

Welcome to Chichester College

Dear Student

Thank you for choosing to study the EDX Level 3 NED in Health & Social Care (Year One). 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.

Course Details:

Course Code: CHSC020F1B (formerly CHSC016F1A)

Duration: Sept '25 to June '26

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

Campus: Chichester

Contact your Study Programme Leader:

☎ 01243 786321 ext: xxxx

✉ WadmoreS@chichester.ac.uk

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 a main programme of study at either Level 1 or 2 pending on your final achieved grades. 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,

Sallie Wadmore

Study Programme Leader

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WELCOME!

Thank you again for choosing to study the Level 3 NED in Health & Social Care at Chichester College. My name is *Sallie Wadmore* and I am the Study Programme Leader for the course and look forward to working with you over the next year.

BTEC Nationals are widely recognised by the health & social care industry and higher education as the signature vocational qualification at Level 3. They provide progression to the workplace either directly or via study at a higher level.

You will be studying a variety of units including:

- Human Lifespan Development,
- Anatomy and Physiology for Health & Social Care
- Promoting Public Health.

You will be assessed using different methods including course work and Exams. Your course will also include a work experience, this will give you an insight into real life experience of working in the sector.

Please feel free to contact me with any questions you may have regarding the information regarding your course, such as trips, kits or course work and I will be happy to help.

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 expected in College on:

- **Date & Time To Be Confirmed**

You will be directed upon arrival. During this time, you will have an introduction to the course, and meet all the members of the team. 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 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).
- 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

Uniform not required.

There are several enrichment activities that are available to you, including London trips, Thorpe Park and overseas volunteering opportunities. You will have the opportunity to explore these through the course and as part of your student Union.

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 complete work placement as part of your course, while on placement you will complete a portfolio, plan activities and work with service users and different professionals.

This is a wonderful opportunity to gain an insight into the roles and responsibilities of professional working in the health & social care sector. This MANDATORY and requires a DBS/ Police check - see next page for details.

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/student-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):

- 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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