

Peter Symonds
University
PROSPECTUS



Peter Symonds, Winchester
Adult & Higher Education



Welcome to Peter Symonds

Contents

- 3 Studying at Peter Symonds
- 4 Mission & Values for Higher Education
- 5 Our Validating Partners
- 6 Frequently Asked Questions
- 8 Student Testimonials
- 9 Applications, Fees and Student Loans
- 10 Chartered Management Degree Apprenticeship
- 12 Higher Apprenticeship in Leadership & Management (Operations/Departmental Manager)
- 14 Management & Business FdA
- 16 Management & Business BA (Hons)
- 18 Insurance (BA Hons)
- 20 Insurance Student Testimonials
- 22 Early Years (FdA)
- 24 Early Years BA (Hons)
- 26 Teaching & Learning (FdA)
- 28 Teaching & Learning BA (Hons)
- 30 Inclusive & Special Education FdA
- 32 Inclusive & Special Education BA (Hons)
- 34 Sport Injury & Treatment BSc (Hons)
- 36 Humanistic Counselling based on Transactional Analysis (FdA)
- 38 Humanistic Transactional Analysis Counselling BA (Hons)
- 40 Humanistic & Integrative Counselling BA (Hons)
- 42 Student Testimonials
- 43 Important Information
- 46 Benefits of our Degree Programmes; Developing Talent in the Workforce
- 48 Student Charter
- 49 Studying in Winchester
- 50 Terms & Conditions

Studying for your university qualification at Peter Symonds, Winchester, offers you a real alternative to studying at a traditional university. Through designing our own degrees and validating them with Middlesex University and the University of Chichester, we have developed a framework that provides cost effective programmes without compromising on the quality, support and guidance given to students.

We are at the forefront of developing high quality, affordable higher education. If the cost of obtaining a degree via the traditional university route is preventing you from furthering your education, or perhaps you are already employed and want to obtain a degree, please do have a look at what we can offer you.

We welcome students from all walks of life and age groups. Some students will have recently left college whilst others are returning to study after quite a gap. The vast majority of our students find that they achieve goals which were perceived as 'out of reach' before starting their course. Alongside this a great many friendships are formed as students study and progress together.

Our higher education programmes are written by staff at the college. They are awarded and quality assured by either Middlesex University or the University of Chichester (depending on subject choice). This means that on successful completion of your course, you will achieve an award from Middlesex University or the University of Chichester. You will be eligible to attend the graduation ceremony of your awarding university. Alternatively, Peter Symonds hosts a very popular graduation ceremony every year at the Hospital of St Cross in Winchester.

Why students say they choose to study with us

- Tutors know our strengths and weaknesses
- Affordable fees
- Study can be successfully combined with a job and family life
- Small classes / seminars with few large lectures
- More opportunity for individual attention
- Our views and opinions about how enhancements to courses can be made are listened to and acted upon
- Additional academic support available
- A strong focus on ensuring we understand what is required to be successful in our university work

Higher Education

- Access to lecture notes, additional reading, key journals and research materials online
 - Membership of the National Union of Students
 - An opportunity to stay local and avoid the cost of living away from home
 - Teaching staff who have industry or vocational backgrounds. Many are also current practitioners.
 - Career advice embedded within your programme and signposting to additional advice if required
- A small niche educational environment located in Winchester which offers a vibrant city life.

If you want to complement what we offer you can:

- Organise mini gap year experiences during the holidays
- Explore alternative ways to meet new people, extend your friendship circles and develop your CV through volunteering, for example stewarding at festivals in the summer holidays.

The following websites may give you some ideas to get started with!

www.do-it.org.uk

www.oxfam.org.uk/get_involved/festivals/index.html

<https://www.ncvo.org.uk/ncvo-volunteering/i-want-to-volunteer>

<https://www.cfirfirst.org.uk/volunteering>

- Students studying Foundation Degrees can apply to top-up to a full honours degree, either at Peter Symonds or at a traditional university.

Studying at Peter Symonds

Supporting you in your studies:

Peter Symonds values individuals, responds to learning needs and seeks the highest quality in all we do. We aim to raise achievement and provide a safe, supportive environment where individuals can grow in confidence and fulfil their potential. Each learner is an exception, an individual with his or her own needs and aspirations and within this context we will provide academic and welfare support which aids and encourages all students to fulfil their academic potential, and which best meets each student's individual circumstances, allowing them to benefit from study at a higher education level.

Personal Tutors

All students are assigned a personal tutor whose role is to act as the first point of contact for any queries you may have. While your personal tutor is available for generic advice and guidance, their fundamental role is in relation to pastoral care, support and advising you on how to access any specialist support services required.

Helping You Achieve Success

You will have a progress review with your personal tutor at least twice a year. As well as one to one conversations with your personal tutor, you can also refer yourself to study support for additional help with academic work.

In addition, if on submission of formative or summative assessments it is evident you would benefit from additional academic support then your tutor will refer you to an academic support tutor. If you would like help from an academic support tutor you may refer yourself by contacting the Head of Adult Study Support.

Administrative Staff

Whether you are looking for information about student loans or specialised support, our highly experienced Reception staff will be more than happy to help and advise you.

In 2016, 65% of our graduates received a 2.1 or above in their degree!

Mission & Values for Higher Education

We celebrate diversity and aim to offer a more inclusive approach to gaining a higher education qualification by encouraging those individuals who are unable to give up a job or view the cost of obtaining a higher education qualification via the traditional university route as prohibitive. Students will benefit from increased confidence, knowledge and the ability to think, reason and debate at a higher level. We believe this is essential in terms of ensuring a stable and productive society for the future.

Our core values are to promote and sustain:

- high aspirations, expectations and pursuit of excellence
- independent, responsible and self-directed learners
- outstanding teaching and learning
- integrity and open and honest communication
- a spirit of critical enquiry and creative thinking
- caring and responsive support and guidance
- an enjoyable and stimulating learning environment
- widening participation, diversity and individuality

Planned for 2018

PGCE (Early Years & Primary Teaching)

We are currently working towards a PGCE in Early Years and Primary Teaching, which would offer a progression route for students graduating from our BA (Hons) Early Years and Teaching & Learning programmes.

We anticipate that this course will commence in September 2018. Please keep an eye on our website for updates and further information.

Degree Apprenticeships

In May 2017 a new apprenticeship levy will apply to many employers and as a result there will be opportunities for employers to send their staff on higher and degree apprenticeships with no fees being payable.

Currently there are only a few apprenticeship standards available at higher and degree level, but as they become available we will be working with the relevant professional bodies to ensure our degree programmes are classified as degree apprenticeships.

To ask us about this and which degrees can be accessed via a degree or higher apprenticeship, please contact Alex Day, Director of Adult & Higher Education, on aday@psc.ac.uk.



Our Validating Partners

Middlesex University

Middlesex is an international university with roots in London. The University is committed to meeting the needs and ambitions of a culturally and internationally diverse range of students by providing challenging academic programmes underpinned by innovative research, scholarship and professional practice. Their mission is to continue to grow rapidly and robustly with a focus for equipping students with the skills they need for work and for life now and for the future; developing their campuses and realising their international ambitions with the development of new overseas campuses making it possible for students around the globe to study and gain a Middlesex degree wherever they live.

Middlesex teaches around 40,000 students at their campuses in London, Dubai and Mauritius and with prestigious academic partners across the world. They have a

reputation for the highest quality teaching; research that makes a real difference to people's lives and a practical, innovative approach to working with businesses to develop staff potential and provide solutions to business issues. Their expertise is wide ranging, from Art & Design, Business and Health & Education; to Law, Media & Performing Arts and Science & Technology.

Middlesex seeks to grow a worldwide community of successful graduates who make vital contributions to the societies in which they live and work, and to be the preferred university partner for business.

The University of Chichester

The University of Chichester is located in West Sussex and can trace its origins back to 1839. The university comprises of two campuses based in Bognor Regis and Chichester. Both campuses are situated in local town areas and are surrounded with vibrant atmospheres. The University of Chichester is enriched by having students and staff from a wide variety of backgrounds and firmly believes that Higher Education should be open to everyone who has the ability and potential to benefit from it, regardless of age, ethnicity, disability or family background. The University of Chichester's mission is to be a university community that inspires and enables individuals to exceed their expectations. There are approximately 5500 students enrolled at the university, studying a variety of subject areas including Art & Design and Performing Arts, Business and Management, Education, Humanities, Science and Social Sciences.





Frequently Asked Questions

What are Foundation Degrees?

Foundation Degrees are equivalent to the first two years of an honours degree programme (Level 4 & 5) but they are also a qualification in their own right.

Foundation Degrees combine academic study with workplace learning. They are developed in association with employers and are designed to equip people with the relevant skills, knowledge and understanding to be successful in the workplace. Students also develop academic learning, employability skills and are encouraged to think, reason and present an argument logically and holistically. It is anticipated that students will be employed, gain employment or be in a voluntary work position in the relevant sector of the degree programme.

All of our HE programmes are designed to allow students to earn while they learn making them accessible to students of any age.

The majority of our programmes are developed, delivered and assessed by us, awarded by and quality assured by Middlesex University and the University of Chichester.

Can I Top-Up to Full Honours?

In most cases you can apply for a one year top-up course at Peter Symonds, a local university or with your validating university. It is also possible to top-up, where appropriate, using the Middlesex University work-based route leading to a BA in Professional Practice. Please see subject information pages for details of the range of top-up courses that have been developed at Peter Symonds College.

Attendance Requirements

Our aim is to offer a flexible approach to learning. Each year is divided into three terms of approximately 12 weeks. For most of our degrees, college attendance is for one afternoon and evening a week (1.00pm-7.00pm or 1.30-7.30pm). This excludes our Counselling courses, which involve some evening and weekend attendance, and our Insurance degree, which is one day per week (8:30-3:30pm). The overall hours that you attend the course are not dissimilar to what you would experience at university as we teach for 34-36 weeks per year. Many university teaching years are much shorter than this e.g. Middlesex university teaches for 22 weeks per year. There is a minimum attendance requirement of 80% and although we understand students are often juggling work, family and study, we do expect them to

make arrangements to ensure that attendance is as close to 100% as possible. Students should note that if their attendance falls below 80%, they will be required to attend an additional tutorial session in order catch-up on missed work. A fee for this module may apply. See our Terms & Conditions for further information.

How Much Time Do I Need to Spend on Home Study?

You should expect to complete a **minimum** of at least 4 or 5 hours study per week (minimum of 6 in Counselling) in addition to attendance at college. Students will benefit from putting in as

much additional study as they are able to. Studying alongside working can be challenging and you will need to be organised and consistent in allocating sufficient study time. If you are working, relevant additional work may naturally occur in your workplace.

How Will I be Taught?

We use a blended approach to learning where students are supported through a mixture of formal lectures, seminars, online materials and one to one tutorial support. Personal tutorials and assessment coaching sessions are held at mutually convenient times outside taught hours.

In Year 2 you will be expected to take on an increased responsibility for your learning and become an independent learner, making increased use of online learning as well as formal taught sessions. As previously mentioned, a blended approach to learning is adopted and some sessions may be delivered online via the college's virtual learning environment (Moodle). Lecture and reading materials will be placed on Moodle and each subject will have a discussion forum where you will be able to ask questions if you want to clarify an aspect of an assignment.

How Will I be Assessed?

Assessment includes essays, reports, individual and group presentations, case studies, research reports and several work based assignments. In addition, some subjects also contain the occasional open book, in class assessment. These strategies are designed to enable the development of key transferable skills into the workplace.

Further information for applicants

All applicants are advised to read the important information on page 43 and our Terms & Conditions on page 50 prior to submitting an application.



Student Testimonials



Nicola Maule
Business

Nicola was looking to further her career and has now secured her first Practice Manager role at a local surgery. 'I was looking for a course that would help me develop in my career, but also had to be flexible and work around my full time job. Studying at AHED looked like a great option and it has worked really well for me. It has been great to study flexibly. The lessons are only one

afternoon a week, but you do have access to the tutors via e-mail all through the week if you have any queries; the tutors have been really supportive. I have enjoyed being able to study with people who have the same career aspirations as me, as well as being able to share ideas and support each other; I have made some good friends through this course. It has been really useful to be able to link the majority of reports to my work place, which has helped me develop further understanding of how my business functions. The course has helped me progress in my career to being able to secure my first Practice Managers post, which was my ultimate goal. I truly believe this course has helped me expand my knowledge of the business world as well as greatly increased my confidence." Nicola has recently returned to top-up her Foundation Degree to a full honours degree.



Julie Terry-Jenner
Humanistic Counselling based on
Transactional Analysis

Julie, a Wellbeing Advisor, has thoroughly enjoyed her Counselling course. She has found it beneficial to study at a smaller campus and feels well supported by her tutors. "I am really enjoying this course and love the theory and methods involved with Transactional Analysis. I have found all three of my tutors to be very

knowledgeable and all have a unique way of teaching. I feel I could go to any of them with a problem and have felt very supported throughout the course. Being able to study evenings and weekends has been great for me. I like studying at PSC as it is a small college and doesn't have the overwhelming feel that some larger colleges have - it feels more personal. I would, and have, recommended this course to others and I feel I have benefitted greatly both academically and personally."



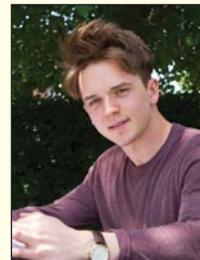
Kieran Balcombe
Teaching & Learning Support

"Having ambitions to become a teacher, the format of the course is perfect as it allows me to gain the theoretical knowledge needed by attending lessons, as well as having first hand practical experiences within my workplace. The course has not only been beneficial to myself but my setting has also gained due to the work based learning projects. Certain methods

and lessons have been implemented within my setting as a result of my research and findings."

My peers have been fantastic, being the only male on the course has not mattered one bit! There has been such encouragement throughout the two years. Of course there have been highs and lows, but collectively we've stuck together and succeeded!

My tutors and support staff have always been so friendly, supportive, understanding and approachable. Many students, like myself, have to juggle home life and study. Work is available on Moodle and tutors are happy to send work to you if needed.'



Will Harrigan
Business

Will is studying for his Business qualification alongside his work as a Beverages Manager. He has found the course material relevant to his work and has been able to apply the knowledge gained on his course. 'This course covers all aspects of working in a management role within a business environment. I have been able to apply each module to my working environment.

This has not only aided my progression within my organisation but has also helped me to understand and learn the content taught. Having lectures one day a week makes this course accessible for individuals who work full time. Further reading and information is available on Moodle and tutors are on hand via email all week to give advice. Moodle ensures that lesson presentations and notes are available outside of the classroom. This course is brilliant if you want to further your education as well as working without paying ridiculously high university charges. Lectures are interactive and tutors are on hand to give further explanations to any queries you may have.'



Sara Wren

Early Years

Sara, an Early Years Practitioner at a local Primary School, found that the design of the course enabled her to balance her existing work and family commitments alongside her studies. “The ability to attend and achieve firstly a Foundation Degree and then a full degree is excellent. This means that the course is truly open to all. Being able to be fully employed and

earn a wage to sustain family life has been the only option for me to return to education. The ease of access to a Winchester based college means that I can leave work at 12:30pm and arrive on time for a 1.00pm lecture – this has made all the difference in my decision to take on this course.

I have been lucky to meet and be in contact with some really amazing professionals. I have found researchers from around the globe, including Auckland university New Zealand, who have helped me to secure good material and good grades. I would thoroughly recommend this course for all those wanting to progress within a child centred profession.’

(More Student Testimonials are on page 20)



Applications, Fees and Student Loan information

Applications

Applications can be made directly to the college via the website, or through the UCAS Apply system. You can also contact our Student Support Team on 01962 886166 and request a hard copy application form. Although courses commence in October, you can apply for a place, subject to availability, up until the October half term (excluding Counselling).

Affordable Fees

There has been considerable concern over the rise in fees for degree courses which has lead Peter Symonds to design a range of degree courses with affordable, highly competitive fees. We can afford to offer higher education programmes at these fee levels without compromising quality and student satisfaction due to the creation of a common framework for our courses which delivers economies of scale both in delivery, development and quality enhancement.

Student Loan Information

Our higher education courses are all listed on the Student Loan Company website which will enable you to draw down a student loan to cover the fees providing you meet the eligibility criteria. For further information regarding this option please visit Directgov at <https://www.gov.uk/student-finance> where you can check your eligibility. All fee information is believed to be accurate at time of publishing but Government support and fees may be subject to change. Students on our higher and degree apprenticeships will not have to pay fees as these will be covered by the new apprenticeship levy and employers.

Subjects covered Year 1

Term 1

Developing Effective Performance in Academic & Work Place Settings

Introduction to Management & Leadership

Term 2

Personal & Professional Development Planning

Management of IT

Term 3

Marketing & Customers

Introduction to Business Law

Subjects covered Year 2

Term 1

Services & Operations Management

Project Management

Term 2

Managing Financial Resources

Research Skills

Term 3

Work-Focused Learning

Human Resource Management

Subjects covered Year 3

Term 1

Marketing Communications

Corporate Responsibility & Business Ethics

Term 2

Organisational Development Techniques and Change Management

Management & Business Project

Term 3

Strategic Management

Management & Business Project

(continued)

Chartered Management Degree Apprenticeship

(Subject to institutional approval)

Who is the course for?

The Chartered Manager Degree Apprenticeship (CMDA) is a work-based qualification suitable for those who are or wish to become professional managers. The Apprenticeship includes a BA (Hons) in Management & Business which has been written and is delivered by Peter Symonds staff in Winchester and is validated by the University of Chichester. Alongside your degree, to complete the apprenticeship, you will have to compile a portfolio which evidences that you have met the apprenticeship standards.

The CMDA has been designed for as wide a range of individuals as possible. This includes individuals who are at the start of their career – including school leavers – that wish to become professional managers and achieve Chartered Manager Status, as well as those aspiring or existing managers who may already have developed practical experience, but who wish to develop their theoretical understanding of management skills further.

Attendance at college is one day a week (1-7pm) during normal school term time. If you are studying for a Chartered Manager Degree Apprenticeship you will not have to pay course fees as these are covered by the new Apprenticeship Levy and employer.

What are the aims of the course?

This course is specifically designed to develop proactive management & business graduates, who will be proficient in a team environment, have acquired skills that will enable them to reflect upon a problem or situation and identify appropriate strategies, and who have the confidence and capability to allow them to develop as life-long learners.

Whilst the programme is a multidisciplinary course that brings together a wide range of business and management disciplines, there is a primary focus on the development of students' intellectual and practical skills, which will support them both as learners and as managers. The programme aims to provide a coherent study of business organisations and their management, within the context of a changing external environment; to develop self-aware, reflective students who take responsibility for their own learning and demonstrate a responsibility to fellow learners; to develop a range of intellectual and practical skills that will enable graduates to add-value within the work place; to provide assessment and project based tasks that allows students to apply knowledge and skills appropriately within an authentic context.



What topics will I be covering?

The apprenticeship incorporates a BA (Hons) Degree in Management & Business, which takes three years to complete. Completion of the full Chartered Manager Degree Apprenticeship framework may take up to four years. Please refer to subjects covered on the previous page to view the topics you will cover as part of the degree.

The College is currently working with the Chartered Institute of Managers to enable apprentices to achieve the CMI Level 5 Diploma in Management as part of their degree programme.

Do I need any previous knowledge or entry requirements?

Apprentices must be in employment and be sponsored by their employer to complete the CMDA. If aged under 21 they will normally be expected to have A Level or Level 3 qualifications. For those over 21 other relevant or prior experience will be

considered. However, all potential apprentices should have achieved qualifications in English and Mathematics at a minimum of Level 2 or equivalent, and also demonstrate Information Communication Technology (ICT) skills at this level.

If you would like to apply for the CMDA you should discuss the apprenticeship with your employer, or if you are not currently employed, you can seek a job which includes the CMDA. Once you have done this and wish to apply please complete the online application form, or contact Paula Baker on pbaker@psc.ac.uk or call 01962 886166 for an application pack.

What could the course lead to?

Graduates go on to careers in management and business in a variety of private and public sector organisations. Students may wish to progress to a Master's degree.

Next steps

To apply

Applications can be made directly to the college via the website.

You can also contact our Student Support Team on 01962 886166 and request a hard copy application form.

When should I apply?

As soon as possible as there are limited places available. Depending on demand for individual higher education programmes we will consider late applications provided they are submitted within three weeks following the commencement of the course.

To find out more, or ask any questions, contact:

Alex Day or Paula Baker:
ahed@psc.ac.uk or pbaker@psc.ac.uk

Further information

What are Foundation Degrees..... Page 6
Can I 'top up' to full honours? Page 6
Attendance requirements Page 7
How much study will I need to do outside taught sessions? Page 7
Supporting you in your studies Page 7
How will I be assessed? Page 7
Fees & student loan information Page 9

Students will need to show competence in the following areas:

Manage own professional development

Develop and evaluate operational plans for own area of responsibility

Provide leadership and direction for own area of responsibility

Plan change in own area of responsibility

Work productively with colleagues and stakeholders

Monitor and review business processes

Support learning and development within own area of responsibility

Plan and manage a project

Manage a programme of complimentary projects.

Higher Apprenticeship in Leadership & Management (Operations/Departmental Manager)

(CMI – subject to institutional approval)

Who is the course for?

The Leadership and Management Higher Apprenticeship is a work-based qualification aimed at those in an operational or departmental management role. The qualification will normally take 12-18 months to complete, although completion of the full apprenticeship may take up to two years.

The apprenticeship incorporates a formal level 5 qualification; this will be either a foundation degree in Management & Business or the CMI Level 5 Diploma in Management (subject to institutional approval) which will involve attendance at college one day a week.

This course is suitable for individuals in an operational or departmental management role and is applicable to managers from all sectors – the private, public or third sector – and all sizes of organisation. It includes individuals who are at the start of their career who wish to become professional managers and move on to achieve Chartered Manager status, as well as those aspiring or existing managers who may already have developed practical experience but who wish to develop their theoretical understanding of management skills further.

Attendance at college is one day a week normally from 9-4pm or 1-7pm during normal term time. We use a 'blended approach to learning' where students are supported through a mixture of formal lectures, seminars, online materials and one to one tutorial support.

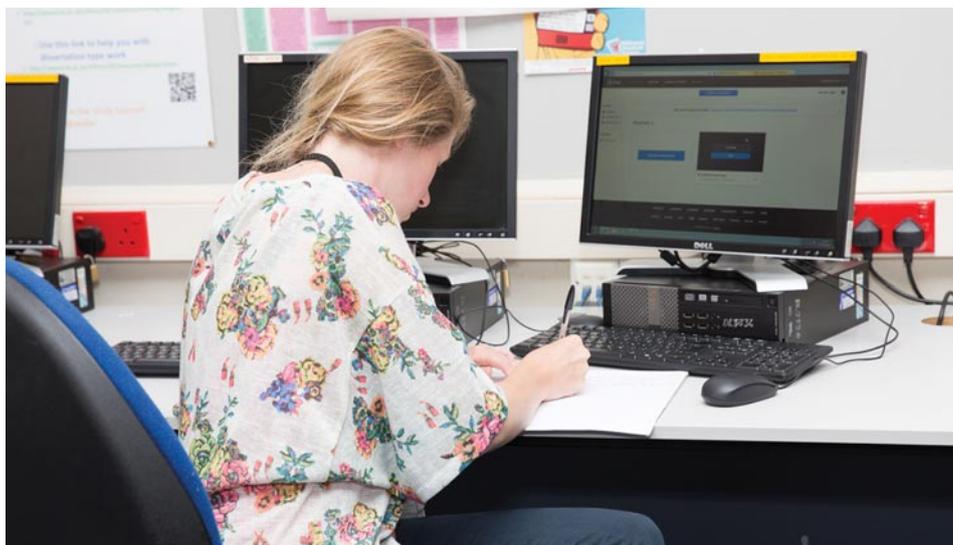
What are the aims of the course?

The course aims to produce effective leaders and managers, who are able to plan and develop operational changes and contribute to problem solving and decision making. It is designed to meet employer needs and priorities and working together to achieve this is a key focus of discussion prior to an apprentice starting. Projects used for assessment are work-focused providing immediate benefit for employers.

What topics will I be covering?

In class taught sessions you will cover a range of functions including marketing, managing budgets, implementing change, leading teams and project management, along with the development of skills such as managing conflict and resolving problems.

There is also a requirement to build a portfolio which evidences that you have met the apprenticeship standards. This evidence will largely be naturally occurring



through assessments carried out on your degree programme and actual work carried out in your job. Support will be provided to help you build the portfolio.

You will also have an end point assessment carried out by the Chartered Management Institute. This will involve a panel reviewing your portfolio of evidence, with one representative from the employer, one from the College and a CMI independent assessor.

Students will need to show competence in a range of areas (listed on the previous page).

Do I need any previous knowledge or entry requirements?

Apprentices must be in employment and be sponsored by their employer to complete this course. If aged under 21

they will normally be expected to have A Level or Level 3 qualifications. For those over 21 other relevant or prior experience will be considered. However, all potential apprentices should have achieved qualifications in English and Mathematics at a minimum of Level 2 or equivalent, and also demonstrate Information Communication Technology (ICT) skills at this level.

If you would like to apply for this course you should discuss the apprenticeship with your employer in the first instance.

Applications can be made via our website.

What course the course lead to?

Careers in management and business in a variety of private and public sector organisations; progression to a BA (Hons) in Management & Business.

Next steps

To apply

Applications can be made directly to the college via the website.

You can also contact our Student Support Team on 01962 886166 and request a hard copy application form.

When should I apply?

As soon as possible as there are limited places available. Depending on demand for individual higher education programmes we will consider late applications provided they are submitted within three weeks following the commencement of the course.

To find out more, or ask any questions, contact:

Alex Day or Paula Baker:

ahed@psc.ac.uk or pbaker@psc.ac.uk

Further information

What are Foundation Degrees..... Page 6

Can I 'top up' to full honours? Page 6

Attendance requirements Page 7

How much study will I need to do outside taught sessions? Page 7

Supporting you in your studies Page 7

How will I be assessed? Page 7

Fees & student loan information Page 9

Subjects covered Year 1

Introduction to Management and Leadership

Developing Performance in Academic and Workplace Settings

Managing Information Technology

Marketing and Customers

Personal and Professional Development Planning

Introduction to Business Law.

Subjects covered Year 2

(Level 5)

Services and Operations Management

Project Management

Managing Financial Resources

Research Skills

Work-Focused Learning

Human Resource Management.

Management & Business FdA

(Validated by the University of Chichester)

Who is the course for?

The Management and Business Foundation Degree is designed to offer students from a wide range of backgrounds the opportunity to study for an award at the same time as they are working either in a management role or in preparation for one in the very near future.

The distinctive feature of this foundation degree is its recognition of the workplace as a learning and development environment. The course aims to relate, where possible, most of the taught content of your modules and your assignments directly to your workplace so that your experience is relevant to your role as a manager, or future manager. Students who successfully complete this course can apply to top-up to a full BA (Hons) Management and Business (see page 16)

What are the aims of the course?

The programme aims to equip students to understand the nature of organisations and the way in which they work, the roles they are called upon to play, and how they might enhance their own performance in pursuit of chosen careers. The programme also equips individuals with knowledge, understanding and skills for success in a variety of administrative and

management positions across a wide range of public, private and third sector organisations.

The course encourages the development of higher level skills, such as research and evaluation of problems and potential solutions in a business context, as well as developing a range of skills, techniques and attributes essential for successful performance in working life. Consequently, the Foundation Degree in Management & Business offers a mix of academic and vocational/professional study that encourages students to develop within their work environment and to be reflective, lifelong learners.

What topics will I be covering?

In Year 1 (Level 4) you will study: Introduction to Management and Leadership, Developing Performance in Academic and Workplace Settings, Managing Information Technology, Marketing and Customers and Introduction to Business Law. In Year 2 (Level 5) you will study: Project Management, Services and Operations Management, Managing Financial Resources, Research Skills, Work-Focused Learning and Human Resource Management. The foundation degree has been mapped to the Apprenticeship Standards for Operations / Departmental Manager.



Do I need any previous knowledge or entry requirements?

All eligible applicants will be required to undertake an interview. It is expected that you would have evidence of study at Level 3 (NVQ, A Level or equivalent). Students under the age of 21 years will be expected to have two A Levels (64 UCAS points), BTEC National Diploma or similar.

Mature students, over the age of 21, may also be accepted provided they can show appropriate levels of relevant ability and experience. Exemptions from parts of the degree programmes are possible - students would need to make a claim for RPL (Recognition of Prior Learning) or RPEL (Recognition of Prior Experiential Learning). Claimants seeking RPL and/or RPEL must apply to the College and may be required to present a portfolio of

evidence in support of their claim. See page 44 for more information about RPL and RPEL.

Students should be employed or working in a voluntary capacity in a relevant setting. Please note that if you do not have a Grade C / 4-9 or above in GCSE English and/or Maths you will be required to complete an assessment paper when you come in for interview.

What can the course lead to?

Students who successfully complete this course have the option of topping up to a BA (Hons) in Management & Business. This course is also offered at the college and validated by the University of Chichester. Alternatively, students can apply to a top-up course at Chichester or at other local universities.

Next steps

To apply

Applications can be made directly to the college via the website, or through UCAS at www.ucas.com/apply.

Institution code: P52

Course code: N201

You can also contact our Student Support Team on 01962 886166 and request a hard copy application form.

When should I apply?

As soon as possible as there are limited places available. Depending on demand for individual higher education programmes we will consider late applications provided they are submitted within three weeks following the commencement of the course.

To find out more, or ask any questions, contact:

Jayne Little: ahed@psc.ac.uk

Further information

What are Foundation Degrees	Page 6
Can I 'top up' to full honours?	Page 6
Attendance requirements	Page 6
How much study will I need to do outside taught sessions?	Page 7
Supporting you in your studies	Page 3
How will I be assessed?	Page 7
Fees & student loan information	Page 9

Subjects covered

Marketing Communications

*Corporate Responsibility
& Business Ethics*

*Organisational Development
Techniques and Change Management*

Management & Business Project

Strategic Management.

Management and Business BA (Hons) Top-Up

(Validated by the University of Chichester)

Who is the course for?

This course is aimed at those who have achieved a Foundation Degree in Management & Business or a related subject (240 credits) and would like to progress to a full honours degree.

This is a one year course, taught over three terms. You will attend college one day a week (1-7pm or 1.30-7.30pm) during term time.

What are the aims of the course?

This course is specifically designed to develop proactive Management and

Business graduates, who will be proficient in a team environment, have acquired skills that will enable them to reflect upon a problem or situation and identify appropriate strategies, and have the confidence and capability to allow them to develop as life-long learners.

Whilst the programme is a multidisciplinary course that brings together a wide range of business and management principles, there is a primary focus on the development of students' intellectual and practical skills that will support them both as learners and as future managers.

The programme aims to provide a coherent study of business organisations and their management within the context of a changing external environment; to develop self-aware, reflective students who take responsibility for their own learning and demonstrate a responsibility to fellow learners; to develop a range of skills that will enable graduates to add-value within the work place; to provide assessment and project based tasks that allows students to apply knowledge and skills appropriately within an authentic context.





What topics will I be covering?

Marketing Communications, Corporate Responsibility & Business Ethics, Organisational Development Techniques and Change Management, Management & Business Project and Strategic Management.

The Management Project is a 40 credit module and forms the dissertation element of this programme

Do I need any previous knowledge or entry requirements?

Students should have successfully completed a Foundation Degree or HND in Business or a related subject.

They must have accumulated 240 credits. Students should be employed or working in a voluntary capacity in a relevant organisation.

What could the course lead to?

Graduates go on to careers in business and management in a variety of private and third sector organisations. Students may wish to progress to a Master's degree.

Next steps

To apply

Applications can be made directly to the college via the website, or through UCAS at www.ucas.com/apply.

Institution code: P52

Course Code: N202

You can also contact our Student Support Team on 01962 886166 and request a hard copy application form.

When should I apply?

As soon as possible as there are limited places available. Depending on demand for individual higher education programmes we will consider late applications provided they are submitted within three weeks following the commencement of the course.

To find out more, or ask any questions, contact:

Jayne Little: ahed@psc.ac.uk

Further information

What are Foundation Degrees Page 6

Can I 'top up' to full honours? Page 6

Attendance requirements Page 6

How much study will I need to do outside taught sessions? Page 7

Supporting you in your studies Page 3

How will I be assessed? Page 7

Fees & student loan information Page 9

Subjects covered Year 1

Term 1

Developing & Enhancing Academic Skills
Introduction to Insurance, Principles and Law

Term 2

Broking & Claims Handling
Insurance Market Products & Practice

Term 3

Insurance Market Underwriting & Practice
Risk & Risk Management

Subjects covered Year 2

Term 1

Management & Financial Accounts in Insurance in the Insurance Context
Crime, Compliance & Regulations in Insurance

Term 2

Personal Development
Marketing, Sales & Customer Service in the Insurance context

Term 3

Research Skills in Insurance
Insurance Research Portfolio/Project

Subjects covered Year 3

Student Conference: Contemporary Issues in Insurance
Leadership & Management Theory
Management Information & Communication Technology in Insurance
Strategic Management
Dissertation

Insurance (BA Hons)

(Validated by the University of Chichester)

Who is the course for?

The BA Hons in Insurance has been developed in partnership with Be Wiser Insurance and is designed for those working in the insurance industry. The course is also open to individuals who have recently completed A Levels or equivalent and wish to combine studying for a degree in insurance and working within the insurance industry. Potential students who will need to obtain employment should contact the College in the first instance; we will then refer you to the relevant person in Be Wiser Insurance, who have offices in Hampshire and Wiltshire to discuss employment opportunities. The programme is also open to professionals who have relevant employment in insurance.

What are the aims of the course?

The programme will provide you with the opportunity to examine theory, policy and practice as well as carrying out research. Students are expected to utilise their work setting as a source of information and reflection, research and apply theories and concepts introduced in the classroom to inform analysis of issues in the insurance sector and construct reasoned arguments, drawing upon knowledge from

experience, work and course contexts to create new knowledge. It also offers a route to higher education for people with varying levels of academic achievement and will enable you to develop your skills of analysis, critical thinking, reflectivity, presentation and teamwork. The programme will provide those working in the insurance industry an opportunity to obtain a subject specific degree qualification.

What topics will I be covering?

The course consists of three terms each year. The first term is focused on developing your academic skills and will ensure you know how to research material, extract relevant information, write an academic essay, a report, reference correctly and deliver presentations. It also





provides an introduction to Insurance, Principles and Law. Term two and three modules cover Brokering and Claims Handling, Insurance Market Products & Practice, Insurance Market Underwriting & Practice and a module on Risk and Risk Management. See the previous page for Year 2 and Year 3 modules.

Assessment is through work-focused assignments, i.e. assignments which are based on your organisation and there are no formal examinations although there may be open book, time constrained in-class assignments.

Do I need any previous knowledge or entry qualifications?

The entry requirements for applicants under 21 are 64 UCAS points or a Level 3 qualification and employment within the insurance sector.

For applicants over the age of 21 the requirements are a Level 3 qualification such as the CII Level 3 Certificate in Insurance or substantial work experience within the insurance sector along with current employment in the insurance sector.

What could the course lead to?

The course has a strong management focus in Year 3 which will prepare students for future management roles.

Other potential career paths include:

- Insurance Broking
- Claims management
- Customer Operations
- Loss adjusting
- Loss Assessing
- Reinsurance
- The London Market (Lloyds)
- Risk Management
- Underwriting
- Actuarial

Next steps

To apply

Applications for this course are made directly to the college via our website or via UCAS.

Institution Code P52

Course Code: NN32

Alternatively, please contact our Student Support Team on 01962 886166 to request a hard copy application form.

When should I apply?

As soon as possible as there are limited places available. Depending on demand for individual higher education programmes we will consider late applications provided they are submitted within three weeks following the commencement of the course.

To find out more, or ask any questions, contact:

Paula Baker: pbaker@psc.ac.uk

Further information

What are Foundation Degrees..... Page 6

Can I 'top up' to full honours?..... Page 6

Attendance requirements Page 6

How much study will I need to do outside taught sessions? Page 7

Supporting you in your studies Page 3

How will I be assessed? Page 7

Fees & student loan information Page 9



Insurance Testimonials



Neil Macdonald

BA (Hons) Insurance

Insurance Consultant, Be Wiser Insurance Ltd

'This degree is a fantastic experience. I did consider going to university, but the tuition fees put me off. At the end of the three years, I will have a degree as well as three years work experience, plus no debt and a job at the end of it. This means I will have a competitive advantage over my peers who went to university.'



Ashley Mutambarade

BA (Hons) Insurance

Insurance Consultant, Be Wiser Insurance Ltd

'I decided I didn't want to go to university as I have always worked part-time and like getting paid. I applied for the degree because I liked the idea of learning and working, as well as the fact that it is coursework based. I will be able to work and apply what I am learning in the workplace. It is a lot to juggle and I have to manage my time, but the teachers are great and being in the workplace has helped me to grow.'



Nick Bedborough

BA (Hons) Insurance

Insurance Consultant, Be Wiser Insurance Ltd

'When researching this course, I realised a great opportunity had been laid in front of me. At Peter Symonds and Be Wiser you get a lot of support. I am really enjoying it so far and it will be refreshing to work in the various departments at Be Wiser. My ultimate goal is to be an underwriter at Lloyds.'



Sam Brown

BA (Hons) Insurance

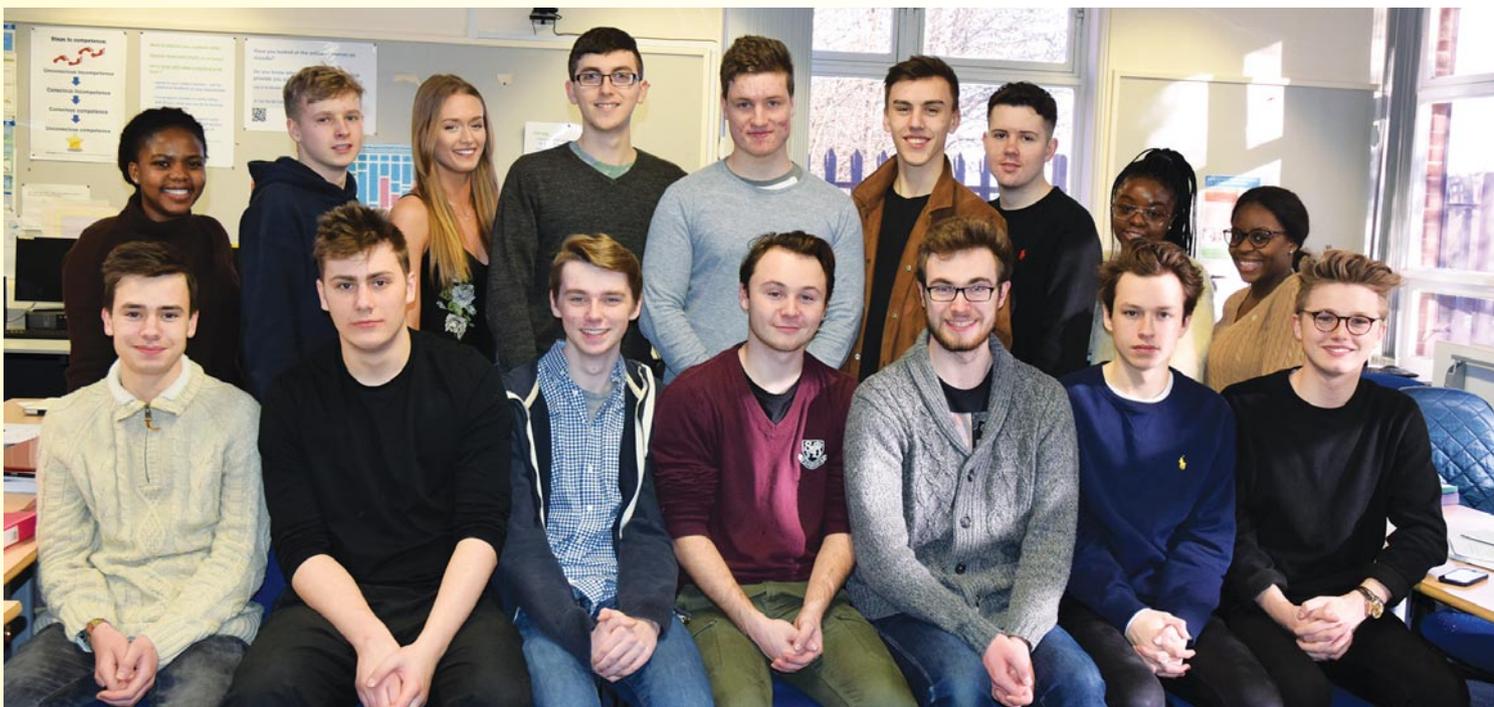
Insurance Consultant, Be Wiser Insurance Ltd

'I was initially unsure about pursuing a career in Insurance, but once I researched it I realised how many opportunities there are. I was concerned about completing three years at university and then going into the workplace with no experience. I chose to work with Be Wiser as there are so many options and I will come away with a debt free degree and get paid at the same time.'



Be Wiser
Insurance

(More Student Testimonials are on page 42)



Subjects covered Year 1

Term 1

Developing & Enhancing Academic Skills

Introduction to Education: History & Context

Term 2

Early Years Curriculum

Term 3

Teaching & Professionalism

Research Skills

Subjects covered Year 2

Term 1

Safeguarding, Working with Families & Professionals

Work-Focused Learning Project

Term 2

Inclusive Education

Work-Focused Learning Project (continued)

Term 3

Social Pedagogy

Understanding & Managing Human Behaviour

Early Years (FdA)

(Validated by Middlesex University)

Who is the course for?

The Early Years Foundation Degree has been designed for those working or wishing to work with children from birth, within the Early Years Foundation Stage, to the end of the Reception Year in Schools. It includes those working or wishing to work as Nannies and Child Minders providing that the children being cared for are within the age range. The course is aimed at those who have a Level 3 qualification and/or sufficient employment experience who wish to develop their knowledge and understanding in the field of early childhood. Support Assistants working in Reception classes will need to consider their future employment direction as the Foundation Degree in Teaching and Learning Support may be more appropriate.

What are the aims of the course?

The course will provide students with the opportunity to examine policy, research and practice in early childhood education, provision and care. It will also enable you to research specific topics and themes directly relevant to your work. The course offers a flexible route towards higher education for people with varying levels of experience and will enable you to develop your professional

career working in the childcare industry at a recognised level of independence and responsibility.

What topics will I be covering?

The course consists of three terms each year. The first term is focused on ensuring you develop the study and management skills necessary to be successful at degree level. The content of term one modules are contextualised to Early Years and will ensure you know how to research material and extract relevant information, write an academic essay, a report, reference correctly, plan your time effectively and work in a team.

The second term focuses on the Early Years Curriculum and provides an in depth look at all aspects of the Early Years Curriculum, including the Reception Year. Assessment for this module will be via a reflective learning journal, group presentation and a child study report. In term three we will outline what is meant by work-based learning and how it should be carried out to meet the needs of the course. You will then compile a work-focused learning portfolio, the content of which will be decided by you in agreement with your employer and college tutor. Year two modules are listed in the sidebar on the left.





Do I need any previous knowledge or entry qualifications?

All eligible applicants will be required to undertake an interview. Students under the age of 21 years will be expected to have a Level 3 qualification in Childcare, 2 A Levels (64 UCAS points), or similar. It is expected that applicants to this course will have GCSE English & Maths (or equivalent) at Grade C / 4-9 or above. Students without these will be asked to complete a English and/or Maths assessment at interview. In exceptional circumstances, students without these may be permitted onto the course on the condition that they gain these qualifications alongside studying for their FdA.

Mature students, over the age of 21 may also be accepted provided they can show appropriate levels of relevant ability and experience. Exemptions from parts of the degree programmes are possible - students would need to make a claim for RPL (Recognition of Prior Learning) or RPEL (Recognition of Prior Experiential Learning). Claimants seeking RPL and/or

RPEL must apply to the College and may be required to present a portfolio of

evidence in support of their claim. See page 44 for more information about RPL and RPEL.

All students will require a Disclosure & Barring Service (DBS) check (previously CRB) prior to the start of the course.

Students on this programme should be employed or working in a voluntary capacity, in a relevant setting, for a minimum of 100 hours throughout the two year course. Those currently not working will be given some support in finding a suitable position, however responsibility for this ultimately lies with the student.

What could the course lead to?

Students have the option of applying to complete a third year BA top-up either at Peter Symonds or at an alternative provider. Students may also consider applying for EYITT (Early Years Initial Teacher Training), BA in Early Childhood Studies, Early Years Teacher Status (EYTS) or BA in Professional Practice via Middlesex University.

Next steps

To apply

Applications can be made directly to the college via the website, or through UCAS at www.ucas.com/apply.

Institution code: P52

Course Code: 1G79

You can also contact our Student Support Team on 01962 886166 and request a hard copy application form.

When should I apply?

As soon as possible as there are limited places available. Depending on demand for individual higher education programmes we will consider late applications provided they are submitted within three weeks following the commencement of the course.

To find out more, or ask any questions, contact:

Paula Baker: pbaker@psc.ac.uk

Further information

What are Foundation Degrees Page 6

Can I 'top up' to full honours? Page 6

Attendance requirements Page 6

How much study will I need to do outside taught sessions? Page 7

Supporting you in your studies Page 3

How will I be assessed? Page 7

Fees & student loan information Page 9

Subjects covered

Term 1

*Leadership & Management
Dissertation*

Term 2

*Exploring Contemporary Issues
Dissertation (continued)*

Term 3

*Learning in the Outside Environment
Dissertation (continued)*



Early Years (BA Hons – 1 Year Top-Up)

(Validated by Middlesex University)

Who is the course for?

The BA (Hons) in Early Years is a one year top-up course which has been designed for those who have completed the Foundation Degree in Early Years (or equivalent Early Years qualification at Level 5) and want to progress on to achieve a full Bachelor of Arts Degree with Honours. The qualification is designed for those working or wishing to work with children from birth, within the Early Years Foundation Stage, to the end of the Reception Year in Schools. It includes those working or wishing to work as Nannies and Child Minders, provided that the children being cared for are within the correct age range.

What are the aims of the course?

The course aims to provide a programme which engages with contemporary issues in Early Years care and education and prepares students for future management and leadership roles. It will encourage learners to use multidisciplinary sources, drawing on academic, theoretical and practical

perspectives to inform and develop their understanding of children's care, learning and development.

Students will have the opportunity to examine policy, research and practice in early childhood education, provision and care and apply multiple perspectives to early childhood issues, recognising that early childhood studies involves a range of research methods, theories, evidence and applications.

What topics will I be covering?

Students will explore a range of philosophical, psychological and sociological perspectives and consider how each perspective underpins different theories relating to children and childhood. Students will also consider a range of social and emotional learning programmes and the theoretical frameworks they are based on, to facilitate critical analysis of key issues in research. Students will practice, investigate and research key educational issues such as children's learning and development, behaviour management, diversity and inclusion. In addition students will develop their abilities to plan for the curriculum, assessment, evaluation and improvement of creative learning opportunities, taking account of young children's health and emotional well-being.



Students will develop their ability to lead, support and work collaboratively and effectively with others such as parents, carers and other professionals and be able to recognise and challenge inequalities in society and embrace an anti-bias curriculum.

Do I need any previous knowledge or entry qualifications?

All eligible applicants will be required to undertake an interview. Students should be employed in an Early Years setting in the private, voluntary or independent sectors and have either an Early Years Foundation Degree, equivalent Early Years qualification at Level 5 or a degree in an unrelated subject with substantial experience of working with children from birth to five years. You should have achieved GCSE at

Grade C / 4-9 or above (or recognised equivalents) in English and Maths.

Applicants who have not achieved these will be asked to complete a skills screener paper when they come in for interview.

All students who are not currently employed in an educational setting will require Disclosure and Barring Service (DBS) checks (formerly CRB) prior to the start of the course.

What could the course lead to?

The course prepares students for a leadership and/or management role in an Early Years setting as well as progression to Early Years Teacher Status. Students may also apply to an Early Years/Primary Teaching PGCE course.

Next steps

To apply

Applications can be made directly to the college via the website, or through UCAS at www.ucas.com/apply.

Institution code: P52

Course Code: 1Z55

You can also contact our Student Support Team on 01962 886166 and request a hard copy application form.

When should I apply?

As soon as possible as there are limited places available. Depending on demand for individual higher education programmes we will consider late applications provided they are submitted within three weeks following the commencement of the course.

To find out more, or ask any questions, contact:

Paula Baker: pbaker@psc.ac.uk

Further information

What are Foundation Degrees Page 6

Can I 'top up' to full honours? Page 6

Attendance requirements Page 6

How much study will I need to do outside taught sessions? Page 7

Supporting you in your studies Page 3

How will I be assessed? Page 7

Fees & student loan information Page 9

Subjects covered Year 1

Term 1

Developing & Enhancing Academic Skills

*Introduction to Education:
History & Context*

Term 2

Supporting the National Curriculum

Term 3

Research Skills

Teaching & Professionalism

Subjects covered Year 2

Term 1

*Safeguarding, Working with Families
& Professionals*

Work-Focused Learning Project

Term 2

Inclusive Education

*Work-Focused Learning Project
(continued)*

Term 3

Social Pedagogy

*Understanding & Managing
Human Behaviour*

Teaching & Learning (FdA)

(Validated by Middlesex University)

Who is the course for?

This Teaching and Learning Foundation Degree is designed for those working or wishing to work in schools with children in Key Stages 1 and 2 (children in years 1 to 6). If you are currently working in a Reception year class you will require prior agreement from your Head Teacher that you will be able to work with children in a Key Stage 1 / 2 class in order to complete the module: Supporting the National Curriculum, undertaken in Year 1, Term 2. Alternatively you may be able to get work experience to cover this.

The degree programme has been developed so that those wishing to work in an educational setting to support the teaching and learning of children can explore a variety of contemporary topics and issues, such as behaviour management, social pedagogy and

inclusive education. Students will carry out research which is relevant to their workplace.

What are the aims of the course?

The course will provide students with the opportunity to examine policy, research and practice in childhood education, provision and care.

It will also enable you to research specific topics and themes directly relevant to your work. The course offers a flexible route towards higher education for people with varying levels of experience and will enable you to develop your professional career working in the childcare industry at a recognised level of independence and responsibility.

What topics will I be covering?

The course consists of three terms each year. The first term is focused on ensuring you develop the study and management skills necessary to be successful at degree level. The content of term one modules are contextualised to Teaching and Learning and will ensure you know how to research material and extract relevant information, write an academic essay, a report, reference correctly, plan your time effectively and work in a team.

The second term focuses on the National Curriculum and provides an in depth look at all aspects of the Curriculum.

Assessment for this module will be via a reflective learning journal, group presentation and a child study report.

In Term 3 we will spend some time outlining what is meant by work focused learning and how it should be carried out to meet



the needs of the course. You will then compile a work based learning portfolio, the content of which will be decided by you in agreement with your employer and college tutor. Modules to be covered in Year 2 are shown in the subject list on the previous page.

Do I need any previous knowledge or entry qualifications?

All eligible applicants will be required to undertake an interview. Students under the age of 21 years will be expected to have a Level 3 qualification in Childcare or two A Levels (64 UCAS points) or similar. It is expected that applicants to this course will have GCSE English & Maths (or equivalent) at Grade C / 4-9 or above. In exceptional circumstances, students without these may be permitted onto the course on the condition that they gain these qualifications alongside studying for their FdA.

Mature students, over the age of 21 years, without traditional qualifications may also be accepted following Recognition of Prior Experiential Learning (RPEL) provided they can show appropriate levels of relevant ability and experience. They would need to make a claim for Recognition of Prior Learning (RPL) as exemptions from parts of the degree programmes are possible. Claimants seeking RPL and/or RPEL must

apply to the College and may be required to present a portfolio of evidence in support of their claim. See page 44 for more information about RPL and RPEL.

All students will require Disclosure & Barring Service (DBS) checks (formerly CRB) prior to the start of the course.

Please note that if you do not have a Grade C or above in English and/or Maths you will be required to complete an assessment paper when you come in for interview.

Students on this programme should be employed or working in a voluntary capacity in a relevant setting for a minimum of 100 hours throughout the 2 year course.

What could the course lead to?

Students have the option of applying to top up their Foundation Degree to a full Honours Degree either at Peter Symonds, or at a local university. Students could also choose to complete the BA in Teaching Studies, BA in Educational Studies or BA in Professional Practice top up via Middlesex University.

This course prepares students for more senior Teaching Assistant roles and can be used as a step towards becoming a primary school teacher.

Next steps

To apply

Applications can be made directly to the college via the website, or through UCAS at www.ucas.com/apply.

Institution code: P52

Course Code: 1W88

You can also contact our Student Support Team on 01962 886166 and request a hard copy application form.

When should I apply?

As soon as possible as there are limited places available. Depending on demand for individual higher education programmes we will consider late applications provided they are submitted within three weeks following the commencement of the course.

To find out more, or ask any questions, contact:

Paula Baker: pbaker@psc.ac.uk

Further information

What are Foundation Degrees	Page 6
Can I 'top up' to full honours?	Page 6
Attendance requirements	Page 6
How much study will I need to do outside taught sessions?	Page 7
Supporting you in your studies	Page 3
How will I be assessed?	Page 7
Fees & student loan information	Page 9

Subjects covered

Term 1

Managing Aspects of Social & Emotional Development

Dissertation

Term 2

Exploring Contemporary Issues

Dissertation (continued)

Term 3

Learning in the Outside Environment

Dissertation (continued)

Teaching & Learning (BA Hons 1 Year Top-Up)

(Validated by Middlesex University)

Who is the course for?

The BA (Hons) in Teaching and Learning is a one year top-up course which has been designed for those who have completed the Foundation Degree in Teaching and Learning Support (or equivalent qualification at Level 5) and want to progress on to achieve a full Bachelor of Arts Degree with Honours. The qualification is designed for those working or wishing to work with children in Key Stages one and two.

The degree programme has been developed so that those working or wishing to work in an educational setting to support the teaching and learning of children can explore a variety of contemporary topics and issues, such as the 2014 National Curriculum, phonics, transition, cross curricula themes, children's literature and creativity in education.

What are the aims of the course?

The course aims to provide a programme which engages with contemporary issues in primary education. It will encourage learners to use multidisciplinary sources,

drawing on academic, theoretical and practical perspectives to inform and develop their understanding of primary education, as well as their ability to critically analyse and apply theories, research and personal values which underpin professional practice. We encourage the students to engage with some significant questions relating to the aims, values, policies and practices of primary education, developing their ability to construct coherent, critical and reasoned argument.

What topics will I be covering?

Students will explore a range of philosophical, psychological and sociological perspectives and consider how each perspective underpins different approaches to teaching and learning. Students will also consider a range of social and emotional learning programmes and the theoretical frameworks they are based on to facilitate critical analysis of key issues in research. Students will practice, investigate and research key educational issues such as children's learning and development, behaviour management, diversity and inclusion. In addition students will develop their abilities to plan for the curriculum, assessment, evaluation and improvement of creative learning opportunities, taking account of young children's health and emotional well-being.





Students will develop their ability to lead, support and work collaboratively and effectively with others such as parents, carers and other professionals and be able to recognise and challenge inequalities in society and embrace an anti-bias curriculum.

Do I need any previous knowledge or entry qualifications?

All eligible applicants will be required to undertake an interview. Students should be employed in a primary teaching setting in the private, voluntary or independent sectors and have either a Teaching and Learning Support Foundation Degree, equivalent qualification at Level 5, or a degree in an unrelated subject with substantial experience of working with children in Key Stages one and two. They

should have achieved GCSE at Grade C / 4-9 or above (or recognised equivalents) in English and Maths. Applicants who have not achieved these will be asked to complete an assessment paper when they come in for interview.

All students who are not currently employed in an educational setting will require Disclosure and Barring Service (DBS) checks (formerly CRB) prior to the start of the course.

What could the course lead to?

Students may wish to progress to a PGCE year to qualify as a primary school teacher. Students who do intend to go on to teach should be aware that they will need to have a Grade C or above in GCSE Science (or equivalent).

Next steps

To apply

Applications can be made directly to the college via the website, or through UCAS at www.ucas.com/apply.

Institution code: P52

Course Code: 5X26

You can also contact our Student Support Team on 01962 886166 and request a hard copy application form.

When should I apply?

As soon as possible as there are limited places available. Depending on demand for individual higher education programmes we will consider late applications provided they are submitted within three weeks following the commencement of the course.

To find out more, or ask any questions, contact:

Paula Baker: pbaker@psc.ac.uk

Further information

What are Foundation Degrees Page 6

Can I 'top up' to full honours? Page 6

Attendance requirements Page 6

How much study will I need to do outside taught sessions? Page 7

Supporting you in your studies Page 3

How will I be assessed? Page 7

Fees & student loan information Page 9

Modules:**Year One****Term 1**

Developing & Enhancing Academic Skills

Introduction to Education: History and Context

Term 2

Supporting Access to Education and Learning

Term 3

Research Skills

Teaching and Professionalism

Year Two**Term 1**

Work-Focused Project

Safeguarding, Working with Families and Professionals

Term 2

Work-Focused Project (continued)

Inclusive Education

Term 3

Social Pedagogy

Understanding and Managing Human Behaviour

Inclusive and Special Education (FdA)

(validated by Middlesex University)

Who is the course for?

The Inclusive and Special Education Foundation Degree has been designed for those working or wishing to work with children from birth to secondary within an Inclusive and Special Educational environment. The course is aimed at those who have a Level 3 qualification and/or sufficient employment experience who wish to develop their knowledge and understanding in the field of working with children.

What are the aims of the course?

The course will provide students with the opportunity to examine policy, research and practice in education, provision and care. It will also enable you to research specific topics and themes directly relevant to your work. The course offers a flexible route towards higher education for people with varying levels of experience and will enable you to develop your professional career working in the childcare industry at a recognised level of independence and responsibility.

What topics will I be covering?

The course consists of three terms each year. The first term is focused on ensuring you develop the study and management skills necessary to be successful at degree level. It will ensure you know how to

research material and extract relevant information, write an academic essay, a report, reference correctly, plan your time effectively and work in a team. The second term focuses on Supporting Access to Education and Learning. Assessment for this module will be via a reflective learning journal, group presentation and an essay. In term three, we will outline what work-based learning means and how it should be carried out to meet the needs of the course alongside Teaching and Professionalism.

Do I need any previous knowledge or entry qualifications?

All eligible applicants will be required to undertake an interview. It is expected that you would have a Level 3 Certificate / Diploma in a relevant subject. Students under the age of 21 years will be expected to have a BTEC National Diploma, two A Levels (64 UCAS points), or similar. It is expected that applicants to this course will have GCSE English & Maths (or equivalent) at Grade C / 4-9 or above. Students without these will be asked to complete an English and/or Maths assessment at interview. In exceptional circumstances, students without these may be permitted onto the course on the condition that they gain these qualifications alongside studying for their FdA.



Mature students, over the age of 21 may also be accepted provided they can show appropriate levels of relevant ability and experience. Exemptions from parts of the degree programmes are possible - students would need to make a claim for RPL (Recognition of Prior Learning) or RPEL (Recognition of Prior Experiential Learning). Claimants seeking RPL and/or RPEL must apply to the College and may be required to present a portfolio of evidence in support of their claim. See page 44 for more information about RPL and PEL.

All students will require a Disclosure & Barring Service (DBS) check (previously CRB) prior to the start of the course.

Students on this programme should be employed or working in a voluntary capacity, in a relevant setting, for a minimum of 100 hours throughout the 2 year course. Those currently not working will be given some support in finding a suitable position, however responsibility for this ultimately lies with the student.

What could the course lead to?

Students have the option of applying to complete a third year BA top-up either at Peter Symonds or at an alternative provider. Students may also consider applying for a BA in Early Childhood Studies or BA in Professional Practice via Middlesex University.

Next steps

To apply

Applications can be made directly to the college via the website, or through UCAS at www.ucas.com/apply.

Institution code: P52

Course Code: X360

You can also contact our Student Support Team on 01962 886166 and request a hard copy application form.

When should I apply?

As soon as possible as there are limited places available. Depending on demand for individual higher education programmes we will consider late applications provided they are submitted within three weeks following the commencement of the course.

To find out more, or ask any questions, contact:

Paula Baker: pbaker@psc.ac.uk

Further information

What are Foundation Degrees..... Page 6

Can I 'top up' to full honours?..... Page 6

Attendance requirements Page 7

How much study will I need to do outside taught sessions? Page 7

Supporting you in your studies Page 7

How will I be assessed? Page 7

Fees & student loan information Page 9

Modules

Term 1

Dissertation

Exploring the philosophical dimensions of SEND within education and beyond

Managing Social and Emotional Aspects of Change

Term 2

Dissertation (continued)

Equality and Diversity

Term 3

Dissertation (continued)

Learning in the Outside Environment

Course available from September 2018

Inclusive and Special Education (BA Hons 1 Year Top-Up)

(validated by Middlesex University)

Who is the course for?

The BA (Hons) in Inclusive and Special Education is a one year top-up course which has been designed for those who have completed the Foundation Degree in Inclusive and Special Education (or equivalent qualification at Level 5) and want to progress on to achieve a full Bachelor of Arts Degree with Honours. The qualification is designed for those working or wishing to work with children from birth to Secondary age within Inclusive and Special Education.

What are the aims of the course?

The course aims to provide a programme, which engages with all aspects in Inclusive

and Special Education and prepares students for future management and leadership roles. It will encourage learners to use multidisciplinary sources, drawing on academic, theoretical and practical perspectives to inform and develop their understanding of children's care, learning and development.

Students will have the opportunity to examine policy, research and practice in Inclusive and Special Education, provision and care and apply multiple perspectives to Special Educational Needs, recognising that early childhood studies involves a range of research methods, theories, evidence and applications.

What topics will I be covering?

Students will explore a range of philosophical, psychological and sociological perspectives and consider how each perspective underpins different theories relating to children and childhood. Students will also consider a range of social and emotional learning programmes and the theoretical frameworks they are based on, to facilitate critical analysis of key issues in research. Students will practice, investigate and research key educational issues such as children's learning and development, behaviour management,





diversity and inclusion. In addition, students will develop their abilities to plan in addition to children's health and emotional well-being.

Students will develop their ability to lead, support and work collaboratively and effectively with others such as parents, carers and other professionals and be able to recognise and challenge inequalities in society and embrace an anti-bias curriculum.

Do I need any previous knowledge or entry qualifications?

All eligible applicants will be required to undertake an interview. Students should be employed in an Inclusive and Special Educational environment. Applicants should hold a Foundation Degree in Inclusive and Special Education or

equivalent qualification at Level 5 or a degree in an unrelated subject with substantial experience of working with children from birth to 16 years. You should have achieved GCSE at Grade C / 4-9 or above (or recognised equivalents) in English and Maths. Applicants who have not achieved these will be asked to complete an assessment paper when they come in for interview.

All students who are not currently employed in an educational setting will require Disclosure and Barring Service (DBS) checks (formerly CRB) prior to the start of the course.

What could the course lead to?

The course prepares students for a senior role in an Inclusive and Special Education setting as well as progression to the PGCE

Next steps

To apply

Applications can be made directly to the college via the website, or through UCAS at www.ucas.com/apply.

Institution code: P52

Course Code: TBC

You can also contact our Student Support Team on 01962 886166 and request a hard copy application form.

When should I apply?

As soon as possible as there are limited places available. Depending on demand for individual higher education programmes we will consider late applications provided they are submitted within three weeks following the commencement of the course.

To find out more, or ask any questions, contact:

Paula Baker: pbaker@psc.ac.uk

Further information

What are Foundation Degrees..... Page 6

Can I 'top up' to full honours?..... Page 6

Attendance requirements Page 7

How much study will I need to do outside taught sessions? Page 7

Supporting you in your studies Page 7

How will I be assessed? Page 7

Fees & student loan information Page 9

Subjects covered Year 1

Term 1

Developing & Enhancing Academic Skills

Practical First Aid Therapies

Term 2

Sport & Exercise Science

Foundation in Sports Therapy Skills & Body Assessment

Term 3

Research Skills in Sport

Sport Research Portfolio

Subjects covered Year 2

Term 1

Applied Sport & Exercise Science

Principles of Sport Injury Assessment

Term 2

Principles of Sport Injury Treatment & Rehabilitation

Extended project

Term 3

Essential Sports Therapy Skills

Extended Project (continued)

Subjects covered Year 3

Term 1

Dissertation

Nutrition for Sport, Exercise & Injury

Term 2

Dissertation (continued)

Psychology of Injury & Rehabilitation

Term 3

Dissertation (continued)

Advanced Injury Management & Rehabilitation

Sport Injury & Treatment BSc (Hons)

(Validated by the University of Chichester)

Who is the course for?

This course has been designed for those wishing to develop a career in areas such as Sports Therapy, Sports Massage Therapy and Sport & Health promotion. The programme provides a broad overview of sports therapy skills and body assessment, which will result in the requisite knowledge, understanding and skills to work in an unsupervised capacity, providing sports therapy, body assessment and massage, on both healthy and injured clients. It also provides students with the experience and knowledge to run their own business and develop their career path.

What are the aims of the course?

Sports therapy is becoming increasingly popular, not only in the treatment of sports injuries but in the development of the health and fitness industry. This programme integrates academic learning and the development of practical skills to an advanced level. There is a strong emphasis on practical experience and a range of activities that encourage an understanding of well-established principles. The focus of sports therapy is on the inception of an injury through to rehabilitation, with underpinning knowledge of applied scientific aspects, such as anatomy, physiology and biomechanics. There are opportunities for students to

attend events to provide treatments as part of the course, as well as in our sports injury clinic. Year 1 focuses on treating the healthy and Year 2 focuses on treating injuries. The final year includes a substantial dissertation and advanced treatment techniques. Experience will be gained in real client facing situations in our sports injury clinic as well as learning through lectures and practical sessions. Students will research specific topics and themes directly relevant to their work.

What topics will I be covering?

The course consists of three terms each year. In Year 1, you will study: Developing & Enhancing Academic Skills, Practical First Aid Therapies, Sport & Exercise Science, Foundation in Sports Therapy Skills & Body Assessment, Research Skills in Sport and Sport Research Portfolio. In Year 2, you will study: Applied Sport & Exercise Science, Principles of Sport Injury Assessment, Principles of Sport Injury Treatment & Rehabilitation and Essential Sports Therapy Skills. You will also complete an Extended project over Term 2 and 3. In Year 3, students will complete a dissertation alongside the following modules: Nutrition for Sport, Exercise & Injury, Psychology of Injury and Rehabilitation and Advanced Injury Management & Rehabilitation.



Do I need any previous knowledge or entry qualifications?

All eligible applicants will be required to undertake an interview. Applicants under 21 years of age will require two A levels (64 UCAS points), including one in Science, PE, Sports Studies, or a BTEC National Diploma in Sport or the equivalent.

Applicants over 21 will need a Level 3 qualification; Certificate / Diploma in Sports Massage or a National Diploma in Sport Studies, or a related area or equivalent.

Mature students without traditional qualifications may also be accepted on the basis of suitable experience and ability, completion of a short assessment, references and interview.

Students are required to work or volunteer in a relevant position for a minimum 100 hours, opportunities are available in the on-site sports injury clinic, at arranged events or from the students personal contacts.

Please note that if you do not have a Grade C/ 4-9 or above in English and/or Maths you will be required to complete an assessment paper when you come in for interview.

What could the course lead to?

Students who successfully complete this course will obtain a BSc (Hons) in Sport Injury & Treatment. Your degree will be validated by the University of Chichester.

Students do have the option to finish their studies at the end of Year 2 and will gain a Diploma in Higher Education, rather than the full BSc (Hons). Students who successfully complete Year 1, but decide not continue, will receive a Certificate of Higher Education.

Sport Injury & Treatment careers could include the following:

- Health Promotion
- Massage Therapist
- Massage Practitioner
- Sports Massage Therapist (Students will have the requisite knowledge and skills to be able to work independently in an unsupervised capacity as a sports massage therapist once appropriate insurance cover has been gained)
- Sports Therapist

Next steps

To apply

Applications can be made directly to the college via the website, or through UCAS at www.ucas.com/apply.

Institution code: P52

Course Code: P7DX

You can also contact our Student Support Team on 01962 886166 and request a hard copy application form.

When should I apply?

As soon as possible as there are limited places available. Depending on demand for individual higher education programmes we will consider late applications provided they are submitted within three weeks following the commencement of the course.

To find out more, or ask any questions, contact:

James Kirkpatrick or Paula Baker:
ahed@psc.ac.uk or pbaker@psc.ac.uk

Further information

What are Foundation Degrees	Page 6
Can I 'top up' to full honours?	Page 6
Attendance requirements	Page 6
How much study will I need to do outside taught sessions?	Page 7
Supporting you in your studies	Page 3
How will I be assessed?	Page 7
Fees & student loan information	Page 9

Subjects covered Year 1

Level 4 modules include:

Transactional Analysis Theory
Professional Development & Practice
Human Growth & Development
Personal Development

Subjects covered Year 1

Level 5 modules include:

Professional Practice
Research Project
Transactional Analysis Theory Application
Theory & Practice
Personal Development
Mental Health



Humanistic Counselling based on Transactional Analysis (FdA) (BACP Accredited and Validated by Middlesex University)

Who is the course for?

This course is for individuals seeking a recognised qualification as a Counsellor and who want the opportunity to develop personally and professionally using Transactional Analysis theory and practice within a humanistic framework.

What are the aims of the course?

To build upon the knowledge, understanding and skills gained on the Level 3 course and enable individuals to develop, personally and professionally, the knowledge, skills and attitude of a Humanistic Counsellor, using Transactional Analysis as a main theoretical model.

What does the course involve?

1. Working in the voluntary sector as a trainee Counsellor during Year 2 (Level 5).
2. Awareness of ethical and professional responsibilities of a Counsellor and practice accordingly.
3. The application of Humanistic approaches and the Transactional Analysis model to client work.
4. Using supervision and personal therapy to support personal and professional development.

What topics will I be covering?

There are three main threads running

through the two year course: Theory; Professional Development and Personal Development. See subject list to the left of this page for more detailed information.

Do I need any previous knowledge or entry qualifications?

Level 3 Diploma Counselling Skills training (200 hours minimum) e.g. ABC Counselling Skills Level 3 Diploma or equivalent and a Transactional Analysis 101 Certificate of Attendance. All students must have a Grade C / 4-9 or above in GCSE English or equivalent.

What do I need to prepare for the course?

Identify opportunities to work as a trainee Counsellor in voluntary agencies. Please note however that you cannot commence your placement until you have received a certificate of endorsement from the team and that hours do not count until a contract has been signed at the start of Year 2.

How much time do I need to spend on home study?

We suggest that in Year 1 you will spend a minimum of an additional six hours a week on home study. This involves personal therapy, finding a placement, additional



reading, maintaining a Personal Reflective Learning Journal, researching and assignment writing.

In Year 2 time will be spent in the approved agency undertaking one to one counselling with clients, attending agency supervision and possibly team days within the agency. Time will also be spent on preparation for supervision, research, preparation for presentations, additional reading and assignment writing.

Materials Required:

Two or three recommended text books (approximately £100.00).

What could the course lead to?

Successful students will go straight on to the British Association for Counselling and

Psychotherapy (BACP) register. Students may also apply for individual accreditation by the BACP. See the BACP website for further details. Successful students may apply to top-up to a full honours degree in Humanistic & Integrative Counselling or Humanistic Transactional Analysis Counselling (also available at the College).

Students who have successfully completed the Foundation Degree have found paid work in a counselling agency. Some have found employment managing an aspect of the agency's work e.g. being responsible for the training, or leading and managing a new project e.g. in a GP's surgery or in a charity. Some will undertake further training and many proceed to setting up in private practice.

Next steps

To apply

Please contact the Counselling department at the college for a copy of the relevant application form. Applications can also be made via UCAS.

Institution Code: P52

Course Code: 5U57

Please note the specific entry requirements of this course before submitting your application.

When should I apply?

Please see our website or contact the Counselling department for details of the application deadline.

To find out more, or ask any questions, contact:

Lisa Mathurin: ahed@psc.ac.uk

Further information

What are Foundation Degrees	Page 6
Can I 'top up' to full honours?	Page 6
Attendance requirements	Page 6
How much study will I need to do outside taught sessions?	Page 7
Supporting you in your studies	Page 3
How will I be assessed?	Page 7
Fees & student loan information	Page 9

Subjects covered

Professional Enquiry

Clinical Practice and Professional Development and Ethics

Schools of Transactional Analysis

*Working with Groups:
Group Process and Group Therapy*



Humanistic Transactional Analysis Counselling BA Hons – 1 Year Top-Up (Validated by Middlesex University)

Who is the course for?

The course is designed to attract students who have completed Level 5 Transactional Analysis training and who wish to build on existing knowledge and understanding and enhance practice.

Those with a Level 4 Diploma may be considered providing that they can show evidence of on-going CPD and professional development. They will also be required to complete an additional module to ensure they have the skills needed to study at Level 6. An additional fee will apply - contact the Counselling team for further information.

What are the aims of the course?

- Provide wide access to study for students with the appropriate aptitude, experience and qualities
- To establish and inculcate a learning environment for the development of personal and professional attributes
- Provide a safe environment in which students are able to share vulnerabilities, concerns and learn and develop from each other
- Build upon and enhance knowledge, skills and the theory underpinning the core philosophy
- Encourage students to develop further his / her capacity for reflexivity and

become a reflexive practitioner

- Encourage students to further integrate learning and practice
- Support students in their learning, in their ability to make informed decisions, to evaluate their practice in terms of its effectiveness and to highlight learning edges
- Encourage a commitment to on-going personal and professional development.

What does the course involve?

- attendance at monthly workshops
- 200 hours one to one counselling
- monthly supervision provided by the college
- attendance at professional development group
- 40 hours of personal therapy.

What topics will I be covering?

- Professional Enquiry
- Clinical Practice and Professional Development and Ethics
- Schools of Transactional Analysis
- Working with Groups: Group Therapy and Group Process.

Do I need any previous knowledge or entry qualifications?

- Level 4 Diploma in Humanistic Counselling based on Transactional Analysis and evidence of on-going CPD

Next steps

To apply

Please contact the Counselling department at the college for a copy of the relevant application form. Applications can also be made via UCAS.

Institution Code: P52

Course Code: 5K97

Please note the specific entry requirements of this course before submitting your application.

When should I apply?

Please see our website or contact the Counselling department for details of the application deadline..

To find out more, or ask any questions, contact:

Lisa Mathurin: ahed@psc.ac.uk

Further information

What are Foundation Degrees Page 6

Can I 'top up' to full honours? Page 6

Attendance requirements Page 6

How much study will I need to do outside taught sessions? Page 7

Supporting you in your studies Page 3

How will I be assessed? Page 7

Fees & student loan information Page 9

or

- Level 5 Foundation Degree in Humanistic Counselling based on Transactional Analysis and evidence of on-going professional development or the equivalent.
- Grade C or above in GCSE English or equivalent.
- Applicants with a Level 4 Diploma will be required to complete an additional module to prepare them for study at Level 6. An additional fee will apply. Please contact the Counselling team for further information.

How much time do I need to spend on home study?

In addition to the hours at college you will be expected to ensure that time is set aside for:

- One to one counselling (approximately one day per week)
- preparation for supervision
- supervision and personal therapy
- reading and researching
- maintaining a personal reflective learning journal.

In total this could be equivalent to two days per week.

What could the course lead to?

The course will provide the student with a good basis from which to obtain individual

BACP Accreditation. The successful student would be able to access Masters level courses in psychotherapy and / or counselling and potentially go on to achieve Certified Transactional Analysis status.

Some of our students are in private practice and have developed a portfolio offering training and consultancy work or managing a small group of therapists. Students who have successfully completed this course have also gone on to teach Counselling within an educational setting.

How will I be assessed?

Assessment will be via assignments, an extended piece of research and will be on going.

Who will assess me?

This programme is quality assured by Middlesex University and you will receive a Middlesex Award on successful completion.

We encourage self and peer assessment in addition to assessment by tutors. A selection of assignments will be second marked and, in order to have quality assurance, an external examiner will look at a selection of work and the portfolios.

Subjects covered

Professional Enquiry

Clinical Practice and Professional Development and Ethics

Expanding Vision and Practice:

Working with Brief Therapy

Working with Couples and Relationships

Working with Existential Dilemmas

Humanistic & Integrative Counselling (BA Hons – 1 Year Top-Up) (Validated by Middlesex University)

Who is the course for?

This course is for those students who have successfully completed a Level 5 Foundation Degree or Diploma. Those who have successfully completed a Level 4 Diploma may be considered for a place on the course and will need to show evidence of professional and personal development since completing the Level 4 course. They will be required to complete an additional module to prepare them for study at Level 6 and an additional fee will apply. Please contact the Counselling team for further information.

What does the course involve?

- attendance at weekend modules (Saturday and Sunday from 9:30am – 5:30pm)
- Monthly supervision
- attendance at Professional Development Group
- 40 hours personal therapy
- 200 hours client work which is equivalent to one day a week
- maintaining a personal reflective learning journal.

What topics will I be covering?

Students will study the following modules:

- Professional Enquiry
- Clinical Practice and Professional Development and Ethics
- Expanding Vision and Practice
- Working with Couples and Relationships
- Working with Existential Issues
- Working with Brief Therapy

Do I need any previous knowledge or entry qualifications?

Level 4 Diploma in Humanistic Counselling plus evidence of CPD or a Level 5 Diploma in Humanistic Counselling or the equivalent. Grade C or above in GCSE English or equivalent.

Applicants with a Level 4 Diploma will be required to complete an additional module to prepare them for study at Level 6.

What are the aims of the course?

The course aims to provide an opportunity to engage in further study and to inculcate a lifelong interest and willingness to explore various aspects of counselling and thus enhance the student's capacity to develop personal and professional resources.





How much time do I need to spend on home study?

In addition to the hours at college you will be expected to set time aside for:

- one to one counselling (equivalent to one day a week)
- preparation for supervision
- supervision and personal therapy
- reading and researching
- preparation of assessments
- maintaining a personal reflective learning journal.

In total this could be equivalent to two days a week.

What could the course lead to?

The course will provide the student with a good basis from which to obtain individual BACP Accreditation. The successful student would be able to access Masters level courses in psychotherapy and / or counselling.

How will I be assessed?

Students will be actively involved in the assessment processes through self, group

and peer assessment. The major vehicle for assessment will be the Personal Reflective Learning Journal which students maintain throughout the course of the year. In addition to this there are formal written assessments one of which will involve research.

Who will assess me?

This programme is quality assured by Middlesex University and you will receive a Middlesex award on successful completion.

Students will be assessed by the supervisor and tutors in addition to their peers. A selection of assignments will be second marked and, in order to have quality assurance, an external examiner will look at a selection of work and the portfolios.

Next steps

To apply

Please contact the Counselling department at the college for a copy of the relevant application form. Applications can also be made via UCAS.

Institution Code: P52

Course Code: 1Q80

Please note the specific entry requirements of this course (page 40) before submitting your application.

When should I apply?

Please see our website or contact the Counselling department for details of the application deadline.

To find out more, or ask any questions, contact:

Lisa Mathurin: ahed@psc.ac.uk

Further information

What are Foundation Degrees	Page 6
Can I 'top up' to full honours?	Page 6
Attendance requirements	Page 6
How much study will I need to do outside taught sessions?	Page 7
Supporting you in your studies	Page 3
How will I be assessed?	Page 7
Fees & student loan information	Page 9

Student Testimonials



Claire Crawte

FdA in Humanistic Counselling based on Transactional Analysis

'The academic programme this course offers has been excellent. The tutors are all experienced and working counsellors which means they can offer relevant first-hand experience of working with clients, which I have found invaluable. I have thoroughly enjoyed being immersed in learning about Transactional

Analysis, as well as other relevant theories. The reading list is comprehensive yet accessible.

Moodle provides a range of interesting articles and e-books, which helps to keep the cost of buying books to a minimum.

Gaining my agency placements and going out to work with clients, real people, was at first daunting but with the excellent support of the college and in particular the supervisors, it has proved to be an exciting and rewarding experience.

I feel lucky to have been able to do this course here in Winchester, close to my home so without having to travel too far, to be part of a group of other people going through the same journey, and with the on-going support of the tutors here at Peter Symonds, it has been a valuable experience - one I shall never forget.'



Grant Simleit

Business

Grant is currently working as a Practice Manager at a local dental practice. He has found the work based learning element of the course really useful and has been able to apply theoretical knowledge to everyday situations. 'The course is well structured and the learning outcomes develop the student in the workplace. In the 1st term I did a work based

project on Employee Engagement. The work based element is vital to student development and it certainly teaches the student to apply the literature into work life situations.

The tutors are great, they are always willing to go the extra mile and support the students - this is my first experience in higher education and I am very impressed! There are not many institutions that do a full time Degree part time. I cannot fault the college on their enthusiasm and dedication when delivering the classes. The course has developed my ability as a Practice Manager and taught me that there is always something new to learn that can be used in the work place.'

Following successful completion of his FdA, Grant has recently returned to top-up to a full honours degree.



Important information

Applying for a course

All applicants for our HE courses will be invited to attend interview. Applications can be made directly to the college via the relevant course outline on the website (www.psc.ac.uk/ahed), or through UCAS at www.ucas.com. The institution code for Peter Symonds College is **P52**. Alternatively, please contact reception on ahed@psc.ac.uk or on 01962 886166 to request a hard copy application form.

For any queries regarding the UCAS Apply Scheme, please contact UCAS on 0371 468 0 468 or at UCAS, Rosehill, New Barn Lane, Cheltenham, Gloucestershire, GL52 3LZ. Applicants applying through UCAS should log-in to UCAS Track regularly for updates and information regarding their application as there are deadlines associated with responding to offers.

Please note that the application process for our Counselling courses differs slightly to the processes outlined below. For further information regarding the Counselling application process, please see our website or contact the Head of Counselling.

Open Events

The college hosts a number of Open Events throughout the year. These aim to allow students the opportunity to look around the campus, discuss their chosen course with tutors and meet key staff. Dates for our Open Events are listed on the homepage of our website. Please note that all Open Events for Higher Education courses take place at the Adult & Higher Education Division on Stoney Lane, Weeke, Winchester (SO22 6DR).

When to apply

We enrol onto our Higher Education courses throughout the year. Students can apply up until the October half term (excluding Counselling) of the year in which they wish to study, as long as there are vacancies left on the course. Please contact us to find out if there are spaces available. UCAS can start to receive applications in autumn, with closing dates in January. Late applications received via UCAS will be considered, although all applicants are advised to submit their applications as early as possible.

What happens once I have submitted an application form?

Once we have received your application form, it is passed on to the Higher Education Admissions Team, who will assess your suitability for your chosen course. You will be contacted via email or letter to arrange a suitable time to visit the college for interview. References will also be requested at this stage, where they have not already been received. Students who are deemed unsuitable for their chosen course will be contacted via email or letter and reasons for the decision will be given, as well as advice on how to improve any future applications. Unsuccessful applicants are able to appeal as per the Peter Symonds College Higher Education Admissions Protocol. This can be accessed via our website, under 'Wider Information for HE'.

What can I expect at interview?

Applicants who are considered potentially suitable for their chosen course will be invited to attend interview with a relevant member of the HE Admissions Team. This process is as much for you to make sure the course is right for you, as it is for us to assess your suitability for the course. You will be asked to bring in your passport, CV, and certificates for any existing qualifications that you hold. You will also be asked to complete a short written exercise as part of the interview process. Candidates without a Grade C/4-9 or above in English and Maths GCSE (or equivalent) will be asked to complete a literacy and/or numeracy assessment at interview. You will be given an information pack to take home, which will include further information on your course, funding and student loan information, as well as various forms to complete, including feedback surveys and study support and health declaration forms. **You should expect to hear a decision from the admissions team within three weeks of the date of your interview.**



Important information (continued)

What happens if I receive an offer of a place?

Candidates who are successful at interview will be sent an offer letter within three weeks of the date of their interview. An acceptance slip will be included, as well as information about enrolment, induction and fee payment. Offers are either conditional or unconditional. Any conditions attached to the offer will be clearly outlined in your offer letter. If applicants are unable to meet the conditions of their offer, they will need to await confirmation of whether we will still be able to accept them. We will aim to do this within one week of receiving your results. Applicants should return their acceptance slip within four weeks of the date on the offer letter. On confirmation of acceptance, you will be enrolled onto your chosen course and will receive a confirmation letter from the college.

If you wish to decline your offer of a place please let us know as soon as possible, as we may be able to offer the place to someone else.

Informing us of your results

We will normally receive results automatically for applicants who are studying A Levels or BTEC Level 3 Diplomas and have applied to us via UCAS. Those studying alternative qualifications, or those who have applied directly to the college, should contact the HE Admissions Team (01962 886166) to arrange for copies of results to be sent to us.

What if I want to defer my place?

You will need to contact the HE Admissions Team as soon as possible if you decide to defer your place, as this helps us with our planning processes.

What if I do not receive an offer?

If you are unsuccessful in gaining an offer, reasons for this decision will be clearly

outlined in your letter. We may offer you an alternative course and/or advise on how to improve any future applications to the college. Unsuccessful applicants are able to appeal as per the Peter Symonds College Higher Education Admissions Protocol. This can be accessed via our website, under 'Wider Information for HE'.

Induction

All students will be invited to attend an induction a minimum of one week prior to the start of the course. Induction involves a welcome, an overview of the course layout and resources available, as well as information on what will be required from you. You will be given the opportunity to meet your fellow students, tutors and other key staff at the college. You will also be given an IT login, student handbooks, as well as access to the college Virtual Learning Environment (VLE), Moodle, in preparation for the start of your course.

Late Starters / Transfer in students

Late starters and transfer in students will be invited to attend one taught session from their chosen HE programme prior to interview, to ensure that they would like to proceed with their application or transfer. Students who would like to join the course, will follow the same interview process as outlined above. Please note that the processes above do not apply to Counselling students.

Recognition of Prior Experiential Learning (RPEL) & Recognition of Prior Learning (RPL)

Mature applicants (over the age of 21), without traditional entry requirements, may be accepted onto a course following Recognition of Prior Experiential Learning (RPEL). This is the process by which applicants receive formal recognition of skills, knowledge and experience that has not been gained in a formal educational

setting, so therefore has not been formally assessed or allocated credit. For example, this could be recognition of learning that has taken place in the workplace.

Applicants may also wish to make a claim for Recognition of Prior Learning (RPL), as exemptions from parts of the degree programmes are possible. Claimants seeking RPL and RPEL must apply to the College and may be required to present a portfolio in support of their claims.

The college's Recognition of Prior Learning Guidelines can be found on our website, under 'Wider Information for HE'.

Accommodation

The College does not offer any student accommodation. However, Winchester has a large student population, so finding private shared accommodation locally should be relatively easy. The college will support you as much as possible in this process. Websites such as www.rightmove.com and www.spareroom.co.uk both list accommodation and rooms specifically for students and may be a useful starting point.

Resources and Facilities

All of our Higher Education courses are taught on the Adult & Higher Education campus on Stoney Lane in Weeke, Winchester. Many of our HE learning materials are provided online via the Ashurst LRC (Learning Resource Centre) or through our Virtual Learning Environment (Moodle). This includes access to various journals and ebooks. Reading packs may also be provided for some modules. Although we aim to provide as many learning materials as possible, prospective students should note that it is highly likely they will have to purchase some books during the course. HE students are able to access the Ashurst Learning Resource Centre based on the Sixth Form Campus on Owens Road. This is



approximately one mile from the Adult Education campus. Further information on accessing the LRC will be given at induction.

Students are able to book laptops and IT equipment from Main Reception, subject to availability. All HE students will be issued with an ID card, student handbook and network login.

Fees

For the most current information regarding tuition fees, students should refer to the relevant course outline on our website (www.psc.ac.uk/ahed). Tuition fees for our courses are charged annually.

Tuition loans and grants are available to all eligible students living in England. **As our programmes total 120 credits per year, they are classed as full-time** and, therefore, you will be able to apply to the Student Loans Company for funding. When applying for a student loan, applicants should select **Higher education** and then **FULL-TIME** when prompted to do so. Further guidance on fees & funding is available on our website under 'Financial Support'.

Previous higher education study for which you were funded may limit your eligibility for student finance. Please visit www.gov.uk/student-finance-calculator to gain an estimate of what loans, grants and funding you may be entitled to. If you have already studied for a degree, it may be possible to apply for a maintenance loan through the Student Loans Company. For

tuition fee assistance, some banks offer graduate loans but subject to their own terms & conditions.

If you are self-funding, then you have the option to pay the amount in full or by instalments. If you choose to pay by instalments then please contact our Registry department on 01962 889547. They will be available from 9:15am to 4pm Monday to Friday. Please note that a £25 administration fee is charged for instalment plans.

If your employer is funding your studies in full or in part, please contact the college for an Employer Authorisation Form.

Please note that in addition to course fees, students may incur the following costs:

- Students are responsible for their own purchase of text books.
- Where travel to other sites is required, this will be payable by the student.
- Students will be liable for any library fees or fines where applicable.
- The cost of printing and photocopying undertaken by students to support their individual learning (beyond the allowance provided by the College) is payable by the student.

Disclaimer

The information contained in this prospectus is as correct as far as can be ascertained at the time of publication. Fees may be subject to change according to funding regulations – the most current information regarding fees will be displayed on our website. Please note that courses may not run if enrolment numbers are too low for the course to be viable. If courses are cancelled we will notify students within a minimum of 48 hours prior to the start of the course and will arrange a transfer or refund as soon as possible. Acceptance of fees does not mean that a course will run. Responsibility is not accepted for clothing, property or vehicles lost, stolen or damaged by fire or any other cause.

Equality and Diversity

The college prides itself on being a caring community. We believe everyone is of equal value irrespective of gender, ethnic origin, disability, class, age, creed, sexuality or any other perceived difference and we take active steps to prevent discrimination and promote equal opportunity. Further information regarding our equal opportunities policy can be found on our website.

Key Information, Policies and Procedures for Higher Education Students

Peter Symonds College is committed to making it easier for students and the wider public to access information about our Higher Education provision and courses. As part of the Wider Information Set (WIS) requirements as set out by the Higher Education Funding Council for England (HEFCE), we have made documents publicly available for students and the wider public. This includes information regarding our admissions procedures, support for Higher Education students and information regarding complaints and appeals. These policies and documents can be found on our website, under 'Wider Information for HE'.

Peter Symonds College Adult & Higher Education Division (AHED) is regulated by the Higher Education Funding Council for England (HEFCE) and The Quality Assurance Agency for Higher Education (QAA).

Benefits of our Degree Programmes; Developing Talent in the Workforce

Benefits to the local economy

Reports show that there is an increased need for graduate and higher level skills to service the economy between 2014 and 2020.

In the Solent Local Enterprise Partnership area, higher-skilled occupations will comprise 48.5% of total employment in 2020, compared with 44.1% in 2010 with an additional 35,000 jobs requiring a degree-level qualification by 2020.

In the Enterprise M3 LEP area, there is expected to be a continued trend of employment growth in higher skilled occupations, with managers, professionals and associate professional roles providing the most significant increases. Between 2010 and 2020, employment projections show an increase of jobs requiring at least an ordinary degree and additional jobs requiring higher degrees, first degrees and doctorate level qualifications. However, demand is likely to remain static or decline

for most other qualification levels. (*The Enterprise M3 Strategic Economic Plan, March 2014*)

Benefits to Employers and Employees

- Employees grow in confidence.
- Students on these courses change the way they think & this enhances initiative and creativity in The Workplace.
- Students choosing a vocational degree path are able to focus many of their assessments on their own organisation.
- Our external examiner commented on the value to employers of students on business degree programmes:
"As well as the students themselves, employers sending students on this course must be gaining a great deal from it given the depth and breadth of the work students do, frequently using their own organisations as examples and case studies. Excellent service provided by the course as a whole to employers who send students on it."

A Greenwood, External Examiner
(Report 2014)
University of Cumbria Business School

- Studying at degree level develops creative thinking skills, questioning skills, research skills and the ability to assess the reliability and validity of information being gathered. Students learn to assimilate the information in a digestible form; these are essential skills for driving excellence in the workforce.

- Opportunity for potential accreditation of existing in-house qualifications and continuous professional development gained by employees in the workplace.
- Class sessions create the opportunity to network and to see a range of things from different perspectives.
- If the student is client facing at work, other students on the course may work for those clients which will provide better insights.
- Mixed age groups in classes enables more mature learners to see that they have qualities which younger students do not and vice versa. This creates a vibrant and dynamic classroom.
- Students study for a University degree locally and at a lower cost. However, they still get a degree certificate from the validating University and graduate in University colours.
- Providing the opportunity for employees to obtain a degree may result in attracting better employees and retaining them longer. Staff will be motivated and engaged through the loyalty and recognition of working for an employer who is supportive in terms of career and professional development.





- Small classes, where you can get individual attention and tutors know individual student's strengths and weaknesses and can provide a strong focus on ensuring everyone understands what is required to be successful in their university work.
- Additional academic support available via Academic Support tutors

The world is continually changing

"We cannot anticipate all the knowledge these future workers will need and the future might be more about knowing how to retrieve information and then apply it than what you were actually taught as an undergraduate. So, much of what we do is utilising the subject matter and current knowledge to teach higher-level thinking and reflective skills coupled with independent learning skills that are so enabling and essential as the world changes."

Day, A (2015)
What do I get?
Ten Essays on Student Fees,
Student Engagement & Student Choice,
HEPI (Higher Education Policy Institute)

Studying a Higher Education course changes the way people think "one student stated her husband told her he knew she was doing an HE course as she argued differently!"

- Focus staff remuneration packages on self actualisation, not just pay.
- Our philosophy is to ensure our fees remain affordable to all and considerably below the £9000 per annum a traditional university charges. Loans for fees and maintenance are available through Student Finance England. Students only payback amounts based on monthly salary and the loan is written off after 25 years. If the student is not earning then they do not make repayments.
- Affordable fees— access to loans from student finance.
- The day of study remains the same as a student moves through their course, enabling employers to plan cover for any release from work given.
- Staff teaching on our vocational courses all have industry / vocational backgrounds i.e. they have worked outside of education. For example, staff on our Business team have worked for IBM, Touche Ross, Kodak and many others.
- On line support for learning to supplement taught sessions with access to lecture notes, additional reading, key journals and research materials online.
- A real understanding of how individuals returning to study feel and significant experience in how to support them effectively to ensure success.

What Studying at Peter Symonds means for students

The College is committed to enabling those already in workforce to obtain a degree by offering:

- Attendance over one afternoon and evening a week (1-7pm or 1.30-7.30pm once a week). This allows students to continue in employment. Our courses are run over a 33 week term, rather than 22 weeks (like many universities).

Peter Symonds Winchester Higher Education Student Charter

Aims of the charter

This charter aims to explain to students what they can expect from their higher education programme at Peter Symonds, outline what can reasonably be expected of students by the college and to reflect the values of the higher education programmes at Peter Symonds.

Our core values are to promote and sustain:

- High aspirations, expectations and pursuit of excellence.
- Independent, responsible and self-directed learners.
- Outstanding teaching and learning.
- Integrity and open & honest communication, where staff and students work in partnership.
- A spirit of critical enquiry and creative thinking.
- Caring and responsive support & guidance.
- An enjoyable and stimulating learning environment.
- Widening participation, diversity and individuality.

As a student, you can expect the College:

- to provide you with up-to-date information and advice on the programmes we offer, fees payable and any other financial help which may be available;

- to support you effectively through all stages of your engagement with the College from initial enquiry through to graduation;
- to treat you with fairness, respect and in a timely manner;
- to actively seek your participation to work in partnership with the Higher Education staff and obtain feedback on your experiences;
- to provide you with an induction, student handbook, access to our VLE and IT systems
- to provide an intellectually stimulating learning environment, where you are part of a supportive learning community;
- to have staff who are professional, well qualified and who demonstrate their currency in both their subject knowledge and their understanding of student learning;
- to enable you become an independent learner and critical thinker through support which is caring but challenging;
- to give you clear feedback about your progress and how you can achieve your potential
- to support your individual and professional development and enhance your skills for employment;
- to provide access to learning resources, including an online learning environment, which supports and enriches your learning providing you with the opportunity to excel;



- to provide a member of staff to engage with you and act as your key academic adviser and mentor throughout your course;
- to provide you with information about progression and career development;
- to ensure you are kept fully informed of any changes to your study and/or support.

We expect you as a student:

- to actively and positively engage in your studies, hand work in on time and ask for help when you need it;
- to be enquiring and critical in your thinking and to utilise academic journals and other peer reviewed materials to inform and develop your thinking;
- to be proactive in making effective use of all the resources and facilities the College provides to support your learning;
- to actively participate in the student representative system and work in partnership with higher education staff;

- to behave in a responsible manner treating staff, fellow students and visitors with dignity and respect;
 - to familiarise yourself with all regulations, your student hand book, our VLE and seek advice and clarification from us regarding what we expect from you in a timely manner;
 - to turn up to taught sessions on time; contact us if you are unable to attend and to attend a minimum of 85% of taught sessions in an academic year;
 - to conduct yourself and engage in your studies with honesty;
 - to keep appointments and to communicate with staff in a timely and courteous manner;
 - to provide us with appropriate evidence about any changes to your personal circumstances;
- to make arrangements with anyone who is financing your programme of study such as an employer or student finance organisation as soon as you can and within any deadline dates set by the organisation and to pay your fees as agreed.

We all expect each other

- to treat one another with respect, tolerance and courtesy regardless of identity, background or belief, both in person and online;
- to show responsible stewardship of the college environment, facilities and resources;
- to challenge one another intellectually;
- to recognise and value positive contributions from others.

Student Loan Repayments

If you apply for a student loan via

<https://www.gov.uk/apply-online-for-student-finance>

then you will not pay

anything back until your income is over £21,000 per year. The table illustrates how much you will have to repay each month based on your income.

Annual Salary Before Tax	Monthly Salary	Monthly Repayment
Up to £21,000	£1,750.00	£0
£22,000	£1,833.00	£7.50
£25,000	£2,083.00	£30.00
£30,000	£2,500.00	£67.50
£35,000	£2,917.00	£105.00
£40,000	£3,333.00	£142.50



Studying in Winchester

Once the capital of England, Winchester is a vibrant and bustling city. Rich with history, ancient architecture and, of course, one truly spectacular cathedral, it has a huge amount to offer. Reputedly to have more pubs per square mile than any other city in England, there is a thriving night life. In particular, there are student nights on Tuesdays and Thursdays where students from the range of higher education establishments in Winchester gather together in one happy mass.

This culturally rich medieval city is surrounded by idyllic Hampshire villages and the fabulous rolling countryside of the South Downs National Park. It also offers a stream of seasonal and cultural events such as the Hat Fair where the town comes alive with street performers and music and fun and the spectacular Christmas market and ice rink.

Terms and Conditions

It is important that you are able to make an informed decision about what and where to study before applying and accepting a place. Peter Symonds College will make various information available to you, through a variety of means. This includes written materials such as prospectuses, course leaflets and information on our website, as well as information and guidance given at Open Events and at interview.

Please note that by accepting an offer of a place at the college, you will be entering into a contract with us and are agreeing to be bound by our terms and conditions. It is therefore important that you read and understand the information given below. A hard copy of this information will also be given to you with your offer letter.

Course cancellations

Courses may be cancelled if insufficient enrolments are received to make the course viable. Prospective students will be informed at the earliest opportunity if a course will not run and we will offer a suitable alternative where possible. If the college discontinues a programme, the applicant shall have no liability for fees and the college will give every assistance in helping the applicant find an alternative course.

Offers

All offers are made in accordance with the Peter Symonds College Higher Education Admissions Protocol, which is available on our website and will be given to you in hard copy during the application process.

Peter Symonds College reserves the right to amend or withdraw offers where it has come to our attention that an applicant has provided fraudulent or false information, or has not disclosed information that would have affected the outcome of their offer. Offers may also be withdrawn if an applicant is unable to fulfil the conditions stated in their offer letter, or has failed to provide requested documentation, such as exam certificates or passport.

Prospective students should note that under Distance Selling Regulations, they have a 14-

day right to cancel, where the application and offer has been carried out at a distance (for example, offers and acceptances made via the UCAS Apply scheme). The 14 day period will begin from the date on your acceptance letter. Requests to cancel should be made in writing and directed to the HE Admissions Team. A cancellation form is also available by request if preferred, but is not mandatory.

Fees & Costs

Tuition fees for all of our Higher Education courses are charged per year – please see our website for confirmation of fees for the current application cycle. Fees include the university registration fee and these will be confirmed in your offer letter. Tuition loans, grants and bursaries are available to all eligible students living in England. As our programmes total 120 credits per year, they full-time and, therefore, you will be able to apply to the Student Loans Company for funding. When applying for a student loan, applicants should select FULL-TIME when prompted to do so. Further guidance on fees and funding is available on our website under 'Financial Support'.

Applicants to our Counselling FdA course should note that there are additional costs which are not included in fees:

Travel to placements

Personal Therapy

Supervision in year 2 (this cost is normally added to the year 2 fee)

The cost of the 101 course which is a prerequisite to the FdA

Fee increases between years for students already on a course may occur and if so will be calculated in line with the RPI and will be communicated to students six months in advance of the start of the new academic year. Students will have the right to end their contract as a result of fee increases if they wish. If you are self-funding, then you have the option to pay the amount in full or by instalments. If you choose to pay by instalments then please contact our Registry department on 01962 889547. Please note that a £25 administration fee is charged for instalment plans.

Failure to pay tuition fees may lead to sanctions, including the termination of your enrolment at the College.

A fee will be charged for any module re-sits to cover the cost of additional tuition and/or marking. This fee has been set at £300 for the academic year 2017-2018.

Students should note that if their attendance falls below 80%, they will be required to attend an additional tutorial session in order catch-up on missed work. Attendance at the additional tutorial session will be compulsory in order for students to successfully complete the module/qualification. A fee of £50 will be charged to the student to cover the cost of each additional tuition session attended. A fee will not be charged where a students' attendance has fallen for medical reasons – medical certification will be required in order for the fee to be waived.

Learning Resources

The college will provide learning materials online via our Virtual Learning Environment (Moodle), as well as providing access to various online journals and resources through our Learning Resource Centre. HE students do have access to the Ashurst Learning Resource Centre. This is based on our Sixth Form Campus on Owens Road (approximately 1 mile from the Adult Education Division). Reading packs may also be provided for some modules. However, it is highly likely that you will need to purchase some books during the duration of your course.

Withdrawals & Suspension of Study

If you enrol on to a course and subsequently withdraw (or are withdrawn) you may be liable for all or part of your outstanding fees. Students who withdraw within the first term will be liable for a third of the annual tuition fee, plus the university registration fee and instalment plan administration fee (if applicable). Those in receipt of a student loan should note that they will be liable for any shortfall should the initial loan payment received by the college not cover the costs mentioned above. Students who withdraw in term two or term three will be liable for the full course fee for year 1. You will need to pay the outstanding balance within 7 days of your withdrawal. If this is not possible, please speak

with the AHED Business Manager on 01962 889542 to make alternative arrangements.

Students who are unable to complete their studies for health reasons may not be charged the full course fees, providing that they supply appropriate supporting evidence (medical certificate). Cases such as these will be looked at on an individual basis and a decision will be made at the discretion of the Director of Adult & Higher Education.

Students who experience difficulties during their course have the option to suspend their studies, rather than to withdraw completely. This means that you can take time out of your studies and re-join at a later date (usually within one year). Students should note that withdrawing or suspending their studies will have an effect on their funding and tuition fee eligibility. Students should seek advice from the Student Support Manager at the college, as well as from the Student Loan Company, before making a final decision regarding withdrawing or suspending.

Academic Study

By accepting an offer you are agreeing to the following:

- To participate fully and engage with your studies. This includes attending and taking part in classes and activities and undertaking assessment and assignments by the appropriate deadlines. Students are expected to attend all taught sessions. Any student who falls below 80% will be called in to see their personal tutor or Programme Leader to discuss and may be subject to the College's disciplinary procedures and prevented from progressing to the next academic year (see Academic Regulations in the HE Wider Information section on our website)
- To notify your tutors of any issues or problems that may prevent you from attending or submitting assignments and to follow the College Concessions Policy and Procedures (available on Moodle) for extensions to assignment deadlines.
- To familiarise yourself with the College's Academic Misconduct policy (available on Moodle) and be aware of actions constituting

academic misconduct. All work should be submitted via Turnitin (plagiarism detection software) as directed on Moodle.

- To abide by the Higher Education Student Charter (available on our website, prospectus and on Moodle).

Changes to programmes

The College will deliver your programme of study in accordance with the description provided in our prospectus and in our marketing materials. There may be circumstances which necessitate a change to the content and delivery of your programme, examples of which are provided below. Where changes are necessary, they will be communicated to you at the earliest opportunity and the College will take all reasonable steps to minimise disruption.

- Changes made in response to feedback from students and/or external examiners
- Movement of specialist staff, which may impact on the delivery or timing of specialist modules
- Changes made to receive or maintain accreditation from a professional, statutory or regulatory body

Students affected by substantial and/or material changes will be offered the opportunity to withdraw from the affected programme and, where appropriate, will be offered reasonable support in transferring to another programme at the College or with an alternative provider.

Work-focused learning

Most of our degree programmes are vocational and as such, students are expected to be working or volunteering in a relevant position for a minimum of 100 hours throughout the course. Although the College can offer some support in finding a suitable position, responsibility for this ultimately lies with the student.

Counselling students have to successfully complete a minimum of 100 1-1 client hours as part of the qualification, in addition to 50 hours work-based learning.

Academic Regulations

Our Academic Regulations are the definitive statement of all of the Peter Symonds College

regulatory framework documents for Higher Education. In some instances, elements of our academic regulations can be overridden by our partner institutions who make the award. Where this is the case, it has been flagged in our Academic Regulations.

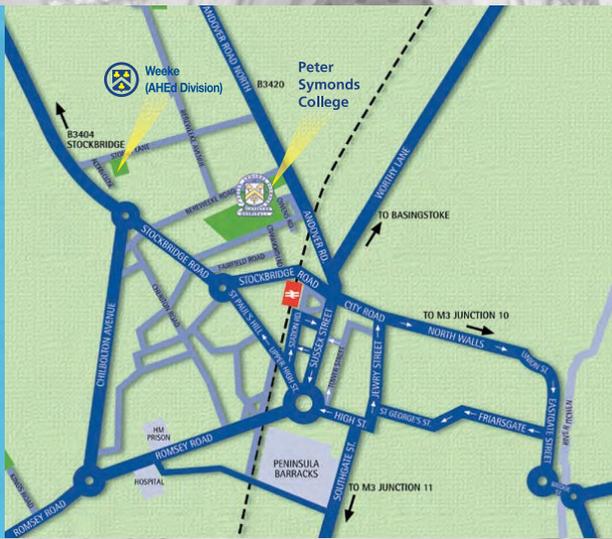
An essential purpose of Academic Regulations is to ensure equity of treatment for students at each stage of their education. This is done by prescribing due process and setting out criteria for making judgements about student academic performance. A further purpose is to protect the academic standing of the College and its awards, for the benefit of its students and other stakeholders, whether past, present or future. Our Academic Regulations can be found on our website in the Wider Information for HE section.

Policies & Procedures

All of our policies & procedures are available on Moodle. In addition to the Academic Regulations mentioned above, the following documents are available: Support for Higher Education Students, HE Teaching & Learning Strategy, HE Academic Misconduct Procedures, Feedback on Student Work, Recognition of Prior Learning Procedure, Assessment Procedure for HE Programmes, Moderation of Assessed Work and Quality Assurance Procedures.

Complaints & Appeals

Procedures for Higher Education Student Complaints and Appeals can be found on our website under 'Wider Information for HE'. These documents are also available on Moodle and will be issued to you in the HE Student Handbook. Peter Symonds College is a member of the OIA (Office of the Independent Adjudicator). Any student dissatisfied with the result of a complaint (and only when all internal complaints procedures have been followed) may refer their complaint to the awarding university or to the OIA. The OIA cannot review complaints about academic judgement, admissions or student employment matters. Further information on the scheme can be found at www.oiahe.org.uk



Peter Symonds College Adult & Higher Education,
Stoney Lane, Weeke, Winchester, SO22 6DR
Ring us on 01962 886166 Email us at ahed@psc.ac.uk
Visit us online www.psc.ac.uk/ahed
More information on [facebook.com/petersymondsAHED](https://www.facebook.com/petersymondsAHED)
Follow us on Twitter @PSC_AHED