South Essex College’s Guide to Adult Education

COURSE GUIDE

FAQs – Meet Jason
Our course adviser answers your questions p.8

Find out about types of courses available p.4

Find out about the levels on offer p.6

2020–2021
WELCOME
FROM OUR PRINCIPAL

Returning to study after a long gap can be daunting. At South Essex College we understand the challenges facing mature students and can offer you the help and support you need to gain the qualifications that will help you make a brighter future.

For the purpose of this guide mature learners are classed as anyone who is 19 or over.

You may wish to get back into work after having children, you may want to change your career or build your self-confidence through a new hobby. Whatever your reasons, your decision to return to education will be deeply personal and will depend on your goals, aspirations and ensuring that you choose the right course of study to meet your needs.

At South Essex College we believe in life-long learning. Many of our lecturers and other staff have come to work for us with years of experience in industry and others are dual-professionals. This means they are equipped to teach you the latest trends and technologies in order to be successful in whatever you do.

We hope that you choose South Essex College to continue your learning journey and in doing so meet like-minded people who are your future business network and friends.

Good luck
Angela O’Donoghue
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OUR ADULT OFFER
We have range of different options for you, whether you are unemployed, want to retrain for a new career or upskill in your current role.

TRADE AND PROFESSIONAL COURSES
If you want to become a hairdresser, accountant or carer, our range of professional courses are an ideal solution. View all the career-specific pages in this guide.

ENGLISH, MATHS, ESOL
If you want to improve your English or need a maths qualification to get a job, we offer a range of courses that will help you get the skills you need.

iStudy (DISTANCE LEARNING)
Distance learning courses allow you to study in the comfort of your own space. After completing an online application and accompanying basic skills test, you will be free to work online via our E-assessor programme. All our iStudy courses attract a nationally-recognised level 2 certificate.
All work is submitted online and booklets are provided through the portal to support your learning. These courses are suitable if you are looking to upskill in your current job role or are unemployed and want to gain the knowledge and skills to get a job.

WORK-BASED SKILLS
Our work-based skills courses offer you the opportunity to upskill and gain knowledge of specific areas whilst in employment or volunteering.
APPRENTICESHIPS
Traditionally apprenticeships were for school leavers, but the good news is that there is now no upper age limit for apprenticeships. Apprenticeships are a great way to earn while you learn to get into a new role or career. You usually spend four days a week at work and one at college.

We have a dedicated apprenticeship team who can support you with finding an apprenticeship or help you to upskill in your current role by accessing the apprenticeship levy to support you. The starting salary may be low at first but this is a great way to get into a new career in a range of sectors. We have lots of apprenticeships to choose from and this brochure gives a few examples of what’s on offer at South Essex College.

For more information on apprenticeships, visit our website at www.southessex.ac.uk/apprenticeships or call 01702 221 800.

ACCESS TO HIGHER EDUCATION COURSES
Access to Higher Education courses are perfect if you have been out of education for some time. They provide you with a great foundation to progress to studies at university level. Completing an Access course will ensure that you are confident and well prepared to take on a degree. These qualifications are widely recognised by universities and are full level 3 qualifications which are comparable with A-levels or BTEC Extended Diplomas.

iLearn
These courses have been designed primarily for those who are unemployed or on a low income. They are a convenient and quick way of gaining industry-based qualifications in a range of subjects. These three-week courses are run in Basildon, Thurrock or Southend enabling you to pick up new skills in a flash!

DEGREE COURSES
At the University Centre South Essex we offer over 20 degree programmes which are validated by top universities including University of Arts London (UAL) and University of East Anglia (UEA). We offer a wide variety of subjects including counselling, film and TV production, costume construction and accounting and finance.

Many of our students in higher education are mature students. Studying locally allows you to juggle outside commitments with study and we provide a welcoming and intimate university experience that is well received by mature students. We have a separate prospectus and website outlining everything you need to know about our offer. This can be found at southessex.ac.uk/HE.

HOBBY OR INTEREST COURSES
The college doesn’t currently offer these types of courses but your local adult community college has a whole range of topics to choose from, so look them up and get started.
The world of education may have changed since you left school so here is a quick overview. Don’t worry if you are unsure which level is for you, our course advisors are here to help.

Level 1
A Level 1 course is the first fundamental step to gaining knowledge in a profession, job or industry.

Level 2
These intermediate courses require students to be working at Levels 1-2 in English and maths, depending on individual subject areas. Perfect for progression from a Level 1 course or for students who are not quite ready for a Level 3. These are GCSE level courses.

Level 3
Level 3 courses are for students who are looking to advance their education for employment and personal development. These qualifications are A level equivalent and a gateway to higher education. Entry requirements are to have English and maths at Level 2 or GCSE English and maths at grade 4 (C grade).

Levels 4/5
These levels are the first steps into higher education. Levels 4 and 5 are needed for specific professional careers such as accountancy, or will enable you to move into management roles.

Level 6/7
Level 6/7 qualifications are generally degree level courses, NVQs or apprenticeship. Level 7 is a master’s level qualification.
WHY IS SOUTH ESSEX COLLEGE A GOOD PLACE TO STUDY?

There are lots of reasons, but I think adults like the small class sizes and lots of tutor contact. We also offer loads of free courses, many of which are flexible and fit with work and family life. Our campuses are generally easily accessible by public transport.

Another great reason is that our team who work with adults are really focused on getting people back to work and often work alongside employers to do this. We also have a range of industry-experienced tutors who are experts in their field so are great to learn from rather than teachers who have only ever taught.

HOW CAN I FUND MY COURSE?

There is no need to worry about how you are going to pay for your course as for adults aged 19 or over, many of our courses are free, particularly for those who aren’t currently working or on low incomes. If you choose any apprenticeship, the employer pays your tuition fees.

If the course you have chosen isn’t free you can find the up-to-date costs on our website. It may be possible to pay for the course in instalments or apply for an adult learning loan. For further information visit: www.gov.uk/advanced-learner-loan.

If you choose to study an Access to Higher Education course you may not have to pay back your tuition fees if you go on to study a related higher education qualification.

You can find out more about student loans for higher education on our website www.southessex.ac.uk/HE or by visiting the government website at gov.uk/government/organisations/student-loans-company.
WHAT ABOUT OTHER COSTS SUCH AS IT OR CHILDCARE?
If you need help with other costs our funding team can often access funding for you. Every situation is different so the main thing is to just ask and we’ll help if we can. contact funding@southessex.ac.uk

HOW DO I APPLY?
It is easy, just go to southessex.ac.uk and find the course you want to apply for and click apply now or contact our admissions team at admissions@southessex.ac.uk. There is also an online chat facility on our website or you can call and chat to one of us on 01702 221 800.
For apprenticeships visit the workforce part of our website or email apprenticeships@southessex.ac.uk

WILL YOU HELP ME GET A JOB AFTER MY COURSE?
We have a dedicated team of in-house college careers advisors will be able to help you with job hunting, preparing CVs and other help and advice.

WHERE WILL I STUDY?
The college has campuses in Southend, Basildon and Thurrock. Details of where your course is based can be found on our website. Each campus has a digital hub and learning resources areas where you are able to study and find the resources you need to complete your study programme.

WHAT DO I NEED TO ENROL?
• Passport or other form of ID that shows your name, address and/or migration status
• Proof of benefit income if claiming a reduced fee for eligible courses
• Method of payment to cover any fees or deposits if applicable
• Qualifications – proof of any previous study if applicable

HOW MANY HOURS WILL I NEED TO STUDY FOR?
This will depend on the qualification you are studying for. Please contact our admissions team for guidance.

WILL I NEED TO COME FOR AN INTERVIEW?
The majority of our courses require you to attend an interview with a course tutor. Interviews are informal and are aimed at ensuring you are enrolled on the right course for your education and career goals. You will be sent details on all relevant Admissions events once you have applied.

Good luck and email any questions to admissions@southessex.ac.uk
Jason
HAIR AND BEAUTY
INTERESTED IN HAIR AND/OR BEAUTY CAREER?

Show you’re a cut about the rest by signing up to one of our hairdressing, barbering or beauty therapy courses.

Our range of facilities at both our Southend and Thurrock campuses include beauty and hairdressing salons that are open to the public and give you a real life experience of working in this industry.

We offer short courses through to level 2 and 3 diplomas that can be gained over a year. Whatever course you choose you can kick start your career with the minimum of fuss in this vibrant and exciting sector.

To book a course, or for more information on our courses please visit: WWW.SOUTHSSEX.AC.UK/ADULTS OR CALL 01702 221 800
## PART-TIME COURSES

Fit your studies around your lifestyle

- Apply make-up Level 2 Unit Achievement
- Cutting Women’s Hair Level 2 Unit Achievement
- Eyelash Perming Level 2 Award
- Follow Health and Safety Practice in the Salon Level 2 Unit Achievement
- LED Gel Polish Techniques Level 2 Award
- Provide Manicure Treatments Level 2 Unit Achievement
- Skin Tanning Techniques Level 2 Award
- Wax Depilation Level 2 Award

## TRADE AND PROFESSIONAL COURSES

Change your career or upskill your current role

- Barbering Level 2 Diploma
- Beauty Therapy Level 2 Diploma
- Beauty Therapy Level 3 Diploma
- Hairdressing Level 2 Certificate
- Hairdressing Level 3 Certificate
- Barbering Level 3 Diploma

## APPRENTICESHIPS

Earn while you learn

- Barbering Apprenticeship Level 2
- Hair Professional Apprenticeship Level 2

## YOUR FUTURE

- 58% of people who work in this sector are self-employed
- Hairdresser average salary £21,437
- Beautician average salary £19,400
- Salon manager average salary is £26,312

www.southessex.ac.uk 11
DO YOU WANT TO FIND A REWARDING CAREER IN HEALTH, SOCIAL CARE OR EARLY YEARS?

Looking after others is a really worthwhile career and a vital role in our society. You can choose to work with children, young people, vulnerable adults, the elderly and those with disabilities.

Studying courses in this area will help you gain an understanding of human anatomy and development, a range of health conditions including mental health and dementia, health and wellbeing and the educational framework. Courses are available at our Southend and Thurrock campuses as well as online.

There is a national skills shortage in this sector so there are thousands of jobs available in health and social care. Now is the perfect time to begin one of our courses and start your journey to a fulfilling and rewarding career.

To book a course, or for more information on our courses please visit: WWW.SOUTHSSEX.AC.UK/ADULTS OR CALL 01702 221 800
TRADE & PROFESSIONAL COURSES

Change your career or upskill your current role

- Adult Care Level 2 & 3 Diploma
- CPCAB Counselling Skills Level 2 Certificate
- CPCAB Counselling Theory and Skills Level 3 Certificate
- CASHE Early Years Practitioner Level 2 & 3 Certificate
- CPCAB Person Centred Counselling Level 4 Diploma

ONLINE COURSES

Study at home or on the go

- iStudy Awareness of Mental Health Problems
- iStudy Caring for Children & Young People
- iLearn Health & Social Care Multiple Level Award
- iLearn Childcare Multiple Level Award
- iStudy Introduction to Counselling Skills
- iStudy Behaviour that Challenges
- iStudy Safeguarding & Prevent
- iStudy Preparing to work in adult social care

PART-TIME COURSES

Fit your studies around your lifestyle

- Emergency First Aid at Work Level 3 Award
- First Aid at Work Level 3 Award
- Emergency Paediatric First Aid Level 3 Award
- Paediatric First Aid Level 3 Award
- First Aid for Mental Health Level 2 Award
- Biology GCSE for adults

ACCESS TO HIGHER EDUCATION COURSES

Prepare for degree level study

- Access to Higher Education (Counselling) Level 3 Diploma
- Access to Higher Education (Early Years) Level 3 Diploma
- Access to Higher Education (Nursing & Midwifery) Level 3 Diploma
- Access to Higher Education (Psychology and Sociology) Level 3 Diploma
- Access to Higher Education (Special Educational Needs and Disability Studies) Level 3 Diploma

DEGREE COURSES

- Psychology & Sociology BSc (Hons)
- Special Educational Needs and Disability Studies BA (Hons)
- Counselling BA (Hons)

YOUR FUTURE

- The NHS is the largest employer with 1.5 million staff in the UK within 350 job roles
- Nurse average salary £35,000 plus
- Care worker average salary £20,000
- Residential care home manager average salary £41,000
TEACHER TRAINING
TRAIN FOR A CAREER IN TEACHING

Gain the qualifications and confidence you need to teach future generations with one of our teacher training courses. There are lots of different routes into becoming a teaching assistant or teacher and the college can help you find the best route to allow you to make the grade.

Understand the principles of learning and the latest practices in approaches to teaching along with acquiring the tools needed to manage lessons, create materials and grade and assessment.

To book a course, or for more information on our courses please visit:
WWW.SOUTHSSEX.AC.UK/ADULTS
OR CALL 01702 221 800
TRADE & PROFESSIONAL COURSES
Change your career or upskill your current role

- Assessor Level 3 Certificate
- Certificate in Education (CertEd)
- Education and Training Level 3 Award
- Education and Training Level 5 Diploma
- Internal Quality Assurer Level 4 Certificate
- Professional Graduate Certificate in Education (FE and Skills Sector) (PgCE)
- Supporting Teaching & Learning (Teaching Assistant) Level 3 & 4 Certificate

APPRENTICESHIPS
Earn while you learn

- Teaching Assistant Apprenticeship Level 3
- Learning and Skills Teacher Apprenticeship Level 5

ACCESS TO HIGHER EDUCATION COURSES
Prepare for degree level study

- Access to Higher Education (Education and Childhood Studies) Level 3 Diploma

DEGREE COURSES

- Early Years Education BA (Hons)
- Special Educational Needs and Disability Studies BA (Hons)

YOUR FUTURE

- Teacher average salary £36,000
- Teaching Assistant average salary £13,500
- Head Teacher average salary £55,235
DO YOU DREAM OF WORKING IN THE CITY OR BEING AN IT GURU?

We have a range of accounting, IT and business-related courses on offer to help you make it in these areas. We also offer workplace-related courses that may be useful for your future career.

Our digital courses will be run from our new Digital Technologies Campus in Basildon town centre which is due to open this year. The centre will provide fantastic facilities for getting you started in a new career in a growing IT sector.

To book a course, or for more information on our courses please visit: WWW.SOUTHESSEX.AC.UK/ADULTS OR CALL 01702 221 800
**PART-TIME COURSES**
Fit your studies around your lifestyle

- Cisco Certified Network Associate (CCNA 1) Certificate
- Accounting Level 1 Award

**TRADE & PROFESSIONAL COURSES**
Change your career or upskill your current role

- AAT Accounting Level 3 Advanced Diploma
- CIPD Human Resource Practices Level 3 Diploma
- ICT Systems Support Level 2 Diploma
- iLearn Accounting Multiple Level Award
- iLearn Basic IT Multiple Level Award
- iLearn Office Skills Multiple Level Award
- Mobile Application Development and Enterprise Level 2 Award

**ONLINE COURSES**
Study at home or on the go

- iStudy Business Administration
- iStudy Data Protection & Data Security
- iStudy Digital Skills
- iStudy Information, Advice and Guidance
- iStudy Lean Organisation Management Techniques
- iStudy Team Leading

**APPRENTICESHIPS**
Earn while you learn

- Customer Service Practitioner Apprenticeship Level 2
- Business Administrator Apprenticeship Level 3
- Assistant Accountant Apprenticeship Level 3
- Team Leader/Supervisor Apprenticeship Level 3
- Cyber Security Apprenticeship Level 4
- Operation/Departmental Manager Apprenticeship Level 5

**ACCESS TO HIGHER EDUCATION COURSES**
Prepare for degree level study

- Access to Higher Education (Business Management) Level 3 Diploma

**DEGREE COURSES**

- Business & Entrepreneurship BA (Hons)
- Accounting & Finance BSc (Hons)

**YOUR FUTURE**
- Chartered accountant average salary £37,000
- IT systems analyst average salary £30,000
CONSTRUCTION AND ENGINEERING
BUILD A CAREER IN CONSTRUCTION & ENGINEERING

At South Essex College we offer you the chance to learn in state-of-the-art, fully equipped workshops in Basildon, Thurrock and Southend-on-Sea.

Your course will be a mixture of theory and practical experience including reading technical drawings, using appropriate tools, safe working practices and materials and estimates.

Our staff are industry professionals so you’ll learn the latest techniques needed to work in these dynamic fields.

To book a course, or for more information on our courses please visit: WWW.SOUTHESEX.AC.UK/ADULTS
OR CALL 01702 221 800
TRADE & PROFESSIONAL COURSES

Change your career or upskill your current role

Electrical Installations Level 2 Diploma
Carpentry and Joinery (Bench Joinery) Level 3 Diploma
Construction & the Built Environment (HNC)
Electrical & Electronic Engineering (HNC)
General Engineering (HNC)

PART-TIME COURSES

Fit your studies around your lifestyle

2D Computer Aided Design (CAD) Level 2 Award
2D Computer Aided Design (CAD) Level 3 Award

YOUR FUTURE

• Jobs in construction are expected to grow by 28% by 2035
• Carpenter average salary £32,000
• Quantity Surveyor average salary £47,000
• Engineer average salary £40,000

APPRENTICESHIPS

Earn while you learn

Carpentry (Site) Apprenticeship Level 2
Furniture Manufacturer (Fitted Furniture Installer) Apprenticeship Level 2
Welding Apprenticeship Level 2
Motor Vehicle Service Technician Apprenticeship Level 3
Installation Electrician Apprenticeship Level 3
Engineering Technician Apprenticeship Level 3
ENGLISH, MATHS, ESOL

Are you feeling concerned you can’t help your children with their homework? Is the lack of a maths GCSE holding you back? Have you moved to the UK and want to improve your English?

You can upgrade your literacy and numeracy skills at our Southend, Luckyn Lane and Thurrock campuses with a range of courses. If you do not have a level 2 qualification (grade 4/C GCSE) in maths and English you can study GCSEs for free in these subjects.

<table>
<thead>
<tr>
<th>PART-TIME COURSES</th>
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<tbody>
<tr>
<td>English for Speakers of Other Languages (ESOL)</td>
</tr>
<tr>
<td>Functional Skills Maths Entry Level, Level 1 &amp; 2 Pathway</td>
</tr>
<tr>
<td>Functional Skills English Entry Level, Level 1 &amp; 2 Pathways</td>
</tr>
<tr>
<td>GCSE English*</td>
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<tr>
<td>GCSE Maths*</td>
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* Subject to numbers

To book a course, or for more information on our courses please visit:  
WWW.SOUTHESEX.AC.UK/ADULTS  
OR CALL 01702 221 800
ADDITIONAL LEARNING SUPPORT

We welcome students who have a disability and/or learning difficulty. We appreciate and value the contribution that individuals with learning difficulties and/or disabilities bring to the college.

The college is committed to making students with additional support needs feel valued, respected and supported. We aim to create an inclusive environment where all students are treated on the basis of their merits, ability and potential.

We pride ourselves on providing high quality support to learners with a wide range of additional learning support needs to help individuals to participate fully in college life.

If you have special educational needs or a disability, we would encourage you to discuss this with us as early as possible. We have a team at each of our main campuses who can offer help & support and can discuss your individual needs.

You can contact us by email: additionallearningsupport@southessex.ac.uk

To book a course, or for more information on our courses please visit: WWW.SOUTHSSEX.AC.UK/ADULTS OR CALL 01702 221 800
CREATIVE INDUSTRY
CREATIVE INDUSTRY

If you want to channel your creativity into a career, South Essex College offers a range of courses to help you.

The UK is a global leader in the creative industries and this fast-growing sector encompasses careers as diverse as performance, art and design, film and graphic design.

To book a course, or for more information on our courses please visit: WWW.SOUTTHESEX.AC.UK/ADULTS
OR CALL 01702 221 800
# TRADE & PROFESSIONAL COURSES
Change your career or upskill your current role

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<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>Foundation Diploma in Art and Design Level 4 (and Level 3*) Diploma</td>
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<tr>
<td>Performing Arts (Acting or Dance Pathway) (HND)</td>
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<tr>
<td>Technical and Production Practice for the Creative Industries Level 4 Professional Diploma</td>
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# ACCESS TO HIGHER EDUCATION COURSES
Prepare for degree level study

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>Access to Higher Education (Art &amp; Design) Level 3 Diploma</td>
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# DEGREE COURSES

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<th>Course</th>
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<tbody>
<tr>
<td>Costume Construction BA (Hons)</td>
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<tr>
<td>Digital Animation BA (Hons)</td>
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<tr>
<td>Fashion, Media &amp; Promotion BA (Hons)</td>
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<tr>
<td>Film &amp; Television Production BA (Hons)</td>
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<td>Fine Art BA (Hons)</td>
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<tr>
<td>Games Design BA (Hons)</td>
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<tr>
<td>Graphic Design &amp; Illustration BA (Hons)</td>
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<tr>
<td>Interior Design BA (Hons)</td>
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<tr>
<td>Performing Arts (Acting or Dance Pathway) (HND)</td>
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# YOUR FUTURE

- Software engineer average salary (£36,823)
- Drama teacher average salary (£35,477)
- Singer average salary (£30,625)
- Fine artist average salary (£32,500)
LOGISTICS

A career in logistics offers you the opportunity to be part of one of the most exciting and fast-moving sectors in the world. Our logistics and transport team are committed to providing you with top quality programmes that are taught by industry-trained professionals. We offer a range of courses including short courses if you are currently working in the sector to further your study, including driver CPC courses.

The Thames Estuary is a hub of logistic and transport businesses and there has never been a better time to study logistics. If you are ready to pursue your dream career in this important and fascinating area, South Essex College is the place for you.

PART-TIME COURSES

- iLearn Forklift Multiple Level Award
- iLearn Goods Vehicle Driver CPC Multiple Level Award
- iStudy Warehouse & Storage

APPRENTICESHIPS

Earn while you learn

- International Freight Forwarding Specialist Apprenticeship Level 3
- Supply Chain Large Goods Vehicle Driver Apprenticeship Level 2
- Supply Chain Operations Apprenticeship Level 2
- Supply Chain Operator (Removals Operative Pathway) Apprenticeship Level 2
- Operation/Departmental Manager Apprenticeship Level 5

To book a course, or for more information on our courses please visit:

WWW.SOUTHSSEX.AC.UK/ADULTS
OR CALL 01702 221 800
## SPORT AND LEISURE COURSES

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<th>Course</th>
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<tbody>
<tr>
<td>Gym Instructing Level 2 Certificate</td>
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<tr>
<td>Exercise, Health &amp; Sports Performance BSc (Hons)</td>
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<tr>
<td>iStudy Improving Personal Exercise, Health &amp; Nutrition</td>
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## SECURITY

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<th>Course</th>
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<tr>
<td>Door Supervisors Level 2 Award (SIA course)</td>
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<tr>
<td>iLearn Security Multiple Level Award</td>
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## GET INTO SCIENCE

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<th>Course</th>
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<tbody>
<tr>
<td>Access to Higher Education (Environmental Studies) Level 3 Diploma</td>
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<tr>
<td>Access to Higher Education (Forensics and Criminology) Level 3</td>
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<tr>
<td>Access to Higher Education (Sport Science) Level 3 Diploma</td>
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<tr>
<td>Access to Higher Education (Science) Level 3 Diploma</td>
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## OTHER AVAILABLE iStudy COURSES

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>iStudy Customer Service</td>
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<tr>
<td>iStudy Equality &amp; Diversity</td>
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<tr>
<td>iStudy Workplace Violence &amp; Harassment</td>
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# CATERING & HOSPITALITY

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<th>Course</th>
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<tr>
<td>Personal Licence Level 2 Award</td>
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<tr>
<td>General Patisserie and Confectionery Level 3 Diploma</td>
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<tr>
<td>iLearn Hospitality Multiple Level Award</td>
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<tr>
<td>iStudy Wine Service</td>
</tr>
<tr>
<td>Food Safety Level 2 Award</td>
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<tr>
<td>iStudy Excellence in Customer Service for Hospitality</td>
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<tr>
<td>Customer Service Practitioner Apprenticeship Level 2</td>
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<tr>
<td>Hospitality Supervisor Apprenticeship Level 3</td>
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To book a course, or for more information on our courses please visit:

[WWW.SOUTHESSEX.AC.UK/ADULTS](http://WWW.SOUTHESSEX.AC.UK/ADULTS)

OR CALL 01702 221 800
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