

# PROSPECTUS 2017|18

LONDON  
SOUTH EAST  
COLLEGES





**LONDON SOUTH EAST  
COLLEGES INCORPORATES  
BROMLEY COLLEGE AND  
THE FORMER BEXLEY  
COLLEGE AND GREENWICH  
COMMUNITY COLLEGE -  
ADVANCING EDUCATION  
AND SKILLS ACROSS  
THE REGION**

# WHAT MAKES LONDON SOUTH EAST COLLEGES DIFFERENT?

London South East Colleges is one college with campuses across South East London. Following our recent mergers we have a very bright future - which you can be part of. We are committed to delivering the highest quality skills development in London and the South East and work with over 500 employers to ensure the education and training we deliver is exactly what industry needs.

Our community of students and tutors is diverse, friendly and caring. Our students are inspired to develop their strengths and achieve outstanding results with our support at every step.

**COME AND FIND OUT MORE AND BE PART OF OUR STORY.**

PLEASE VISIT [WWW.LSEC.CO.UK](http://WWW.LSEC.CO.UK) TO FIND OUT MORE ABOUT OUR OPEN EVENTS



"I have never found sitting at a desk in a classroom very inspiring. I learn so much more working alongside experts who teach you as you go" - Emily

# WELCOME

We are delighted you are considering London South East Colleges for your education and training needs.

This is an exciting year for our new organisation. By bringing together Bromley College, the former Bexley College and the former Greenwich Community College, we have secured the future of further and higher education across the region and have an extensive range of courses and qualifications on offer.

Our aim is to ensure that you achieve your career goals and fulfil your potential. We will help you achieve this with our expert teaching staff, industry-standard facilities and excellent employer links.

From vocational courses to degrees and professional qualifications - there is something to suit you, whatever your age, interest or ability.

Whether you are considering joining straight from school or have been out of education for some time, we offer the support and guidance you need to succeed.

Read this guide, come along to an open event and apply today. Your career really does start here and there has never been a better time to join our expanding college.

We look forward to welcoming you.

Sam Parrett OBE  
Principal

# WHY CHOOSE US?

Our newly merged college offers outstanding provision across the region. We are here to help you take that next step to your dream career.

**8** PLACES TO LEARN **IN** BROMLEY, BEXLEY GREENWICH AND ORPINGTON

CAREER-FOCUSED  
PROGRAMMES WITH  
EMPLOYER PARTNERS

HIGHLY QUALIFIED  
TUTORS AND  
SPECIALIST STAFF

WE ARE OPEN-MINDED  
FRIENDLY, CARING  
AND DIVERSE



WE OFFER COURSES THAT MATCH  
YOUR AMBITIONS

It's a brilliant  
place to learn.  
I have made  
so many  
friends - Sue

The new sports  
centre is amazing,  
especially the  
sports science labs.  
It's great being able  
to study sport in  
more detail - Paolo



**2 CUSTOM-DESIGNED  
MOTOR VEHICLE  
WORKSHOPS**

# ABOUT US



South East London's

## NEWEST COLLEGE

### last year

we worked with over  
**1,000** employers and  
**2,240** workplace learners



### Our University Partners



UNIVERSITY  
of  
GREENWICH

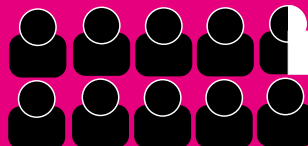


Canterbury  
Christ Church  
University

OUR 16-18 SUCCESS RATES ARE ALL ABOVE THE NATIONAL AVERAGE



### Apprenticeships



**95% of students**

move into work,  
higher education  
or training

OUR STUDENT-LED  
RESTAURANT, BR6  
IS **#1** ON TRIPADVISOR



3 WEST END STYLE  
HAIR AND BEAUTY  
SALONS



Career  
Colleges

14-19 Preparing young people for work



# LONDON SOUTH EAST COLLEGES **OUR** CAMPUSES

London South East Colleges has campuses across the region in Bromley, Bexley, Greenwich and Orpington.

Our great facilities, convenient transport links and wide range of courses will suit all ages, abilities and interests.



# BROMLEY

Situated just 10 minutes from Bromley town centre, this site sits in acres of green space with an array of excellent, industry-standard facilities.

From the 'enhance' hair and beauty salon to our bespoke engineering and technology block, you can study in realistic working environments.

Our new £4m 'Life Centre' is open to students and to the local community. Set over two floors it houses a gym, lecture theatre, badminton and basketball courts, indoor football and sports science labs.

Students can also benefit from our impressive Learning Resource Centre, IT study centres and our new Maths and English Hub.

For rest and relaxation, there are several cafés on offer and buzzing common rooms.



To find the courses run at London South East Colleges Bromley, look out for the abbreviation 'Br' in our course listing

# BEXLEY

Our Bexley campus has a host of outstanding facilities including a fully-equipped learning resource centre and fitness centre.

A counselling service, careers guidance and employability advice are also available to all students.

Our Construction Skills Campus at Holly Hill is our purpose-built construction site. It is exclusively for practical training and Apprenticeships - including building studies, bricklaying, carpentry, electrical, plumbing and much more.

Industry-standard workshops are equipped to simulate real-life work environments.





A shop, refectory and learning resource centre are also available at Bexley and Holly Hill, along with advice and guidance for all students.

To find the courses run at London South East Colleges Bexley, look out for the abbreviation 'Bex' in our course listing and for Holly Hill look out for 'H'.





# GREENWICH

London South East Colleges Greenwich is located on the border of Plumstead and Woolwich. It offers 16-18 and adult education provision, including some adult and community learning. Key features of this site includes 'Salon95', our student-led restaurant 'BR6@Greenwich' and a Learning Resource Centre.

Also in Greenwich is our Construction Skills Centre at Kidbrooke. At this site we run a range of courses such as an intensive Pre-Apprenticeship 'boot camp' program in partnership with the Royal Borough of Greenwich and leading Construction employers. Learners develop work-related skills, practical projects and are provided with real site experience and opportunities to be offered an Apprenticeship. We also run a range of short Multi-craft and construction qualifications.

Greenwich Park Centre offers adult and community learning with some courses taking place at community centres including the Eltham Centre. Please visit our website [www.LSEC.ac.uk](http://www.LSEC.ac.uk) to find out more.

To find the courses run at London South East Colleges Greenwich, look out for the abbreviation 'G' in our course listing and for the Construction Skills Trades Centre look out for 'C'.



# ORPINGTON

London South East Colleges Orpington is home to the Hospitality, Food and Enterprise Career College and BR6 Restaurant. Our Career College opened in September 2014 and is the first of its kind in London.

Our renowned BR6 Restaurant provides students with a real-life training ground and commercial environment in which to test both their catering and front of house skills.







As well as industry standard facilities our Orpington site has a lively common room and an outstanding Learning Resource Centre to support you in your studies. To find the courses run at London South East Colleges Orpington, look out for the abbreviation 'O' in our course listing.



# QUALIFICATIONS EXPLAINED

LEVEL

## » Entry

We offer many different courses at many different levels. It is really important that you find the one that best suits you – and we are here to help you do this.

**Course type**  
Skills for Life  
Vocational Studies

**Entry requirements**  
Assessments in English and maths and an interview

**Moving forward**  
Traineeship or  
Level 1 course

LEVEL

## » 01

**Course type**  
BTEC Awards,  
Certificates  
Diplomas  
NVQ, VRG

**Entry requirements**  
4 GCSEs grades A-G  
including English and  
maths

**Moving forward**  
Apprenticeship or  
Level 2 course

LEVEL

## » 02

**Course type**  
Apprenticeships  
BTEC Awards,  
Certificates, Diplomas  
NVQs, VRQ

**Entry requirements**  
4 GCSEs grades A-D  
including English and  
maths

**Moving forward**  
Advanced  
Apprenticeship or  
Level 3 course

No matter what stage you are at in your education and training, there are many opportunities waiting for you at London South East Colleges.

#### LEVEL

### »»03

#### Course type

Advanced  
Apprenticeships  
BTEC Diplomas  
Access to HE

#### Entry requirements

5 GCSEs grades A-C  
including English and  
maths or a Level 2 course  
in a relevant subject

#### Moving forward

Degree, Higher  
Apprenticeship or  
employment

#### LEVEL

### »»04

#### Course type

Higher National  
Certificate (HNC)  
Higher Apprenticeship

#### Entry requirements

A Levels or a relevant  
Level 3 qualification or  
related experience and  
interview

#### Moving forward

Foundation or Bachelor's  
degree, Higher  
Apprenticeship or  
employment

#### LEVEL

### »»05

#### Course type

Higher National  
Diploma (HND),  
Foundation Degree

#### Entry requirements

A relevant Level 4  
qualification or related  
experience and interview

#### Moving forward

Foundation or Bachelor's  
degree or employment

#### LEVEL

### »»06

#### Course type

Bachelor's Degree

#### Entry requirements

A relevant  
Level 5 qualification

#### Moving forward

A Master's Degree  
or employment

# A GREAT PLACE TO LEARN

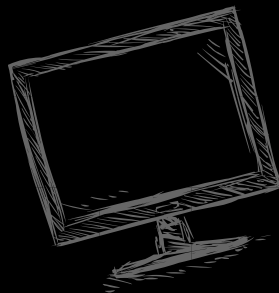
## *Student Xtra - get active, get involved*

Life at London South East Colleges is not all about studying. It is a great place to meet new friends, discover your hidden talents and have fun. Our Student Xtra Team will help you settle into college life, encourage you to develop new hobbies and get involved.

- **ENRICHMENT**  
Sports, clubs and societies, trips, visits and volunteering
- **STUDENTS' UNION**  
The place to get involved and enjoy a great social scene
- **STUDENT COUNCIL**  
Represent your classmates and make sure their voices are heard
- **EMPLOYER VISITS**  
Get to know all about the world of work from leading industry experts
- **STUDENT AMBASSADORS**  
Gain experience by helping us run the college
- **GYMS**  
Providing sports, health and fitness facilities for all students



"This brilliant College has allowed me to unleash a whole range of talents I didn't know I had" - Conner



*Build a portfolio of skills that employers and universities will be truly impressed with*

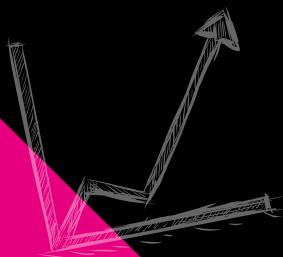
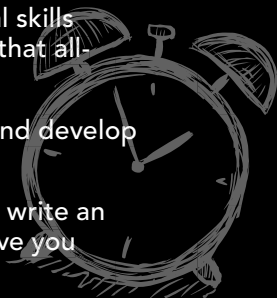
The Career Advantage provides you with the crucial skills required by employers and universities to give you that all-important competitive edge.


**SOCIAL SKILLS** - learn the art of problem-solving and develop your initiative

**EMPLOYABILITY SKILLS** - we will teach you how to write an impressive CV, how to perform in interviews and give you advice on how to sell yourself and make an impact

**ENTERPRISE SKILLS** - understand how to make good business choices, speculate successfully and identify potential

**DIGITAL AND IT SKILLS** - build technical know-how of IT and digital applications. Understand how they can benefit the workplace, enhance productivity and improve your own learning skills





"I chose this College because I'd heard really great things about it. It has all the latest tools and machines and a huge dedicated workshop space to work in. The tutors are experienced professionals who know just about everything there is to know about the trade, and probably even more"

- Rhys

# HOSPITALITY, FOOD AND ENTERPRISE CAREER COLLEGE

London's first Hospitality, Food and Enterprise Career College was launched in 2014 at Orpington in response to a growing skills shortage facing this sector.

Part of a national network, Career Colleges provide 14-19 year-olds with the skills they need to enter a particular industry. At London South East Colleges we can offer you many exciting career opportunities within the hospitality and catering sectors.

What sets our Career College apart is the pioneering level of industry support. Top employers including representatives from the Hyatt, Hilton and Springboard Groups sit on our advisory board, helping to design and deliver the curriculum. This ensures you will be learning skills which are fully relevant to the real world of work.

14-16 year-olds within our Career College study for their GCSEs in core subjects (including maths, English and Science) alongside a City & Guilds Level 2 Technical Award in Cookery and Service.

New for 2017 courses starting at London South East Colleges Greenwich - visit [www.LSEC.co.uk](http://www.LSEC.co.uk) to find out more

We have a range of Level 1, 2 and 3 qualifications for our 16-19 year-olds. This enables you to progress and develop your skills, as well as specialise in particular areas.

Our industry-standard kitchens and student-led commercial restaurant, BR6 provides a real-life experience of work. You can practice your skills on paying customers, while learning more about running a restaurant. Building work has also begun on Phase 2 of BR6, which will see the creation of a bistro, bar and shop.

We support our students to take up fulfilling work experience placements at a range of hotels and restaurants. For our younger students, an emphasis is put on 'experience of work' which includes workplace visits and workshops.

In the past year, our students have visited a number of top London establishments including the Shard and the Hyatt Regency - The Churchill, to learn more about what it is like to work in the hospitality industry. Several guest chefs have also visited the College to give workshops, demonstrations and classes including celebrity chef Michel Roux Jr.



I am delighted to see that the College has now launched its student-run restaurant as part of its innovative Hospitality, Food Enterprise Career College. BR6 will help provide young people in London with the opportunity to learn a trade that is so vital to the local economy - Boris Johnson





### *PARENTAL INVOLVEMENT*

You are much more likely to succeed at college if your parents or carers are involved with your learning. Visit [www.LSEC.ac.uk](http://www.LSEC.ac.uk) for information about parents' evenings, term dates and reporting absences.

# HELP, SUPPORT AND GUIDANCE

Starting college can be a huge leap if you have just finished school or are returning to education after a few years. We will make this transition as easy as possible for you, providing all the support you need to settle in.

## **INDUCTION**

A structured programme to help you settle into college life quickly

## **PROGRESS COACH**

To help you with all aspects of your academic studies

## **STUDENT HUB**

Helping you with guidance on the next level of study or any financial issues

## **LEARNING SUPPORT**

Specialist help and resources for those in need of additional support

## **HEALTH AND WELLBEING**

Providing sports, health and fitness facilities for all students

## **CAREERS ADVICE**

Professional advice on job hunting, CV preparation and university applications



"I'd heard about the new Maths and English Hub and I popped in one lunchtime to find out if they could help me. Before I knew it I had a textbook open and was being shown the quickest and easiest way to perform a range of different calculations. I learnt so much in one session that I decided to go back and learn lots more. The way the tutors help you to understand the formulas to so many different mathematical topics is truly remarkable. In fact, I can't quite understand now why I thought Maths was so hard when I was at school. If you have a good, patient tutor and lots of one-to-one support, you learn very quickly" - Sarah

# HELP WITH MATHS AND ENGLISH

We have brand new Maths and English Hubs at all campuses, they ensure that you receive the very best in Maths and English support across every subject taught in the College.

The Hubs provide a centre for students of all ages and abilities to develop and fine-tune their knowledge and skills. Drop-in sessions are available if you feel you need extra help and support with Maths and/or English to improve your assignments and achieve better exam grades.

Each term, staff in the Hubs set a variety of competitions and challenges, with prizes, to make both subjects even more enjoyable and engaging.

With the best teachers and resources, Maths and English can be fascinating subjects to learn about and really get your teeth into.

You will need good Maths and English skills in whatever subject you study and employers demand high standards in literacy and numeracy. If you feel that you require extra tuition in these very important subjects, we are here to help.

Please visit [www.LSEC.co.uk](http://www.LSEC.co.uk) to find out more

# HOW TO APPLY



## STEP 1:

Come along to an open event, explore this guide and visit [LSEC.ac.uk](http://LSEC.ac.uk) to find a course that interests you. Click the 'Apply Now' button and complete an application

1

2

## STEP 2:

You will be invited to an interview or course experience event. We will discuss your application and, in most cases, make you an offer based on your predicted exam results



3

## STEP 3:

Keep in touch via email, Facebook and Twitter and come along to a taster session



4

## STEP 4:

After you get your results you will be invited to enrol. Come along, complete the paperwork and pick up your Student ID



# FEES AND FINANCE

## COURSE FEES

We want to help you get the very best out of your studies and understand that financial issues can be a concern.

We have a team of supportive staff who can advise you on the financial support available.

## IF YOU ARE 16 - 18...

Tuition is free on the majority of our courses if you are aged 16-18 at the start of your studies and a UK or EU student.

## IF YOU ARE 19+...

If you are 19 or older on 31 August in the first year of your course, you may be required to pay tuition and exam fees but for many people their courses are still free, or support is available.

Some courses may also qualify for an Advanced Learning Loan and we can help you apply for a loan - which you won't have to start repaying until you start earning over £21,000.

Full documentation confirming your age and details will need to be seen at enrolment in order to determine the correct fee and whether you are eligible for remission.

Fees are payable at the point of enrolment by debit/credit card or in cash.

The best way to find out more about courses costs and the support available is by getting in touch with us, by phone on 0300 303 2554, online or at one of our Open Events.

# DEGREES AT LONDON SOUTH EAST COLLEGES

## OUR UNIVERSITY CENTRE

*Did you know that you can study for a degree at London South East Colleges?*

We launched our University Centre last year and offer a wide range of foundation degrees and full Bachelor's degrees validated by either the University of Greenwich or Canterbury Christ Church University. We also offer a number of Access to HE courses to enable you to study a degree, even if you don't have the traditional entry qualifications.


Many of our degree programmes can be studied flexibly alongside any existing job commitments. This enables you to gain additional qualifications to acquire the skills you need to move up the career ladder.



UNIVERSITY  
of  
GREENWICH



Canterbury  
Christ Church  
University



"London South East Colleges is near to my home which means I keep my travel and living costs to a minimum. It's a brilliant place with amazing tutors and resources. At the end I will graduate from Canterbury Christ Church University" - Indiana





"The University Centre provided me with a flexible course that enabled me to fit my studies into a busy lifestyle. The tutoring is second-to-none and I thoroughly recommend studying here if you are serious about upping your career opportunities and skills profile" - **Stephen**

## HERE ARE JUST A FEW OF THE REASONS YOU SHOULD STUDY FOR A DEGREE WITH US:

- Our tuition fees are lower than many universities
- We offer smaller class sizes with more contact time with tutors
- Our tutors are industry experts and are fully qualified
- Our degrees are specifically designed to get you into employment or to help you progress your career
- We have links with leading employers across the region to ensure our degree courses meet their needs

Our University Centre offers a range of high quality, employment-focussed, higher education and degree courses across all our sites in subjects including Business, Computing, Construction, Engineering, Counselling, Teacher Training, Health and Social Care, Law, Science and Sports.

Please visit [www.LSEC.co.uk](http://www.LSEC.co.uk) to find out more



# GUIDE TO **COURSE** INFORMATION

When you look through our guide you will see the courses listed by subject.

We've also shown whether they are full, part time, or online along with the site they are taught at and the course duration. If you need more help visit [www.LSEC.ac.uk](http://www.LSEC.ac.uk) or join us at an Open Event.

Professional Cookery Level 2 Diploma				FT	1YR	Bex / O
				Type of course FT - full-time PT - part-time Blended - home/college/work	Course duration YR - year WKS - weeks	Where the course takes place Br - Bromley Bex - Bexley G - Greenwich O - Orpington H - Bexley - Construction Skills Campus - Holly Hill C - Greenwich - Construction Skills Campus - Kidbrooke E - Online courses

# ACCESS TO HIGHER EDUCATION

Would you like to study for a degree and achieve your dream career but don't have the traditional qualifications needed to get into university?

If so, then an Access to HE course could be the answer for you. These courses prepare you for a degree by developing study skills, research and essay writing techniques. They also help build confidence - especially if you have been out of a classroom for some time.

Access to HE qualifications are widely recognised and welcomed by universities around the UK as well as here at London South East Colleges. In fact, 20,000 Access to HE students apply for degree courses each year in a range of subjects from Law and Medicine to Education and Business.

If you progress onto, and complete a degree course, you will not be required to repay any of the Advanced Learner Loan you may have taken out to cover your course fees. This means your Access course will be completely free of charge!

If you're not sure which Access course is right for you come and talk to us at an Open Event or visit [www.LSEC.ac.uk](http://www.LSEC.ac.uk) to find out more.

# ACCESS COURSES THE FAQs

**WHAT IS ACCESS?** - Access is a nationally recognised course for students. It is designed mainly for adult learners who want to go on to higher education but don't have formal qualifications although some students do it just to develop their academic interests and skills.

**HOW OLD DO YOU HAVE TO BE TO ENROL ON AN ACCESS COURSE?** -You must be 19 or older.

**WHAT IS STUDYING AN ACCESS COURSE LIKE?** - You must be completely committed to hard work and are required to maintain 100% attendance. You are expected to self-study for a minimum of 10 hours a week. Most universities require you to have GCSE grade A-C in English and maths - in addition to a valid level 3 qualification such as Access. We can help you if you don't have all these grades.

**WHAT SUBJECTS ARE ON OFFER?** - We offer a range of Access courses, all aimed at ensuring you can secure a place on a degree course with London South East Colleges or another university.

**HOW WILL I GET ACCEPTED FOR THE ACCESS COURSE?** - Once you've applied you'll be invited in for an interview and assessment - If you are accepted onto the course you will enrol in September.

**WILL IT COST ME ANYTHING?** - Most Access course fees are covered by the Advanced Learning Loan, which we can help you apply for. The great thing about taking out this loan for an Access course is that as long as you go on to complete your university level course, your loan will be cancelled, meaning that your Access course will have been completely free!



"I am proud of my achievements. I would encourage anyone who may not have reached their potential at school and wanting to improve their career chances to consider an access course. If I can do it, so can you!" - Sherise

**OUR ACCESS COURSES ARE ELIGIBLE FOR THE 19+ ADVANCED LEARNER LOAN**

### *Access to HE courses*

Access to HE - Business	FT	1YR	Bex
Access to HE - Business Studies combined with Law	FT	1YR	O
Access to HE - Computing	FT	1YR	Bex / O
Access to HE - Health and Human Science	FT	1YR	Bex
Access to HE - Humanities combined with Social Sciences	FT/PT	1YR	Bex / O
Access to HE - Humanities combined with Social Sciences	Blended	2YRS	O
Access to HE - Nursing and Healthcare Professions	FT	1YR	Bex / G / O
Access to HE - Science	FT	1YR	G / O
Access to HE - Social Work	FT	1YR	Bex / O

Please visit [www.LSEC.co.uk](http://www.LSEC.co.uk) to find out more

# APPRENTICESHIPS **AND** TRAINEESHIPS

If you are over 16 and want to earn-while-you-learn, an Apprenticeship is the perfect choice. You can learn the skills employers want, earn a wage and gain a qualification at the same time.

Key benefits of being an Apprentice include earning a salary, paid holidays, expert training, gaining qualifications and learning job-specific skills. Apprenticeships can be demanding but they are very rewarding. You will learn the skills that employers want and need, which will give you choices in your career.

There has never been a better time to start an Apprenticeship. We have a huge selection on offer with top employers, at different levels and in a range of industries. From Hairdressing to Digital Marketing, to Finance and Health Care, we have something to suit you.

We are highly experienced in placing Apprentices with the right employers and getting people into work. We will help you find your perfect placement, develop your application and interview techniques and support you to make the best of every opportunity.





	Intermediate Level 2	Advanced Level 3	Higher/ Degree Level 4/6
Accounting	•	•	•
Barbering	•		
Bricklaying and Construction Operations	•		
Business Administration	•	•	•
Carpentry	•	•	
Customer Service	•	•	
Dental Nursing		•	
Digital Marketing	•		
Early Years Educator	•	•	
Electrical Installation		•	
Financial Services	•	•	•
Financial Advice			•
Hairdressing	•	•	
Health and Social Care	•	•	
Hospitality and Catering	•	•	

	Intermediate Level 2	Advanced Level 3	Higher/ Degree Level 4/6
IT, Software, Web and Telecoms	•	•	•
Logistics	•		
Multi Trades	•		
Management			•
Motor Vehicle	•	•	
Plumbing	•	•	
Support in Teaching and Learning	•	•	
Team Leading	•		
Travel Services	•		
Warehouse and Storage	•		

"I chose the Apprenticeship route to becoming a hairdresser as it gives me the chance to earn as I learn" - Sophie



"When I started my Apprenticeship with Ascott Cab Co, I was immediately put under the supervision of their Master Technician and given proper, meaningful training and tuition from the outset. I seriously had doubts about my ability to understand the workings of a car engine, it all looked so complicated. Now, I know every single component and how they work. I can strip down an engine and put it back together, diagnose faults and fix them, service a car and ensure it runs smoothly" - Joe

# TOP FIVE REASONS TO DO AN APPRENTICESHIP...

**#1 GAIN EXPERIENCE** - Employers look for experience as well as qualifications. An Apprenticeship will allow you to gain valuable experience within a specific industry, which looks great on your CV.

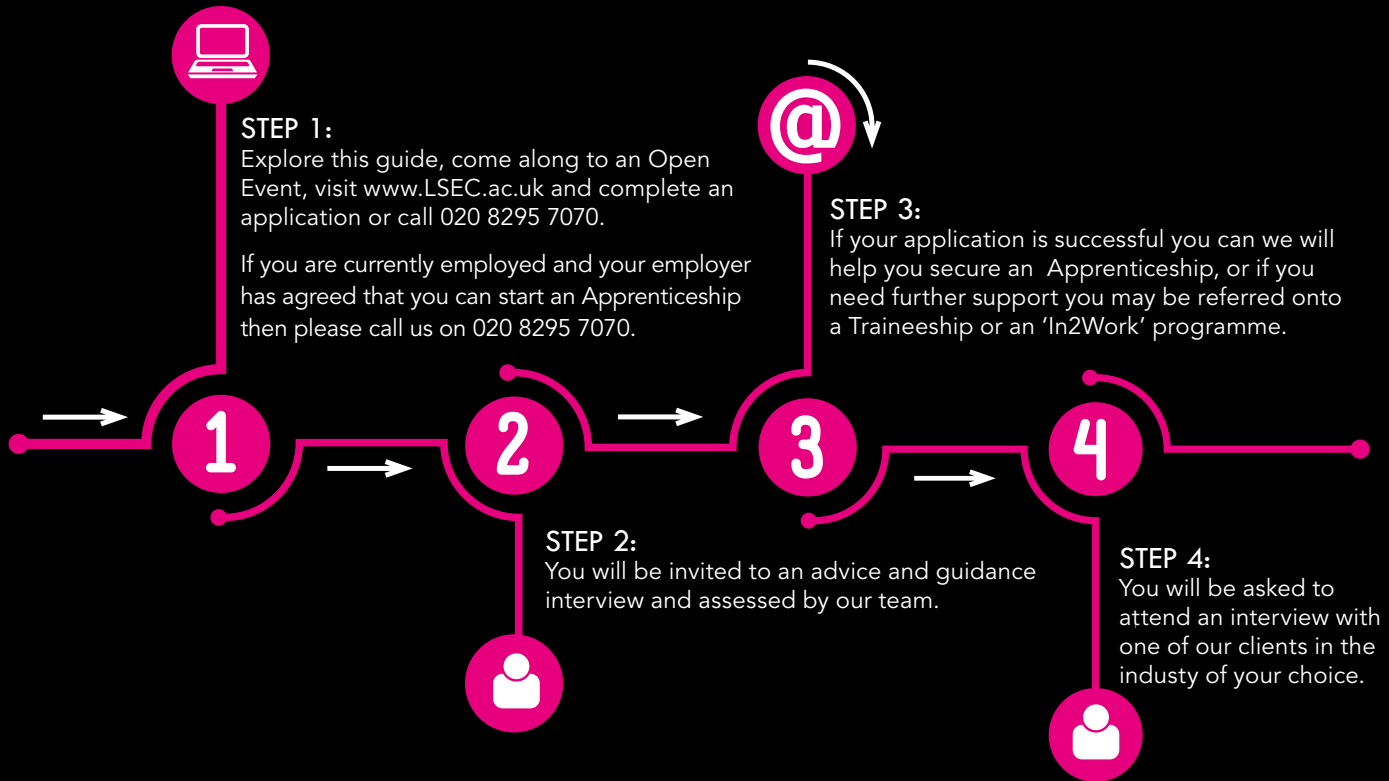
**#2 EARN WHILE YOU LEARN** - As an Apprentice you will earn a wage as you work towards your qualification. This is a real advantage and will help you avoid student debt.

**#3 GAIN AN INDUSTRY-RELEVANT QUALIFICATION** - During your Apprenticeship, you will be working towards an industry-recognised qualification, showing employers that you have the drive and determination needed to study and work.

**#4 IMPROVE YOUR PROSPECTS** - Once you complete your Apprenticeship there will be a range of options open to you. You may opt for an Advanced Apprenticeship or go on to University. Or, if you fancy being your own boss, the real-life skills and knowledge you have gained could help you to set up your own business.

**#5 BROADEN YOUR SKILLS AND NETWORKS** - Employers value communication, teamwork and IT skills. As an Apprentice, you will have the opportunity to develop all of these and gain a real understanding of how a particular business works. Additionally, you will expand your network and make those all-important contacts in your chosen industry.

# HOW TO APPLY FOR AN APPRENTICESHIP



“Apprenticeships work really well for us. It means that we play a massive part in their initial training and provide them with the skills we need as a business as well as those that lead them to a successful career”

- Andy Ascott, Managing Director,  
Ascott Cabs



“I am much more confident since starting my Apprenticeship and intend to stay with the company and train to be a junior surveyor”

George, Business Apprentice, Bernard Williams Associates

# ART, DESIGN, PHOTOGRAPHY AND MEDIA

If you have a flair for creativity, our range of courses will prepare you for a wide range of careers within the creative industries or for progression onto further study.

We offer excellent facilities in a creative and inspiring environment to help you achieve your career goals.

Our end-of-year exhibitions will give you the chance to showcase your work to the public and practical assignments and provide real-world experience. We also offer a range of trips and visits to support and enhance your studies.

The tutors here inspire us to do well and take charge of our own learning development.  
I'm well impressed so far - Angel



## Art, Design, Photography and Media courses

Art and Design Level 1 Diploma	FT	1YR	O
Art and Design Level 2 Diploma	FT	1YR	O
Art and Design Level 3 Diploma 90	FT	1YR	O
Art and Design Level 3 Diploma 180	FT	1YR	O
Art and Design Level 3 National Foundation Diploma	FT	1YR	Bex
Art and Design (Graphic Design) Level 3 National Foundation Diploma	FT	1YR	Bex
Art and Design (Photography) Level 3 National Foundation Diploma	FT	1YR	Bex
Creative Media Production Level 3 Diploma 90	FT	1YR	Br / Bex
Creative Media Production Level 3 National Foundation Diploma	FT	1YR	Bex
Creative Media Production Level 3 Extended Diploma 180	FT	1YR	Br / Bex
Creative Media Production (Multimedia Journalism) Level 3 Diploma 90	FT	1YR	O
Creative Media Production (Multimedia Journalism) Level 3 Extended Diploma 180	FT	1YR	O
Creative Media Production (TV and Film) Level 3 Diploma 90	FT	1YR	O
Creative Media Production (TV and Film) Level 3 Extended Diploma 180	FT	1YR	O
Photography Level 2 Certificate UAL	FT	24WKS	Bex
Photography Level 3 Certificate UAL	FT	24WKS	Bex

# BUSINESS AND ENTERPRISE

Our Business courses will provide you with the skills and knowledge required to enter this exciting sector. We have links with some of the biggest and most influential firms in the UK and can help you get started in your business career.

Whether you succeed as an entrepreneur or work your way to CEO of a top FTSE 100 company, the qualifications and skills you pick up and take with you from London South East Colleges will be of the highest value for your entire career.





You will learn how to establish, finance and run a company, market your brand, employ staff and much more. Your career options will be endless.

With the support of expert tutors, our links with industry and great facilities, you will be in an excellent position to move into higher education or employment after the successful completion of your course.

Not only is the teaching here great, but we also get a lot of career guidance. I am getting a great learning experience and can't rate it highly enough - Anne

LEARN HOW TO  
BECOME A  
SUCCESSFUL  
ENTREPRENEUR

careers  
BUSINESS ANALYST,  
OFFICE MANAGER,  
HR, SALES MANAGER,  
ENTREPRENEUR,  
BUSINESS OWNER

## *Business courses*

Business Level 2 First Extended Certificate	FT	1YR	O
Business Administration (Office Toolkit for Secretaries) Level 2 Diploma	FT	1YR	O
Business Level 3 Diploma 90	FT	1YR	O / G
Business Level 3 Extended Diploma	FT	1YR	O
Access to HE - Business Studies combined with Law	FT	1YR	Bex / O
Enterprise and Entrepreneurship Level 3 Diploma	FT	1YR	O
Peter Jones Academy Enterprise and Entrepreneurship Level 2	FT	1YR	O
Peter Jones Academy Enterprise and Entrepreneurship Level 3	FT	1YR	O
Business with Career Ready Level 3	FT	1YR	O

We have a selection of higher education, degree and professional courses in this subject.  
Please visit [www.LSEC.ac.uk](http://www.LSEC.ac.uk) to find out more

Bex - Bexley / G - Greenwich / O - Orpington


London South East Colleges  
has given me a broader  
knowledge of business that  
will enable me to work in a  
leadership role in the future.  
With these qualifications  
you are far more likely to  
achieve a promotion and  
reach senior management  
- Joe



# CHILDCARE

If you are interested in a career working with children and young people, we can offer you a great start. This is a growing industry which offers many exciting employment opportunities – from advanced teaching assistants to play therapists and family support workers to name a few.

Our range of courses in Early Years and Childcare are highly regarded among industry professionals and each course is designed to offer progression to University. Work placements are also a key feature of our courses, which often lead directly to employment if desired.



From the moment I arrived at college on my first day I have loved every single minute. The transition from level to level has been made very simple - even into higher education. The tutors have passed their years of knowledge on to me - Rabia

OUR LEVEL 3 COURSES ARE ELIGIBLE FOR THE 19+ ADVANCED LEARNER LOAN

## Childcare courses

Exploring the Caring Sector (Early Years) Level 1 Diploma	FT	1YR	Br / Bex
Exploring the Caring Sector (Early Years) Level 1 Certificate	PT	1YR	G
Children's Care, Learning and Development Level 2 Diploma	FT	1YR	Br / Bex
Children's Care, Learning and Development Level 3 National Diploma/Cert	FT	1YR	Br / Bex

We have a selection of higher education, degree and professional courses in this subject.  
Please visit [www.LSEC.ac.uk](http://www.LSEC.ac.uk) to find out more

careers

EARLY YEARS PRACTITIONER, SOCIAL WORK, SPECIAL  
EDUCATIONAL NEEDS OFFICER, PRIMARY SCHOOL  
TEACHER, NANNY, CHILDMINDER, NURSERY MANAGER

BY 2020 IT IS ESTIMATED THAT  
2.3M PEOPLE WILL BE WORKING  
IN THE CARING SERVICES - UKCES

# COMPUTING AND IT

The world is changing and digital skills have never been so important. New jobs are being created everyday within the IT sector and the industry demand for people with the right skills is higher than ever before.

Whether you are working towards your dream IT career or perhaps just want to learn some new skills for fun, we offer a range of courses that lead to nationally recognised qualifications.

Our expert tutors will help you develop your skills in a range of areas - from software and website design to programming, networking or digital media.

careers

CGI / 3D ANIMATION,  
SOFTWARE DEVELOPER,  
WEB DESIGN, SYSTEMS  
ANALYST, ENGINEER



ADDING /4 TO THE END  
OF FACEBOOK'S URL  
TAKES YOU TO MARK  
ZUCKERBERG'S PROFILE



## Computing and IT courses

IT User Level 1 Award	FT	Br
IT User Level 1 Diploma	FT	Br / Bex
IT User Level 2 Diploma	FT	Br
IT User Level 2 Diploma	FT	Bex
IT Media Level 2 Diploma	FT	Br / Bex / O
IT Software Level 3 Extended Diploma	FT	Br / Bex
IT Software Level 3 Diploma 90	FT	Br
IT User Level 3 Diploma 90	FT	Br
IT (General) Level 3 Diploma 90	FT	Bex
Computing Level 3 National Foundation Diploma	FT	Bex
Access to HE - Computing Level 3	FT	Bex / O

We have a selection of higher education and degree courses in this subject.  
Please visit [www.LSEC.ac.uk](http://www.LSEC.ac.uk) to find out more

Our Construction Skills Trades Centre is run in conjunction with Berkeley Homes

# CONSTRUCTION

The construction industry is facing a huge skills shortage. Major developments are planned in and around London over the next few years, but with 15% of the workforce set to retire in this time, more skilled young people are desperately needed.

This is a dynamic and expanding sector, with many exciting and rewarding careers on offer.

Our wide range of courses, expert tutors and industry-standard facilities provide you with hands-on experience in all aspects of construction. From Bricklaying and Carpentry to Electrical Installation and Plumbing, we can equip you with the skills and technical knowledge that employers are in need of.





# CONSTRUCTION TRADES

## *Brickwork courses*

Introduction to Employment in the Construction Industries Entry Level	FT	1YR	Br / H
Brickwork Level 1 Diploma	FT	1YR	Br / H
Brickwork Level 2 Diploma	FT	1YR	Br / H
Brickwork Level 3 Diploma	FT	1YR	Br / H

## *Carpentry courses*

Introduction to Employment in the Construction Industries Entry Level	FT	1YR	Br / H
Carpentry Level 1 Diploma	FT	1YR	Br / H
Carpentry Level 2 Diploma	FT	1YR	Br / H
Carpentry Level 3 Diploma	FT	1YR	Br

## *Maintenance and Multi Skills courses*

Award in Multicraft Activities Entry Level	FT	3WKS	C
Award in Multicraft Activities Entry Level	FT	1YR	Br
Award in Multicraft Activities Level 1	FT	4WKS	C

## *Plumbing courses*

Plumbing Level 1 Diploma	FT	1YR	Br / H
Plumbing Level 2 Diploma	FT	1YR	Br / H
Plumbing Studies Level 2 Diploma	FT	1YR	Br / H
Plumbing Studies Level 3 Diploma	FT	1YR	Br

## *Electrical Installation courses*

Electrical Installation Level 1 Diploma	FT	1YR	Br / H
Electrical Installation Level 2 Diploma	FT	1YR	Br / H
Electrical Installation Level 2 Certificate	FT	1YR	Br
Electrical Installation Level 3 Diploma	FT	1YR	Br
Electrotechnical Technology Level 3 Diploma	PT	1YR	H

95% OF THE  
CONSTRUCTION  
MATERIALS USED  
TO BUILD THE SHARD  
ARE FROM RECYCLED  
SOURCES.

£103 BILLION

WAS GENERATED LAST YEAR BY  
THE CONSTRUCTION INDUSTRY,  
6.5% OF THE UK'S TOTAL OUTPUT




# CONSTRUCTION AND THE BUILT ENVIRONMENT

## *Building courses*

Access to Building Services Engineering Level 1	FT	1YR	Bex
Construction and the Built Environment Level 2	FT	1YR	H
Construction and the Built Environment Level 3 Diploma 90	FT	2YRS	Br
Construction and the Built Environment Level 3 Extended Diploma	FT	1YR	Br

We have a selection of higher education, degree and professional courses in this subject.  
Please visit [www.LSEC.ac.uk](http://www.LSEC.ac.uk) to find out more

Br - Bromley / Bex - Bexley / H - Bexley - Construction Skills Campus - Holly Hill



I spent five very happy years here. I went from absolute beginner to a qualified carpenter and then set my sights on a career as a construction manager.

College not only taught me lots of important skills, it really inspired me to succeed. The tutors here are brilliant - Rachel

# COUNSELLING

In our busy world, more and more people seek counselling for a variety of reasons. Training to be a counsellor can be rewarding and we offer a range of courses from Level 2 through to degree level.

We can help you in your journey to become a professional counsellor or develop the skills you need to integrate counselling into your job.

We have an excellent track-record in helping our students develop the skills and knowledge needed to become highly trained, professional counsellors.

*Before enrolling on any of these courses  
- you will be required to apply for an  
enhanced disclosure of criminal records  
through the DBS.*



OUR LEVEL 3 COURSES ARE ELIGIBLE FOR THE 19+ ADVANCED LEARNER LOAN

O - Orpington

## Counselling courses

Introduction to Counselling Level 2 Award	PT	10WKS	O
Understanding Substance Misuse Level 2 Award	PT	1YR	O
Counselling Skills Level 2 Certificate	PT	15WKS	O
Counselling Skills Level 3 Certificate	PT	15WKS	O
Therapeutic Counselling Level 4 Diploma	PT	2YRS	O

We have a selection of professional courses in this subject.  
Please visit [www.LSEC.ac.uk](http://www.LSEC.ac.uk) to find out more



EVERYTHING YOU  
SAY TO SIRI IS SENT  
TO APPLE, ANALYSED,  
AND STORED.



careers

PSYCHOTHERAPEUTIC COUNSELLOR,  
HEALTH AND SOCIAL CARE SERVICES,  
HR DEPARTMENTS ACROSS ALL SECTORS,  
ADVISORY ORGANISATION

# EDUCATION **AND** TEACHER TRAINING

Teaching is a rewarding and fulfilling career. We offer a range of courses that prepare you for employment in a range of areas - from a Teaching Assistant Certificate through to Postgraduate Diplomas in Education and Training at our University Centre.

A career in teaching is not only about being in a classroom. Many other exciting opportunities exist, such as in-house training positions with the armed forces, local authorities and private companies.





OUR LEVEL 3 COURSES ARE ELIGIBLE FOR THE 19+ ADVANCED LEARNER LOAN

## *Education and Teacher Training courses*

Supporting Teaching and Learning in Schools Level 2 Certificate	PT	1YR	Br / Bex
Supporting Teaching and Learning in Schools Level 3 Certificate	PT	25WKs	Br / Bex
Education and Training Level 3 Award	PT	15WKs	Br
Supporting Teaching and Learning in Schools Level 3	PT	VAR	E
Early Years Educator Level 3	PT	VAR	E
Teaching ESOL (CELTA) Level 5	FT	1YR	Br

We have a selection of higher education, degree and professional courses in this subject.  
Please visit [www.LSEC.ac.uk](http://www.LSEC.ac.uk) to find out more

Bex - Bexley / Br - Bromley / E - Online

careers

TEACHING ASSISTANT, YOUTH WORKER, COLLEGE TUTOR, SPECIAL  
EDUCATIONAL NEEDS TEACHER, PRIMARY/SECONDARY SCHOOL  
TEACHER, IN-HOUSE EDUCATION PROFESSIONAL, TEACH ABROAD

# ENGINEERING

Engineers are currently in real demand across a number of different industries - from defence and telecommunications to aviation and mechanics.

If you like solving problems and thinking creatively, we offer a range of courses that will help open up a range of exciting career opportunities to you.

All of our courses have been designed to meet the needs of employers. They provide the opportunity for you to progress into Higher Education and/or training – as well as moving straight into a job if desired.

From defence to telecommunications, the choice of industries is diverse. Our excellent facilities and expert tutors will help you to achieve your career ambitions within this dynamic sector.

We are currently working with London Biggin Hill Airport to create a new Aviation college. It will be a state-of-the-art facility providing the skills and qualifications needed for a successful career within the aviation and aeronautical industry. Keep checking our website for further developments. Exciting times!

OUR LEVEL 3 COURSES ARE ELIGIBLE FOR THE 19+ ADVANCED LEARNER LOAN

## Engineering courses

Access to Building Services Engineering Level 1	FT	1YR	Br
Performing Engineering Operations Level 1 Diploma	FT	1YR	Br
Performing Engineering Operations Level 2 Diploma	FT	1YR	Br
Engineering Level 2 Diploma	FT	1YR	Br
Engineering Level 3 Diploma 90	FT	1YR	Br
Engineering Level 3 Extended Diploma	FT	1YR	Br
HNC Engineering Level 4	FT	1YR	Br

We have a selection of higher education, degree and professional courses in this subject. Please visit [www.LSEC.ac.uk](http://www.LSEC.ac.uk) to find out more

ENGINEERING EMPLOYERS ARE PROJECTED TO NEED


1.82M

PEOPLE WITH  
ENGINEERING  
SKILLS BY 2020

- Engineering UK

### Careers

ELECTRONIC ENGINEER, AIRCRAFT  
MAINTENANCE, MECHANICAL  
ENGINEER, ENGINEERING TECHNICIAN,  
HEATING OR VENTILATION ENGINEER,  
AUTOMOTIVE ENGINEER



I am currently doing my GCSEs in Maths and English because I need good grades to go to university to become an Occupational Therapy Technician.

You are never too old to learn, in fact, you are probably better equipped to succeed - Andrew

# ENGLISH AND MATHS

Whatever your interest or career ambition, good English and maths skills are crucial to success. Many people lack confidence in these areas, but we can help you overcome this and achieve your full potential.

We offer exceptional support in these subjects, with specialist Maths and English Hubs across all of our sites. These provide a centre for students of all ages and abilities to develop and fine-tune their knowledge and skills, with advice and teaching from expert tutors.

## *English and Maths courses*

English Entry	FT	1YR	Br / Bex / G / O
English Level 1	FT	1YR	Br / Bex / G / O
English Level 2	FT	1YR	Br / Bex / G / O
English GCSE	FT	1YR	Br / G / O
Maths Entry	FT	1YR	Br / Bex / G / O
Maths Level 1	FT	1YR	Br / Bex / G / O
Maths Level 2	FT	1YR	Br / Bex / G / O
Maths GCSE	FT	1YR	Br / G / O

IF YOU WRITE OUT PIE  
TO TWO DECIMAL PLACES,  
BACKWARDS IT SPELLS PIE

*PI.E*

MORE ENGLISH WORDS BEGIN  
WITH THE LETTER 'S'  
THAN ANY OTHER LETTER

# FINANCE **AND** ACCOUNTANCY

There are many exciting careers available within the financial industry, especially with the City of London on our doorstep.

From accountants and payroll officers to book-keepers and finance managers, employment options are varied.

Whether you are looking to start your career or are already working in the industry and want to develop your skills, we offer a wide range of professionally recognised qualifications from the Chartered Certified Accountants (ACCA), the Association of Book-keepers (IAB) and the Association of Accounting Technicians (AAT).

Starting from Level 2 and going up to Level 6, our courses can be studied on a part-time basis, enabling you to balance work and study.

aat

INTERNATIONAL ASSOCIATION  
OF BOOK-KEEPERS  
**IAB**  
Qualifications for business



LONDON IS THE  
**WORLD'S  
LARGEST**  
FINANCIAL CENTRE

careers  
**ACCOUNTANT, INVESTMENT  
BANKER, ANALYST, FINANCE  
MANAGER, PAYROLL OFFICER**

SOME OF OUR LEVEL 3 COURSES ARE ELIGIBLE FOR THE 19+ ADVANCED LEARNER LOAN

## *Finance and Accounting courses*

IAB Manual and Computerised Accounts Level 1	PT	Br
AAT Foundation Certificate in Accounting (Level 2)	PT	Br / G
AAT Foundation Certificate in Accounting (Level 2) (fast track)	PT	Br
AAT Advanced Diploma in Accounting (Level 3)	PT	Br / G
AAT Advanced Diploma in Accounting (Level 3) (fast track)	PT	Br
AAT Professional Diploma in Accounting (Level 4)	PT	Br / G
ACCA Fundamentals Level 6	PT	Br

We have a selection of higher education, degree and professional courses in this subject.  
Please visit [www.LSEC.ac.uk](http://www.LSEC.ac.uk) to find out more.

Br - Bromley / G - Greenwich

# HAIR AND BEAUTY

If a career in the hair and beauty industry appeals to you, we can offer a great pathway to your dream job.

We have industry-standard salons at several of our campuses, which provide the perfect environment for you to learn the skills and techniques required. Whether you have ambitions to set up your own hair salon or work in the world of TV and film, our expert tutors can help you achieve this.





OUR LEVEL 3 COURSES ARE ELIGIBLE FOR THE 19+ ADVANCED LEARNER LOAN

Br - Bromley / G - Greenwich / O - Orpington

## *Hair courses*

Introduction to the Hair and Beauty Sector Level 1 Diploma	FT	1YR	Br / G
Hairdressing Level 2 Diploma	FT	1YR	Br / G
Hairdressing Level 2 Diploma	PT	1YR	O
Hairdressing Level 2 Certificate	PT	1YR	G / O
Hair and Media Make Up Level 2	FT	1YR	G
Hairdressing Level 3 Diploma	FT	1YR	Br / G
Barbering Level 2 Certificate	PT	1YR	G
Barbering Level 2 Diploma	FT	1YR	O

careers

MAKE UP ARTIST (TV/FILM/THEATRE/BRIDAL), HAIR/BEAUTY SALON OWNER,  
NAIL TECHNICIAN, MASSEUSE, BEAUTY THERAPIST, HAIRDRESSER/BARBER

OUR LEVEL 3 COURSES ARE ELIGIBLE FOR THE 19+ ADVANCED LEARNER LOAN

## *Beauty courses*

Introduction to the Hair and Beauty Sector Level 1 Diploma	FT	1YR	Br / G
Beauty Therapy Level 2 Diploma	FT	1YR	Br / G
Beauty Therapy Level 2 Diploma	PT	1YR	Br
Beauty Therapy Level 3 Diploma	FT	1YR	Br / G
Hair and Media Make Up Level 2	FT	1YR	G
Theatrical Make Up Level 3 Diploma	FT	1YR	G

**Come to an open event and see our great facilities or  
visit [www.LSEC.ac.uk](http://www.LSEC.ac.uk) to find out more**



"The tutors at London South East Colleges have really supported me and helped me build my self-esteem and confidence. Being around other budding hairdressers and stylists has enabled me to broaden my horizons and I have expanded my skills-set enormously" - Hadiya

# HEALTH AND SOCIAL CARE

There are many rewarding career opportunities within this broad sector. From social work to nursing, we will help you find a pathway to your desired job.

Our courses are regularly updated in line with Government policy and the changing requirements of this dynamic sector.

We offer a range of opportunities for progression onto Higher Education and/or professional training if desired. Our extensive employer links ensure that you can gain experience in the real world via fulfilling work placements.

careers

**SOCIAL WORKER, MIDWIFE, HEALTH CARE  
ASSISTANT, PARAMEDIC, OCCUPATIONAL  
THERAPIST, CLINICAL SUPPORT WORKER**

AROUND **4.2** MILLION PEOPLE IN THE  
UK WORK IN  
HEALTHCARE

[careerpivot.co.uk](http://careerpivot.co.uk)

I really didn't know what route to take after my Level 3 Health and Social Care course. I wanted to get started in a job as soon as possible and earn a wage.

The College helped me find an Apprenticeship. I now work as an Apprentice Phlebotomist - Danielle

**CENTENARIANS  
ARE THE  
FASTEST  
GROWING  
DEMOGRAPHIC  
IN THE UK**

OUR LEVEL 3 COURSES ARE ELIGIBLE FOR THE 19+ ADVANCED LEARNER LOAN

## *Health and Social Care courses*

Exploring the Caring Sector Level 1 Diploma	FT	1YR	Br / Bex / G
Health and Social Care Level 2 First Extended Certificate	FT	1YR	Br / Bex / G
Health and Social Care Level 3 Diploma 90	FT	1YR	Br / Bex
Health and Social Care Level 3 Extended Diploma	FT	1YR	Br / Bex / G
Social Work Level 3 Access to HE	FT	1YR	Bex / O
Certificate in Preparing to Work in Adult Social Care Level 3	-	-	E
Diploma in Health and Social Care (Adults) for England Level 3	-	-	E
Certificate in the Principles of End of Life Level 3	-	-	E

We have a selection of higher education, degree and professional courses in this subject.  
Please visit [www.LSEC.ac.uk](http://www.LSEC.ac.uk) to find out more

Br - Bromley / Bex - Bexley / G - Greenwich

# HOSPITALITY AND CATERING

Career Colleges offer specialist education within a specific industry. With the curriculum designed and delivered by employers, you will learn the skills and knowledge relevant to working in the industry.

If you are interested in becoming a chef, or want to work in the restaurant, hotel and catering industry, look no further than our Hospitality, Food and Enterprise Career College.

With its industry-standard training kitchens and brand new student-led restaurant, BR6, you will get the opportunity not only to develop your practical skills but also to understand how a commercial restaurant is run.



Career College courses are run at both Orpington and Greenwich.



OUR LEVEL 3 COURSES ARE ELIGIBLE FOR THE 19+ ADVANCED LEARNER LOAN

## *Hospitality and Catering courses*

Culinary Skills Level 1 Certificate	FT	1YR	O
Professional Cookery Level 1 Diploma	FT	1YR	G
Professional Cookery Level 2 Diploma	FT	1YR	G / O
Professional Cookery Level 3 Diploma (General)	FT	1YR	O
Professional Chef Level 3 Diploma (Patisserie and Confectionery)	FT	1YR	O
Foundation Degree Culinary Entrepreneurship	PT	2YRS	O

NEW higher education courses in Hospitality and Catering Starting in 2017  
Please visit [www.LSEC.ac.uk](http://www.LSEC.ac.uk) to find out more

### Careers

**RESTAURANT MANAGER, EVENT ORGANISER, HOTEL CONCIERGE,  
PROFESSIONAL CHEF, BARISTA, BAKER**

OUR LEVEL 3 COURSES ARE ELIGIBLE FOR THE 19+ ADVANCED LEARNER LOAN

# HUMAN RESOURCES

London South East Colleges has an excellent reputation for offering high quality Human Resources (HR) courses and has been recognised by the Chartered Institute of Personnel Development (CIPD) for many years.

Our courses are suitable if you are new to HR or are looking to develop your skills in this area. To ensure our courses are relevant to the workplace, all of our tutors are industry experts with practical experience in HR management.

## *Human Resources courses*

Human Resource Practice Level 3 Certificate

PT Br

Human Resource Practice Level 5 Certificate

PT Br



Approved Centre



# LAW



Our well-recognised and established legal courses are accredited by CILEX and give you the chance to develop your knowledge and wider skills. Courses are ideal if you are looking to start a career in the legal world.

Law is a challenging field, but extremely rewarding. Whether you are keen to work for a top corporate company or within the charity sector, there are many career options open to you within this dynamic industry.

## *Law courses*

Law and Practice Level 3 Certificate	PT	Br
Law and Practice Level 3 Diploma	PT	Br
Law and Practice Level 6 Higher Diploma	PT	Br

We have a selection of higher education, degree and professional courses in this subject.

Please visit [www.LSEC.ac.uk](http://www.LSEC.ac.uk) to find out more

# LANGUAGES

## *English for Speakers of Other Languages (ESOL)*

We offer a range of courses for people whose native language is not English, to help develop language skills and improve job prospects.

Whatever your starting level or knowledge, we have a course to help improve your listening, reading, speaking and writing skills. Our courses are designed to suit students who are on both long and short stays, and are offered as full or part-time and day or evening programmes.

ESOL for Adults Entry Level	PT	Br / Bex / G / O
ESOL for Adults Level 1	PT	Br / Bex / G / O
ESOL for Young People Entry Level	FT	Br / Bex / G / O
ESOL for Young People Level 1	FT	Br / Bex / G / O
IELTS Cambridge Level 2	PT	Br / G / O
Preliminary English Cambridge Entry Level	PT	Br
English (FCE) Cambridge Level 1	PT	Br
Advanced English (CAE) Cambridge Level 2	PT	Br

## *British Sign Language*

These courses will teach you how to hold a basic conversation and be able to explain directions and work-related issues using British sign language. You will also learn about deaf people, their community and culture.

British Sign Language (BSL) Level 1

PT 30WKS Br

British Sign Language (BSL) Level 2

PT 50WKS Br



# LEADERSHIP **AND** MANAGEMENT

We offer a range of Chartered Management Institute (CMI) qualifications to help you develop your skills.

Whether you are new to management or want to develop your leadership skills in specific areas, we have a course to suit you. Professional development in management, on operational and strategic levels, will give you the edge and help you reach your career goals.



OUR LEVEL 3 COURSES ARE ELIGIBLE FOR THE 19+ ADVANCED LEARNER LOAN

## *Leadership and Management courses*

First Line Management Level 3 Diploma CMI	PT	1YR	Br
Management and Leadership Level 5 Diploma CMI	PT	1YR	Br
Strategic Management and Leadership Level 7 Diploma CMI	PT	1YR	Br
Certificate in Coaching and Mentoring Level 3 ILM	-	-	E
Diploma in Leadership and Management Level 3 ILM	-	-	E

# LEARNING FOR LIVING AND WORK (SEND)

London South East Colleges provides outstanding education and training for young people with Special Educational Needs and Disabilities across three of our sites.

Our state-of-the-art Nido Volans Centre at our Bromley campus provides specialist facilities and support for students with complex to moderate learning difficulties. The students develop both employability and independent living skills, supported by our specialist team, to prepare them for their adult life and the world of work. Our facilities at Bromley include our 'Chefs Table' training kitchen and restaurant, a manufacturing workshop, horticultural facilities (including a large polytunnel) and a performance space which is home to Greengoose Performing Arts - creating the perfect learning environment to develop students' skills.

NEW FOR 2017 Enhanced provision and facilities for SEND courses at London South East Colleges Bexley and Greenwich

Other facilities across London South East Colleges include GMT cafe, a training restaurant at our Greenwich site, and a manufacturing workshop where students produce products for their enterprise activities.

At London South East Colleges we are particularly proud of our employability programmes and our extensive employer network who help us to identify a range of employment opportunities for our students with Special Educational Needs and Disabilities, offering them the chance to work and develop their skills.





"In my work and at college I feel valued. My work colleagues and the many customers who shop in Gap appreciate me and always give me good feedback. My tutors are wonderful and I love being around so many other nice students. I love it here!" - Alicia



Br - Bromley / Bex - Bexley / G - Greenwich

## *Learning for Living and Work courses*

Personal Progression Pathway	FT	1YR	Br
Independent Life Skills	FT	1YR	Bex
Introduction to Work Pathway	FT	1YR	Br / Bex / G
Employment Preparation	FT	1YR	Br / G
Vocational Taster	FT	1YR	Br / Bex / G
Supported Internship Programme	FT	1YR	Br / Bex
Steps to Employment Level 2 For adults with mental health conditions wanting to re-enter the workplace	PT	1YR	Br

PLEASE VISIT [WWW.LSEC.CO.UK](http://WWW.LSEC.CO.UK) TO FIND OUT MORE

# MOTOR VEHICLE

If you are interested in a career in the motor industry, our courses are a great place to start.

Our custom built motor vehicle workshops are industry-standard and regularly updated with support from car manufacturers. This means that you can work on vehicles and systems using the latest test equipment.

We also provide you with the opportunity to develop your own interests in the motor vehicle field, including customising and repairing your own vehicle.

There are a range of jobs within the industry, from MOT examiners to technicians. We will equip you with the skills you need to succeed in this sector.

IN 2014

£12

BILLION

WAS CONTRIBUTED  
TO THE UK  
ECONOMY BY THE  
MOTOR INDUSTRY

House of Commons  
briefing paper Oct 15

careers

OPERATIONS MANAGER, MOT VEHICLE EXAMINER,  
TECHNICAL TRAINER, AFTERSALES MANAGER,  
WORKSHOP CONTROLLER, MOTOR VEHICLE TECHNICIAN

OUR LEVEL 3 COURSES ARE ELIGIBLE FOR THE 19+ ADVANCED LEARNER LOAN

## Motor Vehicle courses

Vehicle Systems Maintenance Entry Level Certificate	FT	1YR	Br
Vehicle Systems Maintenance Level 1 Diploma	FT	1YR	Br / G
Light Vehicle Maintenance and Repair Motor Cycle Level 1 Diploma	FT	1YR	Br
Light Vehicle Maintenance and Repair Motor Cycle Level 2 Diploma	FT	1YR	Br
Light Vehicle Maintenance and Repair Motor Vehicle (fast fit) Level 2 Certificate	FT	1YR	Br
Light Vehicle Maintenance and Repair Motor Vehicle Level 2 Diploma	FT	1YR	Br
Light Vehicle Maintenance and Repair Motor Vehicle (fast fit) Level 2 Certificate	FT	1YR	Br
Light Vehicle Maintenance and Repair Motor Vehicle Level 3 Diploma	FT	1YR	Br



# PERFORMING ARTS

New courses starting in 2017 at London South East Colleges Greenwich.

If your ambition is to become a performer, stage manager, lighting engineer or even a costume designer we have the course for you.

Starting in September 2017 we will be running courses in the following:

Dance Level 1, 2 and 3	FT	G
Drama Level 1, 2 and 3	FT	G
Fashion Level 1, 2 and 3	FT	G
Music Level 1, 2 and 3	FT	G
Technical Theatre Level 1, 2 and 3	FT	G

PLEASE VISIT [WWW.LSEC.CO.UK](http://WWW.LSEC.CO.UK) TO FIND OUT MORE

# PRINCE'S TRUST TEAM PROGRAMME

The Prince's Trust Team programme is a free, 12-week personal development course for people from 16 to 25 years of age.

You will be working as part of a team, completing projects in the local community.

Taking part in this programme can help you to get the job you really want, developing your confidence, motivation, communication and life skills.

Courses run across all London South East Colleges' campuses.

**"The course really helped to build my confidence and pushed me to try new things. I also picked up some really useful job and interview skills." - Seth**



# PUBLIC SERVICES

Are you considering a career in the armed forces, emergency services or another public service?

Our courses offer you the chance to develop your skills and gain a clear understanding of what is involved when working as a public servant.

From firefighters and paramedics, to prison officers and immigration officers – there are a huge number of career options.

If you are energetic, enthusiastic and keen to help members of the public, this is an excellent course choice. Our excellent facilities and expert tutors will help you to succeed at the highest level.



OUR LEVEL 3 COURSES ARE ELIGIBLE FOR THE 19+ ADVANCED LEARNER LOAN

## Public Services courses

Public Services Level 1 Certificate	FT	1YR	Br
Public Services Level 2 Diploma	FT	1YR	Br
Public Services Level 3 Diploma 90	FT	1YR	Br
Public Services Level 3 Extended Diploma	FT	1YR	Br
Certificate in Knowledge of Policing (CKP)	PT	11WKS	Br
This qualification is a mandatory requirement if you wish to join the Metropolitan Police and some other forces in England and Wales			

I can honestly say I've just had the best time ever  
- Paolo

THE TOTAL NUMBER OF PEOPLE  
EMPLOYED WITHIN THE PUBLIC  
SECTOR IN THE UK IS CURRENTLY  
AROUND 5.3M - ONS June 2016

careers  
FIREFIGHTER, IMMIGRATION  
OFFICER, PARAMEDIC, POLICE  
OFFICER, ARMY / RAF / NAVY

# SCIENCE

There is currently a severe shortage of people with Science, Technology, Engineering and Maths (STEM) skills – meaning many exciting job opportunities are on offer within the sector.

We are proud of the strong reputation we have for the quality of our science teaching. Our vocational science courses are specialist work-related qualifications which equip you with the knowledge and skills needed to progress – either into a fulfilling job or onto higher education.

Our university partnerships with the University of Greenwich and Canterbury Christ Church University will enable you to progress from foundation degree up to postgraduate level.





OUR LEVEL 3 COURSES ARE ELIGIBLE FOR THE 19+ ADVANCED LEARNER LOAN

## Science courses

GCSE Science Level 2	PT	1YR	G / O
Access to Science Level 3	FT	1YR	G / O
Applied Science Level 3 Diploma 90	FT	1YR	Br
Applied Science Level 3 Extended Diploma	FT	1YR	Br
Access to HE - Science Level 3	FT	1YR	G / O

We have a selection of higher education, degree and professional courses in this subject. Please visit [www.LSEC.ac.uk](http://www.LSEC.ac.uk) to find out more

Br - Bromley / G - Greenwich / O - Orpington

### careers

FORENSIC SCIENTIST,  
BIOLOGIST,  
BIOCHEMIST, LAB  
TECHNICIAN  
PHARMACIST,  
ENGINEER



**32K**  
AVERAGE STARTING  
SALARY FOR SCIENCE  
SECTOR JOBS

# SECRETARIAL/OFFICE SKILLS

We offer courses at a range of levels to equip you with the administration, IT and secretarial skills needed to gain employment in an office environment.

Additionally, our well-recognised and established Legal Secretarial Diploma and Certificate courses give you the chance to learn modern office skills, with the specific specialisms required to work in a legal environment.

## *Secretarial courses*

Job Search Level 1 Certificate	PT	1YR	O
Customer Service Level 1 Award	PT	1YR	O
Legal Secretaries Level 2 Diploma/Certificate	PT/FT	1YR	O
Legal Secretaries Level 3 Diploma/Certificate	PT/FT	1YR	O
Business Administration Level 2 Diploma	FT	1YR	O
Business Level 3 Diploma 90	FT	1YR	O / G



# SPORT AND SPORTS SCIENCE

Whether you are an aspiring athlete, coach, sports scientist or gym instructor - our courses can help you achieve your career ambitions.

We offer a combination of practical and theoretical study to suit any level or interest in sport.

Our newly-constructed £4.5m sports hall, the Life Centre, provides state-of-the art sporting facilities for the College's students, staff and local community. It includes four badminton courts, a fully-equipped gymnasium, a 60-seat lecture theatre sport science labs, as well as a stunning viewing gallery.

From Level 2 qualifications to a foundation degree, there are many progression opportunities on offer and exciting many career choices.



## Sport and Sports Science courses

Sport Level 2 Certificate	FT	1YR	Br
Sport Level 3 Subsidiary Diploma	FT	1YR	Br
Sport Level 3 Diploma	FT	1YR	Br
Sport and Exercise Sciences Level 3 Diploma 90	FT	1YR	Br
Sport and Exercise Sciences Level 3 Extended Diploma 90	FT	1YR	Br
Access to HE Sport Science Level 3	FT	1YR	Br
YMCA Fitness Instructing Level 2 Certificate	PT	18WKS	Br
YMCA Personal Training Level 3 Certificate	PT	18WKS	Br

We have a selection of higher education, degree and professional courses in this subject.

Please visit [www.LSEC.ac.uk](http://www.LSEC.ac.uk) to find out more

careers  
TEACHING AND COACHING, PERSONAL TRAINER,  
LEISURE ASSISTANT, SPORTS MANAGEMENT,  
SPORTS THERAPIST, YOUTH COMMUNITY WORKER

THE DIAMETER OF A  
FULL SIZED BASKETBALL  
IS HALF THE DIAMETER  
OF A BASKETBALL HOOP



# TRAVEL AND TOURISM

The travel and tourism industry offers a huge range of exciting job opportunities, in different areas of expertise.

Our courses will give you an insight into this exciting and varied industry, along with all the skills you need to secure employment.

From customer service managers to holiday representatives, you will learn more about what the sector offers – while learning the skills needed to succeed at the highest level.



G - Greenwich / O - Orpington

## *Travel and Tourism courses*

Travel and Tourism Level 1 Introductory Diploma	FT	1YR	O / G
Travel and Tourism Diploma Level 2 Extended Certificate	FT	1YR	O / G
Travel and Tourism Diploma Level 3 Extended Certificate	FT	1YR	G
Travel and Tourism Level 1 Diploma	FT	1YR	O
Travel and Tourism Level 2 Extended Certificate	FT	1YR	O
Travel and Tourism Level 3 Diploma	FT	1YR	O / G
Travel and Tourism Level 3 Subsidiary Diploma	FT	1YR	O / G

careers

TOUR MANAGER, TRAVEL AGENT, TOURIST INFORMATION CENTRE MANAGER, HOTEL MANAGER, HOLIDAY REPRESENTATIVE	SINCE 2010, TOURISM HAS BEEN THE FASTEST GROWING SECTOR IN THE UK IN EMPLOYMENT TERMS
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I would like to work for an airline as a member of cabin crew and travel the world. This course is practical and hands-on, we go on lots of trips and we pick up the skills and experience that employers expect you to have

- Jodie



# HOW TO FIND US

## *Bromley*

Rookery Lane, Bromley BR2 8HE

### **BUSES**

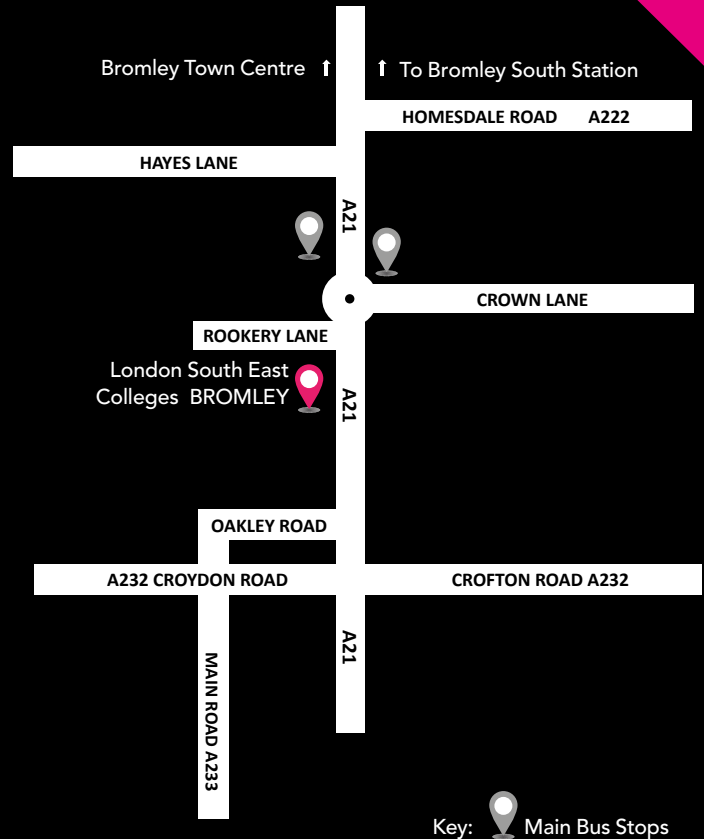
61, 208, 261, 320, 358, 402

### **RAIL**

Bromley South is the nearest train station served by trains from London and the South East.

### **PARKING**

There is limited parking on site and, where possible, we advise travel by public transport.



## Bexley

Walnut Tree Road, Erith DA18 1RA

### BUSES

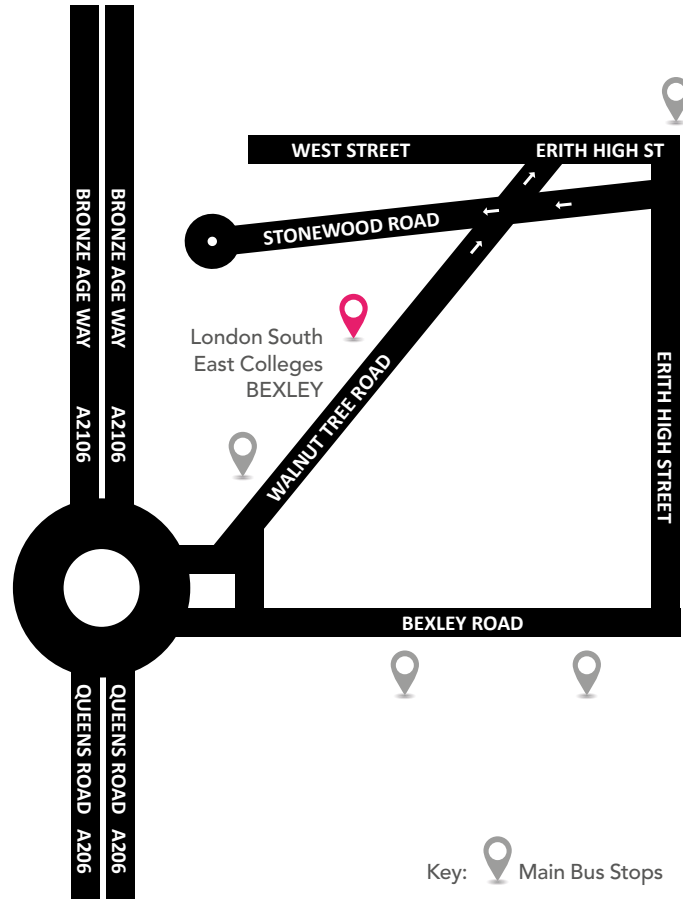
99, B12, 469, 229

### RAIL

Erith Station is less than a minute away and is served by Slade Green, Dartford, Belvedere, Abbey Wood, Plumstead, Woolwich Arsenal, Woolwich Dockyard, Charlton and all stations to London.

### PARKING

There is limited street parking around the centre and, where possible, we advise travel by public transport.



## *Bexley Construction Skills campus - Holly Hill*

Upper Holly Hill Road, Belvedere DA17 6JG

### **BUSES**

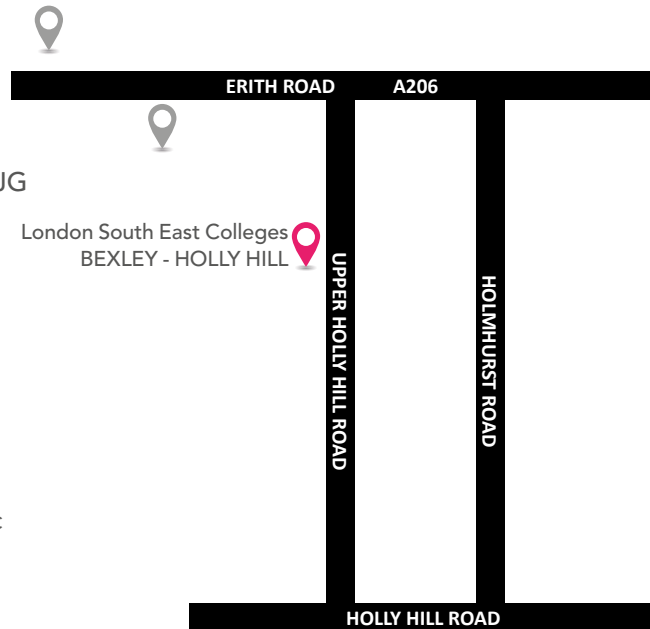
99

### **RAIL**

Erith Station is the nearest.

### **PARKING**

There is limited parking on site and, where possible, we advise travel by public transport.



Key:  Main Bus Stops

# Greenwich

95 Plumstead Road, London SE18 7DQ

## BUSES

51, 53, 96, 99, 122, 161, 177, 180, 244, 380, 386, 422, 472, 469

## RAIL

Plumstead, Woolwich Arsenal, North Woolwich (with Woolwich Ferry or foot tunnel to bus connections), Jubilee Line goes to North Greenwich (will need to use short bus connection to Plumstead).

**DLR:** Woolwich Arsenal

## PARKING

There is limited street parking and, where possible, we advise travel by public transport.



Key:  Main Bus Stops

## Greenwich Construction Skills campus - Kidbrooke

Tudway Road, Kidbrooke, London SE3 9YX  
Located in Kidbrooke Village, next to 'Holy  
Family Catholic Primary School'

### BUSES

122, 178

### RAIL

Kidbrooke Rail Station

### PARKING

There is limited street parking and, where  
possible, we advise travel by public transport.







# DISCLAIMER

Although we make every effort to ensure that the information contained in this prospectus is correct, course information does change throughout the year and the College cannot guarantee the provision of any course and has the right to remove a place on any programme of study at any time. Any course may be altered or withdrawn owing to circumstances including (but not limited to) industrial action, change in College circumstances, withdrawal of funding and lack of demand. The college will not reimburse students for any loss or expenditure occurred as a result of the withdrawal of an offer.

Every effort is made to accommodate students at their preferred site, however, depending on class sizes, students may be required to study at an alternative.

This guide was printed in November 2016 for courses running between September 2017 and June 2018. Visit [LSEC.ac.uk](http://LSEC.ac.uk) for the latest information.





### **FIND OUT MORE:**

Come to an Open Event visit  
the website [www.LSEC.ac.uk](http://www.LSEC.ac.uk),  
or call the Student Hub team  
on 0300 303 2554.

## **London South East Colleges**

t: 0300 303 2554   w: [www.LSEC.ac.uk](http://www.LSEC.ac.uk)

### **BROMLEY**

Rookery Lane, Bromley BR2 8HE

### **BEXLEY**

Walnut Tree Road, Erith DA8 1RA

### **BEXLEY CONSTRUCTION SKILLS CAMPUS - HOLLY HILL**

Upper Holly Hill Road, Belvedere DA17 6JG

### **GREENWICH**

95 Plumstead Road, London SE18 7DQ

### **GREENWICH CONSTRUCTION SKILLS CAMPUS - KIDBROOKE**

Tudway Road, London SE3 9YX

### **ORPINGTON**

The Walnuts, Orpington BR6 0TE