

### Welcome to Chichester College

Dear Student

Thank you for choosing to study C&G 7290-12 VRQ Dip Vehicle Maint L2 (MV). 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.

#### Course Details

Course Code: CTRA055F1A

Duration: Sept '23 to June '24

Attendance: TBC by Curriculum Dept.

Campus: Chichester

**Contact your Study Programme Leader:**

☎ 01243 786321 ext. 2121

✉ [Mike.Holt@chichester.ac.uk](mailto:Mike.Holt@chichester.ac.uk)

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,

*Mike Holt*

Study Programme Leader



### Other Information - Essential Equipment you will need for your course:

- 2 x Black Pen, Pencil & Ruler
- A4 Notepad and Folder/Binder
- Steel Toe-Capped Boots or Shoes
- Overalls (not Nylon)

Remember that you will not be permitted to enter the workshops without the appropriate clothing and footwear i.e. Safety boots and flame retardant outer wear. These items cannot be left in the workshop!

Any fees will have been explained in the starting information you have received within your Application Tracker. However, there is a compulsory supplement of £155.00 payable by ALL students. This covers equipment and materials etc. essential for your course.

For more information regarding Pre-Enrolment for your course please contact our Enrolment Team (Student & Records & Funding) on **01243 812 223** or by email at **enrolments@chichester.ac.uk** for further advice and guidance.

We understand that financial matters are an important consideration for our students and that everyone's circumstances are different.

**Information about College Parking please continue to scroll down.**

#### Chichester College Learning Support Grant & Bursary

This is our bursaries scheme for 16 to 18 year olds. This grant is funded by the Education Funding Agency and administered by the college.

#### This grant could provide you with:

- > Access to free or subsidised travel
- > Free or subsidised equipment, books or resources
- > Free or subsidised childcare
- > Free UCAS admin fees
- > Free college meals
- > Contribution towards enrichment activities linked to your course

If you are aged 16 to 18 and are currently in care, just leaving care, receive Income Support or Universal Credit, or receive ESA (employment support allowance) or Universal Credit and PIP (Personal Independence Payments), you may be eligible for the Vulnerable Bursary via the Learning Support Grant.

Financial help is also available for students aged 19 or over.

To find out more, call our Student Finance Team on 01243 786321 ext 2119 or 2325, email [studentfinance@chigroup.ac.uk](mailto:studentfinance@chigroup.ac.uk) or visit [www.chichester.ac.uk/college-life/financial-support](http://www.chichester.ac.uk/college-life/financial-support)

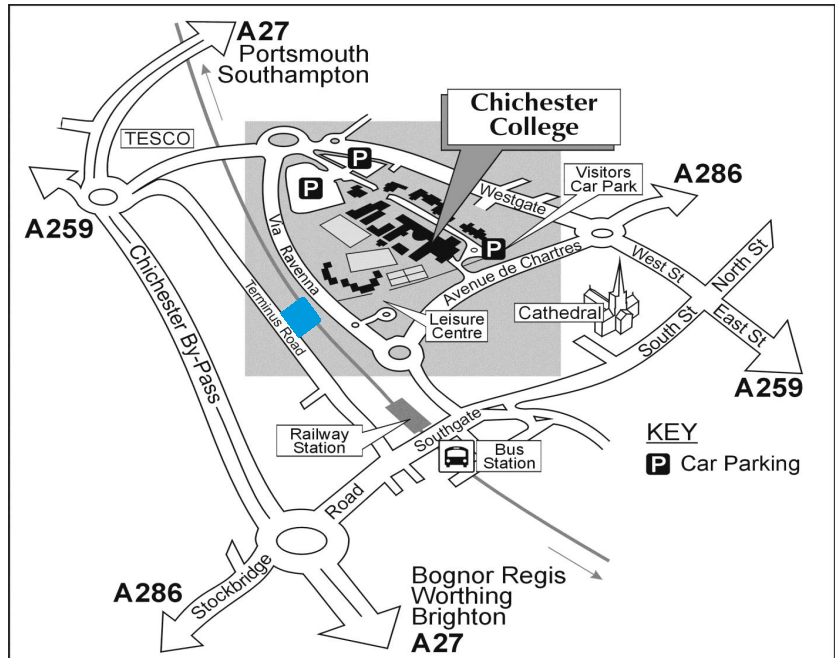
## Where will I be studying?

The course will take place at our Automotive Training Centre (ATC) at Terminus Road.

Automotive Training Centre  
(indicated below in blue on map)

Plot 6B 'Milk & More'  
Terminus Road  
CHICHESTER  
PO19 8DW

There is NO parking available at this site however, parking is available at the back of the Chichester College campus. Spaces are limited.



## Car and Motorcycle Parking

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

- Register in advance for a free E-Permit and pay 50p daily through the JustPark App (you can apply for your free E-Permit via the JustPark App).
- 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 birthdate 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](mailto: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.