

Welcome to Chichester College

Dear Student

Thank you for choosing to study T-Level L3 Digital Production, Design and Development. 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.

If your course requires the purchase of uniform or kit, you will find attached order forms to complete. Please order as soon as possible to guarantee delivery in time for start date.

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.

Course Details:

Course Code: CITP037F1A

Duration: Sept '23 to June '24

Attendance: *13 Hours per week (*not including work placement)

Campus: Chichester

Contact your Study Programme Leader:

☎ 01243 786321 ext. 2106/2355

✉ Nathan.Smith@chichester.ac.uk

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

1. **Confirmation of your GCSE results – we cannot enrol you without a copy of results so this is essential**
2. A pen, paper & file
3. If applicable, payment for your course/evidence of benefits
4. Any personal protective equipment in line with current government guidelines for the Education Sector

If there are any trips associated with your course, you will be required to complete any attached consent forms and submit to your course leader during induction week.

English and Maths

NB: 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.

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

Best wishes,

Nathan Smith

Study Programme Leader



Where will I be studying?

The course will take place at our Chichester campus.



Other Information

Essential equipment you will need for your course:

- 2 x Black Pen
- A4 Lever Arch Folder
- A4 Lined Notepad

You will be given further information regarding text books, trips etc. during your Induction when you start College.

Other Information About Your Course:

Any fees will have been explained in the starting information you have received within your Application Tracker.

For more information regarding Pre-Enrolment for your course please contact our Enrolment Team (Student & Records & Funding) on 01243 812 223 or by email at enrolments@chichester.ac.uk for further advice and guidance.

Car and Motorcycle Parking

To park in the college car park, you must either:

- Register in advance for a free E-Permit and pay 50p daily through JustPark (you cannot apply for your free E-Permit via the JustPark app) OR
- Purchase a pre-paid E-Season Ticket.

You need to visit the E-Store on the following link to arrange either of the above options:- <https://estore.chichester.ac.uk/product-catalogue/chichester-college-group/parking>

This applies to all students, including those on evening and weekend courses.

Students who have not yet enrolled should use their student ID – this will have been given to you when you applied for your course, while apprentices should use their birthdate in an eight-digit format (ddmmyyyy eg 01012002).

E-Permit holders can pay daily using JustPark, either through the app, on the website or by calling 07520 63 44 55, quoting the college's JustPark location ID (this can be found on the signage in the college car park). This must be done within 30 minutes of entering the car park. Without an E-Permit, even if you pay the daily charge, you may still receive a Parking Charge Notice.

If you park any extra days than you have purchased on your E-season ticket, you will need to pay for the day through JustPark. If you change vehicles at any time after originally registering, you will need to register the new vehicle. Vehicle updates need to be provided by email to carparking@chigroup.ac.uk with a minimum of 48 hours notice, to allow sufficient time for the ANPR system to be updated prior to the new vehicle entering the site.

