

**Laser Level 1 LEAP Diploma in Information Technology**

Course details

Course Code: RFOU163F

Duration: Sept ’24 to June ‘25

Attendance:

Campus: Crawley, IT Academy

**Course Area – Computing**

Welcome to Crawley College



Dear Student

**Contact your Study Programme Leader**

**🕿 01293 442200 ext. 2312**

**Shannon Caller-Martin**

**Shannon Caller-Martin**

Thank you for choosing to study Laser Level 1 LEAP Diploma in Information Technology at Crawley College. 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.

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

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.*

 PTO

**What you need to bring with you:**

Please bring with you a pen, pencil, ruler, eraser, calculator, A4 lined notepad. A large A4 lever arch folder should be considered.

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

Best wishes,

Shannon Caller-Martin

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