

Welcome to Chichester College

Dear Student

Thank you for choosing to study T Level L3 Legal Services (Business, Finance & Employment). I am the Study Programme Leader and look forward to working with you over the next 2 years.

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: CLAW026F1A

Duration: Sept '25 to June '27

Attendance: 5 days per week

Campus: Chichester

Contact your Study Programme Leader:

☎ 01243 786321 ext. 2379

✉ naomi.craig@chichester.ac.uk

Initially, you will be required to spend 5 days per week in college. Once you have secured a work placement you will spend 2 days per week in placement and 3 days per week in college. It is a compulsory part of the course that all students complete at least 320 hours in industry.

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. Your summer assignment work – see page 4 of this letter for assignment brief.
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

You are required to achieve 5 GCSE's to enrol on this course. Maths and English Language should be grade 5 and above with 3 other GCSE grade 4 and above.

CHICHESTER COLLEGE

Please feel free to contact me with any questions you may have regarding the above and I will be happy to help.

Best wishes,

Naomi Craig

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.

Summer Assignment

QUESTION: Research how a person can seek advice if they have a legal dispute with another person?

Consider the following within your research:

- The job titles of Legal Professionals and what do they do?
- Any alternative ways to seek advice instead of using a Legal Professional?
- How a problem can be resolved either in and out of court?

Please bring your research to your Induction to further assess and discuss in class.



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