

### Welcome to Chichester College

Dear Student,

Thank you for choosing to study EDX L2 FEC in Business. 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: CBUS004F1A

Duration: Sept '25 to June '26

Attendance: 3 Days Per Week (tbc)

Campus: Chichester

**Contact your Study Programme Leader:**

☎ 01243 786321 ext. 2258

✉ [SmithV@chichester.ac.uk](mailto:SmithV@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. **ID e.g. passport, or provisional driving licence.**
3. A pen, paper & file
4. Your summer assignment work – see page 3 of this letter for assignment brief.
5. If applicable, payment for your course/evidence of benefits
6. Packed lunch or money for lunch and a bottle of water

#### **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,

*Vicki Smith*

Study programme leader

### 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
- Note Pad
- A4 Lever Arch Folder/Binder to keep your work in.
- If you are retaking Maths GCSE you will need a scientific calculator.

You will be given further information regarding textbooks, trips etc. during your induction.



### SUMMER ASSIGNMENT - PROGRESSION WORK

#### To be completed and brought with you to induction

#### TASK 1 - Work Placement Task:

When you begin your studies here at the College you will be enrolled on a study programme. The study programme consists of your main course (Business), Maths and English resits and work experience.

The work experience you carry out will be at our student run retail shop '*The Shop Around the Corner*' where you will be assisting in the planning and running of the shop. Currently the shop sells stationery and books, with seasonal promotions throughout the year.

To prepare you for your placement you have been asked to think about an event we could run at the shop to help boost our sales. The event could take place at any time during the year, and you are free to be as creative as you wish.

There is no word count for Task 1

#### TASK 2 - Course Related Task:

One of the units you will study is '*Enterprise in the Business world*'. To help prepare you for your studies you have been asked to answer the following questions.

1. Choose 1 Business that you have an interest in and describe how it has been affected by the current economic situation.
2. What makes a Business successful?
3. Describe 3 successful Businesses that you know and explain the features that make them successful.

Task 2 report should be at least 500 words minimum.

### 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](mailto: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.