

**Construction - Wood Trades**

**Diploma in Machine made Furniture City & Guilds Level 2 Part time & Full time**

Course Code: RMAN019F & RMAN019D

Duration: Sept ’25 to June ‘26

Attendance: 15 Hours per week

Campus: Crawley, Workshops

**Contact your Study Programme Leader - Trevor Francis**

**🕿 01293 442200**

**Ext: 2381 Workshop (WO17)**

**Ext: 2310 Office.**

**🖂** [**tfrancis@crawley.ac.uk**](mailto:tfrancis@crawley.ac.uk)

Welcome to Crawley College



Dear Student

Thank you for choosing to study Diploma in machine made furniture City & Guilds at Crawley College. I am the study programme leader and look forward to working with you over the next year.

Further to your starting information, which outlines your start date & time, below is a brief overview regarding coming to college and preparing to study your course.

Your course requires the purchase or hire of some resources you will find further information on these during induction and on your course acceptance letters. Please order as soon as possible to ensure you are ready to learn.

The first few days of the course will be for induction and enrolment. **Timetables will not be available until this point.** This will give you the opportunity to get to know the other students on the course, as well as your lecturers and your student tutor.

**English and Maths**

All students aged 16-18 years on a full-time course are required to update their English and Maths skills if they do not hold a GCSE grade A/9-C/4 in both subjects. So please be aware that if you do not have these qualifications, you will be required to undertake a GCSE resit (or equivalent qualification) alongside your main programme of study. This is compulsory and not optional. Please be aware that you cannot be awarded for one qualification without passing the other.

**Work Experience**

All students on a full-time course are required to research, arrange, and attend work experience as part of their course. This is compulsory and is part of your study programme.

**Please ensure that on your first day you bring the following:**

1. **A pen, paper & file. If you are a school leaver, Confirmation of your GCSE results – we cannot enrol you without a copy of results, so this is essential.**
2. **PPE and other essential equipment as listed below.**
3. **If applicable, payment for your course/evidence of benefits.**

**What you need to bring with you for all lessons:**

The equipment below is a guide of the minimum standard required, please choose the most suitable equipment for you.

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| **Equipment** | **Details** |  |
| **Course Textbook to suit your course**  L1 Carpentry & Joinery  L2 Site Carpentry & Architectural Joinery  Or L3 Site Carpentry & Architectural Joinery | The City & Guilds Textbook: Site Carpentry and Architectural Joinery for the Level 2 Apprenticeship (6571), Level 2 Technical Certificate (7906) & Level 2 Diploma (6706) amazon.co.uk |  |
| **Suitable Work Trousers, Apron, Smock or Tool Belt.** | Scruffs Trade Stretch Work Trousers Grey and Black 34" W ... canvas woodworking apron  Image 01 - Woodturners Smock various Colours Personalised Leather Tool Belt | Love Unique Personal ebay.co.uk |  |
| **Safety Boots**  Safety Rating: S1 P SRA  200J Steel Toe Cap  Steel Penetration-Resistant Midsole | Site Slate   Safety Boots Black Size 7 screwfix.co.uk |  |
| **Work Gloves**  For General Handling  Knitted Cuffs for Comfort  Breathable Back | Site KF320 Nitrile Foam Coated Gloves Red / Black Large screwfix.co.uk |  |
| **Safety Glasses**  Polycarbonate  Grade F Impact Lens  Optical Class: 1 | Wraparound Clear Lens Safety Specs screwfix.co.uk |  |
| **Ear Defenders**  27.6dB Standard Noise Reduction  ABS Plastic Construction  Surface Wipe Only | Ear Defenders 27.6dB SNR screwfix.co.uk |  |
| **Dust Mask**  Class 2 efficiency  Fold Flat Design  Flexible Nose Piece  Modern Valve Design | JSP  Fold Flat Valved Masks P2 2 Packscrewfix.co.uk |  |
| **Tape Measure, Essential for ALL apprentices** | Screwfix.co.uk |  |
| **A4 Lever Arch File** | WHSmith Black A4 Lever Arch File whsmith.co.uk |  |
| **A4 Refill Pad** | WHSmith A4 White Narrow Ruled Refill Pad whsmith.co.uk |  |
| **Black Pens and 2H Pencils** | WHSmith Gel Pen, Medium Nib, Black InkSee the source image whsmith.co.uk |  |
| **Mathematical Drawing Set** | Image result for mathematical geometric set whsmith.co.uk |  |
| **Triangular Scale Rule** | Image result for scale ruler ebay.co.uk |  |
| **Corded Headphones**  3.5mm Jack  for theory lessons | ebay.co.uk |  |

Please feel free to contact me with any questions you may have regarding the above and I will be happy to help.

Best wishes,

Trevor Francis.

Study Programme Leader