City College Peterborough believes that every young person should have access to an education that will give them the best skills to prepare them for their future.

Every young person has a right to receive a high quality education that is going to give them a solid foundation to develop their understanding and learn new skills.
Welcome to City College Peterborough

Welcome to City College Peterborough and the choices available to you for your next steps.

City College Peterborough offers a wide range of programmes to help you achieve the right skills and qualifications needed for your desired career. You will study with our knowledgeable and experienced staff in our industry standard facilities. We are always updating our courses to ensure that we deliver relevant training and the courses meet the needs of our local and national economy. We pride ourselves on our dedicated staff delivering high quality training and support to all our learners.

As well as studying towards a qualification, you will have the chance to gain some valuable work experience within the local area. Joining City College Peterborough will offer you the opportunity to socialise with new people, build new friendships and learn at the same time. You will be treated with respect in a friendly and supportive environment, which will help you to achieve your goals. All we expect from you is enthusiasm and commitment to your chosen programme.

How to contact us

Contact our Information, Advice and Guidance trained Recruitment Advisors to help you choose the right course that suits you. The recruitment team will be more than happy to help.

You can contact us at sprecruitment@citycollegepeterborough.ac.uk or 01733 761361 www.citycollegepeterborough.ac.uk

Location maps can be found on the back cover of this guide.

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Why should you study with us?

Amazing facilities and equipment

We have industry standard facilities including a motor vehicle workshop, dance and drama studios, a hairdressing salon, catering kitchens, health and wellbeing centre and outdoor gym. These are all kitted out with the necessary resources to enable your learning.

Social environment

Meet new people and make life-long friends. Take part in college trips, and extra curricular activities.

Central location

We have two campuses based in central Peterborough. One in the city centre and the second in Dogsthorpe. Both campuses have free car parking and bus stops outside the buildings.

A better future

Our courses are designed to help you achieve nationally recognised qualifications and experience in both theory and practice. Whether your destination is the world of work or higher/further education, our courses will ensure you are fully prepared for your future.

A supportive, fun learning environment

Learners are treated like adults and your decision making is promoted.

Open Events

Look out for our open events that run throughout the year. Dates and times are published on the college website and our Facebook page. Meet our tutors and see our facilities. You don’t have to wait until these dates, to take a look at what City College Peterborough has to offer!

Contact our Recruitment Team to arrange a visit.

Staying in education after 16

Young people in England must stay in education until they are 18. This does not mean young people have to stay at school! You can enrol onto any of the following:

- full-time education (e.g. at a school or college)
- an apprenticeship or traineeship
- part-time education or training combined with one of the following:
  - employment or self-employment for a minimum 20 hours per week
  - volunteering for a minimum 20 hours per week.

Here at City College Peterborough we can offer any of the above.

Please contact our Recruitment Team on: 01733 761361 or sprecruitment@citycollegepeterborough.ac.uk
Support for Schools

Year 11
The College works in partnership with schools to provide an alternative provision for Year 11 learners with referrals being accepted via schools or other professional bodies.
There is a wide range of vocational areas including: hairdressing, motor vehicle, childcare, catering and many more!
The programme is designed to support young people with their work skills, development and education in a supportive and stimulating environment.

Our careers programme
Your Path – Your Choice is at the heart of a well planned and progressive careers programme to develop aspirational goals for the future.
Participation in work experience, workplace visits and engagement with local industry experts help learners to develop key employability skills including numeracy, literacy and communication.
Learners attend weekly citizenship lessons and track their progress in their personal your path – your choice journal.

Student Support
Wellbeing Support
Here at City College Peterborough we have a dedicated Wellbeing Team. The staff are here to ensure that you are given the support you need in order to be able to overcome any barriers that are holding you back from achieving and progressing onto your next steps into education, employment or training.
The team are also dedicated to ensuring your safety and work in close partnership with teachers, parents/carers and local and national agencies such as the Targeted Youth Support Service within the local authority. Together they can assist you with anything from housing and benefits advice to counselling services if needed.
The Wellbeing Team can help with:
- Emotional Support (counselling and anger management)
- Mediation with friends
- Referral to external support services

Support for Learners with Learning Difficulties or Disabilities
The college has a dedicated SENCO to ensure all your needs are met and to co-ordinate your Education and Health Care Plan outcomes.
Our Wellbeing Officers offer help with both your academic choices, funding and money issues and any additional needs you may have. Your Wellbeing Officer will also liaise with relevant professionals to assist in your transition to independence.
We offer training in various aspects of daily life, such as using public transport; supporting a healthy lifestyle; managing money and improving interpersonal skills.
We offer a wide range of facilities to aid your support, including a newly purpose-built unit, designed to offer the practical applications of your learning. This includes a sensory room, particularly beneficial if you need a space to process your thoughts and moods.
The team are highly trained to assist with any support needs that may arise and ensure that your learning is individual to you.

Student Support (cont)
Teaching Assistants
We have a team of Teaching Assistants who can:
- support learners in the classroom
- work with learners 1:1 – if needed
- work with learners as part of a small group.
The support the team offer learners is tailored to meet their individual needs. They ensure tasks are fun and enjoyable.
The Teaching Assistant Team are very friendly, approachable and supportive to ensure they achieve. They enjoy working with you and seeing progression. They are passionate about working with young people to make a difference in their well-being and personal development.

Equality & Diversity
City College Peterborough actively work towards offering equal access and opportunities to all.

Safeguarding
City College Peterborough are committed to promoting the welfare, safety and protection of all children, vulnerable adults, learners and staff.

16-19 Guaranteed Bursary Fund
You will be entitled to a weekly payment based on your attendance if you are aged 16-18 as of 31st August 2019 and you are:
- in care (including unaccompanied asylum-seekers)
- a care leaver
- receiving Universal Credit (was Income Support) in your own name
- disabled and receiving Personal Independence Payments (was Disability Living Allowance) AND Employment Support Allowance in your own name

16-19 Discretionary Bursary
You will be entitled to support towards any course equipment, uniform and travel costs if either you or your parent/guardian are in receipt of one of the following benefits:
- Job Seekers Allowance
- Child Tax Credit
- Council Tax Benefit
- Universal Credit
- Employment Support Allowance
- Housing Benefit
- Pension Credit
- or Household income less than £20K

Free Meals
You will be entitled to free meals at College if you are aged between 16-18 years on 31 January 2019 and meet the criteria below or
Aged between 16-24 on 31 August 2019 have a Learning Difficulty Assessment (LDA, Statement or EHC and meet the criteria below) and either yourself or parent/guardian receives one of the following:
- Job Seekers Allowance
- Employment Support Allowance
- Guaranteed element of State Pension Credit
- Support under Part VI of the Immigration and Asylum Act 1999
- Working Tax Credit Run-On (paid for 4 weeks after they stop qualifying for Working Tax Credit
- Child Tax Credit (provided they are not also entitled to Working Tax Credit and have an annual income of no more than £16,190)
- Universal Credit (during initial roll-out of this benefit)

Funding for Childcare
If you are a young parent and under the age of 20, the ‘Care to Learn’ scheme can help to cover the costs (up to £160 per week) of your childcare while you are studying. As an educational provider, we are able to assist you with your application form for ‘Care to Learn’. You can get advice on accessing ‘Care to Learn’ at your initial college interview so be sure to ask the Recruitment team about the process when you arrive. For more information, visit www.gov.uk/care-to-learn

*Please note, this support is not available for Apprentices
Your programme of study will include Functional Skills English and Maths or GCSE English and Maths.

**Functional Skills English**

A Functional Skills English course with varied lesson content including the use of a Virtual Learning Environment, Social Media e.g. Facebook and Twitter, Film, Audio, Blogs and Streams. Independent study skills will be taught and nurtured to ensure you can complete tasks without the need to consistently rely on support. You will be supported to learn for yourself, thus becoming a more confident and independent learner.

**GCSE English**

GCSE First Language English is designed for learners whose first language is English. GCSE First Language English learners develop the ability to communicate clearly, accurately and effectively in both speech and writing. They learn how to employ a wide ranging vocabulary, use correct grammar, spelling and punctuation, and develop a personal style and an awareness of the audience being addressed.

Learners are also encouraged to read widely, both for their own enjoyment and to further their awareness of the ways in which English can be used.

This course leads to the achievement of a Functional Skill in English in Reading, Writing and Speaking & Listening. This is all delivered with the help, support and knowledge of fun, qualified and engaging teachers. Other activities involved are community projects which are group managed, topical discussions on current events, film reviews including emotional responses and language used by characters, digital resources in the form of games, quizzes, puzzles and trivia and practical English activities such as presentations and public speaking.

**Functional Skills Maths**

A Functional Skills Maths course delivered to prepare you for everyday maths, getting a job and earning a living. The skills taught will include how to estimate a bill, live on the average wage and measure room sizes and furniture. Other topics include decimals, fractions, percentages, ratios, area and perimeter. The maths skills are all taught in a friendly and relaxed atmosphere. You will learn through fun and engaging activities which makes the teaching memorable. You will deal with money, weight, time, temperature, tables and charts and analyse statistical data. Knowledge of basic maths gives you confidence which pervades into other areas of your life. It is the passport to your next steps.

**English for Speakers of Other Languages (ESOL) for Beginners**

This course will introduce you to the basics of English and life skills. The programme will also cover the four main areas of English: speaking and listening skills, reading and writing.

The topics include:
- Filling in forms
- Family
- Celebrations
- Money
- Time
- Health
- Food
- Shopping
- Cooking
- Arts & Crafts
- ICT
- Events & Celebrations
- Leisure activities
- Basic employment skills.

**GCSE Maths**

GCSE Mathematics encourages the development of mathematical knowledge as a key life skill, and as a basis for more advanced study.

The syllabus aims to build learners’ confidence by helping them develop a feel for numbers, patterns and relationships, and places a strong emphasis on solving problems and presenting and interpreting results. Learners also gain an understanding of how to communicate and reason using mathematical concepts. Wherever possible, the learning is linked to the student’s vocational subject and real life scenarios are used to demonstrate the significance of each topic. The delivery includes practical activities, e-learning and a variety of resources to practise the skills.

A commitment to regular homework is required in order to pass this qualification in one year. You must also have already achieved a GCSE Mathematics at grade D/3.

**English for Speakers of Other Languages**

**Entry Levels 1, 2 and 3**

This course is designed to increase your confidence and ability in your Functional English skills to prepare you for further studies or the work place. You will develop your speaking and listening skills together with your study skills through focused reading and writing activities.

The programme covers:
- Speaking and listening skills
- Reading and writing
- Local community and current affairs
- Personal, social development.

**Course Requirements**

- Ability to work to at least Entry Level 1 in English. This will be tested at interview.

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"I like to learn at City College Peterborough because I have a lot of practice in English language and we get interesting activities that help me and my class friends understand lessons better. I enjoy learning at the College." - Diana Borisionok, ESOL Learner
Levels 1 & 2 Business Administration
Qualification: Level 1 Certificate in Business Administration
A portfolio based course covering all aspects of working in an office/business administration environment. A range of topics including:
- Working in business and administration
- Creating business documents
- Professional behaviour in an office environment
- Providing business support
- Verbal & non-verbal communication in business.
Course Requirements
- Level 1 English and Maths
- An interest in the subject.
Industry standards/Occupational requirements needed to work in the administration industry:
- Good level of English, Maths and IT
- Ability to work independently.

Level 1 & 2 Childcare
Qualification: CACHE Level 1 Award, Certificate and Diploma in Caring for Children
A course designed to develop skills in caring for children. You will cover a wide range of topics including:
- Safeguarding and protection
- Equality, diversity and inclusion
- Practical health and safety when working with young children.
Course Requirements
- An interest in the subject
- E3 English and Maths.
- A DBS check.

Jack Lewis
Business Admin

Zac Coles
Childcare Learner

“I am finding this course unique and enjoyable, whilst still having fun with friends.”

Level 1 & 2 Health and Social Care
Qualifications:
NCFE Level 1 Introduction to Health and Social Care
NCFE Level 2 in Health and Social Care
A course designed to develop skills in Health and Social Care. You will cover a wide range of topics including:
- Communication
- Human development and growth
Course Requirements
- An interest in the subject
- E2 English and Maths.
- A DBS check will be needed to work within the care industry.

Midwife

Nurse

Occupational Therapist

Assistant

Learning Support

Child Psychologist

16–19 Study Programmes
Further Education Course Guide

What could my career be?
Childminder
Nursery Assistant
Nursery Manager
Playworker
Nanny
Learning Support Assistant
Youth Worker
Child Psychologist

Further Education Course Guide

YOUR CHOICES for 2019/2020

What could my career be?
Administrative Assistant
Data Entry Clerk
Receptionist
Team Leader
Office Manager
Personal Assistant
Secretary
Human Resources Officer

Further Education Course Guide

www.citycollegepeterborough.ac.uk
Level 1 Hospitality and Catering
Qualification: Level 1 Introduction to the Hospitality Industry
A course designed to develop skills for Hospitality and Catering. A wide range of topics including:
- Knife skills, butchery and fish preparation
- Preparing and presenting dishes
- Menu planning and cooking for events
- Hospitality Customer Service Skills
- Healthy eating
- Food Safety in Catering Level 2.
Course Requirements
- An interest in the subject
- E3 English and Maths.

Level 1 Hairdressing
Qualification: Level 1 Introduction to Hair and Beauty
A course that provides an introduction to Hairdressing and all aspects of working within a salon. A range of topics including:
- Introduction to the hair and beauty sector
- Create a hair and beauty image
- Present a professional image in a salon and salon reception duties
- Shampoo and conditioning
- Colouring hair using temporary colour
- The art of colouring hair
- Styling men’s hair
- Styling women’s hair
- Plaiting and twisting hair
- Health and Safety procedures
- Salon reception duties.
Course Requirements
- An interest in the subject
- E3 English and Maths.

VRQ Level 2 Hairdressing
Qualification: Level 2 Certificate in Women’s Hairdressing
A course designed to develop your technical hairdressing skills to progress into employment or further training.
- Working in the hair industry
- Follow health and safety in the salon
- The art of dressing hair
- Create an image
- Client consultation for hair services
- Shampoo and condition the hair and scalp
- Cut women’s hair
- Colour and lighten the hair
- Salon reception
- Perming and neutralising hair.
Course Requirements
- An interest in the subject
- Level 1 English and Maths
- 4 GCSE Grade D/3 or above qualifications or Level 1 Hairdressing.
Occupational Studies
Introduction to Occupational Studies
A course designed to offer tasters of a range of qualifications to give you an introduction to specific careers. This course is ideal if you are unsure of the career path you wish to take.

Course Requirements
- An interest to study and develop your skills
- E2 English and Maths.
- A wide range of topics including:
  - Hospitality and Catering
  - Motor Vehicle
  - Design, Media and Technology
  - Business Administration
  - Hairdressing
  - Health & Social Care
  - Childcare
  - Self Development.

Skills for Creative Industries: Craft
A portfolio based course that develops craft skills, during this course you will learn different craft techniques including:

Course Topics
- Decoupage
- Block Printing
- Photo transferring: to fabric, wood and paper.

Using these techniques, you will learn how to upscale household items, such as tables and chairs. Whilst on this course, you will get an opportunity to take part in enterprise projects, where you can gain the skills to start your own craft business.

Course Requirements
This course is designed for learners of all abilities and can be made bespoke to the individual. An enthusiasm to learn new craft skills and not afraid to get messy.

- E2 English and Maths.

Level 1 Motor Vehicle
Qualification: Level 1 in Motor Vehicle Studies
A hands-on practical course designed to develop skills in the Motor industry. Topics included:
- Safe lifting of a vehicle
- Changing engine oil and filter
- Remove a cooling system (thermostat, radiator etc)
- Brake pads and disc removal, inspection and assessment of parts.

Course Requirements
- An interest in the subject
- E2 English and Maths.

Industry standards/Occupational requirements needed to work in the Motor Vehicle industry:
- Level 1 Maths and English needed for the course.

What could my career be?
Body Repairer
Vehicle Fitter
Vehicle Technician
MOT Technician
Motor Racing Pit Crew
Motor Mechanic

“I like my English class, the tutor is very helpful. I have learnt a lot with my Motor Vehicle group and we have a family bond like no other.”
Luke Bailey, Motor Vehicle Learner

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Luke Bailey, Motor Vehicle Learner
Courses for Learners with Learning Difficulties and Disabilities

Skills For Independence Entry Levels

A course designed to work towards a variety of unit topics including:

- Basic cooking
- Independent living
- Local community
- Money management
- Career development.

Course Requirements

- An interest in learning and developing yourself
- E2 English and Maths.

Courses for Learners with Learning Difficulties and Disabilities

GAPP

A course designed to aid young people with Autism Spectrum Disorder in personal and social development and to enable them to live as independently as possible. The course will look at a variety of areas including:

- Health and Hygiene
- Independent cookery
- Household shopping
- Budgeting,
- Health and fitness.
- Gardening

We have brand new classrooms and a flat exclusive to our learners with learning difficulties and disabilities. Contact our Recruitment team for a tour on: sprecruitment@citycollegepeterborough.ac.uk or 01733 761361 – Option 1.

“I really enjoyed the Step Up course because I had all the support I needed as the teacher was very helpful. When I started this course I didn’t know what I wanted to become but now I can think of what I want and starting my career. City College Peterborough is better than any college in Peterborough as you get support when you have a problem, they are there for you all the time.”

Adriana Herakova

“College is better than school, I like being treated more like an adult. Step Up has helped my confidence.” Jaymie Currie

www.citycollegepeterborough.ac.uk

YOUR CHOICES for 2019/2020

Further Education Course Guide

APPLICANT PERSONAL DETAILS

Title (Mr/Miss/Mrs/Ms):  
Gender:  Male □  Female □
Date of Birth:  
Address:  
Postcode:  
Telephone no:  
Mobile:  
Email:  
Nationality:  
Next of kin name:  
Next of kin contact no:

ETNICITY

We are committed to equal opportunities. To help us monitor our policy please complete the following

- Black – Black British
- Black Caribbean
- White – English/British/Welsh/Scottish/N.Irish
- White – Irish
- Any other White background
- Guyanese or Irarian Traveller
- Any other
- Arab

Have you lived outside the UK during the last 3 years?  Please tick: Yes □ No □

Are you legally allowed to stay in the UK? Yes □ No □  Are you seeking asylum? Yes □ No □

ADDITIONAL SUPPORT

We want you to get the best from your time at College and can offer a range of support measures to help you successfully complete your course (please ask if you would like further details). Please let us know if you have any learning support needs, disabilities or medical conditions for example wheelchair user, mental health challenges, epilepsy, dyslexia, hearing or visual impairment.

Do you have a learning difficulty, disability or health need which may affect your ability to study? Yes □ No □

If yes please state:

Did you receive additional support in school or in your previous college? Yes □ No □

If yes please state:

Do you have a Learning Difficulty Assessment (LDA), S139a or Education Health Care Plan (EHC)? Yes □ No □

Do you give permission for CCP to share your information with other relevant staff within CCP together with organisations we work with such as the O-19 Service / Care to Learn? Yes □ No □

RETURNING/CURRENT STUDENTS

Are you currently studying with us? Yes □ No □

Have you ever studied with us before? Yes □ No □

PROGRAMME YOU ARE APPLYING FOR

1st Choice

2nd Choice
City College Peterborough believe that all young people should be helped to develop skills and experience, and achieve the qualifications they need to succeed in their careers. The overwhelming majority of young people with SEN are capable of sustainable paid employment with the right preparation and support.

Our Supported Internship programme is designed to provide a pathway to employment that has a clear focus on preparing learners with SEN for work. This includes identifying the skills that employers value, and helping young people to develop them.

Alongside their time at the employer, young people complete a personalised study programme which includes the chance to study for relevant substantial qualifications, if appropriate, and English and maths.

**Supported Internships**

City College Peterborough believe that all young people should be helped to develop skills and experience, and achieve the qualifications they need to succeed in their careers. The overwhelming majority of young people with SEN are capable of sustainable paid employment with the right preparation and support.

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**What is a Supported Internship?**

Supported Internships are a structured study programme based primarily at an employer. They enable young people aged 16-24 with a statement of SEN, or an Education, Health and Care plan to work towards sustainable paid employment by equipping them with the skills they need for work, through learning in the workplace. Supported Internships are unpaid, but wherever possible, they support the young person to move into paid employment at the end of the programme.

**Is this the right course for me?**

A supported Internship can offer many young people a pathway to sustainable employment. If you can answer yes to the questions below and have a can do attitude, then a Supported Internship could be for you!

Do you want to learn new skills?  
Do you want help and support to prepare for the world of work?  
Do you need help to develop your self confidence and self belief?  
Are you willing to participate in a work placement?  
Are you ready to take the next step in your personal and professional development?

**Entry requirement**

There are no entry or completion requirements for Supported Internships, and each learner will have access to a personalised programme that meets their needs and provides progression opportunities.

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"Being part of a team and being in the workplace has really helped me develop my skills and knowledge. I can now work more independently and have improved my self confidence."

Travis McLennon
Apprenticeships

Earn while you learn
Apprenticeships are a great way to obtain a recognised work-related qualification. You will find a range of apprenticeships available for you to choose from alongside help to find that very important job. Typically, apprentices spend one day per week at College and the rest of the week at the workplace. The College offers a range of Intermediate, Advanced and Higher Apprenticeships for learners aged 16 and over.

To find out more, contact a member of the Apprenticeships team on (01733) 293899, email Apprenticeships@citycollegepeterborough.ac.uk or call into the College in Brook Street.

Apprenticeships we offer

- Business Administration L2/L3/L4
- Customer Services L2/L3
- Leadership & Management L3/L5
- Adult Care L2/L3
- IT Professional L2/L3/L4
- Social Media & Digital Marketing L3/L4
- Supporting Teaching & Learning in Schools L2/L3
- Childcare/Early Years L2/L3/L5
- Human Resources L2/L3
- Operational Delivery Officer (Public Services) L3

"After studying Marketing in more depth for one of my A-level Business Studies modules, I found I had a real interest in this area – and, combined with my interest in graphic design, the apprenticeship with NetSupport seemed like the perfect fit for me.

I would definitely recommend apprenticeships to anyone who wants gain experience in the workplace whilst studying. I’ve gained a huge range of new skills, including some I never thought I would get to cover, as well as a lot more confidence in both myself and my work."

Chloe Bray
Marketing – NetSupport