

## Welcome to Chichester College

Dear Student

Thank you for choosing to study Level 3 T Level Building Services Engineering - Electrotechnical Engineering. I am the study programme leader and look forward to working with you over the next year.

Below are the steps you need to take, prior to and on the day your course starts.

### Prior to starting your course (by 1st Sept 2024):

**Step 1** - Pay a compulsory supplement of £50 via our online shop for PPE available in workshops, software & a contribution to materials you will use on this course. Please scan the QR code or click the link below: [Construction Pack - Day Course | CCG Online Store \(chichester.ac.uk\)](#)

If you require financial assistance, please see the links to Student Finance on the next page.

**Step 2** - You will need to provide your own steel toe-capped boots or shoes to be allowed into the workshops. Full length trousers are mandatory in workshops. Should you wish to do so, you can purchase discounted cargo work trousers from our online shop, priced at £10. please be aware numbers are limited. Links are on the next page.

**Step 3** - Ensure you have registered for a permit via our online shop & download the JustPark app for payment - please see the original email that was sent with this letter.

### Week Commencing 2nd September 2024:

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.

### 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 a consent form and submit to your course leader during induction week.

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

*Andy Hope* Study Programme Leader

#### Course details

Course Code: CCON118F1A

Duration: Sept '24 to June '25

Attendance: \*4 days per week (\*not including work placement)

Campus: Chichester

Contact your Study Programme Leader

☎ 01243 786321 ext. 2124

✉ [andrew.hope@chichester.ac.uk](mailto:andrew.hope@chichester.ac.uk)

Construction Day Course



Officially  
**OUTSTANDING**

CCG | Chichester  
College  
Group

## Where will I be studying?

The course will take place within G Block at the Chichester Campus.



Westgate Fields | Chichester | West Sussex | PO19 1SB  
01243 786321 | chichester.ac.uk



### KEY

- Main reception
- Toilets
- Refreshments
- Costa Coffee
- Supplies shop
- Train services
- Bus services
- Parking
- Visitor parking
- Motorcycle parking
- Disabled parking
- Cycle parking
- Smoking shelter\*
- Building entrance

Main access route through college  
(rear car park to front of college main reception)

\*We run a strict no smoking policy  
- smoking is only permitted at these shelters

- Main Entrance
  - Main reception
  - A-levels
  - Conference Hall
- Accommodation
  - Woodlands Halls
  - Westgate Halls
- Student Services
  - Student Centre
  - Coasters Food Hall
  - The Union
  - Student Experience
  - Learning Resource Centre (E-Block East)
  - Computing & IT
  - E-Block East
- Engineering
  - Motor Vehicle
  - Welding
  - Construction
  - G-Block
- Sports Centre
  - The Pavilion
- A-Block
  - Travel & Tourism
  - Well-Being Lounge
- C-Block
  - International
  - Maths & English
  - Well-Being Lounge
- B-Block
  - Hair & Beauty
  - Sport & Public Services
  - Business
  - 64 Restaurant & Bar
  - Café 19
  - Hair Salon
  - Lee Stafford Academy
- Creative & Performing Arts
  - Art, Design & Media (E-Block East)
  - Performing Arts and Dance (D-Block)
  - Photography (Image Centre)

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## Discounted Cargo Work Trousers

We have a limited amount of cargo work trousers available via our online store, for a discounted price of £10 each. Please use the link below or scan the QR Code to go directly to the website.

[Uniform | CCG Online Store \(chichester.ac.uk\)](https://www.chichester.ac.uk/online-store)



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## LEARNING SUPPORT GRANT ONLINE APPLICATION



### STEP 1:

Apply online -> <https://lsq.chichester.ac.uk>



### STEP 2:

Provide evidence of household Income/benefits and bank account details to the Student Finance Team by email to

[Studentfinance@chigroup.ac.uk](mailto:Studentfinance@chigroup.ac.uk)



### STEP 3:

You will receive a confirmation email once your application is processed

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### FOR QUERIES, CONTACT US



[studentfinance@chigroup.ac.uk](mailto:studentfinance@chigroup.ac.uk)

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### WHAT CAN THE LEARNING SUPPORT GRANT HELP WITH?

It can help with your travel costs, as well as costs for equipment, books and trips essential for your course and Free College meals. For more information and eligibility please see the Learning Support Grant guidance available on our online application.



01243 786321 ext. 2119/2325 / 01293 442204



01273 667788 ext. 474/394 / 01903 273014 ext. 3088

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