

Welcome to Chichester College

Dear Student

Thank you for choosing to study EDX L3 National Foundation Diploma in Business (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.

Course Details:

Course Code: CBUS008F1A

Duration: Sept '25 to June '26

Attendance: 3 Days Per Week (tbc)

Campus: Chichester

Contact your Study Programme Leader:

☎ 01243 786321 ext. 2379

✉ Pat.Macdonald@chichester.ac.uk

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. Packed lunch or money for lunch and a bottle of water

If there are any trips associated with your course, you will be required to complete any attached consent forms and submit to us during induction week. This will require will need a parent or guardian's signature if you are 18yrs or under.

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,

Study Programme Leader

Pat MacDonald

Where will I be studying?



Westgate Fields | Chichester | West Sussex | PO19 1SB
01243 786321 | chichester.ac.uk



Other Information

Essential equipment you will need for your course:

- 2 x Black Pens • A4 Note Pad
- A4 Lever Arch Folder/Binder to keep your work in.

You will be given further information regarding text books, trips etc. during your Induction when you start College.

Other Information About Your Course:

Any fees will have been explained in the starting information you have received within your Application Tracker Account.

For more information regarding Pre-Enrolment and fees where applicable 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.

Car and Motorcycle Parking

For advice about how to park at college, please see the [Travelling to College](#) page of our website, which we update regularly.