

# Guildford College



I'm really excited to share Guildford College with you.

Our range of courses is inspiring and challenging – whether you dream of running your own business, climbing to the top of the career ladder, going to university or just expanding your mind – our College is the place to start.

The world is full of fabulous opportunities for bold, confident and well-qualified individuals. In order to make the most of what's out there you need the right guidance, qualifications and support. Our courses are taught by some of Surrey's most motivating teachers and fully supported by first-class facilities and services. Together we can achieve anything.

## Clive Cooke Principal and CEO



Guildford College offers a wide range of part-time courses in English for Speakers of Other Languages (ESOL), with classes ranging from beginners to more advanced levels. They can help you gain entrance to a university or college, improve your job prospects and measure your progress in English.

At Guildford College, classes are friendly and flexible and offer the chance to start at different times of the year. ESOL classes are designed to help you study English around your home and work commitments, improve your understanding of everyday language, improve reading, writing and speaking skills, and help improve your knowledge of English grammar and vocabulary.

All students can take Cambridge University Skills for Life exams at all levels and these will also help you prepare for exams such as FCE (First Certificate in English), CAE (Certificate in Advanced English) or ILETS (International English Testing System).

On course activities and additional extras for English for Speakers of Other Languages (ESOL) include:

**Small class sizes** - small, friendly groups that make learning more enjoyable

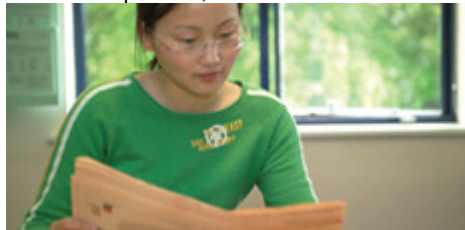
**Individual learning plans** - specifically tailored to your own needs and ambitions

**Support your citizenship application**



## Moving on after ESOL

Taking an ESOL course at Guildford College can help you to gain further qualifications at the College or at another university, such as A Levels and GCSEs, National Diplomas, HNDs and Foundation Degrees.



## International @ Guildford College

Our full-time and part-time programmes help students achieve their aims - whether that is to improve their English with an English Language programme or to Access University in the UK by studying one of our academic foundation year or pathway qualifications courses.

The International Centre also provides a range of support services for students, including accommodation, welfare and an active social programme.

The Centre's mission is to provide high quality study programmes and services to international students, a range of support and welfare services and to increase the College's international work.



## English Programmes

Whatever your plans for the future, there's no doubt that being able to speak English will give you a **major advantage**.



Where better to learn the most widely spoken language in the world than in the country of its birth? Every year, around **700,000** people travel from around the world to **study English** in the United Kingdom.

To help you improve your skills in English at Guildford, we can offer you a wide range of courses. Each year over 1,000 students learn English with us on full-time, intensive, part-time and summer courses.

## International Programmes

Guildford College offers courses specially for international students as well as a wide range of courses for UK and international students.

### Why should I study for A Levels?

- Study A Levels for successful entry to British or other international universities
- An excellent reputation for A Level pass rates and good results in placing students to the university they want
- A great place to study, close to London but in beautiful English countryside

- Small groups and high levels of personal teacher support
- The International A Level programme at Guildford College offers you a wide range of courses to apply for.

### **The Programme Structure**

- 22 hours tuition and directed study per week
- Tutor groups of no more than 10
- 4 hours of personal and group tutorials per week
- Free internet access
- Assistance with university application and placement (any UK university)
- Options for finding part-time work
- In addition students can take extra English lessons for IELTS preparation and take the IELTS examination. IELTS is the standard test for English entry to UK academic courses. ■ ■ ■ ■ ■

### **Pre-Sessional English**

- Students who have not reached the necessary entry level to get access to the A Level programme can join the College English Programme for an agreed number of weeks prior to the September or January start.
- Join any Monday (except Christmas).
- For advice and further information please contact HECUK at [info@hecuk.org](mailto:info@hecuk.org)

### **Programme Outline**

#### **Standard**

Year 1 September 2007 - June 2008 (3 terms)

Year 2 September 2008 - June 2009 (3 terms)

## **Courses**

#### [Access to Arts and Humanities Diploma](#)

This is a full time SEOCN Access course to higher education in arts and humanities.

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This is a full time SEOCN Access course to higher education in arts and humanities.

#### [Access to Business Diploma](#)

This is a full time SEOCN Access course to higher education in business.

#### [Access to Nursing and Health Professions Diploma](#)

This is a SEOCN Access course to the nursing profession.

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#### [Access to Social Sciences/Social Work Diploma](#)

This is a full time (part time hours can be negotiated) SEOCN Access course to higher education in social work, the social sciences or related fields.

#### [Access to Social Sciences/Social Work Diploma](#)

This is a part time SEOCN Access course to higher education in social work, the social sciences or related fields.

#### [Access to Teacher Training Diploma](#)

This is a full time SEOCN Access course to higher education teaching.

### [Access to Teacher Training Diploma Yr1](#)

This is a part time SEOCN Access course to higher education teaching.

## Accounting and Finance

### [Accounting Certificate OCR](#)

This course follows on from the OCR Book-keeping Stage 1.

### [Association of Accounting Technicians - AAT Advanced Certificate \(Intermediate\)](#)

Intermediate accounting NVQ 3 certificate accredited by the AAT. The AAT is the recognised professional body for accounting support staff.

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### [Association of Accounting Technicians - AAT Certificate \(Foundation\)](#)

A course aimed at anyone who would like to gain their first qualification in Accounting.

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A course aimed at anyone who would like to gain their first qualification in Accounting.

### [Association of Chartered Certified Accountants - ACCA Fundamental - Knowledge](#)

Successful completion of all three parts and a period of relevant work experience will allow you to apply for membership of the ACCA.

### [Association of Chartered Certified Accountants - ACCA Fundamentals - Skill](#)

Successful completion of all three parts and a period of relevant work experience will allow you to apply for membership of the ACCA.

### [Bookkeeping Certificate OCR](#)

An introductory course in book-keeping.

### [Chartered Institute of Management Accountants - CIMA Certificate in Business Accounting](#)

Chartered Management Accountants are employed in a wide range of roles in industry, commerce and the public sector. The CIMA qualification offers status, security, financial reward and respect throughout the world.

### [Chartered Institute of Management Accountants - CIMA Managerial](#)

Chartered Management Accountants are employed in a wide range of roles in industry, commerce and the public sector. The CIMA qualification offers status, security, financial reward and respect throughout the world.

## Business

### [Assessor Award - A1 and A2 Level 3 Certificate](#)

### [Business and Management Foundation Degree FdA](#)

This course is intended to prepare you for a wide range of careers in business and management and should significantly increase your potential for promotion to more senior roles with added responsibilities.

### [Business First Diploma](#)

This course is suitable if you have an interest in business and how it works. If you want to develop your understanding of business and how the UK economy works you will find this an excellent course.

### [Business Introductory Certificate/Diploma](#)

The GNVQ Foundation programme will enable students to progress to a higher level GNVQ qualification at level 2, or an equivalent employment training qualification.

### [Business Studies BA \(Hons\)](#)

Business Studies at Guildford combines vocational as well as theoretical elements and is designed to provide a broad base of knowledge in trade and commerce, business practices and environment, marketing, strategy and personnel.

### [Business Studies BA and BA \(Hons\)](#)

This course is designed to follow on from our HND Business, HND Travel and Tourism Management, HND Hospitality Management courses. You can choose to specialise in accounting and finance, human resource management, marketing or travel and tourism management.

### [Business Studies BA and BA \(Hons\)](#)

New three year full-time Business Studies degree has been designed and developed to latest national best practice standards and is validated by the prestigious University of Surrey

### [Chartered Institute of Personnel and Development - CIPD Certificate in Personnel Practice](#)

The Certificate in Personnel Practice is offered on behalf of the Chartered Institute of Personnel and Development as a foundation programme in Personnel Management.

### [CIPS Adv Dipl in Purchasing and Supply L5](#)

### [CIPS Foundation Degree in Purchasing and Supply Level 4](#)

### [CIPS Grd Dipl in Purchasing and Supply L6](#)

Evening courses are on a Wednesday night, with two subjects covered between 6pm and 9pm. Taught courses have two start dates each year in December and June. Students must commit to personal study alongside the

taught sessions. Students are encouraged to submit practice exam questions periodically. Sessions are a blend of sharing experience, theory, role play and video case studies.

### [Introduction to Sales](#)

One of the most important aspects of the sales process is face to face selling. The two factors that affect business is the size of the deal and when the deal closes. It is important to be in control of these and really understand what the opportunity is and when it will happen. Selling is a skill and therefore it can be developed. This one-day workshop will engage delegates to approach their next sales meeting with confidence and provide real value added advice and guidance on how to conduct

### [Management NVQ Level 3](#)

The aim of this qualification is to recognise the skills and competences of candidates in the workplace. These qualifications provide individuals with an opportunity to demonstrate the skills and knowledge needed for a career in Management and Leadership. The units encompass a broad range of competencies from the Management and Leadership sector.

### [Personal Licence Holders National Certificate BIIAB](#)

The Licensing Act 2003 requires anyone authorising the sale of alcohol to hold a Personal Licence. This NCPLH qualification enables successful candidates to apply for that licence.

### [Registered Manager \(Adult Care\) NVQ4](#)

### [Retail Customer Service Level 2 Certificate](#)

### [Retail Level 2 Certificate](#)

### [Retail NVQ Level 2](#)

### [Retail NVQ Level 3](#)

### [Retail Principles Level 2 Certificate](#)

### [Administrative Procedures Higher Diploma](#)

You will develop competence in a broad range of complex administrative activities with a substantial degree of personal responsibility.

### [Business and Administration NVQ Level 2](#)

Designed for those in employment who want to gain a qualification for work already undertaken and learn new skills.

### [Business and Administration NVQ Level 3](#)

Designed for those in employment who want to gain a qualification for work already undertaken and learn new skills.

### [Customer Service NVQ2](#)

### [Customer Service NVQ3 ALC- CG](#)

### [LCCI Diploma in Secretarial Administration, Private Secretarys Diploma](#)

Students will acquire the business, secretarial and administrative skills necessary to operate successfully in a modern business environment.

### [Team Leading NVQ 2](#)

This course aims to provide learners with underpinning knowledge and understanding of the broad range of responsibilities involved in taking a supervisory role within the workplace.

## Management

### [Chartered Management Institute - Certificate First Line Management](#)

The Certificate in First Line Management L3, formerly known as the Certificate in Management (Level 3), is offered on behalf of the Chartered Management Institute as a foundation programme for the First Line Manager.

### [Chartered Management Institute - Diploma in Management and Leadership](#)

Formerly Management Dipl 4/5, this course will enable middle managers to increase their skills and knowledge in order to develop a career in management.

## Marketing

### [Chartered Institute of Marketing - Professional Certificate in Marketing](#)

General course introductory session on Monday 10th September. The course will prepare you for the examinations of the internationally recognised Chartered Institute of Marketing (CIM) Stage 1 (formerly known as the Certificate in Marketing).

### [Chartered Institute of Marketing - Professional Diploma in Marketing](#)

General course introductory session on Monday 10th September. This course will prepare you for the examinations of the internationally recognised Chartered Institute of Marketing (CIM) Stage 2 (formerly known as the Advanced Certificate in Marketing).

### [Chartered Institute of Marketing - Professional Postgraduate Diploma in Marketing](#)

General course introductory session on Monday 10th September. This course will prepare you for the examinations of the internationally recognised Chartered Institute of Marketing (CIM) Diploma in Marketing.

## Resources For ESOL

Resources for English for Speakers of Other Languages (ESOL) include:

- **The Learning Resource Centre** - stacked with over 30,000 resources and including study zones and computers. Information is also accessible remotely and staff are on hand to help and give advice
- **Qualified and experienced teaching staff** - providing an excellent standard of learning



## Accommodation

At Guildford College, we know how important it is to have somewhere suitable to live when you are studying thousands of miles away from home.

Our accommodation service offers:

- Over 150 homestay families and landlords
- 40 places in shared student houses
- Access to the halls of residence at our [Merrist Wood Campus](#)
- All our accommodation is inspected to make sure that it meets the highest standards
- Most of the accommodation we have is less than 20 minutes away by bus or train

There are normally two main types of accommodation available for students who study on the [Stoke Park Campus](#):

[Host Family](#)

[Student Houses](#)

It is important that you advise us of your plans as soon as possible. If we do not have enough time to make arrangements for you, it will be more difficult for us to try to meet your requirements. So, once you have decided Guildford is the College for you, just let us know, and we'll do the rest for you in finding you a place to live for your stay in England.

For more information contact HECUK at [info@hecuk.org](mailto:info@hecuk.org)

## Services & Facilities

### Fantastic Facilities & Excellent Services

We've invested millions to provide our students with modern, well equipped resources to facilitate their studies. These include new hair and beauty salons, over 1,600 computers, one of the largest indoor riding arenas in the country, a business suite and multimedia studio



## About Learning Resource Centres

Learning Resources at Guildford College support the information and study needs of students at Stoke Park and Merrist Wood Campuses. The Centres offer:

- **Over 50,000 books, magazines, videos and DVDs**
- **Electronic texts (with remote access) -**  
Students can access these e-resources when they [login to GO](#) and visit the Learning Resource Centres pages
- **Digital and audio-visual equipment**
- **State-of-the-art computers, a variety of study zones and meeting rooms**



## ICT & E-learning

The Information Communication Technology (ICT Support & Web Services) team are responsible for providing computing, networking, telecommunications and E-Learning services. By supporting and developing these services, you are able to benefit from enhanced learning, teaching, research and administration.

The Information Communication Technology offices are the main point of contact for information related to:

- ICT Support
- ICT Projects
- ICT Strategic Planning
- Web Support
- Web Projects
- E-Learning