

INVEST IN YOUR *future*

Higher Education &
Professional Courses 2019-20



OPEN EVENTS

Open Events are an opportunity to see our campuses, talk to our knowledgeable tutors and view our excellent facilities.

Our Higher Education programmes are delivered at the Weybridge campus. Access courses are also delivered at the Ashford campus.

Register your interest at:
www.brooklands.ac.uk/events

WEYBRIDGE CAMPUS

Saturday 12th January 2019
10am to 12noon

Thursday 7th February 2019
5:30pm to 7:30pm

Thursday 4th April 2019
5:30pm to 7:30pm

ASHFORD CAMPUS

Tuesday 5th February 2019
5:30pm to 7:30pm

Tuesday 2nd April 2019
5:30pm to 7:30pm

Welcome

I am delighted that you are considering taking your studies to a higher level at Brooklands College and I look forward to welcoming you to the College in 2019.

Gail Walker, Principal

WHY CHOOSE BROOKLANDS

At Brooklands College we offer high quality, affordable degree level programmes and professional qualifications that give you the opportunity to broaden your skills and enhance your job opportunities.

University may not be a viable option for some people and studying Higher Education at Brooklands College can offer a great alternative:

Flexible learning opportunities – full or part-time, providing the option to combine study with work or family life.

Competitive fees – studying degree level programmes or a professional qualification could be one of the best investments you make. It will develop your knowledge and skills as well as increase your employability and earning power.

University validated – Our Motorsport and Child Studies degrees are run in partnership with regional universities, meaning you will study relevant industry skills, benefit from access to the university's facilities, as well as progression routes onto top-up degrees or further study.

OXFORD
BROOKES
UNIVERSITY

Kingston
University
London

CONTENTS

College Life	3
Courses Explained	4
Access	5-6
Higher Education Courses	
Child Studies	
Foundation Degree in Early Years	9-10
Foundation Degree in Special Educational Needs and Inclusive Practice	11-12
Engineering	
Level 4/5 FdEng in Motorsport Engineering	13-14
Level 6 BSc (Hons) Degree in Motorsport Technology (Top up)	15-16
Business	
Higher National Certificate/Diploma (HNC/D) in Business	17-18
Policing	
Higher National Certificate/Diploma (HNC/D) in Policing	19-20
Media Make-up	
Higher National Certificate/Diploma (HNC/D) in Performing Arts (Technical Arts)	21-22
Science	
Higher National Certificate/Diploma (HNC/D) in Applied Biology	23-24
Higher National Certificate/Diploma (HNC/D) in Applied Chemistry	25-26
Professional Courses	
Accounting	
Association of Accounting Technicians (AAT) Level 4 Professional Diploma in Accounting	29-30
Human Resources	
CIPD Level 5 Intermediate Certificate in HR Management	31-32
Dental Nursing	
Diploma in Dental Nursing	33-34
Higher Level Apprenticeships	
Human Resources	
CIPD Level 5 Certificate - HR Consultant	37-38
Teaching	
Level 6 Certificate - Teaching	39-40
Financial Support	41
Contact Us	42

COLLEGE LIFE

REFECTORY & COFFEE SHOP

Brooklands College has a modern refectory, where you can enjoy something to eat, or have chat with friends over a cup of coffee in a relaxed and friendly environment.

The refectory offers a variety of snacks, freshly prepared hot and cold meals, sandwiches, confectionery and drinks all at reasonable prices.

CAREERS

The Careers Team provide current and prospective students with advice and guidance and access to a range of careers information to meet their needs.

Call **01932 797 908** or email careers@brooklands.ac.uk



ADDITIONAL LEARNING SUPPORT

Additional Learning Support is available to learners with disabilities and learning difficulties and in some cases to those learners who need further help with their literacy, numeracy or language. If you think you may need help, it is important that you let us know as soon as possible - particularly if you need help during interview or enrolment.

Call **01932 797 895** or email als@brooklands.ac.uk



LEARNING RESOURCE CENTRE

We have a library at both campuses to help you with your studies including; over 30,000 books, journals, newspapers and dvds. Additionally, there is a wealth of online resources.

There are areas for different group sizes or individual quiet study and open access workstations available for use throughout the day.

COURSES EXPLAINED

ACCESS TO HE DIPLOMAS

Access Diplomas provide you with the opportunity to increase your subject knowledge and improve your study skills and confidence to learn – all of which will help you to progress on to further study.

If you have been out of education for some time or would like to start your journey on to Higher Education more gradually, then an Access to HE Diploma might be right for you. You will usually need to be aged over 19 and have been out of education for a substantial time and some students will be eligible for support with course funding.

Completion of an Access Diploma also allows you to apply to other Higher Education institutions or to stay on at college and take a Foundation Degree or Higher Education Certificate/Diploma. The courses last for one academic year and can be taken on a full or part-time basis.

HIGHER NATIONAL CERTIFICATES (HNC) AND HIGHER NATIONAL DIPLOMAS (HND)

If you want to go on to Higher Education and gain a recognised qualification to do a specific job, a HNC or HND could be for you. They focus on 'learning by doing' and can lead into a new career, or help you progress in your current line of work.

HNCs and HNDs are work-related (vocational) Higher Education qualifications and are designed to give you the skills to put that knowledge to effective use in a particular job.

You can also convert your HNC or HND to a Bachelor's Honours Degree with extra study. Once you complete your course, HNCs can allow entry into the second year of a degree, while HNDs can allow entry onto the third year.

FOUNDATION DEGREES

Foundation Degrees are awarded by universities in partnership with Further and Higher Education colleges, meaning they adhere to the same quality standards as non work-based degrees. They provide the entry requirements you need, should you wish to top-up the qualification by undertaking the final year of study for an Honours Degree.

BA (HONS) DEGREES

A "Bachelors" or "Honours" level covers degrees with titles such as Bachelor of Arts, BA (Hons), Bachelor of Science, BSc (Hons), Bachelor of Engineering, BEng (Hons), Bachelor of Laws, and LLB (Hons). These are standard Higher Education qualifications recognised across the UK and Europe.

The 'Hons' represents 360+ credits of study typically over three years full-time and often contains a substantial project or dissertation during the final year of study.

You can 'top up' a HNC, HND or Foundation Degree to an Honours Degree through a period of additional study. This is usually the equivalent of one year full-time for HNDs and Foundation Degrees or two years full-time for a HNC.

ACCESS TO HE

Ashford & Weybridge Campus

Access to Higher Education
Diploma - Health & Social
Care Professions

INVEST IN YOUR **future**

Access to Higher Education Diploma - Health & Social Care Professions

The Access to Higher Education (HE) Diploma is a qualification which prepares students for study at degree level.

If you would like to go to university but left school without the qualifications you need, or you wish to change career direction then an Access to HE course could be the right route for you.

Access to Higher Education - Health & Social Care Professions can be completed in one year, studied during the day or in the evening.



Start: September

Length: 32 Weeks, 2 days per week



Entry Requirements: English GCSE and Maths GCSE at C/4 or above is essential*. Any work experience will be an advantage.



Progression: The course is suitable for those students who wish to progress to Adult Nursing, Midwifery, Mental Health Nursing, Children's Nursing, Paramedicine and Physiotherapy.

About this course: The Access Diploma offered at Brooklands College is the Level 3 Access Diploma in Health & Social Care Professions and this can be studied in the day time (Tues & Weds) or the evening (Tues & Weds)

Price: £3,384 **ADVANCED LEARNER LOAN**

For financial support see page 41

* If you do not meet the entry requirements, Pre-Access courses are available at both campuses.

CURRENT MODULES

Reading & Note-taking for Academic Purposes

Writing and Referencing

Preparing Presentations

Critical Thinking and Examination Techniques

Introduction to Psychology

Abnormal Psychology

Psychology and Therapy

Gas Exchange and Transport

Coordination and Movement

Digestion and Excretion

Reproduction and Fertility

Pollution and Health

Global and National Health Patterns

Infectious Diseases and Diseases of Affluence

Independent Academic Study (Professional Studies)

Cell Biology

Human Disease and Immunity

Genetics

Biomolecules

APPLICATION

If you would like to apply, please send an enquiry to:
admissions@brooklands.ac.uk
or phone 01932 797 797

HIGHER EDUCATION COURSES





**“ The support and guidance I received
during my course was fantastic**

- Scott Thomas

”

CHILD STUDIES

Weybridge Campus



Foundation Degree in
Early Years

Foundation Degree in
Special Educational Needs
and Inclusive Practice


INVEST IN YOUR **future**


Foundation Degree in Early Years

This course is run in partnership with Kingston University and is for those who are currently working in an early years setting and want to gain a qualification that will help professional progression.

 **Start:** September

Length: Part-time 33 Weeks

 **Entry Requirements:** You must be employed for at least 16 hours a week with children from birth to five years within an early years setting.

 **Progression:** Honours Degree (via a “top up” year of study) and the possibility to progress towards Qualified Teacher Status (QTS) and the new Early Years Teaching Status (EYTS), subject to the Training and Development Agency (TDA) requirements.

About this course: The degree is designed for those who are working with young children, in either maintained or non-maintained settings, in a range of roles such as Senior Nursery Nurse, Nursery Supervisor/Manager, Pre-School or Playgroup Leader and Teacher Support/Assistant.

Course Objectives: This course will equip you with higher level skills and a sound knowledge of areas relevant to your work, including local and national statutory frameworks, theories of learning, collaborative working with agencies and families, educational systems and a deeper understanding of child development, observation and assessment. You will have opportunities to explore and develop an in-depth understanding of safeguarding, child protection, ethics and diversity.

Price: £5,050 **ADVANCED LEARNER LOAN**

For financial support see page 41

CURRENT MODULES

Modules in Year 1:

Personal and Professional Development through Reflective Practice

Child Development, Observation and Assessment

Child Protection and Ethical Practices of Working with Children

Inclusive Education and Inter-professional Perspectives

Modules in Year 2:

Historical and International Perspectives of Early Years Education

Early Years Pedagogy and Practice

Effective Communication Skills

Special Project

APPLICATION

Make an application to the Universities and College Admissions Service (UCAS) by applying online at

www.ucas.com

then contact Brooklands College to request an application pack and further information

UCAS Code X110



**For more
detailed
information
on any of our
courses, contact
us or visit our
website.**





Foundation Degree in Special Educational Needs and Inclusive Practice

This course is run in partnership with Kingston University and is for those who are currently working with children who have additional learning needs.

 **Start:** September

Length: Part-time 33 Weeks

 **Entry Requirements:** You must be employed in an appropriate setting for at least 16 hours per week with children from birth to nineteen years.

 **Progression:** Honours Degree (via a “top up” year of study) and the possibility to progress towards Qualified Teacher Status (QTS) and the new Early Years Teaching Status (EYTS), subject to the Training and Development Agency (TDA) requirements.

About this course: This course is for those who are currently working with children who have additional learning needs in the Foundation Stage, Key Stage 1 or Key Stage 2 . The programme will enable progression to Level 5, developing knowledge and understanding of the special educational needs field by combining work place learning with part-time study.

Course objectives: The indicative course content includes theories of child development, current legislative frameworks governing practice, multi-professional perspectives and working with families and carers. A key feature of the Foundation Degree qualification is that you gain academic credit for work based learning.

Price: £5,050 **ADVANCED LEARNER LOAN**

For financial support see page 41

CURRENT MODULES

Modules in Year 1:

Personal and Professional Development through Reflective Practice

Learning, Teaching and Development in the field of Special and Inclusive Education

Inclusive Practice

Child Protection and Ethical Practices of Working with Children

Modules in Year 2:

Effective Communication Skills

International Systems to Support Learning

Leadership in the Field of Special and Inclusive Education

Special Project

APPLICATION

Make an application to the Universities and College Admissions Service (UCAS) by applying online at

www.ucas.com

then contact Brooklands College to request an application pack and further information

UCAS Code X360

ENGINEERING

Weybridge Campus



Level 4/5 FdEng in
Motorsports Engineering

Level 6 BSc (Hons) Degree
in Motorsports Technology
(Top up)

INVEST IN YOUR **future**



Level 4/5 FdEng in Motorsport Engineering

Delivered in partnership with Oxford Brookes University, as with most Foundation Degrees, the course is primarily for people who are currently working in a related field who wish to gain a higher level qualification in recognition of their skills and knowledge or who would like to build on existing expertise.



Start: September

Length: Part-time, 3 years, 2 evenings per week
Full-time, 2 years, 3 days per week



Entry Requirements: Either: A minimum of two years relevant work experience and a current role in an appropriate workplace setting, and a Line Manager's letter of support and recommendation.

Or: A minimum of one pass at A-level or 6-unit Vocational A-level, plus three passes at GCSE (grades A–C), or O-level (grades A–C) normally including Mathematics at grade B and English Language, or a National Certificate or Diploma or other equivalent qualifications.



Progression: Having completed your Foundation Degree you will be able to transfer onto the BSc (Hons) Motorsport Technology final year, provided that you pass the optional modules Mathematical Methods 2 and Thermo-fluid Dynamics with a minimum of a merit grade or above.

About this course: We have extensive employer links which allow for the course to be tailored to meet industry needs and current practice. This means that our students are better prepared for the world of work by the end of the course. Studies can be part or full-time, so whether currently employed or not, we can offer the skills and experience to take you to the next level.

It is anticipated that a portion of the course will be linked to work-based learning or to work place simulations.

Price: Full-time £7,200pa **ADVANCED LEARNER LOAN**

Price: Part-time £4,500pa **ADVANCED LEARNER LOAN**

For financial support see page 41

CURRENT MODULES

Modules in Year 1:

Work-Based Module (double)

Engineering Design (double)

Mathematics 1

Science

Engine Technology

Composite Materials Technology

Modules in Year 2:

Work-Based Project (double)

Vehicle Dynamics and Performance (double)

Computer Aided Design

Vehicle Electrical and Electronic Systems

Mathematics 11 (opt)

Thermo-fluid Dynamics (opt)

Manufacturing Management (opt)

Event Management (opt)

APPLICATION

Make an application to the Universities and College Admissions Service (UCAS) by applying online at

www.ucas.com


UCAS Code H33A


Level 6 BSc (Hons) Degree in Motorsport Technology (Top Up)

Delivered in partnership with Oxford Brookes University, this course is aimed at people who are interested in the technical involvement in motorsport engineering and in computer aided design for racing cars.

 **Start:** September

Length: Part-time, 2 years, 1 day per week
Full-time, 1 year, 3 days per week

 **Entry Requirements:** You must have completed the Level 4/5 Foundation Degree in Motorsport Engineering at Brooklands College.

 **Progression:** You could consider a place on the MSc programme at Oxford Brookes University. Alternatively, many learners will opt to look for employment in the ever developing automotive and motorsport sector.

About this course: To succeed on the course, you should have a passion for making racing cars perform. We equip you with the engineering skills that you will need to excel in the industry.

The links we have generated with the local automotive and motorsport industry support the course in its development and we have had many of our learners progressing into full-time roles within these companies. You will have access to all of the outstanding equipment we have in the department, including two wheel chassis dyno, engine dyno, composites workshop and CNC, and fabrications workshops.

Price: Full-time £7,200pa **ADVANCED LEARNER LOAN**

Price: Part-time £4,500pa **ADVANCED LEARNER LOAN**

For financial support see page 41

CURRENT MODULES

Modules in Year 1:

Dynamics

Advanced Engine Technology

Performance Engineering

Sustainable Engineering (double)

Group Design

Project (double)

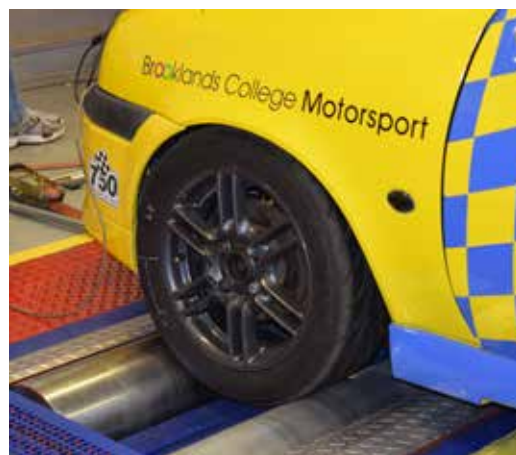
APPLICATION

Make an application to the Universities and College Admissions Service (UCAS) by applying online at

www.ucas.com

UCAS Code H332





BUSINESS

Weybridge Campus



Higher National Certificate/
Diploma in Business

INVEST IN YOUR **future**

Higher National Certificate/Diploma in Business

Business is an internationally and nationally recognised qualification for those who want a better understanding in all aspects of the business world.



Start: September

Length: 2 years, 2.5 days per week



Entry Requirements: You will need a BTEC Level 3 qualification in Business, or a GCE Advanced Level profile that demonstrates strong performance in a relevant subject or adequate performance in more than one GCE subject. This profile is likely to be supported by GCSE grades at A* to C (or equivalent and/or 9 to 4 (or equivalent) in subjects such as maths and English. Or other related Level 3 qualifications.



Progression: Higher Education or Employment

About this course: This course will equip you with business skills, knowledge and the understanding necessary to achieve high performance in the global business environment. It can provide education and training for a range of careers in business, including management, administration, human resources, marketing, entrepreneurship, accounting and finance.

Course Objectives: To learn how organisations function, how accounting processes work, understanding business law and setting up and developing a successful business project

Price: £5,000 - £6,000pa **ADVANCED LEARNER LOAN**

For financial support see page 41

CURRENT MODULES

The units will be as follows;

Business and the Business Environment

Management and Operations

Business Law

Organisational Behaviour

Understanding and Leading Change

Marketing Essentials

Human Resource Management

Developing Individuals, Teams and Organisations

Brand Management

Management Accounting

Entrepreneurship and Small Business Management

Managing a Successful Business Project

Business Strategy

Planning for Growth

Research Project

APPLICATION

Make an application to the Universities and College Admissions Service (UCAS) by applying online at

www.ucas.com

POLICING

Weybridge Campus



Higher National Certificate/
Diploma (HNC/D) in
Policing

INVEST IN YOUR **future**

Higher National Certificate/Diploma (HNC/D) in Policing

By 2020, all new entrants to the police force must be qualified to degree level. The new BTEC Higher Nationals in Policing should enable qualification holders to top up to a BA Honours Degree in Policing.



Start: September

Length: HNC - Full-time, 1 year

HND - Full-time, 2 year, 3 days per week



Entry Requirements: You will need to have successfully completed a Level 3 course (e.g. BTEC National at Level 3, A-levels). GCSE English and maths at grade C/4. You will need to apply through UCAS for this course and you will need 48 UCAS points. However, there are flexible entry requirements for mature applicants.



Progression: The new BTEC Higher Nationals in Policing should enable qualification holders to top up to a BA Honours Degree in Policing or related subject area or enter employment as a Special Constable, Police Volunteer, Police Staff (civilian roles).

About this course: This course is ideal for those wanting a career in Policing but will also be useful to enter other public sector organisations as an Officer e.g. Military Police, Border Force, Prison Service or other uniformed and non-uniformed services. You will be assessed through course work in different formats eg. presentations, reports, essays, timed assessments and physical observations in different Policing areas.

Price: £5,000 - £6,000pa **ADVANCED LEARNER LOAN**

For financial support see page 41

CURRENT MODULES

Modules:

Small Scale Research Project in Policing

Criminal Law

Police and the Criminal Justice System

Equality and Diversity in the Police Service

Roads Policing

Technology and the Police Services

Criminology – Practical Application for the Police Service

Command and Control

It is expected that students will undertake work experience at the end of year one continuing in the second year of study, for a minimum period of 6 months.

APPLICATION

Make an application to the Universities and College Admissions Service (UCAS) by applying online at

www.ucas.com

UCAS Code 0787

MEDIA MAKE-UP

Weybridge Campus



Higher National Certificate/
Diploma in Performing Arts
(Technical Arts)

INVEST IN YOUR **future**

Higher National Certificate/Diploma in Performing Arts (Technical Arts)

You will develop specialist hair and make-up skills whilst building a professional portfolio. This is a vocational study programme with an emphasis on practical learning in hair and make-up.



Start: September

Length: HNC - 1 year, 2 days per week
HND - 2 years



Entry Requirements: You will need to have at least one A-level, BTEC or Vocational Level 3 Foundation Diploma in Art and Design, or an equivalent qualification in hair, make-up, and/or art. Mature students with a suitable background will also be considered.



Progression: Higher Education or Employment

Course Objectives: This one year intensive Higher Education course enables you to develop awareness of the media industry, learn the technical skills required to work as a specialist hair and make-up artist and build a professional portfolio.

About this course: You will have practical sessions and theory through business and production management. The course focuses on working in the media industries of fashion and live performance, including aspects of the film and television industry. You will study current trends for make-up and editorial hair, character theatre make-up, body painting and special effects.

Price: £5,000 - £6,000pa **ADVANCED LEARNER LOAN**

Additional Costs: £1,500 for hair and make-up kit

For financial support see page 41

CURRENT MODULES

The units will be as follows:

The Performing Arts Industry

Professional Development

Production Communication

Stagecraft

Hair and Make-up Application

Fashion and Fashion Editorial
Hair and Make-up

Period Hair and Make-up

Investigation of Specialism
(Contextual Studies)

APPLICATION

Make an application to the Universities and College Admissions Service (UCAS) by applying online at

www.ucas.com

SCIENCE

Weybridge Campus



Higher National Certificate/
Diploma in Applied Biology

Higher National Certificate/
Diploma in Applied
Chemistry

INVEST IN YOUR **future**

Higher National Certificate/Diploma in Applied Biology

An understanding of biology is fundamental to our understanding of the human body and how to stay healthy. This practical course will equip you with the skills to work as a technician or scientist in the bioscience industries and the knowledge you need for further study.



Start: September

Length: HNC - Full-time - 1 year, 2 days per week
HND - Full-time - 2 years, 2 days per week

HNC - Part-time - 2 years, 1 day per week
HND - Part-time - 4 years, 1 day per week



Entry Requirements: You will need to have at least three A-levels (one preferably in a science discipline) or BTEC Diploma/Extended Diploma in Applied Science. Mature students with a suitable background will also be considered.



Progression: Higher Education or Employment

About this course: The HND in Applied Biological Sciences is intended for those wishing to find employment in the science industries or to progress to further (degree level) study. It is a wide-ranging course that develops knowledge and skills in the theoretical and practical aspects of biological sciences. You will also develop a wide range of practical laboratory skills and good laboratory practice. The HND Applied Biological Sciences is suitable for a wide range of learners including: college leavers, apprentices, adults returning to education or individuals in employment who wish to enhance their career prospects.

Price: £5,000 - £6,000pa **ADVANCED LEARNER LOAN**

For financial support see page 41

CURRENT MODULES

Cell Biology
Biochemistry of Macromolecules
Physiology of Cellular Systems
Laboratory Techniques for Biology
Analysis of Scientific Data
Laboratory Management
Management of Projects
Pharmacological Principals of Drug Actions
The Immune Response System
Infectious Diseases
Pathology for the Laboratory Scientist
Medical Microbiology

APPLICATION

If you would like to apply, please send an enquiry to:
admissions@brooklands.ac.uk
or phone 01932 797 797


Higher National Certificate/Diploma in Applied Chemistry

This is a practical programme designed to provide you with thorough knowledge in concepts and practical skills related to Applied Chemistry. You will also develop the skills required to progress to employment in the field of Chemical Technology.

 **Start:** September

Length: Full-time - HNC - 1 year, 2 days per week
Full-time - HND - 2 years, 2 days per week

Part-time - HNC - 2 years, 1 day per week
Part-time - HND - 4 years, 1 day per week

 **Entry Requirements:** You will need to have at least three A-levels (one preferably in a science discipline) or BTEC Diploma/Extended Diploma in Applied Science. Mature students with a suitable background will also be considered.

 **Progression:** Higher Education or Employment

About this course: The Pearson BTEC Higher National Diploma in Applied Chemistry is recognised by the Royal Society of Chemistry, offering you a progression route to their professional qualifications. The course is intended for those wishing to find employment in the science industries or to progress to further (degree level) study. It is a wide-ranging course that develops knowledge and skills in the theoretical and practical aspects of chemical sciences. You will also develop a wide range of practical laboratory skills and good laboratory practice.

Price: £5,000 - £6,000pa **ADVANCED LEARNER LOAN**

For financial support see page 41

CURRENT MODULES

The units will be as follows;

Inorganic Chemistry

Organic Chemistry

Physical Chemistry

Laboratory Techniques for Chemistry

Analysis of Scientific Data

Laboratory Management

Medicinal Chemistry

Analytical Chemistry

Industrial Chemistry

Inorganic Chemistry of Crystal Structures and Transition Metal Complexes

Organic Chemistry of Aromatic and Carbonyl Compounds

APPLICATION

If you would like to apply, please send an enquiry to:
admissions@brooklands.ac.uk
or phone 01932 797 797



**For more
detailed
information
on any of our
courses, contact
us or visit our
website.**



PROFESSIONAL COURSES





ACCOUNTING

Weybridge Campus

Association of Accounting
Technicians (AAT)
Professional Diploma in
Accounting

INVEST IN YOUR *future*

AAT Level 4 Diploma in Accounting

This course will enable you to reach full accounting technician status.



Start: September

Length: Part-time 54 Weeks



Entry Requirements: AAT Diploma Level 3 (Advanced Certificate) (Diploma pathway)
AAT Intermediate (NVQ pathway)



Progression: This course is suitable for students already working in accounts as an Accounts Assistant at level 5 and above, who wish to gain a recognised professional qualification to help progress their career.

About this course: The Level 4 Diploma is made up of four compulsory units plus two out of four optional units. Each unit includes both knowledge of accounting principles plus practical application. You will be able to study units including taxation, managing systems, drafting financial statements and management accounts.

Price: £2,200 **ADVANCED LEARNER LOAN**

For financial support see page 41

AAT Levels 1, 2 and 3 courses in Accounting and Bookkeeping are available from January 2019. See website for details.

“ I want to set up my own business and this course is brilliant! ”

-Mateea

CURRENT MODULES

Compulsory Modules:

Financial Statements

Budgeting

Financial Performance

Internal Control and Accounting Systems

Optional Modules:

Credit Management and Debt Control

Personal Tax

Business Tax

External Auditing

Cash Management

APPLICATION

If you would like to apply, please send an enquiry to:
admissions@brooklands.ac.uk
or phone 01932 797 797

HUMAN RESOURCES

Weybridge Campus

CIPD Level 5 Intermediate
Certificate in HR
Management

INVEST IN YOUR **future**

CIPD Level 5 Intermediate Certificate in HR Management

The Chartered Institute of Personnel Development (CIPD) is the main professional body to accredit and award professional human resources (HR) qualifications. With over 150,000 members world-wide, the CIPD's qualifications are the recognised professional standard for HR and L&D specialists.



Start: September

Length: Part-time 36 Weeks



Entry Requirements: You will need to have successfully completed a Level 3 course (eg CIPD Level 3 Certificate in HR Practice, A-Levels) or a degree. GCSE English and maths at grade C/4 or equivalent.



Progression: CIPD Level 7 Advanced qualifications or MSc/MA in Human Resource Management.

About this course: This qualification is a Level 5 (equivalent to Undergraduate level) on the UK Regulated Qualifications Framework (RQF). Intermediate qualifications develop knowledge and understanding of different HR models and practices, and the external factors that impact on organisations.

Benefits:

- Increase your career prospects and earning potential
- Gain the skills, knowledge and tools to support your organisation and progress your career
- Build your confidence and credibility to handle the most pertinent people, management and development issues

Price: Price on Application

For financial support see page 41

CURRENT MODULES

Modules:

Developing Professional Practice

Business Issues and the Contexts of Human Resources

Using Information in Human Resources

Managing and Coordinating the Human Resources Function

Resourcing and Talent Planning

Employment Law

This Certificate qualification (32 credits) has a total qualification time of 320 hours which includes 160 guided learning hours.

APPLICATION

If you would like to apply, please send an enquiry to:
admissions@brooklands.ac.uk
or phone 01932 797 797

DENTAL NURSING

Weybridge Campus

NEBDN National Diploma in
Dental Nursing (Level 3)

INVEST IN YOUR **future**

NEBDN National Diploma in Dental Nursing (Level 3)

This course covers the practical and theoretical aspects of dental nursing, to provide a safe, organised surgery for the patient and the dental health team.



Start: September

Length: Part-time 30 Weeks, 1 evening per week



Entry Requirements: You will need to have a good standard of literacy in order to study and produce the written work for the course.



Progression: Fully qualified Dental Nurse

About this course: You will also need to be working at least 16 hours a week in a dental surgery as a Dental Nurse. This is due to the practical experience time necessary to be able to complete the coursework required to sit the exam. Your role should be in a general dental environment, if it is within a specialist practice (orthodontic or endodontic, for example) or oral surgery department within a hospital, then you would also need to be able to work in a general dental environment to get experience of routine dentistry.

You should have three months experience prior to commencing with the course. If you are working on a voluntary basis you must carry out at least 16 hours of work a week to gain sufficient practical experience.

An examination will be taken in September of the following year.

Price: £1,500 **ADVANCED LEARNER LOAN**

For financial support see page 41

CURRENT MODULES

Course Content

Clinical

Professional

Communication

Management and Leadership

To include:

Patient Assessment

Assisting with Patient Management

Ethical and Legal Issues in Provision of Dental Care

Health Promotion and Disease Prevention

Teamwork

Communication

Self Management

Competently Assisting with Treatment

APPLICATION

If you would like to apply, please send an enquiry to:
admissions@brooklands.ac.uk
or phone 01932 797 797

HIGHER LEVEL APPRENTICESHIP





“

It's a real job with real training, earn
a wage and become qualified!

”

HUMAN RESOURCES

Weybridge Campus

APPRENTICESHIP

CIPD Level 5 Intermediate
Certificate in HR
Management

INVEST IN YOUR **future**

CIPD Level 5 Intermediate Certificate in HR Management

The Chartered Institute of Personnel Development (CIPD) is the main professional body to accredit and award professional human resources (HR) qualifications. With over 150,000 members world-wide, the CIPD's qualifications are the recognised professional standard for HR and L&D specialists.



Start: September

Length: Typically, 18 months - 2 years in duration.



Entry Requirements: You will need to have successfully completed a Level 3 course (eg CIPD Level 3 Certificate in HR Practice, A-levels) or a degree. GCSE English and maths at grade C/4 or equivalent.



Progression: CIPD Level 7 Advanced qualifications or MSc/MA in Human Resource Management.

About this course: This qualification is a Level 5 (equivalent to Undergraduate level) on the UK Regulated Qualifications Framework (RQF). Intermediate qualifications develop knowledge and understanding of different HR models and practices, and the external factors that impact on organisations.

They are suited to individuals who:

- Seek to develop a career in HR management and development
- Are working in the field of HR and need to extend their knowledge and skills
- Have responsibility for implementing HR policies and strategies
- Need to understand the role of HR in the wider organisational and environmental context.

CURRENT MODULES

Modules:

Developing Professional Practice

Business Issues and the Contexts of Human Resources

Using Information in Human Resources

Managing and Coordinating the Human Resources Function

Resourcing and Talent Planning

Employment Law

This Certificate qualification (32 credits) has a total qualification time of 320 hours, which includes 160 guided learning hours.

APPLICATION

If you would like to apply, please send an enquiry to: apprenticeshipteam@brooklands.ac.uk

TEACHING

Weybridge Campus


APPRENTICESHIP


Level 6 Teaching
Apprenticeship Standard

INVEST IN YOUR *future*


Level 6 Teacher Apprenticeship Standard

Teachers can be employed in a variety of settings (for example academy schools, maintained schools) and across England. Teachers make the education of their pupils their first concern and are accountable for achieving the highest possible standards in work and conduct.

 **Length:** Typically 15 months in duration (minimum of 12 months)

 **Entry Requirements:** Grade 4 or equivalent standard achieved in the GCSE examinations in English, mathematics and science. A first Bachelor's Degree (or equivalent) is required for entry to graduate Initial Teacher Training programmes.

All candidates will be required to undergo a DBS check.

 **Progression:** Qualified Teacher

About this course: Teachers demonstrate consistently high standards of personal and professional conduct; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships and work with parents/guardians in the best interests of their pupils.

You will develop the professional knowledge and skills required of a teacher:

- Set high expectation which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Plan and teach well-structured lessons
- Adapt teaching to respond to the strengths and needs of all pupils
- Make accurate and productive use of assessment
- Manage behaviour effectively to ensure a good and safe learning environment
- Fulfil wider professional responsibilities

COURSE STRUCTURE

On-programme training and development

We expect apprentices will take at least 12 months to complete the apprenticeship during which they participate in training, development and on-going review activities.

Apprentices must complete 120 days in a school.

Apprentices must have taught in at least two schools. Apprentices will need to be released from their employing schools to spend time teaching in another school.

Apprentices will complete a portfolio of evidence collected throughout their Initial Teacher Training.

APPLICATION

If you would like to apply, please send an enquiry to: apprenticeshipteam@brooklands.ac.uk



FINANCIAL SUPPORT

There are various grants and allowances available, dependant on your age and circumstances. If you would like to talk to a member of the Admissions Team about possible financial support, please contact the Admissions Office.

ADVANCED LEARNER LOAN

To help learners aged 19 and over to cover the cost of course fees of a level 3, 4, 5 and 6 college or training course.

Loan eligibility does not depend on your income and there are no credit checks. Repayments don't start until the April after your course has finished and you don't have to pay anything back unless you earn more than £25,000 a year. Bursaries are available for those on a low income.

To support your application for an Advanced Learner Loan you will require a letter from the College. Please contact Admissions for more information.

BURSARY FUND

If you need help with your learning and living costs, you may be eligible for support from the Bursary Fund. The money can help with childcare costs, accomodation, travel, classroom assistance for a learning difficulty or disability, or course materials/equipment.

You need to apply to the College directly for the Bursary Fund.

FEE INSTALMENTS

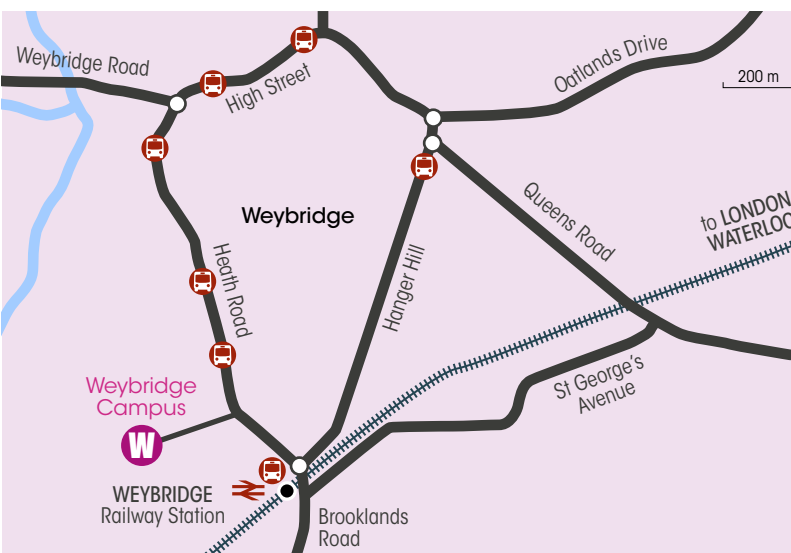
If you are signing up for an adult learning course you are able to pay in instalments. A maximum of three equal instalments are to be paid in the 1st term at the start of the course, or within the first 50% of a course lasting less than 1 year.

REGISTRATION FEE

There is a £25 registration fee for courses over £50 when applying direct to the College.

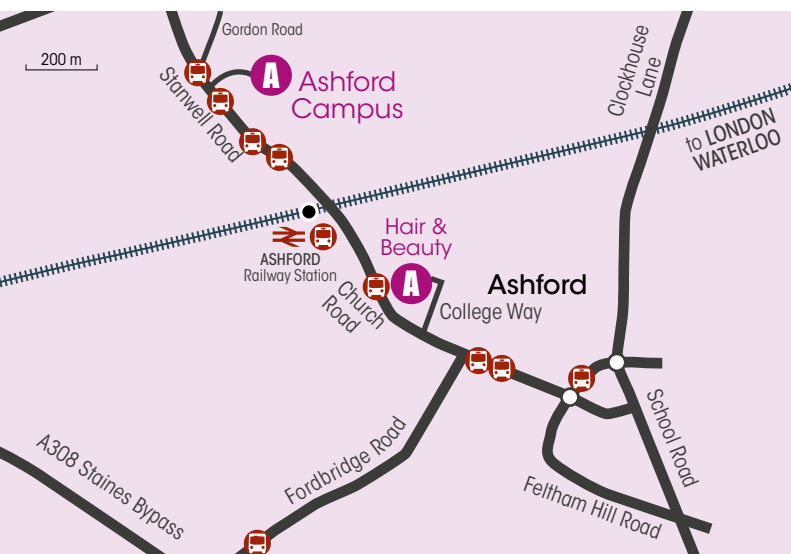
For more information about financial support options and to find out if you are eligible, please contact our Admissions Team on **01932 797 797** or email **admissions@brooklands.ac.uk**

CONTACT US



WEYBRIDGE CAMPUS

Heath Road, Weybridge, Surrey KT13 8TT
Reception Tel: 01932 797 700



ASHFORD CAMPUS

Stanwell Road, Ashford, Middlesex TW15 3DU
Hair & Beauty: Church Road, Ashford, Middlesex, TW15 2XD
Reception Tel: 01932 797 600

Online

Visit www.brooklands.ac.uk for all course information.

Phone or Email

Call our Admissions Team on 01932 797 797 or email us at admissions@brooklands.ac.uk specifying which course you would like details about.

In Person

Come to one of our Open Events (dates are listed on the back cover) to have a look around the College, speak to tutors and apply.

You can also visit the Admissions Offices between 9:00am and 4:30pm Monday to Fridays.

Minicom

01932 797 897

OPEN EVENTS

WEYBRIDGE CAMPUS

Saturday 12th January 2019
10.00am - 12.00noon

Thursday 7th February 2019
5:30pm to 7:30pm

Thursday 4th April 2019
5:30pm to 7:30pm

ASHFORD CAMPUS

Tuesday 5th February 2019
5:30pm to 7:30pm

Tuesday 2nd April 2019
5:30pm to 7:30pm

Brooklands College

WEYBRIDGE CAMPUS

Heath Road
Weybridge
Surrey
KT13 8TT

01932 797 700

ASHFORD CAMPUS

Stanwell Road
Ashford
Middlesex
TW15 3DU

01932 797 600

BROOKLANDS.AC.UK



Disclaimer: Compiled in December 2018, this prospectus relates to the programmes that we intend to offer from September 2019. Every care has been taken to ensure that the information contained in it is accurate at the time of printing but course programmes are subject to development and changes and may mean that we have to cancel courses or alter fees or dates. Some of the courses are still subject to external validation before they can run. As much notice as possible will be given in respect of any changes to courses or fees but the College reserves the right to make any such changes. Registration with the College is on the understanding that the College Management cannot accept responsibility for the consequences of any changes, errors or omissions. The course location may not be as stated.