**Hospitality and Catering**

Welcome to Chichester College

Course details:

Course Code: CHOS011F1A

Duration: Sept ’25 to June ’26 Attendance: 4 days a week Campus: Chichester

**Contact your Study Program Leader:**

**Matt Reed**

**01243 786321 ext. 2295**

**🖂 reedm@chichester.ac.uk**

Dear Student,

Thank you for choosing to study on the Level 3 Extended Diploma in Hospitality course. I am the Study Program Leader for this course, and I look forward to working with you over the next year.

Below is all the information that you will need to join the course.

By now you should have received an email with a link directing you to Pre-enrolment. Please complete this now if you have not yet done so.

Not received this? Please check your spam/junk folders and if you can’t find it contact Amit Lazar lazara@chichester.ac.uk who will be able to help you.

If you wish to apply for a Learner Support Grant (LSG), applications will open on the 1st August. If you are applying for this, please do so as soon as possible as it may take a few weeks to process. For those qualifying for this grant, the cost of uniform, your compulsory course consumable payment, travel costs and enrichment activities may be covered.

Your course requires the purchase of uniform.

Please order your uniform directly via attached links in the Student and Parent Zone area on the Starting in September page. Only order your uniform once you have had your place on the course confirmed by your study program leader.

If you are in receipt of an LSG, please complete the form in your section of the Starting in September Page. This along with the evidence of your LSG allocation will need to be submitted when you enrol.

Enrolment

Your enrolment day is Wednesday 27th August 2025. It is essential that you attend so you can start college the following week. You will need to log on to the Chichester College E store to register an account prior to your enrolment. The link for this can be found in the Student and Parent Zone.

Confirmation of your enrolment time will be sent via email from the 1st August.

Please make your way to Restaurant 64 one hour before your enrolment time. Here you will need to pay for your compulsory course consumable of £85 using the Chichester College E-Store or show evidence of your learner support grant. This needs to be paid in person, and you will not be able to enrol if you have not completed this.

It is compulsory that you bring your photographic ID, your GCSE results, and the receipt for your course consumable payment.

Induction Week

On Wednesday 3th September there is a complimentary hospitality department BBQ, please refer to the Starting in September front page for further information.

You will have a 1 day induction on Thursday 4th September. The day will start at 9.15am and finish at approximately 3.15pm. A timetable for this can be found on your course Starting in September page. We will be completing a rock climbing induction activity so please dress appropriately.

Please bring the following with you.

A pen and a notebook.

Water and a packed lunch or money for lunch-There is a water fountain in the department to refill your bottles.

English and Math

All students aged 16-18 years on a full-time course are required to update their English and Math’s skills if they do not hold a GCSE grade 9/A-4/C in either or both subjects. So please be aware that if you do not have these qualifications, you will be required to undertake a GCSE re-sit (or equivalent qualification) alongside your main program of study. This is a compulsory requirement. Please be aware that you cannot be awarded for one qualification without passing the other.

If you have any questions or concerns about your course, please contact me.

I look forward to seeing you in September.

Best Wishes

Matt Reed

Study Program Leader Level 3 Extended Diploma in Hospitality