

Welcome to Chichester College

Dear Student

Thank you for choosing to study EDX L2 First Certificate in Health and Social Care. 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

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,

Jess Smart

Study Programme Leader

Course Details:

Course Code: CHSC003F1A

Duration: Sept '23 to June '24

Attendance: 3.5 days per week

Campus: Chichester

Contact your Study Programme Leader:

☎ 01243 786321 ext. 2556/2366

✉ smartj@chichester.ac.uk



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 (ddmmyyyy 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.