

# U CAN BE



# 10

## REASONS WHY YOU SHOULD CHOOSE



WE'RE A **SMALL,  
FRIENDLY,  
SPECIALISED**  
INSTITUTION

01

WE'RE INVESTING  
**£100 MILLION**

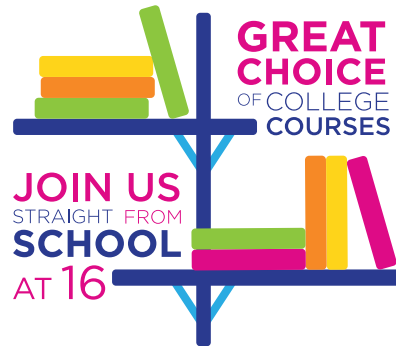


02

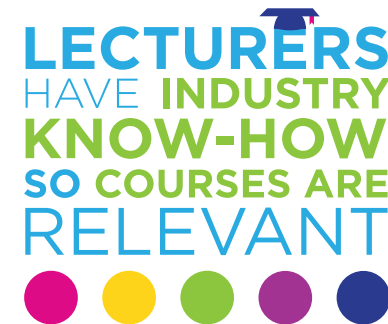


**BUZZING**  
CITY CENTRE CAMPUS  
10 MINUTES' WALK  
FROM ALL STATIONS

03



04



05

**EXCELLENT**  
WORK PLACEMENTS



06

PROGRESS  
TO A **DEGREE**

**ACCREDITED**

BY **UNIVERSITY**  
THE OF **BIRMINGHAM**



07

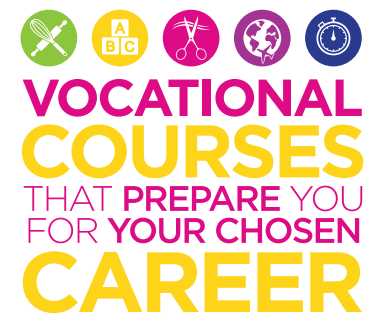
**LEARN A  
LANGUAGE  
FOR FREE  
WHILE YOU  
STUDY**



08



09



10

# We Want to Meet U

At our open days you can...

- Find out which course is best for you
- Talk to staff and students
- Find out what support services are on offer, including advice on finance
- Have a look at where you will be studying as you gain new job skills
- Find out what you can do after your course has finished, including further study and job opportunities

## Open Days

**Saturday 26 November 2016**  
11am–3pm

**Saturday 25 November 2017**  
11am–3pm

**Saturday 21 January 2017**  
11am–3pm

**Saturday 20 January 2018**  
11am–3pm

**Monday 13 March 2017**  
4pm–7pm

**Monday 12 March 2018**  
4pm–7pm

To book your place, please go to [www.ucb.ac.uk/opensdays](http://www.ucb.ac.uk/opensdays) and click on College Open Days.

If you have any queries, please contact the Marketing Department:

📞 0121 232 4300

✉ [marketing@ucb.ac.uk](mailto:marketing@ucb.ac.uk)

🖱 [www.ucb.ac.uk](http://www.ucb.ac.uk)

📘 @UCBcollege

🐦 @UCBofficial



# Why Choose UCB?



## Our Vocational Courses

Our courses focus on practical training, so you will learn skills that equip you for the world of work. Our teaching facilities rival what you will find in industry, whether you want to work in hair and beauty, professional cookery, bakery or hospitality. There is also a focus on practical assessments rather than long exams.

## Work Placements

We have superb industry contacts in all course areas – so you will get great work placements and gain real-life work experience. You might make contacts for your future career – and we will make sure you are supported all the way.

## Real Jobs – and a Real Alternative to A Levels

A Levels are not for everyone, particularly if you want to learn practical skills that will equip you for work. Our courses, taught by lecturers with industry experience, cover everything you need to know to enter the jobs market with confidence.

## Our City Centre Location

We are based in Birmingham city centre, in a bustling location close to public transport links, shops, cafés and restaurants. You will be in the heart of the action in the UK's biggest city outside London.

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# Campus Life



Restaurants



Kitchens



Salons



Studios



Cakes and Bakes Shop



Gym



Spa



Library

## Facilities

UCB offers impressive, specialised teaching and learning facilities, purpose-built accommodation and real-life working facilities. Our two award-winning restaurants, the Cakes and Bakes shop, spa and sports therapy clinics are all open to the public, providing excellent realistic training environments for your specific subject area.



## Summer Row and Richmond House

UCB's fantastic training facilities include:

- Training restaurants
- Kitchens
- Commercial bakeries
- Hairdressing and beauty therapy suites
- Hair and media make-up studios
- Gym and sports facility
- Spa pool, steam room, sauna

## McIntyre House

Our higher education centre has a wide range of small and large teaching rooms featuring the latest audio visual learning technology. In addition, ThinkSpace has glazed study pods for group work. There is also a 24-hour flexible learning centre and a café which will be available to you should you progress to higher education after your course.

## Food and Drink

We have a number of cafés and eating areas at Summer Row and Richmond House, as well as places to grab a coffee or lunch to take away. Our Cakes and Bakes shop offers ready-made meals, desserts, and a selection of breads, pastries and cakes. We also have two restaurants that provide an excellent choice of food to suit all budgets.



## Accommodation

If you are aged 18 or over when you start your course, you can apply to stay in UCB's halls of residence. For more information please visit: [www.ucb.ac.uk/accommodation](http://www.ucb.ac.uk/accommodation)



# Supporting U

## Mentoring

You will be allocated a personal mentor who is there to provide help, guidance and support throughout your studies. Students tell us it makes a real difference knowing that mentors can guide them if they need additional support to make sure they achieve their potential at UCB.

## Academic Skills Centre

If you want to improve or enhance your academic success, the team at the Academic Skills Centre (ASC) can help. You may want to maintain or raise your grades, or have specific learning needs. The ASC offers a diverse range of techniques and strategies to suit your individual circumstances. We have classroom-based support workers for students with identified needs, who help develop confidence and independence. The ASC can be accessed throughout the year, for the duration of your course.

## Student Resource Centre and Libraries

Whether you need to drop in or book a computer, make the most of software, bind a project or buy stationery, the centre is here for you. There are two student libraries, at our Richmond House and Summer Row sites. Both have quiet areas for individual study and group work. Journals, e-books and reports are also available online and can be accessed here or from home via the student portal.

*The Academic Skills Centre offers a range of study-based help and is open to every student*







### Language Support

If English is not your first language and you did not attend secondary school in the UK, you can use UCB's Language Support, a free service to help you present and prepare for assessments. Language Support includes additional classes to develop skills in: academic writing; listening; reading; speaking; presentations; business communications; and preparing for interviews. There is also a proof reading service.

### Counselling

If you need to talk about a personal issue with someone outside your family and friends, we have counsellors available for confidential help, advice and support. It is easy to book an appointment.

### Money – the Basics

If you are aged between 16 and 18 on the day you start your course at UCB, you will not need to pay any tuition or examination fees.

For those 19 and over, there may be a fee to pay and more details on this can be found on our website: [www.ucb.ac.uk](http://www.ucb.ac.uk)

You need to consider what other money you will need as a full-time student at UCB – for example, travel costs, books, food and equipment. It is important to manage your finances – and make sure you access any help to which you are entitled – and we are here to give you all the support you need. Whether it is advice on childcare, bursaries, scholarships or free meals, Student Services can help:

**Tel: 0121 232 4069**

# hired@UCB

From day one, you need to think about what you are going to do when you have completed your course. It might seem a long way off but it is important to keep focused on where you want to be – and what you want to do in the future. hired@UCB, our careers, placements and employability service, is here to help throughout your studies.



Here are some of the important services hired@UCB can offer:

- Careers information, advice and guidance
- CV writing
- Improving your interview skills
- Placements, work experience and volunteering
- Unitemps – UCB's recruitment agency
- Employer engagement
- Part-time and seasonal work
- Internships, apprenticeships and traineeships



If you plan to continue with your studies and progress to a degree or foundation degree, hired@UCB can offer lots of advice and guidance.





# Get Involved

## The Guild

As a student at UCB you will automatically become a member of the Guild of Students. The Guild is here to give you a voice within UCB on the issues that affect you. The Guild runs lots of exciting events and activities that will help you settle in and give you the best possible student experience. Societies and sports teams are a great way to make new friends and at UCB there is a wide variety:



- Adventure Sport
- Basketball
- Cheerleading
- Cricket
- Football
- Hockey
- Ju-jitsu
- Netball
- Rugby
- African Caribbean
- Autistic
- Bhangra
- Christian (multi-faith)
- Food
- International
- LGBT
- Music
- Photography
- Pole Fitness
- Yoga
- Zumba

## Student Ambassador

The Student Ambassador Scheme enables you to represent UCB at open days, exhibitions and other marketing events. As an ambassador, you will support the recruitment work of the Marketing department by advising young people considering UCB as a place to study. Participating in our Student Ambassador Scheme gives you paid, flexible, part-time work that will help improve your confidence and increase your work experiences.

## Learn Another Language

Learning a new language will enhance your CV and impress employers because it shows you are open-minded and can cope with studying new topics whilst completing your course. If you would like to learn French, German, Spanish or Italian, there are classes that can be fitted in around your timetable. For international students, English classes are available.

## Volunteering Opportunities

Looking to boost your CV? UCB offers a range of volunteering opportunities for students who want to get ahead in their chosen industry. You can devote as much time as you can spare. You will learn new skills and make new friends and gain essential skills in preparation for your career.





# Take Part Before You Start



## 'Have a Go'

A great way to learn more about UCB is by coming to one of our popular 'Have a Go' opportunities. These opportunities cover the following subjects:

- Chef, Bakery, Food Service and Hospitality
- Childcare and Health and Social Care
- Hairdressing, Beauty Therapy and Theatrical Make-up
- Sport and Fitness
- Travel and Tourism

'Have a Go' opportunities are suitable for Years 10 and 11 school groups. These practical sessions give you the opportunity to get a flavour of life at UCB and find out more about the course you are interested in. Opportunities are available from October until May and are free of charge.

## Work Experience

You can learn a lot from a work experience placement. It can give you a great impression of a particular business or industry and can help you decide if a career in that area is going to be right for you.

If you are in Years 10 and 11, and are interested in a career in chef catering, bakery, hair, beauty and make-up, fitness or restaurant service, and would like to explore the possibilities of doing a work experience placement with us at UCB, please contact us:

📞 0121 232 4300

✉️ [marketing@ucb.ac.uk](mailto:marketing@ucb.ac.uk)

# UCB Academies

## Young Chefs, Junior Bakers and Young Waiters

We run three separate academies for would-be bakers, chefs and waiters in Years 10 and 11. The sessions, held on Saturdays, are designed to give young people a taste of these rewarding careers and introduce them to some of the exciting skills they will need to master to rise to the top.

If you are interested in becoming a chef, you will be taught how to prepare and cook a range of starters, main courses, desserts and puddings.

If bakery is more your thing, you can learn to cook a range of bread products and pastries. A small fee of £12 is payable for each of these academies.

Future waiters can learn the art of service, including preparing a restaurant for customers, service skills, making mocktails and table theatre.

If you are interested in joining an academy, please contact us:

📞 0121 232 4027

✉️ [r.adkins@ucb.ac.uk](mailto:r.adkins@ucb.ac.uk)



## Boxing Academy

UCB's Boxing Academy, in partnership with England Boxing, offers students the opportunity to combine their further education with their ambitions to become an elite athlete.

As a member of the Academy, we expect excellent levels of attendance, behaviour and a great work ethic. In return, you will receive expert coaching, strength and conditioning training, access to a sport therapy programme and rehabilitation, as well as academic and personal support to achieve your goals.

If you are to be accepted on to the Advanced Apprenticeship in Sporting Excellence (AASE) you will need to apply for and be accepted onto the Level 3 Sports Performance and Coaching course (please see page 63 for course information). You will require GCSE English and maths, or equivalent, at grade 4 (grade C) or above and be identified by England Boxing and UCB's Boxing Assessor as having 'elite potential'. You will also be required to attend a screening event. Through the AASE programme, you will be on the England Boxing talent pathway.

If you are interested in joining the academy, please contact us:

📞 0121 604 1000 ext.2489

✉️ [i.cobb@ucb.ac.uk](mailto:i.cobb@ucb.ac.uk)



# Find Your Level

	COURSES AVAILABLE	ENTRY REQUIREMENTS		WHAT'S NEXT?
ENTRY LEVEL	<ul style="list-style-type: none"> <li>Skills for Working Life</li> <li>Literacy and Numeracy Skills</li> <li>Foundation Learning</li> <li>Entry Level qualifications</li> </ul>	<ul style="list-style-type: none"> <li>No formal qualifications needed. Interview on application, as well as commitment and motivation to learn new skills</li> </ul>		<ul style="list-style-type: none"> <li>Progression onto Entry Level or Level 1 courses</li> </ul>
LEVEL 1	<ul style="list-style-type: none"> <li>Level 1 qualifications</li> <li>Functional Skills Level 1</li> <li>Foundation Learning</li> </ul>	<ul style="list-style-type: none"> <li>Interview on application and some areas may require a minimum of 2 GCSEs at grade E or above</li> </ul> <p><i>or</i></p> <ul style="list-style-type: none"> <li>Entry Level qualifications</li> </ul>		<ul style="list-style-type: none"> <li>Further courses at Level 2 (at UCB)</li> <li>Apprenticeship (at UCB)</li> <li>Employment</li> </ul>
LEVEL 2	<ul style="list-style-type: none"> <li>Level 2 qualifications</li> <li>Functional Skills Level 2</li> <li>Intermediate Apprenticeships</li> </ul>	<ul style="list-style-type: none"> <li>Normally, a minimum of 4 GCSEs at grade 3 (grade D) or above</li> </ul> <p><i>or</i></p> <ul style="list-style-type: none"> <li>Level 1 qualifications</li> </ul>		<ul style="list-style-type: none"> <li>Further courses at Level 3 (at UCB)</li> <li>Advanced Apprenticeship (at UCB)</li> <li>Employment</li> </ul>
LEVEL 3	<ul style="list-style-type: none"> <li>Level 3 qualifications</li> <li>Advanced Apprenticeships</li> </ul>	<ul style="list-style-type: none"> <li>Normally, a minimum of 4 GCSEs at grade 4 (grade C) or above, including English language and maths</li> </ul> <p><i>or</i></p> <ul style="list-style-type: none"> <li>Level 2 qualifications and GCSE English and maths at grade 4 (grade C) or above</li> </ul> <p><i>or</i></p> <ul style="list-style-type: none"> <li>At least 2 years' relevant work experience</li> </ul>		<ul style="list-style-type: none"> <li>Foundation Degree at university (at UCB)</li> <li>Degree at university (at UCB)</li> <li>Higher National Diploma</li> <li>Higher Apprenticeship (at UCB)</li> <li>Employment</li> </ul>

The above information is a general guide. You will find specific entry requirements listed on each course page.

## U CAN ACHIEVE Maths & English

Achieving a good level of English and maths is important so that you can compete in today's jobs market and secure the career you have always wanted. Alongside your full-time course, you will continue to develop your English and maths skills as part of your study programme. If you haven't yet achieved GCSE grade 4 (grade C) or above in English and maths at 16, you will continue to study these by resits or by taking functional skills at an appropriate level.





# How to Apply

Please complete an online application form via our website: [www.ucb.ac.uk/feapply](http://www.ucb.ac.uk/feapply)

You can also download an application form via the website or, if you need us to post one to you, please call **0121 232 4300**.

## What Happens Next?

Once you have applied for a place on a course you will be invited to attend an interview and an initial maths and English assessment which will allow us to ensure you are supported at the appropriate level for these subjects.

Once we receive your application, your interview and initial assessment will take place within 10 days.

As long as we have your references, we aim to tell you if you have a place on the day of your interview with an official confirmation letter within seven days. Your offer letter will also ask you to confirm that you will be accepting your place on the course.

Once you have been offered a place you will also be invited to attend a welcome event in May where you will receive all the information you need ready to start your course in September.

 **0121 232 4106**

 **feadmissions@ucb.ac.uk**

## Uniform and Equipment

For certain courses you will be required to buy a uniform and/or a basic set of equipment. To help keep costs to a minimum, these items are available to buy through UCB. If you have any concerns about the cost of the uniform, please discuss this at your interview as we may be able to help.



# How to Find Us

## Summer Row

Summer Row  
Birmingham  
B3 1JB

## McIntyre House

2 Holland Street  
Birmingham  
B3 1PW

## Richmond House

84 Newhall Street  
Birmingham  
B3 1PB



Birmingham isn't just a fantastic city - it's a fantastic city in a fantastic location.

UCB is a short walk from a whole host of transport connections:

<b>New Street Station:</b>	10 mins
<b>Flights Coach Stop:</b>	10 mins
<b>Snow Hill Station:</b>	6 mins
<b>Digbeth Coach Station:</b>	20 mins

*Our facilities are spread over three sites and within a few minutes' walk of each building*

# U CAN BE



BAKERY, CHEF, FOOD SERVICE,  
FOOD TECHNOLOGY,  
HOSPITALITY

Bakery

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Chef (Professional  
Cookery)

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Food and  
Beverage Service

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Food Technology

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Hospitality  
with Events

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# Bakery

## Level 2 and Level 3

1 YEAR FULL-TIME PER LEVEL

### Overview

A growing demand for creative, high quality bread and confectionery products means there are fantastic job opportunities in the bakery sector.

Our Level 2 course helps you develop an understanding of the industry and there are plenty of opportunities to gain practical skills in bread and cake production, cake decoration and the art of making sugar flowers.

Level 3 advances your skills and knowledge to help you achieve your creative potential. The course specialises in a range of bakery products and chocolate work and there are opportunities for research into specialist production. You can also enter competitions and attend exhibitions, boosting your experience and knowledge.

### What Will I Study?

#### LEVEL 2

- Confectionery
- Chocolate and Sugar Work
- Continental Breads
- Danish Pastries
- Modelling
- Celebration Cakes
- Piping
- Flower Making
- High Volume Manufacture of Bread and Fermented Goods
- Food Safety

#### LEVEL 3

- Sugar Craft
- Chocolate Work
- Design and Develop Bakery Products
- Plan and Evaluate Specialist Bakery Products
- Evaluate and Improve Product Quality
- Lead Work Teams to Achieve Objectives
- Improve Health and Safety
- Monitor Quality
- Working with Others

### Assessments

The Level 2 course underpins knowledge with an online test in food manufacturing. Practical exams of products relating to the bakery industry are also undertaken.

For Level 3, you will be required to complete written exam questions relating to the bakery industry. Assignments and practical exams will also be carried out.

### Progression

You can progress on to Level 3 if you successfully achieve the Level 2. After successful completion of Level 3, you can progress to study a degree in Bakery and Patisserie Technology, Food Development and Innovation, Applied Food and Nutrition, Hospitality Business Management or Culinary Arts Management at UCB. Alternatively, you can apply for other degrees available at UCB or elsewhere.

### Uniform

You will be required to buy a uniform and set of equipment. Please refer to page 16 for further information.

*Bakery plant production managers can earn up to £40K a year*



BAKERY, CHEF, FOOD SERVICE, FOOD TECHNOLOGY, HOSPITALITY

### Work Placements

Alongside training in our industry standard bakeries, you will also gain additional experience on placements with opportunities available with:

- Artisan and craft bakeries
- Patisserie and cake decoration outlets
- Food manufacturers
- Hotels
- Restaurants

### Careers

Our students are employed in a wide variety of roles and areas:

- Test development bakers
- Technical representatives
- Quality controllers
- Commercial bakeries
- Fine confectionery manufacturers
- Hotel and catering industry

### Entry Requirements

Normally, you will require a minimum of 4 GCSEs at grade 3 (grade D) or above. School applicants will need to have a good school report and references. For Level 3, you will need a relevant Level 2 qualification and ideally English and maths at grade 4 (grade C) or above, or alternatively at least 2 years' relevant work experience.

If you do not have a grade 4 (grade C) or above in English and/or maths, please refer to page 15.

Bakery Level 1 is available if students require additional support.



*The highlights of the course have included the amazing work experience opportunities. I was able to work in a Michelin star restaurant in London and I've also visited one of the best chocolatiers in Manchester. I got through to the finals of Le Cordon Bleu's UK Scholarship Award, which is a once-in-a-lifetime opportunity to win a £35,000 scholarship at a world famous culinary school.*

**Megan Roberts**

How to Apply:

Apply now [ucb.ac.uk/feapply](http://ucb.ac.uk/feapply)

[marketing@ucb.ac.uk](mailto:marketing@ucb.ac.uk)



# Chef (Professional Cookery)

## Level 2 and Level 3

1 YEAR FULL-TIME PER LEVEL

### Overview

Our industry-approved chef courses will equip you with the practical skills, knowledge and experience to work confidently in the catering and food sector.

UCB also runs a prestigious chef apprenticeship with the Royal Academy of Culinary Arts. On-the-job training takes place at some of the finest restaurants in the Birmingham area. Please see page 83 for more information.

Level 2 will teach you about key food preparation and cookery skills including a broad range of cookery processes, dishes, sauces and baking.

### What Will I Study?

#### LEVEL 2

- Prepare, Cook and Finish the following: Basic Fish Dishes; Shellfish Dishes; Meat Dishes; Poultry Dishes; and Vegetable Dishes
- Prepare, Cook and Finish the following: Basic Hot Sauces; Soups; Bread and Dough Products; Cold and Hot Desserts
- Maintain a Safe, Hygienic and Secure Working Environment
- Maintain Food Safety when Storing, Preparing and Cooking Food

#### LEVEL 3

- Gastronomy and Food Culture
- Sourcing Produce and Food Product Development

#### ADDITIONALLY, ADVANCED SKILLS AND TECHNIQUES IN PRODUCING:

- Vegetarian Dishes
- Meat Dishes
- Poultry and Game
- Fish and Shellfish
- Patisserie and Fermented Products
- Desserts, Petits Fours and Decorative Products

Level 3 will help you develop and refine your essential skills, building on your culinary foundations to take your cookery to a higher level with more complex techniques and dishes. On completion, you will be able to apply for degree-level courses.

### Assessments

Levels 2 and 3 feature ongoing practical assessments to make sure you are on track. Knowledge is assessed through short answer questions and recorded in your electronic portfolio.

### Progression

You can progress on to Level 3 if you successfully achieve Level 2. After successful completion of Level 3, you can progress to study a degree in Culinary Arts Management. Alternatively, you can apply for other degrees at UCB or elsewhere.

### Uniform

You will be required to buy a uniform and set of equipment. Please refer to page 16 for further information.

*Head chefs can earn over £30k a year*



BAKERY, CHEF, FOOD SERVICE,  
FOOD TECHNOLOGY,  
HOSPITALITY

### Work Placements

You will gain valuable practical experience on work placements in addition to working in the University's industry-standard kitchens and AA award-winning restaurants. There are placement opportunities in:

- Restaurants, including Michelin star restaurants such as Purnell's and Simpsons
- Hotels
- Gastropubs
- Conference and banqueting

### Careers

There are excellent career prospects for trained chefs with:

- Restaurants
- Hotels
- Gastropubs
- Conference and banqueting
- Cruise ships and private dining

### Entry Requirements

Normally, you will require a minimum of 4 GCSEs at grade 3 (grade D) or above. School applicants will need to have a good school report and references. For Level 3, you will need a relevant Level 2 qualification and ideally English and maths at grade 4 (grade C) or above, or alternatively at least 2 years' relevant work experience.

If you do not have a grade 4 (grade C) or above in English and/or maths, please refer to page 15.

Professional Cookery Level 1 is available if students require additional support.



*I have had the most rewarding three years of my life at UCB. I've travelled to Lyon to watch the Bocuse d'Or, the world's most prestigious chef competition. I've represented UCB during a Royal visit from the Countess of Wessex and I've cooked for some amazing chefs at the British Culinary Federation dinner, including Brian Turner and Benoit Blin.*

**Ryan Sharpe**

**How to Apply:**

 [Apply now ucb.ac.uk/feapply](https://ucb.ac.uk/feapply)

 [marketing@ucb.ac.uk](mailto:marketing@ucb.ac.uk)

# Food and Beverage Service

## Level 2 and Level 3

1 YEAR FULL-TIME PER LEVEL

### Overview

Restaurant supervisors and bar service managers play a vital role in the hospitality business – and there are great job and promotion opportunities.

Our Level 2 course will provide you with the essential skills and techniques you will need to progress in the food and beverage industry. You will develop ‘soft’ skills like communication and team work to boost your personal development and you will also benefit from superb work placements. You do not need previous restaurant or bar experience – just lots of enthusiasm for the industry.

Our Level 3 course will develop the techniques you learned at Level 2 and equip you with the supervisory skills you will need to lead a team effectively in a restaurant, bar or hotel. You will also learn about organising and managing hospitality events and there is the option to specialise as a sommelier. We offer placements at an unrivalled range of hospitality settings, including Michelin star restaurants and top hotels.

### What Will I Study?

#### LEVEL 2

- Restaurant Skills
- Introduction to Bar Skills
- Social Media and Marketing
- Sensory Analysis
- Wine Knowledge and Skills
- Culinary Activities
- Team Building

#### LEVEL 3

- Supervising Food and Beverage Services
- Restaurant Management
- Business Enterprise
- Mixology
- Wine and Food Matching
- Butler Skills

### Assessments

You will be assessed throughout your course as you work towards completing Level 2 and Level 3, including observation, practical duties and assignments. The emphasis is on practical assessments.

### Progression

You can progress on to Level 3 if you successfully achieve the Level 2. After successful completion of Level 3, you can progress to study a degree in Hospitality Business Management. Alternatively, you can apply for other degrees at UCB or elsewhere.

### Uniform

You will be required to buy a uniform and set of equipment. Please refer to page 16 for further information.

### Work Placements

Alongside training in our industry-standard kitchens and superb restaurants, you will gain experience on placements with opportunities available with:

- Hotels
- Restaurants
- Cocktail bars
- Conference and banqueting centres

Placements are generally two to three weeks in duration.



BAKERY, CHEF, FOOD SERVICE, FOOD TECHNOLOGY, HOSPITALITY

*Restaurant managers can earn around £30k per year*

### Careers

The course opens up a huge range of career opportunities, both in the UK and overseas, in:

- Corporate hospitality
- Banqueting
- Cruise ships
- Restaurants
- Hotels
- Licensed premises, like pubs and cocktail bars

Many students have gone on to supervisory and management positions in the hospitality sector.

### Entry Requirements

Normally, you will require a minimum of 4 GCSEs at grade 3 (grade D) or above. School applicants will need to have a good school report and references. For Level 3, you will need a relevant Level 2 qualification and ideally English and maths at grade 4 (grade C) or above, or alternatively at least 2 years' relevant work experience.

If you do not have a grade 4 (grade C) or above in English and/or maths, please refer to page 15.



*I worked at the Wing Yip dinner, following a Chinese cookery competition at UCB, and was lucky enough to meet Michelin star chef Glynn Purnell.*

*I was amazed to be given the opportunity to work at both Purnell's Bistro and Purnell's restaurant. I am so grateful to my lecturers.*

**Jerome Anderson**

### How to Apply:

[Apply now ucb.ac.uk/feapply](https://ucb.ac.uk/feapply)

[marketing@ucb.ac.uk](mailto:marketing@ucb.ac.uk)



# Food Technology

## Level 3

2 YEARS FULL-TIME

### Overview

This new course will develop your food technology skills and broaden your knowledge of the principles of food science, diet and food nutrition. You will cover areas including practical food preparation, cooking and craft bakery which will allow you to enter a wide range of food-related careers.

### What Will I Study?

- Principles of Food Science
- Principles of Dairy Science
- Human Food Nutrition
- Principles of a Balanced Diet
- Vitamin Biochemistry in Food Science
- Microbiology in Food Technology
- Protein/Carbohydrates Functionality in Food Science
- Weights and Measures in Food Technology
- Food Safety
- Examining and Developing Bread and Bakery Processes:
  - Fermentation
  - Proving Dough
  - Confectionery
  - Process Control

### Assessments

Alongside training in a realistic working environment, the majority of your assessments will be practical, with some written assessment papers.

### Progression

After successful completion of the course, you can progress to study a degree in Bakery and Patisserie Technology, Applied Food and Nutrition, Culinary Arts Management or Food Development and Innovation, all of which are available at UCB. Alternatively, you can apply for other degrees at UCB or elsewhere.

### Uniform

You will be required to buy a uniform and set of equipment. Please refer to page 16 for further information.

### Work Placements

Alongside training in our industry-standard Food Science and Innovation Suite, you will gain experience on placements with opportunities available with:

- Food manufacturers
- Hotels
- Restaurants
- Artisan and craft bakeries
- Patisserie and cake decoration outlets

Placements are generally two to three weeks in duration.



BAKERY, CHEF, FOOD SERVICE, FOOD TECHNOLOGY, HOSPITALITY

### Careers

On completion of the Level 3 qualification, you could begin your career in:

- Product development
- Food and recipe development
- Craft baking
- Food manufacturing
- Ingredient manufacturing
- Food technology

### Entry Requirements

Normally, you will require a minimum of 4 GCSEs at grade 4 (grade C) or above, including maths and English, or a relevant Level 2 qualification, or at least 2 years' relevant work experience. School applicants will need to have a good school report and references.

If you do not have a grade 4 (grade C) or above in English and/or maths, please refer to page 15.

*Average starting salary for food scientists and technologists is £22.5K per year*

How to Apply: Apply now [ucb.ac.uk/feapply](http://ucb.ac.uk/feapply)

[marketing@ucb.ac.uk](mailto:marketing@ucb.ac.uk)



# Hospitality with Events

## Level 3

2 YEARS FULL-TIME

### Overview

Hospitality is a fast-paced, vibrant and exciting industry offering opportunities to work all over the world. If you like people and want to make sure they have the best customer experience, hospitality is an excellent career choice.

Our course explores the wide variety of services provided by hospitality organisations and offers a thorough introduction to the skills required for success in the industry. Customer service and business skills are key and you will look at the range of services offered in the industry, developing a supervisory focus.

### What Will I Study?

- The Hospitality and Events Industry
- Food and Drinks Service Trends
- Alcoholic Beverages
- UK Visitor Attractions
- Human Resources
- Developing a Customer Service Culture
- Food from Europe
- Planning Events
- Marketing
- Business Enterprise
- Hospitality Finances
- Front Office and Reception Skills
- Nutrition for Healthier Food
- Accommodation Operations
- Supervisory Skills

### Assessments

You will be assessed via a portfolio of evidence, work experience, group work, producing staff handbooks, reports and presentations. There are practical assessments in mixology (preparing and serving speciality drinks), bar and restaurant service, preparation and completion of projects and food development.

### Progression

After successful completion of the Level 3 you can progress to study a degree in Hospitality or Events Management. Alternatively, you can apply for other degrees at UCB or elsewhere.

### Uniform

You will be required to buy a uniform and set of equipment. Please refer to page 16 for further information.

### Work Placements

Alongside training in our industry-standard kitchens and superb restaurants, you will gain work experience on placements.

Opportunities exist within:

- Bars
- Conference and banqueting centres
- Hotels
- Restaurants

Placements are generally two to three weeks in duration.

*Starting salaries for an events co-ordinator are between £15k – £26K a year*



BAKERY, CHEF, FOOD SERVICE, FOOD TECHNOLOGY, HOSPITALITY

### Careers

There are job opportunities with events companies involved with:

- Conference venues
- Festival promotion
- Tourist attractions
- Music and sporting venues
- Cruise ships

The course can also be a launch pad to a career as a:

- Restaurant manager
- Event organiser
- Ski and holiday resort rep
- Hospitality retail salesperson

### Entry Requirements

Normally, you will require a minimum of 4 GCSEs at grade 4 (grade C) or above, including maths and English, or a relevant Level 2 qualification, or at least 2 years' relevant work experience. School applicants will need to have a good school report and references.

If you do not have a grade 4 (grade C) or above in English and/or maths, please refer to page 15.



*The course gives you a great insight into the hospitality industry and I have been able to work at lots of different events including a major political party conference and the Hospitality Show. I have had a fun-filled and exciting time at UCB and I hope to move into hotel management training.*

**Dylan O'Keefe**

**How to Apply:**

[Apply now ucb.ac.uk/feapply](https://ucb.ac.uk/feapply)

[marketing@ucb.ac.uk](mailto:marketing@ucb.ac.uk)

# JOB OPPORTUNITIES

BAKERY, CHEF, FOOD SERVICE, FOOD TECHNOLOGY, HOSPITALITY

## PASTRY CHEF DE PARTIE

Pastry Chef de Partie is required for a permanent contract working within a Multi Rosette property in the Midlands. The Head Chef at this establishment is one of the most renowned in Europe – do you want to be part of his team?

The last Pastry Chef de Partie has left here to go to 3 Michelin Star – 5 Rosette. You can imagine what the training is like and that could be you!

The Head Chef is looking for a Pastry Chef de Partie who has a background in Rosettes, so if you have 1 or more this is the role for you. Maybe you have been working at Demi Chef de Partie for the past year in a 2 Rosette – the Head Chef will be interested.

This is the perfect opportunity for all Chefs who have been working in Rosettes or high end establishments to take a chance at working at one of the Midlands most famous restaurants.

### Highlights of this role are:

- Salary: £18,000 – £20,000
- 2 and a half days off
- Working with one of Europe's finest chefs
- Great Working environment
- Live In Available
- Free Staff Meals



## Sommelier Gastro Restaurant

We are looking for an individual with bags of energy, a passion for life and the desire to be the best.

We can offer the successful Sommelier an excellent starting salary between **£20-£23k** (dependent on experience) and offer the opportunity to further increase their remuneration package after 3 months.

The Sommelier will ensure all guests expectations are exceeded during their visit by attending to guests for their wine order, advising guests on wine choices and up selling wine where possible.

This person will also be responsible for assisting the floor team with wine sales and service and will assist the Wine Development Manager with training the team.

### We are looking for candidates who:

- Have previous food and beverage experience
- Are experienced with recommending and serving wines
- Have a passion for wine
- Have their WSET Level 3
- Will be happy to assist with food service and set ups as and when required.



## SOUS CHEF / ASSISTANT TO HEAD CHEF

Up to £25,000 per annum  
+ tips + bonus

Sous Chef wanted for our beautiful fresh food-focused country pub, working under a Michelin-trained head chef.

- Fresh food experience is vital
- Excellent basic, bonus & tips
- Brand new kitchen with all the latest equipment.

The Baiting House is located in beautiful countryside on the Herefordshire/Worcestershire borders.

The pub has separate dining room and 6 en suite letting rooms. Quality locally-sourced food will be a major focus of the pub's appeal.

The refurbished kitchen is state-of-the-art.

The management team has run several very successful businesses in the area over a period of 15 years and is focused on making this location the premier country inn and restaurant for miles around. They and the head chef will give you full support to do your job to a high standard.

As sous chef you will need to be passionate and hard working. You will have input on menu ideas and must have a desire to really help push the food operation forward.

## VINTAGE — I N N S —

### HEAD CHEF

Vintage Inns is looking for a Head Chef who is guest focused for its beautiful business in Stone.

Our new Head Chef will have a real drive to exceed expectations, a clear passion for great standards and service, and the ability to lead, motivate and develop the team.

### HEAD CHEF ROLE:

- Overseeing food ordering
- Food preparation
- Delivery of operations
- Managing a team
- Stock control
- Conforming at all times with health and hygiene regulations

You'll train, motivate and inspire your team to deliver an efficient food operation and be responsible for the kitchen's financial performance which can lead to attractive rewards.

### WHAT WE CAN OFFER YOU:

- Salary up to £25,000
- Holiday
- Career progression
- Cycle to work scheme
- Childcare vouchers
- Pension scheme
- Share incentive scheme
- High-street retail vouchers and discounts

*If you think you're up for the challenge of this role we'd love to hear from you!*



Eppington Chase

## Hotel Food and Beverage Manager

*Set among 11 acres of beautiful, landscaped gardens Eppington Chase boasts a thriving events-led business as well as a strong leisure market.*

Reporting to the Operations Manager, the Food and Beverage Manager's responsibility is to assist the senior F&B team in proactively managing the food operations of the hotel, through the consistent delivery of high standards of both product and service, whilst ensuring the measurable financial targets of the hotel are achieved.

With strong emphases on Restaurant Management, this is a hands on role required to lead the restaurant team to the correct Company and Hotel standards. Working 5 out 7 this role will include bank holidays and weekends and covering shifts patterns.

**Salary: From £24,000 to £26,000 per annum**

## Wedges



### PASTRY BAKER

**£25,000 plus excellent career prospects**

- Good rate of pay offering £25,000 plus prospects
- Working hours 48 hours / week (approx.)
- Flexible working hours
- Personal attributes – a good all-rounder with a flair and passion for pastry
- The position requires previous experience with good organisational skills

## Product Developer

**£22k-£30k depending on experience**

Based in a purpose built factory, our client has an established facility processing chilled and frozen food products for the major UK retailers. The client is part of an international food group and is positively accredited, highly organised and well regarded.

The business supplies complex and innovative own label and branded products.

### The Role

Reporting into the Development Manager, you will support the team in creating new and trend setting products in line with the highest quality standards and within budget and time constraints.



# U CAN BE



Introduction  
to Early Years  
Education  
and Care

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Childcare and  
Education  
(Early Years  
Educator)

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Health and  
Social Care

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# Introduction to Early Years Education and Care

**CACHE Level 2 Certificate**  
1 YEAR FULL-TIME

## Overview

Our course will prepare you to work with children from birth to five years, with knowledge of children up to seven years. It is suitable for a range of learners from the age of 16 onwards.

### What Will I Study?

- An Introduction to Working with Children
- The Developing Child
- Safe, Healthy and Nurturing Environments for Children
- Children and Play
- Communication and Professional Skills within Childcare and Education
- The Childcare Practitioner in the Workplace
- Working with Children from Birth to Five Years

### Assessments

Your progress will be assessed using a range of methods which could include: direct observation in the workplace; a portfolio of evidence; written assignments; and tasks set by the awarding body

### Progression

If you successfully achieve Level 2 with a grade 4 (grade C) or above in English language and grade 3 (grade D) or Functional Skills Level 2 in maths, you can progress on to the Level 3 Health and Social Care Certificate or Level 3 Early Years Educator at UCB.

If you plan to progress on to the Level 3 Early Years Educator Apprenticeship, you will require GCSE English and maths at grade 4 (grade C) or above.

### Uniform

You will be required to buy a uniform. Please refer to page 16 for further information.

*With an average starting salary of £12k per year for nursery workers, the early years sector can open up exciting opportunities*



CHILDCARE, EARLY YEARS, HEALTH & SOCIAL CARE

### Work Placements

Two days a week are spent on practical training, where you will be placed in a relevant childcare setting:

- Day nursery
- Nursery school

Placements are organised by employability tutors based in hired@UCB. They will visit you during placements to ensure you gain the right practical skills.

### Careers

You can progress into various job roles in the statutory, voluntary or private sectors, including:

- Nursery assistant
- Classroom assistant
- Pre-school assistant

### Entry Requirements

Normally, you will require a minimum of 4 GCSEs at grade 3 (grade D) or above, including English. School applicants will need to have a good school report and references.

If you do not have a grade 4 (grade C) or above in English and/or maths, please refer to page 15.

The course requires a Disclosure and Barring Service (DBS) check. Information about the DBS check and how to apply for it will be sent to you by our placement team.



*Having younger siblings inspired me to study Early Years Education and Care. Watching children develop is something I find fascinating. For that reason one of the best parts of this course was the placement at a nursery. I valued the opportunity to get practical experience and expand my skills. UCB has been very supportive, and I'm proud to have completed the qualification. I am excited about what the future holds.*

**Marshalee Watson**

**How to Apply:**  [Apply now ucb.ac.uk/feapply](https://www.ucb.ac.uk/feapply)  [marketing@ucb.ac.uk](mailto:marketing@ucb.ac.uk)



# Childcare and Education (Early Years Educator)

## CACHE Level 3 Certificate and Diploma

1 YEAR FULL-TIME (CERTIFICATE) 1 YEAR FULL-TIME (DIPLOMA)

### Overview

The course prepares you to become an Early Years Educator and enables you to work with children from birth to five years and gain knowledge of children aged five to seven. You will gain a thorough and essential understanding of the practices and theory of childcare and education including supporting and keeping children safe and developing them through play and learning activities.

### What Will I Study?

#### CERTIFICATE

- Providing Safe Environments for Children
- Child Health
- Play and Learning
- Understanding Children's Additional Needs
- Observation, Assessment and Planning
- Professional Practice Portfolio

#### DIPLOMA

- Supporting Literacy
- Supporting Maths
- Preparing for School Readiness
- International Perspectives
- Reflective Practice for Professional Development
- Professional Partnership in Early Years
- Professional Practice Portfolio 2

### Assessments

A range of assessments will be used throughout the course and you will also be assessed during your placement.

### Progression

On successful completion of the Certificate, you will be able to enrol on to the Diploma. Once you have completed the Diploma, you will be able to enter the workforce as an Early Years Educator or progress to a degree in Childhood Studies at UCB. Alternatively, you can apply for other degrees at UCB or elsewhere.

### Uniform

You will be required to buy a uniform. Please refer to page 16 for further information.

### Work Placements

Two days a week are spent on practical training, where you will be placed in an appropriate setting with children:

- Day nursery
- Nursery school
- Specialist placements

Placements are organised by employability tutors based in hired@UCB. They will visit you during placements to ensure you gain the right practical skills.



### Careers

You can progress into various job roles. Our students have gone on to work as:

- Nursery supervisor
- Pre-school leader
- Playgroup leader
- Special education needs support assistant
- Nursery nurse
- Nanny
- Childminder
- Teaching assistant
- Children's representatives on cruise liners and at holiday resorts

### Entry Requirements

You will require a minimum of 4 GCSEs at grade 4 (grade C) or above, including maths and English language, or a relevant Level 2 qualification, or at least 2 years' relevant work experience. School applicants will need to have a good school report and references.

The course requires a Disclosure and Barring Service (DBS) check. Information about the DBS check and how to apply for it will be sent to you by our placement team.

*Nursery managers can earn between £22k-£35k a year*



*I really enjoy the practical parts of the course, including the work placement. You get to put what you have learned into practice. I have gained a lot from the educational trips as well. I am interested in working with children with special educational needs in future and can't wait to get started.*

**Ryan Hitchinson**

**How to Apply:**

 [Apply now ucb.ac.uk/feapply](https://ucb.ac.uk/feapply)

 [marketing@ucb.ac.uk](mailto:marketing@ucb.ac.uk)

# Health and Social Care

## CACHE Level 3 Award, Certificate and Extended Diploma 2-3 YEARS FULL-TIME

### Overview

If you are compassionate, patient and positive and can see yourself in a job that helps to improve people's health and wellbeing, then working in health and social care is a great career choice.

The roles are challenging and rewarding and bring you into contact with the individuals who need your support as well as their families, friends and other organisations. Being a good team player can be crucial.

This practical, work-related course provides the perfect platform to enter the care profession and introduces you to different employment areas while providing a foundation to progress to a more advanced work-related qualification.

### What Will I Study?

#### AWARD

- Equality, Diversity and Rights
- Human Growth and Development
- Safeguarding

#### CERTIFICATE

In addition to the modules above:

- Communication in HSC
- Sociological Perspectives
- Infection Prevention and Control
- Psychological Perspectives
- Working in Health and Social Care
- Reflective Practice
- Dementia Awareness

#### EXTENDED DIPLOMA

- Anatomy and Physiology
- Protection of Children, Young People and Adults
- Nutrition for HSC
- Research Skills
- Personal and Professional Development
- Voluntary Organisations
- Mental Health and Well-being
- Public Health
- Empowerment in HSC

### Assessments

A portfolio of evidence (Level 3 Award); portfolio of evidence and one extended assessment (Level 3 Certificate); portfolio of evidence and two extended assessments (Level 3 Extended Diploma).

### Progression

On successful completion of the Award, you may be able to enrol on to the Certificate. Once you have successfully completed the Certificate, you may be able to enrol on to the Extended Diploma.

There are opportunities to progress to foundation degrees/degrees to allow you to specialise. Future options could include: nursing; midwifery; radiography; dietetics; criminology; occupational therapy; speech and language therapy; and social work. On successful completion of the Extended Diploma, you could progress to a degree in Health and Social Care at UCB. Alternatively, you can apply for other degrees at UCB or elsewhere.

### Uniform

You will be required to buy a uniform. Please refer to page 16 for further information.

### Work Placements

There is the opportunity to gain practical work experience in a variety of settings including:



- Residential homes
- Day-care centres
- Special schools
- Community centres
- Hospitals
- Youth centres

Placements are organised by employability tutors based in hired@UCB. They will visit you during placements to ensure you gain the right practical skills.

### Careers

Our Health and Social Care course is well regarded and provides a route to a number of public and private sector roles, including:

- Support workers in residential settings
- Healthcare assistants in community, primary care and acute health environments
- Care support workers
- Community-based support workers

### Entry Requirements

- Award – you will require at least 4 GCSEs at grade 3 (grade D) or above, including English
- Certificate – you will require at least 4 GCSEs at grade 4 (grade C) or above, including English. On successful completion of the Certificate, you can progress on to the Extended Diploma

If you do not have a grade 4 (grade C) or above in English and/or maths, please refer to page 15.

The course requires a Disclosure and Barring Service (DBS) check. Information about the DBS check and how to apply for it will be sent to you by our placement team.



*The course has given me the knowledge and skills required for health and social care careers. The units are interesting and really informative and the staff are approachable and helpful. My placements in a special needs school and a nursery gave me confidence and I gained a greater understanding of working with vulnerable service users. Coming to UCB is one of the best decisions I have ever made.*

**Zolaykha Kauser**

**How to Apply:** [Apply now ucb.ac.uk/feapply](https://www.facebook.com/ucb.ac.uk) [marketing@ucb.ac.uk](mailto:marketing@ucb.ac.uk)



# JOB OPPORTUNITIES

CHILDCARE, EARLY YEARS, HEALTH & SOCIAL CARE

## Nursery Nurse Practitioner

Are you an experienced Nursery Practitioner with one or two years' post qualifying experience?

Are you looking for a new challenge?

### Candidates must have:

- Level 3 Early Years Educator
- One or two years post qualifying experience with preschool age group
- Strong understanding of the EYFS
- Ability to plan in line with EYFS
- Good communication skills both with children and parents

### The role will involve:

- Acting as Keyworker and to observe, assess, and record the needs of the children in your care, including day sheets, and to be familiar with all existing records of each child in your care.
- Planning, preparing, participating in and evaluating daily activities, in conjunction with your Manager and team members, incorporating the Early Years Curriculum.
- Providing and maintaining high standards of physical care and hygiene in areas of skincare, toileting, feeding, and dressing.
- To have and promote a responsible and professional attitude to your role and support your staff team at all times.
- A working knowledge of the Children Act.
- Maintaining a good knowledge of child development and to keep up-to-date with the latest childcare policies and practices through training.
- To share your knowledge and skills and support students and trainees with their training.
- Attend and participate in all staff and room meetings and parent evenings

In return candidates will be given a competitive salary and opportunities for progression due to it being part of a growing group.



## SOCIAL WORKER

The ideal candidate will have a positive can-do attitude, excellent communication skills and will hold the relevant qualifications needed to do the role.

### Job Description:

- Risk assessments
- Care plans
- Support plans
- Mental Capacity assessments
- Effectively managing and prioritising a case load

### The ideal candidate will be:

- HCPC registered
- Have at least two years' post qualifying experience
- Eligible to work in the UK
- Able to work as a team and as an individual

### You can expect:

- An honest, reliable and straight forward approach
- Competitive pay rates
- A variety of opportunities
- The chance to progress

## CHILDREN'S ACTIVITY GROUP LEADERS



Robinwood Activity Centres Ltd – Todmorden  
Do you want to make a really positive difference developing children?

Robinwood is an award-winning provider of residential courses for primary schools. We are very proud of our wonderful staff team, who are the key reason schools return to us year after year.

We are currently looking for interesting and enthusiastic people to work as Activity Group Leaders with 8-11 year old children.

### Reasons to work for Robinwood

- School holidays off
- A great social and activities events programme for staff, paid for by the company
- All staff receive performance bonuses and an annual company profit bonus
- 2 great locations in West Yorkshire and Cumbria
- Company pension

Starting salary is £13,127 (£14,586 after 1 year), rising further with time served and responsibility.

We welcome applications from positive, enthusiastic people who have some experience (paid or voluntary) working with children. Qualifications are not necessary as we provide all training.

If you're fun and enthusiastic, have an ability to relate to 8-11 year-olds and tell a good story, you could be the person for us!



## MENTAL HEALTH SUPPORT WORKER

Salary/Rate:  
£8.80 – £10/hour

To ensure that service users are treated with respect and dignity at all times and to build positive and constructive working relationships with all service users ensuring clear and professional boundaries.

To undertake Key Worker responsibilities for a designated number of service users. This will involve ensuring that all aspects of the service for your 'key residents' are coordinated, that assessments and support plans are current and being implemented correctly, that regular key working meetings take place, progress reports are routinely sent to the professional team and family members as appropriate, and that formal care and placement reviews are carried out frequently.

Ultimately, the role of the Key Worker is to ensure that the service user is happy and that s/he is making good progress.

## DEPUTY NURSERY MANAGER

### Sunny Corner Nursery

Salary: from £18,360 + Bonus and 45% Childcare discount

We are now looking for a Deputy Nursery Manager to join us at our well established and busy nursery in Kings Heath.

Could you help lead a nursery for a top five childcare provider with over **90% GOOD or OUTSTANDING Ofsted ratings?**

Our Sunny Corner nursery in Kings Heath is set in a converted fairy-tale style house. Each of the group rooms are well-resourced and have a home from home feel.

### We offer a fantastic package for a Deputy Manager

- Performance related bonus schemes paid quarterly and annually
- 45% childcare discount
- Great career opportunities
- Support of passionate Early Years Specialists

### You need:

- Early Years Educator Level 3 in Childcare or Degree in Early Years
- Qualified Early Years Practitioner (EYP or EYT) or Qualified Teacher Status (QTS) for Early Years Foundation stage
- Post qualifying experience in a leadership role
- Experience in a private day nursery

## Hedgerow Nursery

EARLY YEARS EDUCATOR

The nursery aims to provide a high quality of service for all families and children who attend the setting. Individuals applying for this job must take pride in their work, be able to work well as a team and use their initiative.

They must have a strong knowledge of the EYFS and be able to use this effectively in practice.

- Relevant Level 3 as defined by the Teaching Agency (DoE)

# U CAN BE



Beauty Therapy

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Hairdressing and  
Beauty Therapy  
Combined

---

Hair and Media  
Make-up

---

Make-up Specialist

---

Theatrical  
Special Effects,  
Hair and Media  
Make-up

---



# Beauty Therapy

## Level 2 and Level 3

1 YEAR FULL-TIME PER LEVEL

### Overview

There are superb job opportunities in the booming beauty industry and our courses will provide you with industry-recognised qualifications and key practical experience. Careers in beauty therapy will appeal to you if you are creative and caring and enjoy making people feel great about themselves.

Level 2 will provide you with the skills to work with confidence in a beauty salon. You will learn about essential techniques such as facial skincare, manicure/pedicure and waxing.

Level 3 will advance your skills and knowledge and allow you to work at a higher level with increased opportunities for promotion. You will be able to work anywhere in the world such as on cruise ships, luxury spas and resorts.

### What Will I Study?

#### LEVEL 2

- Facial Skincare
- Make-up
- Eyelash and Eyebrow Treatments
- Manicure and Pedicure Treatments
- Waxing
- Health and Safety
- Salon Reception Duties

#### LEVEL 3

- Health and Safety
- Planning and Implementing a Promotional Event
- Body Electrical
- Facial Electrical
- Body Massage
- Epilation
- Stone Therapy

### Assessments

You will be assessed on practical work in a realistic salon environment and via exams for both Level 2 and Level 3.

### Progression

You can progress on to Level 3 if you successfully achieve Level 2. After successful completion of Level 3, you can progress to a degree in Beauty Therapy Management, Specialist Hair and Media Make-up or Spa Management at UCB. Alternatively, you can apply for other degrees at UCB or elsewhere.

### Uniform

You will be required to buy a uniform and set of equipment. Please refer to page 16 for further information.

### Work Placements

UCB has excellent links with a wide range of salons and spas throughout the West Midlands. Alongside training in the University's industry-standard salons, you will gain additional experience on placements.

Opportunities are available with:

- Hotels and spas
- Nail salons
- Hair and beauty salons
- Pamper events

*As a Beauty Therapist you could earn up to £17k a year*



### Entry Requirements

Normally, you will require a minimum of 4 GCSEs at grade 3 (grade D) or above. School applicants will need to have a good school report and references. For Level 3, you will need a relevant Level 2 qualification and ideally English and maths at grade 4 (grade C) or above, or alternatively at least 2 years' relevant work experience.

If you do not have a grade 4 (grade C) or above in English and/or maths, please refer to page 15.

### Careers

Previous students are employed in a wide variety of roles and areas:

- Beauty therapy and hairdressing salons
- Fitness centres and health spas
- Photographic studios
- Holiday resorts
- Cruise ships
- Spa resorts



*I successfully passed a trade test demonstrating my skills at facials and nail-painting to gain a work placement at Ragdale Hall, a top spa. I have always had a passion for beauty and my work placement helped me realise the potential of a career in this industry.*

**Neeka Gordon**

**How to Apply:**



Apply now [ucb.ac.uk/feapply](https://ucb.ac.uk/feapply)



[marketing@ucb.ac.uk](mailto:marketing@ucb.ac.uk)

# Hairdressing and Beauty Therapy Combined

## Level 2

1 YEAR FULL-TIME

### Overview

This combined course is designed for students who are keen to work in hairdressing and beauty therapy but are not sure which area they would like to specialise in. The course is a great way to get an insight into these linked career paths.

You will take a Level 2 diploma covering hairdressing and beauty therapy skills and be trained in a practical working environment in our superb training/commercial salons.

### What Will I Study?

- Hair and Scalp Analysis
- Shampoo and Condition Hair
- Cutting
- Styling
- Colouring
- Manicure
- Pedicure
- Facial Treatments
- Eye Treatments
- Waxing
- Health and Safety
- Salon Reception Duties
- Make-up

### Assessments

You will be assessed on a continuous basis within a realistic working environment and be required to complete written papers.

### Progression

After successful completion of Level 2, you can progress to Level 3 Beauty Therapy, Level 3 Hairdressing or Level 3 Theatrical Special Effects, Hair and Media Make-up at UCB.

### Uniform

You will be required to buy a uniform and set of equipment. Please refer to page 16 for further information.

### Work Placements

UCB has excellent links with a wide range of salons and spas throughout the West Midlands. Alongside training in the University's superb training/commercial salons, you will also gain additional experience on placements.

Opportunities are available with:

- Hotels and spas
- Nail salons
- Hair and beauty salons
- Pamper events
- Hair salons including small, family-run businesses and large commercial salons

*It is estimated that consumers will spend an average of £342.90 per year on looking good*



### Careers

There are a broad range of roles open to you once you have successfully completed this course – including the option of travelling the world and working overseas. Previous students are employed in a variety of areas including:

- Beauty salons
- Hairdressing salons
- Hair clinics
- Photographic studios
- Holiday resorts
- Cruise ships
- Spa resorts

### Entry Requirements

Normally, you will require a minimum of 4 GCSEs at grade 3 (grade D) or above. School applicants will need to have a good school report and references.

If you do not have a grade 4 (grade C) or above in English and/or maths, please refer to page 15.



*My course has enabled me to model in a hairdressing competition, attend a major hair and beauty show and work on real clients in the UCB salon. This course is the foundation to help me achieve my dream career in hairdressing.*

**Lucy Townsend**

**How to Apply:**

[Apply now ucb.ac.uk/feapply](https://ucb.ac.uk/feapply)

[marketing@ucb.ac.uk](mailto:marketing@ucb.ac.uk)



# Hair and Media Make-up

## Level 2

1 YEAR FULL-TIME

### Overview

There is an increasing demand for professionals who can provide creative hairdressing and make-up skills in a range of areas, from television and theatre to face-painting and photographic work. You must like working with people, have patience and value attention to detail. The course has been designed to enable you to learn all aspects of hairdressing and media make-up.

### What Will I Study?

- Applying Make-up
- Art of Photographic Make-up
- Art of Dressing Hair
- Create an Image Based on a Theme
- Themed Face Painting
- Body Art Design
- Colour and Lighten Hair
- Cut Women's Hair
- Health and Safety Practice in the Salon
- Client Care and Communication

### Assessments

Assessments take place in a realistic working environment. There are also written papers and assignments.

### Progression

After successful completion of Level 2, you can progress to Level 3 Theatrical Special Effects, Hair and Media Make-up at UCB. Having successfully completed Level 3, you can progress to a degree in Specialist Hair and Media Make-up or Beauty Therapy Management also at UCB. Alternatively, you can apply for other degrees at UCB or elsewhere.

### Uniform

You will be required to buy a uniform and set of equipment. Please refer to page 16 for further information.

### Work Placements

UCB has excellent links with a wide range of employers throughout the West Midlands.

Opportunities are available with:

- Salons and spas
- Theatre productions - working with actors in applying stage make-up
- Face-painting in schools

*Average starting salary for fully-trained hairdressers is £17k a year*



HAIR, BEAUTY, MEDIA MAKE-UP

### Careers

There are a wide variety of roles open to you once you have successfully completed this course - including the option of travelling the world and working overseas. Previous students are employed in a range of areas including:

- Hairdressing
- Freelance make-up artist
- Theatrical productions
- Recreating accident scenes to help emergency services training

### Entry Requirements

Normally, you will require a minimum of 4 GCSEs at grade 3 (grade D) or above. School applicants will need to have a good school report and references.

If you do not have a grade 4 (grade C) or above in English and/or maths, please refer to page 15.



*I love the course because the work is so creative and you get to use your imagination and bring your own ideas to life. We had a great visit to a local school where we were able to try out our skills and we have done some body art too. My ambition is to work in theatrical make-up and this course will help me get the training I need.*

**Jasmine Nicholls**

**How to Apply:**

 [Apply now ucb.ac.uk/feapply](https://www.ucb.ac.uk/feapply)

 [marketing@ucb.ac.uk](mailto:marketing@ucb.ac.uk)

# Make-up Specialist

## Level 2

1 YEAR FULL-TIME

### Overview

You will learn the skills required for a career in the cosmetic and make-up industry. Training takes place in our modern, well-equipped salons and you will benefit from hands-on, practical experience under the guidance of experts.

The course will give you a thorough understanding of the industry, including areas such as make-up application, the art of photographic make-up and client care.

### What Will I Study?

- Facial Skincare
- The Art of Photographic Make-up
- Applying Make-up
- Instruction on Make-up Application
- Client Care and Communication in Beauty-Related Industries
- Health and Safety in the Salon
- Eyelash and Brow Treatments
- Skin Tanning Techniques
- Body Art Design
- Nail Art
- Retail Knowledge

### Assessments

There are practical assessments, assignments and some written assessment papers in addition to training in a realistic working environment

### Progression

After successful completion of Level 2, you can progress to Level 3 Theatrical Special Effects, Hair and Media Make-up at UCB. Having successfully completed Level 3, you can progress to a degree in Specialist Hair and Media Make-up or Beauty Therapy Management also at UCB. Alternatively, you can apply for other degrees at UCB or elsewhere.

### Uniform

You will be required to buy a uniform and set of equipment. Please refer to page 16 for further information.

### Work Placements

UCB has good links with a variety of companies which provide students the opportunity to gain valuable work experience. Alongside training in our superb training/commercial studios, you will also gain additional experience on placements.

Opportunities are available with:

- Salons and spas
- Theatre productions - working with actors in applying stage make-up
- Face-painting in schools

*Freelance make-up artists can earn up to £21 per hour*



HAIR, BEAUTY, MEDIA MAKE-UP

### Careers

There are a broad range of roles open to you once you have successfully completed this course. Previous students are employed in a wide variety of roles and areas:

- Cosmetic retail environment
- Freelance make-up artist
- Skincare retail environment
- Working at industry-related exhibitions and competitions
- Theatrical productions

### Entry Requirements

Normally, you will require a minimum of 4 GCSEs at grade 3 (grade D) or above. School applicants will need to have a good school report and references.

If you do not have a grade 4 (grade C) or above in English and/or maths, please refer to page 15.



*The highlight of the course was learning about the art of photography and body art, which was fun and very creative. I want to become a freelance make-up artist and enjoyed coming up with different looks for fantasy, bridal and period fashion. I've had an amazing time at UCB and plan to study theatrical and media make-up next.*

**Sehora Sajed**

**How to Apply:**



Apply now [ucb.ac.uk/feapply](http://ucb.ac.uk/feapply)



[marketing@ucb.ac.uk](mailto:marketing@ucb.ac.uk)



# Theatrical Special Effects, Hair and Media Make-up

## Level 3

1 YEAR FULL-TIME

### Overview

If you are practical and creative and have great imagination this course will give you the skills and experience to work in the exciting fields of theatre, TV or film, or be a make-up artist. To gain valuable industry experience, you will be given the opportunity to practise your hair and make-up skills at performances in local theatres, so a strong appreciation and acceptance of working unsociable hours is required.

### What Will I Study?

- Fashion and Photographic Make-up
- Media Make-up
- Prosthetics
- Fantasy Hair for Performers
- Airbrush Make-up
- Camouflage Make-up
- Style and Fit Postiche
- Style and Dress Hair
- Hairdressing Techniques for Media Make-up
- Provide Wigs and Postiche for Media Make-up
- Prepare and Provide Character Make-up
- Provide and Remove Special Effects and Media Make-up
- Good Working Relationships with Colleagues, Artistes, Subjects and Production Teams
- Client Care and Communication
- Health and Safety

### Assessments

Assessment takes place in a range of realistic working environments, including shows, competitions and theatre productions. You will also be required to complete written papers.

### Progression

After successful completion of Level 3 you can progress to a degree in Specialist Hair and Media Make-up, Beauty Therapy Management or Spa Management at UCB. Alternatively, you can apply for other degrees available at UCB or elsewhere.

### Uniform

You will be required to buy a uniform and set of equipment. Please refer to page 16 for further information.

### Work Placements

UCB's links with theatre companies provides students studying Theatrical Special Effects, Hair and Media Make-up with an ideal opportunity to experience a theatre production and work with actors in applying stage make-up.

Additional opportunities may arise with the emergency services replicating special effects techniques.



### Entry Requirements

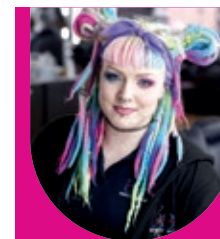
Normally, you will require a minimum of 4 GCSEs at grade 4 (grade C) or above, including maths and English, or a relevant Level 2 qualification, or at least 2 years' relevant work experience. School applicants will need to have a good school report and references.

If you do not have a grade 4 (grade C) or above in English and/or maths, please refer to the table of information on page 15.

### Careers

There are a broad range of roles open to you once you have successfully completed this course. Previous students are employed in a wide variety of roles and areas:

- Television
- Theatre
- Film industry
- Freelance make-up artist



*You get lots of opportunities at UCB and I was thrilled to win two top prizes for my work at the National Make-up Awards 2016, which has opened the door to working at a red carpet event and Miss World. I would love to go on to work on films and TV.*

**Stephanie Harrison**

*Qualified make-up artists could launch a career in film, TV, theatre or fashion shows*

**How to Apply:**



Apply now [ucb.ac.uk/feapply](https://ucb.ac.uk/feapply)



[marketing@ucb.ac.uk](mailto:marketing@ucb.ac.uk)

# JOB OPPORTUNITIES

## HAIR, BEAUTY & MEDIA MAKE-UP



### MAKE-UP ARTIST

Central London  
£19,500 per annum

We are looking for a Make-up Artist to join our growing Laura Geller New York in-store consultant team at House of Fraser, Oxford Street on a full-time basis. We are looking for someone to combine exceptional retail sales experience with sound knowledge of the Laura Geller NY range and creative make-up application techniques to offer outstanding customer service.

#### Main Duties and Responsibilities

- Daily customer Laura Geller NY make-up applications
- Using sound knowledge of Laura Geller NY product range for product demonstrations
- Work together with the MMCL Area Manager to deliver outstanding customer service

#### Knowledge & Skills

- Possess relevant knowledge and experience of retail sales
- Possess effective communication skills with the ability to listen, explain and motivate all individuals from diverse backgrounds
- An excellent understanding of different types of makeup, their purpose and how apply them
- Excellent and creative make-up artistry skills with the ability to pay attention to detail



### Spa Therapist BIRMINGHAM



Salary: £16k pro rata

As part of Resorts World Birmingham, the Genting Hotel offers guests an unrivalled leisure experience, right on its doorstep and all under one roof. With a spa and a range of internationally-themed restaurants and bars at their fingertips, hotel guests will have everything they want for their stay – all under one roof.

Santai Spa is a high end medical spa offering the latest aesthetic treatments as well as traditional complementary therapies.

We are currently seeking an experienced part-time Spa Therapist, reporting to the Spa Manager. You must be able to carry out all aspects of beauty therapy, including massage, and be qualified to NVQ Level 3 or equivalent.

#### The ideal candidate will be able to:

- Offer a warm and professional welcome and that we deliver the highest level of service at all times
- Ensure that the Spa guest journey exceeds expectation
- Be a confident and effective communicator, who can demonstrate their ability to converse with a wide variety of guests and colleagues at all levels
- Have excellent communication skills and a friendly personality to ensure that every guest leaves happy and keeps coming back

## THE PAMPER SUITE

### STYLIST AND COLOURIST

The Pamper Suite is a premium 5 Star and AVEDA exclusive salon. We are a growing company offering a full time position.

Are you enthusiastic and a fully qualified hairdresser with an S/NVQ level 2/3 in hairdressing?

Do you have a minimum of 2 years on floor experience in a busy hairdressing salon colouring and cutting?

Have you got a good personality with great personal presentation and appearance, with an attitude and enthusiasm to progress?

Yes! You could be just what we are looking for.

#### Responsibilities:

- Build and maintain your column. Work with guests and team in harmony.
- Full consultation and care with clients, cutting, colouring and styling to a high standard, perform relaxing rituals and building new clientele.
- You will be a role model in the salon and acting as an ambassador for our brand.
- In return we offer a competitive salary, plus benefits, paid holiday, continual training and the opportunity to be part of a fresh brand where people love to work and clients love to be!

### HAIR STYLIST

Regis are experts in providing the latest haircuts and colour, all tailored to fit our guests style. With 130 salons nationwide our guests can be sure we create the look they want, whenever they want it.

Plus, with a range of beauty treatments also available at selected salons, we guarantee they will always leave a Regis salon feeling completely pampered and transformed.

**Come and join one of the UK's leading hair and beauty brands and you'll benefit from:**

- Unlimited personal development in your chosen career path with over 20 different courses to choose from
- Opportunities to join our Artistic and Education teams
- Working in a vibrant, creative and motivating environment
- Uncapped commission
- The opportunity to obtain the recognised Wella Master Colour Expert qualification

#### Requirements

Hairdressing NVQ/SVQ Level 2



### Assistant Spa Manager

We are now accepting applications for an experienced Assistant Spa Manager to join our luxury 4\* Spa. With 11 treatment rooms and one dual treatment room, our Spa truly is a sanctuary of tranquillity and we are seeking an Assistant Spa Manager to support the Spa Manager to ensure the smooth running of the Spa.

This is a fantastic opportunity for an ambitious and driven Assistant Manager to join a leading 4\* Spa and Resort and become part of a successful, growing luxury Spa.

To be successful, the Assistant Spa Manager will have at least two years previous supervisory/management experience in a luxury Spa environment. Experience as a Beauty Therapist is essential and you must have a thorough knowledge and understanding of treatments, procedures and products. You will have experience with the commercial and financial side of the business, adhering to budgets and ensuring revenue targets are reached.

**We offer a competitive salary within the marketplace + fantastic company benefits.**



South West England

#### Luxury hotel spa located in the Cotswolds.

The spa provides a rejuvenating retreat for guests, helping them to escape from the pressures of the modern world and taking them on an indulgent journey of relaxation.

The Spa provides an extensive range of luxury treatments in seven spacious treatment rooms, including a couples' suite.

Due to increase in head count, the Spa Manager is looking for an outstanding beauty therapist who enjoys all their treatments but has a distinct enjoyment for facials, body scrubs and massages.

You must be NVQ Level 3 or equivalent to apply for this role and have some industry experience within a luxury spa or salon of at least one year.

As a therapist, you must excel at communicating with your clients and your team. Team work is crucial to this spa as they all look out for one another.

Being able to retail effectively and recommend products is part of your role as a therapist therefore we need you to feel comfortable with this to apply.

A positive working attitude and a professional approach along with a smile for all guests is essential – after all, you spend so much time at work, you need to love what you do!



# U CAN BE



Fitness Services

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Sports  
Development  
and Coaching

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Sports  
Performance  
and Coaching

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SPORT

# Fitness Services

## Level 3

2 YEARS FULL-TIME

### Overview

Our Fitness Services course leads to a range of rewarding careers in the sports sector and will equip you with the essential skills required for roles including fitness training, gym-based instructor and sports leadership.

In Year 1, you will complete either the [Extended Certificate in Sport](#) or the [Foundation Diploma in Sport](#). In Year 2, you will study course specific modules for Fitness Services.

In addition to the main qualification, there are opportunities to gain further sports qualifications in sports coaching, Level 2 gym instruction, emergency first aid and safeguarding. You will also experience a variety of sports, activities and visits to enhance your industry knowledge.

### What Will I Study?

#### YEAR 1 - EITHER

##### EXTENDED CERTIFICATE IN SPORT

- Anatomy and Physiology
- Fitness Training and Programming for Health, Sport and Well-Being
- Professional Development in the Sports Industry
- Sports Leadership

#### OR

##### FOUNDATION DIPLOMA IN SPORT

*In addition to the modules for the Extended Certificate (above), you will also study:*

- Practical Sports Performance
- Coaching for Performance
- Application of Fitness Testing

#### YEAR 2

- Application of Fitness Testing (*unless studied in Year 1*)
- Self-employment in the Sports Industry
- Instructing Gym-Based Exercise
- Exercise and Circuit-Based Physical Activity
- Sports Leadership
- Instructing Exercise to Music
- Sports Injury Management
- Work Experience in Active Leisure

### Assessments

The practical nature of the course means assessment takes place in realistic working environments including the fitness gym, outdoor fitness and studio-based fitness.

You will be required to prepare work independently and as part of a team. You will be assessed through coursework, assignments, practical observations, presentations, projects and one exam.

### Progression

Having successfully completed either the Extended Certificate or Foundation Diploma in Year 1, you will move on to our Fitness Services course in Year 2. Having successfully completed Level 3 Fitness Services, you can then progress to a sport-related degree at UCB including Sport and Fitness Studies, Sports Management and Sports Therapy. Alternatively, you can apply for other degrees at UCB or elsewhere.

### Uniform

You will be required to buy a uniform. Please refer to page 16 for further details.

### Work Placements

You will have the opportunity to complete a seven-week work placement in partnership with a primary school, assisting and teaching a variety of PE lessons to pupils.



UCB has established strong partnerships which provide you with the opportunity to participate in coaching sessions, qualifications and training sessions to enhance your employability skills. In addition, you will be involved in assisting with numerous competitions for the Birmingham School Games and running a Sports Inclusion Festival.

You will also have the opportunity to apply for a three-week work placement overseas in Year 2.

### Careers

This course is designed to give you a broad range of career options including:

- Personal trainer
- Strength and conditioning coach
- Health sector fitness adviser
- Working with elite sports clubs and teams

*Hourly wage for a sports coach can range from £10 to £20 per hour*

### Entry Requirements

Normally, you will require a minimum of 4 GCSEs at grade 4 (grade C) or above, including maths and English, or a BTEC Level 2 in Sport with a minimum of a Merit, or at least 2 years' relevant work experience. School applicants will need to have a good school report and references.

If you do not have a grade 4 (grade C) or above in English and/or maths, please refer to page 15.

The course requires a Disclosure and Barring Service (DBS) check. Information about the DBS check and how to apply will be sent to you by our placement team.

**How to Apply:**  [Apply now ucb.ac.uk/feapply](https://www.ucb.ac.uk/feapply)

 [marketing@ucb.ac.uk](mailto:marketing@ucb.ac.uk)



# Sports Development and Coaching

## Level 3

2 YEARS FULL-TIME

### Overview

Our Sports Development and Coaching course leads to a range of rewarding careers in the sports sector and will equip you with the essential skills required for direct entry to roles including fitness training, gym-based instructor, sports leadership, sports coach, performance analyst and professional sportsman/woman.

In Year 1, you are likely to study the [Foundation Diploma in Sport](#). In Year 2, you will study course specific modules for Sports Performance and Coaching. There are also opportunities to gain further sports qualifications in sports coaching, Level 2 gym instruction, emergency first aid and safeguarding. You will also experience a variety of sports, activities and visits to enhance your industry knowledge.

### What Will I Study?

#### YEAR 1

- Anatomy and Physiology
- Fitness Training and Programming for Health, Sport and Well-Being
- Professional Development in the Sports Industry
- Sports Leadership
- Practical Sports Performance
- Coaching for Performance
- Application of Fitness Testing

#### YEAR 2

- Sports Psychology
- Sports Event Organisation
- Development and Provision of Sport and Physical Activity
- Coaching and Leading for Participation
- Provision for Sports People with Physical and Learning Difficulties
- Physical Education and the Care of Young People
- Work Experience in Active Leisure
- Rules, Regulations and Officiating in Sport

### Assessments

The practical nature of the course means assessment takes place in realistic working environments including the fitness gym, outdoor fitness and studio-based fitness.

You will be required to prepare work independently and as part of a team. You will be assessed through coursework, assignments, practical observations, presentations, projects and one exam.

### Progression

Having successfully completed the Foundation Diploma in Sport in Year 1, you will move on to our Sports Development and Coaching course in Year 2. Having successfully completed Level 3, you can progress to a sport-related degree at UCB including Sport and Fitness Studies, Sports Management and Sports Therapy. Alternatively, you can apply for other degrees at UCB or elsewhere.

### Uniform

You will be required to buy a uniform. Please refer to page 16 for further details.

### Work Placements

You will have the opportunity to complete a seven-week work placement in partnership with a primary school, assisting and teaching a variety of PE lessons to pupils.



UCB has established strong partnerships which provide you with the opportunity to participate in coaching sessions, qualifications and training sessions to enhance your employability skills. In addition, you will be involved in assisting with numerous competitions for the Birmingham School Games and running a Sports Inclusion Festival.

You will also have the opportunity to apply for a three-week work placement overseas in Year 2.

### Careers

This course is designed to give you a broad range of career options including:

- Sports coach
- Performance analyst
- Personal trainer
- Strength and conditioning coach
- Health sector fitness adviser

If you progress to studying a sports degree, future roles could include: sports therapist; sports psychologist; sports nutritionist and dietician; PE teacher; sports researcher; sports development officer; fitness/leisure facility manager.

### Entry Requirements

Normally, you will require a minimum of 4 GCSEs at grade 4 (grade C) or above, including maths and English, or a BTEC Level 2 in Sport with a minimum of a Merit, or at least 2 years' relevant work experience. School applicants will need to have a good school report and references.

If you do not have a grade 4 (grade C) or above in English and/or maths, please refer to page 15.

The course requires a Disclosure and Barring Service (DBS) check. Information about the DBS check and how to apply will be sent to you by our placement team.



*My highlight was visiting the Army Reserves camp as it was a physical day, competitive, informative – and a lot of fun.*

*I hope to achieve my extended diploma and continue on to university so I can achieve my goal of joining the Army and travelling the world.*

**Abigail Stanley**

How to Apply:

 [Apply now ucb.ac.uk/feapply](https://ucb.ac.uk/feapply)

 [marketing@ucb.ac.uk](mailto:marketing@ucb.ac.uk)

# Sports Performance and Coaching

## Level 3

2 YEARS FULL-TIME

### Overview

Our Sports Performance and Coaching course leads to a range of rewarding careers in the sports sector and will equip you with the essential skills required for roles including sports coach, performance analyst and professional sportsman/woman.

In Year 1, you will complete either the *Extended Certificate in Sport* or the *Foundation Diploma in Sport*. In Year 2, you will study course specific modules for Sports Performance and Coaching. You can also join UCB's successful Boxing Academy.

In addition to the main qualification, there are opportunities to gain further sports qualifications in sports coaching, Level 2 gym instruction, emergency first aid and safeguarding. You will also experience a variety of sports, activities and visits to enhance your industry knowledge.

### What Will I Study?

#### YEAR 1 – EITHER

##### EXTENDED CERTIFICATE IN SPORT

- Anatomy and Physiology
- Fitness Training and Programming for Health, Sport and Well-Being
- Professional Development in the Sports Industry
- Sports Leadership

#### OR

##### FOUNDATION DIPLOMA IN SPORT

*In addition to the modules for the Extended Certificate (above), you will also study:*

- Practical Sports Performance
- Coaching for Performance
- Application of Fitness Testing

#### YEAR 2

- Sports Psychology
- Coaching for Performance (*Extended Certificate students only*)
- Sports Performance Analysis
- Practical Sports Performance
- Sports Injury Management
- The Athlete Lifestyle
- Technical and Tactical Demands of Sport

### Assessments

The practical nature of the course means assessment takes place in realistic working environments including the fitness gym, outdoor fitness and studio-based fitness.

You will be required to prepare work independently and as part of a team.

You will be assessed through coursework, assignments, practical observations, presentations, projects and one exam.

### Progression

Having successfully completed either the *Extended Certificate* or *Foundation Diploma* in Year 1, you will move on to our *Sports Performance and Coaching* course in Year 2. Having successfully completed Level 3 *Sports Performance and Coaching* you can progress to study a degree in *Sport and Fitness*, *Sports Management* or *Sports Therapy* at UCB. Alternatively, you can apply for other degrees at UCB or elsewhere.

Students on the Level 3 *Sports Performance and Coaching* can join UCB's *Boxing Academy*. Successful applicants also need to study an *NVQ Diploma in Achieving Excellence in Sports Performance*. The *Academy*, run in partnership with *England Boxing*, is the only one of its type in the West Midlands. Its goal is to train young men and women capable of representing *Team GB* at the highest levels of Olympic competition. Please see page 13 for further details.



### Uniform

You will be required to buy a uniform. Please refer to page 16 for further details.

### Work Placements

You will have the opportunity to complete a seven-week work placement in partnership with a primary school, assisting and teaching a variety of PE lessons to pupils.

UCB has established strong partnerships which provide you with the opportunity to participate in coaching sessions, qualifications and training sessions to enhance your employability skills. In addition, you will be involved in assisting with numerous competitions for the *Birmingham School Games* and running a *Sports Inclusion Festival*.

You will also have the opportunity to apply for a three-week work placement overseas in Year 2.

### Careers

This course is designed to give you a broad range of career options including:

- Sports coach
- Performance analyst
- Professional sportsman/woman

### Entry Requirements

Normally, you will require a minimum of 4 GCSEs at grade 4 (grade C) or above, including maths and English, or a BTEC Level 2 in Sport with a minimum of a Merit, or at least 2 years' relevant work experience. School applicants will need to have a good school report and references.

If you do not have a grade 4 (grade C) or above in English and/or maths, please refer to page 15.

The course requires a Disclosure and Barring Service (DBS) check. Information about the DBS check and how to apply will be sent to you by our placement team.



*I am working hard to juggle my education with an elite sport, but I am extremely proud that I just won the Elite England Boxing Championships, beating two boxers who will be at the Rio Olympics.*

**Carl Fail**

### How to Apply:

Apply now [ucb.ac.uk/feapply](http://ucb.ac.uk/feapply)

[marketing@ucb.ac.uk](mailto:marketing@ucb.ac.uk)



# JOB OPPORTUNITIES

## SPORT



### PERSONAL TRAINER

Pure Gym – West Bromwich £30,000 a year

Pure Gym is an exciting and forward-thinking company that is expanding rapidly throughout the UK. Our gyms provide our members world class facilities at an affordable price, but with no contract to sign. We are open 24/7, and we aim to be the most popular gym brand within the UK.

We are currently on the lookout for passionate Personal Trainers who have a vibrant personality, exceptional customer service skills, proven experience in the health and fitness industry, and who are REPS LEVEL 3 and first aid qualified.

Our personal trainers receive 100% of all the personal training income that they generate and there is no limit to how much personal training they do. What's more, there is no monthly rental charge for the privilege of working at our site. All we ask is that each personal trainer works for 15-hours on the gym floor generally looking after our valued members, giving inductions, writing programmes, teaching classes and giving them a great service.

**Pure Gym's fantastic working environment for personal trainers means that we are looking for the best talent in the market place so if you think you have what it takes please send your CV.**



### Healthy Lifestyle Specialist



**Salary: £17,000 dependant on experience and contractual agreement.**

Mytime Active provides a range of healthy lifestyle, physical activity and nutrition based programmes as part of community health care services across the country.

An opportunity has arisen for those wanting to pursue a career working in the community, delivering health and lifestyle programmes across the Sandwell borough.

We are looking to recruit one Healthy Lifestyle Specialist within the Sandwell Lifestyles Service Team.

To be eligible to apply for the role you must have a relevant qualification in the delivery of physical activity/ exercise (REPS Level 2 or 3) as well as a good understanding of the importance of nutrition, weight management, healthy lifestyles, self-help and theories of behaviour change.

The successful applicants will be expected to have a thorough understanding of the Lifestyles contract and other programmes offered within the Sandwell borough including NHS Health Checks, and to be able to confidently refer across the different services. He/ she will also have a key role in delivering innovative lifestyle services as well as evaluating and shaping the service for potential future development.

### HEAD SPORTS COACH

Future Stars Coaching is looking for a Head PE specialist to join our special team. We are looking for an experienced coach/teacher of physical education to work alongside primary school teachers to up-skill the teachers to build their confidence in delivering PE. The coach must be an organised, positive and passionate individual.

#### Main duties

- Lead Coach working to up-skill teachers in primary school education
- Observe and feedback to teachers on their PE lessons to help improve the schools PE
- Prepare and deliver lessons whilst making sure you cover the needs of all abilities
- Managing behaviour during lesson time

#### Requirements

- GCSEs and/or A Levels (or equivalent) in PE or Sports Coaching
- Experience of working with young people in a primary school environment
- Recognised NGB Level 2 certificate
- Full UK driving licence
- Able to pass an enhanced DBS check
- Child protection and first aid certificates

**Salary: £15 – £18 per hour**



### SPORTS COACH AND PRIMARY SCHOOL PE EDUCATOR

Aspire Sports Health & Fitness Ltd are recognised nationally as leading providers of innovative services and resources that educate and inspire schools, coaches, young people, children and their families to be engaged in physical activity.

#### JOB SPECIFICATION

The role of a Sports Coach and Primary School PE Educator is to improve the lives of children, young people and their families through the delivery of high quality sport and physical activity sessions. To be considered for the role we are looking for someone who is:

- Passionate about working with children and young people
- Interested in sport and physical activity
- Driven to achieve high levels of performance at all times
- An excellent communicator
- Willing to travel between venues

#### QUALIFICATIONS:

- Minimum Level 3 qualification in a relevant field
- Competent in literacy and numeracy to Level 2
- Minimum of one Level 1 NGB qualification
- Level 2 NGB qualification
- First Aid qualification
- Possess or willing to work towards a PESS NVQ Level 3



### Sports Facilities Manager

**Job Type: Full-time**

**Salary: £25,440 – £31,846**

We are seeking to recruit a Sports Complex Manager to oversee and develop the ongoing programme of all our community letting activities.

You will be a highly motivated, dynamic graduate (or non-graduate with relevant experience), with a passion for sport and experience and/or knowledge of sports facility/premises management. Responsibilities will include co-ordination, delivery and implementation of sports facilities programmes. You will be responsible for day-to-day management of staffing and marketing of the facilities. Attitude is key but presentation, communication and financial management knowledge/skills are also important.

**Flexibility of working hours is essential, as most of the work will take place during afternoons, evenings and weekends.**

### Sports Coach

FootieBugs £21,600 a year



**Come and join the FootieBugs South Birmingham and Solihull team and share your enthusiasm for football with children.**

FootieBugs is a unique children's football company, offering football development programs for kids aged 3-11 years using the power of storytelling and imagination, through to technical session as we go up the age groups. You must have a minimum FA Level one qualification, you must have a clean driving license, access to a car and good availability through the week and at weekends.

Someone who is creative, imaginative and can have fun with children? Someone to help lay healthier foundations for children by giving them stronger flexible bodies?

Someone who will improve children's learning abilities and self-confidence? Someone who can easily talk to parents and spark a conversation?

If you are suitable, you will be funded through a full two-day course and have the benefit of working in a fun and motivated team with experience, regular class plans and ongoing support.

U  
CAN  
BE



Travel and Tourism

Travel and Tourism  
with Languages



# Travel and Tourism

## Level 3

2 YEARS FULL-TIME

### Overview

Tourism offers exciting job opportunities with a rising number of destinations opening their doors to domestic and international travellers. If you are enthusiastic, customer-focused and enjoy travelling, this global industry is a great career choice. Our Travel and Tourism course focuses on practical, work-related projects, providing you with the knowledge and skills to progress in this dynamic sector or prepare for study at a higher level.

### What Will I Study?

- UK Visitor Attractions / European Destinations
- The Business of Travel and Tourism
- Investigating the Travel and Tourism Sector
- Customer Service in Travel and Tourism
- Retail Travel Operations
- Working as a Holiday Rep
- UK as a Destination / Long Haul Travel Destinations
- Events, Conferences and Exhibitions
- Marketing Travel and Tourism Products and Services
- Business Travel Operations
- Responsible Tourism
- Hospitality Operations in Travel and Tourism
- Passenger Transport for Travel and Tourism
- Airfares and Ticketing
- Entertainment for Holidaymakers
- Preparing Employability for Travel and Tourism
- Cabin Crew
- Cruise
- Aviation

### Assessments

You will mainly be assessed through coursework assignments and projects, some of which will involve tourism-related visits. Previous visits have included London, Oxford, York and Cardiff.

### Progression

If you successfully meet the requirements of Year 1 you can progress to Year 2. After successful completion of Level 3, you can progress to study a degree in Aviation and Airport Management, International Tourism Business Management or International Tourism Management at UCB. Alternatively, you can apply for other degrees at UCB or elsewhere.

### Work Placements

Work placements are an integral part of the travel and tourism course. Each year group has the opportunity to gain practical experience of a workplace environment.

There are exciting opportunities to take part in UK and overseas residential educational visits and complete related projects.

In your second year you will also complete a work placement in a tourism related environment, usually within hotels or visitor attractions.



*Average starting salary can be around £22K a year for a visitor attraction manager*

### Careers

This course is designed to give you a broad range of career options including:

- Retail travel
- Passenger transport
- Tourist attractions
- Airports and airlines
- Hotels, conferences and events
- Holiday resorts
- Hospitality and entertainment venues

### Entry Requirements

Normally, you will require a minimum of 4 GCSEs at grade 4 (grade C) or above, including maths and English, or a BTEC First Diploma, with a minimum of a Merit Profile, or at least 2 years' relevant work experience. School applicants will need to have a good school report and references.

If you do not have a grade 4 (grade C) or above in English and/or maths, please refer to page 15.



*Tourism is fascinating to me and I love the course. Investigating the tourism industry and retail travel operations are amongst my favourite units. My ambition is to manage a bespoke or high end travel agency.*

**Megan O'leary**

How to Apply:

 [Apply now ucb.ac.uk/feapply](https://ucb.ac.uk/feapply)

 [marketing@ucb.ac.uk](mailto:marketing@ucb.ac.uk)

# Travel and Tourism with Languages

## Level 3

2 YEARS FULL-TIME

### Overview

Tourism is an exciting international industry and whether you are travelling abroad or welcoming international tourists to the UK, the ability to communicate in one or more languages is a huge advantage. Fluency in a second language will help you to stand out from the crowd and help open your eyes to the fantastic opportunities that travel and tourism can offer.

### What Will I Study?

- Investigating the Travel and Tourism Sector
- UK as a Destination / Long Haul Travel Destinations
- Hospitality Operations in Travel and Tourism
- Entertainment for Holidaymakers
- UK Visitor Attractions / European Destinations
- The Business of Travel and Tourism
- Customer Service in Travel and Tourism
- Retail Travel Operations
- Working as a Holiday Rep
- Events, Conferences and Exhibitions
- Marketing Travel and Tourism Products and Services
- Business Travel Operations
- Responsible Tourism
- Passenger Transport for Travel and Tourism
- Airfares and Ticketing
- Preparing Employability for Travel and Tourism
- Cabin Crew
- Cruise
- Aviation

### Languages

You can choose to study either French or Spanish at intermediate level and in addition have the opportunity to improve a language you already speak (if you have achieved a GCSE at grade 4 (grade C) or above in the language) – and also take another language at beginner's level.

### Assessments

You will be assessed through coursework assignments and projects, some of which will involve trips and residential visits to a variety of locations.

### Progression

If you successfully meet the requirements of Year 1 you can progress to Year 2. After successful completion of Level 3, you can progress to study a degree in Aviation and Airport Management, International Tourism Business Management or International Tourism Management at UCB. Alternatively, you can apply for other degrees at UCB or elsewhere.

### Work Placements

Work placement is an integral part of the travel and tourism course whereby each year group have the opportunity to gain practical experience of the work place environment.

There are exciting opportunities to take part in UK and overseas residential educational visits and complete related projects. One-week work placements are arranged in your first year where you will learn transferable skills in customer service roles in businesses such as hotels, visitor attractions and conference/event venues.



In your second year you will also complete a work placement in a tourism related environment, usually within hotels or visitor attractions.

### Careers

This course is designed to give you a broad range of career options including:

- Airports and airlines
- Hospitality and entertainment venues
- Hotels, conferences and events
- Holiday resorts
- Passenger transport
- Retail travel
- Tourist attractions

*There will be 590,000 people working in the UK leisure and tourism industries by 2018*

### Entry Requirements

Normally, you will require a minimum of 4 GCSEs at grade 4 (grade C) or above, including maths, English and a language (either French or Spanish), or a BTEC First Diploma, with a minimum of a Merit Profile, or at least 2 years' relevant work experience. School applicants will need to have a good school report and references.

If you do not have a grade 4 (grade C) or above in English and/or maths, please refer to page 15.

**How to Apply:** [Apply now ucb.ac.uk/feapply](https://www.facebook.com/ucb.ac.uk) [marketing@ucb.ac.uk](mailto:marketing@ucb.ac.uk)





# JOB OPPORTUNITIES

## TRAVEL & TOURISM



### BUSINESS TRAVEL CONSULTANT

Up to £32K plus benefits

Our client, an award-winning Independent Entertainment Travel Management Company, is looking for a Business Travel Consultant due to continued growth.

#### The responsibilities:

- Making reservations of flights, hotels, car hire and any other client request
- Floating between departments to assist in reservations
- Assisting agents with admin
- Assisting with 24hr enquiries
- Issuing and re-issuing agent tickets

#### The Skills:

- Excellent fares knowledge
- Ticketing issues and re-issues
- Native Galileo Trained to expert
- Overseeing the Floater team
- Must be able to work under extreme pressure
- Must have good organisational and time management skills

*This is an excellent opportunity for a Business Travel Consultant who is flexible to work across the Corporate, Leisure and Entertainment industries.*

### LUXURY TRAVEL CONSULTANT - ISLANDS & RETREATS SPECIALIST

London £23,000 - £27,000 per annum

We are looking for well-travelled, experienced and sales driven individuals to build the vibrant Islands and Retreats team.

This is a fantastic opportunity to create the ultimate luxury travel itineraries, whilst providing an exemplary service. Taking the clients on cruise voyages around the world to immerse themselves in magnificent unspoilt scenery or jet off to hideaway opulent properties on stunning secluded islands in order to sit back, relax and soak up the sunshine.

#### JOB RESPONSIBILITIES

- To work as part of the team & achieve or ideally exceed agreed sales target and profitability level
- Design and tailor holiday's specific to the client's requirements and deliver excellent service through expertise within the industry
- Build-up a loyal clientele by managing all the customers travel requirements

#### JOB REQUIREMENTS

- Well-travelled world-wide & have in-depth knowledge of deluxe travel products
- Minimum 2 years Retail / Tour operating
- Ability to create FIT's by multi-purchasing to create 1 travel solution for client
- Must be able to converse with demanding - high spend clientele

### Travel Supervisor

An excellent opportunity has arisen at a global company in Rugby.

The role is to manage a small office team responsible for all travel and accommodation arrangements within the organisation in an effective and timely manner, while adhering to appropriate policies and procedures.

#### Managing the team with their day to day responsibilities:

- Seek and receive accommodation booking authority
- Search for accommodation within the right area and budget
- Forward booking confirmation to staff
- Amend / maintain / update booking database
- Reconciling invoices and dealing with commercial issues
- Manage the commercial arrangements with key suppliers
- Produce detailed reports around costs, usage, locations, etc.
- Maintain records of all bookings



The successful candidate must have experience of travel booking and use of related software would be an advantage

### Customer Service & Sales Agent

Up to £40,000 per annum

#### First step on the career ladder?

Climb all the way to the top when you join our busy successful sales team based in Birmingham. We are looking for people for our Customer Service/ Sales openings in our Sales & Marketing Company due to recent expansion and new client campaigns.

#### Successful candidates have the opportunity to be involved with:

- Customer Service
- Business Development
- High Brand Clients
- Trainee Management Program

#### What we offer:

- Full product training
- One-on-One Mentoring
- Career Progression and Development
- Travel Opportunities

#### What we are looking for in our new team members:

- Great people skills
- The ability to work as part of a team
- Good communication skills
- Good time management
- A professional image and attitude towards customers and clients

Whatever your background, no matter what experience you do or do not have, we will consider any applicants who can prove they can work as part of a dynamic team, contributing in a fast expanding sales/customer service environment.

### TRAVEL AGENT

Gloucester £14,500 - £16,000 per annum + commission

Would you like to join an independent Travel Agency that can offer great salaries, benefits and career developments to all its Travel Consultants? Do you class yourself as an ambitious Travel Consultant who is passionate about the travel industry and selling holidays? This Travel Agency is keen to recruit an experienced Travel Consultant to its branch on a full-time basis in central Gloucester and is looking to meet Travel Agents who are keen.

#### JOB DESCRIPTION:

- Working in a flagship branch, with a lively team of travel consultants
- Greeting customers face to face and also over the phone
- Quoting on a wide variety of worldwide travel itineraries
- Selling both package and dynamically packaged holidays
- Offering your customer a choice of tour operator, to sell the right holiday for their needs
- Selling additional products and services, such as car hire and travel insurance
- Working to sales targets to earn commission whilst offering excellent customer service



### CABIN CREW

#### YOU BELONG HERE.

You will have the potential to earn on average a reward package of between £20,000 and £21,500 per annum, potentially increasing to £23,000 per annum in conjunction with corporate pay initiatives.

A real team player, you'll work closely with colleagues to make great things happen for our customers. Crucially, you're always ready to adapt to change and innovation. Whether you're responding to changing conditions mid-flight or trying out a brand new service, you will aspire to be the very best, with customers at the forefront of your mind.

You will have plenty of opportunity to make a difference. It's all about flying our customers in style to a wide range of destinations including Ibiza, Barbados and Bermuda, taking care to provide experiences that set us apart from the competition.

# U CAN BE

Bakery

Business and  
Administration

Butchery

Chef

Childcare

Clinical Healthcare

Customer Service

Food and Beverage Service

Food Industry

Hairdressing

Health and Social Care

Hospitality

Leisure

Management

Marketing

Sport

Team Leading

Travel and Tourism



# apprenticeships @UCB

An apprenticeship is a real job with training. You earn a wage while you gain a nationally recognised qualification – and learn a skill for life.

UCB offers a great range of apprenticeships to give you a flying start in the jobs market. There is everything from travel and tourism, hospitality and clinical healthcare to roles as chefs, bakers and childcare assistants.

We also run a number of Higher Apprenticeships.



UCB can help you get trained – and get paid while you are doing it – in the following careers:

- Bakery
- Business and Administration
- Butchery
- Chef
- Childcare
- Clinical Healthcare
- Customer Service
- Food and Beverage Service
- Food Industry
- Hairdressing
- Health and Social Care
- Hospitality
- Leisure
- Management
- Marketing
- Sport
- Team Leading
- Travel and Tourism

## What are the Advantages of Becoming an Apprentice?

- ✓ YOU GET A JOB
- ✓ YOU GET PAID
- ✓ YOU GET TRAINED
- ✓ YOU GET EXPERIENCE

## What Exactly is an Apprenticeship?

When you become an apprentice with UCB, you have a job and work towards a nationally recognised qualification. The majority of the training and assessment takes place on the job, so it is a great option if you are a practical learner.

A period of work and training can even lead to one of our university degrees if you feel it is a path you want to go down.

Don't worry if you are not employed – we can help you find all the information you need and help your search. The National Apprenticeship website is a good starting point:

[www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship)

You might already be working and want to gain new skills and qualifications to boost your career prospects. In that case, an apprenticeship might also be ideal for you.

## Key Elements of an Apprenticeship

- You are employed and receive training
- You benefit from an industry-standard qualification
- You learn new skills
- You have employment rights and responsibilities
- If you haven't got a grade 4 (grade C) in English and/or maths, we'll help you

## What's in it for Me?

- A job – we will help you find employment as an apprentice
- You will earn a minimum of £100 per week in full-time employment – in some jobs considerably more
- You will gain nationally recognised qualifications
- You will get paid holidays – on average 20 days
- You will learn invaluable skills and get specialist support from your UCB assessor

*83% of apprentices believe that their apprenticeship has improved their career prospects*

## Why Should I Choose an Apprenticeship with UCB?

- UCB has a dedicated team of specialists looking after our apprentices
- We have extensive links with local employers
- We will work with you to find an apprenticeship that suits you





### What are My Prospects After Completing an Apprenticeship?

Your career progression and earning potential will be enhanced. When you've completed your apprenticeship, you can carry on working in the same role or you might want to progress to an advanced apprenticeship at UCB. Workers with an advanced apprenticeship earn, on average, £100,000 more over the course of their career than those without.

### What Qualities Do I Need to Become an Apprentice?

You need to be:

- Enthusiastic and keen to work
- Interested in your chosen career path
- Prepared for further study
- Reliable and a good time-keeper
- Able to demonstrate you will be a good employee
- Able to complete an English & maths assessment at UCB

### What Qualifications Do I Need?

You need to be 16 and over and in full-time employment. You will already be working in a suitable role or we can help you find one. If you are new to an industry or have limited experience, you will need to start at Level 2.

For Level 2 you will normally require a minimum of 4 GCSEs at grade 3 (grade D) or above. For direct entry to Level 3, you will need a relevant Level 2 qualification and ideally English and maths at grade 4 (grade C) or above. However, all applicants will be considered on an individual basis.

If you have experience of working in the industry we would be delighted to hear from you.

If you do not have a grade 4 (grade C) or above in English and maths, you will need to undertake an assessment so we can ensure you receive the best support for that subject. We will help you work towards achieving a maths and English qualification. Please see page 15 for further information.

### How Long Does an Apprenticeship Take?

Typically 1 to 2 years, although some specialised apprenticeships are longer.

### What Apprenticeship Levels are There?

**Intermediate (Level 2)** – equivalent to 5 GCSE passes

**Advanced (Level 3)** – equivalent to 2 A Level passes

**Higher (Level 4 and above)** – this can lead to NVQs at Level 4 or a foundation degree

### What is a Traineeship?


A traineeship helps you become 'work ready' for your future career. It lays the groundwork for starting an apprenticeship or joining a practical, work-based course at UCB. Bridging the gap between school and the world of work can be a daunting prospect, but a traineeship, which lasts 10 weeks, can help you over the hurdle. We will make sure you are supported all the way.

### Where Can I Get Further Information?

For more information or to view our vacancies, visit

 [www.ucb.ac.uk/apprenticeships](http://www.ucb.ac.uk/apprenticeships)

 0121 232 4091

 [apprenticeships@ucb.ac.uk](mailto:apprenticeships@ucb.ac.uk)



*The bakery apprenticeship involves lots of practical work, which is perfect for me. You get to see what working in industry will be like. I love working with chocolate and enjoy the attention to detail. Everything has to be spot on. The work I am most proud of is making chocolates for the Countess of Wessex when she visited the University.*

**Jessica Dalton**



# Bakery, Chef, Food and Beverage Service and Hospitality

## Bakery – Proficiency in Baking Industry Skills

**Level 2 and Level 3**  
12-18 MONTHS PER LEVEL

### Overview

The bakery industry offers a broad range of jobs for creative, enthusiastic individuals who have an eye for detail and good presentation. There is a strong demand for high-quality bakers and confectioners producing breads, cakes and desserts.

### Course Content

The Level 2 Certificate gives you the opportunity to develop an understanding of the bakery industry and gain practical skills in bread and cake production.

The Level 3 Certificate further advances your skills and knowledge and helps develop your creativity in line with the business you are working in. For example, you may have the opportunity to develop specialist bread skills or work with chocolate.

### Entry Requirements

Please see page 79.

## Butchery – Proficiency in Meat and Poultry Industry Skills

**Level 2 and Level 3**  
12-18 MONTHS PER LEVEL

### Overview

Butchers play a key role in the preparation and sale of meats and meat products. As an apprentice, you will learn a range of practical skills including cutting, boning and slicing in addition to important tasks such as storage and hygiene.

### Course Content

The Level 2 Certificate will give you a good introduction to the butchery industry and provide a range of basic skills.

The Level 3 Certificate further enhances your practical skills and provides an opportunity to gain experience in the wider elements of the business.

### Entry Requirements

Please see page 79.

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*90% of apprentices will remain in employment after completing their apprenticeship*

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## Chef – Professional Cookery

**Level 2 and Level 3**  
12-18 MONTHS PER LEVEL

### Overview

There are great opportunities to learn and improve kitchen knowledge and skills for both new recruits and employees already working in catering. From fish and poultry to stocks and sauces, our apprenticeships provide comprehensive training and paid employment.

### Course Content

The Level 2 Diploma covers food safety, healthier food and special diets and will develop your practical skills in a range of techniques.

The Level 3 Diploma builds on your existing knowledge and skills and covers advanced techniques such as producing vegetarian dishes; meat dishes and poultry; game; fish and shellfish; patisserie and fermented products; and desserts and petit fours. You will also learn more about sourcing produce and product development.

### Entry Requirements

Please see page 79.

**How to Apply:** 📍 [www.ucb.ac.uk/apprenticeships](http://www.ucb.ac.uk/apprenticeships) ✉ [apprenticeships@ucb.ac.uk](mailto:apprenticeships@ucb.ac.uk)

**How to Apply:** 📍 [www.ucb.ac.uk/apprenticeships](http://www.ucb.ac.uk/apprenticeships) ✉ [apprenticeships@ucb.ac.uk](mailto:apprenticeships@ucb.ac.uk)



## Food and Beverage Service

**Level 2 and Level 3**  
12-18 MONTHS PER LEVEL

### Overview

Restaurants, bars, cafés, hotels and hospitality businesses rely on customer-focused and energetic staff to deliver the best experience for guests. Apprentices learn about subjects including food and drinks service, dealing with payments and customer service skills.

### Course Content

The Level 2 Diploma will ensure you learn the basics to get on in the business. You will find out about customer service skills, food and drinks service, health and safety, dealing with payments, and regulations and legislation.

The Level 3 Diploma takes you to the next level and prepares you for a more advanced role, possibly as a supervisor. It develops your skills so you will learn how to motivate a team and run an operation more effectively. Advanced service skills are included.

### Entry Requirements

Please see page 79.

## Hospitality

**Level 2 and Level 3**  
12-18 MONTHS PER LEVEL

### Overview

The thriving hospitality industry offers exciting opportunities for confident, enthusiastic people who love working as part of a team to ensure customers enjoy the most memorable experience possible. Paid, on-the-job training is available for staff already working in the industry as well as those who are new to hospitality.

### Course Content

Level 2 explores the essentials of working in hospitality including: customer service; food and drinks organisation and service; finance; and human resources.

Level 3 takes you to the next level and prepares you for a more advanced role, possibly as a supervisor. The apprenticeship develops your skills to help you motivate a team and learn more about ways of running an operation effectively. You also benefit from the development of more advanced service skills.

### Entry Requirements

Please see page 79.

## Proficiency in Food Industry Skills

**Level 2 and Level 3**  
12-18 MONTHS PER LEVEL

### Overview

This course will appeal to apprentices working in food operations who are seeking to develop skills and knowledge in automated or semi-automated roles, e.g. processing control operative, facilities support, quality and testing, sales/service support. Assessment is in the workplace. On successful completion of the training, you will be able to work confidently in a range of food manufacturing locations.

### Course Content

The qualification covers mandatory skills, which may include environmental safety, product specifications, food manufacture, size reduction and temperature control. There is a wide choice of units for apprentices such as food processing, food wrapping and packaging, mixing, slicing and service area such as tray table retail. The training also suits apprentices who are looking to expand their existing skills, perhaps to support multi-skilling or to develop into a specialist area such as quality assurance or laboratory operations.

### Entry Requirements

Please see page 79.

## Royal Academy of Culinary Arts Apprenticeship (RACA)

**Level 2 and Level 3**  
2-3 YEARS

### Overview

The Royal Academy of Culinary Arts (RACA) Apprenticeship is a prestigious apprenticeship that gives successful candidates an opportunity to work and learn in some of the UK's best restaurants.

After completing an initial three-month training period, apprentices are placed in a fine dining restaurant, including restaurants with coveted Michelin stars, to complete the rest of the apprenticeship. The course is run over three years consisting of Level 2 and Level 3 qualifications.

### Course Content

The Level 2 Diploma covers food safety, healthier food and special diets and will develop your practical skills in a range of techniques.

The Level 3 Diploma builds on your existing knowledge and skills and covers advanced techniques such as producing vegetarian dishes; meat dishes and poultry; game; fish and shellfish; patisserie and fermented products; and desserts and petit fours. You will also learn more about sourcing produce and product development.

### Entry Requirements

Please see page 79.



# Business, Marketing and Customer Service

## Business Administration

**Level 2 and Level 3**  
12-18 MONTHS PER LEVEL

### Overview

Administrators are central to the smooth running of businesses in the public, private and not-for-profit sectors. Tasks include organising events, setting up and maintaining filing systems, using software packages, monitoring risk and administering budgets.

### Course Content

The Level 2 Certificate will develop your understanding of a business and demonstrate how an administrator provides an essential support role.

The Level 3 Diploma takes a more detailed approach to business administration tasks and explores higher levels of responsibility in an administrator role.

### Entry Requirements

Please see page 79.

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*Apprenticeships are available in 1,500 job roles, covering more than 170 industries*

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## Customer Service

**Level 2 and Level 3**  
12-18 MONTHS PER LEVEL

### Overview

Customer service plays a key role in the continuing success of businesses. Enthusiastic, motivated employees with a people-focused outlook can learn the skills required to deal with customers in an effective, engaging way – and there are opportunities for promotion to managerial positions.

### Course Content

The Level 2 Certificate covers all the basic requirements of working in a customer-focused role and develops your skills to deal with people in a positive and effective way.

The Level 3 Diploma continues to develop skills learnt at Level 2 and embraces the wider aspect of working in a supervisory or management role in customer service.

### Entry Requirements

Please see page 79.



## Marketing

**Level 2 and Level 3**  
12-18 MONTHS PER LEVEL

### Overview

Apprentices learn how to play a key role in promoting a company's products or services. Businesses need creative and friendly staff to market their goods, build brand loyalty – and ensure they stay ahead of the competition.

### Course Content

Marketing activity covered at this level may include: collecting market research data; analysing competitor activity; contributing to marketing campaigns; planning and organising an event or exhibition; and using a range of digital technologies.

Your skills and knowledge are developed and activities may include conducting market research; designing and evaluating marketing plans; contributing to advertising and promotional campaigns and events; maintaining a portfolio of products; and managing budgets.

### Entry Requirements

Please see page 79.

**How to Apply:** 📍 [www.ucb.ac.uk/apprenticeships](http://www.ucb.ac.uk/apprenticeships) ✉ [apprenticeships@ucb.ac.uk](mailto:apprenticeships@ucb.ac.uk)

**How to Apply:** 📍 [www.ucb.ac.uk/apprenticeships](http://www.ucb.ac.uk/apprenticeships) ✉ [apprenticeships@ucb.ac.uk](mailto:apprenticeships@ucb.ac.uk)

## Team Leading

### Level 2

12-18 MONTHS

#### Overview

This qualification is designed for new and aspiring team leaders and provides an in-depth introduction to the role and its responsibilities. As a nationally recognised qualification, this apprenticeship could be the ideal launch pad for your management career.

#### Course Content

Three mandatory units cover the core skills you need to lead a team. You will learn how to plan, allocate and monitor work; acquire the tools and techniques to develop yourself as a leader; and find out how to get the most from your team.

You will work with your employer and training provider to find the best fit from a wide range of optional units. These cover everything from communication skills to business improvement techniques. The choice includes units from Level 3 qualifications to help you progress in your career and benefit from professional training.

#### Entry Requirements

Please see page 79.

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*A quarter of all former apprentices received a promotion within 12 months of completing their apprenticeship*

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## Management

### Level 3

12-18 MONTHS

#### Overview

Managers play an integral role in supporting organisational objectives through a wide range of tasks and functions including: planning; allocating and monitoring the work of a team; supporting team members; managing conflict; resolving problems; project management; agreeing budgets; and managing customer service.

#### Course Content

Apprentices take five mandatory units. The first unit looks at personal and professional development, helping the apprentice to identify their own development needs and plan how to fulfil them.

The second unit develops practical team management skills.

The three remaining units look into the theory behind people management, leadership and business. Apprentices can then work with their employer and training provider to find the best-fit from the other units offered in the qualification.

#### Entry Requirements

Please see page 79.

## Childcare and Health and Social Care

### Children and Young People's Workforce

#### Level 2

12-18 MONTHS

#### Overview

Our apprenticeship is designed to guide and develop the knowledge and skills of employees in the children and young people's workforce. It provides progression to the Early Years Educator workforces.

#### Course Content

The apprenticeship will confirm key competences and serves as a progression pathway to the required qualification at Level 3 and above (for all new practitioners) for registration and regulatory requirements in the sector.

#### Entry Requirements

Please see page 79.



### Early Years Educator

#### Level 3

12-18 MONTHS

#### Overview

Creating a stimulating, safe environment in which children can learn is highly rewarding. There are varied job opportunities in nurseries, pre-schools, crèches, foundation stage settings and children's centres as well as roles working with children with special needs and in youth/community settings.

#### Course Content

Level 3 develops your skills and knowledge of early years learning and childcare. You will gain an enhanced understanding of the practices and theories of childcare and education, including supporting and keeping children safe and developing them through play and learning activities.

#### Entry Requirements

You will require a minimum of 4 GCSEs at grade 4 (grade C) or above, including maths and English. For further information, please see page 79.

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*85% of apprentices believe their ability to do their job has improved*

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## Supporting Teaching and Learning in Schools

**Level 2 and Level 3**  
12-18 MONTHS PER LEVEL

### Overview

This apprenticeship is designed for members of the school workforce who directly support the teaching and learning of pupils.

### Course Content

The Level 2 apprenticeship covers a range of subjects relating to children and young people such as: safeguarding; maintaining and supporting relationships; supporting positive behaviour and equality; diversity and inclusion.

The Level 3 apprenticeship develops a range of subjects relating to children and young people such as: support assessment for learning; communication and professional relationships; schools as organisations; and understanding development.

### Entry Requirements

Please see page 79.

## Health and Social Care

**Level 2 and Level 3**  
12-18 MONTHS PER LEVEL

### Overview

Compassion, patience and a positive outlook are some of the key traits required for a successful career in the care profession, working alongside an individual's family and friends as well as other organisations.

### Course Content

Level 2 covers areas including health and safety, equality and diversity and practical skills in dealing with different health and social care issues for adults.

Level 3 develops extended skills for working in the sector and covers the specific health and social care needs of individuals.

### Entry Requirements

Please see page 79.

## Clinical Healthcare

**Level 2 and Level 3**  
12-18 MONTHS PER LEVEL

### Overview

Our apprenticeship will equip you with the skills and knowledge to become competent in supporting doctors, nurses and other health professionals to provide clinical healthcare.

Apprentices are employed as clinical healthcare support workers/ healthcare assistants/emergency care assistants and they work alongside health professionals providing patient care in a range of settings. They gain the skills and learning they need to carry out these job roles and prepare for future employment and career progression in the health sector.

### Course Content

Level 2 training provides apprentices with the skills to work as clinical healthcare support workers covering areas including: administering appointments; contributing to monitoring the health of individuals; handling information in health and social care settings; and obtaining and testing capillary bloods.

Level 3 provides apprentices with the skills to work as advanced clinical healthcare support workers covering areas including: assisting in the administration of medication; care of individuals with urethral catheters; performing routine electrocardiograph (ECG) procedure; removing wound closure materials; service improvement in the health sector; understanding physiological measurements; and the process and experience of dementia.

### Entry Requirements

For Level 2 you will normally require a minimum of 4 GCSEs at grade 3 (grade D) or above. For direct entry to Level 3, you will need a relevant Level 2 qualification and ideally English and maths at grade 4 (grade C) or above.

You must be working a minimum of 30 hours per week in a suitable role.

Please see page 79 for further information.

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*The majority of apprentices will remain with the same employer after completing their apprenticeship*

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## Hairdressing

### Hairdressing

**Level 2 and Level 3**  
12-18 MONTHS PER LEVEL

#### Overview

Creative individuals who combine a love of style and fashion with a sound work ethic, good hand/eye co-ordination and people skills make first-class hairdressers.

Job opportunities are varied and roles include stylists, colour technicians, mobile hairdressing, working on cruise ships or at holiday resorts – as well as owning your own salon.

#### Course Content

For Level 2, you are likely to work as a salon junior and duties could include: booking appointments; advising clients; treating hair and scalps; styling, finishing, setting and dressing hair; and preparing and applying hair colours.

For Level 3, you will gain advanced skills including: dressing long hair; perming; advanced hair cutting techniques; monitoring safety control procedures and hairdressing consultation; and upselling techniques.

#### Entry Requirements

Please see page 79.

## Sport

### Instructing Exercise and Fitness

**Level 2**  
12-18 MONTHS

#### Overview

This apprenticeship has been developed for fitness instructors. It can be tailored to suit different disciplines such as gym, exercise to music, aqua, or exercise and physical activity for children.

#### Course Content

The course enables apprentices to prove their competence in the workplace and completion leads to inclusion on the Register of Exercise Professional (REPs). Apprentices can progress towards the Level 3 NVQ Diploma in Personal Training, which could lead to employment as a personal trainer or advanced instructor.

#### Entry Requirements

Please see page 79.

### Activity Leadership

**Level 2**  
12-18 MONTHS

#### Overview

The UK's sport and active leisure industry relies on well-trained leaders. This course equips apprentices with the skills required to lead activities with confidence. It would benefit those leading activity sessions in sport and active leisure, facilitating taster recreational sessions, or managing outdoor activities.

#### Course Content

The course aims to assess the competency of leaders and enhance their skills in the essential areas of health and safety, teamwork, and managing and concluding sessions. A range of optional units are available, including how to empower disabled participants, leading adventurous activities, handling finances and contributing to participants' personal and social development. Level 1 Functional Skills in maths and English are offered as part of this course.

#### Entry Requirements

Please see page 79.

*Some of the country's top employers offer apprenticeships to help give young people the best start in their career*

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# Travel and Tourism and Leisure

## Active Leisure, Learning and Well-Being Operational Services

**Level 2**  
12-18 MONTHS

### Overview

This apprenticeship is aimed at people who wish to work in operational roles in leisure and recreation facilities ranging from leisure and recreation centres to caravan and holiday parks.

### Course Content

The 1st4sport Level 2 NVQ Certificate in Active Leisure Learning and Well-Being Operational Services (QCF) is a competence-based qualification that provides students age 16 and over with the opportunity to be assessed on both the practical and theoretical aspects of working in a sport and active leisure environment. The qualification is ideal for those new to working in a sport and active leisure facility, or looking to gain qualifications and recognition for work experience.

### Entry Requirements

Please see page 79.

## Travel Services

**Level 2 and Level 3**  
12-18 MONTHS PER LEVEL

### Overview

The global travel and tourism industries require dedicated individuals who are passionate to learn about the world, communicate the value of exciting products and services, and satisfy the exacting demands of holidaymakers and business travellers both in the UK and overseas.

### Course Content

The Level 2 apprenticeship helps develop knowledge of the travel and tourism industries and includes an emphasis on customer service skills.

Level 3 builds and enhances your knowledge and skills and prepares you for roles with a higher level of responsibility.

### Entry Requirements

Please see page 79.

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*There are up to 28,000 apprenticeship vacancies available online at any one time*

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# Conditions of Acceptance

Any offer of a place made to you by the University is on the basis that in accepting such an offer you agree to the following terms and conditions, which form part of the contract between you and the University:

1. The University will do all that it reasonably can to provide educational services as described in the prospectus or in other documents issued by it, to appropriately enrolled students. Sometimes circumstances beyond the control of the University mean that it cannot provide such educational services. Examples of such circumstances include, but are not limited to:
  - (a) industrial action by University staff or third parties
  - (b) the unanticipated departure of key members of University staff
  - (c) power failure
  - (d) acts of terrorism
  - (e) damage to buildings or equipment
  - (f) the acts of any governmental or local authority; or
  - (g) where the numbers recruited to a course are so low that it is not possible to deliver an appropriate quality of education for students enrolled on it

In these circumstances, the University will take all reasonable steps to minimise the resultant disruption to those services and to affected students, by, for example, offering affected students the chance to move to other courses or institution, or by delivering a modified version of the same course, but to the extent that is possible under the general law excludes liability for any loss and/or damage suffered by any applicant or student as a result of those circumstances.
2. The University will use all reasonable endeavours to deliver the course in accordance with the description applied to it in the University's prospectus for the academic year in which you begin the course. However, the University will be entitled to make reasonable changes to the course (including to the content and syllabus of the course where developments in the subject area make that necessary, or the location of the course or the method of delivery of the course) where that will enable the University to deliver a better quality of educational experience to students enrolled on the course. In making any such changes, the University will aim to keep the changes to the minimum necessary to achieve the required quality of experience and will notify and consult with affected students in advance about any changes that are required. If the University changes your course and you are not satisfied with the changes, you will be offered the opportunity to withdraw from the programme and, if required, reasonable support to transfer to another provider.

3. The University does not exclude or limit liability for its negligence or negligent omission which causes you personal injury or results in death. Sporting activities are however undertaken at students' own risk and the University accepts no liability for any personal injuries or death except where that is caused by the negligence of the University's staff. The University does not accept responsibility and expressly excludes liability to the full extent possible under the general law for loss or damage to students' property, for the non-return of work submitted for assessment or for infection of students' equipment caused by computer viruses, and for the consequences of any such damage.
4. If false, incomplete or misleading information is provided by an applicant or student or if the applicant or student's circumstances change prior to enrolment, the Vice-Chancellor and Principal reserves the right to refuse admission and to require the student's withdrawal if, in the Vice-Chancellor's and Principal's view, it is not in the best interests of, or conducive to the maintenance of good order in the University for the applicant and/or student to be a member of the University. Before exercising this right, the Vice-Chancellor and Principal will give the affected applicant/student the opportunity to make representations.
5. You will be required as a condition of enrolment and as a term of the contract between you and the University to abide by, and to submit to, the procedures of the University's rules and regulations, as amended from time to time, which relate, among other things, to conduct and discipline, complaints, use of facilities, including IT facilities, health and safety, administration, assessment and the requirements of academic programmes. These policies, procedures, rules and regulations are available on the University's website. Key provisions of these rules and regulations of which you should be aware include:
  - (a) The University's expectations as regards student attendance, academic due diligence, and academic progress. Failure to meet these expectations may mean that you are not permitted to progress with your course.
  - (b) The University's rules regarding academic misconduct, including plagiarism. Breach of these rules may result in a disciplinary process and the imposition of academic penalties and/or expulsion.
  - (c) The University's rules regarding payments of sums due to the University. If you enrol, attend (any part of) and subsequently withdraw from a course you will be liable to pay tuition fees (as set out in the Offer Information Booklet). If you do not pay money that you owe to the

- University by the due date, the University reserves the right to: (1) withdraw its services and/or your right to use its facilities where it is necessary and proportionate to do so; (2) offset any refunds due to students against any other debts they may have to the University; and (3) withhold certificates or not enrol you should a debt of any sort remain outstanding on your account. In deciding whether to exercise any or all of these rights, the University will consider all the circumstances of your case including your reasons for non-payment.
- (d) The University's Disciplinary Code, which sets out our expectations of student behaviour. Breach of the Code could result in a disciplinary process which might result in expulsion from the University.
  - (e) The Code of Professional Conduct and Fitness to Practise which apply to students on designated courses. These courses are subject to professional requirements as regards fitness to practise. A failure to observe these requirements may call into question a student's fitness to practise and result in a disciplinary process and the imposition of sanctions, including expulsion.
  - (f) The requirement that applicants to those courses covered by the Code of Professional Conduct and Fitness to Practise undergo an enhanced Disclosure Barring Service check (organised by the University) before they can be enrolled on these courses. Depending on the outcome of that check, you may not be eligible to enrol on these courses.

6. Data on students' personal details (including any sensitive data provided by students), academic and administrative history and on relevant financial transactions will be processed in accordance with the terms of the Data Protection Act.
7. If any provision of the contract between you and the University is held to be void or unenforceable in whole or in part by any court or other competent authority, that contract shall continue to be valid as to the other provisions contained in it and/or the remainder of the affected provision.
8. The contract between you and the University shall be governed by and construed in accordance with the laws of England and Wales and the parties agree to submit to the jurisdiction of the courts of England and Wales.
9. The University's contract with its students does not confer third party benefits for the purposes of the Contract (Rights of Third Parties) Act 1999.

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