NEW

We are now offering full (BA) Honours business degrees at NHC for the first time!
For more details see page 10.

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A warm welcome from all of us at North Hertfordshire College (NHC). We’re really excited that you’re thinking about how a Higher Education (HE) course at NHC can help you discover your future and realise your potential.

We think there are four great reasons for you to choose to study at NHC:

■ Everything we do is about helping you succeed. 95% of NHC students who graduate from one of our HE courses progress to employment or further study – 3.6% above the national average.

■ Our courses are developed in consultation with businesses and we work with large employers such as Fujitsu, GSK and Royal Mail. We know that working with businesses and experiencing real business situations makes a huge difference to your development and future employment prospects.

■ We have great teaching and industry-standard facilities. All our tutors are experts in the occupational areas they teach, and we work really hard to make sure every session is fun, relevant and interesting.

■ We guarantee you adapted, flexible timetables to allow you to work part-time or fit your studies around family responsibilities.

We hope that this guide gives you a flavour of the ways in which we can help you get to where you want to be in life.

You can find more information about our HE programme on the NHC website (www.nhc.ac.uk). You can also call, email and follow us on social media to find out what we’re all about.

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

Kit Davies
Principal, North Hertfordshire College.
OUR OFFER

We have over 30 years’ experience delivering successful HE programmes at our campuses in Stevenage and Hitchin. We provide a range of courses to help you gain a degree-level qualification and progress into work.

We offer foundation degrees and extended degrees delivered in partnership with the University of Hertfordshire, as well as Higher National Certificates (HNCs) and Higher National Diplomas (HNDs).

For the first time we are now offering a full Honours Degree in Business Administration with our partner, the University of Hertfordshire.

We also offer a range of advanced professional part-time courses if you are looking to upskill in your current role, or are interested in a career change.

In 2017/18 86.5% of our students studying for foundation and extended degrees completed their full honours with a 1st or a 2:1. (source: University of Hertfordshire).

And 95% of NHC students who graduate from one of our HE courses progress to employment or further study, 3.6% above the national average (source: TEF metrics).

FOUNDATION DEGREES

Foundation degrees are industry-recognised standalone qualifications that employers really value.

They are usually two year courses which can be topped up to BA or BSc Honours by studying for an additional year or two at the University of Hertfordshire.

They offer the following benefits:

■ A focus on employment and work-based learning and activities
■ A mixture of academic and vocational content relevant to business needs
■ Lower fees than typical undergraduate programmes at universities.
■ Smaller class sizes and personal tutoring to suit individual needs and goals.

Details on individual courses can be found on pages 10 to 17.

FOUNDATION DIPLOMAS

These are one year bridging courses and help students make the transition to studying at degree level. We offer a Foundation Diploma in Art and Design which is awarded by the University of the Arts London. See page 24.

EXTENDED DEGREES

If you don’t have the right grades to access the course you wish to go to at university, an extended degree is the ideal solution. It is designed to get you up to speed in your chosen subject so you can develop the required skills and knowledge. Unlike foundation degrees, they are not standalone qualifications but the first year(s) of a full Honours Degree.

They are usually one year courses which, when completed, means you will be eligible to progress onto BA or BSc undergraduate study at the University of Hertfordshire. For the desired destination you will need to meet entry requirements which may include a personal statement, portfolio or interview.

We are currently offering an extended degree in science. Further details can be found on page 18.

HIGHER NATIONAL CERTIFICATES AND HIGHER NATIONAL DIPLOMAS

These are undergraduate qualifications and are designed to prepare you for a specific career.

A full-time HND is a work-related course which takes two years to complete, and is the equivalent to two years at university. A full-time HNC takes one year to complete, it is generally one level below a HND and is the equivalent to the first year at university.

They are a great stepping stone up to a higher level qualification, as you can choose to top up and go on to complete a full bachelor’s degree at university.

We are currently offering a HNC and HND in Sports & Exercise Science. Further details can be found on page 18.
EXTERNAL ENDORSEMENT
We have been awarded Silver as part of the Teaching Excellence Framework (TEF) assessment by the Office For Students (OfS) recognising the quality of our staff, resources and high levels of student engagement.

The Quality Assurance Agency (QAA) – the mark of quality in HE – has judged in its most recent inspection that our student learning meets expectations.

ACCESS TO HIGHER EDUCATION
If you are over the age of 19 and want to go on to HE but don’t have the traditional qualifications to get there such as A-levels then our access courses could be an option for you.

Our access courses prepare you for studying a HE qualification and last one year. You will attend college for 12 hours a week over two timetabled days.

We will help you develop your academic skills as well as your confidence to study at undergraduate level at university.

We currently offer access courses in:
■ Nursing and Midwifery
■ Applied Social Science with Law
■ Allied Health and Science Professions

The access courses are due to be revalidated this academic year and so there may be slight revisions in terms of content.

Details about the courses can be found on page 20.
THE NHC EXPERIENCE

FACILITIES
Our campuses provide HE students with an outstanding learning environment appropriate to the courses and HE levels of study.

The Stevenage campus has an atrium and community hall that can be used as a lecture theatre for up to 300 students. The campus also has a quiet study area in a technology-rich environment for higher education students exclusively.

In 2014, the Hitchin campus, where we run our sport studies, underwent a £6 million refurbishment project.

We have open Wi-Fi and students can access the University of Hertfordshire and NHC e-learning resources.

All classrooms have access to state-of-the-art interactive boards. We also have two chemistry labs, two physics labs, two biology labs and three additional dry labs.

In addition to our own resources, all NHC students studying foundation or extended degrees have access to the social, welfare and study benefits of the University of Hertfordshire, our university partner.

Students studying HNCs and HNDs also have access to Studynet online resources provided by the university.

SPORT AND WELLBEING
We have a range of sports facilities at the college including a 3G sports pitch, sports hall and gym at our Hitchin campus.

You will also be able to access the University of Hertfordshire’s state-of-the-art sports village complex at the De Havilland campus in Hatfield.

If you don’t see a club that you’d like to join, you can always set one up. Our Student Services team are here to help you develop your ideas, work with fellow students and get new events going.

SOCIAL ACTIVITIES
Trips are organised by individual course areas. For instance, each year our business students go on a study trip abroad. Past visits have included city trips to Beijing, New York, Prague, Paris and Budapest.

As a HE student you can also participate in all the social activities on offer at the University of Hertfordshire.

STUDENT COUNCIL
Want to have a say about life at NHC? Got your own ideas for fun events and activities? Get involved and become a student representative.

Each year, a HE student representative is elected to speak for their peers and contribute to changes within the college.

As a NHC student you automatically become a member of the National Union of Students (NUS) and are eligible to get a NUS TOTUM card that you can use to get discounts on the high street or leisure facilities.

As a HE student, as well as having a voice at the college, you will also have the opportunity to participate in events arranged by the University of Hertfordshire Student Union in Hatfield.

COUNSELLING
All NHC students can access our experienced team of counsellors throughout the year. They will listen confidentially to any difficulties that you may be experiencing and help you develop plans to cope and deal with whatever difficulties you might encounter whilst at NHC.

ACCOMMODATION
If you live nearby, you’ve got the huge benefit of having high quality courses right on your doorstep and you can save money by living at home.

If you are applying for, and have been offered a place on one of our extended or foundation degree programmes, you will be entitled to seek accommodation at the University of Hertfordshire halls of residence in Hatfield. Please apply online via the online accommodation portal on herts.ac.uk/university-life/student-accommodation

MONEY MATTERS
For 2020/21 courses tuition fees are either £4,875 per year for HNCs and HNDs or £6,165 per year for foundation and extended degrees.
All HE students can apply to Student Finance England for a full tuition fee loan to cover this cost, and, if on a full time course, maintenance support is available to help with living costs. Visit www.gov.uk/student-finance.

DISABLED STUDENTS’ ALLOWANCE
The Disabled Students’ Allowance is available to HE students who may need additional support due to a disability, either a long-term physical or medical difficulty, a mental health condition or a specific learning difficulty.

If this applies to you, applications should be made to Student Finance England. You will be required to produce evidence of your disability. You may also be advised to book a study needs assessment with one of the college’s dedicated team.
You will need to follow a slightly different application path depending on the course:

- Full-time foundation degrees, extended degrees and HNCs and HNDs: you will need to apply via the UCAS website using the codes for the appropriate courses (available on the website or individual course pages in this booklet).

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

- Access to HE courses: apply directly to NHC via our website.

**ENTRY REQUIREMENTS**

The entry requirement for all our Higher National, Extended and Foundation Degree programmes is 48 UCAS tariff points (120 old tariff). We also expect students to have GCSEs at grade 9-4 in English and mathematics and / or science (depending on chosen course). Applications from mature students with relevant work experience will be considered in lieu of the UCAS tariff.

Applications from mature students with relevant work experience will be considered in lieu of the UCAS tariff.

**YOUR RELATIONSHIP WITH US**

If you are offered and accept a place on a course you will become a member of a community which enjoys many rights and privileges. You will 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. The Key Facts documents are available for each course and can be found on our website. They set out the standards which the college will strive to ensure are met if you accept an offer of a place for entry in the 2020/21 academic year. They also explain the circumstances in which changes may be made to your course before you finish. Please consult our student protection plan and all the other relevant policies on our website.

For the extended and foundation degree courses, it also provides further specific information about your position as a ‘consortium’ student in partnership with the University of Hertfordshire.
“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
FULL HONOURS DEGREE

FULL OR PART-TIME

(BA) HONOURS DEGREE IN BUSINESS ADMINISTRATION

IS THIS FOR ME?
This three-year degree course is ideal if you have a passion for business and an aptitude for leadership and organisation. It will give you the qualification you need to access a wide range of business careers whether you are interested in working for a major company, smaller business or setting up your own company.

It offers a mix of academic study, skills development and practical training to give you the best possible platform for your future career.

HOW AND WHAT WILL I LEARN?
Most of the course is completed through supported distance learning. It therefore offers real flexibility so you can fit it around your existing commitments.

It combines online learning with weekly face-to-face workshops for each module which will take place at our NHC Stevenage campus. You will also have access to the global online classroom facilities through the University of Hertfordshire, our delivery partner.

You will study topics including: marketing, business strategy, economics, leadership and enterprise with a variety of options to explore specialisms in the second and third years of the course.

WHAT CAN I DO NEXT?
You can either start your career in business or go on to postgraduate study.

WHAT DO I NEED TO APPLY?
You need 96 UCAS points (BTEC MMM) and typically GCSEs at grade 9-4 in maths and English.

Applications for Business Administration level 4 and level 5 courses must be made via this link https://www.apply.herts.ac.uk/
We are now offering full (BA) Honours business degrees at NHC for the first time!

APPLY ONLINE NOW
www.nhc.ac.uk/higher-education
FULL OR PART-TIME

FOUNDATION DEGREE IN BUSINESS MANAGEMENT

IS THIS FOR ME?
This two-year course will prepare you for degree-level study. It gives you the opportunity to build your knowledge about leadership in business and give you the skills that you will need during your degree.

HOW AND WHAT WILL I LEARN?
Your course will consist of classroom-based theory sessions, practical activities and a work-based learning project working with employers.

You will study topics including: 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 resources and research methods; and, business law.

WHAT CAN I DO NEXT?
Having successfully completed this course, you will be able to progress to:

- the second or third year of a full honours degree (depending on grades) at the University of Hertfordshire in a related field.
- BA (Hons) Business Administration on a part-time or full-time basis at NHC
- paid employment in the sector

WHAT DO I NEED TO APPLY?
You'll need 48 UCAS points (120 on the old tariff) and typically GCSEs at grade 9-4 in maths and English.

Applications for these courses must be made via UCAS, using the University code H36 -- course code N101. Campus code N.

FULL OR PART-TIME

FOUNDATION DEGREE IN BUSINESS MANAGEMENT WITH ACCOUNTING

IS THIS FOR ME?
This two-year course will prepare you for degree-level study. It will give you the opportunity to build your knowledge about accounting and finance in business to prepare for a career in this specialism.

HOW AND WHAT WILL I LEARN?
Your course will consist of classroom-based theory sessions, practical activities and a work-based learning project working with employers.

You will study topics including: business ethics; financial management; analysing financial information; global business; enterprise; and, management accounting for business decisions.

WHAT CAN I DO NEXT?
Having successfully completed this course, you will be able to progress to:

- the second or third year of a full honours degree (depending on grades) at the University of Hertfordshire in a related field
- BA (Hons) Business Administration on a part-time or full-time basis at NHC
- paid employment in the sector

WHAT DO I NEED TO APPLY?
You'll need 48 UCAS points (120 on the old tariff) and typically GCSEs at grade 9-4 in maths and English.

Applications for these courses must be made via UCAS, using the University code H36 -- course code N1N3. Campus code N.
“The foundation degree allowed me to explore a range of career options – which was particularly beneficial as I was unsure of what path I wanted to take.

This helped me make the decision to follow the HR route and start my career as a HR administrator.

Joana Sardinha Ferreira – Foundation Degree in Business Management, now a people administrator at Ocado
Following my Foundation Degree I graduated from the University of Hertfordshire with a First Class BA Hons in Business Administration. The teaching team were really supportive and encouraging and provided us with real insights into the industry.

Rachel Carter, Foundation Degree in Business Management, now a success coach and tutor at NHC
**FULL OR PART-TIME**

**FOUNDATION DEGREE IN BUSINESS MANAGEMENT WITH MARKETING**

**IS THIS FOR ME?**
This two-year course will prepare you for degree-level study. It will give you an excellent grounding in the skills, knowledge and principles of marketing and communications. It will also develop your knowledge of the role of business in society and core specialisms including accounting and human resources.

**HOW AND WHAT WILL I LEARN?**
Your course will consist of classroom-based theory sessions, practical activities and a work-based learning project working with employers.

You will study topics including: enterprise; global business; business ethics; marketing; and, product innovation.

**WHAT CAN I DO NEXT?**
Having successfully completed this course, you will be able to progress to:
- the second or third year of a degree at the University of Hertfordshire in a related field
- BA (Hons) Business Administration on a part-time or full-time basis at NHC
- paid employment in the sector

**WHAT YOU’LL NEED TO JOIN**
You need 48 UCAS points (120 on the old tariff) and typically GCSEs at grade 9-4 in maths and English.

Applications for these courses must be made via UCAS, using the University code H36 – course code N1N5. Campus code N.

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**FULL OR PART-TIME**

**FOUNDATION DEGREE IN COMPUTING TECHNOLOGIES (Software development)**

**IS THIS FOR ME?**
This two-year course will prepare you for degree-level study. It will give you an excellent grounding in computing while allowing you to specialise in aspects relating specifically to software development.

In the first year, you will develop your knowledge of programming, computer systems architecture, data analysis, networks and wireless and systems analysis.

In your second year, you will study a mix of modules focusing on computing areas as well as software development.

**HOW AND WHAT WILL I LEARN?**
Your course will consist of classroom-based theory sessions, practical activities and a work-based learning project working with employers.

You will study topics including: programming concepts; developing the computer professional; topics in computer systems; understanding databases and data analysis; networking fundamentals; systems analysis and, three specialist modules related to software development.

**WHAT CAN I DO NEXT?**
Having successfully completed this course, you’ll be able to progress to:
- the third year of BSc (Hons) Computer Science at the University of Hertfordshire
- paid employment in the sector

**WHAT DO I NEED TO APPLY?**
You need 48 UCAS points (120 on the old tariff) and typically GCSEs at grade 9-4 in maths and English.

Applications for these courses must be made via UCAS, using the University code H36 – course code I310. Campus code N.
FULL OR PART-TIME

FOUNDATION DEGREE IN COMPUTING TECHNOLOGIES (Networks & cyber security)

IS THIS FOR ME?
This two-year course will prepare you for degree-level study. It will give you an excellent grounding in computing while allowing you to specialise in aspects relating specifically to networks and cyber security.

In the first year, you will develop your knowledge of programming, computer systems architecture, data analysis, networks and wireless and systems analysis.

In your second year, you will study a mix of modules focusing on computing areas as well as networks and cyber security.

HOW AND WHAT WILL I LEARN?
Your course will consist of classroom-based theory sessions, practical activities and a work-based learning project working with employers.

You will study topics including: programming concepts; developing the computer professional; topics in computer systems; understanding databases and data analysis; networking fundamentals; systems analysis and, three specialist modules related to networks and cyber security.

You will benefit from two state-of-the-art cyber networking labs providing high capacity hardware, networking systems and IT infrastructure allowing learners at all levels to access industry-standard equipment.

The cyber and networking labs include:
- 50 high-spec PCs with dual monitors, core i7 processor, 8G RAM, incl. graphics card
- Cisco network switches and routers
- ten biometric fingerprint readers
- mobile technology access to laptops, tablets and mobile phones to allow for mobile cyber security testing
- interactive 70” touch screens

WHAT CAN I DO NEXT?
Having successfully completed this course, you will be able to progress to:
- the third year of BSc (Hons) Computer Science at the University of Hertfordshire
- paid employment in the sector

WHAT DO I NEED TO APPLY?
You need 48 UCAS points (120 on the old tariff) and typically GCSEs at grade 9-4 in maths and English.

Applications for these courses must be made via UCAS, using the University code H36 – course code I120. Campus code N.
“Studying was always something that I was nervous about. I wasn’t even sure if I was capable of seeing the course through. However, I found the vast majority of the content enjoyable, and even when things went wrong, the college listened, was understanding and offered the support I needed to continue on, which definitely helped immensely. It is that support that helped me accomplish my goals and set me on the right track for the future.

Connor Water, Foundation Degree in Computing Technologies
PART-TIME

FOUNDATION DEGREE IN EARLY YEARS

IS IT FOR ME?
This two-year course builds on the knowledge and experience you have already gained through working with young children. It will give you a stand-alone qualification which early years’ practitioners really value or enable you to go on and complete a BA(Hons) degree at the University of Hertfordshire.

HOW AND WHAT WILL I LEARN?
Your course will consist of classroom-based theory sessions and practical experience.
We minimise attendance at lectures, seminars, tutorials and workshops so that you can study alongside your employment by doing work-based assessment, private study or distance learning.
You will develop core professional skills including: working with other professionals and parents, child protection, taking account of the individual needs of children and understanding differences and diversity.
You will also develop important practical skills including: managing sessions for children, using evidence to develop your practice, legal and professional skills; leading and managing; and implementing curricular frameworks.

WHAT CAN I DO NEXT?
Having successfully completed this course, you will be able to progress to:
- paid employment in the sector
- the third year of BA (Hons) Early Childhood Education or a BA(Hons) Education Studies at the University of Hertfordshire

WHAT DO I NEED TO APPLY?
You need 48 UCAS points (120 on the old tariff) and typically GCSEs at grade 9-4 in maths and English.

In order to facilitate the substantial work-based features of your Foundation Degree, you will need to obtain a letter showing full co-operation and support from your employer and to identify an appropriate mentor who will support and guide you.

“
It has given me the privilege of studying the area of work which is my passion. The opportunity has empowered me to continue fulfilling my role and responsibilities in working with children and families.
I have confidence in knowing what I do and also why I do it. Learning on this programme has played a very important part in my personal development.

"
FULL-TIME

BSC EXTENDED DEGREE IN SCIENCE

IS THIS FOR ME?
This one-year course will prepare you for degree-level study. You will explore biology, chemistry and physics and gain the knowledge and skills you need to progress to the first year of a University of Hertfordshire science degree.

HOW AND WHAT WILL I LEARN?
Your course will consist of classroom-based assignments, projects, practical tests and exams.
You will study topics including: introductory biology; mathematics for scientists; introductory chemistry; introductory physics; and, extra optional modules for mathematics, mammalian physiology, applied and environmental biology, physics, statistics or chemistry.

WHAT CAN I DO NEXT?
Having successfully completed this course, you will 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

WHAT DO I NEED TO APPLY?
You need 48 UCAS points including GCSE maths, English and science at grade 4 or above. We will consider work experience or equivalent qualifications for mature students.
Applications for these courses must be made via UCAS, using the University code H36 – course code B900 (biological science), B902 (allied to medicine), G101 (mathematics) or F900 (physical science). Campus code N.

FULL-TIME

HIGHER NATIONAL CERTIFICATE/DIPLOMA IN SPORT & EXERCISE SCIENCE

IS THIS FOR ME?
This two-year course will give you the knowledge and skills for gaining employment in the sector or progressing to degree-level study at university.

HOW AND WHAT WILL I LEARN?
Your course will consist of classroom-based assignments, projects, practical tests and exams.
You will study topics including: advanced nutritional strategies for athletes; laboratory and field-based testing for performance; biomechanics, injury prevention and sports massage; sport-specific strength and conditioning programme; psychology for sports performance and, research methods in sport and exercise sciences.
The HNC is awarded after successful completion of the first year.

WHAT CAN I DO NEXT?
Having successfully completed the HND, you will 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

WHAT DO I NEED TO APPLY?
You need 48 UCAS points (120 on the old tariff), including a level 3 (or equivalent) in sport or physical education and typically GCSEs, at grade 9-4 in maths and English.
Applications for this courses must be made via UCAS - UCAS code- C600 Institution code N57.
My experience of the course was excellent, our tutors were highly knowledgeable and supportive. I’m really amazed at how much we learnt in the space of nine months, which flew by so quickly! I would definitely recommend the course to others who want to progress in the science field.

BSC Extended Degree in Science student
ACCESS TO HE

LEVEL 3

DIPLOMA IN ALLIED HEALTH AND SCIENCE PROFESSIONS

IS THIS FOR ME?
This one-year course will give you the skills and knowledge required to build a career in a variety of science and allied health professions including paramedic science, radiography, nutrition and biomedical science.

HOW AND WHAT WILL I LEARN?
This course is assessed through assignments, practical tests, presentations and exams.

You will study application of numbers and English skills as well as three specialist subjects:

Chemistry starts with exploring chemistry fundamentals and principals. These lay the theoretical and practical foundations for subsequent study. Two units relate to organic chemistry (introduction to organic chemistry and organic and biochemical molecules). You will then study one unit in energetics and kinetics.

Human biology introduces you to the complexity of life processes. You will explore cells, biochemistry, the basic structure and function of different body systems and mechanisms involved in nutrition and digestion. The final biology unit focuses on genetics and evolution.

Maths for scientists supports, in particular, your study of chemistry. The unit develops your ability to manipulate algebraic expressions and demonstrate an understanding of the laws of exponential growth and decay.

In addition to these specialist subjects, you will study how to promote your own and others’ well-being and build resilience. This will help you cope with the demands of the course and your future career.

In the final weeks of the course, you will complete a piece of research on a topic of your choice.

You will also complete a research unit.

WHAT CAN I DO NEXT?
Having successfully completed this course, you will be able to progress to:

- university courses in science and allied health
- apprenticeships
- paid employment in the sector

WHAT DO I NEED TO APPLY?
There are no formal entry requirements for this course. When you apply you will be asked to complete online careers activity (Access to HE Careers Coach). This will help you to make the right choice regarding the course. You will be invited to an Access to HE applicant event (see website for details). We will interview you to make sure this is the right course for you. You will also need to complete a maths and English assessment and a writing task.
DIPLOMA IN APPLIED SOCIAL SCIENCE WITH LAW

IS THIS FOR ME?
This one-year course will give you the skills and knowledge so you can apply for degree-level study in social science subjects (sociology, criminology and psychology), law and a range of humanities courses.

HOW AND WHAT WILL I LEARN?
You will study application of numbers and English skills as well as three specialist subjects:

Sociology starts with an introductory unit looking at theories and methods in the discipline. You will then explore units related to social aspects of crime and types of social inequalities. The role of medicine in society is also analysed.

Psychology starts with an introductory unit looking at methods and ethics of research and approaches. You will also explore topics like mental illness, social processes (such as conformity and obedience), and the psychology of criminal investigations.

Law starts with exploring the philosophical foundations of law. Further units involve the study of the principles underpinning government, the functioning of the English court system, law relating to business, and criminal and family law.

In addition to these specialist subjects, you will study how to promote your own and others’ well-being and build resilience. This will help you cope with the demands of the course and your future career.

In the final weeks of the course, you will complete a piece of research on a topic of your choice.

WHAT CAN I DO NEXT?
Having successfully completed this course, you will 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.

WHAT DO I NEED TO APPLY?
There are no formal entry requirements for this course. When you apply you will be asked to complete online careers activity (Access to HE Careers Coach). This will help you to make the right choice regarding the course. You will be invited to an Access to HE applicant event (see website for details). We will interview you to make sure this is the right course for you. You will also need to complete a maths and English assessment and a writing task.

APPLY ONLINE NOW
www.nhc.ac.uk/higher-education
IS THIS FOR ME?
This course will give you an excellent grounding in the knowledge and skills you need for a career in nursing and midwifery. It covers health psychology, health studies and human biology. Following successful completion of the course you will be able to apply for entry into a variety of nursing and midwifery degree courses.

HOW AND WHAT WILL I LEARN?
This course is assessed through assignments, practical tests, presentations and exams.

You will study application of numbers and English skills as well as three specialist subjects:

- Health psychology introduces you to the scientific study of behaviour. After an introduction to psychology, you will look at methods and ethics of research and psychological approaches. You will explore topics such as mental illness and psychological principals used in the management of health concerns and social and intellectual development.

- Health studies will introduce you to important social issues relating to healthcare in the UK. The units cover a range of topics including models of health, the history and structure of the NHS, health inequalities, values and ethics in healthcare and communication skills.

- Human biology introduces you to the complexity of life processes. You will explore cells, human reproduction, the basic structure and function of different body systems, mechanisms involved in nutrition and digestion and infection control.

In addition to these specialist subjects, you will study how to promote your own and others' well-being and build resilience. This will help you cope with the demands of the course and your future career.

In the final weeks of the course, you will complete a piece of research on a topic of your choice related to the healthcare professions.

WHAT CAN I DO NEXT?
Having successfully completed this course, you will 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
WHAT DO I NEED TO APPLY?
There are no formal entry requirements for this course. When you apply you will be asked to complete online careers activity (Access to HE Careers Coach). This will help you to make the right choice regarding the course. You will be invited to an Access to HE applicant event (see website for details). We will interview you to make sure this is the right course for you. You will also need to complete a maths and English assessment and a writing task.

“...

When I walked through the door of North Hertfordshire College to embark on an Access to Nursing course in 2011, little did I know where this journey would take me. With the incredible support of the Access team I successfully completed the course and went on to graduate from Anglia Ruskin University in Cambridge with a BSc (Hons) first class degree in adult nursing in 2016.

This enabled me to pursue my dream job as a specialist palliative care nurse, whilst undertaking a Masters at Kings College London, world leaders in the field. The best thing ever is I get to do a job I love every day.

“...

Carol Roughley
Specialist palliative care nurse
We encourage students to take up a range of competitions and work experience opportunities. We are a flagship centre for the Royal Opera House Design Challenge and previous winners have exhibited at the V&A and gained work experience in the props department at the Royal Opera House. The Design Challenge allows all students to enter a professional competition exploring the world of ballet or opera through one of four categories: set design, costume design, marketing or hair and makeup.
PART-TIME PROFESSIONAL COURSES

LEVEL 4

DIPLOMA IN THERAPEUTIC COUNSELLING

IS THIS FOR ME?
This course will give you the knowledge and skills to work as a therapeutic counsellor. It is designed to lead to an employed or voluntary role in a counselling agency in both health care and non-medical settings. Learners with sufficient experience can also begin working as independent practitioners in private practice.

HOW AND WHAT WILL I LEARN?
The course will be a mix of classroom-based theory sessions and practical experience. You will complete a minimum of 100 hours of supervised practice as a trainee counsellor and will be encouraged to complete as much personal therapy as possible during the course. Topics include: working ethically, safely and professionally; working within a counselling relationship; working within a user-centred approach to counselling; client diversity; exploring self-awareness and reflectiveness in the counselling process; and, working within a framework of theory and skills.

Formal assessment includes a completed portfolio, observation, discussion, tutor feedback, tutor set assignments and external exams.

WHAT CAN I DO NEXT?
You can progress into employment, or further study including a level 5 Diploma in Psychotherapeutic Counselling; a Level 5 Diploma in Cognitive Behavioural Therapeutic Skills and Theory; level 6 Certificate in Therapeutic Counselling Supervision; and, an Open University Foundation Degree in Counselling.

WHAT DO I NEED TO APPLY?
You must have successfully achieved a level 2 Certificate in Counselling Skills and a level 3 Certificate in Counselling Studies, or their equivalent.

LEVEL 4

ASSOCIATION OF ACCOUNTING TECHNICIANS (AAT)

IS THIS FOR ME?
This AAT-accredited course will give you the skills and knowledge to progress to an advanced level in accounting. You will deepen your knowledge of financial and management accounting, credit management and personal tax. Prior knowledge and/or experience of accounting is essential.

HOW AND WHAT WILL I LEARN?
The course is classroom-based. You will learn topics including: management accounting (budgeting); management accounting (decision and control); financial statements of limited companies and, synoptic tests. You will also be required to complete two specialist units including personal tax and credit management.

WHAT CAN I DO NEXT?
If you successfully complete this qualification, you can apply for AAT full membership and achieve professional MAAT status.

WHAT DO I NEED TO APPLY?
You will need to have completed the AAT level 3 course.
LEVEL 5
CHARTERED INSTITUTE FOR PERSONNEL AND DEVELOPMENT (CIPD)

IS THIS FOR ME?
This CIPD-accredited course is suitable for you if you are looking to develop a career in HR management or development; are working in the field of HR or development and want to extend your knowledge and skills; or need to understand the role of HR in the wider organisational and environmental context.

HOW AND WHAT WILL I LEARN?
The course is classroom-based. You will learn topics including developing an understanding of professional practice, business issues and the HR context and using HR data and contemporary developments in human resources.

Optional units include employment law, resourcing and talent management, contemporary developments in HR, organisational design and development and managing human resource functions.

WHAT CAN I DO NEXT?
If you successfully complete this qualification, you can progress to CIPD level 7 and apply for CIPD membership.

WHAT DO I NEED TO APPLY?
If you are being sponsored to attend the course by your employer, we require a company letter or purchase order confirming this. An advanced learning loan is now available for this course on a part contribution basis.

Candidates will have most likely completed the CIPD foundation qualifications or hold a first degree or have relevant work experience. Acceptance on the course is via an interview with the programme manager.

LEVEL 7
CHARTERED INSTITUTE FOR PERSONNEL AND DEVELOPMENT (CIPD)

IS THIS FOR ME?
This CIPD-accredited course is suitable for you if you have experience of higher level study including a postgraduate-level qualification.

It is also relevant to those who are HR professionals and are looking to develop their skills. You may have responsibility for HR decision making within an organisation at an operational, tactical or more strategic level. Or, you could be an independent HR consultant who supports organisations in meeting their goals.

HOW AND WHAT WILL I LEARN?
The course is classroom-based. You will learn topics including leading, managing and developing people, skills for business leadership and investigating a business from a HR perspective.

Optional units include resourcing and talent management, organisational design and development and learning and talent development.

WHAT CAN I DO NEXT?
If you successfully complete this qualification, you can apply for CIPD membership.

WHAT DO I NEED TO APPLY?
If you are being sponsored to attend the course by your employer, we require a company letter or purchase order confirming this. An advanced learning loan is now available for this course on a part contribution basis.

Candidates will have most likely completed the CIPD foundation qualifications or have relevant work experience. Acceptance on the course is via an interview with the programme manager. Applicants must satisfy the requirements for a sufficient standard of writing and critical thinking assessed by short, diagnostic tests.