

**Service Industries**

NCFE Level 2 Diploma in Travel and Tourism

Course details

Course Code: RTAT002F

Duration: Sept ’24 to June ‘25

Attendance: 15 Hours per week

Campus: Crawley, D block

Welcome to Crawley College



**Contact your Study Programme Leader: Jo Tavares**

**🕿 01293 442330**

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

Dear Student

Thank you for choosing to study NCFE Level 2 Diploma in Travel and Tourism 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 & 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 daily:**

* Pen,
* Pencil,
* Ruler,
* Eraser,
* Calculator,
* A4 lined notepad,
* Post it notes
* Large A4 lever arch folder.
* Selection of coloured pens/pencils
* Highlighters

**All uniforms & kits must be ordered through our preferred supplier see form(s) attached**

You will be advised when you need to bring in/wear your uniform but please order it ASAP, if you think you may be entitled to a bursary please ensure you have followed the finance link in your enrolment email.

If you require a locker you will also need to bring £5 for a deposit (lockers subject to availability)

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

Best wishes,

Joanna Tavares

Study Programme Leader