

Welcome to Chichester College

Dear Student

Thank you for choosing to study C&G 5780-22 Level 2 Diploma in Wood Machining. 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 \(chichester.ac.uk\)](https://chichester.ac.uk/construction-pack-day-course)

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.

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

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 9-4 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.

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,

Sean Casey

Study Programme Leader

Course Details

Course Code: CMAN019F1A

Duration: Sept '25 to June '26

Attendance: 2 days per week

Campus: Chichester

Contact your Study Programme Leader

☎ 01243 786321 ext. 2151/2663

✉ sean.casey@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
29TH 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 - 29TH 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 **1ST 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.



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://chichester.ac.uk/online-store)





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



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



SCAN ME



STEP 3:

You will receive a confirmation email once your application is processed

FOR QUERIES, CONTACT US



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

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