

### Welcome to Chichester College

Dear Student

Thank you for choosing to study C&G 3902-01 E3 Dip Vehicle Systems Maintenance (Motorcycle). 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,

*Kevin Twine*

Study Programme Leader

#### Course Details

Course Code: CTRA003F1A

Duration: Sept '25 to June '26

Attendance: 2.5 days per week

Campus: Chichester

**Contact your Study Programme Leader:**

☎ 01243 786321 ext. 2713

✉ [Kevin.Twine@chichester.ac.uk](mailto:Kevin.Twine@chichester.ac.uk)

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## Where will I be studying?

The course will take place at the Chichester Campus.



Westgate Fields | Chichester | West Sussex | PO19 1SB  
01243 786321 | [chichester.ac.uk](http://chichester.ac.uk)



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

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

Any fees will have been explained in the starting information you have received within your Application Tracker Account. However, there is a compulsory supplement of £235.00 payable by ALL students. This can be paid via the College Online store by clicking on the following link: [Tuition Fee Payment | CCG Online Store](#) (chichester.ac.uk)

This covers your toolbox, equipment, materials etc. essential for your course.

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

For more information regarding Pre-Enrolment for your course or compulsory supplement fees then please contact our Enrolment Team (Student & Records & Funding) on **01243 812 223** or by email at **[enrolments@chichester.ac.uk](mailto:enrolments@chichester.ac.uk)** 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.

#### 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)

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