

Welcome To Chichester College

Dear Student

Thank you for choosing to study the CCH Level 3 T Level in Education & Childcare. 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. 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

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,

Amy Sackman

Study Programme Leader

Course Details:

Course Code: CDLS012F1A

Duration: Sept '23 to June '24

Attendance: *3 Days per week (*not including work placement)

Campus: Chichester

Contact your Study Programme Leader:

☎ 01243 786321 ext. 2366/2248

✉ SackmanA@chichester.ac.uk



Where will I be studying?

The course will take place at the Chichester Campus.



Other Information - Essential equipment you will need for your course:

- Your 2 x References
- All information needed to process your DBS application - please scroll down for more details.
- Completed Summer Task - '**RESOURCE FILE**'
- A4 Lever Arch Folder
- Pen
- A4 Lined Note Pad
- USB Memory Stick
- £20 for Trips and £5 for your Early Years Foundation Stage Documents

Also if you have not already, please can you friend request us on Facebook as soon as possible by finding "Amy Sackman Work" and the tutors will add you to the Year 1 group. This is to enable important information about your course to be communicated to you leading right up to September.

You will be given more information about purchasing uniform during your Induction.

WELCOME!

'We are really looking forward to you joining us at Chichester College for the T Level in Education and Childcare.

Your offer to join the T Level includes minimum grades (5 GCSEs grade 4 and above including English Language and mathematics), 2 references, DBS check and creating a 'Resource File'.

Results

Good luck with your exam results! Please complete the attached form available below, by email once you have your final results to SackmanA@chichester.ac.uk and Lucy.Duggan@chichester.ac.uk

If you could also attach photos of your results to the email that would be great.

If you do not get the GCSEs to join the T Level this year, don't worry you still will be able to study a childcare course with placement with Chichester College. If this is the case, on GCSE Results Day please get in touch with Elaine Durrell at

Elaine.Durrell@chichester.ac.uk or by calling on 01243 786 321 extension 2531 in Admissions who will be able to advise you of the next step in your application and will make sure you get the right information for starting your course.

Contact:

You are able to contact myself or Lucy by email. We use Facebook as part of the course to support your study. If you have not already done so, please friend request me on Facebook at "Amy Sackman Work". I have already started a group on Facebook and added students. A lot of the teaching staff are on leave during July and August, so our replies might be a little slower than normal! If you do not have a Facebook account (let me know), you do not have to make one for College, but it may be useful.

Resource File:

The Resource File is not an optional piece of work and will take you a while to create. This should be fun for you to do and very useful for your course. You might want to practice ideas for activities you would like to do in placement with children. Your offer to join the T Level in Education and Childcare is conditional, which includes your resource file. You will need to bring this along on the first day of College, as we will be using this during induction and cannot enrol without it.

Your Resource File must contain these sections:

- **Babies** **Birth to 1 year**
- **Toddlers** **Age 1 to 3 years**
- **Pre-School** **Age 3 to 5 years**
- **Primary School** **Age 5 to 10 years**

You must have a minimum of 10 resources in each age group. You may choose to do more than this, as this will help you with your study. A resource is a planned activity or equipment you can use with each age group.

I have attached an OPTIONAL layout for your each of your activities/resources (delete any of the words in italics). You do not have to use the layout and it does not need to be a computer produced piece of work. This allows you options to be as creative as you like. You could print an activity from the internet and then include a paragraph about how this links to learning. You could have physical resources that you have made within your resource file (for example a puzzle or game).

Starting point – Have a look at this online resources ‘Help for early years providers’. There is information about the important ‘areas of learning’ within the early years:

<https://help-for-early-years-providers.education.gov.uk/>

Hints and tips:

Area of Learning and Development
Prime Areas
Personal, Social and Emotional Development
Physical Development
Communication and Language
Specific areas
Literacy
Mathematics
Understanding the World
Expressive Arts and Design

- See Chichester University’s fab guide for the Early Years Foundation Stage (aimed at previous EYFS, but has lots of lovely ideas). This is very useful for ideas and understanding what supports development. https://www.skipforeducators.co.uk/booklet/covid19_familybooklet.pdf
- No worksheets for babies, they will never use a worksheet. Look for sensory activities.
- For every activity you must include a paragraph about how this supports children’s learning. Development Matters in the Early Years Foundation Stage is a key document for your study. We already have this printed for you when you start College. This will help with your resource file:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/988004/Development_Matters.pdf

- For each activity aimed at birth to 5 years, you must explain how it supports the Early Years Foundation Stage (see Development Matters above). The Early Years Foundation Stage (EYFS) is the curriculum that is used in Early Years, with children from birth to 5 years – just like the National Curriculum (that you are used to). We will do a lot of work on this when you start the course, so please do not panic if you can’t get your head around it all YET (the Chichester Uni document will help).
- Pinterest is great for ideas – you can always use photos from here and write about it.
- Carry out ideas, include your result or photos in your folder.

These links may be also be helpful:

https://education.rspca.org.uk/home-resources?utm_source=Facebook&utm_medium=Ads&utm_campaign=CCResources&fbclid=IwAR32S4qxr-J87KByWiQexIV-9cIFSkUzuxdYmI_SM9p6TSAhZxFYQusSVUs

https://www.aldi.co.uk/activities-for-kids?utm_source=Facebook&utm_medium=Display&utm_campaign=AldiApril2020_Reassurance&fbclid=IwAR1EtqoZYqEzjGdbb0VJtkNJOW5up-P3RE_T10b186eK-WE2WE9J4T9gHc0

https://education.theiet.org/key-stage-1-2-3-and-4-free-stem-resources/home-learning-resources-key-stage-3-and-4/?fbclid=IwAR3xVrgoZR2m3biXxaMojPYoThaS1pZnco3uSAnktpcckQPBr2LPR22_Krk

https://www.scouts.org.uk/the-great-indoors?utm_source=facebook&utm_medium=traffic&utm_campaign=staticcopy3&fbclid=IwAR3XVYZ6qzvlTgSrtX-vBKifjecfJQkQlBv4wx8bcTX8Xd6ydcnRneDuSX8

<https://www.worldofdavidwalliams.com/activities/?fbclid=IwAR3baTgygfiYD8OQKEZu0Kn0NwKDs1oKEr1qixsuHYWuaElfcElalMxRF8>

https://www.bowdleflodes.com/login-or-register/?fbclid=IwAR0tjf3BlwClbobhOosM4aCqqnT_Q8KYzf4Qlm8vPKx-PzNJW1wzT1XvqPQ

https://www.jaqueslondon.co.uk/pages/the-anti-screen-revolution?fbclid=IwAR3xVrgoZR2m3biXxaMojPYoThaS1pZnco3uSAnktpcckQPBr2LPR22_Krk

<https://www.whoobly.com/6-free-online-childcare-courses/?fbclid=IwAR3XVYZ6qzvlTgSrtX-vBKifjecfJQkQlBv4wx8bcTX8Xd6ydcnRneDuSX8>

<https://schoolgardening.rhs.org.uk/home?fbclid=IwAR3FBNMJHtAqCITQVcpVg7QHQuB9sAnOYFxpJOHYT2BAzJsvuSIWnYGZyUE>

https://speechandlanguage.info/parents?origin=FBP&fbclid=IwAR3uLn5LWQz3JWcAusf_I0jUach-hVnSu8AHgLa-zjeqtVAFlx-BTyJut3o

<https://www.bl.uk/childrens-books?fbclid=IwAR2G20q3LIHFrCyNCSkintGJ1j3CR4WuCEwpzk0GBpi5AwwB3h5nDofYzQ4>

https://www.ncfe.org.uk/covid-19-resources/learners?fbclid=IwAR0T_fU5zRSgdb_SX-MWEgVRIY_NbpA5ywcezWwupMIXQTW9zIcqf6Fcdn8

https://www.imoves.com/cv19c?fbclid=IwAR23bGH1ZOmbcXis-nvEB40FqUdnlIO3HzDOX_3ZjY35EC1eO0zQdO1dpZA

<https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources>

I hope this gives you some ideas to work on. We look forward to seeing you in September.

Kind regards


Amy Sackman, Lucy Duggan, Olivia Beetlestone & Beth Lawrence.

The T level Teaching Team!

Activity/Resource Name: _____

Age group:

Picture of activity / resource



Resources List (*optional – almost your ingredients for a successful activity*)

Directions (*how to carry out activity*)

Key Vocabulary (*Key words you might use when carrying out the activity*)

-
-
-

Links to Learning (*How does this help children's learning? If birth to 5 years, include a link the Early Years Foundation Stage*)

My GCSE Results

Name: _____

Course: _____

Please grades for these GCSEs

English Language	
English Literature	
Maths	
Science	

Please list other GCSEs with grades

GCSE	GRADE

Other qualifications

Entry Requirements for your course

T Level (Level 3) in Education and Childcare	5 GCSEs grades 4-9 (A*-C) , including English Language and maths
Level 2 Diploma for the Early Years Practitioner	4 GCSEs grades 3-9 (A*-D), including English Language

Grading conversion:

1=G	2=E/F	3=D	4 or 5 = C	6=B+	7=A+	8and 9= A*
-----	-------	-----	------------	------	------	------------

Do I have the grades I need for my course? Yes / No

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.

There are three documents required;

- Proof of Identity
- Proof of National Insurance Number (NIS)
- Proof of Address - CURRENT address and must be addressed to you personally

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 786321 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:

- 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 birth date in an eight-digit format (ddmmyyy 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.