



City of  
Portsmouth  
College

# ADULT LEARNERS



**2023/24 PROSPECTUS**

Part-time professional & leisure courses

# More choice for you!

**The creation of City of Portsmouth College was an ambitious move which is already creating significant benefits for the city and region.**

Resulting from the official merger of Highbury and Portsmouth Colleges we now offer an even more fabulous array of courses which can be blended and tailored to meet your own highly individual needs.

At City of Portsmouth College, we inspire and empower all our students to find their place in the world by fulfilling their individual academic and vocational passions in a College that's diverse, welcoming and inclusive for all learners, their families, employers and staff.

That's because we recognise that everyone is different, and we celebrate those differences, the unique qualities which make you who you are. Whatever your individual talents, we help bring out the very best in you.

City of Portsmouth College gives students of all ages even greater flexibility with their programmes and access to dedicated subject facilities at the different campus locations – Highbury, Sixth Form, North Harbour and Arundel.

Ours is a uniquely flexible curriculum offer within the city of Portsmouth, comprising A Levels, vocational diplomas, apprenticeships and the latest Higher Technical Qualifications (HTQs).

And at our North Harbour Campus, we boast the UK's only Net Zero training hub of its type.

At City of Portsmouth College we can help you find your place in the world.

Find out more at [copc.ac.uk](http://copc.ac.uk) or come along to one of our regular open events.

**We can't wait to meet you!**





## Contents

Why choose City of Portsmouth College?	4	Automotive	26
Fantastic facilities	5	Business	28
Paying for your course	6	Accountancy	29
Advanced Learner Loans	7	Human Resources	29
Become an apprentice	8	Construction & Building Services	30
Recruit an apprentice	9	Brickwork	31
Access to Higher Education	10	Carpentry & Joinery	31
Higher Education	12	BPEC Gas Qualifications	32
Higher Professional Qualifications	13	ESOL	36
Higher Level Apprenticeships	13	Floristry	38
Free courses to boost employability	14	Hairdressing & Beauty Therapy	40
Free VRQ Distance Learning Courses	16	Maths & English	42
Prince's Trust	17	Teacher Education & Support	44
Free Level 3 courses for jobs	18	How to apply	46
Adult Education in the Community	20	Application form	47
Digital Media, Photography & ICT	21	Our locations	50
Personal & Creative Development	22		
Preparation for Life & Work	23		
Languages	24		
Online courses	24		

## Applying is easy

### Online

find the course you're interested in and click the 'Apply' button

### By post

complete the paper application form in the back of the prospectus and return it to any City of Portsmouth College campus.

## Find out more

☎ 023 9238 3131

✉ [info@copc.ac.uk](mailto:info@copc.ac.uk)

🖱 [copc.ac.uk](http://copc.ac.uk)

# Why City of Portsmouth College?

## Boost your career prospects

Part-time courses are a great way to boost your personal and professional abilities in a time frame which suits your lifestyle. Our expert team are always on hand to support you into employment or an apprenticeship at any time during and up to one year after the completion of your course.



## Specialist careers support

Too many options and not sure which way to go? Our careers team are experts in helping you to make tricky life choices before you start, while you are on your course and after you leave.



## Support you can count on

Our specialist support staff will guide you through the application process and advise you on any financial assistance available to you. But it doesn't stop there! We're here to ensure you have access to any learning/exam support that you may be entitled to and we can also assist in making those important decisions about your next steps as you near the end of your course.



## Student life

Studying a part-time course is a great way to make new friends, gain confidence and have fun! You'll also have the opportunity to join the National Union of Students enabling you to access great discounts on a wide range of services, from railcards to retail.



# Fantastic facilities

## Library services

Our central library offers a variety of resources and equipment, including computers, online materials, books, magazines, newspapers and DVDs.

We also offer group study areas, quiet areas, and free wifi if you want to use your own laptop.

Students with learning difficulties and disabilities are able to access supportive technology.



## Food & drink

Food outlets at Highbury, Sixth Form and North Harbour Campuses offer a good range of refreshments. Our Arundel Campus is at the heart of Portsmouth's commercial centre so within easy walking distance of a wide variety of food and drink options.



## Sport & fitness

Our Sports Centre at our Highbury and Sixth Form Campuses have a wide range of facilities, including sports halls, gym and fitness classes. Sports on offer include badminton, mini-tennis and five-a-side football, as well as Zumba, basketball and martial arts.

Discounted membership is on offer to new students during the first four weeks of term. Monthly and pay-as-you-go membership options are available.



## Nursery

We have an Ofsted 'Outstanding' nursery located at our Highbury Campus. The Honey Pot Nursery offers care for babies and children up to four years of age and was described by Ofsted, as an "exceptionally welcoming, attractive and stimulating environment for children".

## Learning support for adults

We provide support to enable learners to succeed in their studies, and we continue to develop such provision within the guidelines of the Disability Discrimination Act. We seek to fully integrate learners with special educational needs or disabilities with other learners wherever possible.

High quality support is available for learners with additional support needs, including those with social, emotional, behavioural and mental health difficulties. This includes 1:1 in-class support delivered by our Learning Assistants.

Learners also have access to specialist support delivered by our special educational needs and disabilities team. They're qualified to work with learners who have dyslexia, speech and communication difficulties and emotional literacy issues.

Students also have access to a range of assistive technologies and our Study Centres, for learners with low prior attainment. We offer support in English and maths, from Functional Skills to GCSE level.

Specialist learning support staff liaise very closely with our English and maths team, while also offering personalised literacy and numeracy support.

All our learning assistants are also able to specifically support learners with their English and maths skills.

Welfare and health & wellbeing support are provided via 1:1 meetings and group-based mentoring.

Adults with special educational needs or disabilities who wish to study here can arrange an informal visit and a meeting with the Head of Learning Support, or other specialist members of staff, to discuss their support needs in confidence.

# Paying for your course

**You'll find the fees listed with the course details.  
You may also be entitled to:**

## Free or discounted study

If you meet any of the following criteria you may be eligible for free or discounted study depending on your selected course:

- You are aged 19+ and in receipt of qualifying active benefits (e.g. Job Seekers Allowance, Employment and Support Allowance, Universal Credit) when your course commences (take home pay is less than £345 a month single claimant or £552 a month joint claimant) and studying below Level 3
- You are aged 19-23 and wish to study for your first full Level 2 qualification (BTEC L2, NVQ Level 2 or equivalent)
- You are aged 19-23 and wish to study for your first full Level 3 qualification (A Levels, BTEC Level 3, NVQ Level 3 or equivalent)
- You are aged 24 and over and wish to study for a Level 3 qualification that appears on the National Skills Fund Level 3 list and do not already hold a full Level 3 qualification or qualification that appears on the list
- You are aged 19+ unemployed (unemployed means either on Job Seekers Allowance, Employment and Support Allowance or Universal Credit as listed above when your course commences, or on a low wage; defined as earning below £18,525 per year and wish to study a course on the National Skills Fund at Level 3
- You are any age and wish to study Functional Skills or GCSE English and/or GCSE Maths and do not already hold a grade 4/C or higher in GCSE English and/or GCSE Maths
- You are aged under 19 on 31st August 2023
- If you are employed, studying below Level 3 and earn less than £18,525 when your course commences

Please note - you must be in receipt of the qualifying benefit or be earning a low wage when your course commences. The above information is correct as of May 2023 and is subject to change once the latest funding information for 2023/24 is released from the Education and Skills Funding Agency.

## Information, advice & guidance

We're here to help. We can talk to you in confidence about your individual circumstances and what help is available to you.

We can also give advice about fees and check whether you are eligible for free or discounted study. Please email [info@copc.ac.uk](mailto:info@copc.ac.uk) or call **023 9238 3131** (select option 3).

## Financial support while on your course

Students aged 19 and over may be eligible for help with the cost of childcare, travel, kit, uniform, equipment and other expenses associated with the cost of coming to college.

Support depends on your individual circumstances, so please contact the Student Finance Team to check your eligibility by emailing [student.finance@copc.ac.uk](mailto:student.finance@copc.ac.uk) or by calling **023 9232 8954**.

## Ways to pay

- All course fees are payable at the time of enrolment. If the annual course fee is more than £150 you may be able to pay by instalments (subject to agreement at enrolment) by direct debit. A 20 per cent deposit must be paid by bank transfer or bank card on the day you enrol on to your course.

If your course is being paid for by your employer, please obtain a purchase order number and a letter from your employer on company letterhead on enrolment.

For all payments being paid by a third party, you will be asked to complete a Sponsor Form at enrolment.

All students remain liable for the full fees if you do not attend, withdraw or in the event of non-payment of invoice from your sponsor or loan.



## Advanced Learner Loans

### Are you aged 19 or over and thinking about further study?

You may be eligible for an Advanced Learner Loan that will cover your course fees.

You can apply for all or part of the total fee (minimum £300).

The loans are available for most learners aged 19 and over who wish to study eligible courses at Level 3 and above. Eligible courses are indicated with the symbol 'AL' in the loan column of the course information tables on pages 18 to 40.

Once you have received your learner and funding information letter from the College Admissions Team, you can apply for your loan online through the Students Loans Company. Your household income will not be taken into account and there is no credit check.

### Repayments

You pay back your loan (plus interest) when you finish your course and earn more than £27,295 a year. Your repayments will stop if your income drops below £27,295 a year.

Your annual repayment amount will be 9% of any income you earn over £27,295.

Example of earnings and repayments	
Income each year	Repayments
Up to £27,295	£0 per month
£28,000	£5 per month
£30,000	£20 per month
£34,000	£50 per month
£36,000	£65 per month

Please visit [gov.uk/advanced-learner-loan](http://gov.uk/advanced-learner-loan) for full terms and conditions.

Please note: If you are 19+ and studying your first full eligible course at Level 3, you may still be entitled to study for free. The Admissions Team will be able to advise further.

In addition to the Advanced Learner Loan, students can also apply for help with the cost of childcare, travel, kit, uniform, equipment and other expenses associated with the cost of coming to College. Please email [info@copc.ac.uk](mailto:info@copc.ac.uk) for an Advanced Learner Loan Bursary application form.

### Free courses

If you take out an Advanced Learner Loan to study an Access to Higher Education course and go on to successfully complete the qualification, your loan will be written off, making your Access course free!\*

\*Terms and conditions apply.  
For more information, please email [info@copc.ac.uk](mailto:info@copc.ac.uk)

# There's never been a better time to become an apprentice!

## What is an apprenticeship?

An apprenticeship is a real job with training which allows you to earn while you learn, plus gain a nationally recognised qualification.

Apprenticeships take between one and five years to complete and are available in 1,500 occupations across 170 industries, varying from construction through to IT and the creative and digital sectors.

### Key benefits of doing an apprenticeship

- You earn a wage
- You'll receive training in the skills employers want
- There are excellent progression opportunities, whether you are looking to study further or climb the ranks within the workplace
- Apprentices have an increased future earning potential – you could enjoy marked salary increases when you complete your training, and those completing a higher apprenticeship could see increased earnings of an estimated £150,000 over a lifetime
- Learning is delivered at a pace suited to you with the support of a mentor
- You'll receive employer benefits including a pension and paid holiday

There are various levels of apprenticeships you could apply for (from Level 2-7) depending on your current skills and qualifications.



## Can anyone become an apprentice?

Apprenticeships are available to UK/Irish Nationals and EU/EEA Nationals with UK Settled or Pre-Settled status, living in the UK or Ireland for the last 3 years. Eligibility checks may apply. There are different entry requirements depending on the sector and job.

## Applying for an apprenticeship

Depending on your circumstances, there are three ways to get started:

1. If you already have an employer and you are ready to start an apprenticeship, contact our Employment Services Team on 023 9238 3131 (option 1) or email [employmentservices@copc.ac.uk](mailto:employmentservices@copc.ac.uk)
2. If you don't have an employer, view our list of current apprenticeship vacancies and apply online at [copc.ac.uk/appvacancies](https://copc.ac.uk/appvacancies)
3. If there are no suitable vacancies currently available, you can register online, and a member of our Employment Services Team will let you know when a potential match becomes available.

### Find out more

- 📞 **023 9238 3131 (option 1)**
- ✉️ **[employmentservices@copc.ac.uk](mailto:employmentservices@copc.ac.uk)**
- 🖱️ **[copc.ac.uk/apprenticeships](https://copc.ac.uk/apprenticeships)**





## Recruit an apprentice

Equip your business with new skills for the future or upskill your team! We've trained thousands of apprentices since we opened our doors in 1963, which means you can feel confident in the service we provide. We guide you through the process every step of the way.

### Apprenticeships can help you:

- Grow your business and solve recruitment challenges
- Breed creativity and enthusiasm with new talent, or retain and upskill current staff
- Provide training that's tailored to the requirements of your business – learning can even be done in your workplace, minimising disruption and maximising impact
- Upskill your existing staff to cultivate and grow the knowledge base in your company.

## What we offer

### Programme design and assessment

We can help you design an apprenticeship to suit your needs.

### Advice on apprenticeship reforms

We can guide you through the educational and funding changes.

### Recruitment

Our service includes free advertising, shortlisting and interviewing.

### Business and training needs analysis

Benefit from a dedicated and experienced account manager.

### Financial guidance

Help with your HMRC digital account and advice about government incentives.

## Find out more

☎ **023 9238 3131 (option 1)**

✉ **employers@copc.ac.uk**

# Access to Higher Education

**Our Access courses are specifically designed for students aged 19+ who are preparing for higher education.**

Students from our one-year Access to Higher Education courses have progressed to universities both locally and throughout the country. They include Oxford, Cambridge, Brighton, Edinburgh, London SOAS, Manchester, Sussex, Warwick, Winchester and York as well as the nearby universities of Southampton, Chichester and Portsmouth.

The Access to Higher Education Diploma is a Level 3 qualification and offers pathways that could lead to a degree of your choosing in pharmacy, biological and biomedical sciences, nutrition, social work and health.

## Cost

Depending on your circumstances you may be eligible for full fee remission or you could cover the cost of the course with an Advanced Learner Loan (see page 7 for more information)

## Free courses

If you take out an Advanced Learner Loan to study an Access to Higher Education course and go on to successfully complete a higher education qualification, your Advanced Learner Loan will be written off, making your Access course free!\*

\*Terms and conditions apply, for more information on this policy, please contact [info@copc.ac.uk](mailto:info@copc.ac.uk)

## Classroom courses

### Access to HE Diploma (Business)

The qualification gives you the relevant academic subject knowledge needed for higher education study and the opportunity to develop study skills to help you to succeed. It is well established and widely accepted by universities, qualifying for UCAS tariff points that are comparable to the tariff points for three A Levels. Learners primarily progress to higher education study in areas related to Business Studies. Located at Highbury Campus, classes run three to four days a week, in a combination of mornings and afternoons.

### Access to HE Diploma (Policing and Criminology)

If you are interested in progressing into a degree in criminology or forensics possibly with a view to police work, then this diploma can lead you there. You will study units in crime scene investigation, evidenced base policing and safeguarding. Classes will run on three to four days a week in a combination of mornings and afternoons.







## Online courses

### Access to HE Diploma (Business & Management)

If you always wanted a career in business, but never got the qualifications to get into university, we have the solution for you. During this distance learning course, you will learn applicable aspects in the running of a business such as approaches to management, staff structures, macro and microeconomics, as well as business law, marketing and budget management.

### Access to HE Diploma (Education)

Want to study an education-related subject at undergraduate level but not yet sure which area suits you best? Then this General Pathway access course in Education is the ideal course for you. It provides a great balance of educational practice alongside theory and childhood studies, making it the perfect programme for students who want to gain a valuable insight into the world of education.

### Access to HE Diploma (Health Professionals)

This qualification is one of our most popular courses. This is because the healthcare sector offers a diverse range of challenging and exciting career paths for students to choose from. The carefully selected modules are full of content that allows students to understand the basis of the healthcare system and the human body.

### Access to HE Diploma (Midwifery)

For anyone dreaming of becoming a midwife, the Access Midwifery qualification is the right choice to gain the insight you need for a midwifery degree. The course not only prepares students for the challenges of academia, but also builds the knowledge foundation in everything from human reproduction to the skeletal system.

### Access to HE Diploma (Nursing)

This course gives you the opportunity to apply for a degree in nursing – preparing you well for academic work and the prospect of university life. The vast majority of universities and colleges will accept Access to Higher Education Diplomas as an entry requirement, but you are advised to check this with each of the establishments you're interested in attending.

### Access to HE Diploma (Science - Biochemical)

Those who choose to enrol in this course will study modules in chemistry and biology. As they do this, they will build up a foundation of knowledge which will prepare them for the demands of a science degree at university. The pathway is perfect for those who have yet to decide their science degree specialism.

### Access to HE Diploma (Science – MHCP)

The combination of units in this diploma pathway range across the sciences and facilitate access into a degree course including radiography and medicine. If you need physics as well as biology and chemistry, then this programme will be right for you.

### Access to HE Diploma (Nursing) Access to HE Diploma (Social Science & Health)

Under the broad umbrella of social science, the fundamental focus is on human relationships and the way they interact with society. A continuing issue is making certain that every community has access to the healthcare they need. If you want to take a further look at today's health issues and the impact society and social factors have on healthcare, you can do so with this course.

### Access to HE Diploma (Social Science)

If you're interested in the human mind, or you want to gain a deeper understanding of the reasoning behind criminal activity, this could be the course for you. Throughout the modules, you will examine topics such as criminal justice, prison systems, crime and deviance and even criminal law.

### Access to HE Diploma (Social Science and Humanities)

This qualification offers a balanced combination of sociological, historical, political and psychological units and ensures students are prepared for the academic demands of student life. Particularly suitable for students with a critical mind and a keen interest in how society functions, this course has been designed especially for individuals who want to attend university.

### Access to HE Diploma (Social Work)

Do you want a career that really matters? Are you a good problem solver with great people skills? If so, you could make an amazing social worker. However, to begin practising in this field, you will need to achieve a degree. This course has been designed for people who want to go to university and study social work.

# Higher Education

**We offer a range of career-focused, high quality, local and affordable higher education courses.**

Options include higher apprenticeships, part-time professional qualifications, teacher training and an NCTJ-accredited journalism diploma.

We work closely with businesses and industry to ensure our courses equip you with the core skills valued by employers.

Our strong focus on employability and work-related learning, and our highly experienced lecturers mean that you will benefit from high academic standards, excellent teaching and a first-class learning experience that will help you in your chosen career.

All our courses have been developed in collaboration with employers to ensure that you gain the skills you need to succeed. Our qualifications include substantial work placements, providing you with many opportunities to develop your employability skills and career prospects.

Our students tell us time and time again how much they value the smaller class sizes, one-to-one support from their tutors, and the informal, supportive learning environment.



“

**It's definitely beneficial when you're going into college to learn because you can relate it back to your job, so it's really helpful.**

”

**Rebekah Cox**

**Studied:** Level 4 Professional Accounting Technician Apprenticeship Standard with City of Portsmouth College





## Higher Professional Qualifications

Professional qualifications are a great way to further your career within your chosen industry or retrain in a new area to current industry standards. They are for people of all ages looking to upskill in their chosen profession or move into a new vocation.

We offer professional qualifications ranging from Level 3/4 to Level 6 in areas including:

<b>Accounting</b>	<b>Human Resources</b>
<b>Computing</b>	<b>Journalism</b>
<b>Construction</b>	<b>Teacher training</b>
<b>Healthcare</b>	

### How do I apply?

#### 🖱️ Online

Complete an online application form. You can do this by visiting [copc.ac.uk](http://copc.ac.uk), finding the course you are interested in and clicking the 'Apply' button.

#### ✉️ By post

Contact us to request a paper application form by calling **023 9238 3131**, or emailing [info@copc.ac.uk](mailto:info@copc.ac.uk). Once you've received the application form, just fill it out and post it back to us free of charge.



## Higher Level Apprenticeships

Higher level apprenticeships have been developed to provide a new route for people to earn and learn across a broad range of industries. And at Level 4/5 it's possible to top-up to a degree in some sectors. You could be looking to change your career or increase your skills – and there's no age limit.

We currently offer:

**Level 4 Accounting Technician**

### How do I apply?

Contact us to discuss your higher apprenticeship opportunities.

✉️ Email us [employmentservices@copc.ac.uk](mailto:employmentservices@copc.ac.uk)

☎️ or phone us on **023 9238 3131** and ask for our Employment Service team.



# Free courses to boost your employability

**Our Adult Learning Hub is conveniently located in Arundel Street, in the heart of Portsmouth.**

It offers a range of accredited courses for anyone interested in furthering their learning. You can enrol at any time and study at your own pace in the Hub's relaxed and friendly atmosphere. Learning is mostly through easy-to-follow workbooks that take you through an entire course in simple steps. Helpful and supportive tutors with plenty of experience are on hand to provide assistance whenever you need it.

We also offer a wide range of courses that could help you gain employment. We have our own careers specialists, who will actively seek employment opportunities for you. We can help you improve your IT skills, CV writing, interview skills and much more. In addition to the courses on offer, we can help you improve your chances of finding work with short courses tailored to meet sector requirements.

## Opening times

 **Monday, Tuesday & Thursday**  
9am - 4.45pm

**Wednesday**  
9am - 12 noon

**Friday**  
9am - 12 noon

## Address

 **49 Arundel Street**  
**Portsmouth**  
**PO1 1ND**

## Find out more

 **023 9232 8718**

 **info@copc.ac.uk**

 **copc.ac.uk**

## Our range of free courses includes:

Step Up to Computing:  
**Word, PowerPoint, Spreadsheets, Database, Publisher, email and file management**

Entry 3 OCNL Award in  
**Essential Digital Skills for Everyday Life**

Level 1 OCNL Award in  
**Essential Digital Skills for Everyday Life**

Level 1 NCFE Certificate in  
**Employability Skills**

Level 1 OCNL Award in  
**Preparing to Work in Schools**

Level 1 OCNL Certificate in  
**Progression: Introduction to Working in Schools**

Level 1 OCNL Award in  
**Developing Personal Confidence and Self Awareness**

Level 1 OCNL Award in  
**Personal Safety Awareness**

Level 1 OCNL Award in  
**Understanding Safeguarding in a Working Environment**

Level 1 OCNL Award in  
**Awareness of Health and Wellbeing**

Level 1 OCNL Award in  
**Mental Health and Wellbeing**



# Free VRQ Distance Learning Courses

## We offer a range of FREE distance learning Vocationally Related Qualifications (VRQs).

The courses, which can be started at any point during the year, allow you to learn in your own time, in your own space, and at a pace that suits you. Courses are available in workbook format or can be studied online.

### What are the benefits of a VRQ?

- The courses are **FREE**
- Upon successful completion you will have achieved a nationally recognised qualification at Level 2
- You will receive a set of high-quality learning support materials that will be yours to keep and use as a reference
- The VRQ will further your professional development and look great on your CV.

### Find out more

📞 023 9232 8795

✉ [communityvrqs@copc.ac.uk](mailto:communityvrqs@copc.ac.uk)

### We offer Level 2 Certificates in a range of areas:

**Equality and Diversity**

**Mental Health Awareness**

**Understanding Children and Young People's Mental Health**

**Mental Health, First Aid and Mental Health Advocacy**

**Understanding Behaviour that Challenges Principles Of Working with Individuals with Learning Disabilities**

**Understanding Specific Learning Difficulties**

**Understanding Autism**

**Preparing to Work in Adult Social Care**

**Understanding Dignity and Safeguarding in Adult Health and Social Care**

**Understanding Safeguarding and Prevent**

**Principles of Dementia Care**

**Information, Advice or Guidance**

**Principles of Customer Service**

**Principles of Team Leading**

**Principles of Business and Administration**



# Make it happen with the Prince's Trust



Prince's Trust

**The Prince's Trust Team programme is a FREE 12-week course that could change your life.**

For 16 to 25-year-olds in and around the Portsmouth area, the course offers work experience, challenging community projects and an adventurous five-day, team-building residential trip. Programmes start in May, September and January.



- Increase your confidence
- Develop your work and study skills
- Get career advice
- Achieve a recognised qualification
- Improve your Maths and English
- Make new friends and have fun

## Places available now

☎ 023 9238 3131  
☎ 07771 644 771  
✉ [princes.trust@copc.ac.uk](mailto:princes.trust@copc.ac.uk)

“  
The College and the Prince's Trust Team taught me how to layout my CV properly and how to sell myself.

They gave me the confidence to go and get my current job, where I have been promoted to team leader!  
”

Lou Robinson  
Former Prince's Trust team member

# Free Level 3 courses for jobs

**Whether you're looking to progress in your current industry or want to try something new, building on your existing strengths with a free qualification can help you on the path to a better job.**

Gaining a Level 3 qualification could boost your income by 16% and help you stand out to employers. These qualifications are equivalent to an advanced technical certificate or diploma, or A Levels.

Who can benefit from these courses?

If you are aged 19+ and do not already have a Level 3 qualification (equivalent to A levels or an advanced technical diploma) you can choose from our range of free courses to help you boost your earnings or get a better job.

From April 2023, these courses will also be available to adults who are unemployed or earning below the National Living Wage annually (£20,319), even if you already have a level 3 qualification or higher.

## Courses

Level 3

**Diploma in Light Vehicle Maintenance and Repair Principles**

Level 3

**National Foundation/Extended Diploma in Business**

Level 3

**AAT Diploma in Accounting**

Level 3

**Diploma in Advanced Professional Cookery**

Level 3

**Technical Certificate/Diploma in Childcare & Education**

Level 3

**Advanced Technical Diploma in Electrical Installation**

Level 3

**NCFE CACHE Technical Certificate/Extended Diploma in Health & Social Care**

Level 3

**Diploma in Plumbing**







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hair & beauty  
for men & women

styling ▪ perming ▪ colouring ▪ men's hair & grooming  
facial treatments ▪ manicure & pedicure ▪ eye treatments ▪ body treatments  
massage & holistic treatments ▪ hair removal



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@yourcopceden



City of  
Portsmouth  
College

023 9232 8965 eden at Highbury Campus, Tudor Crescent, Portsmouth PO6 2SA



# Adult education in the community

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Our adult education courses and training can help you learn something new, take up a hobby or improve your chances of finding work. Courses are available for groups and individuals all year round and take place at more than 50 community venues in Portsmouth and the surrounding area, as well as at City of Portsmouth College campuses.

# Digital Media & ICT

Our digital media, ICT and creative courses suit all abilities. We offer a range of subjects, from an introduction to digital photography to learning to use a computer. Flexible computing courses let you work towards a recognised qualification, such as a Level 2 certificate, or alternatively study a single module from the many options available.

We also offer a range of bespoke digital media courses for employers designed around their needs. These courses can be delivered within the workplace or at Highbury Campus. A range of accredited and taster courses are available.

COURSE	AM	PM	EVE	VENUE	START	DURATION	FEE	REG FEE	TOTAL	LOAN
Darktable (Taster Session)	•	•		Various	Flexible	6 hours	FREE	-	FREE	-
Introduction to Digital Photography	•	•		Various	Flexible	15 hours	FREE	-	FREE	-
Introduction to LINUX	•	•		Various	Flexible	15 hours	FREE	-	FREE	-
Introduction to Microsoft Office Suite (Beginners)	•	•		Various	Flexible	15 hours	FREE	-	FREE	-
Introduction to Microsoft Office Suite (Intermediate)	•	•		Various	Flexible	15 hours	FREE	-	FREE	-
Introduction to Using Photoshop	•	•		Various	Flexible	15 hours	FREE	-	FREE	-
Introduction to PowerPoint	•	•		Various	Flexible	15 hours	FREE	-	FREE	-
Introduction to Publisher	•	•		Various	Flexible	15 hours	FREE	-	FREE	-
Introduction to Spreadsheets	•	•		Various	Flexible	15 hours	FREE	-	FREE	-
Introduction to the Internet	•	•		Various	Flexible	15 hours	FREE	-	FREE	-
Introduction to Word Processing	•	•		Various	Flexible	15 hours	FREE	-	FREE	-
Libre Office	•	•		Various	Flexible	15 hours	FREE	-	FREE	-
Advanced Portrait Photography	•	•	•	Various	Flexible	18 hours	FREE	-	FREE	-
Advanced Creative Photography	•	•	•	Various	Flexible	18 hours	FREE	-	FREE	-
Introduction to Photography Learning Manual	•	•	•	Various	Flexible	18 hours	FREE	-	FREE	-
Advanced Photography Understanding Manual	•	•	•	Various	Flexible	18 hours	FREE	-	FREE	-
Introduction to Adobe Lightroom Editing	•	•	•	Various	Flexible	18 hours	FREE	-	FREE	-
Introduction to Adobe Photoshop Editing	•	•	•	Various	Flexible	18 hours	FREE	-	FREE	-
Portrait Photography	•	•		Various	Flexible	15 hours	FREE	-	FREE	-
Landscape Photography	•	•	•	Various	Flexible	15 hours	FREE	-	FREE	-
Mobile Photography using Smartphones	•	•	•	Various	Flexible	4 hours	FREE	-	FREE	-
Street Photography	•	•		Various	Flexible	15 hours	FREE	-	FREE	-
Wildlife Photography	•	•		Various	Flexible	15 hours	FREE	-	FREE	-
Level 2 Certificate in Photography	•	•	•	Various	Flexible	160 hours	FREE	-	FREE	-
Take Back your Online Privacy (Taster Session)	•	•		Various	Flexible	3 hours	FREE	-	FREE	-
Entry 3 OCNL Award in Essential Digital Skills for Everyday Life	•	•		Various	Flexible	48 hours	FREE	-	FREE	-
Level 1 OCNL Award in Essential Digital Skills for Everyday Life	•	•		Various	Flexible	48 hours	FREE	-	FREE	-

HC: Highbury Campus TC: Tangier Campus NHC: North Harbour Campus AC: Arundel Campus

£\*Fee reductions may apply (see page 6 for eligibility criteria)

# Personal & creative development

These are fun and informal.

Please note that you will be asked to bring some resources to some of these classes.

COURSE	AM	PM	EVE	VENUE	START	DURATION	FEE	REG FEE	TOTAL	LOAN
Coloured Pencils	•	•		Various	Flexible	15 hours	FREE	-	FREE	-
Brush Calligraphy	•	•		Various	Flexible	15 hours	FREE	-	FREE	-
Introduction to Ceramics	•	•		Various	Flexible	25 hours	£150	-	£150	-
Collaging	•	•		Various	Flexible	15 hours	FREE	-	FREE	-
Drawing with Pencil	•	•		Various	Flexible	15 hours	FREE	-	FREE	-
Drawing with Charcoal	•	•		Various	Flexible	15 hours	FREE	-	FREE	-
Introduction to Creative Writing	•	•		Various	Flexible	9 hours	FREE	-	FREE	-
Lino Cutting and Printing	•	•		Various	Flexible	15 hours	£20	-	£20	-
Marbling	•			Various	Flexible	3 hours	FREE	-	FREE	-
Pen, Ink and Wash	•			Various	Flexible	15 hours	FREE	-	FREE	-
Painting with Acrylic	•			Various	Flexible	15 hours	FREE	-	FREE	-
Painting with Chinese Brush and Ink	•			Various	Flexible	15 hours	FREE	-	FREE	-
Painting with Watercolour	•			Various	Flexible	15 hours	FREE	-	FREE	-
Soft Pastels	•			Various	Flexible	15 hours	FREE	-	FREE	-
Level 1 OCNL Award in Skills for Professions in Creative and Digital Industries	•			Various	Flexible	70 hours	FREE	-	FREE	-
Level 1 OCNL Award in Skills for Professions in Creative and Digital Industries - Photography	•			Various	Flexible	70 hours	FREE	-	FREE	-
Painting and Drawing for Beginners			•	Various	Flexible	20 hours	£90	-	£90	-
Painting and Drawing Studio			•	Various	Flexible	20 hours	£90	-	£90	-
Acoustic Guitar for Beginners			•	HC	Flexible	20 hours	£90	-	£90	-
Acoustic Guitar for Improvers			•	HC	Flexible	20 hours	£90	-	£90	-



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# Preparation for life & work

Whether you would like to get back into education or develop your career, our short courses are the perfect introduction. Our courses are career-focused and will help you build the skills you will need in your chosen industry sector.

COURSE	AM	PM	EVE	VENUE	START	DURATION	FEE	REG FEE	TOTAL	LOAN
Team Building	•	•		Various	Flexible	15 hours	FREE	-	FREE	-
CV Writing	•	•	•	AC	Flexible	Flexible	FREE	-	FREE	-
Portsmouth Ambassador Induction	•	•	•	Various	Flexible	3 hours	FREE	-	FREE	-
Level 1 NCFE Award in Employability Skills	•	•	•	AC	Flexible	36 hours	FREE	-	FREE	-
Level 1 NCFE Certificate in Employability Skills	•	•	•	AC	Flexible	90 hours	FREE	-	FREE	-
Level 1 OCN London Award in Preventing the Spread of Infection and Disease	•	•		AC	Flexible	8 hours	FREE	-	FREE	-
Level 1 Introduction to Working in a School (Certificate in Progression)	•	•		HC	Flexible	12 weeks	£150	£50	£200*	-
Level 1 OCN London Award in British Values Awareness & Citizenship	•	•		Various	Flexible	8 hours	FREE	-	FREE	-
Level 1 OCN London Award in Developing Leadership Skills	•	•		Various	Flexible	8 hours	FREE	-	FREE	-
Level 1 OCN London Award in Understanding Safeguarding in a Working Environment	•	•		Various	Flexible	8 hours	FREE	-	FREE	-
Level 1 OCNL Award in Developing Emotional Resilience	•	•		Various	Flexible	8 hours	FREE	-	FREE	-
Level 1 OCNL Award in Developing Personal Confidence and Self Awareness	•	•		Various	Flexible	27 hours	FREE	-	FREE	-
Level 1 OCNL Award in Skills for Professions in Business, Administration and Finance	•	•		Various	Flexible	75 hours	FREE	-	FREE	-
Level 1 OCNL Award in Awareness of Health and Wellbeing	•	•		Various	Flexible	8 hours	FREE	-	FREE	-
Level 1 OCNL Award in Mental Health and Wellbeing	•	•		Various	Flexible	8 hours	FREE	-	FREE	-
Level 1 OCNL Award in Personal Safety Awareness	•	•		Various	Flexible	16 hours	FREE	-	FREE	-
Level 1 OCNL Award in Information Advice or Guidance	•	•		Various	Flexible	54 hours	FREE	-	FREE	-



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# Languages

Our evening language courses teach you the skills to communicate effectively in different languages, from beginner through to advanced.

COURSE	AM	PM	EVE	VENUE	START	DURATION	FEE	REG FEE	TOTAL	LOAN
Introduction to British Sign Language		•	•	Various	Flexible	15 hours	FREE	-	FREE	-
Level 1 British Sign Language (Signature)			•	HC	Flexible	1 year	£225	-	£225	-
Level 2 British Sign Language (Signature)			•	HC	Flexible	1 year	£360	-	£360	-
French for Beginners			•	HC	Flexible	20 hours	£90	-	£90	-
French for Improvers			•	HC	Flexible	20 hours	£90	-	£90	-
French for Improvers/Advanced			•	HC	Flexible	20 hours	£90	-	£90	-
German for Beginners			•	HC	Flexible	15 hours	£70	-	£70	-
German for Improvers			•	HC	Flexible	15 hours	£70	-	£70	-
Italian for Beginners			•	HC	Flexible	20 hours	£90	-	£90	-
Italian for Improvers			•	HC	Flexible	20 hours	£90	-	£90	-
Spanish for Beginners			•	HC	Flexible	20 hours	£90	-	£90	-
Spanish for Beginners with experience			•	HC	Flexible	20 hours	£90	-	£90	-
Spanish Improvers			•	HC	Flexible	20 hours	£90	-	£90	-

# Online courses

Our range of online courses provide a flexible approach to learning – you can study from the comfort of your own home at a pace to suit you.

COURSE	AM	PM	EVE	VENUE	START	DURATION	FEE	REG FEE	TOTAL	LOAN
Level 2 TQUK Certificate in Equality & Diversity Online	•	•		Various	Flexible	15 hours	FREE	-	FREE	-
Level 2 TQUK Certificate in Principles of Customer Service Online	•	•		Various	Flexible	15 hours	FREE	-	FREE	-
Level 2 TQUK Certificate in Principles of Team Leading Online	•	•		Various	Flexible	25 hours	£150	-	£150	-
Level 2 TQUK Certificate in Principles of Dementia Care Online	•	•		Various	Flexible	15 hours	FREE	-	FREE	-
Level 2 TQUK Certificate in Awareness of Mental Health Problems Online	•	•		Various	Flexible	15 hours	FREE	-	FREE	-
Level 2 TQUK Certificate in Principles of Business Administration Online	•	•		Various	Flexible	15 hours	FREE	-	FREE	-
Level 2 TQUK Certificate in Preparing to Work in Adult Social Care Online	•	•		Various	Flexible	9 hours	FREE	-	FREE	-
Level 2 TQUK Certificate in Introducing Caring for Children and Young People Online	•	•		Various	Flexible	15 hours	£20	-	£20	-
Level 2 TQUK Certificate in Understanding Autism Online	•			Various	Flexible	3 hours	FREE	-	FREE	-
Level 2 TQUK Certificate in Principles of Care Planning Online	•			Various	Flexible	15 hours	FREE	-	FREE	-

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COURSE	AM	PM	EVE	VENUE	START	DURATION	FEE	REG FEE	TOTAL	LOAN
Level 2 TQUK Certificate in Understanding Children and Young People's Mental Health Online	•	•		Various	Flexible	15 hours	FREE	-	FREE	-
Level 2 TQUK Certificate in Improving Personal Exercise, Health and Nutrition Online	•	•		Various	Flexible	15 hours	FREE	-	FREE	-
Level 2 TQUK Certificate in Awareness of Bullying in Children and Young People Online	•	•		Various	Flexible	25 hours	£150	-	£150	-
Level 2 TQUK Certificate in Caring for the Elderly Online	•	•		Various	Flexible	15 hours	FREE	-	FREE	-
Level 2 TQUK Certificate in Safeguarding, Prevent and British Values Online	•	•		Various	Flexible	15 hours	FREE	-	FREE	-
Level 2 TQUK Certificate in Special Education Needs and Disability Online	•	•		Various	Flexible	15 hours	FREE	-	FREE	-
Level 2 TQUK Certificate in Understanding Retail Operations Online	•	•		Various	Flexible	9 hours	FREE	-	FREE	-
Level 2 TQUK Certificate in Information, Advice or Guidance Online	•	•		Various	Flexible	15 hours	£20	-	£20	-
Level 2 TQUK Certificate in Principles of Working with Individuals with Learning Disabilities Online	•			Various	Flexible	3 hours	FREE	-	FREE	-
Level 2 TQUK Certificate in Supporting Individuals with Learning Disabilities Online	•			Various	Flexible	15 hours	FREE	-	FREE	-
Level 2 TQUK Certificate in Developing Personal Skills for Employment Online	•	•		Various	Flexible	15 hours	FREE	-	FREE	-
Level 2 TQUK Certificate in Healthcare Support Services Online	•	•		Various	Flexible	15 hours	FREE	-	FREE	-
Level 2 TQUK Certificate in Working with Customers in Health and Social Care Online	•	•		Various	Flexible	25 hours	£150	-	£150	-
Level 3 TQUK Certificate in Understanding the Principles of Dementia Care Online	•	•		Various	Flexible	15 hours	FREE	-	FREE	-
Level 3 TQUK Certificate in Understanding Autism Online	•	•		Various	Flexible	15 hours	FREE	-	FREE	-
Level 3 TQUK Award in Supporting Children and Young People with Autism Online	•	•		Various	Flexible	15 hours	FREE	-	FREE	-
Online Level 3 NCFE Certificate in Preparing to Work in Adult Social Care	•	•		Various	Flexible	9 hours	FREE	-	FREE	-
Online Level 3 NCFE Certificate in Understanding Autism	•	•		Various	Flexible	15 hours	£20	-	£20	-
Online Level 3 NCFE Certificate in Understanding Mental Health	•			Various	Flexible	3 hours	FREE	-	FREE	-
Online Level 3 NCFE Certificate in Understanding the Principles of Dementia Care	•			Various	Flexible	15 hours	FREE	-	FREE	-
Online Level 3 NCFE Diploma in Counselling Skills	•	•		Various	Flexible	15 hours	FREE	-	FREE	-



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# Automotive

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At City of Portsmouth College, we boast an impressive workshop and an expert team, placing us firmly among the leading providers of automotive training in the South East.

We deliver a range of Institute of the Motor Industry (IMI) qualifications, which serve as a national benchmark of competence, ensuring that your training meets all relevant industry standards. All automotive courses can be delivered on a bespoke basis at times and dates to suit employers, provided there are sufficient student numbers.

# Automotive

COURSE	AM	PM	EVE	VENUE	START	DURATION	FEE	REG FEE	TOTAL	LOAN	ADDITIONAL INFO
Level 2 Diploma in Light Vehicle Maintenance & Repair Principles			•	HC	Sept	1 year	£1,872	£213	£2,085*	-	Course code: P185528 Q185531
Level 3 Diploma in Light Vehicle Maintenance & Repair Principles			•	HC	Sept	1 year	£5,214	£207	£5,421*	AL	Course code: P258253 Q258255

## Short courses

COURSE	AM	PM	EVE	VENUE	START	DURATION	FEE	REG FEE	TOTAL	LOAN	ADDITIONAL INFO
Level 2 MOT Testing	•	•		HC	Flexible	5 days	£1,050	£86.50	£1,136.50	-	Monday 8.30am-5pm Course code: P239917 Q239919
Level 3 MOT Manager			•	HC	Flexible	3 eves	£640	£90.50	£730.50	-	Monday -5pm Course code: P239913 Q239915
Level 3 Light Vehicle Inspection (ATA)	•	•		HC	Flexible	1 day	£550	£41	£591	-	Monday 8.30am-5pm Course code: P271846 Q272224
Award in Electric/Hybrid Vehicle Awareness	•	•		HC	Flexible	1 day	£200	£63	£263	-	Course code: P271753 Q271695
Refrigerant Handling (F-gas)	•	•		HC	Flexible	1 day	£300	£30	£330	-	Course code: P271914 Q272513
Level 1 Award in Hydrogen Awareness				HC	Flexible	1 Day	£200	£63	£263	-	Course code: P271857 Q272295



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# Business

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We stay one step ahead of your business and professional needs with a wide range of flexibly delivered accounting and HR courses.

We are one of the leading providers in the area for accountancy, bookkeeping and payroll qualifications and offer courses from Level 2 through to Level 4.



# Business

COURSE	AM	PM	EVE	VENUE	START	DURATION	FEE	REG FEE	TOTAL	LOAN	ADDITIONAL INFO
<b>ACCOUNTANCY</b>											
Level 2 AAT Foundation Certificate in Accounting	•	•		HC	Sep-23	38 weeks			£1,250	-	Daytime. AAT Membership & course books included.
Level 2 AAT Foundation Certificate in Accounting			•	HC	Sep-23	38 weeks	£1,250		£1,250	-	Evenings. AAT Membership & course books included.
Level 2 AAT Foundation Certificate in Bookkeeping	•	•	•	HC	Sep-23	19 weeks	£650		£650	-	Available evenings or day release. AAT Membership & course books included.
Level 3 AAT Advanced Diploma in Accounting	•	•	•	HC	Sep-23	38 weeks	£2,600	£555	£2,600	AL	Available evenings or day release. AAT Membership & course books included.
Level 3 AAT Professional Advanced Diploma in Accounting	•	•	•	HC	Sep-23	38 weeks	£2,600	£555	£2,600	AL	Available evenings or day release. AAT Membership & course books included.
Level 4 AAT Professional Diploma in Accounting	•	•	•	HC	Sep-23	38 weeks	£2,045	£555	£2,600	AL	Available evenings or day release. AAT Membership & course books included. Course code: 240PN4AT / 240EN4AT
APM Project Management Fundamentals	•	•		Virtual	Oct-23	6 weeks	£500	£0	£500	-	Runs 1 day a week. APM PFQ Exam not included.
<b>HUMAN RESOURCES</b>											
Level 3 CIPD Foundation Certificate in People Practice		•	•	HC	Sep-23	1 year	£2,500	-	£2,500	AL	Please enquire.
Level 5 CIPD Associate Diploma in People Management		•	•	HC	Sep-23	1 year	£3,500	-	£3,500	AL	Please enquire.



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# Construction & Building

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We offer hands-on courses that develop the skills and knowledge you need to succeed in these expanding sectors.

Our construction courses are based at our North Harbour Campus, which is one of the largest facilities of its kind in the South East, with industry standard workshops and realistic working environments. A wide range of options are available, from short courses, to diplomas and apprenticeships.



# Construction & Building

COURSE	AM	PM	EVE	VENUE	START	DURATION	FEE	REG FEE	TOTAL	LOAN	ADDITIONAL INFO
<b>BRICKWORK</b>											
Level 2 Diploma in Brickwork	•	•		NHC	Sept	1 Year	£1,167	£120	£1,287*	-	Must hold Level 1 qualification or prior experience. Course code: P106174 Supplement fee: £135
<b>CARPENTRY &amp; JOINERY</b>											
Level 2 Diploma in Site Carpentry	•	•		NHC	Sept	2 Years	£1,910	£120	£2,030*	-	Must have a Level 1 Diploma in site carpentry or equivalent. Course code: P000189 Supplement fee: £170



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# BPEC Gas Safe Registration, Training & Assessment

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We offer a range of gas courses for qualified gas engineers and candidates who are new to the gas industry.

All of our gas assessment fees are VAT exempt and include certification fees and learning materials. Free onsite parking is also included.

# Gas Safe Registration, Refrigeration, Net Zero Training & Assessment

COURSE	DESCRIPTION
<b>DOMESTIC TRAINING &amp; ASSESSMENT – INITIAL</b>	
CCN1 (inc. CPA1)	Core domestic gas including CPA1
Appliances - CENWAT1	Boilers
Appliances - CKR1	Cookers
Appliances - HTR1	Fires
Appliances - DAH1	Domestic Air Heaters
Appliances - MET1	Meters
Appliances - LAU1	Laundry appliances
Appliances - REGT1	Domestic Meters Medium Pressure Regulators
CMDDA1	Carbon Monoxide investigation
CMA1	Gas Meter Installer
CMA2LS	Gas Meter Installer (Limited scope)
MET3LS	Gas Meter Installer (Limited scope)
Part L (Energy Efficiency)	Energy Efficiency
<b>DOMESTIC TRAINING &amp; ASSESSMENT - RE-ASSESSMENT</b>	
CCN1 (inc. CPA1)	Core domestic gas including CPA1
Appliances - CENWAT1	Boilers
Appliances - CKR1	Cookers
Appliances - HTR1	Fires
Appliances - DAH1	Domestic Air Heaters
Appliances - MET1	Meters
Appliances - LAU1	Laundry appliances
Appliances - REGT1	Domestic Meters Medium Pressure Regulators
CMDDA1	Carbon Monoxide investigation
CMA1	Gas Meter Installer
CMA2LS	Gas Meter Installer (Limited scope)
MET3LS	Gas Meter Installer (Limited scope)
Part L (Energy Efficiency)	Energy Efficiency

Continued on next page &gt;&gt;

# Gas Safe Registration, Refrigeration, Net Zero Training & Assessment

COURSE	DESCRIPTION
<b>LPG - LIQUID PETROLEUM GAS - INITIAL</b>	
CoNGLP1	Natural gas to LPG changeover
CoNGLP1 PD	Permanent Dwellings
CoNGLP1 RPH	Residential Park Homes
CoNGLP1 LAV	Leisure Activity Vehicles
HTRLP2	Closed Flue Gas Fires
CoNGLP1 B	Boats
<b>LPG - LIQUID PETROLEUM GAS - REASSESSMENT</b>	
CoNGLP1	Natural gas to LPG changeover
CoNGLP1 PD	Permanent Dwellings
CoNGLP1 RPH	Residential Park Homes
CoNGLP1 LAV	Leisure Activity Vehicles
HTRLP2	Closed Flue Gas Fires
CoNGLP1 B	Boats
<b>WATER RELATED COURSES</b>	
UVDHW	Unvented Domestic Hot Water
W-REGS - Water Regulations	Water Regulations
EE - Energy Efficiency (Part L)	Part L
<b>REFRIGERATION COURSES</b>	
Refrigeration Air Conditioning	F-Gas Cat 1 Or 2
Refrigeration Air Conditioning	F-Gas Cat 1 Or 2 + HC
Refrigeration Air Conditioning	F-Gas Cat 4
Refrigeration Air Conditioning	HC/Flammables
<b>NET ZERO COURSES</b>	
Level 3 Award in Air Source Heat Pump Systems (non refrigerant circuits)	Heat Pump Installation
Electric Vehicle Charging Point Installation	
Level 3 Smart Metering Installer	Power, Gas, Dual Fuel
<b>GAS MANAGED LEARNING COURSE</b>	
Domestic Gas Foundation Course	Managed Learning Program

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# ESOL

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Our English for Speakers of Other Languages (ESOL) department offers both part-time and full-time courses to suit all needs.

Specially designed for students and adults whose first language is not English, you'll learn in a vibrant atmosphere at our Arundel Campus where you can practise and develop your reading, writing, listening and speaking skills.

Activities and assignments will help improve your English vocabulary, grammar, spelling and pronunciation.

# ESOL

COURSE	AM	PM	EVE	VENUE	START	DURATION	FEE	REG FEE	TOTAL	LOAN
ESOL Beginner Part-time		•	•	AC	Sept 23	1 year	£460	Incl.	£460*	-
ESOL Elementary Part-time		•	•	AC	Sept 23	1 year	£460	Incl.	£460*	-
ESOL Pre-Intermediate Part-time			•	AC	Sept 23	1 year	£460	Incl.	£460*	-
ESOL Pre-Intermediate Part-time (Evening)			•	AC	Sept 23	1 year	£460	Incl.	£460*	-
ESOL Intermediate Part-time		•		AC	Sept 23	1 year	£460	Incl.	£460*	-
ESOL Intermediate Part-time (Evening)			•	AC	Sept 23	1 year	£460	Incl.	£460*	-
ESOL Upper Intermediate Part-time		•	•	AC	Sept 23	1 year	£460	Incl.	£460*	-
ESOL Conversation High Entry 3/Level 1	•	•		AC	Sept 23	1 year	£460	Incl.	£460	-
ESOL Conversation Low Entry 1/2	•	•		AC	Sept 23	1 year	£460	Incl.	£460	-
ESOL Literacy High Entry 3/Level 1	•	•		AC	Sept 23	1 year	£460	Incl.	£460	-
ESOL Literacy Low Entry 1/2	•	•		AC	Sept 23	1 year	£460	Incl.	£460	-
ESOL Literacy Starter	•	•		AC	Sept 23	1 year	£460	Incl.	£460	-
ESOL Literacy Medium Entry 2/3	•	•		AC	Sept 23	1 year	£460	Incl.	£460	-
ESOL Vocational Studies Level 2	•	•		AC	Sept 23	1 year	£460	Incl.	£460	-
ESOL Academic and Vocational Support	•	•		AC	Sept 23	1 year	No fee	No fee	No fee	-
ESOL Level 1 Award in Volunteering	•	•		AC	Oct 23	1 year	No fee	No fee	No fee	-



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# Floristry

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Our range of floristry courses enable you to explore your passion and improve your skills.

Our facilities include a specialist floristry studio and modern classrooms with creative software. Students will be taught by practising florists with high levels of industry and educational experience.



# Floristry

COURSE	AM	PM	EVE	VENUE	START	DURATION	FEE	REG FEE	TOTAL	LOAN
Christmas Wreath Workshop	•			HC	TBC	2 hours	-	-	-	-

Please enquire for further details on all our floristry courses

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## GET FIT with GYM SESSIONS

from  
only

# £2

per session

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at Highbury Campus

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### Opening times

Monday - Thursday	9am - 10pm
Friday	9am - 9pm
Saturday	9am - 1pm
Sunday	9am - 6pm

### Monthly cost

(No contract)

<b>Community</b>	£15 per month
<b>Students</b>	£10 per month

### Cost per session

<b>Community</b>	£3 per session
<b>Students</b>	£2 per session

Please note: card payments only

### Find out more

☎ 02392 328690

✉ info@copc.ac.uk

📍 Tudor Crescent,  
Portsmouth, PO6 2SA



# Hairstyling & Beauty Therapy

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Update your skills or launch a new career with our specialist hairstyling and beauty therapy training courses.

Our range of one-day salon training courses will enable you to increase the services you can provide to clients or be the start of something new.



# Hairdressing & Beauty Therapy

COURSE	AM	PM	EVE	VENUE	START	DURATION	FEE	REG FEE	TOTAL	LOAN
Manicure	•	•		HC	TBC	1 day	£115	-	£115	-
Gel Polish (Manicure qualification required)	•			HC	TBC	Half day	£80	-	£80	-
Gel Nails (Manicure qualification required)	•	•		HC	TBC	1 day	£115	-	£115	-
Acrylic Nails (Manicure qualification required)	•	•		HC	TBC	11 day	£115	-	£115	-



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# Maths & English

Our Maths and English teaching is all delivered by highly specialist, experienced teachers.

Maths and English are valued very highly by employers and are crucial to your prospects at college, university, work, training and life in general. We help you improve your skills and enhance your career opportunities.

The following courses are available at times to suit you. For Maths and English, the syllabuses and materials are tailored to the needs of mature students, including those returning to study after a number of years. Acceptance on to these courses is subject to initial and diagnostic assessments and an interview.



# Maths & English

COURSE	AM	PM	EVE	VENUE	START	DURATION	FEE	REG FEE	TOTAL	LOAN	ADDITIONAL INFO
GCSE English for Adults	•	•	•	HC	Sept 23	1 year	FREE	-	FREE	-	One session a week (approx 3 hrs).
GCSE Maths for Adults	•	•	•	HC	Sept 23	1 year	FREE	-	FREE	-	One session a week (approx 3 hrs).
Functional Skills English for Adults	•	•	•	HC	Sept 23	1 year	FREE	-	£150	-	One session a week (approx 2 hrs).
Functional Skills Maths for Adults	•	•	•	HC	Sept 23	1 year	FREE	-	FREE	-	One session a week (approx 2 hrs).
Core Maths (Level 3)	•	•	•	HC	Sept 23	1 year	£659	£65	£724	-	One session a week (approx 3 hrs).



HC: Highbury Campus TC: Tangier Campus NHC: North Harbour Campus AC: Arundel Campus  
 £\*Fee reductions may apply (see page 6 for eligibility criteria)



# Teacher Support & Education

We offer flexible, challenging and supportive teacher training and teaching assistant programmes depending on whether you are already in a teaching role or thinking of teaching as a future career.

All training and qualifications meet the changing needs and requirements of employers within the sector and reflect the national skills agenda. Assessment and interview are required.

# Teacher Support & Education

COURSE	AM	PM	EVE	VENUE	START	DURATION	FEE	REG FEE	TOTAL	LOAN	ADDITIONAL INFO
Level 2 Certificate in Supporting Teaching and Learning in Schools	•			HC	Oct 23	30 weeks	£500	£113	£613	-	One session a week (approx 3 hrs).
Level 3 Diploma in Specialist Support for Teaching and Learning in Schools	•			HC	Oct 23	1 year	£2,059	£166	£2,225	AL	One session a week (approx 3 hrs).
Level 3 Award in Education & Training (TQUK)			•	HC	Oct 23	12 weeks	£463	£37	£500	-	One session a week (approx 2 hrs).
Level 5 Diploma in Education & Training (TQUK)			•	HC	45221	2 years	£4,491	£189	£4,680	SL	Course code: 249PL5ET



HC: Highbury Campus TC: Tangier Campus NHC: North Harbour Campus AC: Arundel Campus  
 £\*Fee reductions may apply (see page 6 for eligibility criteria)



# How to apply

**Just follow these three easy steps and you'll be on your way to being a student at City of Portsmouth College**

## **1 APPLY ONLINE OR BY POST**

Submitting an application is your chance to tell us about yourself, the course you're interested in and the qualifications you've already achieved.

### **ONLINE**

Complete an online application via the City of Portsmouth College website [copc.ac.uk](http://copc.ac.uk). Find the course you are interested in and click the 'Apply' button.

### **BY POST**

Complete the following application form and return it to any City of Portsmouth College campus.

## **2 ATTEND AN INTERVIEW**

Once you've sent us your application, you will be emailed details of an interview with the course teacher or tutor. This will be your chance to discuss your course choice/s and ask any questions you may have about studying at City of Portsmouth College. We can also make sure that you have made an informed choice about your future study plans to ensure you are on the right track to achieving your career goals. You may initially have a discussion with our learning support team if required. These interviews will enable us to put together a programme of study that's right for you.

## **3 ENROL**

Before starting your programme of study you'll need to come into the College and formally enrol. If you're still at school, this will normally happen in the summer after you've received your exam results. However, we will send you instructions nearer the time making it clear when you should come in to complete this. Please remember that when you come to enrol, you'll need to show us your exam results and passport or birth certificate – please bring them with you. Once you've enrolled, you're ready to begin your journey with us!

# Application Form

## Course choices

1. ....
2. ....
3. ....
4. ....
5. ....

Are you interested in:  Full-time     Part-time     Apprenticeship  
 If you are applying for an Apprenticeship, do you have an employer to support you?  Yes  No

## Personal details

Title                      First Name    Middle Name(s)

---

Surname    Date of Birth (dd/mm/yyyy)

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Legal Sex (as per your birth certificate or identity document)  Male  Female

Pronouns (how you wish to be addressed)  he/him/his     she/her/hers     they/them/theirs

Gender  Female  GNC  Intersex  Male  Non-binary  Trans Female (AFAB)  Trans Female (AMAB)  
 Trans Male (AFAB)  Trans Male (AMAB)

Email

---

Contact number    Address    Postcode

---

## Emergency Contact Details

Who should we contact in an emergency? This could be a spouse, partner or close friend. (Please note, if you are under 18 or have an EHCP we will also use this contact information to inform them of your progress.)

Emergency Contact Name

---

Emergency Contact Number

---

Emergency Contact Relationship

---

Emergency Contact Email

---

## Residency and Ethnicity

Please tick the category you feel describes your ethnic origin:

- |  |  |
|--|--|
| <input type="checkbox"/> Asian/Asian British - Bangladeshi (41)  | <input type="checkbox"/> Mixed/Multiple Ethnic Group - White & Asian (37)                              |
| <input type="checkbox"/> Asian/Asian British - Indian (39)   | <input type="checkbox"/> Mixed/Multiple Ethnic Group - White & Black African (36)                      |
| <input type="checkbox"/> Asian/Asian British - Pakistani (40)  | <input type="checkbox"/> Mixed/Multiple Ethnic Group - White & Black Caribbean (35)                    |
| <input type="checkbox"/> Asian/Asian British - Chinese (42)  | <input type="checkbox"/> Mixed/Multiple Ethnic Group - Any other Mixed/Multiple Ethnic background (38) |
| <input type="checkbox"/> Asian/Asian British - Any other Asian background (43)                                     | <input type="checkbox"/> White - English/Welsh/Scottish/Northern Irish/British (31)                    |
| <input type="checkbox"/> Black/African/Caribbean/Black British - African (44)                                      | <input type="checkbox"/> White - Irish (32)  |
| <input type="checkbox"/> Black/African/Caribbean/Black British - Caribbean (45)                                    | <input type="checkbox"/> White - Gypsy or Irish Traveller (33)   |
| <input type="checkbox"/> Black/African/Caribbean/Black British - any other Black/African/Caribbean background (46) | <input type="checkbox"/> White - any other White background (34)                                       |
| <input type="checkbox"/> Other Ethnic Group - Arab (47)  | <input type="checkbox"/> Any other (98)  |
| <input type="checkbox"/> Other Ethnic Group - Any other Ethnic (98)  | <input type="checkbox"/> Rather not say (99)   |

Are you a UK/Irish National?  YES  NO

Have you been living continuously in the UK or Ireland for the last 3 years?  YES  NO

If you are an EU or EEA National, do you have UK Settled or Pre-Settled status?  YES  NO





**Help and Support**

Providing this information is really helpful to ensure that we can make a referral for an individual support needs assessment should this be appropriate based on the information that you provide. It also helps us to prepare and put in place any support that may be required well in advance of your start date. All applications are considered on the same academic grounds and the information you provide will be treated confidentially.

Do you consider yourself to have a learning difficulty, disability, medical or health condition?  Yes  No

If yes, please provide details

Are you currently, or have you ever been fostered or placed in a children’s home?  Yes  No

Are you a carer?  Yes  No

Do you have an Education Health Care Plan (EHCP)?  Yes  No

**Qualifications**

Please give details of your qualifications and results including those obtained overseas. If you are 16-18 please list all qualifications. If you are 19+, please list highest qualification, maths & English qualifications and any that are relevant to your chosen course.

Subject	Qualification and level e.g. GCSE	Year	Actual/Predicted Grade
Mathematics (required)			
English (required)			

Your current or most recent school ?

**Criminal Convictions**

To help us meet our responsibility to safeguard all members of the College community, please declare whether you have any relevant\* unspent convictions or current proceedings against you.

\*Relevant proceeding or criminal record are those of a violent or sexual nature, or involving unlawfully supplying controlled drugs or substances. Failure to declare may result in the College withdrawing you from the course.

If you are applying for a course in Support/Teaching, Childcare or Health and Social Care, do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 (as amended in 2013)?

Do you have any criminal convictions?  Yes  No

**How and why we store your personal information**

City of Portsmouth College ensures all personal data is collected in accordance with the General Data Protection Regulations (GDPR). For more information, please view our Privacy Statement.

Please read the consents below and tick the ones you are happy to agree to. Please note that any agreements marked with \* are required if you want to study with us.

**Consent**

I am indicating my consent to participate in the application process and I understand that I can withdraw my consent at any time.

I understand that my contribution will be confidential and that there will be no personal identification in the data.

Signature

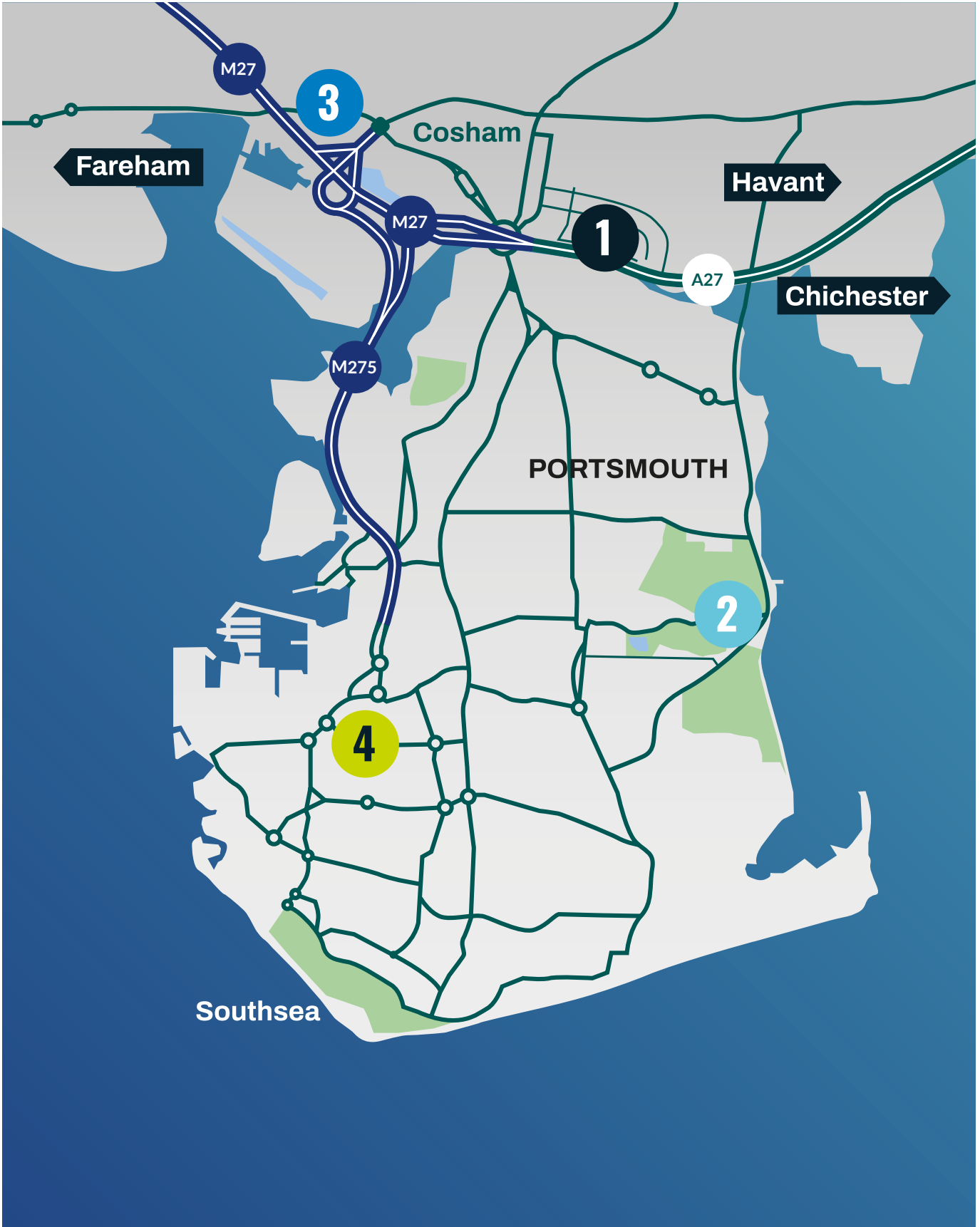
Date

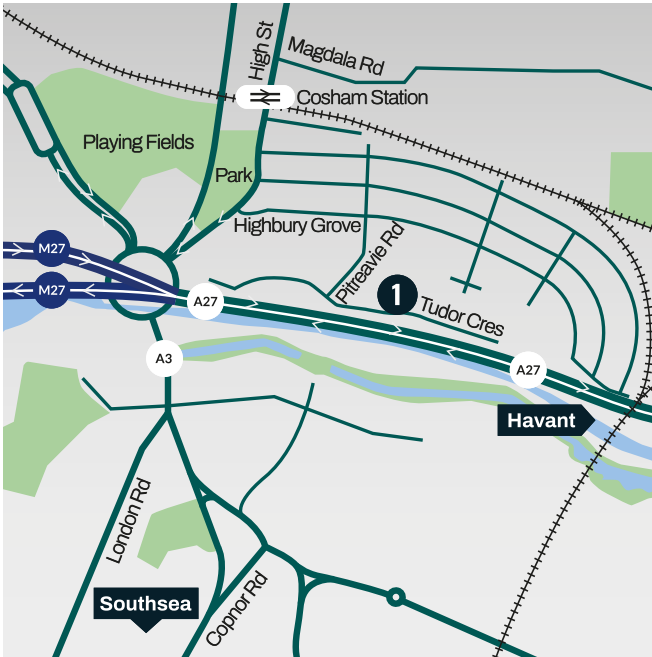






# Our locations

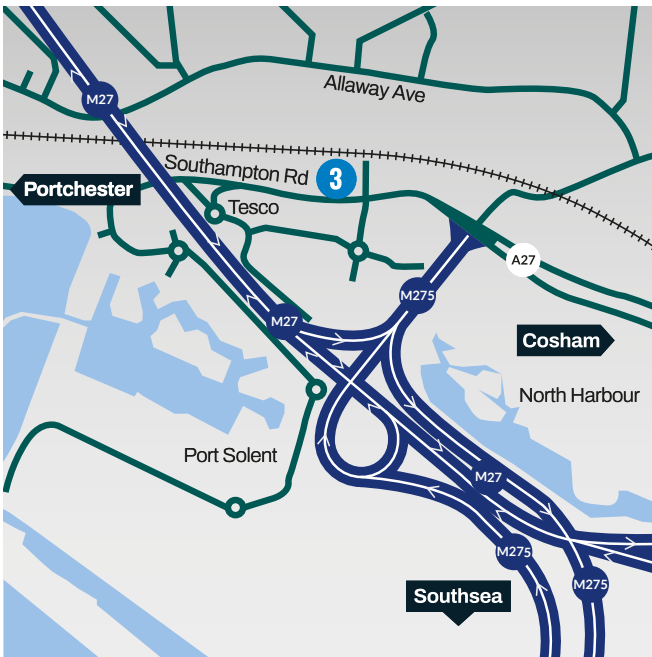




**1 Highbury Campus**  
 Tudor Crescent  
 Portsmouth  
 PO6 2SA  
 Call 023 9238 3131



**2 Sixth Form Campus**  
 Tangier Road  
 Portsmouth  
 PO3 6PZ  
 Call 023 9238 3131



**3 North Harbour Campus**  
 Unit One, Harbourgate  
 Southampton Road  
 Portsmouth  
 PO6 4BQ  
 Call 023 9238 3131



**4 Arundel Campus**  
 49 Arundel Street  
 Portsmouth  
 PO1 1SA  
 Call 023 9238 3131



# OPEN EVENTS



## Save the dates

### Vocational and Adult Learning Open Event

Highbury Campus & North Harbour Campus  
4.30-7.30pm, Wednesday 15 May 2024

### City of Portsmouth College Open Events

Highbury Campus, Sixth Form Campus & North Harbour Campus  
4.30-7.30pm, Wednesday 11 October 2023  
4.30-7.30pm, Thursday 12 October 2023  
4.30-7.30pm, Wednesday 28 February 2024

#### Highbury Campus

Tudor Crescent  
Portsmouth  
PO6 2SA

#### Sixth Form Campus

Tangier Road  
Portsmouth  
PO3 6PZ

#### North Harbour Campus

Unit One, Harbourgate  
Southampton Road  
Portsmouth  
PO6 4BQ

#### Arundel Campus

49 Arundel Street  
Portsmouth  
PO1 1SA

**023 9238 3131**  
**info@copc.ac.uk**



**City of  
Portsmouth  
College**

City of Portsmouth College publications are available in braille, audio and large print. Please call **023 9238 3131** or email **info@copc.ac.uk**

All details contained in this brochure are correct at the time of printing.  
The College reserves the right to alter or cancel course provision without prior notice.