

**NCFE L3 Tech Specialist in SEN Co-ordinators in Early Years Settings**

Course details

Course Code: RCH1049E

Duration: Sept ’25 to Dec ‘25

Campus: Crawley, M block

**Early Years**

Welcome to Crawley College



**Contact your Study Programme Leader**

**Lauren Chapman**

**🕿 01293 442200 ext. 3519**

**🖂** [**lchapman@crawley.ac.uk**](mailto:lchapman@crawley.ac.uk)

Dear Student

Thank you for choosing to study Level 3 Tech Specialist in SEN Co-ordinators in Early Years settings 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.

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 & folder
3. If applicable, payment for your course/evidence of benefits. You will need to pay the cost of your DBS at enrolment.

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.

PTO

***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.*

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

Pen, pencil, ruler, eraser, A4 lined notepad, 2\*A4 folders (one red if possible), dividers and plastic wallets should be considered.

Documents for your DBS check are as follows:

Passport

Birth certificate/adoption certificate

Current driving licence full or provisional (if applicable)

Bank or building society statement or account opening confirmation letter

Utility bill (if applicable)

National insurance number

Proof of address

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

Best wishes,

Lauren Chapman

Deputy Head of Learning – Early Years, Health and Social Care