



Lincoln College

# HIGHER EDUCATION PROSPECTUS

2009/10 ●●●





## Welcome to Lincoln College

Choosing to enter higher education will be one of the most significant decisions you ever make. Whether it's to improve your job prospects, to go to University or just for the enjoyment of learning, our highly qualified staff and excellent facilities provide everything you need to realise your potential at a higher level.

We offer a variety of higher education courses on a vibrant developing campus in the heart of the historic city of Lincoln.

Our Student Services department offers advice and support in a variety of ways because we understand that many of our HE students are balancing study with family and work.

We are committed to helping you make the correct choice, so please feel free to contact us if you have any questions about a specific course or the College in general. Our reception in the Monks Centre at Lincoln campus is the front door of the College. We promise to give you a warm welcome and the answers to any queries you have. Call in and find out what we can do for you. If we can't help you straight away, we will make you an appointment with one of the many specialist staff that are here to help you. If you can't call in, please feel free to phone or email, we're always pleased to hear from a potential student.

*We look forward to welcoming you to Lincoln College.*

**James Wadsworth**  
Curriculum Manager for Higher Education  
[jwadsworth@lincolncollege.ac.uk](mailto:jwadsworth@lincolncollege.ac.uk)



### Contents

<b>Why choose Lincoln College?</b>	pg 3
<b>The city of Lincoln</b>	pg 4
<b>Guide to Qualifications</b>	pg 5
<b>Supporting you</b>	pg 6
<b>Supporting your study/Sports facilities</b>	pg 7
<b>Friary Learning Centre</b>	pg 8
<b>Money matters</b>	pg 10
<b>Training for employers</b>	pg 11

<b>Course information</b>	<b>12-35</b>
<b>ACCESS TO HIGHER/FURTHER EDUCATION</b>	<b>pg 13</b>
<b>ACCOUNTING</b>	<b>pg 15</b>
<b>ADMINISTRATION</b>	<b>pg 16</b>
<b>BUSINESS</b>	<b>pg 17</b>
<b>CIVIL ENGINEERING</b>	<b>pg 18</b>
<b>COMPUTING</b>	<b>pg 19</b>
<b>CONSTRUCTION</b>	<b>pg 20</b>
<b>COUNSELLING</b>	<b>pg 21</b>
<b>ENGINEERING</b>	<b>pg 22</b>
<b>GRAPHIC DESIGN</b>	<b>pg 25</b>
<b>HOSPITALITY</b>	<b>pg 26</b>
<b>MANAGEMENT</b>	<b>pg 27</b>
<b>SPORT &amp; LEISURE STUDIES</b>	<b>pg 28</b>
<b>TEACHING QUALIFICATIONS</b>	<b>pg 30</b>

<b>How to apply</b>	<b>pg 34</b>
<b>Application form</b>	<b>pg 35</b>
<b>Mission statement</b>	<b>pg 37</b>
<b>How to find us</b>	<b>pg 38</b>





## Why choose Lincoln College?

### Stimulating teaching

Our teaching staff are enthusiastic, fully qualified and able to give you the tutoring you need to progress in your chosen field of study. Lincoln College is recognised as a quality educational establishment. The most recent QAA (Quality Assurance Agency for Higher Education) report said that staff were 'well-qualified, committed and motivated'.

### Facilities

The resources you will find here at the college are among the very best. From the Friary Learning Centre, with its extensive IT provision, to our construction workshops and art studios with new Apple Mac suite, we do everything we can to help you succeed.

### A friendly campus

Our modern attractive campus is easily accessible. Over £10 million has been spent on new or updated teaching facilities across the curriculum, including an innovative information study and research facility plus Blackfriars, our bright dining area.

### City life

Lincoln has a historic past and some wonderful architecture going back to Roman times. Today the city is thriving with new clubs and bars opening every month. Whether you are a culture vulture or a party animal, Lincoln will fit the bill. Situated centrally in the UK it has easy rail/road links to Nottingham and London, and is only 45 minutes from the coast.

### Employability

Employers expect Higher Education graduates to have all the relevant skills, abilities and personal qualities that they need in their workforce. Your chosen qualification will help you to formulate skills such as teamwork, presenting and communicating through varied teaching styles, which will also ensure you never get bored!

We understand that you will expect your time at Lincoln College to enhance your career prospects - our Friary Learning Centre has a well-stocked careers section so we can offer you careers support. We also have an excellent reputation in the local community and strong links with local employers.

### Support

Lincoln has an excellent track record in ensuring our Higher Education students complete their chosen course of study. Our Student Services team offers a wide variety of support for our students.



## The city of Lincoln

Lincoln is a great place to study and Lincoln College is right in the heart of the city, only a 5 minute walk from the city centre. The Cathedral dominates the skyline and has done so for over 900 years. It is also home to the famous Lincoln Imp and was used as a double for Westminster Abbey in the filming of Dan Brown's "The DaVinci Code". The Cathedral is just as impressive on the inside and as a Lincoln College Higher Education student you get the opportunity to experience the magnificent surroundings at our graduation ceremony held there each year.



While celebrating its past, Lincoln is very much a city of today. If you love shopping there are unique shops and boutiques to be found. All the large national retailers and brand names can be found up and down the high street and shopping centres. The Waterside Shopping Centre also offers great retail therapy.



William the Conqueror commissioned the magnificent Lincoln Castle in 1068; along with the Cathedral it forms the backdrop to Lincoln's now world famous Christmas market held over four days in December. The Christmas market attracts thousands of visitors each year to the city and is just one of many events and activities, like the Brayford Waterfront Festival and the Discover Lincoln Weekend when most attractions open for free.



There are great places to eat offering a varied choice of interesting and quality food and drink, from a simple meal to a more formal dinner. All tastes are catered for with restaurants and cafes offering Brazilian, Thai, Mexican and Italian cuisine plus many more. For a picturesque eating experience, try the many restaurants up Steep Hill.



The Collection is Lincoln's newest museum and just two minutes from Lincoln College. The Collection is home to some of the finest archaeological finds from all over the county, chronicling the city's rich and diverse history, which has seen the city shaped and developed by the Romans, Vikings and Normans. Even closer to the college is the Usher Art Galley which houses an array of silver, glass and porcelain works of art.



## Guide to qualifications

The number of qualifications available nationally can often appear bewildering. The information below will give you an idea of the type of qualifications on offer. All qualifications are rated on a scale of Levels 1 to 5. The qualifications listed in this Higher Education prospectus are all on a Level 3 or 4.

### Higher National Diploma (HND)

HNDs are available in a wide range of subjects – mainly vocational. Entry requirements are generally lower than those needed for degrees. A full time HND will probably take 2 years but longer if it includes an industrial placement.

### Higher National Certificate (HNC)

An HNC is ideal for anyone who isn't entirely sure if they want to commit to a degree course, or for those who want a gentler introduction to their chosen subject. Most students who choose to study for an HNC do so part time over two years while they continue to work. Once you have obtained an HNC qualification, you can often do additional modules to progress to a HND.

### Foundation degrees (FdSc)

If you opt for a foundation degree you will be taking an employment-related higher education qualification that combines the level of learning offered by a degree programme, with practical, commercial experience. Foundation degrees normally take two years if studied full time and are specifically designed to help create a world class skilled workforce. They can also be a stepping stone to the final year of an Honours degree via bridging studies.

### Access courses

Access programmes are established nationally as an alternative to A level entry to degree and diploma programmes. They provide entry to a degree or diploma with no previous qualifications and provide grounding in the skills and knowledge necessary to successfully progress to a higher education course.

### Professional qualifications

The college offers several qualifications accredited by professional organisations, such as the CMI and AAT. These qualifications are designed with the needs of the profession in mind, and are often the only route into a given profession.



## Supporting you

We offer a wide variety of facilities and services for you to enjoy when you're not hard at work.

### Blackfriars Restaurant

Blackfriars restaurant boasts a modern dining facility on the first floor of the refurbished Abbey building. Catering for all tastes, the restaurant has two counters – a traditional dining area and a Coffee Shop.

The food in the refectory is cooked fresh daily and the meat is locally sourced. Salt and MSG have been reduced and fresh vegetables come from a local supplier who grows much of his own supplies. Hot meals are available from 8 till early evening and special diets and vegetarians are well catered for.

Healthy, tasty eating is made easy with the daily salad bar and lines like muesli bars - a new range of vending machines called "Green Machines" have also been provided across the campus to give healthy alternatives, including low fat crisps, cereal bars and dried fruit.

Blackfriars has seating for 250, including bar stools, sofas and armchairs. Other services available are a dry-cleaning service, cashpoint, stationery, Sky television and newspapers for sale.



### TotalLOOK Hair & Beauty

Why not pay a visit to the Hair & Beauty Salons at Lincoln College? The salon is staffed by current students and Lincoln College students are eligible for a 50% discount on most treatments.

The reception is open Monday-Friday 9.30 - 16.00

For more information, please contact:

Lucie Hulme  
TotalLOOK  
Gibney Building  
Monks Road  
Lincoln

**Tel: 01522 876392**  
lhulme@lincolncollege.ac.uk



### Students Union

As well as campaigning on behalf of students, putting on welfare events, fundraising and representing students' views to the College, the SU offers a range of exciting trips and parties throughout the year.

The Student Common Room is in Blackfriars restaurant and there are lots of clubs and societies to join. We also publish a regular student magazine, 'Sessions', to keep you up to date with what's going on.

Email: [lcsu@student.lincolncollege.ac.uk](mailto:lcsu@student.lincolncollege.ac.uk)



national union of students



## Supporting your study

Our Student Services team is here to help you with any question or problem you have before, during and after your time at College.

### Pastoral and welfare support

We provide a confidential counselling service to students while the Chaplain offers spiritual support. We are developing relationships with other faith leaders locally to support the growing number of students from other faiths and have a multi-faith room open to anyone for quiet meditation, prayer or meetings.

### Career and education information

Our Guidance Advisers are able to offer impartial careers and course information, advice and guidance to current students and anyone thinking about coming to College. We help you draw up an action plan of the steps you need to take to achieve your career and education goals. Our service has achieved the prestigious nationally recognised Matrix quality award.

### Health services

A qualified health professional visits the College every Wednesday, offering confidential advice and help on a range of health issues relevant to students.



## Sport facilities

The College has superb sports facilities for its specialist sports programmes, which can be used evenings and weekends by all students at Lincoln College

These include a wide range of activities such as:

- 5-A-Side Football
- Volleyball
- Hockey
- Badminton
- Table Tennis
- Basketball
- Netball
- Cricket
- Tennis
- Circuit Training
- Squash

### Fitness Suite

The modern, well equipped fitness suite includes a range of cardiovascular machines, resistance equipment and free weights.

Qualified instructors will induct you in the use of our equipment and prescribe a personal training programme to suit your needs.

### Registration Rates

Entitles the holder to access all benefits of membership including sports clubs, the fitness suite and physiotherapy services.

#### Full Year

1st September - 30th June                      £25

#### Half Year

Available for students studying on a short course only. Registration is only valid for the duration of the course.

September - January                              £15

February - June                                      £15

Further details can be found at the Reception in Deans Building or by telephoning: 01522 876331



## Friary Learning Centre

Our wide-ranging study facilities in the friendly and relaxing atmosphere of the FLC provide students with a supportive learning environment.

Our Friary Learning Centre, built on the site of a 12th-century Friary, offers all the resources you need to succeed. This innovative and state-of-the-art information and resource centre offers integrated study and research facilities over three floors with adjoining Quiet Study Suite. The design, incorporating many of our customers' recommendations, ensures that the Centre is welcoming, well equipped and accessible to all. Members of our Friary Student Focus Group help us to exchange news, views and ideas.

We aim to encourage independent and lifelong learning to set you up for your future success. We celebrate student achievement by showcasing student work and presenting sponsored student awards.

### As a student of the College, you will have:

- Free e-mail
- Free access to the Web
- Free loan of mixed media resources
- Photocopying and colour printing at reasonable prices
- Access to the on-line computer catalogue of learning resources at <http://olib.lincolncollege.ac.uk>



CUSTOMER SERVICE EXCELLENCE





### **You will also have access to the following resources...**

*Computer network with Internet access*  
*Laptops using a wireless network*  
*Printers and network scanners*  
*Photocopiers*  
*Specialist and subject zones*  
*Books and directories*  
*Journals and newspapers*  
*Careers information and software*  
*Web services and multi-media software*  
*Electronic resources*  
*Language resources*  
*TV/DVD/video players*  
*Specialist technology*  
*Specialist information boards*  
*Eye-catching designer display systems*  
*Mobile Toolboxes of accessibility equipment*

### **...and these services**

*Friendly and helpful staff*  
*Clear signage*  
*Access for disabled users including hearing loops*  
*DVD/CD-ROM and video/audio loans*  
*Lending, request and inter-library loans*  
*Work preparation areas*  
*Study areas and comfort seating*  
*Plasma display screen*  
*User guides, subject bookmarks & resource lists*  
*Newsletters*  
*Group inductions with Virtual Tour on the College*  
*Intranet*  
*Research & Information skills sessions*  
*PC booking facility*  
*'Fripod' Audio tour*  
*Self-issue system*

### **New features coming soon...**

*On-line information on new Virtual Learning Environment*  
*Self-issue System*

### **Opening Hours**

*Term Time: Monday to Thursday 8.45am-8.45pm and Fridays 8.45am-4.15pm*  
*Holidays: Monday to Friday 9.00am-4.15pm*

### **Contact details**

**lincolnrc@lincolncollege.ac.uk**  
**Tel. 01522 876232**



Lincoln College Learning Centres are registered with the 'Inspire' campaign which seeks to provide seamless access for learners to library and learning resources throughout England.



Library Certificate of Excellence for achieving the East Midlands Consortium Standard for Connexions libraries.

## Money matters

### Financial advice and support

The Guidance and Welfare Team can offer you financial support and advice. Applicants for full-time HE programmes can apply for financial support through their Local Education Authority. Applicants for part-time HE programmes who receive a means tested benefit or are on a low income can also apply to their LEA for a fee grant and course grant and other support. You can also apply for financial help from the college's Access to Learning Fund, which is means-tested. You can apply to the fund for help with course related costs such as childcare, travel, books and equipment.

As the fund is cash limited, awards are made subject to the availability of funding.

### Paying for your course

#### Do I have to pay?

Students in receipt of a means-tested benefit such as Income Support or Jobseeker's Allowance do not have to pay any tuition fees, sundry teaching costs or examination/registration fees.

Tuition fees may also be waived for full-time students aged 19 and over whose personal income is low or who are on certain non-means-tested benefits. Staff in Student Services can give more information on this.

#### Paying for your course

If you or your employer is paying for a course at Lincoln College please be assured we aim to keep your cost to a minimum. Please see below to find out how to pay.

Fees for most college programmes are split into three parts:

- 1) Tuition fee
- 2) Sundry teaching cost
- 3) Examination/registration fees

Depending on your status, you may be exempt from some or all of these.



#### By you

The College accepts payments by cash, cheque and all major credit and debit cards with the exception of Diners Club. Instalment payments can also often be arranged for programmes of two or more terms' duration. A 5% administration charge is levied on instalment payments.

#### By your employer

Employers' cheques are welcome. Alternatively, we are happy to provide official invoices to employers who write requesting them.

Please note that if your employer is paying your fees you should bring a letter of authorisation stating they agree to do this.

Contact the Admissions and Enrolment Team, telephone 01522 876000.

#### Examination fees

For the majority of courses the examination/registration fee is included in the fee paid at enrolment. Some help may be available from the Learner Support Fund - contact Student Services. Late entries may incur a late entry fee even if you are not required to pay for the examination itself. Examination candidates must pay for any resits.

#### Refunds

Refund of fees will be dealt with in accordance with the College's Fees Policy. Criteria for allowing refunds are explained on the reverse of the official College refund application form, copies of which are obtainable from Registry & Information Services Team, Monks Building.

**Contact the Welfare Team on 01522 876220.**



## Training for Employers

Lincoln College has an excellent relationship with the local community, and in particular with employers. We have been providing work-based learning opportunities for many years and employers recognise that we can provide the training they require to ensure their work force is suitably skilled for the demands of the market. So you can be sure that a qualification from Lincoln College will be respected by potential employers.

Lincoln College has a range of training and accreditation services designed specifically for local employers.

**Train in Work** – is a European funded programme to offer heavily subsidised training for employees who need NVQ qualifications to level 2 and 3 in all subject areas. This programme is for local businesses and provides training time compensation back to the employer for time spent in training.

**Training Brokers** – we have specialist staff who can come and help employers to establish what their training needs are and provide information on how to meet those needs at the lowest cost.

**Apprenticeships and Advanced Apprenticeships** – enable young people under 25 who are employed in local businesses to train and qualify whilst at work.

The Business Development Centre specialises in providing business solutions to a wide variety of organisations. If you would like to speak to an adviser about how the college could help you to train your staff, please contact:

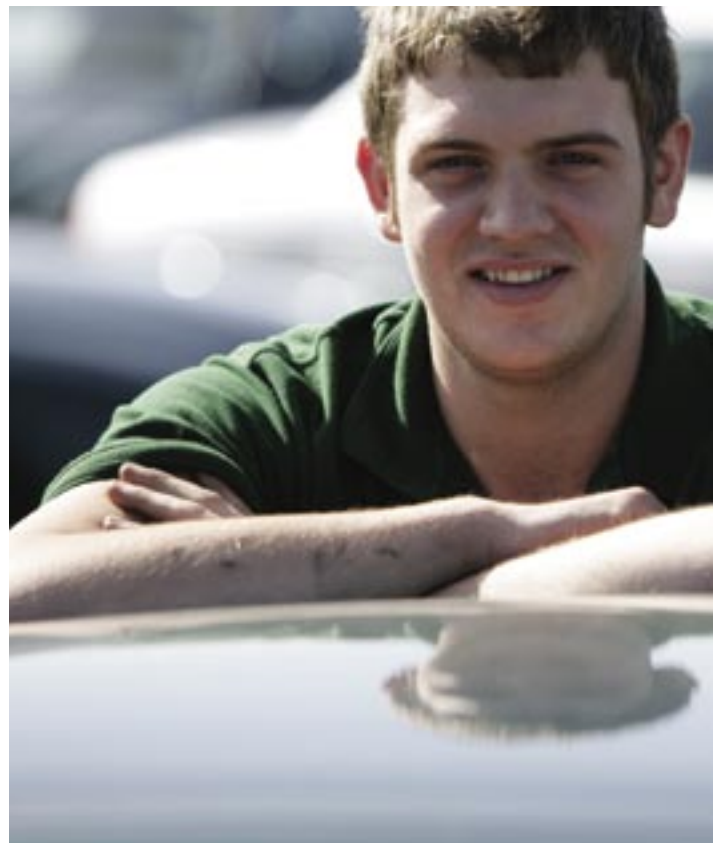
**Freephone:** 0800 389 8635

**Website:** [www.traininwork.co.uk](http://www.traininwork.co.uk)

**Business Development Centre:** 01522 876280

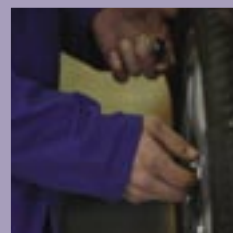
“The links forged with the construction industry, the special support in the form of bespoke courses, dialogue to establish our needs and delivery of first rate apprentice courses is just invaluable. I would go as far as saying that in partnership with the college our industry has solved our long term skill shortage problem on vocational trades such as bricklaying, joinery, plastering and decorating and we feel more confident about other trades than we have for a long time!”

Herman Kok. **Finance Director.** Lindum Construction Group.



# COURSE GUIDE

▶ ACCESS TO HIGHER EDUCATION	pg 13
▶ ACCESS TO FURTHER EDUCATION	pg 14
▶ ACCOUNTING	pg 15
▶ ADMINISTRATION	pg 16
▶ BUSINESS	pg 17
▶ CIVIL ENGINEERING	pg 18
▶ COMPUTING	pg 19
▶ CONSTRUCTION	pg 20
▶ COUNSELLING	pg 21
▶ ENGINEERING	pg 22
▶ GRAPHIC DESIGN	pg 25
▶ HOSPITALITY	pg 26
▶ MANAGEMENT	pg 27
▶ SPORT & LEISURE STUDIES	pg 28
▶ TEACHING QUALIFICATIONS	pg 30



## Access to Higher Education

### Aim

The Access to Higher Education Programme is designed for those who would like to study for a degree. Access programmes are well established throughout the country as an alternative to A level entry to degree and diploma programmes at universities and colleges of higher education. They provide entry to a degree or diploma with no previous qualifications.

### Attendance

A one-year programme to prepare you for a degree or diploma: in certain circumstances the programme can be taken over two or three years. Study between 13 and 19 hours depending on your needs and 16 hours if you are in receipt of Job Seekers Allowance. The programme begins in September and applications for degree and diploma programmes are made at various points in the year.

### Type

Full-time

**Day** Mon, Tue, Wed, Thu, Fri

**Start dates** September

### Entry requirements

Entry is by interview; experience, previous qualifications at any level and reasons for wanting to take a degree or diploma will all be considered. Some students enter with no qualifications at all while others have O-levels or GCSEs. Teacher Training requires GCSE or equivalent qualifications in English and Maths, and in addition you will need GCSE Science. Entry onto the course will be at the discretion of the programme's validating body, OCNEMR.

### Content

Three core unit components:

- Study Skills and Personal and Career Development includes discussion, practice of writing skills, time management and presentation techniques
- Information Technology includes keyboarding, word processing, spreadsheets and databases and graphics
- The Tutorial is a support and guidance service.

Option Units: select 2 from 6

- Biology (Natural Science): using general biology with the focus on human studies, this subject introduces students to the study of investigative methods
- Chemical Science: serves as an introduction to the study of atoms and molecules, energy transfer processes, trends and reactions and scientific investigation
- History: the focus is British political, social and economic History 1801-1851
- Literature: includes study of poetry, the novel and drama, from different historical periods
- Psychology: includes study of cognitive, social and developmental psychology
- Sociology: includes study of class, gender and ethnic inequalities. Students also analyse sociological approaches to crime and deviance and the media.

In addition, if you do not have GCSE passes at grade C and above in English Language and Maths, you will take these on the Access programme.

The Access programme is divided into four different 'pathways', catering for students with differing career and vocational ambitions. Students select one.

Pathway	Intended higher education and career area
Access to nursing and health related studies	Nursing, midwifery, physiotherapy, occupational therapy, speech therapy, health administration.
Access to teacher training	Teaching at primary level.
Access to humanities and social sciences	Humanities and social science degrees and occupations - social work, psychology, counselling, social policy, English, media, journalism.
Access to science	Science-related degrees and occupations - biology, chemistry, marine biology, nutrition, animal behaviour, biomedical science, forensic science, sports science, physiotherapy etc.

### Teaching and learning styles

All the teaching, learning and assessment styles you will find on a degree or diploma programme are used, so that students can be confident in lectures, seminars and discussion groups, as well as in writing essays.

### Assessment

Coursework and examinations.

### Progression

To degrees and other higher education programmes e.g. diplomas in nursing, midwifery, social work. Most universities will expect you to have studied subjects or have experience in the areas for which you apply.

### Further information and fees

Rick Courtney

Tel: 01522 876322

Email: rcourtney@lincolncollege.ac.uk

### Applying

Please apply using a standard College application form found on page 37 of this prospectus.

Please note: Some subjects may be timetabled against each other. Consult the course timetable and course tutors to determine which subjects, if any, are timetabled against each other.

## Access to Further Education

### Aim

The Access to Further Education programme is a one year programme designed for people who wish to gain:

- GCSEs in English, Maths and a Science
- a Key Skills qualification in IT at Level 2
- practice in developing study skills and personal development skills to enable them to progress onto higher levels of study, eg Access to Higher Education programme, A levels, and a range of Level 3 courses including AVCE, GNVQ etc.

### Mode of attendance

A one-year programme, studying for 12.5 hours per week, beginning in September

### Entry requirements

Entry is by interview and your experience, any previous qualifications at any level and your reasons for wanting to take the programme will all be considered. Some students enter with no qualifications at all. Others have lower grade pass O-levels, CSEs or GCSEs.

If you have no educational qualifications at all, to enable us to gain some idea of the level at which you are operating you will be asked to do a short basic literacy and a numeracy test.

### Content

The Core Units: 2 components/Tutorial – to include:

- Building a Personal Career Portfolio
- Developing and using research skills
- Developing personal confidence and self-awareness
- Developing group and teamwork communication skills

Key Skills IT Level 2 – to include:

- Word processing
- E-mail

These will prepare you for the study requirements of this and more advanced programmes.

### GCSEs

Demonstrating Speaking and Listening  
Improving punctuation and grammar skills  
Improving spelling skills  
Developing reading strategies  
Using calculations

### GCSE Science

As well as your GCSEs, you will also gain credits leading towards the National Open College Network (NOCN) Level 2 Progression Diploma; so fully successful students will gain:

three GCSEs at C grades and above  
a Key Skills IT Level 2 qualification  
National Open College Network (NOCN) Level 2 Progression Diploma.

### Teaching and learning styles

We give you experience of all the teaching, learning and assessment styles you will find on a degree or diploma programme so that you

can improve your confidence in lectures, seminars and discussion groups essay writing. We start with what you can do and build up from there.

### Assessment

Coursework and examinations.

### Progression

To degrees and other higher education programmes e.g. Diplomas, Access to HE pathways (Nursing, Science, Teaching, Humanities and Social Sciences etc.). The Access programme is certified by the Open College Network, East Midlands Region (OCNEMR), validated by the Higher Education Quality Council. Most universities will expect you to have studied subjects or have experience in the areas for which you apply.

### Further information and fees

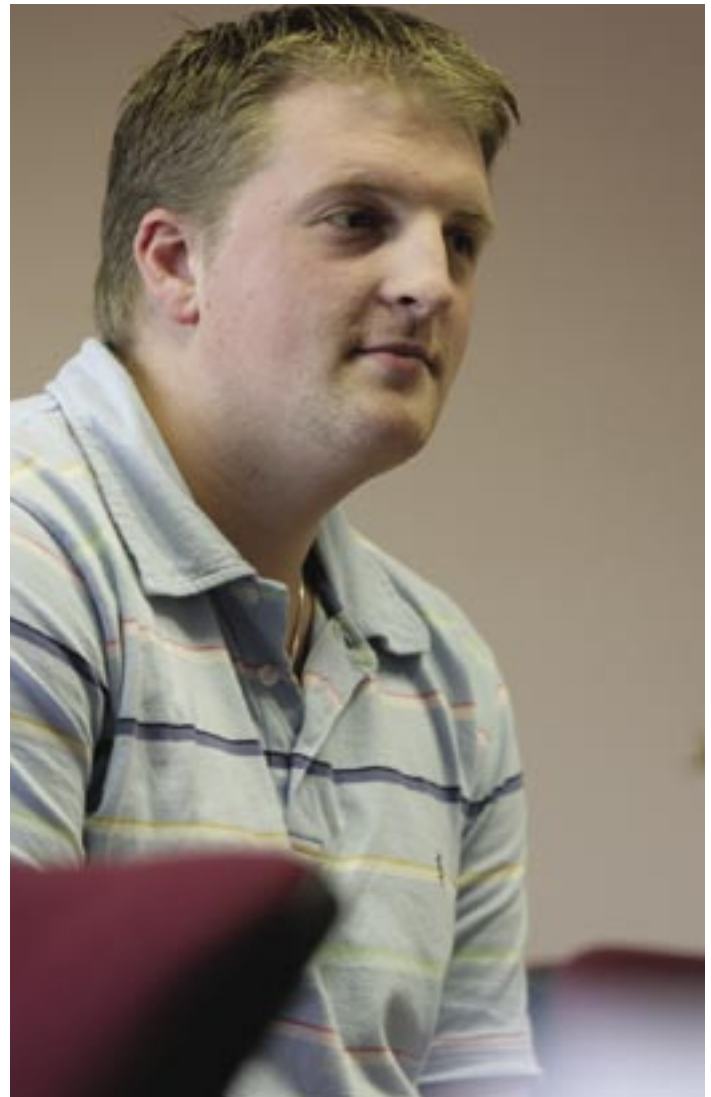
Rick Courtney

Tel: 01522 876322

E-mail: [business@lincolncollege.ac.uk](mailto:business@lincolncollege.ac.uk)

### Applying

Please apply using a standard College application form found on page 37 of this prospectus.



## The Association of Accounting Technicians (AAT) (NVQ Level 4)

### Aim

The Technician course follows on from the Intermediate course and involves more in-depth study of a range of subjects, plus options in areas such as taxation, audit and credit control.

### Mode of attendance

Day Release - Thursday

Evenings - Tuesday and Thursday 6.00 - 9.00

Please note that the skills tests occasionally have to be scheduled outside normal class times.

### Entry requirements

AAT Intermediate (also available at Lincoln College) or

NVQ III Accounting or

Degree in Accounting

### Content

Core modules: Drafting financial statements - examination

Management of costs - examination

Planning and allocating of resources - examination

Managing accounting systems (project)

Options (select 2 from 4)

Personal taxation - examination

Business taxation - examination

Cash management and credit control - AAT skills test

Audit procedures - AAT skills test

### Teaching and learning styles

Each programme will use a variety of teaching techniques: formal input, case studies, group work and skills tests all seeking to develop the student's individual skills. To prove competence at each level the student is required to demonstrate the appropriate practical skills as well as an understanding of the background knowledge necessary for an accounting technician.

### Assessment

Students undertake 3 examinations in the core subjects. Cash management and credit control and audit procedure options are assessed by major assignments.

Students will be required to produce a portfolio of evidence for the cash management and credit control and audit options. This can be produced from skills tests and work based evidence verified as the student's own work by their employer. Personal taxation and business taxation are assessed by examinations.

### Progression

If you complete the Education and Training scheme and have one year's relevant work experience, you may apply for AAT membership. Membership offers a range of benefits including the right to use the designatory letters MAAT as public confirmation of your competence and professionalism.

For students wishing to continue their accounting studies, the various UK chartered accountant bodies offer exemptions to students who have successfully completed Technician level. Alternatively students may wish to pursue a management route (e.g. Diploma in Management).

### Further information and fees

Claire Whittaker

Tel: 01522 876638

E-mail: [business@lincolncollege.ac.uk](mailto:business@lincolncollege.ac.uk)

### Applying

Please apply using a standard College application form found on page 37 of this prospectus.



## National Vocational Qualification (NVQ Level 4) in Administration

### Aim

This programme is designed to enable students currently in work to gain a qualification to prove their competence in an administrative position.

### Attendance

Students will meet with their assessor on a monthly basis. This meeting will take place on a day and time convenient to the student and assessor by negotiation, either in the student's workplace or in college.

### Entry requirements

Students must be in an appropriate working environment and have the opportunity to supervise junior staff and delegate tasks.

### Content

There are 2 mandatory and 4 optional units.

The mandatory units are:

1. Carry out your responsibilities at work
2. Work within your business environment

Optional units:

The following are a selection of the optional units but advice on which to follow will be discussed at interview:

1. Manage an office facility
2. Manage contracts
3. Manage projects
4. Chair meetings
5. Recruit, select and keep colleagues

### Teaching and learning styles

There is no formal teaching on this programme as it is expected that students will have the knowledge required to gain this qualification although underpinning knowledge and guidance is given where necessary.

Students are required to prepare a portfolio of evidence that reflects their competence at performing the necessary skills associated with the qualification.

### Assessment

Students will be assessed and observed in their workplace, on a regular basis, in order to demonstrate their competence in completing a range of tasks.

Students are required to prepare a portfolio of evidence that reflects their competence at performing the necessary skills in the qualification.

Accreditation can be for a full NVQ or single units.

### Further information and fees

Claire Whittaker

Tel: 01522 876638

Email: [business@lincolncollege.ac.uk](mailto:business@lincolncollege.ac.uk)

### Applying

Please apply using a standard College application form found on page 37 of this prospectus.



**Name** Richard White

**Course studied**

AAT Technician

**Current occupation**

Accountant - STREETS

"It's been a lot of hard work, but I had a really enjoyable time at the College, it was well worth it and I would recommend it to anyone".

Richard passed his AAT exams first time around and in record time, completing them in 2003, an enormous achievement for somebody so young.

Richard particularly enjoyed the diversity of his class, studying alongside a variety of different people including single mums and RAF personnel.

He became very good friends with one particular student, with whom he worked and studied closely. Eventually both of them passed their qualifications at the same time and she now also works alongside him at Streets.

# BTEC Higher National Certificate/Diploma (HNC/D) in Business

## Aim

The Higher Nationals in Business are nationally recognised business qualifications. They provide students with a thorough grounding in a broad range of subjects which are relevant to the modern business environment and, if required, access to a range of university degree conversion programmes in related subjects.

## Attendance

### HNC

Either: Tuesdays 9.00 - 4.00 (Wednesdays for year 2)  
or Tuesdays 1.00 - 9.00 (Wednesdays for year 2)  
or Tuesdays and Wednesdays 6.00 - 9.00

With each of the above attendance modes, completion of the course normally takes 2 years.

### HND

Tuesdays and Wednesdays - hours vary.

## Entry requirements

Students must be 18 or over and should have studied to A Level or Advanced GNVQ/VCE standard and/or should be able to demonstrate evidence of relevant experience in a commercial environment. Tutors will be able to advise on individual eligibility.

High levels of motivation and commitment are vital for successful completion of these courses.

## Content

### HNC

Core units:  
Marketing  
Managing financial resources  
Organisations and behaviour  
Business environment  
Research project  
*Plus 5 option units*

### HND

Business strategy  
Common law  
Business decision making  
*Plus 8 option units*

Option units provide students with opportunities to specialise in areas such as marketing, personnel, finance, management or European business.

## Teaching and learning styles

Students will benefit from a diverse range of professional delivery methods including, lectures, specialist guest speakers, group discussion, practical activity, small group seminars and one-to-one tutorials. The teaching methods will be interactive and help you develop your skills and abilities at your own pace, whilst covering the necessary theoretical and practical information required.

## Assessment

Students' work on the BTEC Higher courses is assessed via a programme of continuous assessment. Assignments will vary in format and will include individual coursework, group work and in-class activities. Students who successfully complete 10 Higher National units will be awarded the BTEC Higher National Certificate in Business. Completion of 16 units will lead to the award of a BTEC Higher National Diploma in Business

## Progression

The HNC is a widely recognised qualification in its own right, but it also provides students with access to a range of University degree programmes, and exemption is normally awarded from the first year or first two years.

Students wishing to convert their HNC to a Higher National Diploma (HND) can do so at Lincoln College by studying an additional 6 units. Alternatively, students may prefer to select an individual area of interest to study in greater depth in order to gain a professional qualification (eg. in accountancy, law, personnel or marketing).

## Further information and fees

Kathryn Evans

Tel: 01522 876317

Email: [business@lincolncollege.ac.uk](mailto:business@lincolncollege.ac.uk)

## Applying

Please apply using a standard College application form found on page 37 of this prospectus. Application through UCAS is **not** required.



**Aim**

The course is designed for Civil Engineering Technicians who have completed the National Certificate in Civil Engineering or other approved qualifications and wish to develop their expertise to meet the requirements of the Civil Engineering Industry.

**Attendance**

One day and one evening per week for 2 years.

**Entry requirements**

National Certificate in Civil Engineering or other approved qualifications.

**Content**

Course unit examples are as listed below:

- Design principles and application
- Science and materials
- Analytical methods
- Management principles and application
- Group project
- Health, safety and welfare
- Law and contract
- Geology and soil mechanics
- Civil engineering construction 'A' and 'B'
- Tendering and estimating
- Transportation
- Fluids and hydraulics
- Structural analysis and design
- Site surveying procedures

**Teaching and learning styles**

A mixture of lectures and student centred activity supported by staff. A range of industry related skills and interactive activities are also undertaken by students.

**Assessment**

The award of the Higher Certificate is by continuous assessment of coursework, groupwork, presentations and end of unit examinations.

**Progression**

Satisfactory completion of the course will enable a student to progress to a degree course or to a professional qualification in their chosen discipline.

**Further information and fees**

Steve Shobrook  
Tel: 01522 876000 Ext 7412  
Email: sshobrook@lincolncollege.ac.uk

**Applying**

Please apply using a standard College application form found on page 37 of this prospectus.



**Name** Sarah Parker

**Course studied**  
HNC Civil Engineering

**Current occupation**  
CAD Technician

I recently completed my **HNC in Civil Engineering** while working for a company in Newark. I found studying part time very useful as I could use what I learned at college directly in my job, which helped me and the company. Coming to Lincoln College one day a week also meant that I could earn money at the same time as studying.

Since completing my **HNC**, my career has really taken off! I now work in Leicester for a leading multi-disciplinary architectural and engineering partnership and have progressed onto a degree (**BEng**) in **Civil and Structural Engineering at Coventry University**. My employers sponsor my degree course and are keen for me to gain qualifications as I work towards being a Chartered Structural Engineer.

Studying the HNC in Civil Engineering at Lincoln College gave me a head start on my degree and gave me the opportunity to develop my career.



## Aim

The computing section offers a range of higher education courses as part of its full and part-time provision from Higher National Certificate to Higher National Diploma and Foundation degrees.

All these courses are offered in partnership with The University of Lincoln with the provision of direct progression to a final year BSc. The qualifications are offered in a number of areas, all within the field of computing and are designed to equip students with the knowledge, understanding and skills required to enhance their career potential in the computing profession. The courses are aimed mainly, but not exclusively, at those who have some computing experience.

The part-time HNC offers students a University qualification in the same streams as the full-time HND provision, but in a day release mode of study.

## Attendance

HND – 2 years full time, 1 year part-time (conversion from HNC normally on a Tuesday).

HNC 2 years part-time – Year 1 normally on a Wednesday – Year 2 normally on a Monday.

Foundation Degree 2/3 years work based flexible study.

## Entry requirements

Selection is normally based on the information given on the relevant application form and at interview. Candidates must be over 18 years of age and should normally offer at least one of the following:

- A minimum UCAS tariff score of 120 obtained from GCE A Levels ASVCE
- An AVCE in relevant subjects
- Access to HE qualification.

Candidates should also have GCSEs/O-levels in mathematics, English and a science subject or Scottish Certificate of Education equivalent to the above.

## Content

### Includes some of:

Data Networks and the Web  
Information Systems  
Software Development Projects  
Human Computer Interface  
Database Systems  
Artificial Intelligence  
Creative Technologies

Further Details from Julia Cook

## Teaching and learning styles

A variety of both practical and theoretical teaching activities are undertaken on all computing courses. The teaching methods will be interactive and help you develop your skills and abilities at your own pace, whilst also being valuable in the workplace.

## Assessment

The HNC/D/Fd computing courses are assessed via a range of industry related coursework, practical portfolios, presentations and group work.



**Name** Bryan Brockington

**Course studied**  
Business

**Current occupation**  
Computer Network Administrator  
at Nottingham Trent University

Bryan Brockington was nearing the end of his 23 year career as an Aircraft Avionics Engineer with the Royal Air Force when he enrolled as a mature student on a HNC programme in Business Information Technology (BIT) in 1999. Completing this course in 2001 with excellent grades and being awarded the 'James Hodgson Memorial Award' for achievement, he then continued his studies for a third year and in 2002 was awarded a HND in BIT.

Bryan graduate in 2005 with a 1st Class Honours Bachelor's Degree in Computing (Information Systems), the Faculty of Technology award for 'Outstanding Achievement' in the Department of Computing and Informatics.

Bryan is working as a computer network administrator for Nottingham Trent University and has a shared responsibility for installing, upgrading, managing and troubleshooting the backbone of extensive computer networks. Bryan is following a 'doctorate of networking' programme with the intention of gaining a number of professional qualifications within the field of computer networking.

"For me, Lincoln College quite literally opened the door to my new chosen career and I will never forget the enjoyable time I spent at the college and the longterm friendships I established with lecturers and fellow students alike. Not only did the course provide a good introduction into the world of Information Technology/Systems that reflected the current demands of business requirements, it also provided me with the solid foundation that allowed me to take my studies to the next level."

## Further information and fees

Julia Cook  
Tel : 01522 876357  
Email: [jcook@lincolncollege.ac.uk](mailto:jcook@lincolncollege.ac.uk)

Stephen Smith  
Tel: 01522 876000 ext6717  
Email: [ssmith@lincolncollege.ac.uk](mailto:ssmith@lincolncollege.ac.uk)

## Applying

Full-time applications should be made via the UCAS system. [www.ucas.com](http://www.ucas.com)

For part-time courses please apply using a standard College application form found on page 37 of this prospectus.

### Aim

This course is designed for building technicians who wish to develop their skills and expertise in the building industry and therefore it has been designed with the needs of employers and the industry in mind.

This course is a new and up to date industry designed programme of study which will replace the current HNC in Construction.

### Attendance

The course is delivered on a part time basis, requiring attendance for one day and one evening a week. The course is three years in duration.

### Entry requirements

The minimum criteria for entry is: Maths and English at GCSE grade C or above or Key Skills level 2 or above in Application of Number and Communications and one A level, vocational A level or National Diploma in a related area of study.

### Content

A range of core and optional modules are studied through the three years of the course. Modules include;

Year 1	Year 2	Year 3
Construction technology	Construction technology 2	Project management
Health & Safety and risk assessment	Construction materials	Professional development
The working environment	Procurement and contract	The voluntary sector
Professional presentation	Estimating and costing	Maintenance and refurbishment
Environmental design	Environmental design 2	Future Challenges
Surveying	Legal studies	Surveying 2
Business control techniques		Work based project

### Teaching and learning styles

A variety of teaching and learning strategies are employed and develop the student's knowledge of the subject area, whilst also developing transferable skills. Theoretical and practical applications are covered in a range of styles such as lectures, seminars, tutorials, practical and group work. A particular characteristic of the course is the work based learning module which allows you to enhance and develop new skills where you work.

### Assessment

Assessment on this Foundation degree is continuous, with some based in the workplace. A range of assessment formats will be employed for, example coursework, technical reports, presentations and professional group projects. Records of achievement will be maintained with appropriate feedback and support offered by our highly qualified staff.

### Progression

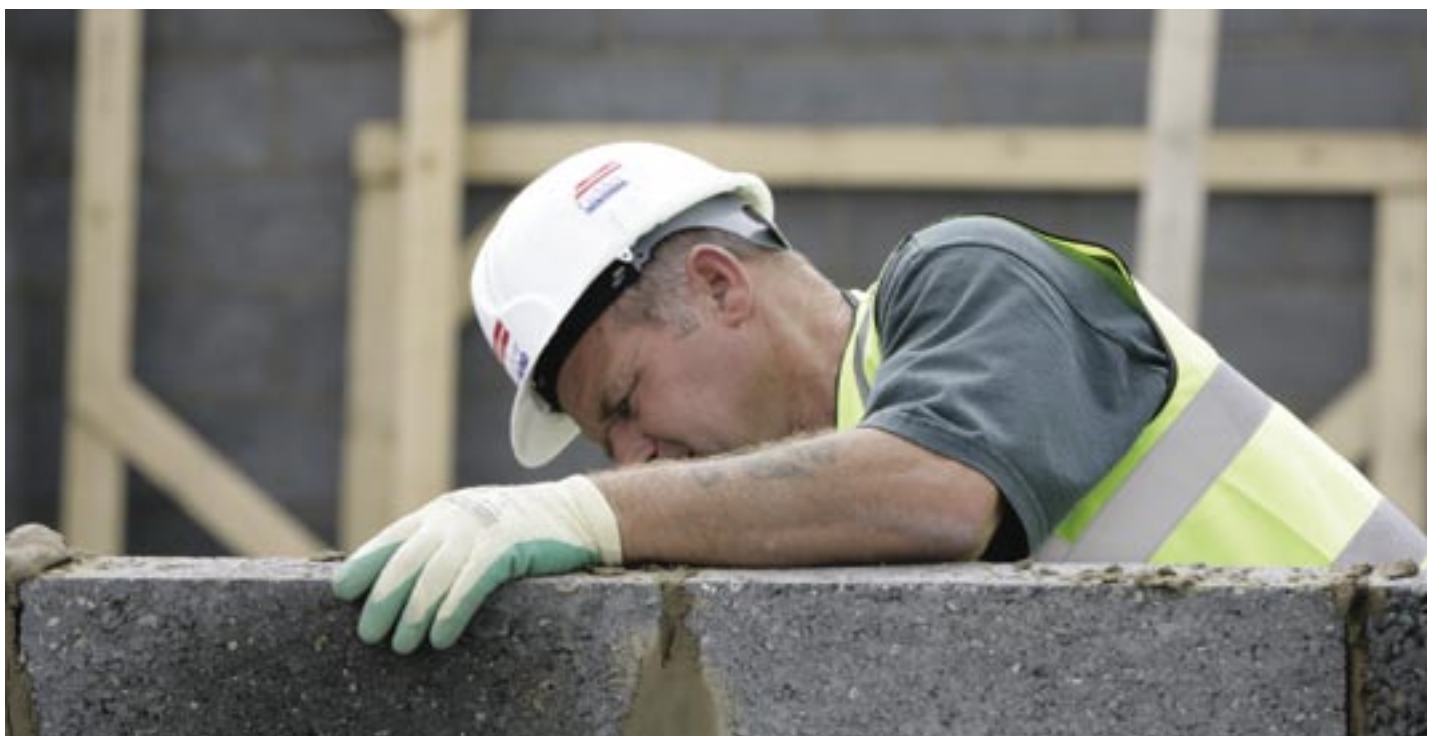
Completion of the course will enable the student to progress onto the BSc (Hons) Construction Management at the University of Derby.

### Further information and fees

Steve Shobrook  
Tel: 01522 876000  
Email: sshobrook@lincolncollege.ac.uk

### Applying

Please apply using a standard College application form found on page 37 of this prospectus.



## Higher Professional Diploma in Counselling

### Aim

The Higher Professional Diploma in Counselling is a level 4 counselling qualification designed by City & Guilds.

This course builds upon work already covered in level 2 and 3 counselling training and is organised to meet the needs of students in the following areas:

- A focus on core theories, professional development, supervision and specific counselling skills
- An opportunity for students to gain a deeper knowledge and understanding to work with clients dealing with specific issues
- Allow students to consider their own personal and professional development and to identify strengths and also areas for development
- To explore ethical frameworks of practice and National Occupational Standards.

### Attendance

The course is designed to run over two academic years.

### Entry requirements

The following criteria need to be met in order to be accepted on to the course:

- Have completed successfully a relevant level 3 counselling course which involved working with clients e.g. an Advanced diploma in counselling or equivalent, irrespective of holding other related qualifications
- Is currently working as a counsellor (within a private/organisational/voluntary capacity) and is receiving regular formalised supervision
- A commitment to continuing counselling work under appropriate supervision during the two year programme. This is to ensure that the requirements of the course are met
- Attendance on the course will be subject to satisfactory completion of a CRB check; this must be no more than 3 months old at the start of the course.

The college will ask you to complete a literacy and numeracy skills assessment in order that appropriate support can be offered if required in these areas.

### Content

The Higher Professional Diploma requires three blocks of work to be studied. Two of these blocks are mandatory and involve an exploration of counselling theory, skills, personal and professional development, supervision and client work. There is also the study of three main theoretical positions in counselling.

The third block is an optional study of relevant themes and settings that counsellors will find useful to explore.

### Teaching and learning styles

Students will benefit from a diverse range of teaching methods such as lectures, group discussion, practical activity, small group seminars and one to one tutorials. The teaching methods will be interactive and help you develop your skills and abilities at your own pace, whilst covering a range of theoretical and practical information.

### Assessment

Each of the three blocks of study is independently assessed via case studies, portfolio building, coursework or presentation. There are no formal written examinations for this course.

### Further information and fees

Howard Straughen-Simpson

Tel: 01522 876390

Email: [hstraughen-simpson@lincolncollege.ac.uk](mailto:hstraughen-simpson@lincolncollege.ac.uk)

### Applying

Please use a standard College application form found on page 37 of this prospectus.



## BTEC Higher National Certificate (HNC) in Engineering

### Aim

This programme is ideal for students wishing to pursue a career in Technical Engineering.

### Attendance

This part-time day release course lasts for two years.

### Entry requirements

BTEC National Certificate/Diploma. In some circumstances mature students without the necessary qualifications may be eligible to join this course.

### Content

There are five core units which must be studied by every student. There are also five other optional units depending on the particular HNC chosen.

Four of the core units are fixed:

- Business management techniques
- Engineering science
- Analytical methods
- Project

Then:

- Mechanical principles (for mechanical disciplines)
- Engineering design (for manufacturing disciplines)

In all cases, the first three core units and the materials engineering option will be offered by the College in the first year. Within this framework, the College will be offering TWO streams.

They are as follows:

#### 1. Mechanical

This stream will include the four core units and the Mechanical principles core option, together with:

- Engineering Thermodynamics
  - Materials engineering \*
  - Engineering systems
  - Advanced C.A.D. \*
  - Computer aided machining\*
  - Project management
  - Health & safety and risk assessment
- \* One of these last options will be offered based on local demand.

#### 2. Manufacturing

This stream will include the five core units and the Planning and Scheduling Techniques core option, together with:

- Manufacturing process
  - Quality assurance and management \*
  - Computer aided machining (CAM)
  - Materials engineering
  - Project management
  - Health & safety and risk assessment
- \* Options will be offered based on local demand.

### Teaching and learning styles

Appropriate learning methods will be selected and, where appropriate, will be student centred and include practical problem solving.

### Progression

Students can achieve a Foundation Degree part time by completing further study.

### Further information and fees

Andy Ollier  
Tel: 01522 876000  
Email: aollier@lincolncollege.ac.uk

### Applying

Please apply using a standard College application form found on page 37 of this prospectus.



## Aim

- to provide preparation for a range of technical and management careers in engineering
- to provide specialised studies which are directly relevant to individual vocations and professions in which students are currently working or in which they intend to seek employment
- to enable students to make an immediate contribution in employment
- to provide a local progression route for students from national level programmes
- to meet part of the academic requirements of the Institute of Incorporated Engineers for Incorporated Engineer status.

## Attendance

The programme involves two years of study for 36 weeks each year commencing in September until July of the following year. There will be at least 15 hours of class contact (usually spread over four days) and at least 10 hours of home study required each week.

## Entry requirements

A relevant pre-2004 National Certificate/Diploma, or a relevant later version with passes in Further Electrical Principles and Further Mathematics. One A Level in a technological subject with supporting GCSEs. A relevant City & Guilds qualification at Level 3 with BTEC N Level Mathematics or equivalent. Mature students with substantial relevant industrial or military experience will be considered.

## Content

The programme is made up of balancing studies, to provide additional help for students from different academic backgrounds and to assist in the collection of evidence for Engineering Applications, and units as shown below. 16 Units are required in total made up of 6 core units and 10 additional units. There must be at least 8 at Level 2. Some choice may be possible.

### 6 Core units

- Business management techniques (Level 1)
- Analytical methods for engineers (Level 1)
- Engineering science (Level 1)
- Project (Level 2)
- Electrical and electronic principles (Level 2)
- Engineering design (Level 2)

### 10 Additional Units from

- Project management (Level 2)
- Electronics (Level 2)
- Combinational and sequential logic (Level 1)
- Digital and analogue devices and circuits (Level 2)
- Programmable logic controllers (Level 1)
- Electrical power (Level 1)
- Utilisation of electrical energy (Level 1)
- Further electrical power (Level 2)
- Managing the work of individuals and teams (Level 2)
- Microprocessors (Level 1)
- Further analytical methods for engineers (Level 2)

## Teaching and learning styles

The programme will be delivered using a variety of teaching methods including formal lectures, experimental work, assignments and projects. You will be expected to engage in study outside the main teaching schedule and there are college

facilities such as the library and flexible learning centre available for this purpose. Work related training is incorporated in the programme by means of work placements between the first and second year.

## Assessment

Assignments, practical work, presentations, progress tests and examinations. Student membership of the Institute of Incorporated Engineers is encouraged.

## Progression

Some universities may permit entry on to the second year of a degree course if there is a good match with the HND topics and if the grades achieved are high. Entry to a Foundation Degree programme may also be possible.

## Further information and fees

Dr C J Phillipson

Tel: 01522 876000 ext. 6734

Email: [cphillipson@lincolncollege.ac.uk](mailto:cphillipson@lincolncollege.ac.uk)

## Applying

Application is through UCAS [www.ucas.com](http://www.ucas.com)



**Name** Robert Todd

**Course studied**  
HNC Electrical/Electronic  
Engineering

**Current occupation**  
Instructor in electrical installations

I started my HNC in Electrical/Electronic Engineering, while working for Siemens in Lincoln, where I was an Instrumentation Technician. As the course was drawing to a close I started my new career at Lincoln College – firstly as a Technician but then a few months later as an Instructor in Electrical Installations.

Before Siemens, I completed my GCSEs and A-levels at Bourne Grammar School, but instead of attending University I decided to become an apprentice Electrician – as I didn't like the idea of being in debt!

As an Electrician I wired many different types of equipment; from the common household plug, to wiring PLC operated machines. In time, I achieved my City & Guilds qualification (as well as several key skills), and shortly after qualifying, a job opportunity became available to work at Alstom in Lincoln. At Alstom, I gained valuable experience from working on industrial gas turbines in 'Core Test'; and it was there where I developed my problem solving and fault finding skills.

Gaining new qualifications, such as my HNC, has always managed (so far) to open up new job opportunities and challenges - not to mention the increased salary! The HNC course required dedication on my part, but in return I received professional tuition, not to mention the support which was always there if needed. It was certainly hard work, but it was also worth it!

### Aim

All our foundation degrees are designed in collaboration with employers and industry experts in order to provide up-to-date knowledge and skills that individuals need if they are to develop and grow in their chosen careers.

Foundation degrees normally allow for articulation and progression to an appropriate Honours degree. In order to successfully complete the 'top up' to an Honours degree, the minimum time required would be one full academic year.

### Attendance

If you are entering with a Higher National Certificate you can expect it to take 1-1.5 years. A part-time student will normally study for one day a week for 30 weeks per year at Lincoln College and a one week summer school at Bradford University.

### Progression

An additional year to obtain an Engineering Degree.

### Entry requirements

HNC Engineering

### Content

Core skills will include

- Personal and transferable skills in data management and presentation; interpretation of information; IT and communication skills; creative and systematic problem solving; scientific method; lifelong learning; teamwork and leadership; and personal management.

Subject knowledge and skills will include:

- Knowledge and understanding of fundamental concepts, principles and theories underpinning manufacturing; appropriate numerical methods to solve technical problems; principles and practice of design; business and management practices; key concepts, principles and theories required for successful innovation.

- Discipline-specific skills in the use of computers in creation, design and rapid prototyping; numerical methods for modelling and analysing technical problems; selection and application of principles and data collection and manipulation methods to support problem solving; skills of analysis and synthesis to support design; ability to recognise limits in your knowledge base and its impact on problem solving and design; plan, undertake and report on work-based project studies.

The way the course is taught ensures that what you learn academically can be applied through work-based learning and project-based assessment.

All strands will provide you with knowledge of the core areas of information communication technology, business management and financial management. In addition you will acquire technical skills based on mathematics and science which underpin the technical knowledge associated with your specialist interest.

The four strands of the course detailed below show the different pathways you can take.

**Manufacturing engineering.** You will acquire and assimilate up-to-date manufacturing methodologies, processes, systems and best practice required for manufacturing in today's increasingly competitive global markets. An appreciation of both quality and environmental responsibilities is embedded throughout the entire programme.

**Computer-aided engineering.** You will gain the ability to design using current software and hardware, complemented by knowledge of the protocols and computer-aided manufacturing techniques required by today's modern business and customer demands.

**Electronic engineering.** You will obtain and apply specialist knowledge and skills associated with telecommunications, networks and devices in a rapidly developing sector of the market.

**Electrical engineering.** You will develop specialist knowledge and skills associated with power generation, drives and the control of industrial systems.

### Teaching and learning styles

Work-based learning means that the new skills you learn on the course are acquired and tested by a work-based project/assignment.

### Assessment

You will be assessed by submitting reports to show how you have applied the knowledge you have gained to your place of work.

### Progression

On completion of this Foundation Degree you can apply to study for a further year to obtain an Engineering Degree at the University of Bradford.

### Further information and fees

Mike Salter

Tel: 01522 876377

Email: msalter@lincolncollege.ac.uk

### Applying

Please apply using a standard College application form found on page 37 of this prospectus.



## BTEC Higher National Diploma (HND) in Graphic Design

### Aim

To provide a local progression route for students from National Diploma or A level study. To provide preparation for employment and to provide specialist studies for those who want to pursue a career in Graphic Design or related subject areas.

### Attendance

The duration of the course is two years with 30 weeks of study in each year. There will be at least 12 hours of timetabled teaching each week (usually spread over 4 days) and an expectation of a further 10 hours of home study.

### Entry requirements

One of the following Art/Design qualifications:- AVCE, National Diploma or A level or equivalents plus a portfolio of art and design work. Applicants without standard qualifications are still invited to apply providing they can demonstrate relevant experience and commitment.

### Content

The course is made up of 16 units. Some of the units provide the general skills needed to work in art and design and others deal with specific aspects of graphic design practice. Students will be introduced to a range of subjects which will form the foundation for design studies including visual communication, the history of graphic design, design practice, problem solving and professional practice.

The course will also cover more specialised aspects of graphic design such as advertising, branding, typography, illustration, publishing, electronic imaging and new media. Students will also be introduced to photography which will be closely integrated into graphic design assignments.

Skills and knowledge will be developed through a range of practical projects. These will provide an awareness of the needs of modern graphic design to equip students for progression within the subject.

Computer literacy at a high level is central to the course and students will become proficient in the use of InDesign, Illustrator, PhotoShop, Flash and Dreamweaver.

### Teaching and learning styles

There will be a variety of learning experiences including formal lectures, group critiques and educational visits but the majority of the teaching is done through project and assignment work. Students will be based in studios or at specialist computer facilities where they will undertake practical design activities involving a range of media and processes.

### Assessment

Assignments, practical work and presentations. Each unit is internally assessed and graded by lecturers.

### Progression

A key progression path for BTEC Higher National Diploma students is to the second or third year of a degree or honours degree programme, depending on the match of the BTEC Higher National units to the degree programme in question. Alternatively, successful students can enter employment or undertake further more specialist study.

### Further information and fees

Dave Armitage  
Tel: 01522 518622  
Email: darmitage@lincolncollege.ac.uk

### Applying

Application is through UCAS [www.ucas.ac.uk](http://www.ucas.ac.uk)



**Aim**

The programme is designed to provide education and training for a wide range of management careers within the hospitality and tourism industry. Students will cover a comprehensive range of subjects that will provide them with the skills and knowledge required to either enter management in this exciting and dynamic industry or develop their existing hospitality experience.

**Attendance**

A mixture of open and distance learning together with some attendance at college provides a very flexible mode of delivery to fit in with students' work commitments.

**Entry requirements**

A relevant level 3 qualification and/or significant appropriate industry experience.

**Content**

Units to be studied include:

- Food & beverage and rooms division operations
- The contemporary hospitality industry
- People management
- Marketing
- Research project on an area of importance to your job role or organisation.

**Teaching and learning styles**

Students will benefit from a diverse range of professional delivery methods including lectures, specialist guest speakers, group discussion, practical activity, small group seminars and work based learning. The teaching methods will be interactive and help you develop your skills and abilities at your own pace, whilst covering the necessary theoretical and practical information required by the hospitality industry.

**Assessment**

The HNC in Hospitality Management is assessed via a range of industry related coursework, practical portfolios, presentations and group work. You will be supported throughout each aspect of assessment to develop your specific skills in work related environments and scenarios.

**Progression**

On successful completion of the HNC in Hospitality Management, students are enabled to go into a range of careers in a supervisory capacity, which could be within restaurants, hotels, conferencing or catering. Students also have the opportunity to further their studies on a Hospitality Management honours degree, normally entering at an advanced level.

**Further information and fees**

Gail Scattergood  
Tel: 01522 876338  
Email: gscattergood@lincolncollege.ac.uk

**Applying**

Please apply using a standard College application form found on page 37 of this prospectus.



## Aim

The Diploma is designed to meet the needs of middle managers wishing to acquire the knowledge and skills necessary to develop their career in management. The course concentrates on the practical application of management theory and principles in the context of the developing middle manager, thus providing a foundation for continuing professional and personal development in management.

## Attendance

The course runs for one academic year starting in September. Mondays, afternoon and evening. February start available subject to demand.

## Entry requirements

It is expected that you will already be at Level 3 Certificate in Management, or equivalent standard, to commence this course. Your management experience at and around this level will also be taken into account by the College.

## Content

The course is made up of the following units:

- Developing your management style
- Managing physical and financial resources
- Planning to meet customer and quality needs
- Effective communication and information management
- Recruitment and selection
- Managing marketing activities
- Principles of programme and project management

## Teaching and learning styles

Students will benefit from a diverse range of professional delivery methods including, lectures, specialist guest speakers, group discussion, practical activity, small group seminars and one-to-one tutorials. The teaching methods will be interactive and help you develop your skills and abilities at your own pace, whilst covering the necessary theoretical and practical information required.

## Assessment

The majority of units on the course will be assessed via assignments which are set and assessed by the College. One of the Core units - 'Managing performance' - is externally assessed by the Institute. In addition to the unit-based assignments, students are required to complete a 4000-4500 word management report.

## Progression

On successful completion of the CMI Diploma in Management, students with the appropriate management responsibility may progress to the CMI Executive Diploma in Management.

## Further information and fees

Kathryn Evans

Tel: 01522 876311

Email: [kevans@lincolncollege.ac.uk](mailto:kevans@lincolncollege.ac.uk)

## Applying

Please apply using a standard College application form found on page 37 of this prospectus.



### Aim

Sport is a multi-disciplined subject and for graduates there are a wide variety of career opportunities. The FdSc offers students the chance to develop their sport performance and coaching skills, as well as allowing them to carry out analysis using the extensive physiological and biomechanical testing equipment that is available. Students gain vocational experience whilst studying, which can include a work experience in the USA. The integration of practical and theoretical concepts is offered through a well resourced teaching area. Students, whilst studying, can expect not only to achieve a valuable qualification, but to develop a CV and enhance their vocational opportunities.

### Attendance

Full time – on average 3 days per week allowing independent vocational study time and work placement.

Part time delivery will be available in September 2008, however individual modules can be studied on a full cost, stand-alone basis during 07/08.

### Content

The FdSc is a unitised programme which will involve participation in practical sport, along with the study of a range of sport disciplines such as Physiology, Biomechanics and Sport Psychology.

An overview of the FdSc structure:

#### Year 1

Performance and Coaching  
Applied Movement Science  
Exercise, Nutrition and Physiology  
Acquisition of Skill Sport in Perspective  
Transferable Skills Development

#### Year 2

Developing Performance and Coaching  
Work Based Learning  
Maximising Sport Performance  
Project  
- Sport Sociology / Sport Injuries / Sport Organisation / Sport Legislation / Advanced Biomechanics.

### Teaching and learning styles

Students will benefit from diverse teaching methods that accommodate various learning styles using innovative and engaging teaching methods such as active learning, seminars and the use of interactive IT through the virtual learning environments.

Knowledge and understanding, subject-specific skills and transferable skills will be developed progressively. Year two units and the consistent links with work experience will enable students to function effectively as a practitioner within the industry.

### Assessment

A variety of assessment techniques will be used to reflect the differing learning outcomes and the levels of different units. The ability to collect, organise, analyse and interpret will be assessed through coursework, practicals, presentations and work based observation/reflection.



**Name** Grant Brown

### Course studied

Foundation Degree Sport and Exercise Development

### Current occupation

Youth/Reserve Team manager at Lincoln City FC

"I am currently Youth Team and Reserve Team Manager at Lincoln City Football Club and work closely With Manager Peter Jackson and his Assistant Manager Iffy Onuora.

I joined Leicester City straight from school and played professional football for 15 years, including a club record 407 appearances for Lincoln City. After leaving Lincoln City, I played semi-professional football and decided I wanted to gain some qualifications to further my sporting career.

I spoke to the staff in the School of Sport at Lincoln College who were very helpful and advised me on the course that was best suited for my goals. I started on the Foundation Degree in Sport and Exercise Development in September 2004, graduating in June 2007.

Part of the course required a Work Based Learning placement - I managed to get a place working with the Youth Team at Lincoln City and at the end of the placement I was offered a job as Youth Team Coach.

I was really eager to take the job but also wanted to finish the course. All of the staff at the college were very accommodating in allowing me the opportunity to combine both work full time and studying part time.

The course was, and still is, a great help to me when designing the programme that the Youth Team undertake. Knowledge that I gained during the course regarding coaching styles, how people learn, how the body works and recovers, energy systems are all used on a daily basis to deliver the best possible training programme for the players."

### Progression

The FdSc in Sport and Exercise Development provides an industry recognised qualification after 2 years of study, as well as offering a progression route into year 3 of the BSc (Hons) Sport and Exercise Science / BSc (Hons) Sport Development and Coaching degrees.

### Entry requirements

120 UCAS points from related advanced level programmes (e.g. BTEC National Diploma) along with English and Maths at GCSE level or higher. Applications from mature candidates, continuing professional development seekers and from candidates with qualifications other than A levels/BTEC are encouraged and will be given full consideration.

### Further information and fees

Darren Norton  
Tel: 01522 876331  
Email: dnorton@lincolncollege.ac.uk

### Applying

Application is through UCAS [www.ucas.ac.uk](http://www.ucas.ac.uk)

## Aim

This course develops the student's skills in health, exercise, therapy and wellbeing and will provide the academic credibility to transfer onto an associated degree. Specialist health related knowledge will be gained, applied and assessed in work based environments. Additional related qualifications can also be gained, for example Active IQ gym instructor, exercise referral certificates, first aid, yoga, pilates and chair based exercise. This course would suit professionals who are seeking continuing professional development.

This course will also develop transferable generic skills appropriate to the world of work and provide active links between work experience and academic study.

## Attendance

Full time – on average 3 days per week allowing independent vocational study time and work placement.

Part time delivery will be available in September 2008, however individual modules can be studied on a full cost, stand-alone basis during 07/08.

## Entry requirements

120 UCAS points from related advanced level programmes (e.g. BTEC National Diploma) along with English and Maths at GCSE level or higher.

Applications from mature candidates, continuing professional development seekers and from candidates with qualifications other than A levels/BTEC are encouraged and will be given full consideration.

## Content

An overview of the units is provided:

### Year 1

- Anatomy and health nutrition
- Active populations and social inclusion
- Activity massage and exercise healing
- Client consultation and well being
- Vocational skills enrichment

### Year 2

- Exercise prescription and programming
- Health promotion and development, Psychology of lifestyle behaviour
- Alternative recovery therapies, Advanced massage
- Business Commerce
- Professional Project

## Teaching and learning styles

Students will benefit from diverse teaching methods that accommodate various learning styles using innovative and engaging teaching methods such as active learning, seminars and the use of interactive IT through the virtual learning environments.

Knowledge and understanding, subject-specific skills and transferable skills will be developed progressively. Year two modules and the consistent links with work experience will enable students to function effectively as a practitioner within the industry.

## Assessment

A variety of assessment techniques will be used to reflect the differing learning outcomes and the levels of different units. The ability to collect, organise, analyse and interpret will be assessed through coursework, practicals, presentations and work based observation/reflection.

## Progression

Graduates would look to gain employment in health and wellbeing related roles such as health and physical activity development officer, health clinician, walking and active transport project officer, GP referral / cardiac rehabilitation. Others may wish to pursue careers in alternative therapies, wellbeing and relaxation related professions. Progression onto degree study is available through Sheffield Hallam University as this course is linked to the BSc (Hons) Community Health and Leadership Studies.

## Further information and fees

Rebecca Gamble  
Tel: 01522 876000  
Email: rgamble@lincolncollege.ac.uk

## Applying

Application is through UCAS [www.ucas.ac.uk](http://www.ucas.ac.uk)



**Name** Raphael Griffith

### Course studied

Foundation Degree Sport and Exercise Development

### Current occupation

Personal Trainer within a David Lloyds Health Club

I completed a Foundation Degree in Sport and Exercise Development at Lincoln College in 2004 and continued onto a BSc (Hons) Degree in Sport and Exercise Science.

I originally grew up in Birmingham and have always showed a real passion towards sport and physical activities so after completing my A-Levels I decided to move to Lincoln to begin a Sport and Exercise Development course. As a result I gained excellent friendships with other fellow students and with many of the teaching staff. I very much enjoyed the biological aspects of the course and I believe that studying anatomy, exercise physiology and sports injuries has provided me with the attributes necessary to establish a career within the fitness industry.

Due to the connection Lincoln College has with the YMCA, I gained my first gym instructors qualification at college. Other experiences, whilst studying at the College, included, completing a work placement at Lincoln City Football Club. I voluntarily worked alongside the club's physiotherapist and medical team, allowing me to gain valuable knowledge both practically and theoretically. I also voluntarily participated in a Fun First Scheme, where I coached football to children aged between 7 and 11 years for local schools around Lincolnshire.

Life at Lincoln College was fantastic. Through the ongoing support and guidance of the wonderful staff there they have shaped me into the hardworking and professional person I am today. To live in Lincoln and study at Lincoln College is an experience I would recommend to all!

## City & Guilds 7303 Award in Preparing to Teach in the Lifelong Learning Sector

### Aim

The Level 3/4 Award in Preparing to Teach in the Lifelong Learning Sector (PTLLS) is for pre-service or in-service Teachers or Associate Teachers, and is aimed at candidates who:

Would like or require an introduction to teaching in the Lifelong Learning Sector, or are seeking career progression within their area or work, or will be/are seeking to progress towards ATLS/QTLS status, and/or Teach on a one-to-one and/or group basis. The qualification is suitable for those who work or want to work as:

Teachers in the Lifelong Learning Sector, ie further, adult and community education, work-based learning and the voluntary sector, provided they are qualified/experienced in the subject they intend to teach at the appropriate level.

\*Technicians and support staff in further and adult education.

### Attendance

This course is run on a part time basis for 10 weeks and will require 3hrs of study per week, usually on a Wednesday afternoon.

### Entry requirements

You must be able to identify the occupational teaching/training area you wish to deliver at the start of the course and evidence relevant qualifications and/or experience.

You must be prepared to undertake an initial diagnostic assessment of your literacy skills, as candidates are expected to be able to work at a minimum of Level 2 literacy on entry.

### Content

The Award qualification at both Level 3 and Level 4 is made up of one unit, consisting of five sections:

Understand own role, responsibilities and boundaries of role in relation to teaching

Understand teaching and learning approaches in the specialist area

Demonstrate session planning skills

Understand how to deliver inclusive sessions which motivate learners.

Understand the use of different assessment methods and the need for record-keeping.

### Teaching and learning styles

Learning is facilitated through a combination of learner-centred activities and formal inputs. The programme is delivered by two experienced and qualified tutors who encourage learning through the sharing of experience.

### Assessment

The Award has two assignments: one theoretical, in sections, demonstrating underpinning knowledge and understanding and one practical, preparing and delivering a thirty minute micro-teach.

The assignments can be achieved at either Level 3 or Level 4, depending on the quality of responses to the assessment criteria, (i.e. more analytical at Level 4).

### Progression

The course runs for three hours per week for ten weeks.



**Name** Claire Gregory

**Course studied**  
Certificate in Teaching

**Current occupation**  
The NHS within the Lincolnshire Partnership Training Centre.

I attended North Kesteven School where I was heavily interested in Art and Theatre Studies and went on to do my A levels in English lit, Theatre Studies and Art History.

I then took a change of direction and decided to undertake the Beauty Therapy Qualification and I achieved both level 2 & 3 and completed various other level 3 qualifications. As part of my work experience for the course I had a fantastic opportunity to work at Raghdale Hall in Leicester which is very well renowned in the Beauty Therapy Industry.

I am now undertaking my Certificate in Teaching and have completed more than my 30 hours teaching whilst also working full time. The course has helped me plan and deliver teaching sessions and given me confidence to stand up in front of large groups of students. The staff have been really helpful and informed me of the possible career routes open to me.

My career aim is to become a full time lecturer in Beauty Therapy, combining my previous skills and the teacher training I received at Lincoln College. I hope to do this next year when I progress onto the Diploma in Teaching.

### Further information and fees

Viv Channing

Tel: 01522 876311

Email: [vchanning@lincolncollege.ac.uk](mailto:vchanning@lincolncollege.ac.uk)

### Applying

For an application form, please contact School of Business Reception

Lincoln College

Monds Road

Lincoln

LN2 5HQ

Tel: 01522 876311

email: [business@lincolncollege.ac.uk](mailto:business@lincolncollege.ac.uk)

## City & Guilds 7304 Certificate in Teaching in the Lifelong Learning Sector

### Aim

This programme enables suitably qualified people to acquire a nationally recognised qualification, which meets the current national standards in the lifelong learning sector for **associate teachers**, and confers **Associate Teacher**, Learning and Skills status.

### Attendance

This course is run on a part time basis over one academic year and will require 3hrs of study per week, usually on a Monday afternoon.

### Entry requirements

Confirmation from your employer that you have a total of at least 30 hours' teaching over the duration of the programme. Either confirmation from your employer that you have skills equivalent to a Level 3 qualification or above; or copies of certificates of qualifications at Level 3 or above. A copy of a Criminal Records Bureau Disclosure, valid for the organisation in which you are teaching.

### Content

This programme addresses the 6 key domains of the national standards for teaching in the lifelong learning sector.

### Teaching and learning styles

Learning is facilitated through a combination of learner-centred activities and formal inputs. The programme is delivered by a minimum of two experienced and qualified tutors who will encourage learning through the sharing of experience.

### Assessment

There are no examinations but candidates will be expected to complete 3 mandatory units (Preparing to Teach, Planning & Enabling and Principles and Practice of Assessment) and optional units appropriate to their teaching area and experience. In addition there will be 3 one hour teaching practices, which will be observed by a tutor from the teacher training team.

You will be required to have access to 30 hours teaching either in-service or pre-service.

### Progression

If the role of a teacher with ATLS changes to a full teaching role, credits from a Level 4 Certificate may be carried forward to the Diploma in Teaching in the Lifelong Learning Sector.

### Duration

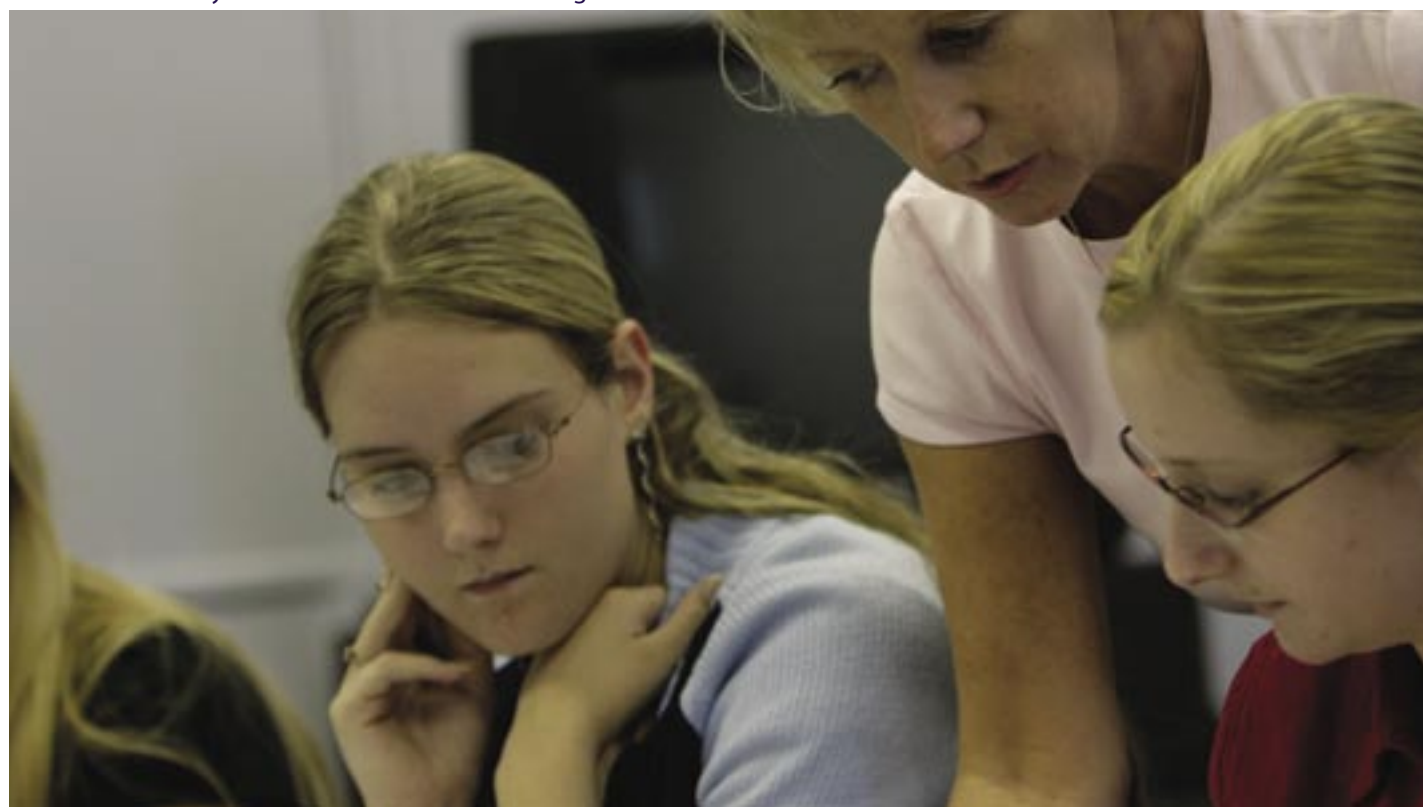
The programme is run on a part-time basis over one academic year, normally on a Monday evening. This course is also currently available at the Lincoln and Newark centres.

### Further information and fees

Viv Channing  
Tel: 01522 876311  
Email: [vchanning@lincolncollege.ac.uk](mailto:vchanning@lincolncollege.ac.uk)

### Applying

For an application form, please contact  
School of Business Reception  
Lincoln College  
Monds Road  
Lincoln  
LN2 5HQ  
Tel: 01522 876311  
email: [business@lincolncollege.ac.uk](mailto:business@lincolncollege.ac.uk)



## City & Guilds 7305 Diploma in Teaching in the Lifelong Learning Sector

### Aim

This programme enables suitably qualified people to acquire a nationally recognised qualification which meets the current national standards for teachers in the lifelong learning sector, and confers Qualified Teacher, Learning and Skills status.

### Attendance

The programme is on a part-time basis, over two academic years. This course is currently available at the Lincoln and Newark centres.

### Entry requirements

Confirmation from your employer that you have a total of at least 75 hours' teaching over each year of the programme.

Either confirmation from your employer that you have skills equivalent to a Level 3 qualification or above; or copies of certificates of qualifications at Level 3 or above.

A copy of a Criminal Records Bureau Disclosure, valid for the organisation in which you are teaching.

### Content

This programme addresses the six key domains of the national standards for teaching in the lifelong learning sector.

### Teaching and learning styles

Learning is facilitated through a combination of learner-centred activities, formal teaching delivered by expert practitioners and study using online and traditional resources. The programme is managed by experienced and qualified tutors. They will encourage learning through the sharing of experience.

### Assessment

There are no examinations but candidates will be expected to complete 7 mandatory units including Preparing to Teach, Planning & Enabling, Enabling Assessment, and Theories and Principles and a minimum of 2 optional units appropriate to their teaching area and experience. In addition there will be 8 one hour teaching practices which will be observed by a tutor from the teacher training team.

### Progression

Achievement of this qualification confirms your status as a fully-qualified teacher in the lifelong learning sector. You will be prepared for continuing professional development opportunities; for example:

- study for a post-graduate qualification in education;
- study for a specialised qualification in the Skills for Life sector;
- study which will enhance your skills, for example, in mentoring or coaching.

### Further information and fees

Viv Channing  
Tel: 01522 876311  
Email: [vchanning@lincolncollege.ac.uk](mailto:vchanning@lincolncollege.ac.uk)

### Applying

School of Business Reception  
Lincoln College  
Monks Road  
Lincoln  
LN2 5HQ  
Tel: 01522 876311  
email: [business@lincolncollege.ac.uk](mailto:business@lincolncollege.ac.uk)



## Aim

The programme is intended for full-time and part-time teachers in further, adult, health services or prison education and any related field of Post Compulsory Education and training.

By the end of the programme, students will have:

- Developed the appropriate knowledge, skills and core values consistent with FENTO standards for teaching and supporting learning
- Demonstrated that they can plan, design, deliver and evaluate learning to appropriate professional standards within the Post Compulsory Education (PCE) sector
- Evaluated their own practice and contribution to relevant learning programmes
- Demonstrated confidence in their ability to perform professional roles within a work environment
- Demonstrated competence to the required standard(s).

## Attendance

This course takes place on Friday mornings between 9.00 - 1.00pm.

## Entry requirements

Successful completion of City & Guilds 7407 Stages 1 and 2 or successful completion of year one of the programme.

Applicants should have taught a minimum of 100 hours in the year prior to entry and should have arranged a guaranteed 100 hours for the duration of the Year 2 programme.

Certificate in Education (Cert Ed) applicants should have recognised vocational qualifications. PGCE applicants should have a degree in the subject they wish to teach.

For both Cert Ed and PGCE

Applicants should demonstrate a good standard of written English at interview and be professionally qualified in the area in which they wish to teach. They should also, by the end of the course, have achieved a Level 2 qualification in English and Maths.

## Content

Module 1 The reflective teacher - reflection and professional practice

Module 2 Preparing and planning

Module 3 Management of learning

Module 5 Measuring and assessing achievement

Module 6 The Professional context of post-compulsory education - policy and current issues

## Teaching and learning styles

Learning is facilitated through a combination of learner-centred activities, formal teaching delivered by expert practitioners, and study using online and traditional resources. The programme is managed by experienced teacher trainers and specialist guest speakers from specific disciplines. They will encourage learning through the sharing of experience.

## Assessment

Students are assessed by course work, assignments and observations of classroom practice.

## Progression

Achievement of the Cert Ed/PGCE qualification confirms your status as a fully-qualified teacher in the life-long learning sector. You will be prepared for continuing professional development opportunities; for example:

- study for a post-graduate qualification in education studies
- study for a specialised level 4 qualification in the Skills for Life sector
- study which will enhance your skills, for example, in mentoring or coaching.

## Fees

Some students interested in this course may be eligible for a Local Education Authority (LEA) grant whereby no fees are payable. For an information pack which includes eligibility criteria, please contact Kate Derbyshire on 01522 876318 or [kderbyshire@lincolncollege.ac.uk](mailto:kderbyshire@lincolncollege.ac.uk).

## Further information and fees

Viv Channing

Tel: 01522 876311

Email: [vchanning@lincolncollege.ac.uk](mailto:vchanning@lincolncollege.ac.uk)

## Applying

Please contact us for an application form.



**Name** Elisa Gray

**Course studied**  
Art & design

**Current occupation**  
English/Sociology Lecturer  
at Lincoln College

Elisa (Elly) Gray, started a career in teaching as an English/Sociology lecturer at Lincoln College quite recently. Elly left school at fifteen years old without any qualifications and worked as a professional keyboard player and electronic organist. She played all around the Lincolnshire area and supported herself financially. To make up her weekly income she taught practical music skills in a local music centre. That is when she decided that her dream would be to teach in a college, but she knew that she needed qualifications, and that it would be a long hard struggle!

"Being a teacher was always my ambition as a young person, but it is something I never dreamed I would do.

I put it off until I was twenty four years old, and eventually faced up to it. I had hated school and thought that I would end up the same way at an FE college.

How wrong could I have been...I came to Lincoln College for an interview. The staff are interested, sensitive to my feelings, supportive and gave me sound advice. I signed up for my first course and never looked back! I loved my time at college. The time flew! I found the staff supportive, I was given all the help I needed, and found the college a comfortable learning environment.

I became a lecturer here, where I studied and enjoyed learning. I try to give the students in this institution what my teachers, who are now my colleagues, gave to me. That is sensitivity, advice, assistance and lots of support!"

## How to apply

There are two main ways of applying to join a HE course at Lincoln College. We have listed which method to use for each course within the course information section.

### Directly to the college

For most of our courses you will need to apply directly to the college, using the standard application form that is opposite. If you want to apply for more than one course, that's fine - you can use the same application form, but please write the names of the courses that you are applying for clearly on the top of the application form.

Please use capital letters and black or blue ink. When you have completed the form, please detach it and send to the address given.

You can apply for a course at any time, but remember that courses are popular and you should apply as soon as you have made a decision, even if you are waiting for the outcome of a previous qualification.

When you apply, we will acknowledge your application with a letter confirming a school contact, to enable you to check the progress of your application.

### Through UCAS

The Universities and Colleges Admissions Service (UCAS) is the national body responsible for processing applications to many higher education courses. If applications to the course you are interested in are via UCAS, we have listed this in the course information section.

UCAS has now installed a system that is able to process applications entirely electronically.

To apply, visit [www.ucas.co.uk](http://www.ucas.co.uk) and go to Lincoln College



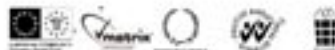
For more information, please contact:

Lincoln College  
Monks Road  
Lincoln  
LN2 5HQ

**01522 876000**  
[enquiries@lincolncollege.ac.uk](mailto:enquiries@lincolncollege.ac.uk)



# APPLICATION FORM



Year of entry 20\_\_\_\_\_

**1**

Courses applied for:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

At LINCOLN  At GAINSBOROUGH  At NEWARK  Full-time  Part-time  Apprenticeships

**2**

Surname: \_\_\_\_\_ Mr/Mrs/Miss/Ms/Other (Delete as applicable)

First Names: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ Current Age: \_\_\_\_\_

\_\_\_\_\_ Tel No. Home: \_\_\_\_\_

\_\_\_\_\_ Tel No. Mobile: \_\_\_\_\_

Post Code: \_\_\_\_\_ E-Mail: \_\_\_\_\_

If you are under 18 years of age please give name and address of your parent/guardian

Nationality \_\_\_\_\_ Country of Residence for the last 3 years \_\_\_\_\_

If you have not resided in an EU country for the last 3 years, please make arrangements to see a Wellfare Officer.

PLEASE TICK THE ETHNIC GROUP TO WHICH YOU BELONG.  
Information required by DFES. (All categories defined by government).

01 Asian or Asian British - BANGLADESHI <input type="checkbox"/>	06 Asian or Asian British - INDIAN <input type="checkbox"/>	07 Asian or Asian British - PAKISTANI <input type="checkbox"/>
09 Asian or Asian British - OTHER <input type="checkbox"/>	02 Black or Black British - AFRICAN <input type="checkbox"/>	03 Black or Black British - Caribbean <input type="checkbox"/>
04 Black or Black British - OTHER <input type="checkbox"/>	05 CHINESE <input type="checkbox"/>	10 Mixed - WHITE AND ASIAN <input type="checkbox"/>
11 Mixed - WHITE & BLACK AFRICAN <input type="checkbox"/>	12 Mixed - WHITE & BLACK CARIBBEAN <input type="checkbox"/>	13 Mixed - OTHER <input type="checkbox"/>
08 White - BRITISH <input type="checkbox"/>	14 White - IRISH <input type="checkbox"/>	15 White - OTHER <input type="checkbox"/>
98 Any Other <input type="checkbox"/>	99 Not known or not provided <input type="checkbox"/>	Are you an Asylum Seeker? <input type="checkbox"/>

**3**

### EDUCATION (Details of most recent education)

School/College: \_\_\_\_\_ Year Started: \_\_\_\_\_ Completed: \_\_\_\_\_

Full Address of School \_\_\_\_\_

### STUDY (Details of courses/subjects currently being studied)

Subject: \_\_\_\_\_ Level: \_\_\_\_\_ Subject: \_\_\_\_\_ Level: \_\_\_\_\_

Subject: \_\_\_\_\_ Level: \_\_\_\_\_ Subject: \_\_\_\_\_ Level: \_\_\_\_\_

Subject: \_\_\_\_\_ Level: \_\_\_\_\_ Subject: \_\_\_\_\_ Level: \_\_\_\_\_

Subject: \_\_\_\_\_ Level: \_\_\_\_\_ Subject: \_\_\_\_\_ Level: \_\_\_\_\_

### QUALIFICATIONS (Details of qualifications achieved to date)

Subject: \_\_\_\_\_ Level: \_\_\_\_\_ Date: \_\_\_\_\_ Grade: \_\_\_\_\_

Subject: \_\_\_\_\_ Level: \_\_\_\_\_ Date: \_\_\_\_\_ Grade: \_\_\_\_\_

Subject: \_\_\_\_\_ Level: \_\_\_\_\_ Date: \_\_\_\_\_ Grade: \_\_\_\_\_

Subject: \_\_\_\_\_ Level: \_\_\_\_\_ Date: \_\_\_\_\_ Grade: \_\_\_\_\_

Lincoln College provides specialist advice and resources to improve access for students with learning difficulties and disabilities to curriculum areas, to study skills support and to College services. Qualified & experienced staff deliver classroom support, 1:1 tuition, communications support & assessments. The College wishes to ensure that it complies with the requirements of the DDA (as amended by the Special Educational Needs and Disability Act 2001). If you are a disabled person, please ensure that we know what you need so that we can make all reasonable adjustments to help you succeed.

Office use only: Person Code ( ) Entered By ( ) Scanned by ( )  
Date ( ) Date ( ) Date ( )

#### 4 EMPLOYMENT (Details of your employment history)

Name of Employer: \_\_\_\_\_ Job Details: \_\_\_\_\_ PT/FT\* Dates: \_\_\_\_\_

Name of Employer: \_\_\_\_\_ Job Details: \_\_\_\_\_ PT/FT\* Dates: \_\_\_\_\_

Name of Employer: \_\_\_\_\_ Job Details: \_\_\_\_\_ PT/FT\* Dates: \_\_\_\_\_

(\*Delete as applicable)

#### 5 PROGRAMME CHOICE

Please give supporting information for why you wish to be considered for this programme.

Include details of relevant experience, interests and long-term career plans. (Use a continuation sheet if necessary.)

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#### 6 GUIDANCE AND LEARNING SUPPORT

If you consider that you have a learning difficulty and/or disability or mental health problem, please give details so that assessment and support may be considered. Lincoln College offers specialist advice, assessment and resources for students with learning difficulties, disabilities and mental health problems.

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#### 7 REFERENCES

If you are still attending school, the College will approach your tutor direct to request a reference or if you have left school, please give the names and addresses of two persons who will act as referees.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

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Name: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

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#### WHERE DID YOU GET THIS FORM?

College

School

Careers Convention

Connexions

Event/Other \_\_\_\_\_

#### DECLARATION

I declare that to the best of my knowledge, the information contained on this form is accurate. I give my consent to Lincoln College processing my personal data (including sensitive personal data) for the purposes stated at the bottom of this page.

To the best of my knowledge all the information on this form is correct. I am applying voluntarily as an individual.

Signed:  
(Applicant)

Date:

Please send completed application forms to:

**Admissions Officer | Lincoln College | Monks Road | Lincoln | Lincolnshire | LN2 5HQ**

Queries concerning the progress of your application should in the first instance be directed to the Admissions and Enrolments Officer on 01522 876254.

**DATA PROTECTION ACT** - Lincoln College may use and process personal data or information regarding you (whether obtained from you on this form or otherwise, or from another person) for the purposes of processing your application to become a student at Lincoln College. If your application is successful, the College may also process your personal data in connection with the administration of your enrolment.

The College may also process sensitive personal data, which includes information as to your physical or mental health or condition, your racial/ethnic origin, the commission or alleged commission of any offence by you, and any proceedings for an offence committed or alleged to have been committed by you (including the outcome or sentence in such proceedings) for the same purposes.

Lincoln College commits itself to the active promotion of Equal Opportunities and is concerned with combating unlawful discrimination of any kind. All computerised information may be used and disclosed only as described in the 1998 Data Protection Act.

## OUR MISSION

“Raising Aspirations, Realising Potential, Delivering Success.”

## OUR VALUES

As both an employer and learning provider our values are to:

- Achieve the highest of standards and continuously improve in all our activities
- Always be honest, fair, transparent and open in all our operations
- Support all individuals to reach their full potential
- Be innovative and responsive in seeking out opportunities to expand and promote the college
- Actively involve students in the life and work of the college
- Value diversity and promote equality of opportunity.

## OUR OBJECTIVES AND VISION

Lincoln College strives to:

- Increase and widen participation in all college locations
- Be recognised as a fair employer which develops the potential of all its staff
- Ensure all learning opportunities are of outstanding quality accompanied by a first class support service
- Accommodate learners and staff in the highest quality accommodation accessible to all client groups
- Lead and work in partnership to create a learning environment which contributes to social inclusion, economic regeneration and contributes to the workforce development of the region
- Be an environmentally responsible organisation.

## EQUAL OPPORTUNITIES

Lincoln College is committed to the active promotion of equality of opportunity for all and opposes unlawful or unfair discrimination of any kind.

The College aims to enable its students and staff to maximise their individual potential through the promotion and implementation of equality of opportunity measures.

The College seeks to employ a workforce and maintain a student body which reflects the diverse community it serves, because it values the individual contributions of all people.

The College seeks to promote equality of opportunity within employers and other organisations who provide work experience and work placement for students and trainees.

The College recognises that certain physical, personal, institutional and cultural barriers exist which should be reduced or eliminated.

## CUSTOMER CARE STANDARDS

- We will provide a friendly, welcoming and professional service
- We will answer telephone calls promptly and where possible within 5 rings
- We will offer you the option of leaving a message on a person's voicemail if they are unavailable
- All written correspondence or enquiries regarding courses and training opportunities will be responded to within 5 days of request
- We will acknowledge all complaints and you will receive a written response within 10 working days
- We will wear ID badges to easily identify staff
- Visitors will be accompanied on college premises wherever possible
- Accurate and clear signage will be available on college premises
- We will maintain a clean, safe and secure environment
- Our venues will be maintained to the highest standards
- Our practices will be environmentally friendly wherever practical
- We are constantly striving to improve our customer service standards. We will seek your views on our performance and will respond to your feedback.

## The Disability Discrimination Act

The College wishes to ensure that it complies with the requirements of the DDA (as amended by the Special Education Needs and Disability Act 2001). If you are a disabled person, please ensure that we know what you need in order that we can make reasonable adjustments to help you succeed.

## Criminal Records Bureau policy

Some programmes require a number of hours on work placement in order to achieve the full qualification. Candidates working with all client groups, whether children, the elderly or people with a disability will need to complete a Criminal Records Bureau check before they can go into the work setting. Candidates must be aware that if they have received a caution, reprimand or conviction it will prohibit them from enrolling on a programme of study. If you enrol on one of these courses before Lincoln College has received your CRB clearance, and the CRB check is not clear, the college will withdraw you from the programme.

We will make all reasonable adjustments to avoid substantial disadvantage to any disabled student or other disabled people. College information is available in a range of different formats that help make it accessible to all. If you require this publication in a form that suits your needs please ring 01522 876220.

## Disclaimer

The information given in this publication is intended as a general guide. Lincoln College reserves the right to vary or modify the course, fees and programmes on offer in this publication according to available resources and without prior notice. All information contained in this publication was correct at time of printing. Lincoln College provides specialist advice and resources to improve access for students with learning difficulties and/or disabilities to curriculum areas, to study skills support and to college services. Qualified and experienced staff deliver classroom support, one-to-one tuition, communications support and assessments.



**Lincoln College**  
 Monks Road  
 Lincoln LN2 5HQ  
 Tel: 01522 876000  
 Fax: 01522 876200  
[www.lincolncollege.ac.uk](http://www.lincolncollege.ac.uk)



#### From Northbound A1

Leave the A1 to join the A46 towards Lincoln. Continue on the A46 until the Carnholme roundabout junction with the A57. Turn right at roundabout onto A57 (Carnholme Road) towards Central Lincoln.

#### From Southbound A1

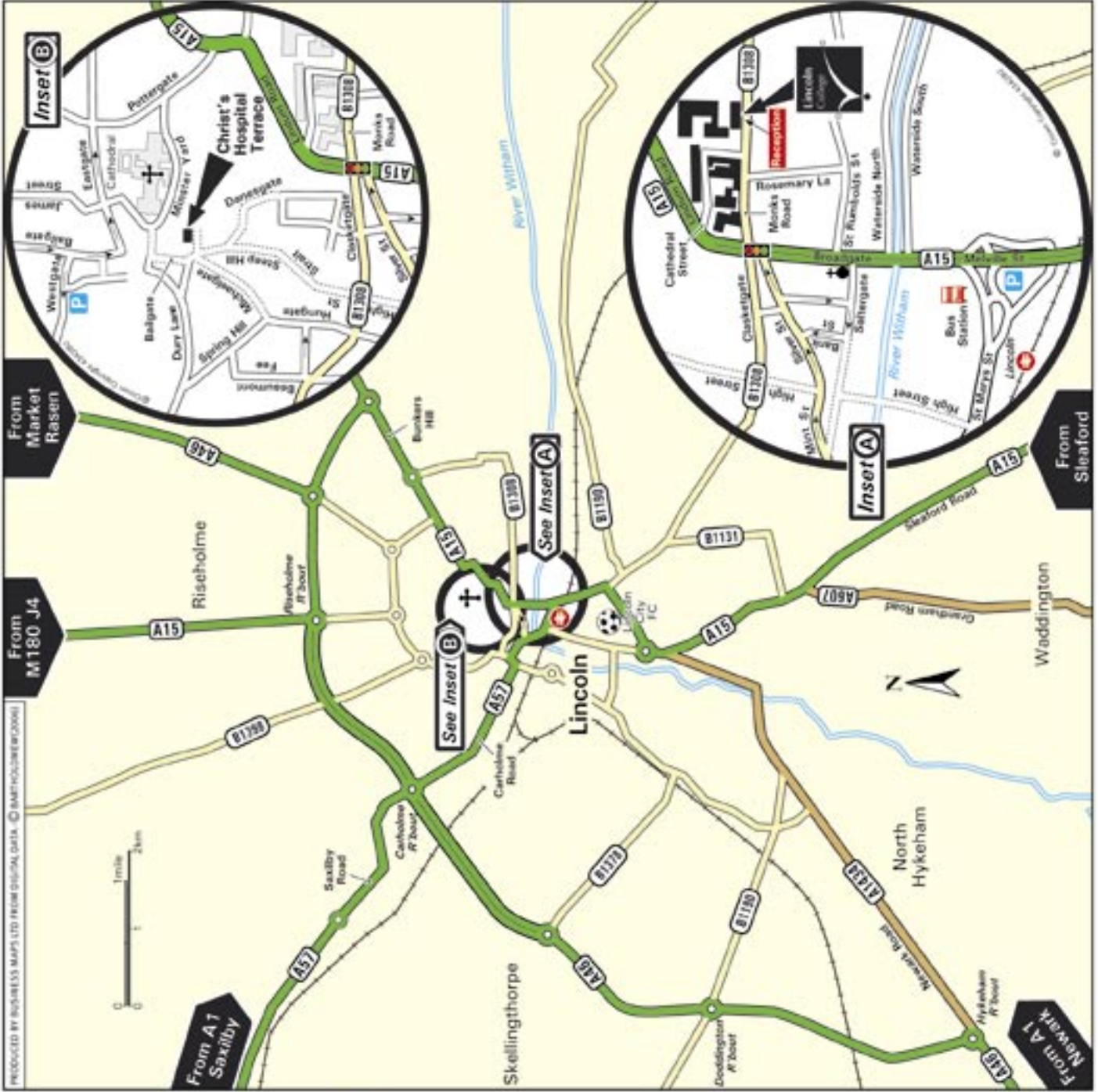
Leave the A1 at the 'Markham Moor Services' roundabout to join the A57 towards Lincoln. Remain on the A57 to the Carnholme roundabout junction with the A46. Take second exit onto A57 (Carnholme Road) towards Central Lincoln.

..... At the end of Carnholme Road, go left and get in the middle lane to follow the road round to Mint Street, (B1003). Continue onto Silver Street, which is a one way street. At the traffic lights that intersect with the B1308 and the A15 (Broadgate) get into the middle lane and go straight on into Monks Road (B1308). The College is located on the left hand side (see inset).

#### From A15 (Sleaford Road)

Follow A15 into Lincoln, passing Lincoln City FC. Continue on the A15 passing the bus station on your left, then turn left into Saltersgate, continue onto Silver Street, which is a one way street. At the traffic lights that intersect with the B1308 and the A15 (Broadgate) get into the middle lane and go straight on into Monks Road (B1308). The College is located on the left hand side (see inset).

**By Train**  
 Lincoln receives services from Sheffield, Workscop, Retford, Nottingham, Leicester, Loughborough, Peterborough, Spalding and Newark. The College is a short walk from the station





**KEY**

- |                                 |                                       |
|---------------------------------|---------------------------------------|
| <b>1</b> Main Reception         | <b>7</b> Cathedral Building           |
| <b>2</b> Monks Building         | <b>8</b> Temple Building              |
| <b>3</b> Deans Building         | <b>9</b> Gibney Building              |
| <b>4</b> Bishops Building       | <b>10</b> Sessions House              |
| <b>5</b> Friary Learning Centre | <b>11</b> Knights Building            |
| <b>6</b> Abbey Building         | <b>12</b> Business Development Centre |



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