

ADULT AND PROFESSIONAL QUALIFICATIONS GUIDE

COVENTRY
COLLEGE

A photograph of two women sitting at a desk, looking at a tablet together. The woman on the left is wearing a blue headscarf and a blue top, and the woman on the right is wearing a grey hoodie. They are both smiling and looking at the tablet. The background is a blurred office or classroom setting. The image is overlaid with a blue and green gradient and geometric shapes like triangles and circles.

Make it
Possible

WHAT'S INSIDE

ABOUT ADULT LEARNING

GET THE SUPPORT YOU NEED	6	TYPES OF PROGRAMMES	12
FEES AND FUNDING	8	ENTRY REQUIREMENTS	34
FREE AND PART-FUNDED PROGRAMMES	10	HOW TO APPLY	35

OUR PROGRAMMES

GREEN SKILLS	17	HAIR AND BEAUTY	26
ACCOUNTING	18	HEALTH AND SOCIAL CARE	27
BUSINESS, MANAGEMENT AND HR	19	MATHS AND ENGLISH	28
CHILDCARE, EARLY YEARS AND TEACHER TRAINING	20	MOTOR VEHICLE	29
COMPUTING, DIGITAL AND MEDIA	21	PERFORMING ARTS	30
CONSTRUCTION	22	SCIENCE	31
CREATIVE STUDIES	23	SPORT	32
ENGINEERING	24	TRAVEL, TOURISM AND HOSPITALITY	33
ENGLISH FOR SPEAKERS OF OTHER LANGUAGES	25		



Make it
Possible

MAKE IT POSSIBLE / APPLY NOW

www.coventrycollege.ac.uk

3

MAKE IT POSSIBLE

WHATEVER YOUR **AIMS OR AMBITIONS**, WE OFFER A RANGE OF **PART-TIME PROGRAMMES** THAT CAN HELP YOU **PROGRESS YOUR CAREER**, DEVELOP **NEW SKILLS** OR SIMPLY **BRUSH UP ON YOUR MATHS AND ENGLISH**.

Returning to education isn't always easy and may mean a return to the classroom for you for the first time in years, but **we'll make sure you get the support you need** - whether that's personally, academically or financially.

Our programmes are designed with you in mind - **to fit around your current family and work commitments**. We want to make your learning journey as smooth as possible and will work with you to help you achieve your aims.

You'll be based at our city campus; **a vibrant hive of activity in the heart of Coventry**, with fantastic facilities including dedicated social and study spaces and our Learning Hub, which is full of resources to support your studies.





GET THE SUPPORT YOU NEED



We understand that returning to education in adult life is a big step. That's why we offer a range of services to support you from your initial enquiry right up to when you've completed your programme and beyond.

APPLICATION SESSIONS

If you need support with applying for a programme or have any questions about which programme is best for you, you can **book onto one of our Application Sessions**. One of our friendly Admissions Team will work through your application with you.

CAREERS

Our Careers Team can provide you with **advice and guidance on choosing the right programme, progression options, employment, developing your CV and preparing for interviews**. All of which will help you to develop the confidence and resilience to achieve your career goals.

LEARNER SERVICES TEAM

The Learner Services Team are here to work with you to offer a **positive wellbeing service throughout your time at college**. They support with all aspects of college life, including mental health and wellbeing support, personal and academic development.

ADDITIONAL LEARNING SUPPORT

If you have additional learning needs, a disability or simply need a little extra help with your studies, **our Additional Learning Support Team are here for you**. The team offers everything from in-class support and mobility support to social and emotional care. We also offer facilities for those who are hard of hearing or visually impaired.



FIND OUT MORE ABOUT OUR

SUPPORT SERVICES AT:

COVENTRYCOLLEGE.AC.UK/SUPPORT

FEES AND FUNDING SUPPORT

Getting the support you need financially to help you complete a programme can make a big difference. Think of it as investing in you and your future.

If you're aged 19+ you may need to pay for your programme. The **fees you pay will depend on the type of programme you choose and your current circumstances**. There are a number of schemes, loans, grants and bursaries available to help you pay for your programme and other related costs. Plus, **you may be able to study one of our programmes for free**, depending on your circumstances. Here's some of the support you may be able to access.

ADVANCED LEARNER LOAN

You can apply for an Advanced Learner Loan to help with the costs of your college course.

Loan eligibility doesn't depend on your income and there are no credit checks.

You won't have to pay this back until you've completed your programme and your salary is above the threshold set by the government.

LEARNER SUPPORT FUND

The College's Learner Support Fund is there to help remove barriers to learning and enable more learners to access education. You may be able to access the:

- ▶ **19+ Learner Support Fund** if you're aged 19+ on 31 August (in the year you plan to start your programme) and haven't taken out an Advanced Learner Loan, your income is below £26,000 and you've enrolled onto a Further Education course (Level 3 or below)
- ▶ **Advanced Learner Loan Bursary** if you're aged 19+ on 31 August (in the year you plan to start your programme) and you've been approved for an Advanced Learner Loan, your income is below £30,000 and you've enrolled onto a Further Education course (Level 3 or below).



FEE REMISSION

If you're aged 19+ you won't need to pay programme fees if:

- ▶ You choose to study an **Entry or Level 1 programme or GCSE Maths and English**, and you have not already achieved GCSE grade A-C / 7-4
- ▶ You're **in receipt of unemployment benefits or universal credits**, and you choose to study a Level 1 or 2 programme

TUITION FEE AND MAINTENANCE LOANS

If you choose to study a Higher Education programme you may be able to apply for a Tuition Fee Loan and a Maintenance Loan. You won't have to pay these back until you've completed your programme and your salary is above the threshold set by the government.

NATIONAL FUNDING SCHEMES

There are a number of national funding schemes you may be able to access including:

- ▶ The Childcare Grant, which helps with up to 85% of childcare costs
- ▶ The Parents' Learning Allowance to help with programme related costs if you have dependent children
- ▶ The Adult Dependents' Grant, which you may be able to access if you have adults who depend on you financially
- ▶ The Disabled Students' Allowance, if you may incur additional costs because of a disability, long-term health condition, mental health condition or learning difficulty

FOR MORE INFORMATION ON FUNDING SUPPORT VISIT:

COVENTRYCOLLEGE.AC.UK/SUPPORT

Please note: Fees for qualifications may change at any time. Most of the schemes, loans, grants and bursaries listed above will depend on your circumstances and are not available to everyone. For the most up to date information visit: www.coventrycollege.ac.uk/support

FREE AND PART-FUNDED PROGRAMMES

DEPENDING ON YOUR CIRCUMSTANCES AND
EXISTING QUALIFICATIONS YOU MAY BE ABLE TO
ACCESS A FREE OR PART-FUNDED PROGRAMME
THANKS TO TWO GOVERNMENT SCHEMES.

NATIONAL SKILLS FUND

The National Skills Fund aims to **help adults train and gain the valuable skills they need to improve their job prospects.**

To access a free or part-funded programme you must be aged 19 or over, not already hold a Level 3 qualification and be accepted onto an eligible programme.

FREE PROGRAMMES FOR THE UNEMPLOYED

We also offer free programmes for those looking to get back into employment.

Find out more on our website.

WEST MIDLANDS COMBINED AUTHORITY (WMCA) FUNDING

If you're a resident in the WMCA, some programmes could also be fully-funded.
You must be aged 19 or over on August 31 (in the year you plan to start your programme) and be a resident of the WMCA to be eligible.

Funding is subject to an assessment based on your individual circumstances and acceptance onto an eligible programme.



**FOR MORE INFORMATION ON OUR FREE
OR PART-FUNDED PROGRAMMES VISIT:
COVENTRYCOLLEGE.AC.UK/ADULT-FUNDED-PROGRAMMES**

TYPES OF PROGRAMMES

So, you've made the decision to return to study, but what programme is right for you? Whatever you want to achieve, there's a programme for you at Coventry College.

ADULT AND LEISURE PROGRAMMES

Designed to fit in with your lifestyle, these programmes can set you on track for **something new**, help you **gain a recognised qualification** which supports your area of work or build on **something you enjoy** doing as a hobby or interest in your spare time.

PROFESSIONAL QUALIFICATIONS

Our range of professional accredited qualifications can help you to **develop new skills for the workplace and support your own personal development**.

ACCESS TO HIGHER EDUCATION

An Access to Higher Education programme is a steppingstone to university. **They prepare people without advanced qualifications for study at university-level** and offer pathways to a range of different careers and sectors. Access programmes have been developed to help you gain new skills and qualifications to build your career.

HIGHER EDUCATION

If you want to take your learning to the next level, **our range of Higher Education programmes can help you gain a university-level qualification**, the same as you would at any mainstream university. There are many advantages of studying a HE programme at Coventry College including one-to-one support, more affordable programmes, smaller class sizes and flexible study options.





All of our programmes will give you the opportunity to meet new people, make friends and work alongside like-minded individuals with similar interests and aspirations.

TYPES OF PROGRAMMES

DISTANCE LEARNING

Our short, low-cost, online learning programmes mean you can **learn new skills, improve your career prospects, or find out more about something you're interested in – all from the comfort of your own home.** You can start a Distance Learning programme whenever you're ready and fit your studies around your family life and work commitments.

PROGRAMMES FOR THE UNEMPLOYED

Our Into Employment programmes designed to **help people gain essential workplace skills and experience**, with the aim of preparing them for employment or further study.

Working with both an employer and the College **you'll learn job interview techniques, how to write an effective CV and fundamental job-related skills.** At the end of these programmes there will be a chance for you to **interview for specific roles with the employer you've completed your training with.**

TECHNICAL SKILLS TRAINING (COVENTRY AND WARWICKSHIRE ADULT LEARNING)

Designed by and delivered in partnership with education providers and employers across Coventry and Warwickshire, our Technical Skills Training Programmes **provide local people with competencies in specific industries and help ensure that the local educational provision meets the skills demands of our region.**

Areas covered include: Electrification and Battery Technology, Creative, Culture and Digital, Construction, Retrofit and Sustainability and Transport and Logistics.

SKILLS BOOTCAMPS

These **free, flexible programmes** give you the opportunity to build up sector-specific skills in Construction and Sustainability.



4

TYPES OF PROGRAMMES

MATHS AND ENGLISH

We can help and support you to gain qualifications in maths and English, whatever stage you're at.

These qualifications are nationally recognised and achieving them can open doors to different courses and careers. The knowledge and skills you gain can help you tackle tasks at work, and everyday life, apply for a wider range of jobs, and progress to study higher level courses.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

Our ESOL courses are **suitable for learners whose first language is not English**. If you've moved to the UK from overseas, are seeking asylum, or are a refugee, our programmes will enable you to develop confidence in the English language and help you fully integrate into life in the UK.

GREEN SKILLS

PROGRAMMES FOR A CLEANER, GREENER FUTURE

We have introduced a range of Green Skills programmes to help businesses and those working, or looking to work in relevant industries to prepare for a zero-carbon future and achieve the Government's net-zero targets.

The specialist programmes include training around:

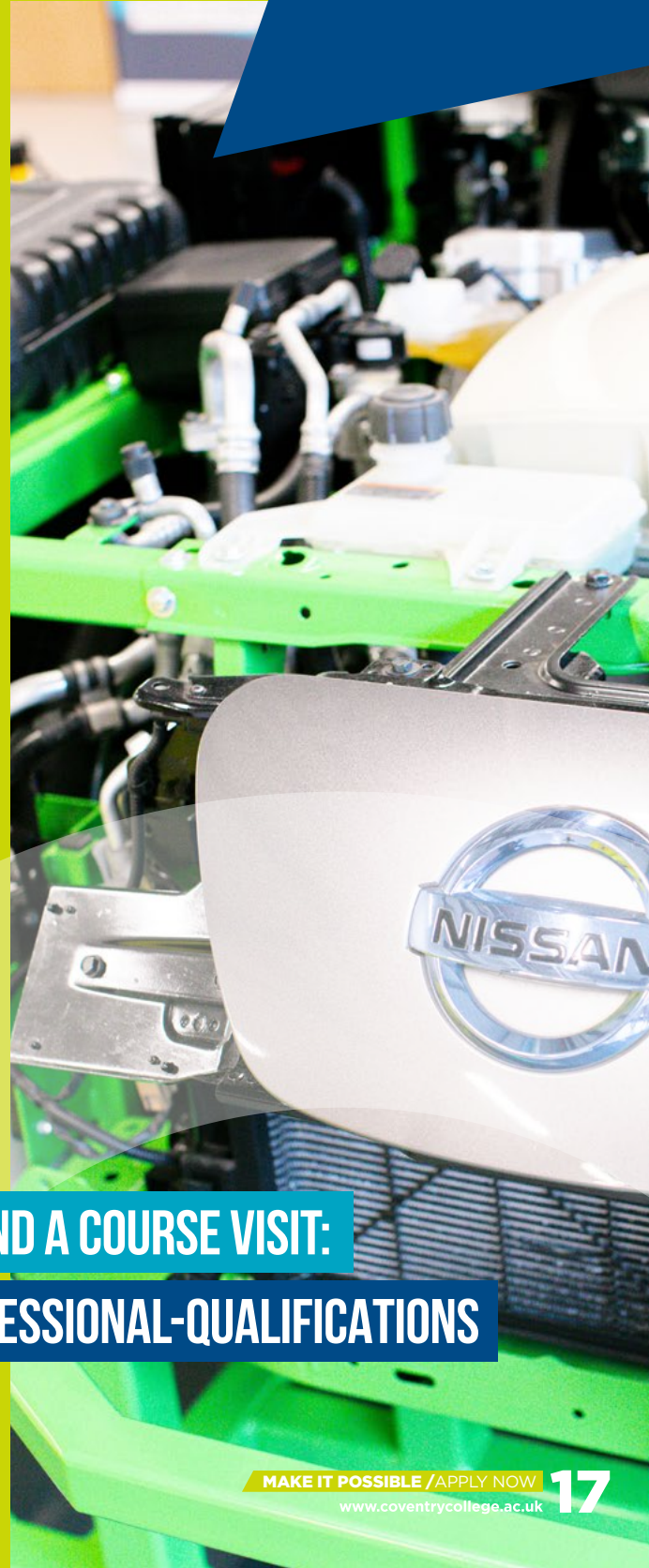
- ▶ Electric and Hybrid Vehicles
- ▶ Battery Development and Deployment
- ▶ Hydrogen Awareness
- ▶ Insulation
- ▶ Electric Vehicle Charging Points
- ▶ Retrofitting Buildings
- ▶ Domestic Energy Assessment
- ▶ Photovoltaics
- ▶ Sustainability Management



FOR MORE INFORMATION ON OUR

GREEN SKILLS PROGRAMMES AND TO FIND A COURSE VISIT:

[COVENTRYCOLLEGE.AC.UK/ADULT-PROFESSIONAL-QUALIFICATIONS](https://www.coventrycollege.ac.uk/adult-professional-qualifications)



ACCOUNTING

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Good accounting and finance practice is key to the success of a business.

Whether you run your own business and manage your own accounts or you work as part of a wider in-house team, the skills and knowledge you'll gain through these programmes will **support and develop your career**. From Bookkeeping to Advanced Accounting, there's something for everyone – whatever level you're at.

Many of our programmes are **accredited by the Association of Accounting Technicians (AAT)** – the leading qualification and membership body for accounting staff – so having an AAT qualification is very highly regarded.

WAYS TO STUDY

► Professional Qualification



BUSINESS, MANAGEMENT & HR CIPD

Whether you're already a business manager, team leader or part of a HR team and want to progress in your role, these qualifications can help you and your business go from strength-to-strength.

The qualifications we offer will help you to **develop your management skills and build successful working relationships**, ensure you know how to **get the best out of your staff** and help you deal with a **variety of workplace situations**.

Our professional programmes are **accredited by CIPD**, the professional body for HR and people development, which promotes good management and emphasises the value of good people.

WAYS TO STUDY

- ▶ Access to Higher Education
- ▶ Adult and Leisure
- ▶ Distance Learning
- ▶ Professional Qualification
- ▶ Higher Education
- ▶ Skills Bootcamp



“

Doing a part-time course has changed my life so much.

I'm proud of my job and hope to build a career from here. **I have made some amazing friends** along the way too.”

Kelly, former learner and now
GP Receptionist

CHILDCARE, EARLY YEARS & TEACHER TRAINING

Working in an education setting and helping people to develop their skills and knowledge can be very rewarding and the industry needs highly skilled, enthusiastic people, who can provide exceptional care and learning opportunities to help our future generations thrive.

Our Childcare, Early Years and Teacher Training qualifications will give you the skills and knowledge you need to succeed – whether you're looking to develop your understanding of the early years sector or beyond.

These programmes will help you to understand roles, responsibilities and relationships in education and training and learn different teaching and learning approaches.

If you work in education already, they can help you **build on your existing skills or empower you to make a difference to a learner's education.**

WAYS TO STUDY

- ▶ Access to Higher Education
- ▶ Adult and Leisure
- ▶ Distance Learning
- ▶ Professional Qualification
- ▶ Higher Education
- ▶ Into Employment



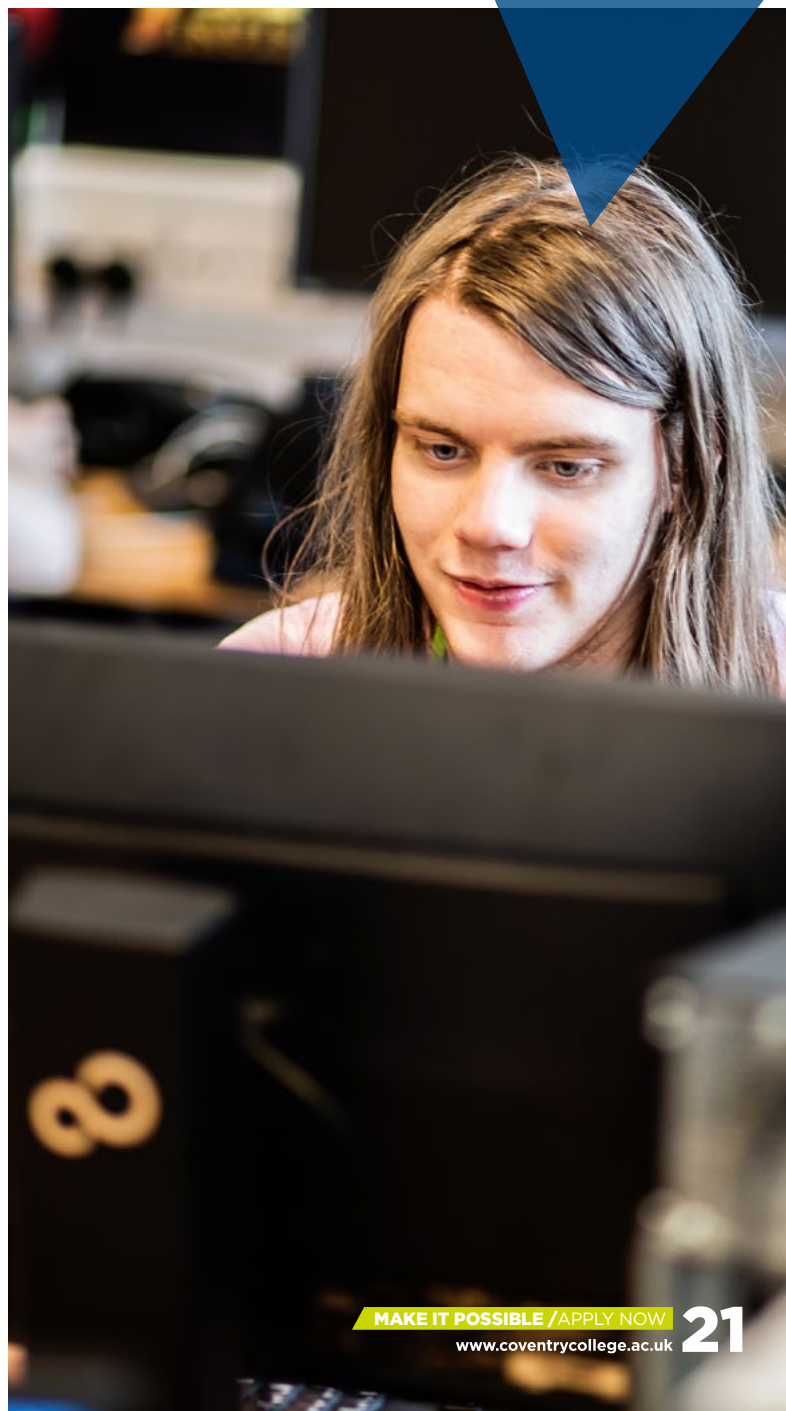
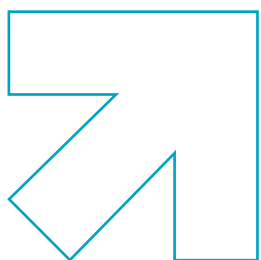
COMPUTING, DIGITAL & MEDIA

Today's computing, digital, and media trends are reshaping the way we live our lives – from how we shop and socialise, to the jobs we do and create, and how we do business.

Our programmes cover core knowledge and skills for entry to a range of occupations. From computer basics in **Microsoft Office and using the Internet**, to higher level qualifications in **Computer Games Development** - whatever your level of competence and ambitions, **we have a programme for you.**

WAYS TO STUDY

- ▶ Adult and Leisure
- ▶ Professional Qualification
- ▶ Technical Skills Training
- ▶ Higher Education



CONSTRUCTION

Construction is one of the largest industrial sectors in the country and skilled workers are in high demand.

With a strong focus on sustainability, regulation, and a desire to build better places to live and work, our programmes will give you the **skills and knowledge to deal with the current challenges the industry faces** and will prepare you for the future.

Our programmes include: **Electrical Installation, Retrofit of Buildings, Bricklaying, Plastering and Painting and Decorating.**

WAYS TO STUDY

- ▶ **Adult and Leisure**
- ▶ **Technical Skills Training**
- ▶ **Professional Qualification**



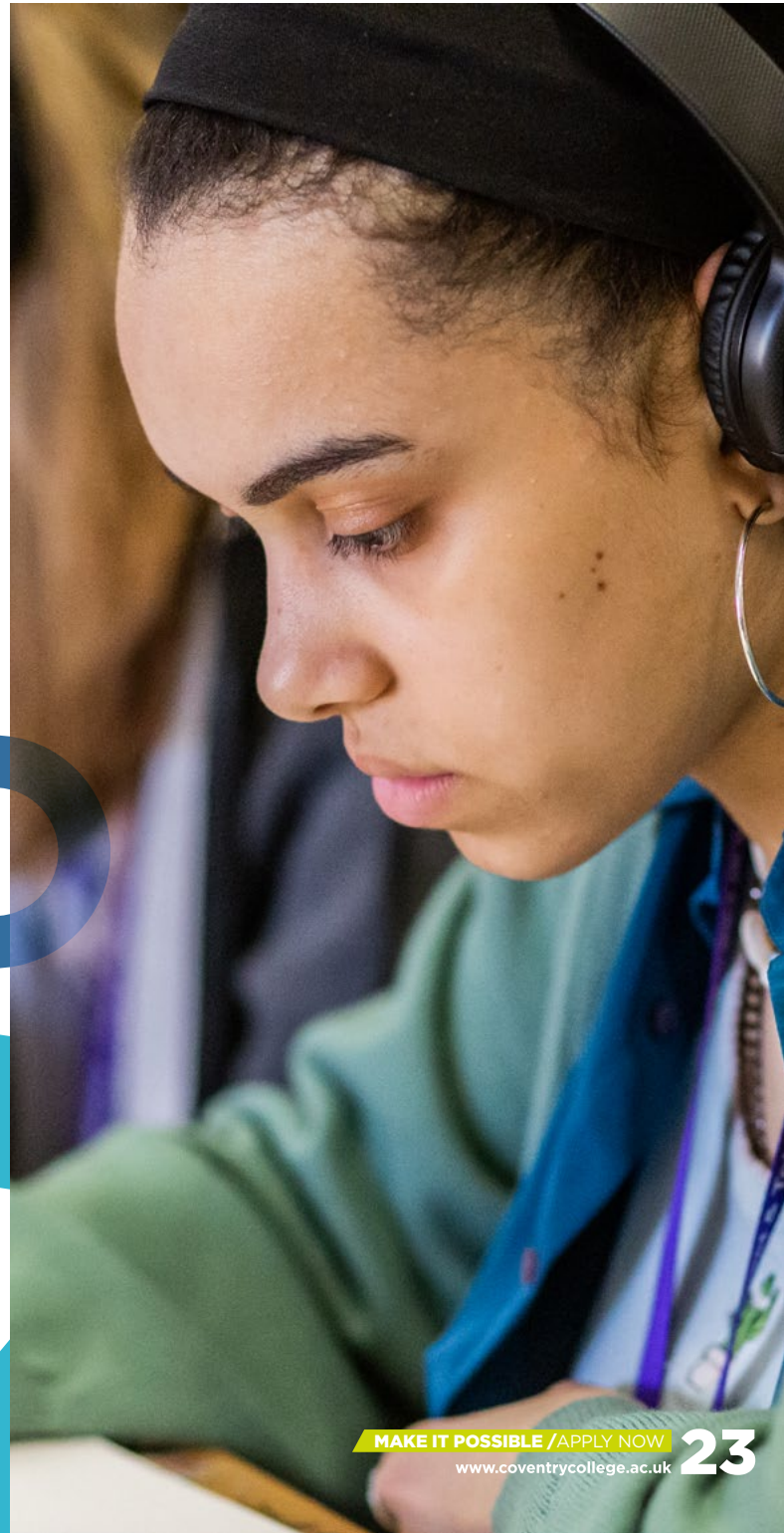
CREATIVE STUDIES

Join a thriving community of artists, designers, and creators where you can bring a vision to life.

Our Creative Studies programmes place a **strong focus on acquiring and honing skills** relevant to the ever-evolving creative and visual arts field, **all geared towards enhancing your job prospects and career advancement opportunities**. Covering **Art and Design, Fashion, and Photography**, you'll develop a good understanding of basic processes, fundamental techniques and knowledge.

WAYS TO STUDY

- ▶ Adult and Leisure
- ▶ Higher Education



ENGINEERING

Engineering is one of the fastest growing industries in the UK and plays a crucial role in modern life, from the device you use to connect to your friends and family, to the aircraft you board when you travel the world.

Our Engineering programmes offer **a mix of theoretical and practical work and ensure you develop the latest skills and knowledge to support you in your current role or progress your career.**

Whether you're looking to learn more about manufacturing or electrical engineering, our programmes and industry-standard facilities are designed to ensure you finish your programme with the technical skills you need to succeed.

WAYS TO STUDY

- ▶ **Access to Higher Education**
- ▶ **Professional Qualification**



ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

Our ESOL programmes are suitable for learners whose first language is not English.

If you've moved to the UK from overseas, are seeking asylum, or are a refugee, **our programmes will enable you to develop confidence in the English language and help you fully integrate into life in the UK.**

You'll **improve your reading, writing, speaking and listening skills in English, as well as your confidence using the language.** You'll study English in real-life situations and teaching methods will include individual work, group work, pair work, surveys, role plays, discussions, and presentations.



HAIR & BEAUTY

This diverse industry offers a range of exciting career opportunities including working in the media or theatre or at events, leading a salon team or running your own business.

Our programmes offer you the chance to **train in our on-site commercial salon**, so you'll gain first-hand experience with real clients. You'll also learn about the latest trends, techniques, and industry regulations as well as skills in business management.

WAYS TO STUDY

- ▶ Adult and Leisure
- ▶ Professional Qualification



I'd say **you're never too old to change direction** and try something new, particularly if you've spent time looking after your children or family members. **I wouldn't be where I am today if it wasn't for Coventry College** and, even after I finished my programme, the staff have always been happy to offer me support and guidance. **The Beauty programmes at Coventry College are the perfect route into the industry.**

Amanda Williams, former Beauty learner and now Beauty Aesthetician



HEALTH & SOCIAL CARE

Whether you currently work in, or want to understand more about residential care, nursing or social work, our programmes offer a professional environment for you to complete your studies.

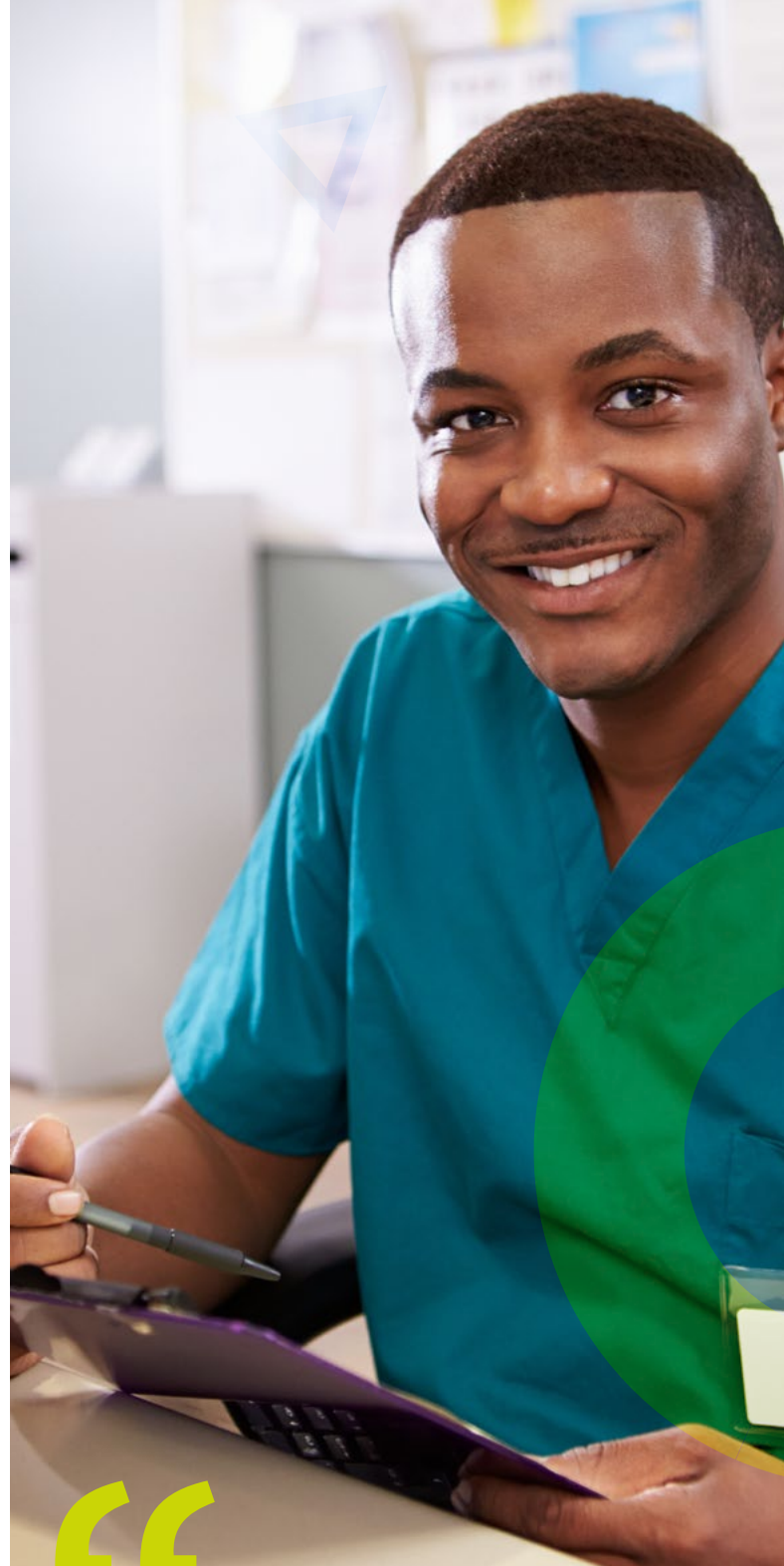
You'll gain a **range of perspectives on Health and Social Care** and learn about various topics, including anatomy, physiology, and psychology. You'll also gain an understanding of how to **support and care for people with a broad range of physical and emotional needs**.

For those already in the sector our programmes can elevate your knowledge of current practices and regulations. Our fantastic links with many local health and care providers mean there are plenty of opportunities for quality work placements to enhance your learning and give you real-life experience in a health and social care setting.

Our range of programmes is extensive and includes areas such as: **Social Studies, Health Care, Nursing and Midwifery, Mental Health, Understanding Autism and End of Life Care.**

WAYS TO STUDY

- ▶ Access to Higher Education
- ▶ Adult and Leisure
- ▶ Distance Learning
- ▶ Professional Qualification
- ▶ Higher Education



“

The programme has changed my life and I would not be where I am today without it.

Charlene Spreadborough, former Health and Social Care learner and now Nurse

MATHS & ENGLISH

Good maths and English skills are crucial to success - whatever your ambitions or career goals.

The knowledge and skills you gain can help you tackle tasks at work, and in everyday life, apply for a wider range of jobs, and progress to study higher level courses.

We offer both GCSE and Functional Skills programmes in maths and English so you can be confident you'll be learning at a level to suit you.

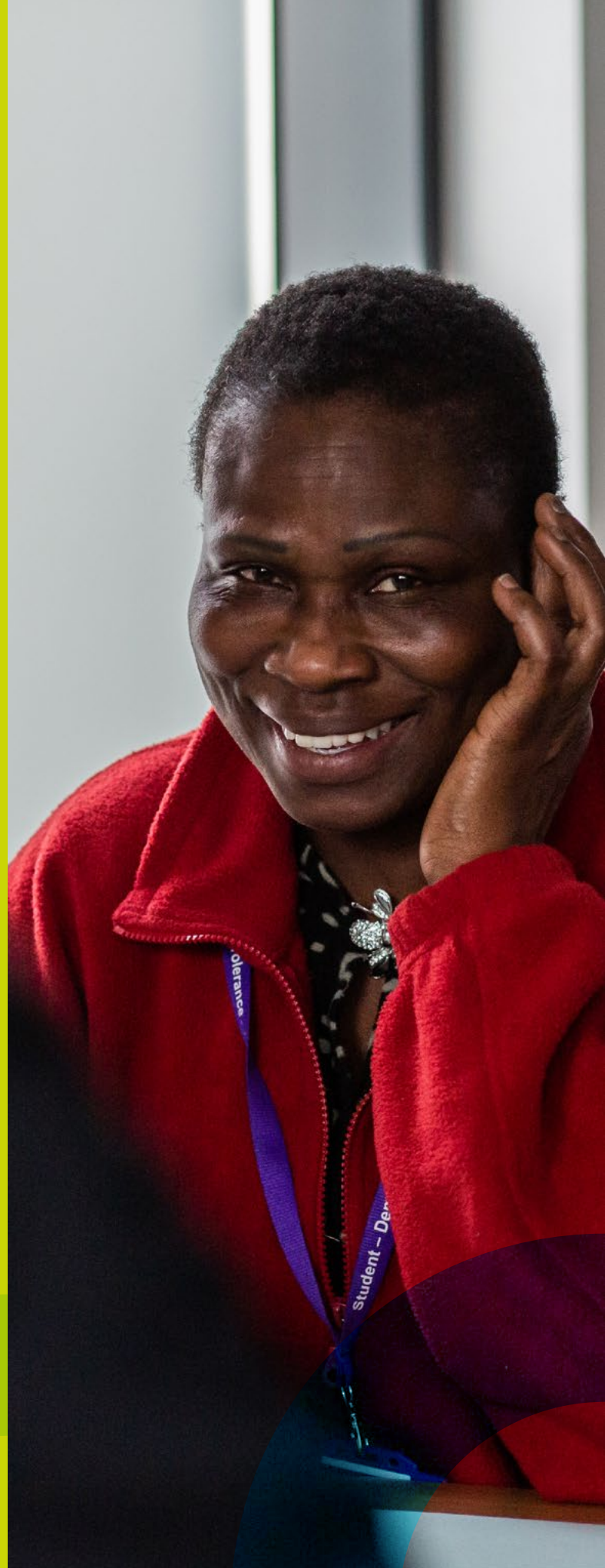
Our programmes are designed to develop your basic skills. Your progress will be reviewed, and feedback is given during confidential one-to-one meetings. And when you're ready, you'll be able to sit your exams.

WAYS TO STUDY

► **Adult and Leisure**

STUDY MATHS FOR FREE

Multiply is a new government-funded programme to help adults improve their numeracy skills. **Find out more on our website.**



MOTOR VEHICLE

With the continual introduction of new technologies and regulations it's essential that those currently working in or looking for a career in this ever-evolving industry have the very latest skills and knowledge.

Designed in partnership with employers, and delivered through practical and theoretical sessions, our programmes will give you a broad understanding of the industry and help you **learn the most up-to-date techniques**, skills, and standards.

Our specialist Motor Vehicle training centre, **including facilities for electric vehicles**, will give you the chance to fine tune your skills using our industry-standard facilities and equipment.

WAYS TO STUDY

- ▶ **Adult and Leisure**
- ▶ **Professional Qualification**
- ▶ **Technical Skills Training**



PERFORMING ARTS



With partnerships with MADD College and Studio79, we combine creative and professional units to equip you with the skills and knowledge you need to work in the performing arts.

Working with a range of industry professionals and experienced practitioners, our Performing Arts programmes encompass practical classes and vital theoretical and industry understanding.

Our programmes include: Acting, Dance, and Musical Theatre.

WAYS TO STUDY

► **Higher Education**



SCIENCE

From medicine to meteorology, the world of science is wide and varied, with infinite opportunities for exploration, research, and employment.

Our Science programmes are ideal if you want to **study for a career in this field and will allow you to progress onto a university-level programme**, and beyond this, a higher-level programme or employment in a science-related job.

We offer programmes in **Core, Physical and Social Sciences**. Our industry-standard labs and training facilities mean you'll develop the latest skills, knowledge and techniques in an environment that replicates that of the real-world.

WAYS TO STUDY

- ▶ Access to Higher Education
- ▶ Adult and Leisure
- ▶ Professional Qualification
- ▶ Distance Learning

“

The focus that college gives you is **a great way to make that first step towards your personal career goals**. My experience has set me up for success within a field that fascinates me.

Brittany Jarvis, former Science learner and now Forensic Examiner



SPORT

Whether you currently work in the industry and want to enhance your skills, are looking for a career change or would like to learn for leisure, our range of Sports programmes will help you achieve your goals.

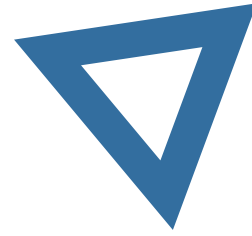
We offer programmes in: **Sports Massage, Strength and Conditioning, Gym Instructing and Personal Training**. As a Sport learner, you'll have access to our state-of-the-art facilities at the Alan Higgs Centre, including 3G outdoor pitches, 3G indoor dome pitch, strength and conditioning gyms, 50 metre Olympic swimming pool and analysis rooms.

WAYS TO STUDY

- ▶ **Adult and Leisure**
- ▶ **Professional Qualification**
- ▶ **Into Employment**



TRAVEL, TOURISM, & HOSPITALITY



Studying a Travel and Tourism programme can open a whole world of opportunities across the globe.

In such a large and diverse sector, **there are many exciting job opportunities and careers** including: cabin crew, aviation, resort representatives and also management roles such as tourist attraction managers and events and hospitality service managers.

We have excellent links with some of the top travel and tourism employers who offer visits, talks and employment opportunities.

WAYS TO STUDY

- ▶ **Adult and Leisure**
- ▶ **Professional Qualification**



ENTRY REQUIREMENTS

OUR ENTRY REQUIREMENTS WILL DEPEND ON THE
LEVEL AND TYPE OF PROGRAMME YOU CHOOSE.

For some programmes **you may not need any formal qualifications**, your previous skills and experience may be enough. For some of our professional and higher-level programmes **you may need GCSE and A Level qualifications** or an equivalent.

You can visit our website and search for the programme you're interested in to find out the exact entry requirements for each programme.

HOW TO APPLY

To apply for any of our programmes,
visit our website: coventrycollege.ac.uk

Simply search for the programme you're interested
in and click the **Apply Now button**.

If you need to find out more about any of our
programmes, you can contact us on: **024 7679 1717**
to speak to a member of our team. You can also
Live Chat with the team on our website



IF YOU NEED SUPPORT WITH YOUR APPLICATION

YOU CAN BOOK A PLACE AT AN APPLICATION SESSION AT:

COVENTRYCOLLEGE.AC.UK/APPLICATION-SESSIONS



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