Full-time Mini-guide
2018/19

Full course details available at www.bracknell.ac.uk
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Meet your Principal

A very warm welcome to Bracknell & Wokingham College.

The next choices you make are going to be some of the most important in shaping your future and we are here to support you every step of the way.

We are proud that we have the best FE results and learner & employer satisfaction in Berkshire. It is our mission for all our students to achieve their full potential and to leave us with important employability skills, ready to play their part in the world.

By joining us, you will have the opportunity to make the most of our exemplary staff, fantastic resources and enhance your employment prospects. We expect our students to work hard to achieve their qualifications, however we support you on your journey.

Whether it is through BTECs, an apprenticeship or A Levels, join us to develop your full potential and be part of the best FE college in Berkshire. I hope you decide that Bracknell & Wokingham College is the right choice for your future and we look forward to showing you how we can help you get ready for a successful career.

This guide will help you understand our offer with more detailed course information available on our website.

Campbell Christie CBE
Principal & Chief Executive
Why choose Bracknell & Wokingham College?
Student satisfaction

97% of students rated their time at college as good or better

97% of students rated the quality of teaching good or better

95% of students rated the relationship with staff as good or better

Parents’ views

96% of parents felt their child was benefiting from their course

97% of parents were satisfied with their child’s experience

95% of parents would recommend the College to a friend

Results

BEST FE results, learner & employer satisfaction in Berkshire

99% achievement rate for A Levels & vocational courses

HIGHEST progression to university, apprenticeships and further training in the Thames Valley

What’s on offer

20 BTECs & 19 A Levels

State-of-the-art campus

GCSE & A Level RESITS

Apprenticeships
Deciding on a course can be difficult; we have qualified, experienced staff who can help you choose the best course to suit your future career. Use the chart on page 08 to help you pick the right type of studying for you. All you need then is to choose the subject.
Things you may want to consider when choosing are:

— How do I learn?
— What subjects do I enjoy?
— What am I good at?
— What do I want to do after college?

Who can apply?

Anyone can apply for a full-time course. You will need to meet the entry criteria for the subjects you choose. The majority of courses in this prospectus are aimed at students aged 16-19 but we are happy to consider older applicants.

If you are over 19, fees may be payable so please ask for advice.

Our courses

Our full-time courses aim to prepare you for your next step after college, whether that is in employment, an apprenticeship or on to university. You will be encouraged to undertake work experience placements, develop your maths and English, participate in enrichment activities and develop subject knowledge and technical skills.

To progress to Level 3 courses you will require at least 4 GCSEs at 9-4/A*-C including English and some will require maths. Most of our Level 3 courses earn UCAS points and this is displayed in the prospectus for each course.

Level 1 and 2 courses generally require students to have a 3/D grade including maths and English, no lower than a 2/E. Level 1 courses are for learners who mainly have 2/E grades or below.

For learners with special educational needs our Foundation Programmes offer a flexible study programme to help you develop independence and confidence before you move on to other courses in college.

You can download the Foundation Programme leaflet from our website or contact us for a copy.
How do you prefer to learn?

I mostly like studying for exams

I like to learn in the classroom

I want to study full-time at college

A Levels

I can progress to University

I mostly like completing a portfolio or coursework, or being assessed by completing a practical task

I like to learn in the classroom and through practical (hands-on) workshops

I want to study full-time at college

Full-Time Technical and Professional Courses

I like to learn in the classroom and through practical (hands-on) workshops, which I can then practise at my place of work

I want to study at college and at my place of work

Apprenticeships
**Full-time courses**

Our aim is to prepare you to join the workforce and increase your chances of getting a job. If you have not got an 9–4/A*-C in GCSE English language and maths then you will study these as part of your programme.

Do you have a GCSE grade 9–4 /A*-C in maths or English?

- **Y**: You have the option to improve your grade further.
- **N**: Do you have a GCSE grade 2 or 3/D or E, or Level 1 or 2 in Functional Skills?
  - **Y**: You will be required to retake maths/English GCSE
  - **N**: You will need to work towards a Functional Skills qualification

You will be given more details during the enrolment process.

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**New GCSE Grading Structure**

<table>
<thead>
<tr>
<th>9</th>
<th>8</th>
<th>7</th>
<th>6</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
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<td>A*</td>
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<td>E</td>
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**Previous GCSE Grading Structure**

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<tr>
<td>A*</td>
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More than just a course

**Study programmes**

All our full-time students are enrolled on to a study programme which is tailored to meet their needs. The study programme is made up of a number of parts including:

- Maths
- English
- Study skills
- Employability skills
- Chosen subject area

For students to be successful they must achieve in each of these areas.

<table>
<thead>
<tr>
<th>Study Programme</th>
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<tbody>
<tr>
<td>Maths</td>
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<tr>
<td>English</td>
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<tr>
<td>Study Skills</td>
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<tr>
<td>Employability Skills</td>
</tr>
<tr>
<td>Chosen Subject Area</td>
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</tbody>
</table>
Work experience

We want to make sure that students who leave the College are work ready and are able to go out and get employment. To enable this, the vast majority of our students undertake work experience related to their subject area. Many of these placements lead to job offers once they finish college.

Benefits include:

— Enhancing CV
— Developing employability skills
— Trying out careers before leaving
— Mentoring through work experience
— Building relationships with potential future employers

Maths & English

If learners have not achieved a grade 4/C or above in GCSE English or maths learners will be required to work towards achieving these qualifications.

Progression / life after college

98% of our students progress on to another course or into employment, an apprenticeship or university. The Government league tables showed we had higher progression than all the other colleges in the Thames Valley and surrounding area.

Careers information and advice

The College is proud to have achieved Matrix Accreditation, which is the national quality mark for all organisations delivering information, advice and guidance services. This independent standard ensures you receive the highest quality information, advice and guidance from us to help you decide on the right path for your future. The College careers adviser can be contacted through Student Services.
Thinking about university

We have dedicated, fully qualified and experienced staff to take you through the whole UCAS process and give you an overview of university life. We also have an admissions tutor from Oxford Brookes who is based at the College to help students.

During the year we offer:

— One-to-one UCAS advice sessions
— Personal statement, online application and student finance workshops
— Visits to universities
— Higher Education information events for students, including presentations by university staff and students
— Higher Education information evening for parents/guardians, including presentations by university staff and students
— Regular reminders of key dates in the application process
— Oxbridge information/application events for both students and parents
We offer individual guidance, interviews and workshops on making your choices, writing your personal statement and completing your online applications to UCAS and to Student Finance. You will receive careers information and advice through the Tutorial Programme and through your course itself, all designed to make you ‘work-ready’. We help anyone who wants to go to university through the UCAS system. You can find out more about employment opportunities, Apprenticeships or get help with your CV from our Careers Advisors or from one of our Apprenticeship Training Advisors.

Many of our students are offered places at prestigious Russell Group universities including:

- Oxford (Mathematics and Statistics)
- Birmingham (Electronic and Electrical Engineering)
- Bristol (Mathematics)
- Durham (Computer Science)
- Exeter (Engineering)
- Leeds (Adult Nursing)
- Queen Mary University of London (Politics and International Relations)
- Sheffield (Mathematics)
- Southampton (Business Management)
- Warwick (Mathematics)
- York (Politics with International Relations)
Support & guidance

The College is here to help all our students succeed and we offer a range of services to ensure students are fully supported.

Student Services

Our friendly, supportive staff provide a variety of information, advice and support to meet your needs whilst at college. We work closely with your personal tutor, but also with a number of specialist external organisations making sure we can help you succeed.

Student Association

The Student Association represents your interests in the College and speaks up for you. You will automatically become a member when you enrol and each class has a representative in the Student Association. Last year over £2,700 was raised for charity by the Student Association.
**Counselling**

We offer a free and confidential counselling service for our students, allowing them to discuss any concerns that they may have.

**Tutorial support**

When you start, a personal tutor will help you settle in and keep you informed about forthcoming events. They will then meet with you weekly to provide ongoing support and guidance. Your tutor will liaise with parents/guardians to ensure you are getting the support you need to succeed at college.

**Practical support**

We can advise you on lots of things, from finance to careers. Our Student Services team are on hand and approachable and they can direct you to outside services where necessary.

**Personal support**

Staff across the College will always listen to students facing problems whether personal or academic. Our Student Services and Study Support teams include friendly and professionally qualified staff who can help.

**Peer Mentors**

Peer Mentors are students who have been at the College for a year or more and have the experience to help and support you as you adjust to college life. This support could include helping you to find your way around the College, helping you with your coursework or being someone to talk to who is going through the same things as you.
**Study support**

We can help you with aspects of English and maths such as planning assignments, reading and checking work, note-taking, spelling and punctuation, fractions, decimals, graphs and algebra. You plan your work together with your tutor. This support is either on a one-to-one basis or in small groups at a time to fit around your main study programme. This type of support usually includes:

- Planning assignments
- Checking work
- Note-taking
- Spelling & punctuation
- Reading
- Fractions & decimals
- Graphs
- Algebra

English and maths are important Employability Skills. This support will either be on a one-to-one basis or in small groups at a time to fit around your main course.

**Special educational needs and disability**

We welcome applications from students with learning difficulties and/or disabilities and wherever possible we will do what we can to meet your needs. A high level of support is provided on the Foundation Programme courses (Aspirations and Ambitions) for learners who need this.

If you have an Education, Health and Care Plan (EHCP), please let us know when you apply. We will look at your EHCP to plan how best to support you to meet your learning outcomes. If we can meet your support needs, the College will inform your Local Authority. You will then be invited to an interview.

We have opportunities for parents and carers to come to college and meet the support team. Every learner with an EHCP has an annual review.
Additional support

Many students have received support whilst they are in school to assist them with their studies and exams and we want to continue this support where possible. Services we offer include:

— Assessment and teaching for students with specific learning difficulties
— Communicators for the deaf
— Specialist software
— Classroom assistants
— Note-takers
— Additional support for English and maths
— Arrangements for special examination considerations
— Social and games clubs

Safeguarding children and vulnerable adults

We have a statutory and moral responsibility to make sure that we safeguard and promote the welfare of young people and vulnerable adults receiving education and training at Bracknell & Wokingham College.

We are committed to:

— Providing a safe environment for young people and vulnerable adults to learn in
— Identifying young people and vulnerable adults who are suffering, or likely to suffer significant harm
— Taking appropriate action to see that young people and vulnerable adults are kept safe both at home and at college

The College Nursery

The College Nursery is open to all students and the general public. The nursery offers a secure outside area including a sensory and physical garden.

The nursery now also has longer opening hours. See our website for details
We want all learners to achieve their full potential. The College prides itself on treating every student as an individual, whilst helping them to achieve their goals. Everybody at college, both staff and students must play a part in making sure this happens. We embrace diversity and believe that every person who comes to us will get our help and respect. In order to achieve this, we embrace the 3 Rs, Respect, Ready and Results.
Respect
— Respect diversity and treat everyone equally
— Respect yourself and others
— Respect the College buildings and equipment
— Respect all reasonable requests from staff

Ready
— Ready for college by attending and being punctual
— Ready to learn in the classroom
— Ready to progress by preparing for your next step
— Ready by always carrying your I.D card

Results
— Results are about 100% attendance and punctuality
— Results are about achieving your academic targets
— Results are about being the best that you can be
— Results are about moving to employment or another course
Parents & carers

Coming to college is a big step for many young people and we value the support parents and carers can provide. We want you to be part of your child’s education and take an interest in their learning.

What we provide

— Welcome evening
— Named personal tutor for contact
— Half-termly newsletters
— Termly reports
— Online parents’ portal to view attendance and reports
— Parents’ evening in spring term
— Careers/Apprenticeship/UCAS evening
— Informal meetings and annual reviews for students with Educational, Health and Care Plans (EHCPs)
**Expectations of parents/carers**

For students to succeed we would encourage you to:

— Take an interest in their studies
— Limit the amount of part-time work they undertake
— Check their progress regularly (students and parents will be informed of eTrackr which allows them to view their attendance and progress)
— Contact the College if you have any concerns
— Not book holidays in term time
— Keep the College up-to-date with your personal contact details

**High expectations and respect**

When students first start with us they are set performance targets which we monitor. We expect and help our students to exceed these targets and gain higher qualifications than would otherwise be expected from their previous grades.

With your support, Bracknell & Wokingham College students will:

— Attend all their lessons
— Maintain good timekeeping
— Submit assignments on time
— Sit appropriate exams
— Follow the student code of conduct

**Best results**
and highest learner & employer satisfaction in Berkshire

**Highest progression**
to university, apprenticeships and further training in the Thames Valley
Money matters

Do I pay for college?

College is free if you are 16–18 in the September that you start your course. The Government pays for you just as if you were at school.

You will pay a £35 registration fee when your course starts in September. On some courses you’ll need to pay for more specialist materials. We will give you all the details at your interview.

Financial support

The College has a limited bursary fund to support you with essential costs in attending college if you come from a low income background. The bursary awards are discretionary and finite and we will prioritise helping economically or socially disadvantaged students who have financial difficulties.

We can talk to you about this at an interview or you can find out about the financial support by emailing financial.assistance@bracknell.ac.uk or downloading the form from the College website www.bracknell.ac.uk

Alternatively, talk to the Student Services team at Open Events or call us on 01344 766500.
**Advanced Learning Loan**

The Advanced Learning Loans have been introduced by the Government to help you pay for your college tuition. If you are aged 19 and over studying a Level 3 or 4 course such as an Access to Higher Education course or professional courses, you are likely to qualify.

— It’s easy to apply at [www.gov.uk/advanced-learning-loans/how-to-claim](http://www.gov.uk/advanced-learning-loans/how-to-claim)

— No credit check

— Not means tested - household income isn’t taken into account

— The loan is paid straight to the College to pay for your fees

— You will not have to pay anything back until your income is over £21,000

If you take out a loan for an Access course and subsequently go on to higher education, the student loans company will write off the balance of your first loan, once you complete your HE qualification.

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<thead>
<tr>
<th>The learner journey</th>
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<tbody>
<tr>
<td><strong>Enquiry &amp; Application</strong></td>
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<tr>
<td><strong>Admissions:</strong> The Admissions Team can help with all enquiries for courses</td>
</tr>
<tr>
<td><strong>Interview</strong></td>
</tr>
<tr>
<td>Information, Advice and Guidance Interview: Course/subject tutors</td>
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<tr>
<td><strong>Learning Centre</strong></td>
</tr>
<tr>
<td>Learning Centre: Guidance and support</td>
</tr>
<tr>
<td><strong>Pastoral Support</strong></td>
</tr>
<tr>
<td>Student Services Manager: Counselling</td>
</tr>
<tr>
<td><strong>On Course</strong></td>
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<tr>
<td>Academic Guidance: Subject tutors</td>
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<tr>
<td>Personal Tutors: Career Planning/University Entrance</td>
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<tr>
<td>Careers Advice</td>
</tr>
<tr>
<td><strong>Having Your Say / Getting involved</strong></td>
</tr>
<tr>
<td>College Student Association: Learner voice</td>
</tr>
</tbody>
</table>
The learner journey

**Joining the College**
- Enrolment Guidance
- Interview: Making sure you are on the correct course

**Transport**
- Student Services: Transport costs

**Educational Support**
- Study Support: Maths & English

**Finances, Financial Support & Payment Methods**
- Student Services: Bursary applications

**Exams & Achievements**
- Great results

**Leaving College**
- Careers Advice

www.bracknell.ac.uk
Interested in any of the courses you see?

Find out more about each course online at www.bracknell.ac.uk
## Apprenticeships

### L2 L3 Higher Degree

| Accountancy | Health & Social Care |
| Beauty | Hospitality & Catering |
| Business Administration | Human Resource Management |
| Childcare, Learning & Development | Management |
| Customer Service | Motor Vehicle |
| Electrical Installation | Supported Teaching & Learning in Schools |
| Electrical Maintenance | Team Leading |
| Hairdressing/Barbering | |

**Check website for regular updates, new apprenticeships and vacancies.**

## A Levels

### L3 UCAS

| Accountancy | Law |
| Biology | Mathematics |
| Business | Further Mathematics |
| Chemistry | Media |
| Dance | Performing Arts |
| Economics | Photography |
| English | Physics |
| Fine Art | Psychology |
| Politics | Sociology |
| History | |
### GCSEs

<table>
<thead>
<tr>
<th>Subject</th>
<th>Level</th>
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<tbody>
<tr>
<td>Business</td>
<td>L2</td>
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<tr>
<td>Biology</td>
<td></td>
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<tr>
<td>Chemistry</td>
<td></td>
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<tr>
<td>English</td>
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<tr>
<td>Mathematics</td>
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<tr>
<td>Physics</td>
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<tr>
<td>Psychology</td>
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<tr>
<td>Sociology</td>
<td></td>
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<tr>
<td>Art (BTEC equivalent Level 2 certificate)</td>
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<tr>
<td>Retail (BTEC equivalent Level 2 certificate)</td>
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### Technical & Professional Courses

#### E L1 L2 L3 UCAS

### Art, Design & Photography

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<thead>
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<th>Course</th>
<th>Level</th>
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<tbody>
<tr>
<td>Art and Design</td>
<td>L2 L3</td>
</tr>
<tr>
<td>Photography</td>
<td>L3</td>
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</table>

### Business

<table>
<thead>
<tr>
<th>Course</th>
<th>Level</th>
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<tbody>
<tr>
<td>Business</td>
<td>L2 L3</td>
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### Childcare

<table>
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<th>Course</th>
<th>Level</th>
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<tbody>
<tr>
<td>Children’s Play, Learning &amp; Development</td>
<td>L2 L3</td>
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</table>
Interested in any of the courses you see? Find out more about each course online at www.bracknell.ac.uk
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Computer Aided Design

<table>
<thead>
<tr>
<th>Course</th>
<th>Level</th>
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<tbody>
<tr>
<td>CAD (2D)</td>
<td>L2</td>
</tr>
<tr>
<td>CAD (3D)</td>
<td>L3</td>
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Computing & IT

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<th>Course</th>
<th>Level</th>
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<tbody>
<tr>
<td>Information &amp; Creative Technology</td>
<td>L2 L3</td>
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Construction

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<tr>
<th>Course</th>
<th>Level</th>
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<tbody>
<tr>
<td>Multi-skills Construction</td>
<td>L1</td>
</tr>
<tr>
<td>Electrical Installation</td>
<td>L1</td>
</tr>
<tr>
<td>Plumbing</td>
<td>L1</td>
</tr>
<tr>
<td>Construction</td>
<td>L2</td>
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Dance

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<th>Course</th>
<th>Level</th>
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<tr>
<td>Dance</td>
<td>L3</td>
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Electrical Installation

<table>
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<tr>
<th>Course</th>
<th>Level</th>
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</thead>
<tbody>
<tr>
<td>Electrical Installation</td>
<td>L2</td>
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</tbody>
</table>
English for Speakers of Other Languages (ESOL)

| ESOL | E | L1 | L2 |

Foundation Programme

| Aspirations & Ambitions | L1 |

If you would like more information about these courses, you can download the Foundation Programme leaflet from our website or contact us for a copy.

Hair and Beauty

| Beauty Therapy | L1 | L2 | L3 | UCAS |
| Hairdressing   | L1 | L2 | L3 | UCAS |

Health & Social Care

| Health & Social Care | L2 | L3 | UCAS |

Hospitality

| Hospitality | L2 | L3 | UCAS |
Interested in any of the courses you see?
Find out more about each course online at www.bracknell.ac.uk
Interested in any of the courses you see? Find out more about each course online at [www.bracknell.ac.uk](http://www.bracknell.ac.uk)
## Media

| Creative Digital Media Production | L2 L3 UCAS |

## Motor Vehicle

| Light Vehicle Studies          | L1          |
| Motorcycle Maintenance        | L1          |
| Light Vehicle Maintenance and Repair | L1 L2 L3 UCAS |

## Performing Arts

| Performing Arts | L2 L3 UCAS |

## Photography

| Photography | L3 UCAS |

## Sport

| Sport | L2 L3 UCAS |
Travel & Tourism

Uniformed Public Services

Vocational Studies

Access to Higher Education
Interested in any of the courses you see?
Find out more about each course online at www.bracknell.ac.uk
Higher Education at College
You don’t have to go to university to continue with your education. We have a number of University Level courses that you can do, right here on your doorstep.

Did you know that we run a full BA Business Degree part-time?

We have a proven track record for delivering Higher Education courses including Higher Apprenticeships, Professional Programmes from the AAT (Accounting), CILEx (Law), CIM (Marketing) and CIPD (Human Resources), Foundation Degrees and PGCEs (Teacher Training).

— The Day Release Degree involves a combination of academic learning underpinned by work place experience

— It is a four-year programme where students will study with us one day per week, over three ten week terms for the first three years

Learn more

To find out more about University Level courses at college visit www.bracknell.ac.uk/university
If you still have any questions or would like to learn more about any of our courses, please get in touch.

Open Events

— Saturday 14 October 2017
   10am–2pm

— Monday 20 November 2017
   4pm–7pm

— Saturday 3 February 2018
   10am–2pm

— Apprenticeships Event
   Wednesday 7 March 2018
   4pm–7pm

— Monday 30 April 2018
   4pm–7pm

— Wednesday 27 June 2018
   4pm–7pm

Get Social

@BracWokCollege
BracknellandWokinghamCollege
BandWCollege

Contact Us

T: 01344 868600
E: study@bracknell.ac.uk
www.bracknell.ac.uk