

### Welcome to Chichester College

Dear Student

Thank you for choosing to study T Level L3 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 29th August 2025):

**Step 1** - Pay a compulsory supplement of £60 via our online store 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. Applications open from 1st August 2025.

**Step 2** - You will need to provide your own steel toe-capped boots / safety 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 store, priced at £10. Please be aware numbers and sizes are limited. Links are on the next page.

**Step 3** - Ensure you have registered your vehicle for a student parking permit, which allows free parking on site. Links are on the next page.

**Step 4** - Please complete the 'Summer Task Pack' attached to this letter. If you have any questions, please use the contact details above.

#### Enrolment Day - 29th August 2025:

Please bring with you the following items on Enrolment Day:

1. Confirmation of your GCSE results – we cannot enrol you without a copy of results so this is essential
2. Proof of ID - for example, valid passport, driving license, birth certificate

#### First Day - Week Commencing 1st September 2025:

On your enrolment day, you will be given 2 dates which will be your induction days. The first few days of the course will be for induction. **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. A pen, paper & file
2. Safety boots/shoes and long trousers in order to get access into the workshops

If there are any trips associated with your course, you will be required to complete a consent form and submit to your course

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 '25 to June '26

Attendance: 5 days per week (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 Course Fees

In order to enrol on your course you must pay the £60 compulsory supplement fee.

This fee covers:

- Materials used on your course
- CCG Construction polo shirt
- PPE available in the workshops
- Online licences associated with your course

## PAY ONLINE



Pay online by  
**29<sup>TH</sup> August 2025.**

Scan this QR code to take you to the CCG Online Shop to make the £60 payment.

Construction Day Course



<https://estore.chichester.ac.uk/product-catalogue/chichester-college/compulsory-supplements/construction-pack-day-course>

## CARD PAYMENTS



If you are unable to pay online, you can pay by card on **Enrolment Day - 29<sup>TH</sup> August**. Please go to Restaurant 64 on the Chichester College Campus (see campus map) where you can pay the fee **BEFORE** you enrol.

**PLEASE BE AWARE:** You will not be able to enrol on your course until you have paid the £60 supplement fee.

## STUDENT FINANCE (LEARNING SUPPORT GRANT)

The Learning Support Grant (LSG) is available for students who qualify (see enclosed flyer). The LSG application window is open from **1<sup>ST</sup> August 2025**. If you are experiencing financial difficulties and are eligible, please apply for LSG as soon as possible.

Please scan this QR code to take you to the LSG Application form.



## 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](http://chichester.ac.uk)



## 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 \(chichester.ac.uk\)](http://chichester.ac.uk)





# DRIVING TO COLLEGE?

You **must** hold a pre-registered Chichester College Group e-permit to use the carpark or **you may get fined.**

For further information, please email [carparking@chigroup.ac.uk](mailto:carparking@chigroup.ac.uk)



Scan here to register your car

## 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)



SCAN ME



### STEP 3:

You will receive a confirmation email once your application is processed

### FOR QUERIES, CONTACT US



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

### 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

CCG

Chichester  
College  
Group

## Welcome to the T Level in Building Services Engineering!

Congratulations on being offered a place on the **T Level Building Services Engineering course at Chichester College**! You're about to step into the world of construction — where your skills will shape the buildings and systems of the future.

To help you get started, we've included a **Summer Task Pack** with this letter. This task is your first chance to:

- Help you feel confident about starting the course
- Let us get to know you and your interests
- Give you a taste of the type of work you'll be doing

### **What to do next:**

1. Open the Summer Task Pack and read through the instructions
2. Choose something you're passionate about and follow the task brief
3. Complete your written task and short presentation over the summer
4. Email your work to your course leader by **Thursday 28th August 2025**
5. Be ready to present your topic during induction week in September

This course includes real-world skills, hands-on work, and an industry placement — so this is your first step toward becoming a skilled tradesperson or progressing into higher-level engineering roles.

If you've got any questions, feel free to contact **Andy Hope**, your Study Programme Leader:

 [andrew.hope@chichester.ac.uk](mailto:andrew.hope@chichester.ac.uk) |  **01243 786321 ext. 2124**

We look forward to seeing what you create — and welcoming you on site this September!

Chichester College Group

# T Level BSE

Summer Task

Study Programme Leader (SPL): Andrew Hope  
[andrew.hope@chichester.ac.uk](mailto:andrew.hope@chichester.ac.uk)

# **T Level BSE Summer Task**

## **“Teach Us Something New”**

### **Welcome!**

As you prepare to start your journey on the T Level Building Services Engineering course this September, we'd like you to complete a short summer task to help us get to know you, your current academic level, and the things that drive you.

This task is designed to support your transition onto the course, encourage your commitment, and give you the chance to show us your personality, interests, and communication skills.

You will present this work during **Induction Week in September 2025**.

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## **Teach Us Something New About a Topic You're Passionate About**

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### **Part 1 –**

### **Written Narrative**

**Word count:** 500 – 1000 words

**Format:** Typed and submitted electronically (Word or PDF)

### **Your Task:**

Think of something you are passionate about – this could be a hobby, a sport, a person, a movement, an invention, or even a specific part of engineering or construction that excites you.

Your challenge is to **write a descriptive narrative** that **teaches us something new** about this subject.

To do this effectively, you'll need to carry out some basic research.

**Structure your narrative using the following layout:**

1. **Introduction** – Briefly introduce yourself. Who are you? What interests you?
2. **Scope of Subject** – What is the topic you've chosen, and why does it interest you?
3. **Research and Findings** – Tell us something we might not know. Teach us something new, backed up with some facts, examples or history.
4. **Conclusion** – Summarise what you've discovered and reflect on why this subject matters to you.

You are encouraged to use headings, subheadings, images, graphs, or diagrams where relevant to enhance your work.

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**Part 2 –**

## **Presentation**

**Duration:** Maximum of 5 minutes

**Format:** PowerPoint or equivalent (6 slides max)

In the first week of term, you'll be asked to **present your topic** to a small group. You should use your written narrative as the basis for your presentation and aim to actively **teach your audience something new** about your chosen subject.

**Presentation suggestions:**

- **Slide 1 – Introduction:** Who are you? Why have you chosen to study on the T Level BSE course?
- **Slide 2 – Subject Overview:** What's your topic and why did you choose it?
- **Slides 3-5 – Teach Us Something New:** Share researched information in a clear, visual and engaging way.

- **Slide 6 – Conclusion & Questions:** Sum up and invite the audience to ask you questions.

You can use notes, cue cards, or visuals to support your delivery. We're not marking this as an assessment, but we are looking at your confidence, communication, and ability to engage an audience.

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### **Why Are We Setting This Task?**

This activity will help us to:

- Understand your current English and digital skills
  - Learn more about your interests and communication style
  - Support your confidence and independence as a learner
  - Identify any additional support needs
  - Benchmark your academic starting point for the course
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### **Submission & Support**

Please email your completed Word document and PowerPoint presentation by Thursday 28th August 2025 to your Study Programme Leader.

We're looking forward to seeing what you create!

If you need help or don't have access to a computer or internet, let us know in advance so we can support you.

If you have any questions or concerns, feel free to contact your Study Programme Leader, Andy, using the details below:

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

Phone: 01243 786321 (Ext. 2124)

Don't hesitate to get in touch – I'm here to help!

We're really looking forward to seeing what you produce and getting to know more about the things that motivate and inspire you!

Kind regards,

**The Chichester College T Level BSE Team**

# T Level in Building Services Engineering for Construction

## Course Overview for 2025 Starters

### What Is a T Level?

T Levels are **two-year, Level 3** qualifications designed to provide students with a blend of classroom learning and practical experience. They are equivalent to **three A Levels** and have been developed in collaboration with employers to ensure students gain the skills and knowledge needed in the workplace. Each T Level includes:

- **Core Knowledge and Skills:** Fundamental concepts and theories relevant to the construction industry.
- **Occupational Specialism:** In-depth training in a specific area of the Electrical industry.
- **Industry Placement:** A minimum of 315 hours (approximately 45 days) of real-world experience with an employer.
- **English, Maths, and Digital Skills:** Integrated throughout the course to support professional development.

### Industry Placement

A key component of the T Level is the **industry placement**, where students must complete a minimum of **315 hours** (approximately **45 days**) working with an employer. This valuable experience allows you to apply what you've learned in a real-world setting, develop hands-on skills, and gain meaningful insights into the construction and building services engineering industry.

To ensure your placement supports your **personal development and career goals**, we strongly encourage you to **source your own industry placement**, ideally **before the course begins in September**. This puts you in the best position to align your experience with your aspirations.

However, if you're unable to secure a placement independently, **we have a dedicated Industry Placement Team** who work closely with a wide range of employers across various sectors. They will support you in finding a suitable placement that meets the T Level requirements.

## **Assessment Process & Key Dates (2025–2026)**

### **Core Assessments**

- **Employer-Set Project (ESP):**
  - **Assessment Window:** April – May 2026
- **Core Examinations:**
  - **Paper 1:** Scheduled for **3 June 2026**
  - **Paper 2:** Scheduled for **10 June 2026**

### **Please note:**

All dates listed are **subject to change**.

## **What is the Employer-Set Project (ESP)?**

The Employer-Set Project (ESP) is a core component of your T Level qualification, designed to assess how well you can apply your technical knowledge and skills to a realistic workplace scenario.

### **What does the ESP involve?**

- You'll be given a work-related task or scenario, developed in collaboration with employers from the construction and BSE industries.
- The project will require you to research, plan, problem-solve, and produce outcomes just as you would in the workplace.
- It tests a range of core skills including:
  - Planning and organisation
  - Working independently and with others
  - Using English, maths, and digital skills
  - Applying core technical knowledge to solve problems

### **Why is it important?**

- It forms part of your overall core component **grade (A\* to E)**.
- It mirrors real-world working practices, helping prepare you for your industry placement and future employment.

## **Where Can I Learn More About T Levels?**

If you'd like to explore more about what T Levels are, how they work, and what progression opportunities they offer, check out these trusted sources:

### **Official Websites**

- **T Levels Website (Department for Education):**

[www.tlevels.gov.uk](http://www.tlevels.gov.uk)

*This is the official site for students and parents — it explains what T Levels are, which subjects are available, and how they compare to A Levels and apprenticeships.*

- **Institute for Apprenticeships & Technical Education (IfATE):**

[www.instituteforapprenticeships.org](http://www.instituteforapprenticeships.org)

*You can explore the technical qualification content, progression routes, and detailed information about the Building Services Engineering T Level.*

### **Your College Support**

- **Your Study Programme Leader and Tutors** – they are your first point of contact for support and guidance.
- **College Website** – visit the Chichester College course page for updates and term dates.
- **Student Services & Careers Team** – they can help with progression planning, UCAS, and employability.