

Welcome to Chichester College

Dear Student

Thank you for choosing to study the NCFE L2 Technical Occupational Entry for the Early Years Practitioner (Diploma). 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.

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
5. Documents for DBS Check - guidance included within this document.

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,

Gabriela Funke-Martin

Study Programme Leader

Course Details:

Course Code: CCHI053F1A (formerly CCHI006F1A)

Duration: Sept '25 to June '26

Attendance: 3 Days per week (tbc)

Campus: Chichester

Contact your Study Programme Leader:

☎ 01243 786321 ext: xxxx

✉ FunkeMartinG@chichester.ac.uk



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WELCOME

to the NCFE Level 2 Technical Occupational Entry
for the Early Years Practitioner (Diploma)
at Chichester College



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WELCOME!

Thank you again for choosing to study the Level 2 Diploma for the Early Years Practitioner at Chichester College.

My name is *Gabriela Funke-Martin* and I am the Study Programme Leader for the course and look forward to working with you over the next year.

You will be learning all there is to know about becoming an early years practitioner. Over the course of a year, you will cover all aspects of children's care, learning and development, and will put your skills into practice in an early years setting by planning fun activities and completing observations of children.

Timetables

The first few days of the course will be for induction and enrolment.

You will be invited to attend an enrolment and an induction, and you **MUST** attend BOTH to start your course. Timetables for your course will not be available until you attend your induction.

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.

Your Induction

Your induction will take place in the first week of your course.

- You will be directed upon arrival. Don't forget to bring a pen and notepad.

Further to your starting information and an invitation to register your "Pre-enrolment" with the College; you should now have the following information ready for September:

- Your Student Number
- Your invitation to join your Induction Date which outlines your start date & time in September.

Should you not have either of these, please contact Enrolments@chichester.ac.uk for further details.

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Your Enrolment

Please ensure that when attending your enrolment you also bring the following:

- Copy/Photo-shot of your Certificate(s) with your grades.
- Please bring a Pen, Pencil & A4 Lined Paper.
- Your 2 x References.
- All information needed to process your DBS application - please scroll down for more details.
- 2 x A4 Folders (to place your work in) - 1 to be a Lever Arch & Popper Wallets.
- Please produce/ bring a printed Microsoft Word document containing your 'Short-, Medium- & Long term' 'SMART goals' for course intentions/ career aspirations.

Please do not be alarmed if you are disappointed with your exam results. You can join our YES! Day on **Tuesday 26th August 2025**. Please go to the College website at www.chichester.ac.uk to book your place. If you require further information about the YES! Day event please either call Admissions on **01243 786 321 extension 2531** or by email at Admissions@chichester.ac.uk who will be able to advise.

KIT and Other Costs

You will need a uniform to wear in your placement setting. You must purchase at least one polo shirt, and a fleece to keep you warm. We will sort this out during induction week. As a rough estimate this will likely cost around £40 which gives you summer to save up for this.

Those who are applying for learner support grant will need to pay for the uniform but will be able to claim the money back.

A payment of £20 will be required for contributing towards trips during the course - payment details to be given in Induction week.

You can purchase a course textbook which will roughly cost £23 (to be confirmed in induction week). We will sort out uniform and textbook during induction week but if you set aside this money it will mean we can sort things out quickly.

If you would like to ask for financial support to pay for these costs, please contact our Student Financial Support Team via the Chichester College website and read the information below.

Getting Support at College - The Learning Support Grant & Bursary (LSG)

We understand that financial matters are an important consideration for our students and that everyone's circumstances are different. We believe financial constraints alone should never be enough to prevent a student from studying and so we will work with you to find out what support you may be entitled to and help you to access any funding available.

You can apply online (via online portal) for the Learning Support Grant. We have tried to make applying as simple as possible, but it will involve filling in online forms, providing evidence and telling us about your financial situation. We will then make an assessment based on your personal circumstances.

If you have any questions regarding student finance, please email studentfinance@chigroup.ac.uk or on **01243 786 321 extension 2325 or 2119** and one of our team will be in touch to help.



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Where will I be studying?

The course will take place at the Chichester Campus.



Work Experience

You will participate in a work based placement on the Level 2 course for 2 days a week, if you wanted to volunteer in a nursery or childcare club over summer to build up your knowledge and expertise, then great!

College Life

College Life

At Chichester College, you will find plenty of ways to enrich your learning experience. All the information that you need about College Life, including term dates and travel is available on the Chichester College website: <https://www.chichester.ac.uk/college-life/>

To compliment your course, we have excellent sports and fitness facilities on site, as well as our Lee Stafford Hair Salon and Oasis Beauty Spa. There is also a well-stocked library and learning resource centre. The campus is set in the heart of the city, with stunning views of the cathedral. Though relatively small, Chichester has everything you could expect from a larger city - bustling shops, including high street stores and independent retailers, cinemas, leisure/sports centre, bowling alley, museums, trampoline parks, restaurants, bars.

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Disclosure & Barring Service (DBS)

A DBS check is a record of a person's criminal convictions and cautions - carried out by the Disclosure and Barring Service. It is an essential requirement for those who will be working with children or vulnerable adults (e.g. in teaching or healthcare).

At your Induction/Enrolment, you will complete your DBS Form. Please ensure you have the following for the completion of your DBS. You cannot start your placement without a DBS Check.

There are three documents required;

- Proof of Identity
- Proof of National Insurance Number (NIS)
- Proof of Address - **CURRENT** address and be addressed to you personally and no older than 3 months.

Please use the following lists of documents to help you decide which document to send with your form:

Group 1- Proof of Identity

- Passport
- Valid and not out of date
- Birth Certificate
- This certificate needs to be issued with 12 months of your birth
e.g. Date of Birth 01.01.1990 and the certificate must be issued before 31.12.1990
- Driving license
- Either provisional or full driving license
- (If it is a Photo Card the paper part must also be brought in)
- EU Photo ID card

If you do NOT have any of these in Group 1 you need to provide 5 documents from GROUP 2:

Group 2 - Proof of NIS Number/Proof of Address

- National Insurance Card
- P60 or P45 issued in the last 12 months
- Addressed Pay Slip
- Letter or document from the Inland Revenue issued in the last 3 months
- Birth Certificate issued more than 12 months after your birth
- Proof of address, such as:
- Bank Statement issued in the last 3 months
- Building Society Statement issued in the last 3 months
- Valid NHS Card (you can get this from your doctor's surgery).
- Letter or document from the Benefits Agency or Local Authority
- Exam Certificate e.g.; GCSE, NVQ, A' Level or AS' Level
- Benefit Book

£44.00 for DBS Documents only applicable to learners where the College is unable to claim funding for you. For further clarification please do contact our Student Records and Funding Team on 01243 812 223 for further guidance.

For any further questions or queries regarding a DBS Check, please contact the DBS Customer Services Call Centre on 0870 90 90 811 for further advice and guidance.



Parking on the Main Campus (Car & Motorcycle):

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

For advice about how to park at college, please see the
Travelling to College [page](#) of our website, which we update regularly.

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