Duration: One year full-time

Course Overview
This course has been developed to offer the range of personal skills, attitudes and techniques essential for successful performance in business. The qualification is equivalent to one A level and offers the opportunity for progression to Higher Education study in business or other related areas. The Business/Financial sector is growing every year and, as a result, there is considerable demand for people with knowledge and understanding of business, marketing, law, accounts and finance.

Course Structure
The course consists of four Mandatory Units and two Specialist Units.

The Mandatory Units are: The Business Environment, Business Resources, Introduction to Marketing and Business Communication. Specialist Units are chosen from a wide range of Units such as: Developing Teamwork, Contract and Business Law, Criminal Law, Accounting, Financial Accounting and Website design.

Entry Requirements
You will normally require one of the following: a BTEC First Diploma in a related subject at Pass level and ideally GCSE English at Grade C, or a minimum of four GCSEs at Grade A*-C including English at Grade C. You must provide a satisfactory reference and you will be invited for an interview at which you will be required to pass a written Numeracy and Literacy test.
BUSINESS AND ENTERPRISE

Business
Level 3 Diploma in Business
Duration: Two years full-time

Business
Level 3 Extended Diploma in Business
Duration: Two years full-time

Business Administration
Level 1 Diploma in Business Administration
Duration: One year full-time

COURSE OVERVIEW
This is a vocational programme, where you will learn by completing assignments that are based on real workplace situations, activities and demands so you can develop a range of specialist skills and knowledge.
This qualification is equivalent to two A levels.

COURSE OVERVIEW
This is a vocational programme, equivalent to three A levels, where you will learn by completing assignments that are based on real workplace situations, activities and demands so that you develop a range of specialist skills and knowledge. There are no exams and you are able to track your assignment progress and work towards target grades which will provide you with high UCAS points to improve your prospects for study at a university of your choice.

COURSE OVERVIEW
The Level 1 Diploma in Business Administration is designed to develop the personal skills and qualities required to succeed at work and to help you achieve your full potential. We provide some practical ‘hands-on’ Units which will give you the experience of real jobs and careers in a chosen vocational sector.
You will have the opportunity to work in small groups, complete presentations and develop your written, verbal communication and presentation skills, which are essential for the world of work.

COURSE STRUCTURE
Mandatory Units are: The Business Environment, Business Resources, Introduction to Marketing and Business Communication. You will also study eight Option Units, such as: Business Accounting, Market Research in Business, Aspects of Employment Law, Developing Teams in Business, Internet Marketing in Business and Starting a Small Business. You will also study the Functional Skills Certificate which includes Information Technology, English and Mathematics.

COURSE STRUCTURE
Mandatory Units: The Business Environment, Business Resources, Introduction to Marketing and Business Communication. Option Units are, for example: Accounting, Aspects of Employment, Contract and Business Law, Website Design Strategy and Business Markets & the Economy. You will study Functional Skills in Information Technology, English and Mathematics and have the opportunity to take part in an Enterprise Unit with the option to set up your own business.

COURSE STRUCTURE
Units are coursework based with elements of practical assessment through role play and observation to provide an overview of the administrative environment. Units include, for example: Customer Services, Welcoming & Dealing With Customers and Investigating Rights & Responsibilities at Work. You will study Functional skills in English, Mathematics and Information Technology and visit working administrative environments in the College to examine how their administrative functions work.

ENTRY REQUIREMENTS
You will normally require one of the following: a BTEC First Diploma in a related subject, ideally at Merit level (Pass level may be considered where GCSE English is at Grade C), or a minimum of four GCSEs at Grade A-C including English at Grade C. You must provide a satisfactory reference and you will be invited for an interview at which you will be required to pass a written Numeracy and Literacy test.

ENTRY REQUIREMENTS
You will normally require one of the following: a BTEC First Diploma in a related subject at Merit level and GCSE Grade C in English or a minimum of five GCSEs at Grade A-C including English at Grade C. You must provide a satisfactory reference and you will be invited for an interview at which you will be required to pass a written Numeracy and Literacy test.

ENTRY REQUIREMENTS
Basic Skills in Numeracy, Information Technology and Communication. Acceptance on the course will be subject to a satisfactory one-to-one interview and a satisfactory reference from school.
We offer a range of courses that will enable you to either develop a career in Business, Accountancy, Marketing or Retail or take the next steps towards moving on to Higher Education.

Business (Retail)
Level 2 Extended Certificate in Business (Retail)
Duration: One year full-time

COURSE OVERVIEW
The Level 2 Extended Certificate in Business (Retail) is designed to develop the personal skills and qualities you will need to work in a successful retail environment. The programme will provide a nationally-recognised business qualification for employment in the retail sector or for entry to more advanced business or retail qualifications.

COURSE STRUCTURE
The course is made up of the following Units: Business Purposes, Business Organisations, Personal Selling in Business, Consumer Rights, Promoting and Branding in Retail Business and Visual Merchandising in Retail. In addition, you will work towards acquiring practical retail skills and improving your Communication, Number and IT skills.

ENTRY REQUIREMENTS
Basic skills in Numeracy, IT and Communication. You must demonstrate, at interview, an interest in the retail business sector. You will be accepted onto the course subject to a satisfactory reference from school.

Business (Retail)
Level 3 Extended Certificate in Business (Retail)
Duration: Two years full-time

COURSE OVERVIEW
The Level 3 Extended Certificate in Business (Retail) is designed to develop the personal skills and qualities you will need to work in a successful retail environment. The retail sector continues to be a good provider of employment opportunities. Retailing provides 1 in 10 jobs in the UK and these range from shop floor to buying, IT, logistics, product development, finance and marketing.

COURSE STRUCTURE
You will study: Personal Selling, Visual Merchandising in Retail, Promoting Branding and Consumer Rights.

ENTRY REQUIREMENTS
A minimum of four GCSEs at Grade C or above or GNVQ Intermediate/First Diploma at Merit level.
We welcome applications from mature students who can demonstrate to us, by evidence of other studies and/or experience, that they are capable of coping with and benefiting from the course. You will be invited for an interview at which you will be required to pass a written Numeracy and Literacy test.

NEED MORE INFORMATION?
Contact our Course Enquiries Team at Bradford College,
Great Horton Road, Bradford,
West Yorkshire, BD7 1AY
01274 433333
01274 433241

Students from outside the European Community should contact the International Centre
+44 1274 433348
**BUSINESS AND ENTERPRISE**

Enterprise & Entrepreneurship  
Level 2 Diploma in Enterprise & Entrepreneurship  
Duration: One year full-time

**COURSE OVERVIEW**
This course has been developed in partnership with the Peter Jones Enterprise Academy (PJEA) and is built around creating a business plan, developing your vision, researching the market, financial modelling, and pitching to investors. You will interact with both national and local entrepreneurs, working on a range of business challenges and learn more about yourself and how to develop an entrepreneurial mind set. Emphasis is placed on working and learning in partnership with others although you should also be able to work independently and take responsibility for your own learning.

**COURSE STRUCTURE**

**ENTRY REQUIREMENTS**
You must have a minimum of four GCSEs at Grade D-G including English and Mathematics at Grade D or above, or equivalent Level 1 qualifications at Merit level or higher including English and Mathematics.

Enterprise & Entrepreneurship  
Level 3 Diploma in Enterprise & Entrepreneurship  
Duration: One year full-time

**COURSE OVERVIEW**
This course has been developed in partnership with the Peter Jones Enterprise Academy (PJEA) to give you the skills to start up and run a fully functioning business. You will start and run your own micro business for at least four weeks and interact with national and local entrepreneurs on a range of business challenges to learn more about yourself and how to develop an entrepreneurial mind set. Emphasis is placed on working and learning in partnership with others although you should also be able to work independently and take responsibility for your own learning.

**COURSE STRUCTURE**

**ENTRY REQUIREMENTS**
A minimum of four GCSEs at Grades A*-C, including English and Mathematics, or other equivalent Level 2 qualifications at Merit level or higher including English and Mathematics.

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**PETER JONES ENTERPRISE ACADEMY**

The Peter Jones Enterprise Academy offers an opportunity for aspiring entrepreneurs to realise and achieve their business dreams. Set up by Peter Jones, CBE, star of Dragons’ Den, the Academy was the first to offer Further Education courses in Enterprise and Entrepreneurship in the UK where students are actually required to set up and run their own business. If you are aged 16+ and you possess the determination to turn ideas into commercial success, apply to the Academy today.

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**BRADFORD COLLEGE**

FOR FURTHER DETAILS  
CALL 01274 433241

See page 21 for full details on how to apply.
WE GO THE EXTRA MILE WITH OUR COMPUTING AND ICT COURSES

As a computing student at Bradford College you will benefit from working on real life working projects and design briefs; you will also be encouraged to enter regional and national competitions. Former students have won industry awards and received recognition at WorldSkills UK.

The College is proud to sponsor Bradford Animation Festival (BAF) and has built partnerships with Space Connections and Yorkshire Forward.

THE PASS RATE ON OUR COMPUTING AND ICT COURSES IN 2010/2011 WAS 92%
Studying Computing & Information Communication Technology at Bradford College will enable you to acquire the ICT skills required to meet the challenges of rapidly changing technologies.

Salaries within the computing/gaming industry typically range from £19,000 a year to over £60,000 depending on the level of management or specialism involved in the role.

Our specialist IT rooms are stocked with high-tech equipment including dual processor PCs with installed specialist software for games programming; merged classrooms to house facilities for PC networking and PC building; smart boards in every IT classroom and a range of other conventional industry standard hardware.

Career opportunities include: Animator, Games Developer, Computer Programmer, Software Developer, Systems Support and Analysis Technician, Network Specialist, e-Commerce Executive, Web Developer and IT Manager.

BUSINESS AND ICT

Level 1 National Certificate in Business and ICT
Duration: One year full-time

**COURSE OVERVIEW**
This is an interesting and flexible programme offering pathways to introduce you to the exciting world of Business and ICT.
You will study in a hands-on way, guided by tutors with up-to-date knowledge from the industry you are hoping to work in.

**COURSE STRUCTURE**
To achieve this qualification you have to complete and pass 12 Units. Two pathways are available to you, one focusing on the ICT industry, the other on business skills.
You will have the opportunity to study a variety of subjects to develop your knowledge and understanding of work in the industry and the job opportunities you may have.

**ENTRY REQUIREMENTS**
You must provide a satisfactory reference and have enthusiasm and commitment to the subject.

ICT (System Support)
Level 2 Diploma in ICT (System Support)
Duration: One year full-time

**COURSE OVERVIEW**
This is a practical and work-related course that will provide you with an excellent basis for your chosen area of employment.
You will have the opportunity to learn specialist ICT skills relating to PC building, upgrading and maintenance.

**COURSE STRUCTURE**
This vocational course is made up of seven Units.
You will study three Mandatory Units: Communicating in the IT Industry, Working in the IT Industry and Computer Systems.
You will also study four Specialist Units: Website development, Setting up an IT Network, Customising Software and Software design.

**ENTRY REQUIREMENTS**
You will need to have at least one of the following:
Three GCSEs at Grade D or above, related work experience or other related Level 1 or 2 qualifications.
You must have a good standard of Numeracy and Communication skills and provide a satisfactory reference.

Our courses offer progression between the levels available.
Please see the Progression Routes information on pages 24-27.

Please see our Higher Education Prospectus for information about our degree level courses.
COMPETING AND INFORMATION COMMUNICATION TECHNOLOGY

Our computing courses are designed to prepare you for a rewarding career by developing the skills that employers demand.

IT
Level 2 Diploma in IT
Duration: One year full-time

COURSE OVERVIEW
This highly successful Level 2 course will help develop your use of IT both in commerce and industry. It is practical and work-related and will readily prepare you for IT-related work in a variety of environments.
The course is equivalent to four GCSEs at Grades A*-C.

COURSE STRUCTURE
The course is made up of six Units.
You will study two Mandatory Units: Computer Systems and Working in the IT Industry/Communicating in the IT Industry.
Specialist Units are: Website Development, Mobile Communication Technologies, ICT Graphics and Database Software.

ENTRY REQUIREMENTS
Four GCSEs at a minimum of Grade D (or at the course tutor’s discretion).
You must provide a satisfactory reference.

IT
Level 3 National Extended Diploma in IT
Duration: Two years full-time

COURSE OVERVIEW
This course involves practical, hands-on experience as well as classroom learning. It will help you gain and develop work-relevant skills, along with English and Mathematics, in a creative and enjoyable way. The course will give you an insight into what work is really like, helping you to make decisions about your future whilst keeping your career options open. Extended Diploma courses have been designed in partnership with employers. The Diploma is equivalent to 3.5 A levels and can lead on to further study or a career in Information Technology.

COURSE STRUCTURE
Whilst studying for the Extended Diploma in Information Technology, you must achieve the three Mandatory Units, a combination of Optional Units and a Project Qualification. We aim to support you in the transition to Higher Education or into the world of work by acquiring practical skills. You will develop and apply skills creatively, resulting in one of the three following project outcomes: a dissertation, an investigation or an artifact.

ENTRY REQUIREMENTS
A minimum of four GCSEs at Grade A*-C or equivalent.
### IT (Microsoft Technical Associate Route)

**Level 3 Extended Diploma in IT (Microsoft Technical Associate Route)**

Duration: Two years full-time

#### COURSE OVERVIEW

This course involves practical, hands-on experience as well as classroom learning. It will help you gain and develop work-relevant skills, along with English and Mathematics, in a creative and enjoyable way.

The course will give you an insight into what work is really like, helping you to make decisions about your future whilst keeping your career options open.

#### COURSE STRUCTURE

Whilst studying for the Extended Diploma in Information Technology, you must achieve the Mandatory Units and a combination of Optional Units which include Microsoft certification. Mandatory Units are: Communication and Employability Skills for IT, Computer Systems and Information Systems. Optional Units are: 70-647 Windows Server Administration Fundamentals, 98-366 Network Fundamentals and 98-367 Security Fundamentals.

#### ENTRY REQUIREMENTS

A minimum of four GCSEs at Grade A*-C or equivalent.

### IT (Networking and Systems Support)

**Level 3 National Diploma in IT (Networking and Systems Support)**

Duration: Two years full-time

#### COURSE OVERVIEW

If you are hoping to progress onto a career in Networking and Systems Support, this work-related course is ideal for you. Throughout the course, our links with industry contacts will help you develop a greater awareness of professional practices.

This course is equivalent to two A levels and is therefore perfect for entry to degree programmes.

#### COURSE STRUCTURE

This course is made up of seven Mandatory Units and five Optional Units. Mandatory Units are: Communication and Employability Skills for IT, Computer Systems, Information Systems, Managing Networks, Computer Networks, Communication Technologies and IT Technical Support. Optional Units are: Organisational Systems Security, Database Design, Website Production, Spreadsheet Modelling and Maintaining Computer Systems.

#### ENTRY REQUIREMENTS

You will need to have at least one of the following: a BTEC First Certificate or Diploma in a related subject at Merit level, at least four GCSEs at Grade A*-C or appropriate work experience if you do not have the required academic qualifications.
IT (Networking and Systems Support)
Level 3 National Extended Diploma in IT (Networking and Systems Support)
Duration: Two years full-time

COURSE OVERVIEW
A National Extended Diploma is a practical, work-related and very useful course, where you learn by completing projects and assignments based on real workplace situations, activities and demands. Vendor based qualification Units are embedded into the course and you will be given an opportunity to complete two semesters of industry-recognised Cisco CCNA qualification which is exam based.

COURSE STRUCTURE
The course is made up of Mandatory Units and optional Units that will give you an excellent understanding of the field of Networking and Systems Support. The Mandatory Units you will study include: Communication and Employability Skills for IT Computer Systems, Information Systems, Managing Networks, Computer Networks, Communication Technologies, IT Technical Support and IT Systems Troubleshooting & Repair.

ENTRY REQUIREMENTS
You will need to have at least one of the following: a BTEC First Certificate or Diploma in a related subject, an Intermediate GNVQ in a related subject, at least four GCSEs at Grade A*-C or appropriate work experience if you do not have the required academic qualifications.

IT Practitioners (Business and IT)
Level 3 National Diploma in IT Practitioners (Business and IT)
Duration: Two years full-time

COURSE OVERVIEW
A BTEC National Diploma is a practical and valuable work-related course, where you learn by completing projects and assignments based on real workplace situations, activities and demands. As well as learning about the employment area you have chosen, you will develop the skills you need to start or progress your career.

COURSE STRUCTURE
Your course is made up of three Mandatory Units and a further nine optional Units that will give you an excellent understanding of IT and Business systems. The Units you will study include: Microsoft Office Specialist, Cisco IT Essentials, Communication and Employability Skills, Computer Systems, Information Systems, Impact of the use of IT on Business Systems, Digital Graphics, Website Production and Enterprise Skills.

ENTRY REQUIREMENTS
You should have at least one of the following: a BTEC First Certificate or Diploma in a related subject, an Intermediate GNVQ in a related subject, at least four GCSEs at Grade A*-C or appropriate work experience if you do not have the required academic qualifications.
IT Practitioners (Business and IT) - Girls and Women Only

Level 3 National Diploma in IT Practitioners (Business and IT) - Girls and Women Only
Duration: Two years full-time

**Course Overview**
This course is designed for female learners who do not wish to learn in a mixed gender class. A National Diploma is a practical and valuable work-related course, where you learn by completing projects and assignments based on real workplace situations, activities and demands.

As well as learning about the employment area you have chosen, you will develop the skills you need to start or progress your career.

**Course Structure**
Your course is made up of three Mandatory Units and a further nine Optional Units that will give you an excellent understanding of IT and Business systems. The Units you will study include: Microsoft Office Specialist, Cisco IT Essentials, Communication and Employability Skills, Computer Systems, Information Systems, Impact of the use of IT on Business Systems, Digital Graphics, Website Production and Enterprise Skills.

**Entry Requirements**
You should have at least one of the following: a BTEC First Certificate or Diploma in a related subject, an Intermediate GNVQ in a related subject, at least four GCSEs at Grade A*-C or appropriate work experience if you do not have the required academic qualifications.

IT Users

**Apprenticeship - IT Users**
Duration: Flexible (up to 12 months)

**Course Overview**
If you have a good idea of where you want to go with your career and like the idea of earning while you learn, an Apprenticeship could be for you. You will get top quality training whilst developing skills and gaining qualifications on the job.

To give yourself the best chance of success in your career, you will need to carry on developing your skills throughout your working life. Apprenticeships give you the chance to learn - and gain nationally recognised qualifications - whilst earning a weekly wage.

**Course Structure**
Apprenticeship takes between one and four years to complete. Over 20 million people in the UK use IT in their jobs, but many struggle with applications and general computing skills. As an apprentice, you will learn how to operate computers and databases, as well as how to use and maintain IT systems and networks.

**Entry Requirements**
There are no specific entry requirements.
Opportunity exists at all levels in the commercial and IT sectors. Many areas are highly specialist and often combine management, organisational, technical and people skills.

IT Users (ITQ)
Level 1 Certificate for IT Users (ITQ)
Duration: One year full-time

COURSE OVERVIEW
This exciting Level 1 course provides you with a full range of IT applications and electronic communication, whilst improving your understanding, employability skills and attitudes. These are essential for success in your working life and will prepare you for a rewarding career in the IT industry. In addition to developing your IT skills you will also study a range of Units designed to develop your personal and social skills.

COURSE STRUCTURE
Your course is made up of IT Units and Workskills Units. IT Units are: Using email, Improving Productivity Using IT, Using the Internet, Presentation Software, Spreadsheet Software and Word Processing Software. Workskills Units are: Searching for a Job, Applying for a Job, Interview Skills, Self-management Skills, Positive Attitude and Behaviour at Work, Working in a Team, Setting and Meeting Targets at Work, Planning an Enterprise Activity and Running an Enterprise Activity.

ENTRY REQUIREMENTS
You must provide a satisfactory reference and have an enthusiasm for IT.

IT User Skills ITQ (Office Skills)
Level 2 Diploma in IT User Skills ITQ (Office Skills)
Duration: One year full-time

COURSE OVERVIEW
ITQ is a vocational qualification designed to demonstrate the knowledge of everyone who has IT skills. It recognises the skills and knowledge already acquired through other qualifications or through previous experience and is an excellent qualification for those currently working or looking for work skills. This is an ideal qualification if you to work in an office environment.

COURSE STRUCTURE
You will select from a range of Units to build up a minimum of 38 credit points to achieve the full Level 2 Diploma for IT User Skills.

Units studied include: Spreadsheet Software, Word Processing Software, Presentation Software, Using the Internet and Using email.

ENTRY REQUIREMENTS
There are no formal entry requirements but you will be expected to have a reasonable standard of Literacy.
Creative Media Production (Games Development)

Level 2 Diploma in Creative Media Production (Games Development)
Duration: One year full-time

**COURSE OVERVIEW**
We are pleased to offer this practical work-related course to give you an excellent basis for your chosen area of employment within the video games industry.

**COURSE STRUCTURE**
Your course is made up of six Units - three Mandatory Units which all students study and three Specialist Units. The Mandatory Units are: Understanding the Media, Research for Media Production, Media Skills Development.

The Specialist Units will give you the chance to study your chosen areas and include: Digital Graphics, 2D Computer Games, Reviewing, Computer Games, and Website Design.

**ENTRY REQUIREMENTS**
You should have at least one of the following: a Level 1 qualification and a good standard of Literacy and Numeracy supported by a general education equivalent to four GCSEs at Grades D-G, related work experience or other related Level 1 or 2 qualifications.

Creative Media Production (Games Development)

Level 3 National Extended Diploma in Media Production (Games Development)
Duration: Two years full-time

**COURSE OVERVIEW**
This work-related course is ideal if you hope to progress onto a career in the challenging world of the video games industry.

Throughout this exciting and engaging course, our links with industry contacts will help you develop an awareness of professional practices.

**COURSE STRUCTURE**
Mandatory Units include: Understanding the Media, Research Techniques, Media Skills Workshop, Production Management.

The compulsory Specialist Units are: Professional Brief, Digital Graphics and Games Platforms & Technologies.

You can also choose five additional Units from a wide choice including: 3D Modelling, 3D Animation, 3D Environments, Games Engines, Games Design and Flash for Computer Games.

**ENTRY REQUIREMENTS**
You should normally have at least one of the following: a BTEC First Certificate or Diploma in a related subject, an Intermediate GNVQ in a related subject at Merit level or at least four GCSEs at Grade A*-C including English or appropriate work experience.

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**NEED MORE INFORMATION?**
Contact our Course Enquiries Team at Bradford College, Great Horton Road, Bradford, West Yorkshire, BD7 1AY

📞 01274 433333
☎ 01274 433241

Students from outside the European Community should contact the International Centre
📞 +44 1274 433348
Qualified Early Years practitioners are in great demand and Bradford College offers a range of nationally recognised courses from Foundation Level to Level 3 that will help you to gain employment in the children’s workforce or provide a route into Higher Education.

Our success rates are high and almost a third of our learners progress to Higher Education. Many go on to study degree level courses including Early Years Practice and Teaching.

The pass rate on our Early Years, Childcare and Education courses in 2010/2011 was 99%
Caring for Children
CACHE Entry Level 3 Award/Certificate in Caring for Children
(additional course with ESOL option available)
Duration: One year full-time

COURSE OVERVIEW
This qualification develops the basic skills needed to care for a baby or young child. Units covered include: Setting a Routine, Healthy Lifestyles and The Importance of Play and Learning.
This course is suitable for anyone who wants to develop parenting skills, including those with special educational needs or where English is an additional language.

COURSE STRUCTURE
The Award requires nine credits and the Certificate requires 18 credits.
You can usually complete both the Award and then the Certificate in a year or less when taken as part of Foundation Learning.

ENTRY REQUIREMENTS
There are no specific entry requirements other than an interest in babies and young children. You will have a short assessment of your Literacy and Numeracy skills, after which you may be offered a place. The minimum age for entry is 14. You will be invited for an interview to see if you are suitable for the course and for working with young children.

ENTRY REQUIREMENTS
You must be 16 years or over and have a minimum of four GCSEs at Grade E/F or above (English Language must be at a minimum of Grade E) or an Entry Level 3 qualification in a related subject area (along with Entry Level 3 in English or equivalent). A satisfactory Health check, references and interview will be required.

Careers in Early Years and Childcare require a range of knowledge and skills in areas including child development, how children learn, keeping children safe and supporting children using enthusiasm, patience, creativity, integrity and a sense of fun.

By choosing to study Early Years at Bradford College you will benefit from specialist training rooms and resources, well qualified and experienced teaching staff, guest lecturers and visits.

Many of our students complete work placements and are supported by a specialist placement tutor.

Career opportunities exist at all levels including: Early Years Practitioners/Senior Practitioners in the private, voluntary or statutory sector, Support Workers in Schools, Support Workers for children with additional needs, Health Visitors’ support workers, work in Community or Hospital settings, advice and support work for local authorities and voluntary organisations, local and national government policy and development work. Trainee salaries typically start at around £10,000 and can rise to around £18,000. Nursery Managers can earn between £25,000 and £35,000 and people in senior roles can attract even higher salaries.

Caring for Children
CACHE Level 1 Diploma in Caring for Children
(additional course with ESOL option available)
Duration: One year full-time

COURSE OVERVIEW
This qualification encourages an understanding of the knowledge and skills needed to care for young children.
The Units cover topics such as: Care of Young Children and Self Development.

COURSE STRUCTURE
The Diploma requires 37 credits. You will be required to be in college for five days a week.
There will be the option of a placement in a childcare setting during the summer term.

ENTRY REQUIREMENTS
You must be 16 years or over and have a minimum of four GCSEs at Grade E/F or above (English Language must be at a minimum of Grade E) or an Entry Level 3 qualification in a related subject area (along with Entry Level 3 in English or equivalent). A satisfactory Health check, references and interview will be required.
During your course, you can also choose to study additional qualifications including: English, Mathematics, IT, Work Skills, Personal and Social Development and First Aid.

**Children and Young People’s Workforce**

**CACHE Level 2 Certificate for the Children and Young People’s Workforce**
Duration: One year full-time

**Course Overview**
This qualification is designed to help build the knowledge and skills needed when working under supervision with children and young people from birth to 19 years of age. It covers a diverse range of job roles and occupational areas working in children’s settings including early years and social care.

**Course Structure**
You will complete a range of Units whilst in college, including Units on Safeguarding, Play and Child Development.

You will spend one day on placement every week with four additional block weeks throughout the year. You will undertake placement experiences both in a Day Nursery and a School.

**Entry Requirements**
You must be aged 16 years or over and have a minimum of four GCSEs at Grade D/E or above (English Language must be at a minimum of Grade D) or a Level 1 qualification in a related subject area (along with Level 1 English or equivalent). A satisfactory CRB check, health check, references and interview are required.

Children and Young People’s Workforce

**CACHE Level 3 Diploma for the Children and Young People’s Workforce**
Duration: One year full-time

**Course Overview**
This qualification is designed to build the knowledge and skills needed when working with children and young people from birth to 19 years. It covers a diverse range of job roles and occupational areas. It is a ‘must have’ for all practitioners delivering the Early Years Foundation stage.

**Course Structure**
You will complete a range of Units whilst in college, including Units on Safeguarding, Play and Child Development.

You will spend two days on placement every week with additional block weeks throughout the year. You will undertake placement experiences both in a Day Nursery and a School.

**Entry Requirements**
You must be aged 16 or over and have a minimum of four GCSEs at Grade C or above (English Language must be at a minimum of Grade C) or a Level 2 qualification in a related subject area (along with Level 2 English or equivalent). A satisfactory CRB check, health check, references and interview will be required.
Children and Young People’s Workforce

CACHE Level 3 Extended Diploma for the Children and Young People’s Workforce
Duration: One year full-time

COURSE OVERVIEW
This qualification will build the knowledge and skills needed to work at a supervisory level with children and young people from birth to 19 years.
It includes Units which assess, build and develop the skills required to study effectively and successfully at degree level.
If you have already completed the Level 3 Diploma for the Children and Young People’s Workforce you will only need to complete the additional Units and assignments to gain the full qualification.

COURSE STRUCTURE
Whilst in College, you will complete a range of Units that will build on the Units delivered within the CACHE Level 3 Diploma for the Children and Young People’s Workforce.
You will spend two days on placement every week with additional block weeks throughout the year and undertake placement experiences in either a Day Nursery and a School or both.

ENTRY REQUIREMENTS
You must be aged 16 years or over, have successfully completed the CACHE Level 3 Diploma for the Children and Young People’s Workforce and have a minimum of GCSE English Language at Grade C or above (and ideally Mathematics). A satisfactory CRB check, health check, references and interview will be required.

See page 21 for full details on how to apply

You will take part in activities including charity fund raising and community projects.

NEED MORE INFORMATION?
Contact our Course Enquiries Team at Bradford College,
Great Horton Road, Bradford,
West Yorkshire, BD7 1AY
☎ 01274 433333
AsStream 01274 433241

Students from outside the European Community should contact the International Centre
☎ +44 1274 433348
Three Bradford College students gave up their summer holidays to help restore a local primary school back to its former glory after it emerged that the school was desperately in need of repair. Using the skills they had developed on the National Diploma in Brickwork course, they worked voluntarily to help with the construction of three new classrooms, a library and a canteen.

The prestigious Total Quality Standards for excellence in Building Services Engineering was recently awarded to our Plumbing and Electrical Technology area, making us one of only two colleges in Yorkshire to hold this award.

THE PASS RATE ON OUR ENGINEERING, TECHNOLOGY AND CONSTRUCTION COURSES IN 2010/2011 WAS 93%
Career opportunities exist at many levels in the Engineering, Technology & Construction sector. The industry is currently experiencing skills gaps and there is a wealth of opportunity available for men and women who gain skills in these areas.

Careers in Engineering, Technology & Construction combine specialist and practical skills with management and organisational abilities.

Our Engineering and Construction courses are offered in modern workshops in our new eco-friendly Trinity Green campus.

Our full-time courses in construction also provide opportunities for you to study a trade alongside employability skills through the Deloitte or Workskills programmes.

Career opportunities include: Electrician, Engineer, Surveyor, Plumber, Gas Fitter, Bricklayer, Joiner, Plasterer, Civil Engineer, Decorator, Vehicle Repair Engineer, Architect, Builder, Electronics Engineer and Auto CAD Designer.

Typically, a labourer will earn £10,000-£16,000 per year and highly skilled tradespeople can earn in excess of £25,000 per year. Those in senior positions can expect to earn in excess of £50,000 per year.

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**Brickwork**

**Introduction to Employment in the Construction Industries - Brickwork**

Duration: 10 weeks

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**COURSE OVERVIEW**

This course gives you an introduction to Brickwork.

You will undertake basic skills training in practical sessions and underpin this knowledge in the classroom.

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**COURSE STRUCTURE**

You will study five Units to gain the qualification.

These cover Health & Safety, Handling & Storing Materials & Components, Personal Work Skills, and Carrying Out Operations.

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**ENTRY REQUIREMENTS**

You will be asked to attend a taster day for which you must be on time. Prior to the day, you will be required to complete a written task which must be handed in at the beginning of the day.

You must be enthusiastic and committed to the course.

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**Brickwork**

**Level 1 Diploma in Brickwork**

Duration: 24 weeks

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**COURSE OVERVIEW**

The Level 1 Diploma in Brickwork is designed to prepare you to enter the industry. It has been specifically developed for delivery in a training environment using simulated conditions.

The course includes tests that are based on you showing what you can do through the completion of Units, assignments and tests. The full-time course is offered over two and a half days per week and is also available on a day release basis to those aged over 19.

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**COURSE STRUCTURE**

The course comprises: General Mandatory Units, Occupation-specific Units, a practical assignment, multiple choice Unit end tests and online testing.

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**ENTRY REQUIREMENTS**

You should be aged 16-19 and have Literacy and Numeracy skills at a minimum of Entry 3 level. If you have no evidence to support this, we will carry out an initial assessment which you will be required to pass. You must have the potential and opportunity to successfully gain the qualification.

Applications should be made as soon as possible before September of the year in which the course is due to start.
ENGINEERING, TECHNOLOGY AND CONSTRUCTION

Brickwork
Level 2 Diploma in Brickwork
Duration: One year full-time

Carpentry and Joinery
Introduction to Employment in the Construction Industries - Carpentry and Joinery
Duration: 12 weeks

Brickwork
Level 3 Diploma in Brickwork
Duration: One year full-time

Course Overview
This challenging course is ideal for you if you would like to progress to Brickwork at Advanced Level. On successful completion of the course, you will be in a position to progress to a Construction Management course.

Course Overview
This course gives you an introduction to Carpentry and Joinery. You will undertake basic skills training in practical sessions and underpin this with job knowledge in the classroom.

Course Structure
We offer specific training to help you achieve full craft status, as long as you can provide evidence of your capabilities from your workplace.

Course Structure

Entry Requirements
You will need to have completed Level 2 Brickwork or equivalent. You must be working at an advanced level of competence in the construction industry. Mature students may be accepted on the course subject to an interview and Literacy and Numeracy assessment where you will need to achieve Level 2.

Entry Requirements
You will be asked to attend a taster day for which you must be on time. Prior to the day, you will be required to complete a written task which must be handed in at the beginning of the day. During the taster day you will be required to: successfully complete a short question paper, complete a basic assessment for Literacy and Numeracy in which you must achieve a minimum of Entry Level 3, complete a short practical session and successfully complete a task.

Entry Requirements
There are no formal entry requirements but you should provide evidence of Literacy and Numeracy at a minimum of Level 1 or achieve these in an initial assessment. You will be interviewed and will be required to pass a College grading test prior to acceptance on the course. You will need to be employed in the trade and have the enthusiasm and desire to succeed.
**ENGINEERING, TECHNOLOGY AND CONSTRUCTION**

**Carpentry and Joinery**

**Level 1 Diploma in Carpentry and Joinery**
Duration: 26 weeks

**Course Overview**
This course develops the skills learnt on the Introduction to Employment in the Construction Industries - Carpentry and Joinery course.

**Course Structure**
You will study the following Units:
- Know How to and Carry Out Safe Working Practices in Construction
- Knowledge of Information, Quantities and Communicating With Others
- Knowledge of Building Methods and Construction Technology
- Know How to and Produce Basic Woodworking Joints
- Know How to and Maintain and Use Carpentry and Joinery Hand Tools
- Know How to and Prepare and Use Carpentry and Joinery Portable Power Tools
- There is also a synoptic practical assignment (practical exam).

**Entry Requirements**
You should have attended and completed the Introduction to Employment in the Construction Industries - Carpentry and Joinery qualification. You will be interviewed to assess for your suitability for the course. You will undertake an assessment for Literacy and Numeracy in which you must achieve a minimum of Entry Level 3 in both subjects.

**Carpentry and Joinery**

**Level 2 Diploma in Carpentry and Joinery**
Duration: One year full-time

**Course Overview**
This course develops the skills learnt on the Level 1 Diploma in Carpentry and Joinery. You will complete a short course to introduce you to Level 2 work. There will be three Units to complete and this will take six weeks of study. On successful completion you will move onto the Level 2 Diploma in Bench Joinery. This course is designed to develop your skills and knowledge to enable you to work in the industry in your chosen craft. It has been specifically developed for delivery in a training environment using simulated conditions.

**Course Structure**
You will study the following units:
- Knowledge of Information, Quantities and Communicating With Others
- Knowledge of Building Methods and Construction Technology
- Know How To and Set Up and operate a Circular Saw
- Know How To and Produce Setting out details for routine Joinery Products
- Know How to and Mark out From Setting out details For routine Joinery Products
- Know How to and Manufacture routine Joinery Products, and a synoptic practical assignment (practical exam).

**Entry Requirements**
You should have attended and completed the Level 1 Diploma qualification. If you have not, you will be required to attend an interview and be assessed for your suitability for a Level 2 course. You will undertake an assessment for Literacy and Numeracy in which you must achieve a minimum of Level 1 in both subjects.
Carpentry and Joinery
Level 3 Diploma in Carpentary and Joinery
Duration: One year full-time

Construction
Level 2 Diploma in Construction
Duration: One year full-time

Construction
Level 3 Extended Diploma in Construction
Duration: Two years full-time

COURSE OVERVIEW
This course develops the skills learnt on the Level 2 Diploma in Carpentry and Joinery. You will choose between Bench Joinery and Site Carpentry depending on your Level 2 Diploma.
Both routes will include Units covering: Knowledge of Information, Quantities, Communicating With Others, Knowledge of Building Methods & Construction Technology and a synoptic practical assignment (practical test).

COURSE OVERVIEW
The Construction industry is an expanding industry and many companies within it recruit qualified workers who are eager to continue their learning. This means that the demand for well qualified people to work within the industry is high. The Level 2 Diploma prepares you for employment in the appropriate vocational sector and is suitable for those who have decided they wish to enter a particular Construction profession.

COURSE OVERVIEW
This course will provide you with an in-depth knowledge of a wide selection of areas in the field. You will gain an insight into employment opportunities in the construction industry enabling you to choose your preferred area of work or help you progress to a more prominent position within your chosen field. This qualification is ideal if you are aiming to progress to Higher Education or to enter the building, civil engineering or related industries.

COURSE STRUCTURE
Bench Joinery will include the set up and use of fixed and transportable machinery and the manufacture/production of complex shaped joinery products.
Site Carpentry will include the erection of complex structural carcassing components, the maintenance of non-structural and structural components and the set up/use of fixed and transportable machinery.

COURSE STRUCTURE
There are three Mandatory Units: Structure of the Construction Industry, Exploring Health, Safety & Welfare in Construction and Sustainability in the Construction Industry. You will also study three Optional Modules chosen from: Use of Science and Mathematics in Construction, Construction Processes and Operations, Construction Methods & Techniques and Construction Drawing Techniques. You will also study Functional Skills in Numeracy, Literacy and IT.

COURSE STRUCTURE
The course is Module based and to gain the qualification you will need to complete at least 18 Modules including Mandatory and Optional Units.
You will also take part in additional industry-related activities.

ENTRY REQUIREMENTS
You should have attended and completed the Level 2 Diploma qualification. If you have not, you will be required to attend an interview and be assessed for your suitability for a Level 3 course.

ENTRY REQUIREMENTS
Four GCSEs at Grade D-G or equivalent.

ENTRY REQUIREMENTS
Four GCSEs at A-C including Mathematics, an appropriate Science and English, or a subject demonstrating ability in written English, or a BTEC First Certificate/First Diploma/Level 2 Diploma in Construction or Engineering or the equivalent.
Mature students without the above qualifications but with relevant professional experience will be given full consideration.
Construction and Engineering - Women-only ‘Let’s TWIST’

Level 1 Progression Diploma in Construction and Engineering - Women Only ‘Let’s TWIST’
Duration: One year full-time

COURSE OVERVIEW
This course offers an exciting opportunity for women to gain practical craft skills in a variety of non-traditional subjects. It is a one-year, full-time course (under 16 hours to comply with benefits requirements) with family-friendly hours. Attendance is three days a week - currently Wednesday, Thursday and Friday. The course is designed to give you a taster in a number of disciplines and, at the end of the year, you will be awarded a recognised Level 1 qualification and be in a position to progress to a mainstream course in one of the disciplines you have covered.

COURSE STRUCTURE
Units will include: Painting and Decorating, Carpentry and Joinery, Electrical Installation, Car Maintenance, Brickwork, Plastering, Plumbing, Health and Safety, Mathematics, Teamwork Skills and Employment Skills.
You will also have the opportunity to study Functional and Basic Skills such as Communication, Numeracy and IT.

ENTRY REQUIREMENTS
No formal qualifications or experience are required. Women who have an interest in DIY and other practical skills are encouraged to apply.
You will be required to attend an interview to confirm your suitability for the course.

Electrical Installation

Level 1 Preparation for Employment Certificate (Electrical Installation)
Duration: 12 weeks

COURSE OVERVIEW
The construction industry is Britain’s largest single industry, employing several million people and covering many different professions and trades. One of the construction trades is Electrical Installation and, if you are considering a career as an Electrician, you need to have the correct qualifications. This excellent Preparation for Employment Certificate in Electrical Installation is accepted within the industry and offers a progression route to Level 2, which will ultimately aid your entry into employment.

COURSE STRUCTURE
The course combines both theory and practical work. You will study Modules including: Principles of Electro-technology and Installation Methodology as well as essential Health and Safety practices.

ENTRY REQUIREMENTS
You will be invited to an interview where you will be given a Literacy and Numeracy assessment to define your individual strengths as well as any areas requiring further development.

Electrical Installation

Level 2 Certificate in Electro-technical Technology (Electrical Installation)
Duration: One year full-time

COURSE OVERVIEW
This course is for those who wish to pursue a career as an Electrician or progress onto Level 3 provision within Engineering.
You must successfully complete the assessments for Units 1, 2, and 3, practical assessment and Functional Skills elements.
On successful completion of the course, you will be in a position to progress into employment with a recognised qualification or into Further Education at Level 3.

COURSE STRUCTURE
Units you will study are: Working Effectively and Safely in an Electro-technical Environment, Principles of Electro-technology, Applications of Health & Safety & Electrical Principles and Practical Installation Skills.
There will be internal practical and written assessments and online external assessments.
This course is 40% practical and 60% tuition.

ENTRY REQUIREMENTS
A minimum of four GCSEs at Grade D or above, including English Language, or a Foundation Diploma at Level 1 including: Preparation for Employment qualification Level 1 (Electrical Installation).
Acceptance on the course will require successful completion of an initial assessment and a satisfactory interview.
Highly specialist positions command high salaries and offer excellent career progression.

Electrical and Electronic Engineering
Level 3 Extended Diploma in Electrical and Electronic Engineering (including Environmental Technologies)
Duration: Two years full-time

COURSE OVERVIEW
This is a nationally-approved programme equivalent to three A levels. If you are interested in working in the areas of Computer Applications, Micro-electronics, Telecommunications, Electrical Engineering or Instrumentation and Control Engineering, then this is the perfect course for you.

Course overview
The BTEC First diploma in Engineering has been developed to provide education and training for engineering employees. It is a nationally recognised Level 2 vocationally specific qualification that will give you the opportunity to enter employment in the engineering sector or to progress to Level 3 vocational qualifications.

You will develop a range of skills, techniques and personal skills/attributes essential for successful performance in working life.

COURSE STRUCTURE
You will study a total of nine Units per year. Units covered include: Electronics, Electrical Applications, PLCs (Programme Logic Controllers), Digital and Analogue Electronics and Microprocessors.

The Mandatory Units studied are:
Health and Safety, Mathematics and Science, Interpreting and Using Engineering Information.

The remaining Units are selected in line with pathway options.
Attendance is two days per week.

ENTRY REQUIREMENTS
Four GCSEs at Grade A-C, including Mathematics and Science or a suitable BTEC First qualification or a GNVQ Intermediate in Engineering, or equivalent, or any similar level qualification.
Credit may be given for substantial relevant experience.

ENTRY REQUIREMENTS
There are no specific entry requirements.

We go the extra mile.
**Engineering, Technology and Construction**

**Electrical and Electronic Engineering**

**Vocational Engineering Certificates**
Duration: One year full-time

**Course Overview**
If you are planning a future in Engineering, these courses will give you a solid foundation on which to build your career. They are designed to prepare you for the wide range of occupations in the Engineering Industry. They are made up of Units of continuously assessed and mostly practical work in mechanical disciplines.

**Course Structure**
Your course is made up of three Mandatory Units: Working Safely in an Engineering Environment, Working Efficiently and Effectively in Engineering, and Using and Communicating Technical Information.

You will also study: Producing Components Using Hand Fitting Techniques, Preparing and Using Lathes for Turning Operations and Preparing & Using Milling Machines.

**Entry Requirements**
You should have completed your secondary education successfully at age 16+ and have a minimum of three GCSEs (Grade D or above in English, Mathematics and Science). Equivalent entry qualifications at the appropriate level may be accepted. You will be invited for an interview (irrespective of your qualifications and experience) and you will be expected to complete a diagnostic assessment. Acceptance on the course is then subject to the approval of the Course Team.

**Manufacturing Engineering**

**Level 3 Extended Diploma in Manufacturing Engineering (including Environmental Technologies)**
Duration: Two years full-time

**Course Overview**
This is a nationally approved programme equivalent to three A levels. If you would like a career in any area of design and manufacturing from Automobile to Aeronautical Engineering, this is the perfect course for you. After completing the course you could seek employment in areas such as: Automation and Robotics, Design of Products and Systems, Supervision or Management of Manufacturing Processes, Manufacturing Systems and Technology, Engineering Materials or Computer Aided Design and Manufacture.

**Course Structure**
The course is made up of nine Units per year. Subjects studied include: Computer Aided Drafting, Computer Aided Manufacturing, Properties & Applications of Materials and Manufacturing Processes.

**Entry Requirements**
Four GCSEs at Grade A-C, including Mathematics and Science, or a suitable BTEC First Certificate or a GNVQ Intermediate in Engineering or equivalent or any similar level qualification. Credit may be given for substantial relevant experience. You will be invited for an interview (irrespective of your qualifications and experience) and you will be expected to complete a diagnostic assessment. Acceptance on the course is then subject to the approval of the Course Team.

We encourage career planning and team building by off-site visits and activities and visiting expert speakers.
**ENGINEERING, TECHNOLOGY AND CONSTRUCTION**

As a student you will take part in regional competitions and unique events/projects.

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**Motor Vehicles**

**Foundation Learning**
Entry Level 3 and Level 1
**Motor Vehicle Studies - IMI**
Duration: One year full-time

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**COURSE OVERVIEW**
These qualifications are based on the new Qualification & Credit Framework (QCF). They also include the vocational subject-based learning component of Foundation Learning. They are designed to engage and motivate anyone aged 14-19 who is interested in the maintenance of motor vehicles and the various roles available in the retail motor industry. The Personal and Social Development (PSd) skills Units, separate to the qualifications, also meet the Foundation Learning programme’s current requirement for credits of personal and social development learning, which will support you in your preparation for your working life.

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**COURSE STRUCTURE**
The course comprises a combination of Mandatory and Optional Units which provide the flexibility of achieving and progressing in small manageable steps. These qualifications have a practical approach to assessment and include visual questioning techniques.

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**ENTRY REQUIREMENTS**
These courses are open to anyone aged 14 or over who is interested in gaining a nationally-recognised qualification.

There are no formal entry requirements.

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**Motor Vehicles**

**Level 1 ABC Diploma in Motor Vehicle Studies**
Duration: One year full-time

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**COURSE OVERVIEW**
This course is ideal for 16-19 year olds in post-school education or training, particularly those with limited previous achievements, or for mature students seeking re-entry into employment with insufficient qualifications and/or experience to compete in the job market.

The course is of practical nature with a small element of classroom work.

There will be the option to join a female only group.

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**COURSE STRUCTURE**

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**ENTRY REQUIREMENTS**
You will need to have an interest in motor vehicles and be working at Level 1.

You will be expected to undergo a brief interview and pass a short test in Literacy and Numeracy.

Applications should be made as soon as possible before September of the year in which the course is due to start.
Motor Vehicles
Level 2 Automotive Maintenance and Repair - City & Guilds 4290 VRQ
Duration: One year full-time

**COURSE OVERVIEW**
If you are thinking of joining the motor industry it is now more important than ever that you have the right qualifications - Progression Awards - which are based on industry’s requirements. These Awards provide you with the knowledge and understanding for the City & Guilds VRQ in Vehicle Maintenance and Repair (Light Vehicles). If you cannot yet complete an NVQ, the Awards will be especially valuable, as they will give you a worthwhile qualification whether or not you choose to progress to an NVQ. The 4290 Progression Award (Level 3) is available on a part-time basis.

**COURSE STRUCTURE**
At the end of one year, you should be capable of working in the industry or going on to further training, either full or part-time. The course is based on sound technical craft ability, supported by relevant theoretical studies. Our aim is to enable you to gain essential experience and knowledge of practical skills and technology in vehicle, mechanical and electrical systems. The areas covered are: Automotive Vehicle Workshop, Environment Studies, Remove and Refit Components and Fault Diagnosis.

**ENTRY REQUIREMENTS**
You should have successfully completed the ABC Level 1 Diploma in Motor Vehicle Studies (or equivalent) or have previous experience of work within the motor industry.
You should apply as soon as possible before September of the year in which the course is due to start.

Motor Vehicles
Level 3 Automotive Maintenance and Repair - City & Guilds 4290 VRQ
Duration: One year full-time

**COURSE OVERVIEW**
If you are thinking of joining the motor industry it is now more important than ever that you have the right qualifications - Progression Awards - which are based on industry’s requirements. These Awards provide you with the knowledge and understanding for the City & Guilds VRQ in Vehicle Maintenance and Repair (Light Vehicles). If you cannot yet complete an NVQ, the Awards will be especially valuable, as they will give you a worthwhile qualification whether or not you choose to progress to an NVQ.

**COURSE STRUCTURE**
At the end of one year, you should be fully capable of working in the industry or going on to further training, either full or part-time. The course is based on sound technical craft ability, supported by relevant theoretical studies. Our aim is to enable you to gain essential experience and knowledge of practical skills and technology in vehicle, mechanical and electrical systems. The areas covered are: Automotive Vehicle Workshop, Environment Studies, Remove and Refit Components (Light Vehicle) and Fault Diagnosis (Light Vehicle).

**ENTRY REQUIREMENTS**
You must be aged 16+ and have successfully completed the Level 2 Automotive Maintenance and Repair City & Guilds 4290 (VRQ) course or have previous experience of work within the motor industry.
You should apply as soon as possible before September of the year in which the course is due to start.

Motor Vehicles
Level 3 Extended Diploma in Vehicle Technology (Motorsports) (subject to approval)
Duration: Two years full-time

**COURSE OVERVIEW**
This is a nationally-approved programme equivalent to three A levels. If you are interested in working in the area of Vehicle Technology (Motorsports), then this is the course for you.

**COURSE STRUCTURE**

**ENTRY REQUIREMENTS**
Four GCSEs at Grade A-C, including Mathematics and Science or a suitable BTEC First qualification or a relevant GNVQ Intermediate, or equivalent, or any similar qualification.
Credit may be given for substantial relevant experience.
Aim: This course aims to provide an introduction to painting and decorating.

Introduction to Employment in the Construction Industries - Painting and Decorating

Duration: 12 weeks

Course Overview
This course gives you an introduction to painting and decorating. You will undertake basic skills training in practical sessions and underpin this with job knowledge in the classroom.

Course Structure
You will attend Functional Skills sessions in English and Mathematics. You will also be required to attend individual tutorials with your personal tutor.

Entry Requirements
You will be asked to attend a taster day which you must attend on time. Prior to the day, you will be required to complete a written task which must be handed in at the beginning of the day. During the taster day you will be required to successfully complete a short question paper, complete a basic assessment for Literacy and Numeracy and achieve a minimum of Entry Level 3 in both subjects, complete a short practical session and successfully complete a task.

Level 1 Diploma in Painting and Decorating

Duration: 26 weeks

Course Overview
This course develops the skills learnt on the Introduction to Employment in the Construction Industries - Painting and Decorating course. The course includes a synoptic practical assessment (practical test).

Course Structure
Units include: Know How to/Carry out Safe Working Practices in Construction, Knowledge of Information, Quantities and Communicating With Others, Knowledge of Building Methods and Construction Technology, Know How to Erect/Dismantle Access Equipment and Working Platforms, Know How to/Prepare Surfaces for Decoration, Know How to/Apply Paint Systems by Brush and Roller, Know How to/Apply Foundation and Plain Papers and Know How to/Produce Specialist Decorative Finishes.

Entry Requirements
You should have attended and completed the Introduction to Employment in the Construction Industries - Painting and Decorating qualification. If you have not, you will be interviewed to assess your suitability for a Level 1 course. You will be required to undertake an assessment for Literacy and Numeracy and achieve a minimum of Entry Level 3 in both subjects.
Painting and Decorating  
**Level 2 Diploma in Painting and Decorating** 
Duration: One year full-time

### COURSE OVERVIEW
The Level 2 Diploma is designed to develop your skills and knowledge, enabling you to work in the industry in your chosen craft. It has been specifically developed for delivery in a training environment using simulated conditions, and the tests are based on you showing what they can do as an individual through the completion of all the requirements of the qualification.

The course includes a synoptic practical assignment (practical test).

### COURSE STRUCTURE
Units include: Information, Quantities and Communicating With Others, Building Methods and Construction Technology, Know How to/Prepare Surfaces for Decoration, Know How to/Apply Paint Systems by Brush and Roller, Know How to/Apply Standard Papers to Walls and Ceilings, Know How to/Produce Specialist Decorative Finishes, Know How to/Apply Water-borne Paint Systems Using High Volume Low Pressure (HVLP) Spray Equipment and Know How to & Erect/Dismantle Access Equipment and Working Platforms.

### ENTRY REQUIREMENTS
You should have attended and completed the Level 1 Diploma qualification. If you have not, you will attend an interview and be assessed for your suitability for a Level 2 course. You will be assessed for Literacy and Numeracy and you must achieve a minimum of Level 1 in both subjects.

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Painting and Decorating  
**Level 3 Diploma in Painting and Decorating** 
Duration: One year full-time

### COURSE OVERVIEW
The Level 3 Diploma develops the skills learnt on the Level 2 Diploma in Painting and Decorating. The course includes a synoptic practical assignment (practical test).

### COURSE STRUCTURE
You will study the following Units: Knowledge of Information, Quantities and Communicating With Others, Knowledge of Building Methods and Construction Technology, Know How to/Apply Paint Systems by Brush and Roller, Know How to/Apply Hangings to Walls and Ceilings, Know How to/Produce Specialist Decorative Finishes, Know How to/Carry Out Specialist Architectural Feature Work, Know How to/Apply Water-borne Paint Systems Using Airless Equipment and Know How to/Prepare Surfaces for Decoration.

### ENTRY REQUIREMENTS
You should have attended and completed the Level 2 Diploma qualification. If you have not, you will be required to attend an interview and be assessed for your suitability for a Level 3 course. You will be assessed for Literacy and Numeracy and you must achieve a minimum of Level 2 in both subjects.

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You should apply as soon as possible before September of the year in which the course is due to start.
Performing Engineering Operations
Level 2 in Performing Engineering Operations (PEO)
Duration: One year full-time

**Course Overview**
This programme, developed by EAL, the leading body for engineering, is based on the NVQ Level 2 Performing Engineering Operations (PEO) Units. We offer programmes in Mechanical Engineering, Electrical/Electronic Engineering and Fabrication & Welding. You will need to achieve Mandatory Units and a minimum of three Technical Units, normally at NVQ 2. The EAL scheme is designed to be carried out ‘off the job’, with you based in College or at a training centre. Attendance is four days per week.

**Course Structure**
The three Mandatory Units are: Working Safely in an Engineering Environment, Working Efficiently and Effectively in Engineering and Using Communicating Technical Information. You will have the opportunity to choose three Optional Units from a range including the following (subject to numbers): Producing Components Using Hand Fitting Techniques, Preparing/Using Lathes for turning Operations, Preparing/Using Milling Machines, Preparing/Proving CNC Machine Tool Programs, and many more.

**Entry Requirements**
Four GCSEs at Grade D or above including Mathematics and Science or an Apprenticeship with a local training provider.

Plastering
Level 1 Diploma in Plastering
Duration: One year full-time

**Course Overview**
The Level 1 Diploma in Plastering is designed to prepare you to enter the industry. It has been specifically developed for delivery in a training environment using simulated conditions. The course includes tests that are based on you showing what you can do through the completion of Units, assignments and tests. The full-time course is offered over two and a half days per week and is also available on a day release basis to those aged over 19.

**Course Structure**
The course comprises: General Mandatory Units, Occupation-specific Units, a practical assignment, multiple choice Unit end tests and online testing.

**Entry Requirements**
You should be aged 16-19 and have Literacy and Numeracy skills at a minimum of Entry 3 level. If you have no evidence to support this, we will carry out an initial assessment which you will be required to pass. You must have the potential and opportunity to successfully gain the qualification. Applications should be made as soon as possible before September of the year in which the course is due to start.
**Plastering**

**Level 2 Diploma in Plastering**

Duration: One year full-time

**Course Overview**

The Level 2 diploma in Plastering is designed to prepare you to enter the industry. It has been specifically developed for delivery in a training environment using simulated conditions. The course includes tests that are based on you showing what you can do through the completion of Units, assignments and tests.

**Course Structure**

The course comprises: General Mandatory Units, Occupation-specific Units, a synoptic practical assignment, multiple choice Unit end tests and online testing.

**Entry Requirements**

You should have successfully completed the Level 1 Diploma in Plastering. You should have Literacy and Numeracy skills at a minimum of Level 1. If you have no evidence to support this, we will carry out an initial assessment which you will be required to pass. You must have the potential and opportunity to successfully gain the qualification. Applications should be made as soon as possible before September of the year in which the course is due to start.

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**Plumbing**

**Access to Plumbing Level 1**

Duration: One year full-time

**Course Overview**

If you are considering a career in Building Services, it is now more important than ever that you have the right qualifications. This course is a great Introduction to the disciplines of Plumbing, Refrigeration, Electrical and Renewable Technologies.

**Course Structure**

The course comprises Mandatory Units, including both the practical and theoretical aspects. On completion of the course, you may progress to one of the four disciplines subject to gaining employment in the industry.

Mandatory Units you will study are: Health & Safety, Basic Principles, Basic Processes, Plumbing, Electrics, Refrigeration, and Environmental Technologies.

**Entry Requirements**

You will need to have an interest in Plumbing and be working at Level 1.

You will be expected to undergo a brief interview and pass a short test in Literacy and Numeracy. You must pass both Literacy and Numeracy tests to be accepted on this course.

Applications should be made as soon as possible before September of the year in which the course is due to start.

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**NEED MORE INFORMATION?**

Contact our Course Enquiries Team at Bradford College, Great Horton Road, Bradford, West Yorkshire, BD7 1AY

- 01274 433333
- 01274 433241

Students from outside the European Community should contact the International Centre

- +44 1274 433348

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See page 21 for full details on how to apply
WE GO THE EXTRA MILE WITH OUR ENGLISH, MATHEMATICS AND ESOL COURSES

Our Workshops offer classes in English and Mathematics from Entry Level Literacy and Numeracy through to GCSE English Language and Mathematics to help you improve your skills and gain a qualification.

Our full time ESOL courses are perfect if you are a young person who has moved to the UK from another country and would like to enrol on a course, but your current level of English is not good enough.

OUR PASS RATES IN 2010/2011 WERE: ENGLISH 93% MATHEMATICS 96% - 6% ABOVE THE NATIONAL AVERAGE ESOL 94% - 5% ABOVE THE NATIONAL AVERAGE
English and Mathematics are essential skills used in everyday life and are required by most employers. So, whether you want to brush up your skills or gain a recognised qualification, our English and Mathematics Workshops offer courses that are perfect for people at all levels.

Our workshops offer a friendly, flexible, student-centred approach to learning with options ranging from Introductory to Advanced Levels available at times to fit in with your lifestyle.

ESOL 16-18 (English for Speakers of Other Languages)
Our Cambridge ESOL courses lead to recognised UK qualifications and will help you to read, write and speak English and act as an access route to GCSEs, A levels, vocational courses or employment.

English for Speakers of Other Languages
ESOL (English for Speakers of Other Languages) (for those aged 16 - 18)
Duration: 34 weeks

COURSE OVERVIEW
If you are aged 16-18, have moved to the UK from another country and would like to continue your education in Britain then ESOL 16-18 is the perfect course for you.

This is a full-time, comprehensive, language-based programme designed to help with the transition between studying in your home language and studying in Britain. Alongside English, which is taught from Beginner level to Advanced level (Level 1) you will be able to study Mathematics (Functional Skills, GCSE or A level), IT and a variety of additional subjects all of which have English specialist support.

COURSE STRUCTURE
You will spend around 16 hours per week in College. You will study for a Cambridge or City and Guilds ESOL qualification as well as an additional NOCN Certificate or Diploma in Progression which will offer you a variety of subjects from Science, Social Science, Business and IT, to Citizenship, Study Skills and Personal Learning. You will have a Personal Tutor who will look after your pastoral needs and you will take part in an exciting programme of enrichment activities.

ENTRY REQUIREMENTS
This course is for speakers of languages other than English who are aged 16-18.
You may join this course with any level of English from Beginner to Advanced Level 1.
You will be given an English Language assessment to establish your level.

Our courses offer progression between the levels available. Please see the Progression Routes information on pages 24-27.

Please see our Higher Education Prospectus for information about our degree level courses.

See page 21 for full details on how to apply.
The English Language Centre runs a wide range of British Council-accredited courses throughout the year. Our courses are suitable for those over the age of 17, at all levels, who wish to learn English.

We offer excellent Homestay and residential accommodation and an exciting low-cost social programme for all our international students.

The English Language Centre is a friendly and professional place to improve your English skills for career development, further study or just for fun.

When you arrive, we will test your English and you will then join a group working at your level. The maximum group size for all courses is 18, although the average size is usually lower. There are currently students from over 30 countries in the English Language Centre.

You will study with experienced and well-qualified teachers. We will encourage you to work towards a range of different English Language examinations, including IELTS and Cambridge Main Suite exams. Our excellent social programme offers you the opportunity to explore the region and other parts of the UK at a reasonable cost.

You will have your own personal tutor who will meet with you regularly throughout your course to help you plan your studies, and achieve the goals you have for when you have completed the course.

The Self-Access Centre is available to all English Language students at the College. You can use resources such as computers, CDs, DVDs and satellite TV, and there is also a range of reference books which can be borrowed to help with your language study. This is primarily a self-study centre, but if you are on a full-time course, you will also have access to the centre for up to six hours per week with a staff member who is available to help with questions, give advice and recommend materials for your particular needs.

Our full-time courses are 23 or 26 hours per week (17 or 20 hours per week taught/in-class study and six hours self study). EU students have more flexibility due to immigration laws; we offer an additional option of 20 hours per week (14 hours classroom and six hours self study).
General English

**COURSE OVERVIEW**
Our General English courses are very flexible and suitable for many different kinds of students. We offer various start and finish dates from September to June. You can study for a year or just a few weeks. When you arrive, your English will be tested and you will then join a group working at your level of English. You can study for either 17 or 20 hours a week of taught classes plus six hours of guided self-study in our Self-Access Centre. For EU students, there is also a 14 hour option plus six hours of self-study.

All courses include eight hours of General English, and a wide and exciting variety of special study choices including: Current Topics, Business English, British Studies, Writing, Conversation and Pronunciation, English for Tourism, Grammar and Vocabulary. All classes are mixed nationality groups taught by experienced and well-qualified teachers.

You will have the chance to take one or more of the Cambridge Main Suite examinations including KET, PET, FCE and CAE. Although we offer IELTS preparation classes, Bradford College is not an IELTS centre. However, we are able to assist in the application process for the exam to be taken at a nearby centre.

There is a one-week half term holiday in each term. You can start on any Monday throughout the year, but we encourage you to start at the beginning of a new term. We also advise you to come for as long as possible (ideally three terms) but you can come for one or two terms or even just a few weeks (two weeks minimum). The General English courses are for students of all abilities. We usually have at least six levels of General English classes from Beginner to Advanced level. The maximum group size is 18, though usually class sizes are between 10 and 12. You will also have access to: books, CDs, DVDs, satellite TV, the Self-Access Centre and fully equipped computer suites.

You will meet your personal tutor regularly throughout your course to help you to plan your studies, depending on your level and your plans for the future.

**ENTRY REQUIREMENTS**
Beginners can normally only be accepted at the start of a new term (September, January or April and subject to a minimum of 10 students). Other levels can be accepted on any Monday throughout the year.

For international students, the entry requirements will depend on the type of visa you have to study in the UK.

For EU students there are no specific entry requirements.

Courses run full-time throughout the year from September to June. The academic year is divided into three terms:
September to December
January to April
April to June
**Academic English**

**COURSE OVERVIEW**
If you are an international student planning to go on to further study in the UK at college or university, for example A levels or a Higher Education degree, the Academic English courses are perfect for you. We offer flexible start and finish dates from September to June. You can study for one, two or three terms.

When you arrive, your English will be tested and you will then join a mixed nationality group working at your level of English and study with experienced and well-qualified teachers. You can study for 17 or 20 hours of taught lessons plus six hours of guided self study. You will be able to choose Academic English options such as Study Skills, Academic Writing and Academic Speaking, and also IELTS preparation classes for 7.5 hours per week.

You will have the chance to take one or more of the Cambridge Main Suite examinations including KET, PET, FCE and CAE. Bradford College is not an IELTS centre, but we are able to assist in the application process for the exam to be taken at a nearby centre.

**ENTRY REQUIREMENTS**
An Intermediate level of English or above (approximately IELTS 4.0). For international students, the entry requirements will depend on the type of visa you have to study in the UK. For EU students there are no specific entry requirements.

**IELTS Preparation**

**COURSE OVERVIEW**
IELTS Preparation classes are designed for those specifically training for the IELTS examination used by British and international universities to measure the ability to study or train in English in Further or Higher Education. Our course includes 7.5 hours of focused IELTS practice incorporated into the full-time English timetable. The classes will allow you to look at and work on each of the four skills for the exam (reading, writing, listening and speaking), as well as grammar and vocabulary workshop sessions with individual feedback and timed exam practice every week.

Although Bradford College is not an IELTS Examination Centre, we are happy to advise and support you with applications for exam entry and give information on the nearest centres.

**ENTRY REQUIREMENTS**
Intermediate level of English or above (approximately IELTS 4.0). For international students, the entry requirements will depend on the type of visa you have to study in the UK. For EU students there are no specific entry requirements.
ENGLISH, MATHEMATICS AND ESOL

English

English Plus

COURSE OVERVIEW
If you are an international student, we offer English Plus Foundation courses, which are excellent one-year full-cost courses that give you a unique opportunity to study English Language and a vocational subject. The vocational subject is taught in groups with British students. You may use your English Plus certificate to join a full-time course in your chosen vocational area in the College, or you could use your qualification and experience to enhance your career in your country.

English Plus Foundation courses are usually one-year courses, but we can accept students for the second and third term only starting in January.

When you arrive, your English will be tested and you will then join a group working at your level of English. You will study in mixed nationality groups with experienced and well-qualified teachers. If you arrive in April, you will normally study English for a term and join some Vocational options in September if your English is good enough. If you start in September you may be able to join Vocational Options immediately, depending on your level of English and previous experience. Vocational Options available may include: Art & Design, Travel & Tourism, Hotel & Catering, Sports & Leisure, Music Technology, Beauty Therapy and Information Technology - other Vocational Options may be possible depending on your experience and level of English. You will normally study one or two Modules (three to six hours per week). You can also use the Self-Access Centre for extra self study in English.

You will have access to 23 hours of provision a week, including 17 hours a week of class study which will be made up of English and your vocational choice. In your English classes, you will work in groups, but will also receive individual attention. The maximum group size is 18. You may also join Special Study classes which focus on a particular area of English such as vocabulary, writing, grammar or cultural studies.

You will have regular tutorial and progress review meetings with your course tutor, who will support you throughout the programme and help you to plan your course and your studies, depending on your level and your plans for the future.

ENTRY REQUIREMENTS
You should have completed at least secondary education in your own country. Beginners and Elementary Level learners cannot join this course, but are welcome to join our General English course and transfer to the English Plus Foundation course when they reach an intermediate level of English.

You should be aged 17 years or over for all courses in the English Language Centre.

For international students, the entry requirements will depend on the type of visa you have to study in the UK. For EU students there are no specific entry requirements.

See page 21 for full details on how to apply
Summer Schools in the English Language Centre

The English Language Centre also offers full-time Summer Schools in July and August: General English Summer School (minimum stay two weeks), Pre-sessional Academic English Summer School and Intensive IELTS Preparation Summer School. All Summer Schools have a full activity and social programme.

General English Summer School

**COURSE OVERVIEW**

Our well-established Summer School offers you an interesting and helpful study programme with an additional choice of cultural, social and sporting activities at a small extra cost.

**You will have the opportunity to:**

- Improve all your language skills
- Get to know the area and its culture
- Relax and enjoy yourself in a friendly, English speaking, international environment
- Make new friends from all over the world

**The Summer School offers you:**

- 15 hours of tuition per week (09.30-11.00 and 11.15-12.45 Monday to Friday)
- The opportunity to join for a minimum of two weeks on any Monday.
- Classes at different levels (please note we cannot accept beginners unless there are sufficient numbers - a minimum of 10)
- Well-qualified and experienced teachers
- Grammar and vocabulary sessions
- Reading, listening, writing and speaking skills work
- The use of the latest text books, teaching materials and software
- A Certificate of Attendance
- A course book

In the afternoons, if you wish, you may use resources such as computers, videos and satellite TV in our Self-Access Centre, or use another computer centre around the College campus or our library all at no extra cost.

**Our low cost sports facilities include:**

- Full gym
- Football, basketball and badminton areas

Intensive IELTS Preparation Summer School

**COURSE OVERVIEW**

Our new Intensive IELTS Preparation course is designed specifically for students training for the IELTS examination used by universities worldwide to measure a student’s ability to study in English. The objective of this course is to improve your IELTS scores to prepare you for further study.

**Our Intensive IELTS Preparation Course offers you:**

- 15 hours of tuition per week (09.30-11.00 and 11.15 to 12.45, Monday to Friday)
- Use of our well-resourced Self-Access Centre.

Our classes allow you to work on each of the four skills needed for the exam (reading, writing, listening and speaking), as well as grammar and vocabulary workshop sessions with individual feedback and exam practice.

In the afternoons, if you wish, you may use resources such as computers, videos and satellite TV in our Self-Access Centre, Learning Resource Centre and library all at no extra cost. There will usually be two or three social or cultural events per week, on some afternoons Monday to Friday and all-day excursions at the weekend, if there is sufficient interest. All activities are optional and there will be a small charge for each.

Please note: You must attend the full course period of four weeks.

Although Bradford College is not an IELTS Examination Centre, we are happy to advise and support students regarding their applications for exam entry and provide information on the nearest centres.

**ENTRY REQUIREMENTS**

For international students, the entry requirements will depend on the type of visa you have to study in the UK. For EU students there are no specific entry requirements.
Pre-sessional Academic English Summer School

COURSE OVERVIEW
Our Pre-sessional Summer School offers you an interesting study programme to prepare you for further study at college or university, with an additional choice of cultural, social and sporting activities at a small extra cost.

Please note we cannot accept students below Intermediate level at the Pre-Sessional summer school.

You will have the opportunity to:
Study Academic and General English
Improve your language skills
Get to know the area and its culture
Relax and enjoy yourself in a friendly, English speaking, international environment
Make new friends from all over the world

The Summer School offers you:
Either eight weeks of classes, totalling 144 hours of tuition, or four weeks of classes totalling 68 hours of tuition (09.30 -11.00 and 11.15 -12.45 Monday to Friday plus two afternoons per week 14.00 -16.00)
Classes at different levels from Intermediate to Advanced
Well-qualified and experienced teachers
Academic English
Grammar and vocabulary sessions
Reading, listening, writing and speaking skills work
The use of the latest text books, teaching materials and software.
A maximum group size of 18.
On your free afternoons, if you wish, you may use resources such as computers, videos and satellite TV in our self-study languages centre, computer centre and library all at no extra cost.
Our low cost sports facilities include: a swimming pool, football and tennis areas, and a sports hall.

International Access to Higher Education Courses

Duration: 32 weeks starting in September

COURSE OVERVIEW
If you are an international student, these courses give you a unique opportunity to improve your English, develop study skills, increase your academic knowledge and qualify for entry to university or Higher Education institutions in the UK. You will have the chance to decide which of the following study routes interests you the most and is most relevant to your desired career: Humanities and Social Science, Business Studies, Art and Design, Theatre Studies or Computing.

COURSE STRUCTURE
The different parts of the course are:
Your four chosen academic subjects (six hours)
English Language (six-nine hours)
Study Skills (three hours)
Computing/Information Technology (one and a half hours)
Mathematics* (one and a half hours)
Total 18 hours tuition per week.

*You may be exempt if you already have an equivalent qualification in your own country.

ENTRY REQUIREMENTS
You should normally have had at least 12 years full-time education and be 19 years of age or more at the start of the course. Your English should be at least the level of the Cambridge First Certificate or you should have an IELTS score of 5.5 or TOEFL score of 600. If it is lower, you are advised to follow an intensive three month course (April to July) and/or six weeks of Summer School (July to August) in the English Language Centre before starting the course.
GCSE English and Literacy

English Workshop
(Old Building, Bolton Royd
and Community venues)

COURSE OVERVIEW
We aim to make our programme
as flexible as possible and you can
therefore join our classes to gain an
English or Literacy qualification at
any time of the year, and for most
programmes you can decide the time of
week you want to attend.
You will work with your own class tutor
who will advise and help you to progress.

GCSE English
The one year GCSE English course, which
follows the WJEC curriculum, is free to
those under 24 who do not already have
a GCSE English qualification. Concessions
are available for some older students.
You will be assessed at enrolment and
placed in a class where you will study for
three hours per week (or two and a half
hours for evening classes).
Classes are available each morning
(09.30-12.30), afternoon (13.00-16.00)
or evening (18.00-20.30) Monday to
Thursday plus Friday afternoon.
For full details of the course specification
visit: www.wjec.co.uk

City and Guilds National
Literacy Awards
Entry Level, Level 1 and Level 2

If you want to improve your reading,
writing, speaking and listening, you
can arrange to see a tutor who will plan
a course of study to suit your needs.
You can work towards your own learning
goals and achieve a National Literacy
Certificate at the same time.
National Literacy Certificates show
your achievement and development
of skills in reading, writing, speaking
and listening.
At Level 1 and Level 2, following
successful completion of your course,
there are tests that last an hour.
These tests can be either paper-based
or online. Level 2 can give you access
to Higher Education courses within
Bradford College or at university.
Mathematics
Mathematics Workshop
(Old Building, Bolton Royd
and Community venues)

COURSE OVERVIEW
If you would like to improve your
Mathematics and gain a recognised
qualification, our Mathematics
Workshop offers a friendly, flexible,
student-centred approach to learning
whatever your current level or ability.
The Mathematics Workshop offers a
wide variety of courses and options
ranging from Introductory to
Advanced levels.
Classes are available:
morning (09.30-12.30),
afternoon (13.30-15.30) and
evening (18.00-20.30)
Monday-Friday and
Friday morning and afternoon.

We offer a wide variety of courses
from Entry Level to Level 3 with
options including:

- GCSE Mathematics
  (AQA Examination Board)
- AS and A2 level Mathematics and
  Further Mathematics
  (Edexcel Examination Board)
- Preparation for GCSE courses with
  nationally recognised qualifications
- Numeracy courses leading to
  Adult Numeracy National Tests or
  equivalent
- Individual Support for those studying
  Mathematics or Numeracy on other
  courses in the College

For most courses you will work as part of a
class or group, using the Workshop facility
for extra help whenever you need it. You
will be assessed and join a group working
at the same level as you.

ENTRY REQUIREMENTS
You should be aged 16+. You will be
assessed at interview and assigned to
the course that most suits your current
skill level, taking into account your
qualifications.

The teaching at
Bradford College
was inspirational -
I can’t praise it
highly enough.

Former Mathematics
student

NEED MORE INFORMATION?
Contact our Course Enquiries Team at
Bradford College,
Great Horton Road, Bradford,
West Yorkshire, BD7 1AY
📞 01274 433333
📞 01274 433241

Students from outside the European
Community should contact the
International Centre
📞 +44 1274 433348

See page 21 for full details on how to apply
WE GO THE EXTRA MILE WITH OUR ENTRY PATHWAYS COURSES

You may be able to develop your retail and service skills in a realistic working environment through enterprising activities within our shop, allotment, volunteering and café projects.

We have strong links with organisations such as Bradford Disability Sport & Leisure and the Duke of Edinburgh’s Award scheme that help provide further opportunities for you to extend your talents.

THE PASS RATE ON OUR ENTRY PATHWAYS COURSES IN 2010/2011 WAS 90%
Entry Pathways offer programmes that are built around vocational learning, functional skills and personal and social development. Our Foundation Learning programmes are specially designed to enable you to progress onto further learning or employment.

You will also develop your social and employability skills whilst gaining entry to Level 1 qualifications.

You will be guided in choosing your own pathway and, through a variety of practical and classroom-based activities, you will develop the skills needed to prepare for your future. We offer a range of learning experiences to include classroom-based core activities as well as practical and vocational options. The vocational part of your programme could be experienced within one of the College’s vocational areas. In addition to this you may have the opportunity to participate in work experience placements both internally and externally.

Your classroom studies will be supported by a well-developed programme of enrichment activities so that you have the chance to try out new and exciting activities. Additional learning support and guidance will help you to progress and reach your learning potential.

Successfully completing your study programme will enable you to progress onto Entry Level, Level 1 or Level 2 programmes or enter employment with further support or training.

Our courses offer progression between the levels available. Please see the Progression Routes information on pages 24-27.

All our pathways are suitable for students with learning difficulties and/or disabilities.

**Entry Pathways**
(Independent Living)

**Pathway to Independent Living**
Duration: One year full-time

**COURSE OVERVIEW**
This course is within Foundation Learning and runs for one year but can be extended if appropriate.

Emphasis is given to the development of individual programmes which are aimed at developing your independent living skills.

**COURSE STRUCTURE**
You will be working towards the Award/Certificate/Diploma in Personal Progress with the main aim of the course to promote the development of independence skills. All activities can count towards your qualification and are designed to offer a wide range of opportunities for those working at Entry Level 1 or below.

You will be encouraged, with tutor support, to plan your own study programmes to build confidence and actively encourage self-advocacy.

**ENTRY REQUIREMENTS**
You should be working at Pre-Entry/Entry Level 1, have the ability to work co-operatively in a group and be interested in furthering your independence skills. You will be required to attend an informal workshop interview.

This course is suitable for students with learning difficulties and/or disabilities. Applications should be submitted from November onwards.
Our pathways are suitable for a range of differing abilities as well as offering routes into further study and employment. They will also help you to develop your skills and gain a confidence to achieve bite-sized qualifications at a pace that is right for you.

Entry Pathways
(Supported Employment)

Pathway to Supported Employment
Duration: One year full-time

COURSE OVERVIEW
This course is within Foundation Learning and aims to help you gain the knowledge, skills and confidence to progress into voluntary work or supported employment.

The course will help you develop greater independence and employability skills. You will have the opportunity to practise your skills whilst on a variety of work experience placements.

COURSE STRUCTURE
You will work towards Entry Level Units in: Personal and Social Development, Work Skills, Catering, Retail, Business, Drama, Art and Design or Horticulture.

In addition, you will study Functional Skills in Literacy, Numeracy and ICT.

A vital element of the course is the work placement and we aim to provide you with at least one during the course. A variety of employers are used and suitable placements will be negotiated with you individually.

ENTRY REQUIREMENTS
You should have an interest in improving your independence and employability skills and have the potential to access work placements independently.

You should apply as soon as possible during the year before the course is due to start.

This course is suitable for students with learning difficulties and/or disabilities. Mature students are welcomed.
Entry Pathways
(Vocation/Apprenticeship)

Pathway to a Level 1
Apprenticeship or
Level 1 Vocation
Duration: One year full-time

COURSE OVERVIEW
As part of Foundation Learning, this course is designed to help you enter a vocational area of your choice whilst gaining the qualities and attitudes required by employers across the vocational sector. The course is also suitable for those who intend to progress to further learning within a vocational setting.

COURSE STRUCTURE
Two days each week are dedicated to Core Skills, one day to Functional Skills and one day to Vocational skills. You will choose a vocational area such as: Art, Childcare, Construction, Drama, Hairdressing, Hospitality and Catering, ICT or Sport. During the course, you will also study Functional Skills in Literacy, Numeracy and IT. In addition, you will complete a City and Guilds Award/ Certificate in Employability and a Personal Development qualification which will enhance your prospects of gaining employment.

ENTRY REQUIREMENTS
There are no specific entry requirements, however we do expect your commitment to attending on time and that you work hard to complete set tasks. This course is suitable for students with learning difficulties and/or disabilities.

Successfully completing your study programme will enable you to progress onto an Entry Level, Level 1 or Level 2 programme giving you further opportunity to build on your qualifications or consider entering employment with further support or training.

NEED MORE INFORMATION?
Contact our Course Enquiries Team at Bradford College,
Great Horton Road, Bradford,
West Yorkshire, BD7 1AY
☎️ 01274 433333
✉️ 01274 433241

Students from outside the European Community should contact the International Centre
☎️ +44 1274 433348

See page 21 for full details on how to apply
Bradford College is the perfect place to study if you are looking for a place at university or need to gain qualifications to make a fresh start. We have an outstanding record for success and students with all levels of ability can succeed.

In previous years our students have benefited from visits by guest speakers, business conferences and participation in ‘Dragons’ Den’ style events.

The pass rate on our GCSE and A Level courses in 2010/2011 was 89%.
GCSE AND A LEVELS

With many different courses in subjects from Anthropology to Urdu, we offer a wide choice of courses at GCSE, AS and A2 level. Students of all ages choose to study with us each year because of our friendly and adult environment coupled with our highly qualified teaching staff who provide support throughout your studies.

Our professional careers advisors are also on hand to help you make the right decision between career and university. We can help you to make the right choices for your future and we offer specialist support for making your UCAS application for a place at university.

In addition to your academic studies we have a full and varied enrichment programme where you can take up a sport, join the student council or take part in a range of enterprise programmes.

International Students

International Students
GCSE, AS and A2 level

Duration: One or two years

IELTS EXAMINATIONS

If you are an international student whose first language is not English, you will have the opportunity to study additional English in the English Language Centre for which there may be a small charge. Your classes will prepare you for the IELTS examinations. We also provide you with specialist tutorials and English support specifically aimed at A level study. The subjects we offer are graded for international students by level of difficulty for an ‘English as a Second Language’ student. Level A is the most accessible because it is largely number-based. Level C is the most difficult because these courses are highly dependent upon knowledge of the English language and culture. Each Level has different entry requirements.

LEVEL A
Biology
Chemistry
Information and Communication Technology (ICT)
Mathematics & Further Mathematics
Physics

LEVEL B
Business Studies

LEVEL C
Anthropology
Citizenship
English Language
English Language & Literature (combined course)
English Literature
Environmental Studies
Media Studies
Psychology
Sociology
Urdu

Our courses offer progression between the levels available.
Please see the Progression Routes information on pages 24-27.

Please see our Higher Education Prospectus for information about our degree level courses.

Entry Requirements

INTERNATIONAL STUDENTS

International students whose medium of instruction is English, will be required to demonstrate equivalent qualifications to those required for home students.

International students whose medium of instruction is NOT English must have achieved IELTS scores as listed below.

LEVEL A
For AS/A2 levels where the language content is relatively low, for example Mathematics, Information Communication Technology, Physics: minimum IELTS score 5.0

LEVEL B
For AS/A2 levels with an average language content, for example Business: minimum IELTS score 5.5

LEVEL C
For AS/A2 levels with a high language content, for example English Literature: minimum IELTS score 6.5.

If you successfully complete the ‘Study Skills for Advanced Levels’ course at Bradford College, the IELTS entry requirement is reduced by 0.5.
**GCSE AND A LEVELS**

**UK Entrants**

**UK Entrants Pre-GCSE, GCSE, AS and A2 level**

**Duration:** One or two years

We can give you lots of good reasons to study at Bradford College, including: GCSE, AS and A2 levels or combined programmes, over one or two years, full or part-time, during the day and/or evening; expert guidance - choosing the right course for you and supporting you throughout the course; specialised, highly qualified teaching staff; the best study and sports facilities in the region; a friendly, adult environment and a professional careers service to help you make the right choice of university or career.

Subject combinations are flexible - you may mix AS and A2 levels. You may be able to combine some AS/A2 levels with other courses.

There are two pathways for GCSE Science and Humanities:

Science students study Mathematics, English, Citizenship, Biology, Chemistry and Physics.

Humanities students study Mathematics, English, Citizenship, Sociology, Psychology and Media Studies.

**These pathways cannot be mixed.**

Your individual programme will be discussed at your interview.

Courses for full-time students aged 16-18 are free.

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### GCSE

- **Biology**
- **Chemistry**
- **Citizenship**
- **English**
- **Human Physiology & Health**
- **Mathematics**
- **Physics**
- **Psychology**
- **Sociology**
- **Urdu**

### AS

- **Anthropology**
- **Biology**
- **Business Studies**
- **Chemistry**
- **Citizenship**
- **English Language**
- **English Language & Literature (combined course)**
- **Environmental Studies**
- **Information Communication Technology (ICT)**
- **Mathematics**
- **Media Studies**
- **Physics**
- **Psychology**
- **Sociology**
- **Urdu**

### A2

- **Anthropology**
- **Biology**
- **Business Studies**
- **Chemistry**
- **Citizenship**
- **English Language**
- **English Language & Literature (combined course)**
- **Environmental Studies**
- **Information Communication Technology (ICT)**
- **Mathematics**
- **Media Studies**
- **Physics**
- **Psychology**
- **Sociology**
- **Urdu**

**Extended Project Qualification**
Further details on each subject can be supplied on request. All full-time students study Functional Skills. Subjects are studied in depth according to the syllabus of the relevant Examining Board. This will vary from subject to subject, but will include direct classroom teaching, tutorials and workshops.

You will have open access to, and be encouraged to use, the Mathematics and English Workshops, fully equipped Computer Suites and the many facilities for private study available in the College.

The Library has a wide range of self-access material, including: newspapers, magazines and books for study in your spare time.

Our pastoral system provides friendly support and professional guidance. You will meet your Personal Tutor early in your course and join his/her weekly tutorial group. Each term you will meet Subject and Personal Tutors individually, helping them to get to know you and to give you advice on your progress and any problems that you may be experiencing.

We believe that a good education is a rounded education and therefore we are pleased to offer you a wide range of extra-curricular activities and an extensive Enrichment Programme.

We hold a Parents Evening and reports on your progress will be sent home.

Entry Requirements

UK ENTRANTS
Students over the age of 20 may not be required to meet our formal entry requirements. You will be offered advice on the suitability of courses at enrolment.

FULL-TIME GCSE
One GCSE pass at Grade C and two GCSE passes at Grade D.

FULL-TIME AS/A2
All full-time AS level students are required to take three AS levels. You will need:

Five GCSEs at Grade C or above including English Language. Other qualifications such as GNVQ Intermediate, BTEC First Diploma or NVQ 2 will be considered subject to interview.

Students who progress to A2 level will take three subjects at that level and will be required to have passed the relevant AS level with at least a Grade D.

In addition to the above:
If you wish to take English Language at AS level you must already hold a GCSE at a minimum of Grade B in the subject.
If you wish to take Psychology at AS level you must hold GCSE Mathematics at a minimum of Grade C.
If you wish to take any Science at AS level you must hold five GCSEs including Mathematics, English Language, and Science (Core and Additional) at a minimum of Grade B.

FULL-TIME COURSES
Entry is by Application Form.

For an Application Form or further details on full-time study.
01274 431657.

PART-TIME COURSES
Requirements vary by subject.
Please contact 01274 431657 for further details on entry requirements. Enrolment for part-time study is in person only.

Demand for GCSE and A level courses always exceeds the places we have available, so to be sure of getting a place you need to apply as early as possible. We offer provisional places based on your predicted grades so apply now.

NEED MORE INFORMATION?
Contact our Course Enquiries Team at Bradford College,
Great Horton Road, Bradford,
West Yorkshire, BD7 1AY
01274 433333
01274 433241

Students from outside the European Community should contact the International Centre
+44 1274 433348

See page 21 for full details on how to apply.
WE GO THE EXTRA MILE WITH OUR HEALTH AND SOCIAL CARE COURSES

Health and Social Care students attend annual Health and Care conferences and benefit from modern facilities within our School of Teaching, Health and Care, including our specialist First Aid Training Unit and Food Technology Lab.

Our courses are designed to equip you with the qualifications needed to progress onto degree level courses or move onto related subjects such as Nursing, Midwifery, Social Work and Teaching.

THE PASS RATE ON OUR HEALTH AND SOCIAL CARE COURSES IN 2010/2011 WAS 96% - 12% ABOVE THE NATIONAL AVERAGE
Most qualified Health and Care professionals are employed by the NHS, but there are numerous other employers including private sector healthcare providers, local authorities, private residential and nursing care homes, hospices, private hospitals and nursing agencies.

The Health Care profession provides a huge range of services, support and guidance to a diverse section of the community. Salaries tend to start at around £14,000 and rise to more than £150,000.

Careers in this field involve hard work and long hours but they are also very rewarding and provide varied opportunities for career development. Our courses will provide you with the skills required by Health and Care professionals, including: first aid, hygiene, health and safety, care skills and keeping records whilst, at the same time, developing your practical skills, expanding your theoretical knowledge and improving your confidence.

People working in Health and Care often work closely with a range of other professionals in a range of settings in the community. The sector provides a huge choice of career opportunities, including: Social Work, Health Care, Social Housing, Probation, Counselling, Psychology, Behavioural Support, Community Care, Hospital, Occupational Therapy and Hospice Work. Most specialist roles will require a degree or recognised Diploma.

Our courses offer progression between the levels available. Please see the Progression Routes information on pages 24-27.

Please see our Higher Education Prospectus for information about our degree level courses.

Work placements form a key part of our courses to help you develop practical skills and build your knowledge. You will undertake work placements in settings including: hospitals, residential care homes, hospices, youth centres, community projects, schools and pre-school settings.

Health, Social Care and Children’s and Young People’s Settings

Level 1 Certificate in Introduction to Health, Social Care and Children’s and Young People’s Settings

Duration: One year full-time

COURSE OVERVIEW

This is an excellent course if you have few or no formal qualifications but are interested in studying Health & Social Care.

The course will give you an introduction to the sector and will help you develop the skills needed to work in a Health & Social Care profession.

COURSE STRUCTURE

You will study a variety of Vocational Units and Personal and Social Development Units including: Introduction to a Healthy Lifestyle and Introduction to the Development of Children and Young People Through Play. You will also study Functional Skills in Mathematics and IT. In the second semester you may be able to go on a work experience placement. This placement will be in the field of Health & Care and will provide an excellent taster as well as developing your employability skills.

ENTRY REQUIREMENTS

There are no formal entry requirements although you will be required to have an interview where you will complete a short piece of written work. In addition, you will need to show that you have the maturity and motivation to cope with the demands of the course. You will also be required to provide a reference.

A satisfactory medical examination and CRB check will be required prior to entry.
HEALTH AND SOCIAL CARE

These courses are very popular and are often over subscribed. You are therefore advised to apply as soon as possible using the college application form.

Health and Social Care
Level 2 Diploma in Health and Social Care
Duration: One year full-time

Health and Social Care
Level 3 Subsidiary Diploma in Health and Social Care
Duration: One year full-time

COURSE OVERVIEW
This is a popular, practical, work-related course where you will learn by completing projects and assignments as well as undertaking a 60 hour work placement experience. Placements can be anywhere in the Bradford district and you will have to be prepared to travel to experience a range of health care settings. Whilst on the course you will also study Level 2 First Aid and CIEH Food Safety. If you successfully gain an overall Merit with three Units at Distinction, you will be eligible to progress onto the Level 3 Subsidiary Diploma in Health and Social Care. Students aged 19 or over can apply for the Access to HE Health Professions (HP) course.

COURSE STRUCTURE
Units include: Communication & Individual Rights and Individual Needs Within the Health and Social Care Sectors, Human Lifespan Development, Anatomy and Physiology for Health and Social Care, Cultural Diversity and Creative & Therapeutic Activities in Health and Social Care, Health and Social Care Services and The Impact of Diet on Health. You will also study Functional Skills: Communication, Application of Number and Information Communication Technology and attend Assignment Workshops.

ENTRY REQUIREMENTS
You should have at least a BTEC Level 1 Diploma in a related subject or a related Foundation Learning Level 1 qualification of at least 25 credits and Functional Skills Entry Level 3 English and Entry Level 2 Mathematics or four GCSEs at Grades D-E with a minimum of two at Grade D including English Language. A satisfactory medical examination, CRB check and reference will be required prior to entry. You will be interviewed.

COURSE OVERVIEW
This work-related qualification will enable you to acquire the skills required to work in health and social care related careers in a professional capacity. On successful completion, you may choose to progress onto the Extended Diploma in either Health and Social Care or Health Studies. The two courses combined offer a route to Higher Education courses such as Nursing, Social Work, Radiography and Counselling.

If you wish to progress to the BTEC Extended Diploma Health Studies, you will need to have a Biological Science GCSE at Grade C or above in addition to the entry requirements below.

COURSE STRUCTURE
The Subsidiary Diploma is equivalent to one A level and is made up of six Units of study (three Mandatory and three Specialist). You will study topics such as: Communications for Health & Social Care, Anatomy & Physiology, Health, Safety & Security and Life Span Development. Each Unit has a specified number of learning hours, and, depending on the level you achieve, you will be accredited points which then are totalled up in order for you to gain your qualification.

ENTRY REQUIREMENTS
You should be aged 16+ and have four GCSEs at Grade C or above including English Language and preferably Mathematics or a related BTEC Level 2 Diploma at Merit with three Units at Distinction and Functional Skills English and Mathematics at Level 1 (we do not accept a mix of GCSEs and partial vocational qualifications). A satisfactory interview, medical examination and Enhanced CRB check and will be required.
HEALTH AND SOCIAL CARE

Health and Social Care
Level 3 Diploma/Extended Diploma in Health and Social Care
Duration: One year full-time

COURSE OVERVIEW
In conjunction with the Subsidiary Diploma, the Diploma is equivalent to two A levels and the Extended Diploma is equivalent to three. The courses combine theoretical study in College and vocational practice in a variety of settings, including hospitals. You will be required to complete work placements in various settings. Placements can be anywhere in the Bradford district and you will have to be prepared to travel to experience a range of healthcare settings. Level 3 qualifications are a recognised route into university and many of our learners progress onto Higher Education courses such as Nursing, Social Work, Radiography and Counselling.

COURSE STRUCTURE
This course continues from the Subsidiary Diploma in Health & Social Care and you will study Modules such as: Public Health, Care of Adults and Care of the Child.
You must pass all the Modules to be awarded the Diploma.

ENTRY REQUIREMENTS
You should be aged 16+
You must have successfully been awarded the BTEC Subsidiary Diploma in Health and Social Care before you can progress onto this course.
You must have a successful interview. A satisfactory medical examination and CRB check will be required prior to entry.

Health Studies
Level 3 Extended Diploma in Health Studies
Duration: One year full-time

COURSE OVERVIEW
This course, which is equivalent to three A levels, combines theoretical study in College and vocational practice in a variety of settings, including hospitals. You will be required to complete work placements in various settings which can be anywhere in the Bradford district and you will have to be prepared to travel to experience a range of healthcare settings. Level 3 qualifications are a recognised route into university and offer progression onto Higher Education courses such as Nursing, Social Work, Radiography and Counselling. This is the course to apply for if you want to progress to study midwifery at university.

COURSE STRUCTURE
You will study Modules such as: Public Health, Care of Adults and Care of the Child.
As this is the Extended Diploma Health Studies you will also be studying more science-based Modules such as Physiology of Fluid Balance, and Physiological Disorders.

ENTRY REQUIREMENTS
You should be aged 16+. You must have successfully been awarded the BTEC Subsidiary Diploma in Health and Social Care before you can progress onto this course. In addition to this, you must have GCSE Science (to include Biology) at Grade C or above. You must have a successful interview and you will be required to provide a reference. A satisfactory medical examination and CRB check will be required prior to entry.
WE GO THE EXTRA MILE WITH OUR HOSPITALITY AND CATERING COURSES

Former student, Minal Patel, Head Chef at Bradford’s Prashad restaurant has been offered the opportunity of a lifetime by celebrity chef Gordon Ramsay after appearing on his ‘Ramsay’s Best Restaurant’ tv show. Minal was offered a placement to spend two days a week at any one of Gordon’s eleven London establishments.

Former student, Chris Godding scooped a silver medal at the ‘Salon Culinaire’ in Birmingham, which is considered to be the catering equivalent of the Olympics. Other former students were winners at ‘Hotelympia’ in London and silver award winners in ‘UK Skills’.

THE PASS RATE ON OUR HOSPITALITY AND CATERING COURSES IN 2010/2011 WAS 91%
Catering - Cookery

Level 1 Foundation Diploma in Professional Cookery

Duration: One year full-time (three-four days per week)

COURSE OVERVIEW

This qualification will suit you if you would like to work as a professional within the hospitality sector. You will learn to cook a range of dishes focusing on current trends and dish developments.

You will also learn the skills of serving and communicating with customers, whilst mastering the art of the different service styles.

COURSE STRUCTURE

Throughout the course, you will learn about personal presentation and communication skills. You will build on your practical knowledge and skills to enable you to work in a competent manner in a professional catering environment. You will prepare and cook a wide range of starters, main courses and desserts, learn a wide range of food and drink services and learn how to sell and serve alcohol in a legal and responsible manner.

ENTRY REQUIREMENTS

You should be aged 16-18 years and have GCSE English, at a minimum of Grade E, or equivalent, and three other GCSEs at Grade E or above. You should have a proven interest in the catering industry and be able to show, in an initial assessment at your interview, that you are working at an appropriate level.

As a student, you will benefit from demonstrations by award winning guest chefs and participation in our ‘Veg@College’ project.
You will participate in culinary competitions, cook-offs, themed and seasonal events, farmers markets, charity events, visits to trade shows/exhibitions and presentations by guest speakers.

Catering - Cookery
Level 2 Professional Cookery
Duration: One year full-time
(three-four days per week)

Catering - Professional Chef
Level 3 Professional Chef
Duration: One year full-time
(three-four days per week)

COURSE OVERVIEW
This course is designed to provide you with a broad practical experience. You will gain excellent training from chefs and food service staff who have worked, or continue to work, in the catering and hospitality industry.

COURSE OVERVIEW
The Hospitality and Catering industry is one of Britain’s largest employment sectors and continues to grow. There is a shortage of good Level 3 qualified chefs and, if you aspire to ‘be the best’, you will find a career in this sector very rewarding. You will have the chance to work in world-class hotels, restaurants, guest houses and licensed premises. If you are hard working, dedicated, enthusiastic and enjoy preparing, cooking and presenting food to a high standard then this is the ideal course for you.

COURSE STRUCTURE
You will cover all aspects of kitchen and food service operations, develop your skills in food preparation and cooking and master food and drinks service skills.

COURSE STRUCTURE
Throughout the course, you will cover Units including: Supervisory Skills in the Hospitality Industry, Principles of Food Safety Supervision, Practical Gastronomy, Advanced Culinary Skills and Techniques and Personal Presentation & Professionalism.

ENTRY REQUIREMENTS
You should be aged 16-19 and have VRQ/NVQ Level 1 in Hospitality (Food Preparation & Cooking and Food & Drink Service) and GCSE English at Grade D or above, or an appropriate Functional or Basic Skills Qualification. You will need to demonstrate, in an initial assessment at your interview, that you are working at an appropriate level.
You should also have a keen interest in the catering industry.

ENTRY REQUIREMENTS
You should be aged 16-19 and have VRQ /NVQ Level 2 in Food Preparation and Cooking and GCSE English at Grade C or above, or an equivalent Functional Skills qualification. You must also have a proven interest in the catering industry. It is essential that you have part-time work or unpaid work experience as a chef.
HOSPITALITY AND CATERING

Hospitality

Level 3 Diploma in Hospitality
Duration: Two years full-time

COURSE OVERVIEW
This exciting qualification is designed to provide you with the skills and knowledge you need to work in the hospitality industry. You will be taught by passionate staff who have worked and experienced all aspects of the exciting and innovating hospitality industry.
You will learn the theory and then apply your knowledge by hands-on practical learning.
You will study six Modules each year as well as a full range of qualifications including Food Safety, Health & Safety and Employability.

COURSE STRUCTURE
You will visit hospitality businesses and attend a residential.

ENTRY REQUIREMENTS
You should have Level 2 BTEC in Hospitality and a minimum of four GCSEs at Grade C or above.

Hospitality and Catering students benefit from level6 - lively commercial and training resources located in the heart of our city centre campus. These facilities provide state-of-the-art facilities including a fully stocked, working kitchen, café bar and restaurant.

NEED MORE INFORMATION?
Contact our Course Enquiries Team at Bradford College, Great Horton Road, Bradford, West Yorkshire, BD7 1AY
📞 01274 433333
📠 01274 433241

Students from outside the European Community should contact the International Centre
📞 +44 1274 433348
Students from the College’s Public Services courses work in conjunction with West Yorkshire Police to organise and run a week long Summer Camp for young people from the Bradford area. The week provides the opportunity for the participants to get to know their local Neighbourhood Policing Team and find out about any issues which might affect them.

Former students enjoyed challenging activities, including: a visit to Lympstone Commando Training Centre in Devon, participation in the mini Olympics, British Army residential and training exercises and rigorous endurance tests.

**THE PASS RATE ON OUR PUBLIC SERVICES COURSES IN 2010/2011 WAS 96%**
The Public Services can provide a truly satisfying career, especially if you enjoy working with people in a varied, exciting working environment.

Our Public Service courses will suit you if you are highly motivated and are looking to combine classroom-based study with exercise, sport, outdoor activities and residential trips.

Our courses provide a realistic introduction into developing the skills and qualities needed to pursue demanding, but highly rewarding jobs in any of the public services.

You will need to be self-disciplined, well organised and highly motivated.

Many of our students progress onto employment, or stay with us to study Public Services at degree level.

On successful completion of your Public Service course, you can expect to be fully prepared for gaining entry into: the Police, Fire, Ambulance, or Prison Service, British Army, Royal Air Force, Royal Navy, Royal Marines, Customs & Excise, Local Government and other Government careers.

During your course you will be pushed to achieve things that you did not realise you were capable of. Our residential visits and guest lectures will enable you to experience life working within the uniformed and non-uniformed services and our strong links with employers will help to give you the edge when it comes to employability.

Our courses offer progression between the levels available. Please see the Progression Routes information on pages 24-27.

Please see our Higher Education Prospectus for information about our degree level courses.

Entry to the Uniformed Services
Level 1 Diploma for Entry to the Uniformed Services
Duration: One year full-time

COURSE OVERVIEW
If you are a school leaver interested in a career in any of the uniformed services, for example, Police, Fire Service, Army, Navy, RAF, Royal Marines or Prison Service, this Level 1 Diploma is an ideal qualification for you.

If you are aged 16 or above, the course forms part of a vocational training programme.

COURSE STRUCTURE
The course is made up of seven Units including:
Investigate Employment Opportunities in the Uniformed Services, Well-being and Physical Fitness, Team Working Skills, Carrying Out Essential Map Reading and Navigation, Participate in Adventurous Activities, Developing Self Discipline and Health, Safety & Emergency Care.

ENTRY REQUIREMENTS
You must be a minimum of 16 years of age and have a basic level of Numeracy and Literacy. You should have an appropriate level of physical fitness and an enthusiasm for exercise. You will be invited to participate in a one day assessment that includes Mathematics and English tests and a physical fitness assessment.

Entry to the Uniformed Services
Level 2 Diploma for Entry to the Uniformed Services
Duration: One year full-time

COURSE OVERVIEW
This course will provide a realistic introduction to work in the Public Services including the Police, Fire & Rescue and Prison Services, Royal Marines, Royal Navy, British Army, RAF and Customs & Excise. The course includes classroom-based and practical sessions covering sports & fitness, team building, marching/ drill and outdoor activities. There are trips and visits with the uniformed services such as taking part in riot training and police dog training, police fitness tests and visits to the local Fire Station or the Fire Service at Leeds Bradford Airport along with opportunities to attend Army residentials, royal Marines Commandos and visits to a local Prison.

COURSE STRUCTURE
The qualification has the following Units: Investigate Employment in the Uniformed Services, Explore Aspects of Physical Fitness, Develop Team Working and Problem Solving Skills, Show an Understanding of Health, Safety and Hygiene, Carry out Map reading and Navigation, Follow Uniformed Services Routine, Exploring Equality & Diversity and Undertake Adventurous Activities.

ENTRY REQUIREMENTS
You should have successfully completed the Level 1 Diploma for Entry to the Uniformed Services or any other relevant Level 1 course, or alternatively have a minimum of three GCSEs at Grade D or above, one of which must be English Language. You should have an appropriate level of physical fitness and an enthusiasm for exercise. You will be invited to participate in a one day selection process that includes an online Mathematics and English assessment, a written exercise and a physical fitness assessment.

See page 21 for full details on how to apply.
Public Services

Entry to the Uniformed Services
Level 3 Diploma for Entry to the Uniformed Services
Duration: One year full-time

COURSE OVERVIEW
This course will provide a realistic introduction to work in the Public Services including the Police, Fire & Rescue and Prison Services, Royal Marines, Royal Navy, British Army, RAF and Customs & Excise. The course includes classroom-based and practical sessions covering sports & fitness, team building, marching/drift and outdoor activities. There are trips and visits with the uniformed services such as taking part in riot training, police dog training, police fitness tests and visits to the local Fire Station or the Fire Service at Leeds Bradford Airport along with opportunities to attend Army residentials, Royal Marines Commandos and visits to a local Prison.

COURSE STRUCTURE
You will study the following Units:

ENTRY REQUIREMENTS
A First Diploma with a Merit Profile or a pass at NCFE Level 2 or any other relevant Level 2 qualification or a minimum of three GCSEs at Grade A-C (including English Language). You should have an appropriate level of physical fitness and an enthusiasm for exercise. You will be invited to participate in a two day assessment that includes: Mathematics and English tests, physical assessment and self-discipline.

Public Services
Level 2 Diploma in Public Services
Duration: One year full-time

COURSE OVERVIEW
If you enjoy working with people, you will find a career in the Public Services very satisfying. This course will give you a realistic introduction to work in any of the Uniformed Public Services including: Fire, Police, Ambulance, Prison, Customs and Excise and the Armed Services (British Army, Royal Air Force, Royal Navy and Royal Marines).

The course is stimulating and varied, as it combines classroom-based study with exciting practical and outdoor activities.

COURSE STRUCTURE
For this Award, you will study seven Units. These are a combination of Mandatory and Optional Units and include: Public Service Skills, Career Planning for the Public Services, Improving Health and Fitness for Entry to the Uniformed Public Services, Employment in the Uniformed Public Services, Citizenship, the Individual and Society, Crime and Its Effects on Society and Adventurous Activities and Teamwork for the Public Services.

ENTRY REQUIREMENTS
You must provide a satisfactory reference. A minimum of five GCSEs at Grade D-E, one of which should be English Language. You should have an appropriate level of physical fitness and an enthusiasm for exercise. You will be invited to participate in a two day assessment that includes: Mathematics and English tests, physical assessment and self-discipline.
Public Services (Non-uniformed)
Level 3 Extended Diploma in Public Services (Non-uniformed)
Duration: Two years full-time

Course Overview
If you enjoy working with people, a career in the Non-uniformed Public Services is perfect for you. The course will give you a realistic introduction to work in any of the Non-uniformed Public Services including: Social Services, Local Government, Youth & Community Development and the Third Sector.

The course is stimulating and varied, as it combines classroom-based study with exciting community-based activities and group work.

Course Structure
Mandatory and Optional Units include: Government, Policies and the Public Services, Leadership and Teamwork in the Public Services, Citizenship, Diversity and the Public Services, Behaviour in Public Sector Employment, Current and Media Affairs in Public Services, Social Welfare Services, Personnel and Human Resources, Volunteering in Public Services and Environmental Policies and Practices. Participation in a range of outdoor activities and residential visits is essential.

Entry Requirements
A BTEC First Diploma with an average of Merit grades or five relevant GCSEs at Grade C or above, including English and Mathematics. You should have an appropriate level of physical fitness and an enthusiasm for exercise. You will be invited to participate in a two day assessment that includes: Mathematics and English tests, physical assessment and self-discipline. If you meet the above criteria, you will be invited for an interview.

Public Services (Uniformed)
Level 3 Extended Diploma in Public Services (Uniformed)
Duration: Two years full-time

Course Overview
If you enjoy working with people, a career in the Public Services is perfect for you. The course will give you a realistic introduction to work in any of the Uniformed Public Services including: Fire, Police, Ambulance, Prison, Customs and Excise or Armed Forces. You should be highly self-motivated, disciplined and punctual.

The course is stimulating and varied, as it combines classroom-based study with exciting outdoor activity and group work.

Course Structure
Mandatory and Optional Units include: Government, Policies and the Public Services, Leadership and Teamwork in the Public Services, Citizenship, Diversity and the Public Services, Physical Preparation, Health and Lifestyle for the Public Services, Understand the Impact of War, Conflict and Terrorism in Public Services, Outdoor and Adventurous Expeditions, Police Powers in the Public Services and Career Planning for the Public Services. Mathematics and participation in a range of outdoor activities and residential visits is essential.

Entry Requirements
A BTEC First Diploma with an average of Merit grades or four relevant GCSEs at Grade C or above including English and Mathematics. You should have an appropriate level of physical fitness and an enthusiasm for exercise. You will be required to pass an extended two day assessment that includes: Mathematics and English tests, physical assessment and self-discipline. If you meet the above criteria, you will be invited for an interview.

We have welcomed numerous guest speakers including an Army Diversity Manager, a Hate Crime Co-ordinator and speakers from the Crown Prosecution Service.

Need more information?
Contact our Course Enquiries Team at Bradford College, Great Horton Road, Bradford, West Yorkshire, BD7 1AY
☎ 01274 433333
✉ 01274 433241

Students from outside the European Community should contact the International Centre
☎ +44 1274 433348
WE GO THE EXTRA MILE WITH OUR SCIENCE COURSES

The College’s Appleton Building is named after Bradfordian, Sir Edward Appleton who was the first person to discover the detailed structure of the ionosphere and who was awarded the Nobel Prize for Physics in 1947.

In September 2011, Europe’s largest celebration of Science, The British Science Festival, came to Bradford for the first time in over 100 years. The College hosted the Young People’s Programme which saw over 5,000 visitors from school across the region taking part in workshops.

THE PASS RATE ON OUR SCIENCE COURSES IN 2010/2011 WAS 87%
Science plays a key role in almost all areas of modern life, from the development of new materials right through to laboratory research and the discovery of new cures for old diseases.

We offer a wide range of Science based qualifications that will provide you with the knowledge and understanding needed to pursue an exciting and prosperous career.

Whether you want to gain a new qualification or progress onto further study, our classroom sessions and practicals will allow you to develop skills which are highly valued by employers and universities alike.

Our Science department is located in the College’s Appleton Building which offers well-equipped, modern laboratories, lecture areas, well-resourced classrooms, IT facilities and an open access Science Workshop.

Salaries vary enormously within the science profession, Technicians can expect to earn between £14,000 and £20,000 per year, rising to upwards of £25,000. Researchers and Chemists can earn between £30,000 and £40,000 per year and Biochemists, Professors and Postgraduate Chemists can achieve salaries around £60,000+.

Many of our students progress into employment or onto Higher Education.

Our courses offer progression between the levels available. Please see the Progression Routes information on pages 24-27.

Please see our Higher Education Prospectus for information about our degree level courses.

See page 21 for full details on how to apply
As a Science student, you will benefit from varied theoretical and practical activities, including exciting experiments, participation in Science, Technology, Engineering and Mathematics (STEM) projects, attendance at national science conventions and visits by guest speakers.

**Applied Science**

**Applied Science (Double Award) AQA GCE Level 3**

 Duration: Two years full-time

 (one year for AS level; one year for A2 level)

**COURSE OVERVIEW**

This is an interesting and valuable general Science course which covers topic areas chosen from Biology, Chemistry and Physics. Much of your work will be based around experiments and practical work. Carrying out investigations and working safely and skilfully are key parts of the course. You will learn the essential knowledge scientists need and undertake a wide range of exciting practical assignments in well-furbished laboratories and workshops.

**COURSE STRUCTURE**

There are six Units in the first year at AS level and six Units in the second year at A2 level. By completing all 12 Units, you will achieve an Advanced GCE Double Award - equivalent to two A Levels.

You will take part in practical investigations and visits to science-based companies. Your lessons will take place in laboratories and workshops.

**ENTRY REQUIREMENTS**

Four GCSEs, at Grade C or above, including Double Science, Mathematics and English or BTEC Level 2 Diploma in Applied Science at Merit level. Progression from AS level to A2 level is dependent upon you achieving a minimum of Grade DD at AS level.

**Environmental Sustainability**

**Level 3 Environmental Sustainability**

 Duration: One year full-time

**COURSE OVERVIEW**

This Level 3 course in Environmental Sustainability is a new qualification which will provide you with a detailed understanding of the environment. In recent years there has been a growing concern and awareness of green issues, global warming, renewable energy and biodiversity, and this course will allow you to develop the scientific/technical knowledge and skills to deliver a more sustainable environment. Successful completion of the course can lead to a career with an Environmental Protection Agency, a Local Authority, a Water and Atmospheric Pollution Agency, in waste and recycling or as a Countryside Ranger.

**COURSE STRUCTURE**

You will study a variety of subjects to give you the knowledge, understanding and practical skills required for employment in this sector.

The course comprises Core and Option Modules covering a wide range of environmental related disciplines.

**ENTRY REQUIREMENTS**

A minimum of five GCSEs at Grade A*-C including English, Mathematics and Double Science at a minimum of CC. If you do not quite meet these entry requirements but demonstrate interest and a desire to learn in Science, you will be given an opportunity to gain a place on the course. You will be required to pass a general science test at Level 2 and take an online initial assessment in Numeracy and Literacy in which you must achieve at least Level 2 to be considered for the course.
Our courses lead to hundreds of exciting careers in science, including:

- Agriculture Scientist
- Analytical Chemist
- Audiologist
- Biomedical Scientist
- Bio-technologist
- Clinical Biochemist
- Clinical Scientist
- Cosmetic Scientist
- Dental Nurse
- Dental Technician
- Engineer
- Food Scientist
- Forensic Scientist
- Marine Scientist
- Medical Physicist
- Microbiologist
- Molecular Geneticist
- Nurse/Midwife
- Nutritionist
- Optometrist
- Paramedic
- Pharmacist
- Pharmaceutical Scientist
- Radiologist
- Toxicologist

See page 21 for full details on how to apply
WE GO THE EXTRA MILE WITH OUR SPORT, EXERCISE AND FITNESS COURSES

Jack Bateson, a Bradford College Advanced Apprenticeship in Sporting Excellence (AASE) student, recently won the gold medal in the light-flyweight category at the Commonwealth Youth Championships.

The College currently sponsors Bradford Bulls Rugby League Club and has formed curriculum partnerships with Bradford City Football Club, Bradford Dragons Basketball Team and Yorkshire County Cricket Club.

THE PASS RATE ON OUR SPORT, EXERCISE AND FITNESS COURSES IN 2010/2011 WAS 94%
Our Sport, Exercise and Fitness courses guarantee high performance and provide all the support you need to secure employment within one of the fastest growing industries in the country.

Over 1.6 million people are involved in some kind of sporting activity and jobs are available in all areas of the UK. Sport is becoming ever more popular as people are encouraged to take more exercise.

Alongside superb facilities and access to high profile sports clubs, you will have the opportunity to progress onto a range of degree level courses or move into employment. Many students have graduated from our Higher Education courses and found employment in: Leisure Management, Teaching, Coaching and Performance Development for Athletes, Sports Administration, Health and Fitness Instruction, Outdoor Activities, Personal Training, Sports Research, Sports Development and self employment. A former student recently secured a contract coaching the New York Red Bulls Soccer Team.

Courses are delivered at our state-of-the-art Trinity Green Campus. Facilities include a 1000m² sports hall, a dedicated sport theory room, an aerobics and dance studio complete with fully sprung wooden floor, multi-use games area, two basketball courts designed to Sport England standard, three 5-a-side pitches and a full size football pitch.

Please see our Higher Education Prospectus for information about our degree level courses.
We go the extra mile.

**SPORT, EXERCISE AND FITNESS**

**Sport**

**Level 2 Diploma in Sport**
Duration: One year full-time

**Level 3 Diploma in Sport**
Duration: Two years full-time

**Sport Development Coaching and Fitness**

**Level 3 National Extended Diploma in Sport Development Coaching and Fitness**
Duration: Two years full-time

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**COURSE OVERVIEW**

This course is delivered at our Trinity Green campus and will allow you to gain an insight into this challenging, exciting industry through a combination of theory and practical study.

If you would like a career in sport and also want to make sure that you have good educational qualifications, then this is the perfect course for you.

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**COURSE OVERVIEW**

This course is for elite sports people who wish to combine a high level of coaching, competition and personal progression in their chosen sport with an education in the area of sport and sports coaching. You should have already participated in your chosen sport to a high level and demonstrate the desire to progress further through dedicated application to skills development, fitness and education. You will develop as an athlete in your chosen sport and have the opportunity to participate in sport at a very high standard.

---

**COURSE OVERVIEW**

The Sport industry is a very diverse and fast growing industry which continues to out-perform the rest of the UK economy. The demand for good quality sports coaches and leaders across the areas of coaching, fitness instructing/testing and sports development continues to grow. With the Olympics of 2012, world cups and world championships in almost every following year, the industry will continue to be an exciting career choice. This course is the Gold Standard for vocational education in Sport and will prepare you to progress your career.

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**COURSE STRUCTURE**

The course comprises six Units, four of which are Mandatory: The Body in Sport and Health, Safety & Injury in Sport, Fitness Testing & Training and Practical Sport. The Optional Units may include: Planning & Leading Sports Industry, Preparation For Sport, Practical Sport, Instructing Exercise & Fitness, Outdoor & Adventurous Activities, Expedition Experience, Nutrition for Sports Performance and Fitness for Sports Performance.

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**COURSE STRUCTURE**

The course will use the two year BTEC Level 3 Diploma in Sport and the NVQ in Sport as its educational element. This covers a wide range of sports coaching, sports development, fitness and anatomy & physiology in its content. This course is recognised as the gold standard of vocational education in sport. The course will work in partnership with a variety of professional clubs and national governing bodies to fulfil its aim of developing sporting excellence in outstanding education for its learners.

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**COURSE STRUCTURE**


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**ENTRY REQUIREMENTS**

Four GCSEs, including English, at a minimum of Grade D. You will be required to attend and successfully complete an Assessment Day. You should also have an interest and enthusiasm to work in the sports industry. As you would expect with the sports industry, a professional, mature attitude with a good level of personal fitness is essential. Employment experience will be considered. You should be aged over 16.

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**ENTRY REQUIREMENTS**

A minimum of five GCSEs at Grade C or above (or equivalent in at least three different subjects), including English, and preferably PE or BTEC Level 2 or equivalent Level 2. Award at Merit or above. You will be subject to a series of trials and selection in your chosen sport in April and May 2012. You will be accepted onto the course through invitation only. Mature students will be considered based on employment experience and references.

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**ENTRY REQUIREMENTS**

A minimum of five GCSEs at Grade C or above (or equivalent in at least three different subjects), including English, and preferably PE or BTEC Level 2 or equivalent Level 2 Award at Merit or above. You will be required to attend and successfully complete an Assessment Day. Mature students will be considered based on employment experience and references.
SPORT, EXERCISE AND FITNESS

Sport (Outdoor Activities)
Level 2 Diploma in Sport (Outdoor Activities)
Duration: One year full-time

Sport (Outdoor Pathway)
Level 3 National Extended Diploma in Sport (Outdoor Pathway)
Duration: Minimum two years full-time

COURSE OVERVIEW
This Level 3 programme will be an introduction to the challenging area of Outdoor and Adventurous Activities based at our Trinity Green campus and other local facilities. It will give you an insight into this exciting industry through a combination of theory and practical study.

If you would like a career in the Outdoor Industry and also want to make sure that you have good educational qualifications then this is the perfect course for you.

COURSE OVERVIEW
The outdoor industry is a challenging area requiring instructors who are personally competent in a range of outdoor skills and also to have the ability to lead others safely in challenging and often hostile environments. The 2012 Olympics combined with the government’s ‘Health Agenda’ and the need to provide meaningful activity for young people means that employment in the industry will continue to be exciting. This course is the Gold Standard for vocational education in the outdoors and will prepare you to progress your career.

COURSE STRUCTURE
Mandatory Units: The Body in Sport & Health, Safety & Injury in Sport. Optional Units may include, for example: Leading Outdoor & Adventurous Activities, Expedition Experience, Planning & Leading Sports Industry, Preparation for Sport, Nutrition for Sports Performance and Fitness for Sports Performance. You will also gain the NCFE Certificate in Outdoor Activity Leadership to allow advanced skill development in the outdoors.

COURSE STRUCTURE

ENTRY REQUIREMENTS
Four GCSEs at a minimum of Grade D. You should also have an interest and enthusiasm to work in the outdoor industry together with a history of, and current involvement in, practical outdoor activities and a willingness to take part, learn and contribute as an individual or as part of a team. A professional, mature attitude with a good level of personal fitness is essential. You will be required to attend and successfully complete an Assessment Day. Employment experience will be considered.

ENTRY REQUIREMENTS
A minimum of five GCSEs at Grade C or above (or equivalent in at least three different subjects), including English and preferably PE or BTEC Level 2 or equivalent Level 2.
Award at Merit or above. You will be required to attend and successfully complete an Assessment Day. Mature students will be considered based on employment experience and references.

SEE PAGE 21 FOR FULL DETAILS ON HOW TO APPLY
WE GO THE EXTRA MILE WITH OUR TRAVEL AND TOURISM COURSES

As a Travel and Tourism student, you will have the opportunity to be involved in the College’s Style Academy run in conjunction with Morton Gledhill, one of the country’s leading model agencies.

There are a number of companies on our doorstep who are market leaders in the field of Travel and Tourism. These include Jet2, Thomas Cook, BMI, Ryanair and EasyJet.

THE PASS RATE ON OUR TRAVEL AND TOURISM COURSES IN 2010/2011 WAS 98%
TRAVEL
AND TOURISM

Travel and Tourism offers exciting and dynamic careers and the industry employs a large number of people worldwide.

This fast paced, diverse and exciting industry will open doors throughout your career and could see you flying the skies as cabin crew, working frontline in airport operations or sailing the world on board a cruise ship.

If you want to work in an active and people-centred role, we offer a range of courses that will focus on work-related activities to equip you with the skills and knowledge that are valued by employers.

Our tutors have a wealth of experience in areas such as Travel Agency and Corporate Travel Management, including managing ITV and Discovery Channel film crews, First Class and Supervisory Cabin Crew, Overseas Representatives and Tour Guides. Our teaching is realistic, fun and hands-on.

Part of your coursework will include the completion of an electronic portfolio which is accessible at all times through the internet. You will benefit from active delivery sessions and specialist tutors are on hand to offer support.

Many of our students progress into employment or on to Higher Education.

Travel and Tourism Level 1 Travel and Tourism Duration: One year full-time

COURSE OVERVIEW
Travel and Tourism is a large and fast growing industry, offering a wide variety of jobs such as: Cabin Crew, Holiday Representatives, Tour Guides, Travel Agents and airport staff.

Our Level 1 course offers a good insight into the different areas of the industry and the preparation required to progress onwards with a career in the sector.

COURSE STRUCTURE
During the course you will study the theory side in fun, hands-on and active lessons. Alongside the main Level 1 qualification, you will also have the opportunity to study additional subjects which will prepare you for a successful career. Topics you will study will include: Tourist Destinations, Customer Service, Team Work, Travel Agency Operations and Promotion within Travel & Tourism.

ENTRY REQUIREMENTS
Four GCSEs at a minimum of Grade E, including Mathematics and English, or a full Entry Level 3 qualification at Merit level. You must have a passion and a clear interest in pursuing a career within the Travel & Tourism industries. The course is targeted to 16-18 year olds. If you are over 19, please contact us to discuss the options available.

Please see our Higher Education Prospectus for information about our degree level courses.
Travelling and Tourism

Level 2 Travel and Tourism

Duration: One year full-time

Course Overview
If you want to broaden your career horizons, and get the most out of life, Travel and Tourism is an exciting, fast-paced and growing industry that can bring out the best in you. The industry offers a wide variety of careers such as: Cabin Crew, Holiday Representatives, Tour Guides, Travel Agents, Handling Agents, airport staff and many more. You may want to work overseas or join one of the leading companies in the local area.

Course Structure
The Level 2 course will give you a thorough insight into all key areas of the industry. Key topics studied include: The UK Travel & Tourism Sector, Natures & Effects of the World, Cruise Operations, Customer Service and Holiday Planning. Additional qualifications focused on today's industry needs are included to help prepare you for employment. On successful completion of the Level 2 course, you may wish to progress to employment or progress onto the Level 3 Diploma programme.

Entry Requirements
Four GCSEs at a minimum of Grade D, including Mathematics and English, or a full Level 1 qualification at Merit level. You must have a career interest in Travel and Tourism. The course is targeted mainly at those aged 16-18. If you are 19 or over, please call us to discuss the options available.

Level 3 Travel and Tourism

Duration: One or two years full-time

Course Overview
Travel & Tourism is an exciting and diverse industry with a lot of expansion and opportunity in the local area. The range of interesting and exciting career opportunities is vast including: Holiday/Tour Representatives, Cabin Crew, Airport Passenger Service Agents, Travel Agents (retail and business), Tour Operators, Marketing Agents, Sales Agents, Cruise Experts, various roles in Hospitality and many more. Overseas opportunities are available for the more adventurous or, for those who prefer to stay closer to home, there are a number of leading companies in the local area.

Course Structure
The Level 3 course will equip you with extensive knowledge and preparation for a career in the Travel & Tourism sector. Units studied are varied so that all key and growing sectors within the industry are covered. These include Airports and Airlines, Overseas Working, Cruising, Hospitality, Business Travel and Visitor Attractions. Additional qualifications included are practical and hands-on, giving an interesting mix to the course. Upon completion, you will be in a position to progress to employment or onto a related degree level programme.

Entry Requirements
A minimum of four GCSEs at Grade C or above including Mathematics and English or a full Level 2 qualification at Merit level. You must have a career interest in Travel and Tourism and be prepared to take part in this exciting and rewarding course. This course is primarily aimed at those aged 16-18. If you are 19 or over, please contact us to discuss the options available.
We offer a different way of learning that leads to great jobs with exciting prospects.

We offer entry level courses, apprenticeships, diploma courses and degree courses in a variety of subjects.

- Adventure
- Agriculture & Land Management
- Animal Management & Veterinary Nursing
- Butchery
- Countryside & Environment
- Land-based Technology
- Equine
- Forestry & Arboriculture
- Horticulture
- Motorsport Engineering
- Outdoor learning
- Skills for working life
- Floristry

These are our classrooms. Imagine what the leisure facilities look like.

Askham Bryan, York, YO23 3FR
T: 01904 772277  E: enquiries@askham-bryan.ac.uk
www.askham-bryan.ac.uk
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Bradford: Is centrally located in the UK and has easy access to road, rail, air and sea routes. London is only three hours away by train and the network of motorways runs right into the city via the M62/M606.
Visit our Open Days in 2012.

College Open Days are as follows:

- **Wednesday 07 March 2012** 16.00-20.00
- **Thursday 28 June 2012** 16.00-20.00
- **Thursday 23 August 2012** (GCSE Results Day) 11.00-16.00
- **Wednesday 28 November 2012** 16.00-20.00

All Open Days will be held at our Trinity Green Campus on Easby Road. Please visit: www.bradfordcollege.ac.uk for more information.

Bradford College, Great Horton Road, Bradford, West Yorkshire, BD7 1AY

Course Enquiries Team:
- 01274 433333 (01274 438946 minicom)
- admissions@bradfordcollege.ac.uk
- www.bradfordcollege.ac.uk

The College’s Mission:

“To help students from the region, nationally and internationally, achieve their potential and make a rewarding and positive contribution to their own communities.”