DISCOVER OUR OPEN EVENTS

Come to one of our Open Events at our Hitchin, Stevenage and Engineering & Construction Campuses.

Wednesday 6th February 2019       5pm – 7.30pm
Saturday 23rd March 2019          10am – 1pm
Thursday 16th May 2019            5pm – 7.30pm
Saturday 22nd June 2019           10am – 1pm

You can find out about our courses on our website www.nhc.ac.uk/courses/ or you can email us your enquiry at enquiries@nhc.ac.uk or if you prefer, please call us on 01462 424242.
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A warm welcome from all of us at North Hertfordshire College (NHC). We’re really excited that you are thinking about joining us.

We’re here to help you discover what you want your future to look like and then help you get there – whether that’s university, an apprenticeship or taking the first steps in your career.

A big question for you and for any parents reading this is why college? And specifically why NHC? What can we offer that is different to the other options out there and right for you?

We’ll provide you with high quality teaching and industry standard facilities so that you have the best chance of getting the qualifications you need. We’re proud to have the highest Ofsted ratings of all further education colleges in Hertfordshire. We’re rated Good for the quality of our teaching and outcomes for all our learners whether that’s vocational courses, apprenticeships or higher education. And we are thrilled to have an Outstanding rating for our Supported Studies provision and for our traineeships.

Our excellent, committed tutors deliver interesting, engaging courses which are designed to meet the needs of employers. Many of our staff have got real industry experience which gives a depth of experience for our students that is genuinely different to school.

We’ll offer you high quality work experience thanks to our great relationships with local businesses. We know that there is nothing quite like experiencing the real thing to help you develop your skills and get to know businesses that might one day be your employer.

Or you can start an apprenticeship and learn while you earn. We run our apprenticeships in partnership with local and national businesses including Lloyds Banking Group, Ocado and the Co-op.

Importantly, if you enrol with us you are keeping your options open. What many people don’t know is that doing a vocational course at a further educational college can give you the UCAS points you need to get to university. Or you can go on to do further training as many of our former students have done.

If you enrol with us, you will find that you are treated like an adult. We’ll expect certain things of you as a NHC student and in return you’ll have a greater degree of independence and control to discover your own journey. We know that you might not yet know what you want to do but we will help you figure that out and provide a stepping stone to whatever comes next.

You can find out lots more information about the College, the courses and support we offer at www.nhc.ac.uk. Come to one of our Open Events or Discovery Days over the next year, or call, email and follow us on social media to find out what we’re all about.

We hope you choose NHC and look forward to meeting you on campus.

Kit Davies

Kit Davies  Principal, North Hertfordshire College.
At NHC, everything we do is about helping you get where you want to be in life.

We deliver full time courses and apprenticeships in a huge range of sectors, designed to equip you with the breadth of skills you need to progress in your chosen career or go on to further training or education. We also deliver courses for students who need additional support to complete their studies.

Your course will prepare you for your future through learning projects, work experience, guest speakers, events, visits and trips to help you develop your skills and understanding of your chosen sector.

All our courses are designed to meet the needs of employers and we work closely with them to make sure that you leave us with the skills that employers are looking for.

OUR OFSTED REPORT

We're thrilled that in November 2017 Ofsted confirmed that our courses are Good with Outstanding features.

Ofsted’s report demonstrates our commitment to get you where you want to be in life. Among the many highlights, the report concluded that:

- Overall effectiveness of our provision is Good – as is the quality of teaching, learning and assessment; personal development, behaviour and welfare; outcomes for learners; study programme, adult learning and apprenticeship provision.
- Provision for learners with high needs, and traineeship provision is Outstanding – making us the proud owners of the only Outstanding traineeship provision in general further education.
- Governors, senior leaders and managers provide inspirational leadership which has had a positive impact on organisational culture and delivered rapid and significant improvements in the quality of teaching and outcomes for learners.
- Learners, trainees and apprentices are polite, well behaved and motivated to learn because of the inclusive, friendly atmosphere at the college. As a result they improve their self-confidence, resilience and general life skills.
- Learners with learning difficulties and / or disabilities benefit from Outstanding provision which means that a very high proportion of learners excel and gain highly effective independent living skills.

Ofsted were also particularly complimentary about our 16-19 courses, which they found to provide you with the skills and experience that your future employer will expect of you – including increased confidence, improved communication skills and teamwork!

You can view the full report on our website at www.nhc.ac.uk/about/our-ofsted-report
WHAT’S THE DEAL?

Everything we do is about helping you prepare for the career and the life you want. Over the past few years, we have been working with businesses of all sizes and in different sectors to develop a clear view of what makes people employable.

We’re reflecting that employability standard in everything we do, and there are certain things you can do during your time at NHC to reflect the behaviours and skills we know employers are looking for. Doing these things will prepare you for the reality of what comes after college.

WHAT WE’LL DO

- **Great sessions**: we’ll deliver great sessions that link to the career you want.
- **The Bridge Programme**: we’ll help you think about all of the things that you’ll need to do to realise your career goals and be an active, independent adult.
- **Work experience**: we’ll provide meaningful work experience as part of The Bridge Programme, and we’ll support you to get best value from your time in the world of work.
- **Enrichment opportunities**: we’ll provide great enrichment opportunities such as sports, clubs and activities relating to your chosen sector.
- **Employer events and projects**: we’ll lead employer events and projects so that you get industry-relevant experiences and gain great links with employers.
- **Progression events**: we’ll lead progression events including selection days, interviews and careers advice sessions.

WHAT YOU’LL DO

- **Engage**: you’ll actively engage in college-led activities to make the most of them.
- **Attend your sessions**: you’ll attend all your course sessions, including those relating to maths and English.
- **Attend your exams**: you’ll attend all exams which form part of your course, including those relating to maths and English.
- **Be aware of your behaviour**: you’ll engage in appropriate behaviour and language, and you won’t engage in social media posts/texts that will upset others.
- **Challenge yourself**: you’ll get involved in NHC life and always push yourself to achieve the very best you can.
- **Respect yourself, others and your environment**: you’ll abide by our code of conduct by valuing your time at NHC, respecting all members of the College community and respecting the College environment.
OUR VOCATIONAL COURSES

IF YOU ARE 16-18 YEARS OLD

If you’re aged 16 to 18 and joining NHC as a full time student, your course will include three really important parts:

■ A vocational qualification, for example a City & Guilds certificate or BTEC diploma: the part of the course that will equip you with the skills and knowledge to help you progress in your chosen sector and occupation – whether that’s beauty therapy, engineering or public services. You’ll spend the majority of your time in college following this qualification.

■ Maths and English: we know that you can’t live without maths and English. Whatever your chosen career path you’ll need a really good grounding in these subjects. You’ll spend a set number of hours a week following the maths and / or English qualification that’s right for you, and we’ll support you to improve your maths and English to the level that employers will expect of you.

■ The Bridge Programme: the part of your course that will help you think about your goals and help you prepare to meet them. The Bridge Programme will help you think about all of the things that you’ll need to do to realise your career goals and be an active, independent adult. It will also include your work experience placement – including lots of support before, during and after the placement to make sure that you get best value from your time in the world of work.

We’ll expect you to engage with each of these parts of your overall course – and we’ll take it really seriously if you don’t do that.

IF YOU ARE OVER 19 YEARS OLD

If you’re joining NHC as a full-time student your course will include a vocational qualification. Depending on your needs, your course may also include:

■ Maths and English: we’ll work with you to decide if you need extra support to develop your maths and English.

■ The Bridge Programme: we’ll also work with you to decide whether you’ll benefit from The Bridge Programme – how we help you think about your goals and help you prepare to meet them.
A VOCATIONAL QUALIFICATION

Choosing the right course for you is important – luckily, we can provide lots of information and guidance to help you make that big decision. Come to one of our open events to speak to NHC staff and students and experience activities you may take part in on different courses.

As well as thinking about the sector and occupation you want to focus on, you also need to think about the level at which you want to study when you join us. Our team are here to help you make sure that you find a course that stretches and interests you.

The table below summarises the ‘levels’ we offer.

<table>
<thead>
<tr>
<th>LEVEL</th>
<th>WHAT SORT OF QUALIFICATIONS ARE THERE AT THIS LEVEL?</th>
<th>WHAT DOES THE LEVEL INVOLVE?</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEVEL 6</td>
<td>Bachelor’s degrees</td>
<td>At Level 6, you’ll be able to apply the methods and techniques to initiate and carry out projects. You’ll be able to critically evaluate arguments, assumptions, abstract concepts in the field of study. You’ll acquire the qualities and transferable skills necessary for employment.</td>
</tr>
<tr>
<td>LEVEL 5</td>
<td>Level 5 BTEC diplomas, certificates and awards</td>
<td>At level 5, you’ll increase your knowledge and understanding of an area of work to an advanced level in order to deal with complex situations, train or manage others.</td>
</tr>
<tr>
<td></td>
<td>HNDs (Higher National Diplomas)</td>
<td></td>
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<tr>
<td></td>
<td>Foundation degrees (year 2)</td>
<td></td>
</tr>
<tr>
<td>LEVEL 4</td>
<td>Level 4 BTEC diplomas, certificates and awards</td>
<td>Level 4 qualifications involve detailed analysis of lots of information to develop specialist learning of a particular subject.</td>
</tr>
<tr>
<td></td>
<td>HNCs (Higher National Certificates)</td>
<td></td>
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<tr>
<td></td>
<td>Foundation degrees (year 1)</td>
<td></td>
</tr>
<tr>
<td>LEVEL 3</td>
<td>Level 3 BTEC diplomas, certificates and awards</td>
<td>Level 3 courses will develop your skills in preparation for a specific career or to study further at degree level.</td>
</tr>
<tr>
<td></td>
<td>AS and A-levels</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Foundation degrees</td>
<td></td>
</tr>
<tr>
<td>LEVEL 2</td>
<td>Level 2 BTEC diplomas, certificates and awards</td>
<td>Level 2 is an intermediate level. After a level 2 course, you’ll have skills to either directly enter a job or continue to study at a higher level.</td>
</tr>
<tr>
<td></td>
<td>GCSEs with grades 9-4 (A*-C)</td>
<td></td>
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<tr>
<td></td>
<td>Level 2 NVQs</td>
<td></td>
</tr>
<tr>
<td>LEVEL 1</td>
<td>Level 1 BTEC introductory diplomas or certificates</td>
<td>Level 1 gives you a general introduction to your chosen area of work. You’ll develop your basic skills in order to progress to a level 2 qualification.</td>
</tr>
<tr>
<td></td>
<td>GCSEs with grades 3-1 (D-G)</td>
<td></td>
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<tr>
<td></td>
<td>Level 1 NVQs</td>
<td></td>
</tr>
<tr>
<td>ENTRY</td>
<td>Literacy and numeracy skills</td>
<td>Entry level is designed to help you improve your basic reading, writing and ICT skills to get on to a level 1 course.</td>
</tr>
<tr>
<td>LEVEL</td>
<td>BTEC certificate in life skills</td>
<td></td>
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<tr>
<td></td>
<td>BTEC certificates in skills for working life</td>
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</tbody>
</table>

Make sure you read carefully any information about our different courses on our website or in this prospectus. Your course interview will also be a good opportunity to ask questions and work out if the course suits your goals. If you still have questions, make sure that you give us a call on 01462 424242 or email us on enquiries@nhc.ac.uk.
Each course level at NHC has different entry requirements which are listed below. Some courses may have additional or specific entry requirements and these will be shown on the course description. If you are unsure, we can guide you to the right level for you. Please see the table on page 12 for the new GCSE grading structure.

<table>
<thead>
<tr>
<th>COURSE LEVEL</th>
<th>BASIC ENTRY REQUIREMENTS</th>
</tr>
</thead>
</table>
| LEVEL 6      | Foundation degree in a related subject, with an average of 55% at level 5  
|              | OR                       
|              | HND with 2 Distinctions and an average of a Merit in the remaining level 5 modules  
|              | OR                       
|              | ABE level 6 or level 6 extended diploma with a B/Merit profile  
|              | OR                       
|              | Equivalent qualifications/experience |
| LEVEL 5      | Completion of a level 4 qualification |
| LEVEL 4      | 48 UCAS points (120 on the old tariff) and typically GCSE at grade 9-4 in maths and English |
| LEVEL 3      | Four GCSEs at grade 9-4, including maths & English  
|              | OR                       
|              | a level 2 qualification in a relevant subject area passed with merit or distinction with maths & English at grade 9-4 (or Functional Skills level 2 or above). |
| LEVEL 2      | Four GCSEs at grade 9-3, including maths & English  
|              | OR                       
|              | a level 1 qualification in a relevant subject area with maths & English at grade 9-3 (or Functional Skills level 1 or above). |
| LEVEL 1      | Some courses have no formal entry requirements, we’ll use an interview to make sure it’s the right course for you. Some courses require a minimum of three GCSEs at grade 2 or above. |
| ENTRY LEVEL  | No formal entry requirements, we’ll use an interview to make sure it’s the right course for you. |
DISCOVER APPRENTICESHIPS AND TRAINEESHIPS

Here at NHC and our sister company Hart Learning & Development, we offer apprenticeships, traineeships and a pre-employment course called Kickstart, in a wide range of jobs and companies to help you get where you want to be in life.

APPRENTICESHIPS
If you would like to earn while you gain all-important qualifications, an apprenticeship could be for you. An apprenticeship is a work-based training course that revolves around a real paid job. Alongside your normal duties, you’ll follow a formal training course to help you develop the knowledge, skills and behaviours you need to progress in your chosen career.

Apprenticeships are available in a wide range of companies. Local and national employers who currently provide apprenticeships in partnership with us include Lloyds Bank, the Co-operative Group, Worldpay and Ocado.

If you do an apprenticeship you’ll:
■ have a job and get paid
■ get training and support from your tutors and your employer
■ get recognised qualifications
■ know how to put theory into practice in a real work environment

WHAT WE OFFER
We provide apprenticeships from the age of 16 at different levels - ranging from level 2, the equivalent of five good GCSEs, to level 6 which is the equivalent of a bachelor’s degree. Sectors include:
■ Leadership and management
■ Health and care
■ Engineering and construction
■ Motor vehicle
■ Business support
■ Retail management
■ Digital marketing and IT

HOW TO APPLY
We’d love to talk to you about how you can reach your potential with apprenticeships. Please give the Hart L&D team a call on 01462 471042 or drop us an e-mail at enquiries@hartld.co.uk.
TRAINEESHIPS

Our traineeship course is a nine week course designed to help you enter the world of work by equipping you with the skills, attitudes and behaviours employers are looking for.

Our traineeships are aimed at those aged 16-24 who would benefit from some help to get into work.

In November 2017, Ofsted rated our traineeship courses, as Outstanding – and the majority of trainees progress into employment, further learning or an apprenticeship.

Our traineeships are really simple:

■ a training programme delivered by us - focusing on the skills, attitudes and behaviours employers look for
■ help with your maths and English, if you need it
■ a work experience placement of around 3-6 weeks
■ an exit interview from your work placement
■ lots of support afterwards to help you get where you want to go next

Our traineeships will deliver you great benefits to help you kick-start your career, and it’s been praised by Ofsted for providing relevant and high quality work experience placements for students - with nationally and internationally known companies. Our work experience placements are selected according to each student’s career aspirations.

This will give you real work experience in a job or career you’re interested in. You can use this experience when applying for apprenticeships or jobs – or you may find your placement leads to these. Lots of our trainees are offered further opportunities with their placement employer.

Our learners enjoy work experience placements with loads of amazing businesses like Marriott Hotels, Hertfordshire County Council, British Red Cross, University of Hertfordshire, Boots, Cambridge Day Nursery and many more.

We’ll also make sure employers recognise what you have to offer – helping you perfect your CV and interview technique. And you’ll gain three qualifications in business administration, customer services and work skills along with the opportunity to complete functional skills maths and English.

KICKSTART

Kickstart is an employability course for anyone over the age of 19 who is currently out of work. It is suitable for those who have never worked or those that are returning to work.

You will gain three qualifications in business administration, customer service and personal and social skills. We also offer an add-on qualification of ITQ level 1 should it be required.

The course lasts for three weeks, or four weeks if you opt to do the ITQ qualification.

HOW TO APPLY

If you are interested in joining one of our upcoming traineeship or pre-employment courses, or want to find out more, give one of our team a call on 01462 471042, drop us an email at enquiries@hartld.co.uk, or fill in the contact form on: www.hartld.co.uk/about/contact-us
DISCOVER HIGHER EDUCATION COURSES

We have over 30 years’ experience delivering Higher Education (HE) and we also know how to get people into HE through our access to HE programme.

Many people don’t realise that doing A levels is not the only route to going to university. You can get the required entry requirements to a majority of higher education courses by completing a vocational course.

Our HE and access courses will prepare you for a range of careers – whether you want to go into business, nursing, science or teaching. We’re focused on helping students from a diverse range of backgrounds get opportunities with local and national employers.

In our most recent QAA inspection, we met all UK expectations for our HE courses.

We’ve also been recognised by the Teaching Excellence Framework (TEF) for our HE courses, through which we were awarded a silver rating in June 2017 for the excellent teaching experience our students get.

ACCESS TO HIGHER EDUCATION COURSES

Our access courses are for you if you’re 19+ and want to go on to HE but don’t have the traditional qualifications to get there such as A-levels. Our access courses get you ready for studying a HE qualification and last one year. You’ll attend College for 13.5 hours a week, over a maximum of three timetabled days.

Our level 3 access diplomas are QAA assured. We’ll help you to develop your academic skills as well as your confidence to study at undergraduate level at university.

We offer a range of different diploma pathways, focused on different sector areas to help you get to your chosen career:

- Teaching, education and childhood studies: this pathway will help you to progress on to studying a degree in childhood studies, primary school teaching and early years education. You’ll study units on reflective practice and multicultural education, and get first-hand experience of classroom practice through work placements. You’ll also complete units in psychology, biology and literature.

- Nursing and midwifery: this pathway will help you to progress on to studying a degree in nursing (child, adult and mental health), operating departmental practice or midwifery. The course will develop your understanding of human biology, health psychology and health studies through lectures and independent research projects.

- Science and allied health professions: this pathway will help you to progress on to studying a degree in biomedical science, biological science, biochemistry or Allied Health related subjects. You’ll study human biology and chemistry for life sciences. You’ll have the option to study level 3 mathematics for scientists or health psychology.

- Social science, law and humanities: this pathway will help you to progress on to studying a degree in social sciences such as criminology, psychology, sociology, and social policy or in humanities such as history, literature or religious studies. You’ll study law and sociology and will have the option to study psychology or a range of humanities units.

HIGHER EDUCATION COURSES

Our HE courses are for you if you want a degree-level qualification in your chosen career field and you meet the entry requirements (typically 48 UCAS points and GCSE maths and English at grade 9-4).

We work in partnership with the University of Hertfordshire to bring you a range of higher education courses which are quality-assured, focused on helping you to realise your potential and to progress to higher levels and into work.

We know that NHC is a stepping stone. That’s why we help you think about, and prepare for, what you want to do next throughout your time with us – and during our HE courses, we work with local businesses to make a real difference to your employment prospects.

We offer a wide range of higher education courses. These include a combination of higher national diplomas, foundation degrees and full bachelor’s degrees. Higher education courses are available in the following sector areas:

- BSc Extended Degree in Science
- HNCs/HNDs in Engineering, Art, Fashion and Sport Science.
- Foundation degrees in early years, business management and computing technologies
APPLYING FOR A PLACE
You’ll need to follow a slightly different application path depending on the programme you want to follow:

- **Full time extended and foundation degrees**: you’ll need to apply through the UCAS website using the course codes which you can find in the course description.

- **Full time higher national diploma**: You’ll need to apply through the UCAS website using the course codes which you can find in the course description.

- **Part time foundation degrees**: ideally you should apply through the University of Hertfordshire. You can download an application form from the UH website. You then need to return the completed form to the university admissions team via email post to Student Centre, University of Hertfordshire, College Lane, Hatfield, AL10 9AB. Alternatively you can apply directly to NHC.

If you want to study on one of our courses, you’ll need to make a formal application. You’ll then be informed whether you’re being offered a place or not.

For more information, you can speak to the Access to HE and HE team. Please check our website for the next Access application event.

ENTRY REQUIREMENTS
The entry requirement for all of our courses is typically 48 UCAS points (120 on the old tariff) and typically GCSE grade 9-4 in maths and English and/or science (depending on the chosen course). Applications from mature students with relevant work experience will be considered instead of the UCAS tariff.

YOUR RELATIONSHIP WITH US
If you’re offered and accept a place on one of our courses advertised in this prospectus, you’ll become a member of a community that enjoys many rights and privileges. You’ll also be expected to accept a number of responsibilities in the interests of the community as a whole. These rights and responsibilities form part of the contractual relationship that will exist between you and the College.

Our Key Facts Document sets out the standards that the College aims to meet if you accept an offer for a place in 2019/20, and the circumstances in which changes may be made to your course before you finish. It also provides further specific information about your position as a ‘Consortium’ student. You can find the Key Facts Document for each course on our website at www.nhc.ac.uk/courses/higher-education

TERMS AND CONDITIONS
This prospectus is for prospective students who are interested in applying for a higher education course at North Hertfordshire College, starting in the 2019/20 academic year. We try our best to make sure that the information in the prospectus is accurate and up to date at the time of publication (February 2019). However, we cannot guarantee that it doesn’t contain any errors and to the fullest extent permitted by law we don’t accept liability for such errors. If you believe you have found an error, please let us know.

Even where the information was accurate at the time of publication, we may need to update it from time to time, for example as a result of the way in which the awarding body and/or the College continually seeks to improve its academic provision and take on board feedback from students and other stakeholders, or in order to take account of circumstances that have changed since publication. Any corrections or updates to information originally published in this prospectus will be set out on the NHC website.

IMPORTANT NOTE
Finally, please bear in mind that in order to provide information to prospective students as early as possible in the academic cycle, this prospectus is published a long time before most offers are made. If you’re aware of any inconsistencies between this prospectus and your offer letter, please refer to your offer letter, or speak to the Head of Higher Education if you’re unclear of the terms of your offer.
MATHS & ENGLISH

At NHC, we think it’s our job to help you get where you want to be in life. That means helping you build your skills and knowledge in your chosen sector area – whether that’s catering, engineering or science. It also means helping you make sure that you’ve got the broader set of skills that your future employers want – including maths and English (M&E).

The maths and English journey that you’ll go on will depend on your own needs and your previous qualifications in the subject. If you’re a student aged 16 to 18 or if you haven’t yet achieved M&E qualifications, you’ll study a GCSE or Functional Skills M&E course in addition to your vocational qualification sessions. You’ll be enrolled onto one of the following routes:

■ if you have grade 2 or 1 at GCSE, you’ll do a Functional Skills qualification at the right level for you
■ if you have a grade 3 at GCSE, you’ll continue to study GCSE M&E to help you achieve a 9-4
■ if you’ve already got a grade 4 or above, we’ll help you improve and develop your skills within your course sessions in the context of your chosen area of study

We run lots of activities and competitions to reward you for your attendance and engagement with M&E. Equally, you won’t be allowed to continue attending vocational sessions if you’re not actively engaged with M&E.

From 2017, new GCSEs in English language, English literature and maths were graded 9 to 1, with 9 being the top grade comparable to a very high A* and 4 being comparable to a low C grade. The new grading structure will be applied to other GCSE subjects in 2018 and 2019.

The table below will help you understand the new grading system:

<table>
<thead>
<tr>
<th>Current grading structure</th>
<th>Old grading structure</th>
</tr>
</thead>
<tbody>
<tr>
<td>9, 8, 7</td>
<td>A*, A</td>
</tr>
<tr>
<td>6, 5, 4</td>
<td>B, C</td>
</tr>
<tr>
<td>3, 2, 1</td>
<td>D, E, F, G</td>
</tr>
<tr>
<td>U</td>
<td>U</td>
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</tbody>
</table>

We also run part time M&E courses, so if you are looking for a course to help you improve your maths or English skills as well as your employability skills, we have the course for you. See www.nhc.ac.uk/school-leavers/part-time-maths-english/ for more information.
YOUR MATHS AND ENGLISH SESSIONS

It’s our passionately held view that you can’t live without M&E. We spend a lot of time in the classroom talking to you about why M&E are really important, and all the ways you’re going to need them in your career and in everyday life.

Whether you want to be an engineer, a football coach, a beautician or an artist you’ll need a great grounding in M&E.

We’ll start and finish every one of your M&E sessions by talking about where and how you’ll apply the things you’re learning in your career and in adult life.

For example we know that in your life as an independent adult you’ll need M&E when you’re:

- budgeting your money for the month so you can pay your rent or mortgage and bills, and still have cash left over to enjoy yourself
- making a big purchase such as a car or house or budgeting for a wedding or a holiday
- working out which mobile phone plan or energy company offers you the best value for money
- communicating with your friends through text and social media
- carrying out practical tasks around your house like following recipes and DIY
- filling in forms and applications like your passport application
- writing letters, applying for jobs or creating your CV

We work really hard to make M&E sessions fun, interesting and relevant to you - we even run a blog as the place to go for extra help with M&E topics as you’re studying them.
Learners, trainees and apprentices develop good and relevant work-related skills and attitudes.

Ofsted, November 2017
THE BRIDGE PROGRAMME

We’ll help you to prepare for and progress to your chosen career path from your course.

All full time NHC students aged 16 to 18 will take part in The Bridge Programme - and so will full time students aged 19+, if we think you need it.

In their 2017 inspection report, Ofsted praised The Bridge Programme - which provides you with the skills and attitudes needed to be successful in life and work. Each section of The Bridge Programme focuses on a different aspect of life:

■ **Your Goals:** thinking about your planned destinations
■ **Your Wellbeing:** exploring how to look after yourself so that you can live a happy and successful life
■ **Your Workplace:** thinking about realities and practicalities in the world of work
■ **Your Community:** exploring your role in the community
■ **Your Move:** taking practical actions to secure your next step
■ **Your Choice:** building the bridge to success

Your Bridge Programme sessions will be delivered by tutors from your vocational qualification department, and by our team of success coaches. The programme includes a real variety of different sessions and activities including:

■ group sessions and activities – both linked to your particular sector and occupation of choice and more generally about life and work in the UK
■ one-to-one support from success coaches to help you reflect on your learning, your progress and your plans
■ trips and visits to help you gain a really good understanding of life in the world of work, and as an independent adult
■ careers talks and sessions with people who are already doing the jobs that you want to do in the future
■ some really important and exciting opportunities for you to work in the community

WORK EXPERIENCE

As part of The Bridge Programme you’ll also complete a work experience placement.

We’re really proud of the way in which we support work experience at NHC. We know that having real work experience will really help you to secure and succeed in work. Lots of our past students have got jobs or apprenticeships with the businesses that have hosted their work experience.

We’re fortunate to have great relationships with some amazing businesses that are committed to working with our students. Students enjoy work placements with employers like Fujitsu, Sainsbury’s, Tesco, Hilton Hotels and TUI Group.

Our work experience placements were praised in our most recent Ofsted report as being “meaningful” and providing our students with “skills and understanding that are valued by employers”.

During your first few weeks at NHC, you’ll spend time with tutors and success coaches identifying the type of work experience placement you’d like to do. We’ll then work really hard to find you a placement that you’ll enjoy in the industry you’d like to work in. Your tutor and success coach will spend lots of time with you to make sure you’re prepared for your placement and that you know how to make the most of it.

While you’re on work experience you’ll complete a work experience log book. This is where you’ll write down all the tasks you’ve completed and the new skills you’ve learnt – which will be a great tool for you to take to future job interviews.

CAREERS ADVICE AND GUIDANCE

As part of The Bridge Programme, students will receive one-to-one support from our success coaches in our Student Services team who can help you decide on your next step and plan how you’re going to get there.
DISCOVER SUPPORTED STUDIES

Our full time, one year supported studies courses are for you if you’re aged 16-24 with special educational needs and/or a disability (SEND) and you want to succeed in further education, employment and the local community.

In their November 2017 inspection report, Ofsted confirmed that our supported studies students benefit from Outstanding provision from NHC – meaning a very high proportion of our supported studies students excel and gain highly effective independent living skills.

**SUPPORTED STUDIES COURSES**

We'll prepare you for adulthood by giving you the opportunities to develop your independent living and employability skills. Our dedicated, specialist staff will tailor your course to meet your individual needs and goals. For further details of our specific courses, please see our supported studies prospectus.

**HOW TO APPLY**

If you decide you would like to join a supported studies course, you would usually be referred to us by your school or Youth Connexions (YC). Please call us on 01462 424242 and ask for the supported studies department or find out more about our courses at www.nhc.ac.uk/school-leavers/supported-studies-send/

Once you’ve been referred to us, you and your parents or carers will be invited to visit our Stevenage Campus to take a look around and have a chat with us. We’ll always make sure that we place you on an appropriate and relevant course. For that reason we’ll invite you to join a discovery day, where you’ll get to sample one or more of our courses, meet other members of the team and current students.

When we’ve agreed on the best course for you, we’ll work with you, your parents or carers and YC to complete your application form. After you’ve made your application, you may be invited to join additional a discovery days so that you can get used to coming to College before starting.

After completing a supported studies course, you’ll be able to progress to a higher level supported studies course, a vocational course at NHC, a community-based programme, employment or a Supported Internship.

“Leaders, managers and teachers ensure that each element of a learner’s programme meets their often individual, diverse and complex requirements. Most learners make excellent progress towards realising their independence and achievement of relevant qualifications and skills.”

Ofsted, November 2017
Leaders, managers and teachers ensure that each element of a learner's programme meets their often individual, diverse and complex requirements. Most learners make excellent progress towards realising their independence and achievement of relevant qualifications and skills.

Ofsted, November 2017
**DISCOVER SPRINGBOARD**

Springboard is for you if you’re aged 16-24 and have been diagnosed with/have traits of an Autistic Spectrum Disorder (ASD) and associated emotional, behavioural and mental health needs. You may also have low confidence or self-esteem, social anxiety or have underachieved or missed time at school – and you may have a learning difficulty in one area but a high ability in others.

On Springboard, we’ll give you the additional specialist support you need before progressing to mainstream college course or employment.

**SPRINGBOARD COURSES**

Springboard is a full time course that will provide you with the support, knowledge, skills and confidence you need to become more independent, make informed decisions and to progress to employment.

You’ll need to meet assessment criteria in order to join Springboard, however your individual needs will always be considered when making decisions to help you realise your full potential. The course is delivered in self-contained teaching centres in Letchworth Garden City and Watford.

Springboard provides:
- specialist teachers and learning support staff
- small teaching groups and regular progress reviews
- experienced therapists
- intensive individual mentoring, parental liaison and support group
- collaboration with specialist agencies
- effective transition arrangements.

**HOW TO APPLY**

Your referral to Springboard can be made via Youth Connexions (YC), any other agency involved with you or by your parents or carers. To join Springboard, you’ll need a successful funding application from your local authority.

**NEXT STEPS?**

After completing Springboard, you’ll be able to progress to a vocational course at NHC, a Supported Internship/Apprenticeship or employment.
“The daughter we see now is so different to the person who joined Springboard last September. It’s lovely to see her smiling, joking, being more confident and generally just being herself. Springboard really is a very special place, she has been accepted and celebrated for who she is...

Parent of Springboard student
DISCOVER BUSINESS COURSES
LOCATION: HITCHIN CAMPUS

Accounting
Customer service
Event management
Human resource management
Law
Marketing
Project management

“
My course gives a real insight into all aspects of business and is the perfect way into University as the course carries the same UCAS points as 3 A-levels.

”

Jake, Business student
THE SECTOR

The UK is the sixth largest economy in the world, consisting of micro, small, medium and large businesses and organisations operating across the private, public and third sectors and employing 29.7 million people. In all sectors of the economy, employers need people with different business skills. Large businesses will employ hundreds of people in departments dedicated to sales, marketing, human resources and accounting. Smaller businesses will look for people with a well-rounded skill-set in the effective and profitable operation of their business.

THE JOBS

Business students progress to careers in a huge range of different sectors and occupations, including customer services roles, marketing and communications, finance, sales and human resources. Many also choose to start their own businesses.

LOCATION

Business students enrolled on courses aimed at 16-18 year olds and Higher Education business students are all based at our Hitchin Campus.

HANDS-ON

Our business courses include lots of opportunities for you to get hands-on experience of the world of work, including:

- work experience placements at businesses like Fujitsu, Willmott Dixon and Marks and Spencer
- guest speakers from organisations like MBDA, Waitrose and TUI Group who’ll talk to you about their career path and experience
- the opportunity to participate in a national marketing competition with Subway
- participation in the National Citizenship Service

THE COURSES

Our courses will develop your business skills in a variety of ways. Courses will focus on the following key skill areas required in both large-scale organisations and small and medium-sized enterprises (SMEs).

Higher Education: Our HE courses are for you if you’re 19+ and you want a degree-level qualification in your chosen career field. Our HE qualifications are quality-assured, focused on helping you to realise your potential and to progress to higher levels and into work. In this course area we offer foundation degrees in business management with a range of different pathways. We welcome applications from mature students.

Accounting: you’ll enhance your knowledge of how businesses function from a financial perspective. This will include looking at a variety of accounting, budgeting, expenses and payment models used by SMEs.

Customer Service: you’ll develop a sound understanding of the needs and expectations of customers, how to identify them and the importance of meeting and managing them. You’ll also learn the skills required to deliver effective customer service including how to handle customer complaints.

Event Management: you’ll develop skills in and knowledge of organising and coordinating a business event which will also include organising and co-ordinating resources and arrangements for a variety of events, from arranging meetings, product launches, exhibitions and promotions to organising a full-scale conference.

In addition, our courses will help you develop the wider skills that businesses look for including, for example, teamwork, communication and problem solving.

Human resource management: you’ll develop your professional and employability skills through gaining a better understanding of business functions, business application, as well as business ethics and law to aid in the recruitment, training, performance management and support of employees.

Law: You’ll be introduced to the English legal system and will investigate the way in which law is made and the way that people are involved in the administration of the law through the courts.

Marketing: you’ll get a deeper insight into promoting and marketing a business, company finance and accounting, business applications, e-businesses and global businesses, as well as managing people.

Project Management: you’ll gain a deeper understanding of the stages involved in preparing, planning, managing and evaluating the outcomes of a project.
THE COURSES

LEVEL 2
CERTIFICATE IN BUSINESS

WHAT YOU’LL NEED TO JOIN
You’ll need the basic entry requirements for this level (see page 7 for details).

WHAT YOU’LL LEARN
On this course, you’ll learn about:
- business culture
- customer service
- event management
- problem solving
- promotion and marketing
- online business

HOW THE COURSE IS ASSESSED
This course is assessed through assignments, projects and external assessment.
You’ll only sit exams if you’re also doing maths or English GCSE or functional skills.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- level 3 courses including the Level 3 Extended Diploma in Business Skills
- apprenticeships
- paid employment in the sector

LEVEL 3
EXTENDED DIPLOMA IN BUSINESS SKILLS

WHAT YOU’LL NEED TO JOIN
You’ll need the basic entry requirements for this level (see page 7 for details).

WHAT YOU’LL LEARN
On this two-year course, you’ll learn about:
- business communications
- business environments
- human resources, finance and customer relations
- event management
- marketing and online business

HOW THE COURSE IS ASSESSED
This course is assessed through assignments and projects.
You’ll only sit exams if you’re also doing maths or English GCSE or functional skills.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- higher level courses including our Foundation Degree in Business Management
- university
- apprenticeships
- paid employment in the sector
“I’ve met new people and made loads of new friends. The lessons are active and we debate and discuss things. The interaction with the teachers is great!”

Business student
THE COURSES

HIGHER EDUCATION

FOUNDATION DEGREE IN BUSINESS MANAGEMENT

WHAT YOU’LL NEED TO JOIN
You’ll need the basic entry requirements for level 4 courses (see page 7 for details).

WHAT YOU’LL LEARN
On this two-year course, you’ll learn about:
- accounting for managers
- principles of marketing
- developing the business professional
- methods and systems for business decisions
- economics for business
- global perspectives in business
- introduction to human resource management
- introduction to research methods
- business law (law pathway)

HOW THE COURSE IS ASSESSED
This course is assessed through assignments and projects.

NEXT STEPS
Having successfully achieved this course, you’ll be able to progress to:
- university including second or third year (dependent on grades) of a full honours degree at the University of Hertfordshire in a related field
- BA (Hons) Business Administration on a part time basis at NHC
- paid employment in the sector

HOW TO APPLY
Applications for these courses must be made via UCAS (www.ucas.co.uk), using the specialist code N101.

HIGHER EDUCATION

FOUNDATION DEGREE IN BUSINESS MANAGEMENT WITH ACCOUNTING

WHAT YOU’LL NEED TO JOIN
You’ll need the basic entry requirements for level 4 courses (see page 7 for details).

WHAT YOU’LL LEARN
On this two-year course, you’ll learn about:
- exploring business ethics
- financial management
- analysing financial information
- global business
- enterprise
- management accounting for business decisions

HOW THE COURSE IS ASSESSED
This course is assessed through assignments and projects.

NEXT STEPS
Having successfully achieved this course, you’ll be able to progress to:
- university including second or third year (dependent on grades) of a full honours degree at the University of Hertfordshire in a related field
- BA (Hons) Business Administration on a part time basis at NHC
- paid employment in the sector

HOW TO APPLY
Applications for these courses must be made via UCAS (www.ucas.co.uk), using the specialist code N1N3.
HIGHER EDUCATION

FOUNDATION DEGREE IN BUSINESS MANAGEMENT WITH EVENT MANAGEMENT

WHAT YOU’LL NEED TO JOIN
You’ll need the basic entry requirements for level 4 courses (see page 7 for details).

WHAT YOU’LL LEARN
On this two-year course, you’ll learn about:
■ exploring business ethics
■ global business
■ enterprise
■ exploring the event industry
■ risk management and security for events
■ event planning, design and community engagement

HOW THE COURSE IS ASSESSED
This course is assessed through assignments and projects.

NEXT STEPS
Having successfully achieved this course, you’ll be able to progress to:
■ university including second or third year (dependent on grades) of a full honours degree at the University of Hertfordshire in a related field
■ BA (Hons) Business Administration on a part time basis at NHC
■ paid employment in the sector

HOW TO APPLY
Applications for these courses must be made via UCAS (www.ucas.ac.uk), using the specialist code N104.

HIGHER EDUCATION

FOUNDATION DEGREE IN BUSINESS MANAGEMENT WITH HR MANAGEMENT

WHAT YOU’LL NEED TO JOIN
You’ll need the basic entry requirements for level 4 courses (see page 7 for details).

WHAT YOU’LL LEARN
On this two-year course, you’ll learn about:
■ exploring business ethics
■ global business
■ enterprise
■ organisational psychology
■ performance management and reward
■ resourcing and talent management
■ event planning, design and community engagement

HOW THE COURSE IS ASSESSED
This course is assessed through assignments and projects.

NEXT STEPS
Having successfully achieved this course, you’ll be able to progress to:
■ university including second or third year (dependent on grades) of a full honours degree at the University of Hertfordshire in a related field
■ BA (Hons) Business Administration on a part time basis at NHC
■ paid employment in the sector

HOW TO APPLY
Applications for these courses must be made via UCAS (www.ucas.ac.uk), using the specialist code N1N6.
THE COURSES

HIGHER EDUCATION

FOUNDATION DEGREE IN BUSINESS MANAGEMENT WITH LAW

WHAT YOU’LL NEED TO JOIN
You’ll need the basic entry requirements for level 4 courses (see page 7 for details).

WHAT YOU’LL LEARN
On this two-year course, you’ll learn about:
- exploring business ethics
- global business
- enterprise
- English and European legal systems and procedures
- contract and commercial law.

HOW THE COURSE IS ASSESSED
This course is assessed through assignments and projects.

NEXT STEPS
Having successfully achieved this course, you’ll be able to progress to:
- university including second or third year (dependent on grades) of a full honours degree at the University of Hertfordshire in a related field
- BA (Hons) Business Administration on a part time basis at NHC
- paid employment in the sector

HOW TO APPLY
Applications for these courses must be made via UCAS (www.ucas.co.uk), using the specialist code NIMC.

HIGHER EDUCATION

FOUNDATION DEGREE IN BUSINESS MANAGEMENT WITH MARKETING

WHAT YOU’LL NEED TO JOIN
You’ll need the basic entry requirements for level 4 courses (see page 7 for details).

WHAT YOU’LL LEARN
On this two-year course, you’ll learn about:
- enterprise
- global business
- exploring business ethics
- marketing
- product innovation

HOW THE COURSE IS ASSESSED
This course is assessed through assignments and projects.

NEXT STEPS
Having successfully achieved this course, you’ll be able to progress to:
- university including second or third year (dependent on grades) of a full honours degree at the University of Hertfordshire in a related field
- BA (Hons) Business Administration on a part time basis at NHC
- paid employment in the sector

HOW TO APPLY
Applications for these courses must be made via UCAS (www.ucas.co.uk), using the specialist code NINS.
HIGHER EDUCATION

FOUNDATION DEGREE IN BUSINESS MANAGEMENT WITH TOURISM

WHAT YOU’LL NEED TO JOIN
You’ll need the basic entry requirements for level 4 courses (see page 7 for details).

WHAT YOU’LL LEARN
On this two-year course, you’ll learn about:
■ exploring business ethics
■ enterprise
■ global business
■ destination market research
■ tourism and development
■ tourism passenger transport

HOW THE COURSE IS ASSESSED
This course is assessed through assignments and projects.

NEXT STEPS
Having successfully achieved this course, you’ll be able to progress to:
■ university including second or third year (dependent on grades) of a full honours degree at the University of Hertfordshire in a related field
■ BA (Hons) Business Administration on a part time basis at NHC
■ paid employment in the sector

HOW TO APPLY
Applications for these courses must be made via UCAS (www.ucas.co.uk), using the specialist code N103.

“ The students were very hands-on and keen to get involved! Just what we like to see. ”

Ruth, Fujitsu UK, on work experience business students who spent time in her team
DISCOVER CATERING & HOSPITALITY

LOCATION: HITCHIN CAMPUS

Culinary skills
Food & beverage service
Food & beverage supervision
Professional chefs
Professional cookery

“I love college. I knew what I wanted to do and couldn’t wait to start. I am learning so many different skills while I’m here. It was the right decision for me, and I’m looking forward to going through all the levels and getting a job in a high-end restaurant.”

Sophie, Catering student
THE SECTOR

With over 2.5 million people, catering and hospitality is the country’s fifth biggest employer and makes the UK economy over £90 billion a year. This is a lively sector that covers thousands of establishments and different sized operations, from restaurants and pubs to film premieres and festivals.

THE JOBS

There are several professional avenues from working either behind the scenes as a chef or front of house as a waiter or restaurant manager. Beyond restaurants and hotels, catering staff are also needed in businesses, hospitals and even the armed forces.

LOCATION

Our catering and hospitality students are based at our Hitchin Campus, which includes Hart Kitchens – our contemporary student-run restaurant that is open to the public.

HANDS-ON

Our catering and hospitality courses include many opportunities for you to get hands-on experience of the world of work, including:

- work experience with businesses including Galvin at Windows in Park Lane London, Paris House, Woburn, Midsummer House, Cambridge and Hanbury Manor in Ware
- visits to Billingsgate Seafood School, and local employers such as Hanbury Manor and The Cloisters, and to trade shows such as Hotelympia
- competing in a range of national competitions such as Nestle Toque D’or, The Dolmio and Uncle Bens Foodservice Challenge and celebrity chef Cyrus Todiwala’s Zest Quest.

THE COURSES

The variety of catering and hospitality courses at NHC provides many study options to match your aspirations and interests:

**Culinary skills:** you’ll learn about basic food preparation and cookery skills, kitchen equipment and set up, cooking for a range of different numbers of guests, nutrition, food hygiene, serving food and drink as well as good communication and customer care.

**Food & beverage service:** you’ll enhance your skills and knowledge of hospitality, whilst training in a professional practical environment, linking the key theory elements associated with the delivery of professional food and beverage service in a wide range of hospitality roles including functions, events, bar service and cocktail making.

**Food & beverage supervision:** you’ll enhance your supervisory skills and higher level knowledge of hospitality, whilst learning the practical and theory elements needed to deliver the professional food and beverage service and supervision of events and functions.

**Professional chefs:** you’ll get the opportunity to study advanced cookery skills and to prepare for employment at the end of the course.

**Professional cookery:** you’ll develop your basic catering skills by looking more closely at kitchen workplace skills; costing and menu planning; healthier food and special dietary requirements; practical gastronomy for a wide range of areas including fish, vegetable, meat & poultry, game dishes, bakery and pastry skills whilst working in a professional practical environment.

Our courses – particularly your involvement in the running of Hart Kitchens – will also equip you with the wider skills that sector employers look for, including customer service, stock management and event planning.

**APPLY ONLINE NOW**

www.nhc.ac.uk/school-leavers/catering-hospitality

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THE COURSES

LEVEL 1
CERTIFICATE IN CULINARY SKILLS

WHAT YOU’LL NEED TO JOIN
There are no formal entry requirements for this course. We’ll use your interview to make sure this is the right course for you.

WHAT YOU’LL LEARN
On this course, you’ll learn about:
- customer service
- food safety
- serving food and drink
- healthy eating
- using kitchen equipment
- basic cooking
- food preparation

HOW THE COURSE IS ASSESSED
This course is assessed through assignments, projects and practical tests.
You’ll only sit exams if you’re doing maths or English GCSE or functional skills.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- level 2 courses including the Level 2 Diploma in Professional Cookery or the Level 2 Diploma in Food & Beverage Service
- apprenticeships
- paid employment in the sector

LEVEL 1
DIPLOMA IN INTRODUCTION TO PROFESSIONAL COOKERY

WHAT YOU’LL NEED TO JOIN
You’ll need three GCSEs at grade 2 or above (ideally including maths and English) or entry level functional skills.

WHAT YOU’LL LEARN
On this course, you’ll learn about:
- food safety in catering
- the catering and hospitality industry
- preparing and cooking food by boiling, poaching and steaming; stewing and braising; baking, roasting and grilling; deep frying and shallow frying
- regeneration of pre-prepared food
- healthier foods and special diets
- cold food preparation

HOW THE COURSE IS ASSESSED
This course is assessed through assignments, projects and practical tests.
You’ll only sit exams if you’re doing maths or English GCSE or functional skills.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- level 2 courses including the Level 2 Diploma in Professional Cookery or the Level 2 Diploma in Food & Beverage Service
- apprenticeships
- paid employment in the sector
THE COURSES

LEVEL 2
DIPLOMA IN FOOD AND BEVERAGE SERVICE

WHAT YOU’LL NEED TO JOIN
You’ll need the basic entry requirements for this level (see page 7 for details).

WHAT YOU’LL LEARN
On this course, you’ll learn about:
- customer relations and health and safety
- planning and running a hospitality event
- the catering and hospitality industry
- principles of customer service in hospitality
- products, services and support in the hospitality industry

HOW THE COURSE IS ASSESSED
This course is assessed through assignments, projects and practical tests.
You’ll only sit exams if you’re doing maths or English GCSE or functional skills.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- level 3 courses including the Level 3 Diploma in Food & Beverage Supervision
- apprenticeships
- paid employment in the sector

LEVEL 2
DIPLOMA IN PROFESSIONAL COOKERY

WHAT YOU’LL NEED TO JOIN
You’ll need a level 1 qualification in a relevant subject area or equivalent industry skills and experience.

WHAT YOU’LL LEARN
On this course, you’ll learn about:
- food preparation and cookery including meat, offal, poultry, fish, shellfish, fruit and vegetables
- bakery and pastry work including hot and cold desserts, puddings and paste products
- healthier foods, special diets and costing
- menu planning, health and safety and food safety

HOW THE COURSE IS ASSESSED
This course is assessed through assignments, projects and practical tests.
You’ll only sit exams if you’re doing maths or English GCSE or functional skills.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- Level 3 Diploma in Advanced Professional Chefs
- apprenticeships
- paid employment in the sector
“This whole experience was great as now I can put this on my CV and it will help with my future career.

Jodie, level 3 catering student, on Michelin Star Chefs Spectacular
THE COURSES

LEVEL 3
DIPLOMA IN ADVANCED PROFESSIONAL CHEFS

WHAT YOU’LL NEED TO JOIN
You’ll need a level 2 qualification in a relevant subject area or equivalent industry skills and experience.

WHAT YOU’LL LEARN
On this course, you’ll learn about:
- supervisory skills in the hospitality industry
- the principles of food safety supervision for catering
- practical gastronomy
- advanced skills and techniques in producing vegetable and vegetarian dishes; meat dishes; poultry and game dishes; fish and shellfish
- producing fermented dough and batter products; petits fours; paste products; hot, cold and frozen desserts; biscuits, cakes and sponges

HOW THE COURSE IS ASSESSED
This course is assessed through assignments, projects, practical tests and exams.
You’ll also sit exams if you’re doing maths or English GCSE or functional skills.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- university including courses in catering & hospitality
- apprenticeships
- paid employment in the sector

LEVEL 3
DIPLOMA IN FOOD AND BEVERAGE SUPERVISION

WHAT YOU’LL NEED TO JOIN
You’ll need a level 2 qualification in a relevant subject area or equivalent industry skills and experience.

WHAT YOU’LL LEARN
On this course, you’ll learn about:
- supervising and legislation in food and beverage services, food safety supervision for catering
- promoting food and beverage services and products
- supervising customer service in hospitality, leisure, travel and tourism
- barista skills and preparing and serving wines; cocktails; alcoholic and cold non-alcoholic beverages
- providing advice to customers on food and beverage matching and supervising hospitality events
- serving food, handling payments, bookings and menu design

HOW THE COURSE IS ASSESSED
This course is assessed through assignments, projects and practical tests.
You’ll also sit exams if you’re doing maths or English GCSE or functional skills.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- university including courses in catering & hospitality
- apprenticeships
- paid employment in the sector such as a front of house supervisor role
I have loved the College so far and especially the work experience opportunities they have given me. Last year I did my placement at The Hermitage and this year I hope to be going to Galvin at Windows.

Jordan, level 3 food & beverage student
DISCOVER CHILDCARE COURSES
LOCATION : STEVENAGE CAMPUS

Childcare for 0-8 years
Child development
Child health & wellbeing
Child play & learning
Education & curriculum

“I am in my second year at NHC and I am really enjoying studying childcare. The tutors are helping me to achieve my full potential and helping me to get the qualifications that I need for my chosen career.

Libby, Level 3, National Diploma in Children's play, learning and development.”
THE SECTOR

With over 100,000 nurseries, home-based childminders and workplace crèches, and more than 3.5 million children aged four and under in the UK, there is a constant flow of job opportunities within this rewarding sector.

THE JOBS

If you’re warm, creative and committed to making sure that children are happy, safe and get the best start in life, then a job in childcare will be perfect for you.

Entry level opportunities such as nursery assistants and childminders can lead to fulfilling careers managing childcare centres or having your own childcare business. As you’ll be working with children, background checks will be carried out on you by the Disclosure and Barring Service (DBS).

HANDS-ON

Our childcare courses include lots of opportunities for you to get hands-on experience of the world of work, including:

■ work placements with businesses like Busy Bees, Kinders Mill Day Nursery, Strathmore School, St Andrews and Weston Way Nursery
■ attending work placements two days a week with children aged 0-8 (level 2 and 3 childcare students)
■ engagement with guest speakers from businesses like Busy Bees, TUI Group, Ofsted, plus parents and home based practitioners
■ enrichment activities such as Forest School, visits to Nursery World Exhibition, UCAS convention and museums linking to child development.

THE COURSES

These courses are assessed through assignments, projects, placements and, on some courses, exams.

We offer a range of full time courses, at different levels, to help you progress into the career you want. Our courses cover all aspects of childcare and offer you both direct access to employment as well as progression to higher education.

Childcare for 0-8 years: you’ll learn how Early years practitioners work with babies and young children from birth up to the age of 7 years 11 months.

Child development: you’ll learn about patterns of development and how to support children at different ages and stages.

Child play & learning: you’ll learn how to plan and supervise play and learning activities like arts and crafts & music, as well as how to develop the children’s numeracy and literacy skills.

Child health & wellbeing: you’ll learn about children’s care routines, observations and how to share information appropriately with parents and carers.

Education & curriculum: these courses will prepare you for roles such as teaching assistants, nursery nurses or support teachers to aid children with learning activities in the classroom. You’ll learn about child development, safeguarding and the role of play in education. Teaching assistants often work with children who have learning needs and your role is to ensure that they can access and enjoy schoolwork and develop their literacy, numeracy and social skills. Nursery nurses work with children to develop their play and learning; your role is to ensure that they can access and enjoy their play to ensure they meet all areas of the Early Years Foundation Stage.

Higher Education: our HE courses are for you if you’re 19+ and you want a degree-level qualification in your chosen career field. Our HE qualifications are quality-assured, focused on helping you to realise your potential and to progress to higher levels and into work. In this course area we offer a part time foundation degree in early years.

We also offer a range of part time childcare and education & teaching courses – please see www.nhc.ac.uk/adults/early-year-classroom-support for more information. We also offer an access to higher education diploma in this subject area if you’re 19+ - please see page 10/ for details.
THE COURSES

ENTRY LEVEL
ENTRY AWARD IN CARING FOR CHILDREN

WHAT YOU’LL NEED TO JOIN
There are no formal entry requirements for this course. We’ll use your interview to make sure this is the right course for you.

WHAT YOU’LL LEARN
On this course, you’ll learn about:
- children’s play and leisure activities in the community
- eating healthily
- learning in the home
- building children’s confidence through play.
- the importance of listening to and talking with a young child
- looking after children within a childcare setting

HOW THE COURSE IS ASSESSED
This course is assessed through assignments and projects.
You’ll only sit exams if you’re also doing maths or English GCSE or functional skills.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- level 1 courses including the Level 1 Diploma in Caring for Children Under Five
- apprenticeships
- traineeships

LEVEL 1
DIPLOMA IN CARING FOR CHILDREN UNDER FIVE

WHAT YOU’LL NEED TO JOIN
You’ll need four GCSEs at grade 2 or above, plus maths and English at grade 2 or entry level functional skills.

WHAT YOU’LL LEARN
On this course, you’ll learn about:
- developing your personal progression plan
- providing activities to support children’s needs
- encouraging children to eat healthily
- supporting children’s literacy and numeracy

HOW THE COURSE IS ASSESSED
This course is assessed through assignments and projects.
You’ll only sit exams if you’re also doing maths or English GCSE or functional skills.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- level 2 courses including the Level 1/2 BTEC First Certificate in Children’s Play, Learning & Development
- apprenticeships
- traineeships
- paid employment in the sector
LEVEL 1/2
FIRST CERTIFICATE IN CHILDREN’S PLAY, LEARNING AND DEVELOPMENT

WHAT YOU’LL NEED TO JOIN
You’ll need the basic entry requirements for level 2 (see page 7 for details).

WHAT YOU’LL LEARN
On this course, you’ll learn about:
- patterns of child development
- promoting development through play
- the principles of early years practice
- promoting positive child behaviour
- health and safety in an early years setting
- supporting Children’s language and literacy

HOW THE COURSE IS ASSESSED
This course is assessed through assignments, projects and exams.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- level 3 courses including the Level 3 Extended BTEC National Diploma in Children’s Play, Learning & Development
- apprenticeships
- traineeships
- paid employment in the sector

“
The student quickly became part of the team and supported the girls in meeting the children’s daily needs, including feeding and washing hands.

”

Twizzle Tops Day Nursery on a work experience childcare student
“College last year was amazing, I met loads of new people and I gained more experience and knowledge about childcare.”

Andrew, childcare student
THE COURSES

LEVEL 3
EXTENDED DIPLOMA IN CHILDREN’S PLAY, LEARNING AND DEVELOPMENT

WHAT YOU’LL NEED TO JOIN
You’ll need the basic entry requirements for this level (see page 7 for details).

WHAT YOU’LL LEARN
On this course, you’ll learn about:
■ child development
■ planning activities and observations
■ how to be a reflective practitioner
■ principles of safe practice in an early years setting
■ research methodology for children's play learning and development

HOW THE COURSE IS ASSESSED
This course is assessed through assignments, projects and exams.
You’ll also sit exams if you’re doing maths or English GCSE or functional skills.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
■ university including courses in early years, education and child development
■ apprenticeships
■ paid employment in the sector
■ level 3 courses including the Level 3 Extended Diploma in Children's Play, Learning & Development (year 2)

HIGHER EDUCATION
FOUNDATION DEGREE IN EARLY YEARS

WHAT YOU’LL NEED TO JOIN
You’ll need 48 UCAS points including GCSE maths and English at grade 4 or above, and to be working in an early years setting (paid or voluntary).

WHAT YOU’LL LEARN
On this two-year, part time course, you’ll learn about:
■ Early Years Policy and Practice
■ Perspectives on Early Years
■ The Developing Child
■ Play and Learning
■ Year 2 modules:
■ Wellbeing
■ Special Education Needs and Disabilities in Early Years
■ Leadership and Management in Early Years Practice

COLLABORATIVE PRACTICE HOW THE COURSE IS ASSESSED
This course is assessed through assignments, presentations and case studies.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
■ university including courses in education studies such as the two-year part-time BA(Hons) in Education Studies at the University of Hertfordshire
■ paid employment in the sector including as a senior practitioner

HOW TO APPLY
You can apply directly to NHC at one of our open events or by contacting us on 01462 424242.
DISCOVER CONSTRUCTION COURSES

LOCATION: ENGINEERING & CONSTRUCTION CAMPUS, STEVENAGE

Brickwork
Carpentry
Electrical
Plastering
Plumbing

“I really enjoy my work at college and I’m learning something new every day. The course is well-paced and the carpentry skills I am learning will give me the opportunities I am looking for when I start my career.”

Morgan, Carpentry student
THE SECTOR

Worth £103 billion per year and employing over 2.1 million people, the UK construction sector is one of the biggest in the economy and covers all aspects of the building and improvement of structures like houses, airports, motorways and shopping centres. In the UK, there is currently a shortage of both houses and qualified tradespeople to meet this demand. Subsequently, qualified tradespeople are commanding very good rates of pay.

THE JOBS

There is a huge range of different occupations in the construction sector, including jobs as bricklayers, carpenters, electricians, plumbers and plasterers.

HANDS-ON

Our construction courses include many opportunities for you to get hands-on experience of the world of work, including:

- work experience with businesses like Willmott Dixon, CEC Electrical, Heat Safe Ltd, Coulters Electrical and Celtic Harmony
- opportunities to enter World Skills competitions to showcase your skills against the best students from around the world
- engagement with guest speakers from businesses like Willmott Dixon, UK Power Networks, Track pipe and Bosch
- access to free training, tools and equipment from companies such as Worcester Bosch who sponsor the plumbing department
- the opportunity to work in the construction industry through our sector employer contacts including work experience placements that often lead to full time positions

THE COURSES

We offer a range of courses, at different levels, in some of the biggest occupational areas in the construction sector:

- **Brickwork**: you’ll learn how to draw and follow building plans, use machinery to cut materials to size, erect scaffolding, as well as lay bricks and blocks to build various masonry structures. There is plenty of variety in this trade - the work will take you both indoors and outdoors, up high-rise structures and even down tunnels.
- **Carpentry**: you’ll learn the skills needed as a carpenter to cut, join, shape and construct timber structures such as floors, studwork and roofs and to install items such as skirting boards, doors, kitchen units and staircases. You’ll learn how to use and maintain a wide variety of both hand tools and power tools. You’ll develop and use a keen eye for detail to ensure accuracy in the reading and producing of plans and drawings.
- **Electrical**: you’ll work on many different small and large-scale projects from basic domestic circuits to industrial three phase circuits. You’ll learn how to install different cable types and containment including armoured steel wire, MICC, conduit, trunking and cable tray. You’ll also learn how to inspect and test these circuits to industrial standards to prove they’re safe. You’ll study the underpinning theory that all electricians require including principles of science and in-depth knowledge of the I.E.T. regulations.
- **Plastering**: you’ll apply backing and finishing plaster to a variety of backgrounds including walls and ceilings to give them a smooth, finished look that can later be decorated. You’ll learn how to apply materials both internally and externally in a range of environments using different techniques. You’ll cut and fix plasterboard and apply finishing plaster. You’ll also learn how to design and apply mouldings, cornicing and coving to enhance the look of interior spaces. You may work on new construction projects or repair work on existing buildings.
- **Plumbing**: you’ll learn many of the key areas within plumbing and domestic heating such as hot and cold water supplies, sanitation and understanding health and safety within building services engineering. You’ll learn how to install sinks, radiators and other bathroom fixtures.

In all our construction courses you’ll also learn about communication, health & safety and the construction industry.

We also offer a range of part time construction courses – please see nhc.ac.uk/adults/engineering-construction for more information.

APPLY ONLINE NOW
www.nhc.ac.uk/school-leavers/construction
THE COURSES

ENTRY LEVEL 3

CERTIFICATE IN CONSTRUCTION SKILLS

WHAT YOU’LL NEED TO JOIN
There are no formal entry requirements for this course. We’ll use your interview to make sure this is the right course for you.

WHAT YOU’LL LEARN
■ brick and block work
■ basic carpentry Skills
■ introduction to the construction Industry
■ introduction to plastering
■ basic tiling skills
■ health, safety and welfare in the construction industry

HOW THE COURSE IS ASSESSED:
This course is assessed through assignments, projects, practical assessments. You’ll also sit exams if you’re doing maths or English GCSE or functional skills.

WHAT’S NEXT
Having successfully completed this course, you’ll be able
■ to progress to:
■ level 1 courses in construction
■ apprenticeships
■ paid employment in the sector

LEVEL 1

CERTIFICATE IN CONSTRUCTION SKILLS
(Bricklaying)

WHAT YOU’LL NEED TO JOIN
You’ll need three GCSEs at grade 2 or above including maths and English or entry level functional skills, plus we’ll use your interview to check this is the right course for you.

WHAT YOU’LL LEARN
On this course, you’ll learn about:
■ setting out and building masonry structures
■ blocklaying
■ bricklaying
■ cavity walling
■ health, safety and welfare in construction

HOW THE COURSE IS ASSESSED
This course is assessed through assignments, projects, practical assessments and online tests. You’ll also sit exams if you’re doing maths or English GCSE or functional skills.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
■ level 2 courses including the Level 2 Diploma in Bricklaying
■ apprenticeships
■ paid employment in the sector
LEVEL 1
CERTIFICATE IN CONSTRUCTION SKILLS (Carpentry and Joinery)

WHAT YOU’LL NEED TO JOIN
You’ll need three GCSEs at grade 2 or above including maths and English or entry level functional skills, plus we’ll use your interview to check this is the right course for you.

WHAT YOU’LL LEARN
On this course, you’ll learn about:
- health, safety and welfare in construction and associated industries
- technical information and quantities
- construction technology
- maintaining and using carpentry and joinery hand and power tools
- producing woodworking joints

HOW THE COURSE IS ASSESSED
This course is assessed through assignments, projects, practical assessments and online tests.
You’ll also sit exams if you’re doing maths or English GCSE or functional skills.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- level 2 courses including the Level 2 Diploma in Site Carpentry subject to entry requirements
- apprenticeships
- paid employment in the sector

“I’m thrilled to be entered into the WorldSkills competition, and I’m taking it seriously.”

Adam, level 2 brickwork student, on the WorldSkills competition
THE COURSES

LEVEL 1
CERTIFICATE IN CONSTRUCTION SKILLS (Plumbing Studies)

WHAT YOU’LL NEED TO JOIN
You’ll need three GCSEs at grade 2 or above including maths and English or entry level functional skills.

WHAT YOU’LL LEARN
On this course, you’ll learn about:
- the structure of the construction industry
- fundamental safe working practices
- above ground drainage
- plumbing science
- installation, repair and maintenance of plumbing systems

HOW THE COURSE IS ASSESSED
This course is assessed through assignments, projects, practical assessments and online tests.

You’ll also sit exams if you’re doing maths or English GCSE or functional skills.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- level 2 courses including Level 2 Diploma in Plumbing Studies
- apprenticeships
- paid employment in the sector

LEVEL 1
CERTIFICATE IN CONSTRUCTION SKILLS (Electrical Installation)

WHAT YOU’LL NEED TO JOIN
You’ll need three GCSEs at grade 2 or above including maths and English or entry level functional skills, plus a satisfactory interview.

WHAT YOU’LL LEARN
On this course, you’ll learn about:
- renewable energy
- electrical science
- inspection and testing
- fault diagnosis and rectification
- system design

HOW THE COURSE IS ASSESSED
This course is assessed through assignments, projects, practical assessments and online tests.

You’ll also sit exams if you’re doing maths or English GCSE or functional skills.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- level 2 courses including the Level 2 Diploma in Electrical Installation
- apprenticeships
- paid employment in the sector
LEVEL 1
CERTIFICATE IN CONSTRUCTION SKILLS (Plastering)

WHAT YOU’LL NEED TO JOIN
You’ll need three GCSEs at grade 2 or above including maths and English or entry level functional skills, plus a satisfactory interview.

WHAT YOU’LL LEARN
On this course, you’ll learn about:
- preparing background surfaces and mixing plastering materials
- applying scratch coats to internal backgrounds
- fixing sheet materials
- applying setting coats to walls
- health, safety and welfare in construction

HOW THE COURSE IS ASSESSED
This course is assessed through assignments, projects, practical assessments and online tests.
You’ll also sit exams if you’re doing maths or English GCSE or functional skills.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- level 2 courses
- apprenticeships
- paid employment in the sector

APPLY ONLINE NOW
www.nhc.ac.uk/school-leavers/construction
THE COURSES

LEVEL 2
DIPLOMA IN BRICKLAYING

WHAT YOU’LL NEED TO JOIN
You’ll need the basic entry requirements for this level (see page 7 for details).

WHAT YOU’LL LEARN
On this course, you’ll learn about:
- health, safety and welfare in construction
- principles of building construction, information and communication
- building solid walling, isolated and attached piers
- interpreting working drawings to set out masonry structures
- constructing cavity walling to form masonry structures

HOW THE COURSE IS ASSESSED
This course is assessed through assignments, projects, practical assessments and online tests.
You’ll also sit exams if you’re doing maths or English GCSE or functional skills.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- level 3 courses
- apprenticeships
- paid employment in the sector including as a qualified bricklayer

LEVEL 2
DIPLOMA IN ELECTRICAL INSTALLATION

WHAT YOU’LL NEED TO JOIN
You’ll need the basic entry requirements for this level (see page 7 for details) plus GCSE science at grade 4 or above.

WHAT YOU’LL LEARN
On this course, you’ll learn about:
- health and safety in building services and engineering
- principles of electrical science
- electrical installations technology
- installation of wiring systems and enclosures
- communication with others within building services and engineering

HOW THE COURSE IS ASSESSED
This course is assessed through assignments, projects, practical assessments and online tests.
You’ll also sit exams if you’re doing maths or English GCSE or functional skills.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- level 3 courses including the Level 3 Diploma in Electrical Installation
- apprenticeships
- paid employment in the sector
LEVEL 2  
DIPLOMA IN PLUMBING STUDIES

WHAT YOU’LL NEED TO JOIN
You’ll need the basic entry requirements for this level (see page 7 for details) plus GCSE science at grade 4 or above.

WHAT YOU’LL LEARN
On this course, you’ll learn about:
- domestic hot water systems
- sanitation systems
- common plumbing processes
- electrical supply and earth continuity
- environmental awareness in plumbing

HOW THE COURSE IS ASSESSED
This course is assessed through assignments, projects, practical assessments and online tests.
You’ll also sit exams if you’re doing maths or English GCSE or functional skills.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- level 3 apprenticeships in plumbing
- paid employment in the sector

“Have enjoyed working with other students and tutors. Tutors are very helpful and knowledgeable, excellent facilities and equipment.”

Laurence, level 2 part-time carpentry student

APPLY ONLINE NOW
www.nhc.ac.uk/school-leavers/construction
THE COURSES

LEVEL 2
DIPLOMA IN SITE CARPENTRY

WHAT YOU’LL NEED TO JOIN
You’ll need the basic entry requirements for this level (see page 7 for details).

WHAT YOU’LL LEARN
On this course, you’ll learn about:
- health, safety and welfare in construction and associated industries
- technical information, quantities and communication with others
- construction technology and preparing and using carpentry and joinery portable power tools
- carrying out maintenance to non-structural carpentry work

HOW THE COURSE IS ASSESSED
This course is assessed through assignments, projects, practical assessments and online tests.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- level 3 courses including the Level 3 Diploma in Site Carpentry
- apprenticeships
- paid employment in the sector

LEVEL 3
DIPLOMA IN ELECTRICAL INSTALLATION

WHAT YOU’LL NEED TO JOIN
You’ll need maths and English GCSEs at grade 4 or above or level 2 functional skills, plus a level 2 qualification in a relevant subject area passed with a merit or distinction grade.

WHAT YOU’LL LEARN
On this course, you’ll learn about:
- health and safety in building services engineering
- principles of electrical science and electrical systems design
- electrical installations: fault diagnosis and rectification

HOW THE COURSE IS ASSESSED
This course is assessed through assignments, projects, practical assessments and online tests.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- apprenticeships
- paid employment in the sector
DISCOVER CREATIVE & PERFORMING ARTS

LOCATION: HITCHIN CAMPUS

Art & design
Creative media
Fashion
Graphic design
Performing arts

“My teachers are very knowledgeable and supportive. I really like the freedom I have to explore my creativity, especially with the access I have to high quality media equipment.

Lingani, media student
THE SECTOR

With 1 in 11 jobs in the UK generated by creative industries, there has never been a better time to consider a creative career.

The creative industries which encompass film, design, arts, TV, music, fashion and design, advertising and video games accounts for more than two million jobs and contributed £92 billion to the UK economy in 2016.

THE JOBS

Thousands of people are employed across the sector and a variety of exciting careers are available in either performing or production arts, or the worlds of television, film, branding, marketing, graphic design and fashion.

HANDBS-ON

Our creative arts courses include lots of opportunities for you to get hands-on experience in the world of work, including:

- work experience with businesses like Clothes Show Live, The Royal Opera House, Kingdom Creative, The Wine Society, Herts For Learning and the National Youth Theatre
- designing and making large-scale installation work
- partaking in the annual in-house fashion show, exhibitions and performances
- opportunities to work on collaborative projects across creative arts and other course areas

THE COURSES

All courses are led by engaging tutors with years of experience in the creative industries and include opportunities for work experience, trips and workshops, exhibitions and live performances. All courses are awarded by University of Arts London (UAL), which is assessed entirely by coursework. You’ll be able to apply for widening participation classes in London with the University of Arts Insights Programme - increasing your opportunity to progress to one of the UAL Higher Education institutes.

Art and design: you’ll explore and develop your creativity while learning essential art, design and media skills. You’ll gain both practical and theoretical skills in the key areas of two and three dimensional design, such as fashion, textiles, graphic design, sculpture and product design. Alongside this, your ability and experience of painting, drawing, research and reflection will develop throughout the course.

Creative media: you’ll acquire skills that prepare you for the film and television industry. You’ll have access to professional equipment and industry standard software. The courses will cover a range of techniques, including single camera, multi-camera, lighting, sound design, post-production and photography.

Fashion: you’ll acquire skills that prepare you for the fashion industry, from both the design perspective (textiles, fabric manipulation, garment construction, fashion illustration, pattern cutting, print-making, knit and stitching) as well as the business perspective (sampling and buying). You’ll learn to generate your own ideas, which you’ll carry through every stage of the process to a final catwalk show and you’ll develop your own portfolio of work.

Graphic design: you’ll have access to industry standard equipment and software to explore specialisms such as illustration, print and publishing, motion graphics and typography. You’ll gain real life experiences and generate a professional portfolio to support your future progression.

Performing arts: you’ll develop knowledge and skills in acting, directing, devising, voice, movement and script writing. You’ll take part in multiple performances throughout the year, some of which will be part of a national competition. You’ll collaborate with other creative disciplines, such as media, as well as external companies.

Higher Education: our HE courses are for you if you’re 19+ and you want a degree-level qualification in your chosen career field. Our HE qualifications are quality-assured, focused on helping you to realise your potential and to progress to higher levels and into work. In this course area we offer a HNC/HND in Fashion & Textiles and Art Practice.

We also offer a range of part time creative and performing arts courses – please see nhc.ac.uk/adults/art-and-design for more information.
CREATIVE & PERFORMING ARTS

THE COURSES

LEVEL 1

DIPLoma IN ART & DESIGN AND MEDIA

WHAT YOU’LL NEED TO JOIN
There are no formal entry requirements for this course. We’ll use your interview to make sure this is the right course for you.

WHAT YOU’LL LEARN
On this course, you’ll learn about:
- painting and drawing
- photography
- printmaking
- digital media
- 3D processes

HOW THE COURSE IS ASSESSED
This course is assessed through assignments and projects. You’ll only sit exams if you’re also doing maths or English GCSE or functional skills.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- level 2 courses including the Level 2 Diploma in Art & Design and Level 2 Diploma in Creative Media Production
- apprenticeships
- Traineeships

LEVEL 2

DIPLoma IN ART & DESIGN

WHAT YOU’LL NEED TO JOIN
You’ll need the basic entry requirements for this level (see page 7 for details) plus a portfolio of work which we’ll discuss at your interview.

WHAT YOU’LL LEARN
On this course, you’ll learn about:
- painting and drawing
- textiles and photography
- printmaking including screen printing, lino printing and mono prints
- digital media using Adobe Illustrator and Photoshop software
- 3D making processes using wood, metal and ceramics

HOW THE COURSE IS ASSESSED
This course is assessed through assignments and projects. You’ll only sit exams if you’re also doing maths or English GCSE or functional skills.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- level 3 courses including the Level 3 Extended Diploma in Art and Design, Level 3 Extended Diploma in Creative Media Production, Level 3 Extended Diploma in Graphic Design and Level 3 Extended Diploma in Fashion
- apprenticeships
- paid employment in the sector
LEVEL 2
DIPLOMA IN CREATIVE MEDIA PRODUCTION

WHAT YOU’LL NEED TO JOIN
You’ll need the basic entry requirements for this level (see page 7 for details).

WHAT YOU’LL LEARN
On this course, you’ll learn about:
- filmmaking techniques
- lighting
- editing
- production planning
- film theory & research
- fiction and non-fiction study

HOW THE COURSE IS ASSESSED
This course is assessed through assignments and projects. You’ll only sit exams if you’re also doing maths or English GCSE or functional skills.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- level 3 courses including Level 3 Extended Diploma in Creative Media Production
- apprenticeships
- paid employment in the sector

“There is always strong and inventive work that surprises and delights at the North Hertfordshire College end of year art show.”

Daily Telegraph journalist
LEVEL 3
EXTENDED DIPLOMA IN ACTING

WHAT YOU’LL NEED TO JOIN
You’ll need the basic entry requirements for this level (see page 7 for details) plus you’ll need to complete a practical audition, including a monologue and / or acting workshop.

WHAT YOU’LL LEARN
On this two-year course, you’ll learn about:
- acting for stage
- voice technique
- movement for actors
- acting for camera
- devising
- scriptwriting
- contextual studies

HOW THE COURSE IS ASSESSED
This course is assessed through assignments and projects. You’ll only sit exams if you’re also doing maths or English GCSE or functional skills.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- university
- apprenticeships
- paid employment in the sector
- drama school

LEVEL 3
EXTENDED DIPLOMA IN ART & DESIGN

WHAT YOU’LL NEED TO JOIN
You’ll need the basic entry requirements for this level (see page 7 for details) plus a strong portfolio of work which we’ll discuss at your interview.

WHAT YOU’LL LEARN
On this two-year course, you’ll learn about:
- two-dimensional design
- three-dimensional design
- painting and drawing
- printmaking
- 3D construction
- digital manipulation
- idea development
- contextual studies
- critical reflection
- portfolio building through themed and live projects

HOW THE COURSE IS ASSESSED
This course is assessed through assignments and projects. You’ll only sit exams if you’re also doing maths or English GCSE or functional skills.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- higher level courses including the Level 3/4 Foundation Diploma in Art & Design, HNC/HND in Fashion & Textiles or HNC/HND in Art Practice
- university
- apprenticeships
- paid employment in the sector
My excellent tutors provided a stimulating environment and exposed me to a world of art which I’d previously known nothing about. The facilities such as the printing room and 3D workshop were fantastic and the collaboration with my peers paved the way for good friendships to form.

Thanks to NHC I earned a place at Central St Martins studying BA Fine Art.

Holly, former Art & Design Foundation Diploma student
THE COURSES

LEVEL 3

EXTENDED DIPLOMA IN FASHION

WHAT YOU’LL NEED TO JOIN
You’ll need the basic entry requirements for this level (see page 7) plus you’ll also need a strong portfolio of work which we’ll discuss at your interview.

WHAT YOU’LL LEARN
On this two-year course, you’ll learn about:
- fashion illustration
- pattern cutting
- garment construction
- textile design and printmaking
- fabric manipulation
- fashion trends and customer profiles
- research and idea development
- critical reflection
- portfolio building.

HOW THE COURSE IS ASSESSED
This course is assessed through assignments and projects. You’ll only sit exams if you’re also doing maths or English GCSE or functional skills.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- higher level courses including the Level 3/4 Foundation Diploma in Art & Design or HNC/HND in Fashion & Textiles
- university
- apprenticeships
- paid employment in the sector

LEVEL 3

EXTENDED DIPLOMA IN CREATIVE MEDIA PRODUCTION

WHAT YOU’LL NEED TO JOIN
You’ll need the basic entry requirements for this level (see page 7) plus you’ll also need a strong portfolio of work which we’ll discuss at your interview.

WHAT YOU’LL LEARN
On this two-year course, you’ll learn about:
- single and multi-camera techniques
- lighting techniques
- editing and post-production using the adobe creative suite and Da Vinci Resolve
- audio production
- Industry skills
- cinematography
- market research
- critical reflection
- show reel
- film theory

HOW THE COURSE IS ASSESSED
This course is assessed through assignments and projects. You’ll only sit exams if you’re also doing maths or English GCSE or functional skills.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- university
- apprenticeships
- paid employment in the sector
LEVEL 3
EXTENDED DIPLOMA IN GRAPHIC DESIGN

WHAT YOU’LL NEED TO JOIN
You’ll need the basic entry requirements for this level (see page 7) plus you’ll also need a strong portfolio of work which we’ll discuss at your interview.

WHAT YOU’LL LEARN
On this two-year course, you’ll learn about:
- Photoshop, Illustrator and InDesign and After Effects
- drawing, mixed-media and photography
- idea development
- critical reflection
- portfolio building

HOW THE COURSE IS ASSESSED
This course is assessed through assignments and projects. You’ll only sit exams if you’re also doing maths or English GCSE or functional skills.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- higher level courses including the Level 3/4 Foundation Diploma in Art & Design or HNC/HND in Art Practice
- university
- apprenticeships
- paid employment in the sector
THE COURSES

LEVEL 3/4
FOUNDATION DIPLOMA IN ART & DESIGN

WHAT YOU’LL NEED TO JOIN
You’ll need an A-level or equivalent Level 3 in related subject, GCSE maths and English grade 4 or above, plus you’ll need to be aged 18+. You’ll also need a strong portfolio of work which we’ll discuss at your interview.

WHAT YOU’LL LEARN
On this course, you’ll learn about:

■ experimental and exploratory approaches
■ fine art, graphic design, fashion & textiles, 3D design, print-making, digital media and film
■ working in your specialist field through work experience
■ team working skills through collaborating with other students on large-scale projects
■ contextual knowledge of current and historical developments in art and design
■ higher thinking skills and idea development
■ experimental and exploratory approaches

HOW THE COURSE IS ASSESSED
This course is assessed through assignments and projects.

Next Steps
Having successfully completed this course, you’ll be able to progress to:

■ higher level courses including the HNC/HND in Fashion & Textiles or HNC/HND in Art Practice
■ university including courses at University of Arts in London (ranked 6th in the world)
■ apprenticeships
■ paid employment in the sector

HIGHER EDUCATION
HIGHER NATIONAL CERTIFICATE / DIPLOMA IN FASHION & TEXTILES

WHAT YOU’LL NEED TO JOIN
You’ll need the basic entry requirements for level 4 courses (see page 7 for details) plus a strong portfolio of work.

WHAT YOU’LL LEARN
On this two-year course, you’ll learn about:

■ professional development
■ contextual studies
■ techniques and processes
■ fashion and textile design
■ computer aided design
■ pattern cutting and garment making
■ creative entrepreneurship

HOW THE COURSE IS ASSESSED
This course is assessed through assignments, projects and portfolios.

Next Steps
Having successfully completed the HND, you’ll be able to progress to:

■ final year of university to complete a BA Hons in Fashion and /or Textiles
■ paid employment in the sector

HOW TO APPLY
Applications for these courses must be made via UCAS (www.ucas.co.uk), using the specialist code C100. The options are:

■ January start for HNC (year 1 – Level 4) – condensed into Jan to July.
■ September start for HNC (year 1 – Level 4) – new cohort – running across whole year as normal
■ September start HND (year 2) – for those progressing from our January start to year 2 – running as normal across the whole year
I am currently taking part in The Royal Opera House Design Challenge, which is a really exciting opportunity. I enjoy the conceptual work and being allowed to think outside the box in the design process.

Sarah,
Level 3 Extended Diploma in Fashion
This course has given me a better understanding of what I want to do in the future. It’s really opened up my options.

Cameron, Engineering student
THE JOBS

Engineers are in demand in the UK – with two million engineering and welding-related vacancies predicted over the next few years. Opportunities can be found with companies on a regional, national or even global level. As well as large companies that require engineering such as Airbus, BP or GlaxoSmithKline, the sector is also made up of many small to medium-sized enterprises (SMEs).

HANDS-ON

Our engineering and welding courses include lots of opportunities for you to get hands-on experience of the world of work, including:

- work experience with businesses like Weldability and other local businesses
- innovative tools and technology such as 3D printer, laser cutter, traditional and advanced Computer Numerical Control (CNC) manufacturing facility. The area is further supported by industry standard software for Computer Aided Design (CAD) manufacturing, including that for electronics and circuit design.
- Welding plants for Manual Metal Arc (MMA), Metal Inert/Active Gas (MIG/MAG), Tungsten Inert Gas (TIG), oxy-acetylene cutting/brazing and plasma cutting, allowing our students to learn and refine their skills to industry standards
- guest talks from employers from the local industry
- visits to universities and industries help learners deepen their understanding of the sector

THE COURSES

The engineering and welding courses at NHC develop your knowledge and know-how in the sector through an engaging mix of both technical lessons and hands-on practical experiences. You’ll advance your understanding of:

Engineering: engineering is a wide-ranging profession, applying scientific principles to the design and construction of various industrial and domestic products to the benefit of society and the environment. The courses are both theoretical and practical and you learn by completing projects and assignments that are based on realistic workplace situations, activities and demands. These courses help you to acquire a greater understanding of the principles that help engineers and technicians to solve practical problems. The level 3 extended diploma course attracts the same UCAS points for university entrance as three A-levels, which means that when you have finished the course you can choose whether to get a job, an apprenticeship or go on to higher education.

Higher Education: our HE courses are for you if you’re 19+ and you want a degree-level qualification in your chosen career field. Our HE qualifications are quality-assured, focused on helping you to realise your potential and to progress to higher levels and into work. In this course area we offer an HNC/HCD in engineering.

We also offer a range of part time welding courses – please see nhc.ac.uk/adults/engineering-construction for more information.

THE SECTOR

Engineering and manufacturing represents a large sector with operations occurring across a range of sub-sectors including aerospace, chemicals, construction, automotive, marine, nuclear, metals, minerals and materials. The UK chemicals sector alone has over 110,000 employees working to produce household products and medicines.
THE COURSES

HIGHER EDUCATION

HIGHER NATIONAL CERTIFICATE / DIPLOMA IN ENGINEERING

WHAT YOU’LL NEED TO JOIN
You’ll need a Level 3 Diploma in Engineering plus GCSEs at grade 9-4 in maths & English (or Functional Skills level 2 or above).

WHAT YOU’LL LEARN
On this two-year course, you’ll learn about:
- analytical methods for engineers
- engineering science
- project design, implementation and evaluation
- mechanical principles
- electrical and electronic principles
- mechatronics

HOW THE COURSE IS ASSESSED
This course is assessed through assignments and projects.

The Higher National Certificate is awarded upon successful completion of the first year.

NEXT STEPS
Having successfully completed the HND, you’ll be able to progress to:
- the final year of university to complete a BEng in Engineering
- apprenticeships
- paid employment in the sector

HOW TO APPLY
Applications for these courses must be made via UCAS (www.ucas.co.uk), using the specialist code H100.
We have enjoyed using different workshop devices such as chainsaws, angle grinders and MIG welders - which are things we have never used before.

Former Engineering students, Harry and Morgan
I completed work experience at Champneys Health Spa in Henlow and loved it. I have now started my career there as I was offered a job on the back of my work experience.

Sarah, Level 3 Beauty therapy student
THE SECTOR

This sector includes hair care, cosmetic and skin care companies, nail care and health treatments. The sector is big business in the UK – it is worth nearly £20 billion and employs more than one million people.

THE JOBS

The hair and beauty sector will continue to grow over the coming years, meaning that there will be a continual need for skilled beauty therapists, nail technicians, hairdressers, make-up artists and barbers – both in small salons and clinics, high street chains such as Toni & Guy, department stores and spas.

HANDS-ON

Our hairdressing and beauty therapy courses include lots of opportunities for you to get hands-on experience of the world of work, including:

- work experience with businesses like Champney’s, Aqua-Sana, Center Parcs, Wella and local theatre companies
- the opportunity to help run Hart Salon, working with paying customers
- visits to businesses and major events such as Salon International, Pro Hair Live, Barber UK, Victoria & Albert Museum and Professional Beauty Show
- workshops including the Professional Beauty Show, Dermalogica and Wella London, tanning, advanced waxing and stone therapy

THE COURSES

NHC courses give you the knowledge and confidence to land your dream career in the world of hairdressing, beauty therapy and make-up artistry. Highly experienced and knowledgeable tutors will train you on courses related to:

Barbering: our courses will provide you with the expertise in the basic aspects of barbering. The course includes cutting, styling, facial beard shaping and consultation, and health and safety. Additionally, you’ll develop retailing and reception skills, and learn how to promote future products and services to enhance the growth of the business. You’ll be equipped to enter the industry with all the essential knowledge required for a successful career in barbering, having developed your wider communication and commercial skills.

Beauty therapy: our courses will provide you with expertise in all aspects of beauty therapy including facials, manicure, pedicure, waxing, lash and brow treatments, make-up, body massage, permanent hair removal, face and body electrotherapy treatments, and microdermabrasion. Additionally, you’ll develop retailing and reception skills and learn how to provide skin analysis, figure diagnosis, as well as dietary and exercise advice. All treatments relating to a good understanding of anatomy and physiology and how the body works.

Theatrical and media make-up: on our courses, you’ll learn the basics of character make-up, special effects and media make-up, hairdressing techniques for media make-up, wigs, postiche, prosthetics, bald caps and the application of airbrush, camouflage, media, fashion and photographic make-up.

Women’s hairdressing: our courses will provide you with expertise in all aspects of women’s hairdressing. This will include the knowledge of what is required from a junior assistant, to the skills of a junior and advanced stylist. The courses include cutting, colouring, perming, styling and consultation. Additionally, you’ll develop retailing and reception skills, and learn how to promote future products and services to enhance the growth of the business.
HAIRDRESSING & BEAUTY THERAPY

THE COURSES

LEVEL 1
CERTIFICATE IN HAIRDRESSING AND BARBERING

WHAT YOU’LL NEED TO JOIN
There are no formal entry requirements for this course. We’ll use your interview to make sure this is the right course for you. You’ll also complete an initial assessment and need a school reference if you’re 16-18.

WHAT YOU’LL LEARN
On this course, you’ll learn about:
- shampooing and conditioning
- colour removal
- neutralising
- customer service
- health and safety
- styling and blowdrying

HOW THE COURSE IS ASSESSED
This course is assessed through practical assessment, assignments and online theory tests. You’ll also sit exams if you’re doing maths or English GCSE or functional skills.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- level 2 courses including the Level 2 Certificate in Women’s Hairdressing and Level 2 Certificate in Barbering
- apprenticeships
- paid employment in the sector

LEVEL 2
CERTIFICATE IN BARBERING

WHAT YOU’LL NEED TO JOIN
You’ll need the basic entry requirements for this level (see page 7 for details) plus a successful interview, initial assessment and professional or school reference if you’re 16-18.

WHAT YOU’LL LEARN
On this course, you’ll learn about:
- client consultation and health and safety
- shampooing and conditioning
- basic cutting techniques
- clipper cutting
- facial hair

HOW THE COURSE IS ASSESSED
This course is assessed through practical assessment, assignments and online theory tests. You’ll also sit exams if you’re doing maths or English, GCSE or functional skills.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- level 2 courses including the Diploma in Women’s Hairdressing
- apprenticeships
- paid employment in the sector
THE COURSES

LEVEL 2
CERTIFICATE IN WOMEN’S HAIRDRESSING

WHAT YOU’LL NEED TO JOIN
You’ll need the basic entry requirements for this level (see page 7 for details) plus a level 1 qualification in hairdressing or relevant industry experience, a successful interview, initial assessment and professional or school reference if you’re 16-18.

WHAT YOU’LL LEARN
On this course, you’ll learn about:
- health and safety and consultation processes
- shampoo and condition the hair and scalp
- cutting women’s hair
- colouring and lightening the hair
- styling and dressing hair

HOW THE COURSE IS ASSESSED
This course is assessed through practical assessment, assignments and online tests.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- level 3 courses including the Level 3 Diploma in Hairdressing
- apprenticeships
- paid employment in the sector

LEVEL 2
DIPLOMA IN HAIRDRESSING (Mature Students)

WHAT YOU’LL NEED TO JOIN
This course is for students aged 19+ and there are no formal entry requirements. We’ll use your interview, a reference and a maths and English assessment to make sure this is the right course for you.

WHAT YOU’LL LEARN
On this course, you’ll learn about:
- health and safety and consultation processes
- shampoo and condition the hair and scalp
- promoting products
- cutting women’s hair
- colouring, lightening, perming and neutralising hair
- the art of dressing hair
- plaiting and twisting

HOW THE COURSE IS ASSESSED
This course is assessed through assignments, practical tests and online tests.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- further learning at NHC including the Level 3 Diploma in Women’s Hairdressing and the Level 2 Certificate in Barbering
- apprenticeships
- paid employment in the sector
Amazing experience, was really excited to be chosen as a model and being up close to professionals. I love it!

level 2 hairdressing student, on hairdressing visit to Salon International

LEVEL 3
DIPLOMA IN WOMEN’S HAIRDRESSING

WHAT YOU’LL NEED TO JOIN
You’ll need the basic entry requirements for this level (see page 7 for details) plus we’ll use your interview and theory test to make sure this is the right course for you.

WHAT YOU’LL LEARN
On this course, you’ll learn about:
- health and safety and consultation
- cutting hair
- styling and dressing hair
- creative design skills
- colour
- colour correction
- perming
- promoting products

HOW THE COURSE IS ASSESSED
This course is assessed through assignments, projects, practical and online theory tests.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to paid employment in the sector including as a hairdresser.
HAIRDRESSING & BEAUTY THERAPY

THE COURSES

LEVEL 1
CERTIFICATE IN BEAUTY THERAPY

WHAT YOU’LL NEED TO JOIN
There are no formal entry requirements for this course. We’ll use your interview and school report to make sure this is the right course for you.

WHAT YOU’LL LEARN
On this course, you’ll learn about:
- health and safety
- assisting with facial skin care
- assisting with nail treatments
- preparing and maintaining the beauty therapy work area
- anatomy and physiology

HOW THE COURSE IS ASSESSED
This course is assessed through practical assessment, online tests and assignments.
You’ll also sit exams if you’re doing maths or English GCSE or functional skills.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- level 2 courses including the Level 2 Technical Certificate in Beauty Therapy or the Level 2 Diploma in Beauty Therapy
- apprenticeships
- paid employment in the sector

LEVEL 2
TECHNICAL CERTIFICATE IN BEAUTY THERAPY

WHAT YOU’LL NEED TO JOIN
You’ll need 3 GCSEs at grade 4 or above (including English) or a level 1 qualification in a relevant subject area, plus GCSE grade 3 or above in science, a successful interview and a reference.

WHAT YOU’LL LEARN
On this course, you’ll learn about:
- principles of practice for beauty therapists
- health and safety
- anatomy and physiology
- waxing/hair removal treatments
- facial and skin analysis
- manicure and pedicure
- gel polish application
- lash and brow treatments
- make-up
- tanning

HOW THE COURSE IS ASSESSED
This course is assessed through exams, online tests and practical tests.
You’ll also sit exams if you’re doing maths or English GCSE or functional skills.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- level 3 courses including the Level 3 Diploma in Beauty Therapy Techniques and the Level 3 Diploma in Theatrical, Special Effects, Hair & Media Make-Up
- apprenticeships
- paid employment in the sector
I really enjoyed my work experience and learning how to interact with clients. I got offered a job after I’d completed my 30 hours and am now working part-time as a beauty therapist whilst continuing my studies.

Carla, Level 3, Beauty Therapy student
THE COURSES

LEVEL 2
DIPLOMA IN BEAUTY THERAPY (Mature Students)

WHAT YOU’LL NEED TO JOIN
This course is for students aged 19+, and there are no formal entry requirements. We’ll use your interview, a reference and a maths and English assessment to make sure this is the right course for you.

WHAT YOU’LL LEARN
On this course, you’ll learn about:
- health and safety
- client care and communication
- facials, waxing, manicure and pedicure
- promoting products and services
- cosmetic makeup and eye treatments
- anatomy and physiology

HOW THE COURSE IS ASSESSED
This course is assessed through assignments, practical tests and online tests.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- level 3 courses including the Level 3 Diploma in Theatrical, Special Effects, Hair & Media Make-Up
- apprenticeships
- paid employment in the sector

LEVEL 3
DIPLOMA IN BEAUTY THERAPY TECHNIQUES

WHAT YOU’LL NEED TO JOIN
You’ll need the Level 2 Beauty Therapy diploma, plus a successful interview and a reference. (see page 7 for details) plus a successful interview and a reference.

WHAT YOU’LL LEARN
On this course, you’ll learn about:
- health and safety
- anatomy and physiology
- body massage
- facial electrical treatments
- body electrical treatments
- electrical epilation
- microdermabrasion
- figure diagnosis, dietary and exercise advice

HOW THE COURSE IS ASSESSED
This course is assessed through practical tests, online tests, assignments and projects.
You’ll also sit exams if you’re doing maths or English GCSE or functional skills.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- paid employment in the sector
- apprenticeships
- specialist courses within the industry
- higher education
LEVEL 3
DIPLOMA IN THEATRICAL, SPECIAL EFFECTS, HAIR AND MEDIA MAKE-UP

WHAT YOU’LL NEED TO JOIN
You’ll need four GCSEs at grade 4 or above, including English (school leavers only), plus a makeup and hair portfolio demonstrating interest and practical ability. A level 2 qualification in a related subject is desirable, but not essential.

WHAT YOU’LL LEARN
On this course, you’ll learn about:
- health and safety, client care and communication
- fashion and photographic make-up
- camouflage make-up
- media make-up
- styling and fitting postiche
- applying prosthetic pieces
- face and body art
- creating an image based on a theme

HOW THE COURSE IS ASSESSED
This course is assessed through assignments, projects, case studies, presentations, photo shoots and practical assessment.

You’ll only sit exams if you’re also doing maths or English GCSE or functional skills.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- apprenticeships
- paid employment in the sector
- specialist courses within the industry
- freelance make-up artist

“My work experience was a great opportunity to ask any questions to people that had been in beauty therapy for many years.”

Hayley, level 3 beauty student
“The staff are friendly, cooperative and supportive in any situation. They contribute to making the college environment and experience enjoyable and unlike no other.”

Camiya, Health & Social Care
THE SECTOR

Work in the sector that aims to improve people’s lives, care for the sick and help those in need. Health and social care encompasses, amongst other things, hospitals, doctors, dentists, pharmacies, opticians and care homes, with the National Health Service (NHS) being its largest employer.

THE JOBS

Working in health and social care can be a satisfying experience, with many opportunities for careers within the NHS as well as independent healthcare companies like BUPA or charities like the Red Cross. Courses in healthcare could also eventually lead to careers as nurses, paramedics and therapists.

HANDS-ON

Our health and social care courses include lots of opportunities for you to get hands-on experience of the world of work, including:

- work experience with businesses like Phase Hitchin and Herts Homecare
- networking events with current professionals from across the sector
- engagement with guest speakers from businesses like Mind in Herts, Kissing it Better, Healthwatch Hertfordshire, Herts Young Homeless, Stevenage Fire Station and Herts Partnership University Foundation Trust
- supporting the local community through projects and fund raising

THE COURSES

We offer courses, at different levels, in some of the most important occupational areas in the health and social care sector. Our courses offer direct access to employment or progression to higher education and they develop your understanding of anatomy and physiology, patient needs, rights and responsibilities as well as help you to effectively communicate with patients. You’ll learn how to ensure safe environments and support diversity, equality and safeguarding in health and social care.

Career pathways include:

**Care work:** care workers or carers deliver support and companionship to the sick and the elderly both at their homes and in specialist centres or residences. You’ll learn how to perform a number of duties to help clients feel safe, secure and comfortable in their environment. These may include assisting with dressing, washing, helping with eating, shopping, cleaning or attending appointments with clients and helping them manage their medication.

**Clinical support:** our courses will allow you to master therapy techniques and learn how to work alongside health professionals such as physiotherapists, speech and language therapists or dietitians. You’ll learn how to be responsible for setting up the necessary equipment for a therapy session, prepare patients, assist therapists during treatments and maintain patient records and other administration.

**Healthcare:** healthcare work in hospitals and other settings such as GP surgeries requires medical and health skills and knowledge. You’ll learn about the roles of healthcare professionals such as nurses, doctors and midwives studying key health concepts. These courses will also cover day-to-day healthcare activities including washing and dressing patients, assisting patients with feeding, assisting patients with their mobility, comfort and hygiene and monitoring and documenting patients’ temperature, pulse, breathing and weight.

**Social work:** our courses will develop your understanding of the work that social workers undertake with children and their families, the elderly, people with disabilities or mental health conditions, the homeless or those affected by crime. Social work includes conducting interviews to assess the circumstances and needs of different groups of people and offer them advice. These courses will also cover practical tasks such as how to organise care plans, undertake assessments and recommend courses of action in liaison with other agencies such as the NHS, schools or the police.

NHC courses provide clear routes to higher education and, ultimately, professions such a nursing, social work and counselling.

We offer a range of part time health & social care courses – please see nhc.ac.uk/adults/health-and-social-care for more information. We also offer an access to higher education diploma in this subject area if you’re 19+ - please see page 10 for details.
THE COURSES

LEVEL 1
DIPLOMA IN HEALTH AND SOCIAL CARE

WHAT YOU’LL NEED TO JOIN
You’ll need four GCSEs at grade 2 or above including maths and English or entry level functional skills.

WHAT YOU’LL LEARN
On this course, you’ll learn about:
- being organised
- developing a personal progression plan
- communication skills for health and social care
- providing a creative activity when caring for people
- visiting a health or social care setting

HOW THE COURSE IS ASSESSED
This course is assessed through assignments and projects. You’ll only sit exams if you’re also doing maths or English GCSE or functional skills.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- level 2 courses including the Level 2 Certificate in Health & Social Care
- apprenticeships
- paid employment in the sector

LEVEL 2
CERTIFICATE IN HEALTH AND SOCIAL CARE

WHAT YOU’LL NEED TO JOIN
You’ll need the basic entry requirements for this level (see page 7 for details).

WHAT YOU’LL LEARN
On this course, you’ll learn about:
- ensuring safe environments in health and social care
- cultural diversity in health and social care
- healthy living
- human lifespan development
- creative and therapeutic activities in health and social care

HOW THE COURSE IS ASSESSED
This course is assessed through assignments, projects and exams. You will also sit exams if you’re doing maths or English GCSE or functional skills.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- level 3 courses including the Level 3 Diploma in Health & Social Care
- apprenticeships
- paid employment in the sector
LEVEL 3
EXTENDED DIPLOMA IN HEALTH AND SOCIAL CARE

WHAT YOU’LL NEED TO JOIN
You’ll need the basic entry requirements for this level (see page 7 for details).

WHAT YOU’LL LEARN
On this two-year course, you’ll learn about:
- human lifespan development
- working in health and social care
- research methodology for health and social care
- anatomy and physiology
- principles of safe practice in health and social care

HOW THE COURSE IS ASSESSED
This course is assessed through assignments, projects and exams.
You will also sit exams if you’re doing maths or English GCSE or functional skills.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- year 2 of the Extended Diploma in Health & Social Care
- apprenticeships
- paid employment in the sector

"All of your students were lovely when I met them during the interview. Your college course will be very beneficial for them in deciding where to go next."

Mind in Herts
Mind is our Charity of the Year for 2018-19
“My son is having a positive educational experience for the first time in many years and is now thriving in a way that I did not think was possible again. This is thanks to the incredible tutors he has.”

Parent of IT student

DISCOVER IT & COMPUTING

LOCATION: STEVENAGE CAMPUS

Computer game & applications development
Cybersecurity
Networking
Programming
Technical repair and support
Web development
THE SECTOR

Information and communication technology (IT) impacts on virtually every aspect of modern life and the UK has one of the largest IT markets in the world. There are over 100,000 software companies in the country spanning soft and hardware development, programming, website design and gaming. Gaming alone adds over £4 billion to the economy.

THE JOBS

IT and computing are needed for communication all over the world so there will always be jobs in this ever-changing sector. Studying an IT-based course could lead to a dynamic and global career in areas ranging from intelligence analytics, to website design or games testing.

HANDS-ON

Our IT and computing courses include lots of opportunities for you to get hands-on experience of the world of work, including:

- work experience with businesses like Fujitsu, ECP Network, Avnet, Computacenter, and Royde and Tucker
- engagement with guest speakers from businesses like Hertfordshire Constabulary
- the opportunity to enter Worldskills competitions to showcase your skills against the best students from around the world
- enrichment activities such as a visit to Euro Gamer, The National Museum of Computing, Cyber Security Conference and the UCAS Convention

THE COURSES

Our IT and computing courses give you a range of skills from computer systems and networks to advanced database design and software development - whether you’re beginning your career, want to retrain within IT or want to study for fun. Our courses prepare you for a range of jobs including:

**Computer game/applications development:** you’ll learn the expert knowledge of a specialist computer language in a certain field (i.e. mobile phones or office suites) needed to build computer games or become an applications developer. As you would with commissioned client work, you’ll develop apps or computer games from the initial idea, through the building and testing stage, to going live and then repairing or modifying after that.

**Customer IT/technical support:** you’ll learn how to troubleshoot all manner of IT-related problems.

You’ll work on the skills required to man a helpdesk of major hardware and software suppliers and manufacturers. You’ll use your wide-ranging tech knowledge and communication skills to provide support to end-user businesses and customers and resolve any issues they may be experiencing.

**Cybersecurity:** you’ll learn the skills of cyber security specialists to protect computers and networks from criminal intrusion. Cyber security specialists are in high demand across employers in the tech sector with cyber criminals getting more and more clever, so you’ll be dedicated to fighting them off with your technical expertise.

**Networking:** you’ll learn the skills of a network engineer to set up, maintain, update and troubleshoot local and wide area networks and communication systems for different organisations. When the internet goes down or someone’s computer won’t log on, you’ll be the person to fix it! Network or hardware engineers are also responsible for data storage, security and recovery and this topic will prepare you with the analysis, logical thinking and problem solving skills you’ll need.

**Programming:** you’ll learn the skills of a programmer to write code to create software programmes. Sectors from healthcare to business, sales to construction, are reliant on the software programmers create to perform their day-to-day duties, so you’ll be learning skills that are increasingly valued in the modern world.

**Web development:** you’ll develop web and production skills for everything related to creating and building websites – from what they look like, to how they’re constructed behind the scenes. The skills are both technical and creative, as it involves lots of programming and problem solving, and playing with how a webpage looks and feels.

**Higher Education:** our HE courses are for you if you’re 19+ and you want a degree-level qualification in your chosen career field. Our HE qualifications are quality-assured, focused on helping you to realise your potential and to progress to higher levels and into work. In this course area we offer foundation degrees in computing technologies with pathways in web based technologies, software production, networks and cyber security.

We also offer a range of part time IT and computing courses – please see nhc.ac.uk/adults/it-computing for more information.

APPLY ONLINE NOW

www.nhc.ac.uk/school-leavers/it-computing
THE COURSES

ENTRY LEVEL

DIPLOMA FOR IT USERS

WHAT YOU’LL NEED TO JOIN
There are no formal entry requirements for this course. We’ll use your interview to make sure this is the right course for you.

WHAT YOU’LL LEARN
On this course, you’ll learn about:
- IT user fundamentals
- using the internet
- using email
- desktop publishing
- presentation software
- spreadsheet software
- word processing
- IT security for IT users

HOW THE COURSE IS ASSESSED
This course is assessed through assignments and projects. You’ll only sit exams if you’re also doing maths or English GCSE or functional skills.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- level 1 courses including the Level 1 Diploma for IT users
- apprenticeships
- paid employment in the sector

LEVEL 1

DIPLOMA FOR IT USERS

WHAT YOU’LL NEED TO JOIN
You’ll need five GCSEs at grade 2 or above including maths and English or the functional skills equivalent, or an entry level qualification in a relevant subject area plus GCSE maths and English at grade 2 or above or the functional skills equivalent.

WHAT YOU’LL LEARN
On this course, you’ll learn about:
- IT security for users
- using the internet
- using email
- presentation software
- spreadsheets

HOW THE COURSE IS ASSESSED
This course is assessed through assignments and projects. You’ll only sit exams if you’re also doing maths or English GCSE or functional skills.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- level 2 courses including the Level 2 Diploma in IT
- apprenticeships
- paid employment in the sector
LEVEL 2
DIPLOMA IN IT

WHAT YOU’LL NEED TO JOIN
You’ll need five GCSEs at grade 3 or above including maths and English or the functional skills equivalent, or a level 1 qualification in a relevant subject area plus GCSE maths and English at grade 2 or above or the functional skills equivalent.

WHAT YOU’LL LEARN
On this course, you’ll learn about:
■ communicating in the IT industry
■ working in the IT industry and website development
■ computer systems and animation techniques
■ installing computer software/hardware
■ spreadsheet modelling and games development

HOW THE COURSE IS ASSESSED
This course is assessed through assignments and projects.
You’ll only sit exams if you’re also doing maths or English GCSE or functional skills.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
■ level 3 courses including the Level 3 Subsidiary Diploma in IT
■ apprenticeships
■ paid employment in the sector

“I’ve been accepted into Brighton University to study business information systems! Thank you so much, I can’t believe how much you’ve done for me.

Former level 3 IT & computing student
THE COURSES

LEVEL 3
SUBSIDIARY DIPLOMA IN IT

WHAT YOU’LL NEED TO JOIN
You’ll need five GCSEs at grade 4 or above including maths and English or the functional skills equivalent, or a level 2 qualification in a relevant subject area plus GCSE maths and English at grade 4 or above or the functional skills equivalent.

WHAT YOU’LL LEARN
On this course, you’ll learn about:
- big data and cyber security
- project planning with IT and cloud computing
- developing computer games
- computer animation
- computer aided design
- graphic design
- cloud technology

HOW THE COURSE IS ASSESSED
This course is assessed through assignments and projects. You’ll only sit exams if you’re also doing maths or English GCSE or functional skills.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- level 3 courses including the Extended Diploma in IT
- apprenticeships
- paid employment in the sector

LEVEL 3
EXTENDED DIPLOMA IN IT

WHAT YOU’LL NEED TO JOIN
You’ll need five GCSEs at grade 4 or above including maths and English or the functional skills equivalent, plus the Level 3 Year 1 Subsidiary Diploma in IT.

WHAT YOU’LL LEARN
On this course, you’ll learn about:
- cyber security
- cloud technology
- 3D computer animation and computer game design
- web production
- interactive media authoring
- computer applications
- programming solutions and mobile technology

HOW THE COURSE IS ASSESSED
This course is assessed through assignments and projects. You’ll only sit exams if you’re also doing maths or English GCSE or functional skills.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- university
- apprenticeships
- paid employment in the sector
From our very first visit to North Herts College for the Open Evening, I was amazed by the enthusiasm shown to us by the tutors explaining the different courses available to my son. Tom left feeling completely inspired having seen the facilities on offer and by what he had heard. Since starting the ICT level 3 course, Tom has grown in confidence, maturity and personality. He most definitely made the right decision to attend the college.

Parent of IT student
THE COURSES

HIGHER EDUCATION
FOUNDATION DEGREE IN COMPUTING TECHNOLOGIES (Web based technologies)

WHAT YOU’LL NEED TO JOIN
You’ll need the basic entry requirements for level 4 courses (see page 7 for details).

WHAT YOU’LL LEARN
On this two-year course, you’ll learn about:
- programming concepts
- developing the computing professional
- topics in computer systems
- understanding databases and data analysis
- networking fundamentals
- systems analysis
- three specialist modules related to web technologies

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- university including third year of BSc (Hons) Computer Science at the University of Hertfordshire
- paid employment in the sector

HOW TO APPLY
Applications for these courses must be made via UCAS (www.ucas.co.uk), using the specialist code I150.

HIGHER EDUCATION
FOUNDATION DEGREE IN COMPUTING TECHNOLOGIES (Software development)

WHAT YOU’LL NEED TO JOIN
You’ll need the basic entry requirements for level 4 courses (see page 7 for details).

WHAT YOU’LL LEARN
On this two-year course, you’ll learn about:
- programming concepts
- developing the computing professional
- topics in computer systems
- understanding databases and data analysis
- networking fundamentals
- systems analysis
- three specialist modules related to software development

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- university including third year of BSc (Hons) Computer Science at the University of Hertfordshire
- paid employment in the sector

HOW TO APPLY
Applications for these courses must be made via UCAS (www.ucas.co.uk), using the specialist code I310.
HIGHER EDUCATION

FOUNDATION DEGREE IN COMPUTING TECHNOLOGIES (Networks and Cyber security)

WHAT YOU’LL NEED TO JOIN
You’ll need the basic entry requirements for level 4 courses (see page 7 for details).

WHAT YOU’LL LEARN
On this two-year course, you’ll learn about:

- programming concepts
- developing the computing professional
- topics in computer systems
- understanding databases and data analysis
- networking fundamentals
- systems analysis
- three specialist modules related to networks and security

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:

- university including third year of BSc (Hons) Computer Science at the University of Hertfordshire
- paid employment in the sector

HOW TO APPLY
Applications for these courses must be made via UCAS (www.ucas.co.uk), using the specialist code I120.
I was inspired to enrol at NHC because my father had a dream to start a business of repairing motor vehicles. I chose this college because the facilities stood out to me. I really enjoy all aspects of my course and can’t wait to see what the future brings.

Justin, Motor Vehicle student
THE SECTOR

Motor vehicle manufacturing is big business: the UK has seven car, seven commercial vehicle and nine bus and coach manufacturers as well as eight Formula One teams. The sector employs 700,000 workers and has an annual turnover of around £60 billion.

THE JOBS

You can choose to pursue many exciting career options in the sector, such as with a main dealer like Ford or BMW, a chain garage such as Kwik Fit, a car manufacturer like Land Rover, or with a roadside assistance company like the AA.

HANDS-ON

Our motor vehicle courses include lots of opportunities for you to get hands-on experience of the world of work, including:

- work experience with businesses like IV services, Airbus, Ford, BMW, Halfords and Kwik Fit
- visits to businesses and major events including the Ferrari Training Centre, Land Rover, Jaguar and the Mechanics Show
- getting to train in workshops that replicate industry settings, where you can learn both the practical and technical skills required to succeed in the sector
- having access to the latest computer technology and cutting-edge tools and diagnostic kits provided by our corporate sponsor – the worldwide manufacturer - Snap-On

THE COURSES

Motor vehicle courses at NHC provide a structured framework in which you’ll develop the knowledge and practical skills necessary for a successful and fulfilling career in the sector. Courses are offered at different levels of entry. This means, no matter what previous qualifications you’ve achieved, we’ll have a course suitable for you. Opportunities for career progression after our courses include motor sport performance engineer, mechanic, body repaire or automotive technician.

Car restoration: you’ll develop skills and knowledge in metal finishing small to medium dents, safe use of oxy-acetylene welding bottles, spot welding, gas welding and brazing, use of body filler, glazing and lead loading.

Vehicle repair (body and paint): you’ll learn about removing, replacing and repairing body panels, identifying and rectifying body misalignment, MIG & MAG welding techniques, working with plastic materials and components, preparing metal and pre-painted surfaces as well as colour matching and applying coats to paint defects. You’ll get the opportunity to undertake a vehicle restoration project to develop classic car restoration skills and also visit classic car shows.

Vehicle technology: you’ll be introduced to the retail automotive maintenance and repair sector by looking at the principles of vehicle construction, engine components and operation, steering and suspension systems as well as component fitting, tyre and braking system checks. You’ll also cover workshop tools and equipment, and health and safety.

We also offer a range of part time motor vehicle courses – please see nhc.ac.uk/adults/motor-vehicles for more information.
THE COURSES

ENTRY LEVEL
DIPLOMA IN VEHICLE TECHNOLOGY AND INDUSTRIES

WHAT YOU’LL NEED TO JOIN
There are no formal entry requirements for this course. We’ll use your interview to make sure this is the right course for you.

WHAT YOU’LL LEARN
On this course, you’ll learn about:
- spark and compression ignition engines S.I. and C.I.
- cooling and lubrication systems
- steering, suspension and brakes
- wheels and tyres
- transmissions
- lighting
- vehicle body repair and paint
- welding

HOW THE COURSE IS ASSESSED
This course is assessed through assignments, projects, practical and online tests.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- level 1 courses including the Diploma in Vehicle Maintenance
- apprenticeships
- paid employment in the sector

LEVEL 1
DIPLOMA IN VEHICLE MAINTENANCE

WHAT YOU’LL NEED TO JOIN
You’ll need maths and English GCSEs at grade 2 or above or equivalent.

WHAT YOU’LL LEARN
On this course, you’ll learn about:
- diagnosing and rectifying light vehicle engine component faults and light vehicle chassis system faults
- diagnosing and rectifying auxiliary equipment and faults
- diagnosing and rectifying light vehicle transmission and driveline system faults

HOW THE COURSE IS ASSESSED
This course is assessed through assignments, projects, practical and online tests.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- level 2 courses including the Level 2 Diploma in Light Vehicle Maintenance & Repair Principles
- apprenticeships
- paid employment in the sector
The course James has completed at NHC has given him direction and helped him with what he wants to do.

Parent of motor vehicle student
Trainees develop very good skills, attitudes and behaviours that prepare them exceptionally well for future employment.

Ofsted, November 2017
LEVEL 2
DIPLOMA IN VEHICLE ACCIDENT REPAIR

WHAT YOU’LL NEED TO JOIN
There are no formal entry requirements for this course. We’ll use your interview to make sure this is the right course for you.

WHAT YOU’LL LEARN
On this course, you’ll learn about:
- identifying and handling specialist body work tools
- MAG/MIG and resistance welding
- metal fabrication
- measuring, marking out and cutting
- panel beating and shaping panels
- using body fillers

HOW THE COURSE IS ASSESSED
This course is assessed through projects, practical tests and online tests.
You’ll also sit exams if you’re doing maths or English GCSE or functional skills.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- level 3 courses including the Level 3 Diploma in Vehicle Accident Repair.
- apprenticeships
- paid employment in the sector

LEVEL 2
DIPLOMA IN LIGHT VEHICLE MAINTENANCE AND REPAIR PRINCIPLES

WHAT YOU’LL NEED TO JOIN
You’ll need the basic entry requirements for this level (see page 7 for details).

WHAT YOU’LL LEARN
On this course, you’ll learn about:
- engine technology
- electrical applications to vehicles
- chassis systems
- health and safety

HOW THE COURSE IS ASSESSED
This course is assessed through assignments, projects, practical and online tests.
You’ll also sit exams if you’re doing maths or English GCSE or functional skills.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- level 3 courses including the Level 3 Diploma in Motor Vehicle Maintenance
- apprenticeships
- paid employment in the sector
THE COURSES

LEVEL 2
DIPLOMA IN VEHICLE ACCIDENT REPAIR PAINT

WHAT YOU’LL NEED TO JOIN
You’ll need the basic entry requirements for this level (see page 7 for details).

WHAT YOU’LL LEARN
On this course, you’ll learn about:
- theory and practical skills in vehicle paint refinishing
- preparing vehicles for painting
- preparing and applying foundation materials
- vehicle body repair practical skills including repairing non-structural body panels and components
- fitting and stripping MET
- identifying and using abrasives
- health and safety

HOW THE COURSE IS ASSESSED
This course is assessed through projects, practical tests and online tests.
You’ll also sit exams if you’re doing maths or English GCSE or functional skills.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- level 3 courses
- apprenticeships
- paid employment in the sector

LEVEL 3
DIPLOMA IN VEHICLE ACCIDENT REPAIR

WHAT YOU’LL NEED TO JOIN
There are no formal entry requirements for this course. We’ll use your interview to make sure this is the right course for you.

WHAT YOU’LL LEARN
On this course, you’ll learn advanced techniques in:
- identifying and handling specialist body work tools
- MAG/MIG and resistance welding
- metal fabrication
- measuring, marking out and cutting
- panel beating and shaping panels
- using body fillers

HOW THE COURSE IS ASSESSED
This course is assessed through projects, practical tests and online tests.
You’ll also sit exams if you’re doing maths or English GCSE or functional skills.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- apprenticeships
- paid employment in the sector
I would recommend the course – the tutors are really knowledgeable and know what they’re talking about.

Jordan, former motor vehicle student
I want to be a police officer and the course I’m doing at NHC is giving me the best preparation for that. I am being taught by tutors with first-hand knowledge. It’s really inspiring and totally different to the experience I’d have had if I’d stayed on at school.

Daniel, Level 3 Public Services student
THE SECTOR

This sector incorporates all of the uniformed and non-uniformed public services such as the police, fire and rescue and the armed forces. The government spends nearly £13 billion on police services and over £36 billion on military defence per year, so this is a dynamic and vitally important sector to start your career.

THE JOBS

There are many active, hands-on roles within the public services that will involve working within the community, often in the heart of the action and with responsibility for the safety of other people. You’ll need to love a challenge and be a determined, disciplined and resilient individual.

HANDS-ON

Our public services courses include lots of opportunities for you to get hands-on experience for the world of work, including:

■ work experience opportunities with The British Army, Herts Fire and Rescue Service, Hertfordshire and Bedfordshire Police Constabularies, and The Royal Navy.
■ active engagement, visits and experiences with a week-long expedition, residential with the British Army, RAF, and Royal Navy as well as trips to Parliament, Police HQ, and talks from a wide variety of public service personnel.

THE COURSES

Our public services courses are the ideal starting place to study the skills required for a career within this wide-ranging and exciting sector. We have designed our courses to give you the widest possible understanding of the duties and demands involved in public services careers. Our courses touch upon the following aspects of the public services:

Criminology: you’ll get the opportunity to learn about all factors relating to crime, punishment and justice from criminological theories, the reasons for crime, violent crime, the penal and the legal systems, capital punishment, restorative justice, policing, and community safety.

Uniformed: you’ll study physical preparation (exercise, health and lifestyle) for a career in the uniformed public services, international institutions and human rights, crime and its effect on society, understanding the impact of war, conflict and terrorism, and outdoor water and land-based skills activities. You’ll look in depth at citizenship, government policies, leadership and teamwork, extended research plus current and media affairs in order to prepare you for careers providing crucial back-up.
THE COURSES

LEVEL 2
DIPLOMA IN PUBLIC SERVICES

WHAT YOU’LL NEED TO JOIN
You’ll need the basic entry requirements for this level (see page 7 for details).

WHAT YOU’LL LEARN
On this course, you’ll learn about:
■ public service skills and employment in the uniformed public services
■ career planning for the public services
■ improving health and fitness for entry to the uniformed public services
■ law and its impact on the individual in the public services
■ employment in the public services
■ expedition skills

HOW THE COURSE IS ASSESSED
This course is assessed through assignments, projects, practical tests and tests.
You’ll also sit exams if you’re doing maths or English GCSE or functional skills.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
■ level 3 courses including the Level 3 Extended Diploma in Public Services
■ apprenticeships
■ paid employment in the sector including a career in the uniformed and non-uniformed services

LEVEL 3
EXTENDED DIPLOMA IN PUBLIC SERVICES

WHAT YOU’LL NEED TO JOIN
You’ll need the basic entry requirements for this level (see page 7 for details).

WHAT YOU’LL LEARN
On this two-year course, you’ll learn about:
■ government and politics
■ leadership and teamwork in the public services
■ discipline in the public services
■ fitness testing and physical preparation
■ criminology
■ war and conflict

HOW THE COURSE IS ASSESSED
This course is assessed through assignments, projects and practical tests.
You’ll also sit exams if you’re doing maths or English GCSE or functional skills.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
■ university
■ apprenticeships
■ paid employment in the sector, such as The British Army, The Royal Marines, police and other emergency services.
Determined, motivated, passionate with everyone getting on with the tasks required. We look forward to working with the students again.

Stevenage Fire Station
My course is very practical, the laboratory work in particular is really enjoyable.

It’s a lot more relaxed than school. I am being given the freedom to discover what is right for me and this is helping me develop my life skills.

Louis, BTEC Level 3 Foundation Diploma in Forensic Science
THE SECTOR

The UK science sector is a major contributor to the national economy and employs 1.2 million people. The UK is a world leader in many areas of science including the pharmaceutical and aerospace sciences. Despite this, there is a shortage of suitably qualified scientists in the UK. Closely related to the science sector is the medical and care sector in which scientists work in a range of areas to identify diseases, support medical staff and analyse data.

THE JOBS

The UK science jobs market is growing. Locally, there are many major companies including AstraZeneca, Airbus, MBDA, Roche and GSK. There are also a wide range of smaller companies carrying out materials testing, drug safety tests or providing forensic services.

Graduate jobs in science and pharmaceuticals are wide-ranging and include biomedical scientist, clinical research associate, community or hospital pharmacist, environmental health practitioner, food technologist, forensic scientist, healthcare scientist, microbiologist, pharmacologist, research scientist and scientific or teaching laboratory technician.

HANDS-ON

Our science courses include lots of opportunities for you to get hands-on experience of the world of work, including:

■ work experience with businesses like GSK, AstraZeneca, Airbus, MBDA and Roche
■ regular trips to science industry employers in Hertfordshire
■ engagement with guest speakers from universities and businesses like the University of Hertfordshire, Stevenage BioScience Catalyst and ENH NHS Trust
■ opportunities to attend major national events and present research projects to peers and sector experts at major events such as the second annual Health & Science Symposium

THE COURSES

We offer science courses at the following levels, designed to get you into the science industry.

Applied science: these courses offer a practical hands-on approach to studying science developing industry ready skills as well as an understanding of the core principles. You’ll spend lots of time in the lab and gain high level laboratory skills. You’ll study the three core sciences: biology, chemistry and physics as well as specialist modules. You’ll also complete work experience with science industry employers to give you the full set of skills for employment or university.

Access to HE: these intensive one-year courses are for you if you are 19+ and want to progress to HE but don’t have the traditional qualifications to get there such as A-levels. Our level 3 access to HE diplomas are QAA assured and will develop your academic skills, study skills as well as your confidence to study at undergraduate level at university. We offer diploma pathways in nursing & midwifery, science & health, social science, law & humanities and teaching, education & childhood studies.

Extended degree in science: this is the first part of a four or five year degree course at the University of Hertfordshire. You’ll study biology, chemistry and physics both in the lab and practically through lectures. This course will prepare you to be successful in studying university level courses in a range of science related subjects such as pharmacy, physiotherapy or radiography.

Forensic Science and Criminal Investigations: In this course you will take a practical approach to both laboratory based forensic science as well as the criminology and psychology required to understand criminal investigations. You’ll also complete work experience with science industry employers to give you the full set of skills for employment or university.
THE COURSES

LEVEL 2
FIRST DIPLOMA IN APPLIED SCIENCE

WHAT YOU’LL NEED TO JOIN
You’ll need the basic entry requirements for this level (see page 7 for details), including GCSE science at grade 3 or above. Equivalent qualifications will be considered.

WHAT YOU’LL LEARN
On this course, you’ll learn about:
- principles of science
- chemistry and our earth
- energy and our universe
- biology and our environment
- health applications of life science
- scientific skills

HOW THE COURSE IS ASSESSED
This course is assessed through assignments and exams.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- level 3 courses including the Level 3 Extended Diploma in Science
- apprenticeships
- internships

LEVEL 3
EXTENDED DIPLOMA IN APPLIED SCIENCE

WHAT YOU’LL NEED TO JOIN
You’ll need five GCSEs at grade 4 or above, including maths, English and science at grade 4 or above (or equivalent).

WHAT YOU’LL LEARN
On this two-year course, you’ll learn about:
- biology, chemistry and physics
- principles and applications of science
- practical scientific procedures and techniques
- science investigation skills
- laboratory techniques and their application
- contemporary issues in science

HOW THE COURSE IS ASSESSED
This course is assessed through assignments and exams.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- university including courses in biochemistry, forensics, physics, chemistry and paramedic science
- higher apprenticeships
- paid employment in the sector
SCIENCE

THE COURSES

LEVEL 3
EXTENDED DIPLOMA
IN FORENSIC
AND CRIMINAL
INVESTIGATIONS

WHAT YOU’LL NEED TO JOIN
You’ll need five GCSEs at grade 4 or above, including maths, English and science at grade 4 or above (or equivalent).

WHAT YOU’LL LEARN
On this two-year course, you’ll learn about:
- principles and applications of science
- forensic scientific procedures and techniques
- criminology
- forensic psychology
- applied forensic sciences

HOW THE COURSE IS ASSESSED
This course is assessed through assignments and exams.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- university including courses in forensics, criminology and analytical sciences
- apprenticeships
- paid employment in the sector

LEVEL 3
ACCESS TO HIGHER EDUCATION
DIPLOMA IN
NURSING AND
MIDWIFERY

WHAT YOU’LL NEED TO JOIN
There are no formal entry requirements for this course. We’ll use your interview to make sure this is the right course for you, plus you’ll need to complete a maths and English assessment and a writing task.

WHAT YOU’LL LEARN
On this course, you’ll learn about:
- human biology
- health studies
- health psychology
- core academic and research skills

HOW THE COURSE IS ASSESSED
This course is assessed through assignments, practical tests, presentations and exams.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- university including courses in science and health such as nursing (child, adult or mental health), operating departmental practice or midwifery
- apprenticeships
- paid employment in the sector
LEVEL 3    ACCESS TO HIGHER EDUCATION

DIPLOMA IN SCIENCE
AND ALLIED HEALTH
PROFESSIONS

WHAT YOU’LL NEED TO JOIN
There are no formal entry requirements for this course. We'll use your interview to make sure this is the right course for you, plus you'll need to complete a maths and English assessment and a writing task.

WHAT YOU’LL LEARN
On this course, you’ll learn about:
- human biology
- chemistry
- mathematics for scientists
- core academic and research skills
- extra optional modules in level 3 mathematics or health psychology

HOW THE COURSE IS ASSESSED
This course is assessed through assignments, practical tests, presentations and exams.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- university courses in science and health
- apprenticeships
- paid employment in the sector
THE COURSES

LEVEL 3 ACCESS TO HIGHER EDUCATION

DIPLOMA IN SOCIAL SCIENCE, LAW AND HUMANITIES

WHAT YOU’LL NEED TO JOIN
There are no formal entry requirements for this course. We’ll use your interview to make sure this is the right course for you, plus you’ll need to complete a maths and English assessment and a writing task.

WHAT YOU’LL LEARN
On this course, you’ll learn about:
- law
- sociology
- psychology or humanities
- core academic and research skills

HOW THE COURSE IS ASSESSED
This course is assessed through assignments, practical tests, presentations and exams.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- university including courses in social sciences and humanities such as criminology, psychology, sociology, social policy, literature, religious studies and history
- apprenticeships
- paid employment in the sector

LEVEL 3 ACCESS TO HIGHER EDUCATION

DIPLOMA IN TEACHING, EDUCATION AND CHILDHOOD STUDIES

WHAT YOU’LL NEED TO JOIN
There are no formal entry requirements for this course. We’ll use your interview to make sure this is the right course for you, plus you’ll need to complete a maths and English assessment and a writing task.

WHAT YOU’LL LEARN
On this course, you’ll learn about:
- teaching theory and practice
- psychology
- literature
- classroom practice
- core academic and research skills

HOW THE COURSE IS ASSESSED
The course is assessed through a combination of written assignments, practical tasks, presentations and exams.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- university including courses in childhood studies, education, primary school teaching and early years education
- paid employment in the sector
HIGHER EDUCATION

BSC EXTENDED DEGREE IN SCIENCE

WHAT YOU’LL NEED TO JOIN
You’ll need 48 UCAS points and GCSE maths, English and science at grade 4 or above. We’ll consider work experience or equivalent qualifications for mature students.

WHAT YOU’LL LEARN
On this course, you’ll learn about:
- introductory biology
- mathematics for scientists
- introductory chemistry
- introductory physics
- extra optional modules in mathematics, mammalian physiology, applied and environmental biology, physics, statistics or chemistry

HOW THE COURSE IS ASSESSED
This course is assessed through assignments, projects, practical tests and exams.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- university including the remaining years of a degree course at the University of Hertfordshire
- apprenticeships
- paid employment in the sector

HOW TO APPLY
Applications for these courses must be made via UCAS (www.ucas.co.uk), using the specialist codes B900 (biological science), B892 (allied to medicine), G101 (mathematics) or F900 (physical sciences). Use institution code H36, course code BCF0 and campus code N.
I get along really well with my tutors. It feels very different to the relationship you have with teachers at school as you are treated like young adults.

Alicia, BTEC Level 2 Extended Certificate in Sport student
THE SECTOR

Sport and fitness contributes an estimated £21 billion to the UK economy every year. This important and robust sector is the 15th largest in the country and spans sport and leisure centres such as gyms, spas and sports clubs, sports coaching and training facilities as well as stadiums and arenas.

THE JOBS

Science and therapy are ever growing industries within the sector. This growth is simulated by the desire of professional and amateur athletes and teams to improve human performance and ensure athletes can perform consistently at the highest level. Sports scientists are widely used by organisations as they have the in-depth knowledge of how the body works to help people improve their health or sporting ability.

HANDS-ON

Our sport courses include lots of opportunities for you to get hands-on-experience of the world of work, including:

■ work experience with businesses like Watford FC
■ varied trips and activities to businesses and events including the Lee Valley White Water Centre and Lee Valley Athletics Centre
■ getting involved in providing fitness training for supported studies students
■ having the opportunity to coach in the local community

THE COURSES

If you’re a sports lover looking to work in the sector or an athlete looking to enhance your own ability, NHC has a range of courses designed to help you get where you want to be. Our courses aim to develop your sector-related skills including:

Sport and active leisure: you’ll have the opportunity to study sport both practically and academically. It includes a range of practical sports and investigations into the business, organisation and safety requirements for sporting activities.

Sport and coaching/fitness instruction: involves the study of anatomy and physiology, fitness testing and leadership in sport, sports nutrition, sports psychology, exercise massage, and health, safety and welfare in a fitness environment in order to coach and train others or improve your own ability.

Sport Science and Therapy: offers you the opportunity to develop your understanding of the components that support sports performance and general health. This includes physiology, psychology, biomechanics, strength and conditioning and sports therapy.

Higher Education: our HE courses are for you if you’re 19+ and you want a degree-level qualification in your chosen career field. Our HE qualifications are quality-assured, focused on helping you to realise your potential and to progress to higher levels and into work. In this course area we offer an HNC/HND in Sport & Exercise Science.
THE COURSES

LEVEL 1
DIPLOMA IN SPORT AND ACTIVE LEISURE

WHAT YOU’LL NEED TO JOIN
You’ll need the basic entry requirements for this level (see page 7 for details).

WHAT YOU’LL LEARN
On this course, you’ll learn about:
- fitness testing and training
- practical sport
- planning and running a sports event
- personal fitness

HOW THE COURSE IS ASSESSED
This course is assessed through assignments, projects and practical tests.
You’ll also sit exams if you’re doing maths or English GCSE or functional skills.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- level 2 courses including the Level 2 Extended Certificate in Sport
- apprenticeships
- paid employment in the sector

LEVEL 2
EXTENDED CERTIFICATE IN SPORT

WHAT YOU’LL NEED TO JOIN
You’ll need the basic entry requirements for this level (see page 7 for details).

WHAT YOU’LL LEARN
On this course, you’ll learn about:
- practical sport
- health and fitness
- the mind and body
- industry related topics

HOW THE COURSE IS ASSESSED
This course is assessed through assignments, projects and exams.
You’ll also sit exams if you’re doing maths or English GCSE or functional skills.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- level 3 courses including the Level 3 Extended Diploma in Sport
- apprenticeships
- paid employment in the sector
LEVEL 2
EXTENDED CERTIFICATE IN SPORT - FOOTBALL
WATFORD CSE

WHAT YOU’LL NEED TO JOIN
You’ll need the basic entry requirements for this level (see page 7) plus you’ll also need to attend a football trial to assess your skill level.

WHAT YOU’LL LEARN
This course is run in conjunction with Watford Community Trust FC. On this course, you’ll learn about:
- access to UEFA qualified coaching and guidance
- practical sport
- health and fitness
- the mind and body
- industry related topics.

HOW THE COURSE IS ASSESSED
This course is assessed through assignments, projects, practical and online tests.
You’ll only sit exams if you’re doing maths or English GCSE or functional skills.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- higher level courses including Level 3 Extended Diploma in Sport
- university including sport and fitness courses
- apprenticeships
- paid employment in the sector such as professional/semi-professional
- international scholarships

LEVEL 3
EXTENDED DIPLOMA IN SPORT

WHAT YOU’LL NEED TO JOIN
You’ll need the basic entry requirements for this level (see page 7).

WHAT YOU’LL LEARN
On this two-year course, you’ll learn about:
- fitness training and programming
- leadership in sport
- sports coaching
- assessing risk in sport
- sports facilities and operational management.
- fitness instruction

HOW THE COURSE IS ASSESSED
This course is assessed through assignments, projects and exams.
You’ll also sit exams if you’re doing maths or English GCSE or functional skills.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- university
- apprenticeships
- paid employment in the sector
THE COURSES

LEVEL 3
90 CREDIT/ EXTENDED DIPLOMA IN SPORT- WATFORD

WHAT YOU’LL NEED TO JOIN
You’ll need the basic entry requirements for this level (see page 7) plus you’ll need to attend a football trial to assess your skill level.

WHAT YOU’LL LEARN
This course in conjunction with Watford Community Trust FC. On this two-year course, you’ll learn about:
- fitness training and programming
- leadership in sport
- sports coaching
- assessing risk in sport
- sports facilities and operational management.
- fitness instruction
- access to UEFA qualified coaching and guidance

HOW THE COURSE IS ASSESSED
This course is assessed through assignments, projects, practical and online tests.
You’ll only sit exams if you’re doing maths or English GCSE or functional skills.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- university including sport and fitness courses
- apprenticeships
- paid employment in the sector
- international scholarships

LEVEL 3
EXTENDED DIPLOMA IN SPORT & EXERCISE SCIENCE

WHAT YOU’LL NEED TO JOIN
You’ll need the basic entry requirements for this level (see page 7).

WHAT YOU’LL LEARN
On this two-year course, you’ll learn about:
- principles of anatomy and physiology in sport
- sports massage
- the physiology of fitness
- fitness testing for sport and exercise
- sport and exercise massage
- sports coaching

HOW THE COURSE IS ASSESSED
This course is assessed through assignments, projects and exams.
You’ll also sit exams if you’re doing maths or English GCSE or functional skills.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- university
- apprenticeships
- paid employment in the sector
LEVEL 3

90 CREDIT/EXTENDED DIPLOMA IN SPORT AND EXERCISE SCIENCES – WATFORD

WHAT YOU’LL NEED TO JOIN
You’ll need the basic entry requirements for this level (see page 7) plus you’ll also need to attend a football trial to assess your skill level.

WHAT YOU’LL LEARN
This course in run in conjunction with Watford Community Trust FC. On this course, you’ll learn about:
- assisting at a sport or active leisure event
- taking part on Exercise and Fitness activities
- investigating rights and responsibilities at work
- managing your health at work
- safe learning in the workplace

HOW THE COURSE IS ASSESSED
This course is assessed through assignments, projects, practical assessments and a portfolio.
You’ll only sit exams if you’re doing maths or English GCSE or functional skills.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- university
- apprenticeships
- paid employment in the sector such as professional/semi-professional
- international scholarships

HIGHER NATIONAL CERTIFICATE / DIPLOMA IN SPORT & EXERCISE SCIENCE

WHAT YOU’LL NEED TO JOIN
You’ll need the basic entry requirements for level 4 courses (see page 7 for details) including a level 3 (or equivalent) in sport or physical education.

WHAT YOU’LL LEARN
On this two-year course, you’ll learn about:
- advanced nutritional strategies for athletes
- laboratory and field-based testing for performance
- biomechanics, injury prevention and sports massage
- sport specific strength and conditioning programming
- psychology for sports performance
- research methods in sports and exercise sciences

HOW THE COURSE IS ASSESSED
This course is assessed through assignments, projects, practical tests and exams.
The Higher National Certificate is awarded upon successful completion of the first year.

NEXT STEPS
Having successfully completed the HND, you’ll be able to progress to:
- the final year of university to complete a BSc in Sport and Exercise Science
- paid employment in the sector as a Sports Therapist, Strength and Conditioning Coach, Sports Nutritionist and a Sport and Exercise Scientist

HOW TO APPLY
Applications for these courses must be made via UCAS (www.ucas.co.uk), using the specialist code C600.
DISCOVER TOURISM & EVENTS

LOCATION: HITCHIN CAMPUS

Aviation operations
Cabin crew
Customer service
Event management
Holiday services
Travel consultation
THE SECTOR

The sector straddles all aspects of tourism and events from hotels and theme parks to airports and cruise ships. The UK is the eighth most popular destination for tourists in the world and the sector generates a colossal £9.6 billion for our economy a year, with 11 million people using Luton Airport alone. Travel & tourism creates jobs, drives exports, and generates prosperity across the world. 292 million jobs are provided by this sector, which now accounts for 1 in 10 jobs in the global workforce. By 2027, it is anticipated that our sector will be supporting over 380 million jobs, as travel & tourism continues to grow its economic contribution.

THE JOBS

London, as the epicentre of UK tourism, is right on our doorstep, so NHC students are well placed to find employment within its tourism services or five major airports. There are many progression opportunities in sub-sectors like transport, accommodation, tour operations and currency exchange available to people with outstanding customer service and communication skills.

HANDS-ON

Our tourism and events courses include lots of opportunities for you to get hands-on experience of the world of work, including:

- work experience with businesses such as TUI Plc, Thomas Cook, Ibis Hotels and placements in 5 star hotels through the Hilton Hotel chain
- trips and visits to Barcelona, Disneyland Paris, Thorpe Park, British Schools Museum, Duxford Imperial War Museum and the Virgin Atlantic Training Centre
- participation in event management with a local company and TUI recruitment days

THE COURSES

NHC offers a range of courses designed to equip students with the skills needed to work within tourism and events. On our courses, you’ll explore specific career pathways:

Aviation operations: you’ll learn about the varied roles performed by boarding and arrivals staff, and you’ll gain understanding of the ever-increasing range of problems - and their solutions - that airport staff face each day.

Cabin crew: you’ll travel the world, meet new people and see exotic places in a fast-paced career as a flight attendant. Our courses will develop your skills in looking after passengers’ needs to ensure that you are the friendly, go-to face of the airline.

Customer service: you’ll gain an understanding of how excellent customer service contributes to the success of travel and tourism organisations. You’ll also develop knowledge and skills to provide customer service and achieve sales in travel and tourism situations.

Event management: you’ll develop a sound understanding of different types of conferences, exhibitions and events, and of how this industry is intrinsically linked to travel and tourism. You’ll learn about the different types of venues utilised and will respond to a client brief by proposing and costing an event, conference or exhibition.

Holiday services: you’ll develop a deeper understanding of the roles, duties and responsibilities of different types of holiday representatives and gain understanding of the importance of creating a safe and healthy holiday environment. You’ll develop practical skills to carry out duties associated with this customer focused role.

Travel consultation: the retail travel industry is constantly evolving, you’ll develop knowledge and understanding of the retail environment and the operational requirements necessary to meet the needs of customers and maintain effectiveness in this highly competitive sector. There will be opportunities for you to gain skills in selecting and costing holidays to meet customer requirements.

Higher Education: our HE courses are for you if you’re 19+ and you want a degree-level qualification in your chosen career field. Our HE qualifications are quality-assured, focused on helping you to realise your potential and to progress to higher levels and into work. In this course area we offer a foundation degree in business management with a tourism pathway.
THE COURSES

LEVEL 2
DIPLOMA IN TRAVEL AND TOURISM

WHAT YOU’LL NEED TO JOIN
You’ll need the basic entry requirements for this level (see page 7 for details).

WHAT YOU’LL LEARN
On this course, you’ll learn about:
- airlines
- holiday centres
- tour operator companies
- travel agencies
- tourist information offices
- tourist attractions
- events organisation

HOW THE COURSE IS ASSESSED
The course is assessed through assignments, projects and online, multiple choice assessments.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- level 3 courses including the Level 3 Extended Diploma in Travel & Tourism
- apprenticeships
- paid employment in the sector

LEVEL 3
DIPLOMA IN TRAVEL AND TOURISM

WHAT YOU’LL NEED TO JOIN
You’ll need the basic entry requirements for this level (see page 7 for details).

WHAT YOU’LL LEARN
On this course, you’ll learn about:
- resort representatives, air cabin crew and travel services
- passenger services, specific industry skills required to begin a career related to tourism and events
- customer service and dealing with conflict
- travel consultation and sales skills
You’ll also gain qualifications in:
- NCFE Level 2 Award in Resort Representatives (Year 1)
- NCFE Level 2 Certificate in Introduction to Cabin Crew (Year 2)

HOW THE COURSE IS ASSESSED
This course is assessed through assignments and projects.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:
- higher level courses including our Foundation Degree in Business Management with Tourism
- apprenticeships
- paid employment in the sector
- Successful completion of the NCFE Resort Representative course guarantees an interview with Tui Plc and Thomas Cook.
HIGHER EDUCATION

FOUNDATION DEGREE IN BUSINESS MANAGEMENT WITH TOURISM

WHAT YOU’LL NEED TO JOIN
You’ll need the basic entry requirements for level 4 courses (see page 7 for details).

WHAT YOU’LL LEARN
On this two-year course, you’ll learn about:
■ exploring business ethics
■ enterprise
■ global business
■ destination market research
■ tourism and development
■ tourism passenger transport

HOW THE COURSE IS ASSESSED
This course is assessed through assignments and projects.

NEXT STEPS
Having successfully achieved this course, you’ll be able to progress to:
■ university including second or third year (dependent on grades) of a full honours degree at the University of Hertfordshire in a related field
■ BA (Hons) Business Administration on a part time basis at NHC
■ paid employment in the sector

HOW TO APPLY
Applications for these courses must be made via UCAS (www.ucas.co.uk), using the specialist code N103.

HIGHER EDUCATION

FOUNDATION DEGREE IN BUSINESS MANAGEMENT WITH EVENT MANAGEMENT

WHAT YOU’LL NEED TO JOIN
You’ll need the basic entry requirements for level 4 courses (see page 7 for details).

WHAT YOU’LL LEARN
On this two-year course, you’ll learn about:
■ exploring business ethics
■ global business
■ enterprise
■ exploring the event industry
■ risk management and security for events
■ event planning, design and community engagement

HOW THE COURSE IS ASSESSED
This course is assessed through assignments and projects.

NEXT STEPS
Having successfully achieved this course, you’ll be able to progress to:
■ university including second or third year (dependent on grades) of a full honours degree at the University of Hertfordshire in a related field
■ BA (Hons) Business Administration on a part time basis at NHC
■ paid employment in the sector

HOW TO APPLY
Applications for these courses must be made via UCAS (www.ucas.co.uk), using the specialist code N104.
ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

LOCATION : STEVENAGE CAMPUS

Our ESOL classes are designed to help improve your English language skills to help with work, study and life in the UK.

You’ll:

■ practice the skills needed to communicate in reading, writing, speaking and listening in everyday situations
■ improve your employability skills including job search, applying for jobs and interview skills
■ You may be eligible for help with the cost of this course. If you’re interested in studying one of these courses or would like more information, please call 01462 424242 or email enquiries@nhc.ac.uk.

Iryna Pietersz, 2017/18 ESOL learner of the year, said:

“ I have always wanted to be proficient in English. To achieve my goal I joined North Hertfordshire College for the level two course. For me it was a great opportunity to improve my English and meet new people.”
THE COURSES

ESOL FULL TIME COURSE

WHAT YOU’LL NEED TO JOIN
There are no formal entry requirements for this course. We’ll use your interview and assessment to find the right level for you – we run ESOL courses from entry level to level 2.

Please remember to bring your passport, national insurance number and, if applicable, current proof of any means-tested benefit (dated within the last 30 days) to your interview.

WHAT YOU’LL LEARN
On these courses, you’ll learn about:

■ reading, writing, speaking and listening in English
■ using grammar and improving your use of tenses
■ presentations
■ IT
■ employability skills
■ functional skills mathematics and IT

HOW THE COURSE IS ASSESSED
These courses are assessed through assignments and projects.

NEXT STEPS
Having successfully completed your course, you’ll be able to progress to:

■ university
■ apprenticeships
■ paid employment
■ next language learning level
■ higher level courses at NHC

HOW TO APPLY
Applications for these courses may be made online at www.nhc.ac.uk or on Campus after the completion of the initial assessment process.

ESOL PART TIME COURSE

WHAT YOU’LL NEED TO JOIN
There are no formal entry requirements for this course. We’ll use your interview and assessment to find the right level for you, from entry level to level 2.

Please remember to bring your passport, national insurance number and if applicable current proof of any means-tested benefit (dated within the last 30 days) to your interview.

WHAT YOU’LL LEARN
On this course, you’ll learn about:

■ reading, writing, speaking and listening in English
■ using grammar and improving your use of tenses
■ presentations
■ employability skills

HOW THE COURSE IS ASSESSED
This course is assessed through assignments.

NEXT STEPS
Having successfully completed this course, you’ll be able to progress to:

■ university
■ apprenticeships
■ paid employment
■ next language learning level
■ higher level courses at NHC

HOW TO APPLY
Applications for these courses may be made online at www.nhc.ac.uk or on Campus after the completion of the initial assessment process.
OUR SUPPORT

Your time at NHC is important to us. We want you to enjoy the experience, meet new people and try different activities as well as get the qualifications you need to progress in your chosen career.

ADDITIONAL SUPPORT

Our Student Services team are located at each campus and provide a one-stop shop for information, advice, guidance and whatever other help you need whilst you’re at NHC.

These services include one-to-one personal support outside the classroom, counselling, help to access additional learning support and help to access financial support such as course funding, free college meals and help with childcare costs.

SUPPORT

Our Student Services team provide an extensive range of services and specialist support. Student Services are available to offer advice and support with any problems or barriers you may face including family or relationship worries, homelessness, caring responsibilities or problems related to your health and wellbeing including emotional health, sexual health, drugs and alcohol.

COUNSELLING

All NHC students can access our experienced team of counsellors throughout the year. If you are having a problem and need someone to talk to, our confidential counselling service provides a team of highly experienced counsellors who are happy to talk things through with you. You can self-refer by filling in a short form at any reception desk, or contact your success coach who will be happy to put you in touch with a counsellor.

MONEY MATTERS

We don’t want money matters to get in the way of your learning with us. For many students, courses at NHC are free. For students aged 18 or over, you may need to pay some course fees when you start your course. We try to keep fees as low as possible, whilst making sure that we can offer you a great course that will help you get to where you want to be in life.

The table opposite summarises what different students may need to contribute to the cost of their course. To find out exactly what the position is for the course you want to follow, just have a chat with our team at an open day or evening, visit our website or give us a call on 01462 424242.
All students aged 19 and above will be able to apply for an advanced learning loan for courses at level 3, 4, 5 and 6, starting on or after the 1st August 2019. This is a government-backed loan that you can use to cover all or part of the cost of your tuition fees. There is no credit check and the loan doesn’t depend on your household income.

You won’t need to pay back the loan until you’re in work and earning over £21,000 per year. Once you earn this amount, you’ll repay in monthly instalments.

These are based on 9% of the difference between any salary earned above £21,000.

You’ll qualify for a 19+ advanced learning loan if you’re:

- aged 19 or above on the first day of your course
- living in the UK on the first day of your course and have lived in the UK, Channel Islands or Isle of Man for three years immediately before this
- are a UK or EU/EEA resident or meet residency criteria eligibility - www.gov.uk/advanced-learning-loans/
- enrolling on an eligible course at level 3 and above which includes access to HE diplomas other diplomas or certificates, advanced apprenticeships or higher apprenticeships.

The 19+ loan is not available for students on Higher Education courses, who should be applying for a student loan.
HOW DO I APPLY FOR A 19+ ADVANCED LEARNING LOAN?

You can apply for this loan once you have a place on your chosen course. After you’ve accepted your place, we’ll send you a learning and funding information letter which you need to complete for your loan application. You can do this online on the UK government website: www.gov.uk/advanced-learning-loans/how-to-claim

For further information, please visit our student finance page on the website: www.nhc.ac.uk/students/finance

LOANS FOR HIGHER EDUCATION COURSES

If you’re studying on a full time HE course at NHC, you’ll be able to apply to Student Finance England for a full tuition fee loan and a maintenance loan. For those studying part time, the tuition fee loan only is available. Please visit www.gov.uk/student-life/finance to apply for this financial support.

Please chat to us at open days and evenings, give us a call or check the website.

ADDITIONAL FINANCIAL SUPPORT

There are also a number of ways in which we can provide you with financial support whilst you’re an NHC student. These are not available for students on Higher Education courses.

■ Discretionary Learner Support Fund: if you’re struggling with course-related costs (e.g. childcare, travel, kit, uniform, books, exams or lunch costs) you may be able to apply for help from the Learner Support Fund. The fund is available to assist students from low or no income families, or who are living independently or who receive a state benefit.

■ Free college meals: if you’re aged 18 or under, you may be eligible to receive a free lunchtime meal at college if either you or your family receive some form of income support, job seeker’s allowance or child tax credit but are NOT claiming Working Tax Credit, a guaranteed pension credit or income/employment-related support. Once your application has been approved, you’ll receive a set amount of money each day on your college sQuid card to purchase food and drink.

■ NHC guaranteed bursary award: if you’re aged 16 to 18 years and you’re either looking after a child, have been in care, claim income support, employment support allowance, universal credit or disability living support allowance, you may be eligible for a bursary of up to £1,200 per year to help with the costs of education or training. This will be paid in weekly instalments and it’s related to your attendance.

■ Childcare bursary 20+: if you’re over the age of 20, you may also be able to receive help with childcare fees if you’re in receipt of a state benefit.

For more advice and help with fees and financial support, please chat to us, give us a call or check on the website.

ADDITIONAL LEARNING SUPPORT (ALS)

If you have a learning or physical disability we may be able to offer you Additional Learning Support (ALS). You’ll complete an interview with a member of the ALS team who will help identify any areas where you may need extra help with your studies. If you had exam access arrangements in the past, you may be entitled to have these again at NHC.

When you enrol, our expert team will meet you to find out about your needs and your goals. They’ll then set up, manage and review an individual plan that helps you progress through your programme of study. For more information, please call 01462 424343 or email als@nhc.ac.uk.
Beyond the experiences you'll enjoy as part of your course at NHC, there are many other ways you can get involved and enjoy college life. For instance, a number of events, fundraisers and conferences are held through the Students’ Union and extra-curricular opportunities are held through the sports and wellbeing team. As well as being fun, these experiences will also give your CV an edge when you start applying for university, apprenticeships and job opportunities.

**SOCIAL ACTIVITIES**
Starting with a bang at our freshers’ event, there are loads of different social activities that you can get involved in throughout the year. Social events such as music nights, trips out and college events are all great ways for you to meet students from different parts of the College and make new friends.

**THE STUDENTS’ UNION**
The Students’ Union (SU) is the officially recognised body that represents students at NHC. If you like to have your say and want to contribute to changes within the College, then the SU is for you. The SU exists to enhance the learning experiences of students and to drive improvements in day-to-day college life. This includes organising social and sporting activities, events and campaigns for student welfare and education.

**NUST MEMBERSHIP**
As a student at NHC, you can apply for an NUS card (formally the NUS Extra card) from just £12 to get access to loads of exclusive UK discounts in shops, cinemas and restaurants – both online and on the high street. To find out more, check out get.nusextra.co.uk/nus-extra.

**SPORTS & CLUBS**
Your time at NHC is about more than just what happens in the classroom. We have an incredible range of teams and clubs that you can join including netball, rugby, board games, debate club and even a choir. And if you don’t see a club you’re interested in, you can start one!

**LIFE AFTER NHC**
At NHC, everything we do is about helping you get where you want to be in life. We’ll support you throughout your time at NHC and as you progress to higher levels and into work.

Our success coaches in our Student Services team can provide information, advice and support on:
- your career options after NHC
- CV writing, interview preparation and advice
- apprenticeship opportunities – including completing applications
- your Higher Education options – including UCAS applications
- future course applications & enrolment at NHC

“A high proportion of learners benefit from a broad range of enrichment activities and work-experience opportunities.”

Ofsted, November 2017
You’ll study at one of our three campuses across Hitchin and Stevenage. All of our locations provide an excellent learning environment with open spaces and short walking distances to local railway or bus stations.

HITCHIN CAMPUS

Our Hitchin Campus is on Cambridge Road, a five minute walk from the train station and ten minute walk from the town centre. All of our business, tourism & events, catering & hospitality, creative & performing arts, hairdressing & beauty therapy, public services and sport & fitness courses are based here.

In recent years, we’ve invested over £10 million in additional space, new equipment and resources to make sure that our learning environment is consistent with that of a modern sector workplace.

We’ve invested in:

- dedicated classrooms, learning spaces and breakout areas for project work and independent study, including our black box drama studio for creative arts students
- Hart Salon is our professional student-run hair and beauty salon at the Hitchin Campus. It’s open to the public and offers a range of affordable services
- Hart Kitchens is our contemporary, student-run restaurant at the Hitchin Campus. Hart Kitchens is open for lunch Tuesday - Thursday during term time and we also run regular themed evenings
- a learning resource centre with a great collection of books, journals, electronic databases and websites – open Monday to Friday during term time

Our Hitchin Campus is a creative and fun environment, with fantastic links to local employers.

Cambridge Road, Hitchin, Hertfordshire SG4 0JD
STEVENAGE CAMPUS

Our Stevenage Campus is on Monkswood Way, near Asda and only a ten minute walk from the town centre and train station. All of our childcare, health & social care, IT & computing, science, access to higher education, higher education and supported studies courses are based here.

Over recent years, we’ve invested in our state-of-the-art Stevenage Campus. We’ve invested in:

- fully equipped, industry-standard science labs
- our cutting edge showcase classroom that contains a surface hub where students can mirror their projects, view a range of industry-relevant presentations, present and take part in Skype conference calls to connect with relevant employers, schools and colleges around the world
- a mac suite where students can use the latest software
- a learning resource centre with a great collection of books, journals, electronic databases and websites – open Monday to Friday during term time
- a Starbucks concession and a range of snacks

Our Stevenage Campus is a vibrant environment right in the centre of Stevenage with fantastic links to lots of major employers.

Monkswood Way, Stevenage, Hertfordshire SG1 1LA
ENGINEERING & CONSTRUCTION CAMPUS (ECC)

Our ECC is a 19,000 sq.ft. facility, right next to the train station in Stevenage and easily accessible from the A1(m). All of our construction, engineering and motor vehicle courses are delivered here.

Over the last two years, with the support of the Hertfordshire LEP, we’ve invested over £900,000 in additional space, new equipment and resources to make sure that our learning environment is consistent with that of a modern sector workplace. We’ve invested in a:

- fully equipped mechatronics lab covering manufacturing, hydraulics & pneumatics, industrial controls and industrial robots
- computer aided design suite, with software including Autocad, Solidworks & rapid prototype/3D modelling systems
- comprehensive workshop facility that includes benches, hand and machine cutting tools, CNC and fabrication and welding areas for the production of prototype models
- fully equipped electronics lab with a wide range of test equipment and tools including, oscilloscopes, spectrum analysers, signal generators, op-amps, and multi-meters

By studying at our dynamic ECC Campus, our fantastic facilities mean that you’ll feel like you’re working on a site in your chosen sector. The Campus is also really close to Airbus Defence and Space and some of the other major employers in the area.

Fulton Close, Stevenage, Hertfordshire SG1 2AF
NEXT STEPS

You’re about to make some big decisions about what to do next. We’re here to help. You can talk to us at any time about your ambitions, options and the courses that can help you get where you want to be in life.

THINKING ABOUT YOUR OPTIONS

Find out more about your career options and our courses at www.nhc.ac.uk. Check out our amazing facilities and talk to our expert staff at our open events. For a list of open event dates, visit www.nhc.ac.uk/whats-on.

APPLYING FOR A PLACE AT NHC

For 16-18 courses, complete the simple application form online, return it by post or visit us in person. For access to higher education, you’ll need to attend an access event – you can find out more at our open events or visit www.nhc.ac.uk/whats-on. For Higher Education, see page 10 for full details.

MEETING THE TEAM

Once you’ve applied, you’ll be invited to meet a member of our team to talk about where you are now and what you want from your time at NHC.

We use these sessions to make sure that we find the perfect course for you that meets your needs and helps you get where you want to be.

CONFIRMING YOUR PLACE

Soon after you’ve met one of our team, we’ll ask you to confirm that you plan to join NHC.

You can always change your course later, for example if your GCSE results are different to what you expected. We’ll be in touch after results day to check in and make sure you’re all set for September.

JOINING US IN SEPTEMBER 2019

Term starts on the first week of September 2019. You’ll spend your first week getting to know your campus, your tutors and your new friends.

There’ll be a freshers’ event to help you find out even more about what you can do whilst you’re at NHC and to meet more new friends from all campuses.
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