

ACCESS TO HIGHER EDUCATION

GUIDE 2021-2022

**Business, Accountancy
and Law Pathway**



WELCOME TO ACTIVATE LEARNING

➤ **Discover your fast-track route to university.**

Want to be at university this time next year but don't have the qualifications? Invest in yourself with an Access to Higher Education qualification.

Access to HE courses have been specifically designed for adult learners aged 19 or over who do not currently have the relevant entry requirements or qualifications to go to university. There is no upper age limit, so it doesn't matter if you've been out of education for a period of time or wish to return to education to change career.

Whatever your academic background or current qualifications, with our support, you can:

- Get back into work. Reinvent yourself. Move up the career ladder.
- Gain the equivalent to three A Levels, which means you can achieve the UCAS points you need for university.
- Return to education.
- Develop your confidence and learn new, life-changing skills.

An Access to HE qualification is your stepping-stone to the degree or career you've dreamed of. It's never too late to learn!

We work with the following partners:



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REASONS TO STUDY AN ACCESS TO HE DIPLOMA

- **No upper age limit** – Access to HE diplomas are designed exclusively for adults.
- **Accessible entry requirements** – No specific qualifications are required for our classroom-based courses.
- **Doesn't matter if you've been out of education for a while.**
- **University recognised qualifications** – Access to HE diplomas are widely recognised and accepted by universities.
- **Fast-track route to university** – You can be at university this time next year!
- **Study for FREE** – Access to HE courses are free if you go on to complete your HE course with an Advanced Learner Loan. See p.21 for more information.
- **Tutor and career support** – You will benefit from a range of support including help to complete your UCAS application.



WHY STUDY WITH ACTIVATE LEARNING?

Activate Learning will help you to develop the skills, knowledge, confidence and determination required to succeed. With our expert help, quality teaching, and guidance, you can improve your employment status, income potential and enjoy a brighter future.

Our colleges are at easily accessible locations and contain industry-standard, specialised facilities. Here, we nurture an atmosphere of independence to help you reach your goals – whatever they may be.

STUDENT EXPERIENCE

Learn in an independent environment, make new friends, and manage a more flexible timetable.



GREAT LOCATIONS

Study at town and city centre campuses; close to shops, restaurants, cultural hotspot, amenities and travel links.



SUPPORT

Smaller class sizes mean we give more individual attention and support.



EMPLOYABILITY

Develop the technical skills required for your future career with our industry-standard facilities.



SPECIALIST PROGRAMMES

Choose from a variety of specialist and career focussed programmes.



PROGRESSION

We will help you progress and develop the skills you need to attract employers.



FAQs - YOUR QUESTIONS ANSWERED



WHAT IS AN ACCESS TO HE DIPLOMA?

Access to HE qualifications are equal to three A Levels, giving you the UCAS points you need to apply for university-level study. They have been specifically designed for adult learners aged 19 or over who do not currently have the relevant entry requirements.

WHO ARE ACCESS TO HE COURSES FOR?

If you want to go to university but have always thought you didn't have the qualifications you need, an Access to HE course is for you! Designed specifically for adult learners aged 19 or over, an Access to HE course will help you gain a place on a degree level course in just one year.

The course is designed in a way that recognises the pressures on mature learners, including work, family and childcare commitments. Our full-time courses include three full days on campus and our part-time courses include two evenings a week on campus. You will need to make additional time available outside of classes for research and assignment work, but you will receive support to schedule this. We also offer Access to HE Online courses which offers a convenient way to study remotely and at your own pace, find out more at www.activatelearning.ac.uk/access-he.

IS AN ACCESS TO HE COURSE RIGHT FOR ME?

Have you been out of education a while? Are you looking for a career change? Do you want to reinvent yourself? Or are you looking to get back into work and move up the career ladder? If any of these apply to you, an Access to HE course may be for you.

You will need to be dedicated and hardworking as the course is intensive, but it gives you the rewarding opportunity to reach your goals. You will of course have access to resources and support along the way to help you through your studies. It's never too late to learn!



ACCESS TO HE ONLINE >>

Activate Learning also continues to offer a growing number of Access to HE online courses throughout the year across a range of key subject areas including Allied Health Professions and Midwifery. To view the full list and find out more visit

www.activatelearning.ac.uk/study/what-to-study/access-to-he-online

DO I ALREADY NEED ACADEMIC QUALIFICATIONS?

No specific qualifications are required for our classroom-based Access to HE courses*, however a GCSE English or maths at grade 4 (C or equivalent) would be beneficial. Applicants are advised to contact their university of choice to confirm the Level 2 maths and English criteria.

You will have a numeracy and literacy assessment to check your suitability to study at Level 3, and may have the opportunity to retake either a maths or English GCSE alongside this course.

Don't worry, most students are successful in the assessment process and we have resources available to help you prepare.

If you don't meet the entry requirements don't worry, we have a range of one-year Pre-Access courses available to help you get started.

Please note that entry requirements differ for our Access to HE Online courses, find out more at www.activatelearning.ac.uk/access-he.

*If you wish to study a medicine degree, applicants are advised to contact their university of choice to confirm the entry requirements.

WHAT IS A PRE-ACCESS COURSE?

If you don't meet the entry criteria for our Access to HE courses or don't feel comfortable starting an Access course, our Pre-Access courses will help you get back into education and build your confidence levels. [View the courses here.](#)

HOW WILL I BE ASSESSED?

You will be assessed through written assignments, projects, presentations and examinations to help prepare you for university.



READING COLLEGE

Reading College is based near the town centre on Kings Road.

Kings Road campus, Reading

The campus is a 15-minute walk from the town centre with fantastic local transport links, so you will be able to experience everything Reading has to offer.

On campus, we offer the best possible facilities in a vibrant and welcoming environment. Whatever your area of study, we offer the specialist facilities you'll need to get the most out of your education and future, including creative art workshops, recording studios, performance spaces, a TV studio, theatre, garage, construction centre and fully-fitted training kitchens.

Your learning is guided by expert tutors in dedicated and well-equipped workshops and learning zones, kitted-out with the latest technology including Apple TVs, Macs, PCs, iPads, laptops, and Virtual Reality headsets.

In between lessons, you can grab a drink or a bite to eat from one of several cafés and shops on campus, have lunch with your friends in the canteen or just hang out in the chill-out areas with comfy sofas.

If you can't skip leg day or need to work on your general fitness, there's a modern, well-equipped gym. You can also unwind and get pampered with a variety of hair and beauty treatments at The Salon.

Reading College has a dedicated radio station called Blast 1386. With a combination of industry-standard equipment, professional management and 24/7 broadcasting, it allows students to experience running (and working in) a full-time, live-radio environment.



Visit us at an Open Event, find out more at www.activatelearning.ac.uk/events



CITY OF OXFORD COLLEGE

City of Oxford College is based in Oxford city centre, with our specialist Technology campus located in Blackbird Leys.

City-centre campus, Oxford

Our city-centre campus is just a five-minute walk from the train station and served well by buses and dedicated cycle routes, so however you choose to get here, it'll be safe and convenient.

Despite being in the centre of Oxford, the college's riverside location is a peaceful environment to study in, with all the facilities you could need. You can focus on your studies in our well-stocked library, or get hair and beauty treatments at our salons for a reduced price. If you've skipped a meal in the rush to get here, you can grab something at our café or Waterside Restaurant. There's plenty of outdoor seating areas for enjoying the good weather, hopefully!

The campus is right next door to the Westgate shopping centre too! You'll have plenty of opportunities in your free time to head out and grab a snack or drink from one of the many cafés, or go shopping at the supermarket or many high-street stores.

Rycotewood Furniture Centre

We are proud to be home to specialist learning facilities, such as the renowned Rycotewood Furniture Centre, which furniture manufacturers visit every year. With live design briefs from the likes of Ercol, William Hands, and the American Hardwood Export Council, our students benefit from qualified feedback from industry professionals.

Technology campus, Blackbird Leys

In 2016, £8m was invested in the transformation of our Technology campus in Blackbird Leys. If you're interested in learning with the best equipment from experienced industry professionals, this is the best place for you. This high-specification facility supports training in a wide range of technological industries, including construction, engineering, IT, computing and motor vehicle. You'll be learning the practical expertise, skills and knowledge you'll need to go far in a range of exciting and fast-paced technological industries.

Visit us at an Open Event, find out more at www.activatelearning.ac.uk/events



GUILDFORD COLLEGE

Our campus is a short walk from the restaurants and shops of Guildford town centre and next to the wide-open spaces of Stoke Park.

Stoke Road campus, Guildford

At Guildford College, students are at the heart of everything we do. We have over 100 courses available, with qualifications ranging from foundation level to degree level. Whatever you are interested in studying, we can give you the knowledge you'll need on the next steps towards university or a career, and the practical experience to make any transition a smooth and successful one.

Our professional, dedicated and industry-experienced teaching staff make learning fun and engaging and give you the responsibility and independence you need to take charge of your own future. And, to help you with the transition, we have a comprehensive student support team that can assist with applications, securing funding, careers guidance and personal tutoring, to name just a few services!

We have some exceptional resources that replicate real-world working environments including virtual reality spaces, hairdressing and beauty salons, a TV studio, an air cabin crew training room in the form of a simulated aircraft, engineering workshops, photography studios and darkrooms, an editing suite with Apple Macs, dance studios with sprung floor, ballet barres and mirrored walls...the list goes on!

On a typical day here, in between lessons, there's space for quiet study in our Learning Resource Centre or hanging out with friends in the many spaces and communal areas. Missed breakfast or need a snack in between classes? You can grab a bite to eat or something to drink in our café or canteen. You could also enjoy a treatment or two in our vibrant hairdressing salons and tranquil beauty therapy rooms.



Visit us at an Open Event, find out more at www.activatelearning.ac.uk/events



BRACKNELL AND WOKINGHAM COLLEGE

Bracknell and Wokingham College is located in the heart of Bracknell on Church Road, just a two-minute walk from The Lexicon shopping centre. There are also campuses in Woodley and Earley.

Church Road campus, Bracknell

Bracknell and Wokingham College is located in the heart of Bracknell with train and bus stations a short, 10-minute walk away. There are also various bus stops close to the campus itself and plenty of safe, on-site bicycle parking, so however you choose to get here, it'll be safe and convenient.

Whatever your area of interest, you'll be able to study it here, with some of the best equipment and teachers available. We have many industry-standard facilities, including motor vehicle and construction workshops, science labs, modern salons and beauty treatment rooms, photography and art studios, IT suites including CAD workstations

and a Sport England-grade sports facility. Our professional, dedicated and industry-experienced teaching staff make learning fun and engaging and give you the responsibility and independence you need to take charge of your own future.

On a typical day here, in between lessons, there's space for quiet study in our Learning Resource Centre or hanging out with friends in the many spaces and communal areas. Missed breakfast or need a snack in between classes? You can grab a bite to eat or something to drink in our café or canteen. You can also visit our Harmony Salon for a variety of hair and beauty treatments.



Visit us at an Open Event, find out more at www.activatelearning.ac.uk/events



BANBURY AND BICESTER COLLEGE

Banbury and Bicester College has a campus near Banbury's town centre.

Broughton Road campus, Banbury

If you're into fashion, design, IT, performing arts or media, we have the kind of leading-edge workspaces you'll need to flex your creative talents. There is a photography studio, television and radio studios, and fully-equipped Mac suites for graphic design. When your masterpiece is ready, there's an inspiring central atrium space for exhibitions and a cinema room for showcasing work.

There are lots of communal spaces inside and out (when the weather's nice!) for studying or hanging out with friends. There's a comprehensive library and IT facilities for quiet study, as well as cafés and restaurants to grab a bite to eat in between classes, or have a sit-down meal with friends.

Visit us at an Open Event, find out more at www.activatelearning.ac.uk/events



MERRIST WOOD COLLEGE

Just a short bus ride from Guildford town centre in Worplesdon, Merrist Wood College is a 400-acre, multi-award-winning college that specialises in the land-based industries.

If you're looking to enter a career in a land-based industry, there is no better place than our college. We are widely recognised by industry specialists for our training excellence and many successes at RHS Chelsea and Hampton Court Flower Shows. Work from the estate has been seen across the world!

The indoor riding arena is one of the largest of any college in the country and we are home to a large, diverse range of animals in our Animal Management Centre. Other facilities include specially designed studios and workshops for floristry, garden design, horticulture and landscaping and access to an adjoining 18-hole golf course.

To help with the transition to college, we also have a comprehensive student support team that can assist with applications, securing funding, careers guidance, and personal tutoring, and much more!

Specialist resources for practical outdoor courses

On the 400-acre estate with woodlands, wetlands, livestock, gardens and grasslands, there are outstanding facilities for floristry, horticulture, landscaping and garden design. These include a campus nursery, workshops and design studios.

We also have football and rugby pitches, one of the largest indoor riding arenas of any college in the country and one of the top centres in the south east as well as two full accredited cross-country courses and stabling for over 40 horses!

Our Animal Management Centre has specialist areas for large, small and exotic animals. These include snakes, spiders, sheep, cows, ferrets, rabbits, birds of prey and many more!

Woodlands and Cobbett are our halls of residence, on site at Merrist Wood College. There are 100 single study bedrooms with shared showers, toilets and sitting room facilities.



Visit us at an Open Event, find out more at www.activatelearning.ac.uk/events



Leading on to degrees in business, finance, law, marketing and human resources, this pathway will allow you to expand your knowledge in key disciplines.

Access to HE: Accounting and Finance Level 3 Diploma

Campus: Reading

Awarding Partner: Ascentis

The Access to HE: Accounting and Finance Diploma gives learners the opportunity to progress into careers including accountancy, consultancy and banking, to name just a few.

What you'll learn:

You will study modules covering Introduction to Law Making, The English Legal System, Introduction to Accounting, Budgets and Budgeting, Analysing Accounting Statements, Introduction to Business Studies, Business and Organisation Structures and a Research Project.

Progression opportunities:

The Access to HE: Accounting and Finance Diploma gives students the opportunity to progress onto degrees in accounting, finance, business, business management and investment management. Career pathways could include chartered accountant, auditor, stockbroker, consultant, banker and tax adviser.

Access to HE: Business Professions Level 3 Diploma

Campus: Reading, Oxford and Guildford

Awarding Partner: Ascentis

This is the fast-track route to the business profession you have always wanted! Get the skills and qualifications you need to get onto a business-related course at university next year and start on your way to a career in business or management.

What you'll learn:

You will study modules covering Introduction to Law Making, The English Legal System, Introduction to Accounting, Costing, Budgets and Budgeting, Analysing Accounting Statements, Introduction to Business Studies, Business and Organisation Structures and a Research Project.*

Progression opportunities:

The Access to HE: Business Professions Diploma gives students the opportunity to progress onto degrees in business studies, business analysis, business management, marketing, economics, business administration and entrepreneurship. Career pathways could include business adviser, business analyst, business development manager, consultant, HR and marketing roles.

Access to HE: Legal Professions Level 3 Diploma

Campus: Reading

Awarding Partner: Ascentis

Are you interested in a rewarding and challenging career in law, but worry that a lack of time and qualifications could prevent you taking that next step? If so, the Access to HE: Legal Professions Diploma is for you.

What you'll learn:

You will study modules covering Introduction to Sociology, Culture and Identity, Families and Households, Personal Relationships, Mass Media, Crime, Sociological Theories, Introduction to Law Making, The English Legal System, Introduction to UK Politics and a Research Project.

Progression opportunities:

The Access to HE: Legal Professions Diploma gives students the opportunity to progress onto degrees in law, criminology, politics, international relations, criminal justice and legal studies. Career pathways could include barrister, chartered legal executive, lawyer, paralegal, solicitor, social worker, community officer, criminal justice service worker and police officer.

*Modules offered may vary by campus.

HOW TO APPLY

See p.23 for details



MONEY MATTERS

FUNDING YOUR FUTURE

19+ ADVANCED LEARNER LOAN

If you are studying on a full-time Level 3 or 4 programme or apprenticeship, you are eligible to apply for a loan to help you pay your tuition fees. These loans are not means-tested or subject to credit checks, and you start repaying the loan when you earn over £25,725 per year.

If you take out a higher education student loan to complete an Access to Higher Education programme, you do not have to pay that loan back if you go on to complete a degree at university.

For more information, eligibility criteria and how to apply, [visit our website](#).

STUDENT BURSARIES

Help is available for anyone who is finding it hard to meet the costs of coming to college (travel, course kit, trips etc.). For more information on bursaries, eligibility criteria and how to apply, [visit our website](#).

SUPPORT TO SUCCEED

At Activate Learning, your happiness and success is our priority. We offer the following dedicated services to ensure your time while studying with us is positive and fulfilling, both academically and personally.

LEARNING SUPPORT

We offer flexible support for students with disabilities or special educational needs studying programmes at Activate Learning. To discuss your additional support needs, please email gss@activatelearning.ac.uk

VIRTUAL LEARNING SUPPORT

We have a comprehensive Virtual Learning Environment (VLE) to support online and blended learning.

COUNSELLING

Study, relationships, money worries... sometimes problems can seem hard to deal with. We offer free, confidential counselling for all students who need it.

DEDICATED STUDY SUPPORT

We have our very own open access study support network.

TUTORIALS

Tutorials are an integral part of all higher education courses at Activate Learning and you are encouraged to make full use of this particular learning opportunity.

SAFEGUARDING

It is everybody's responsibility to keep our campuses safe. When on campus, we ask that you wear your lanyard at all times to identify yourself and to access buildings.

We have a team of safeguarding specialists if you are worried about your own or somebody else's health, safety or wellbeing, on or off campus.

FAITH ROOMS

Faith rooms are available for you to use on all campuses for prayer and quiet reflection.

CAREERS ADVICE

Our dedicated careers advisors are available for one-to-one support regarding your progression and education, employment or training. These qualified advisors are on hand to answer all your questions. They can help you to identify your skills, look at your career options, and develop your CV and interview skills. Book a careers consultation today by calling **0800 612 6008** or emailing activatecareersteam@activatelearning.ac.uk.



HOW TO APPLY

STEP 1 You've made a decision to advance your learning or plan to return to education to progress a career, or make a change. If you're still not sure then we can support and advise you.

View our courses at
www.activatelearning.ac.uk/access-he

STEP 2 We suggest you attend one of our on campus or virtual open events to speak to tutors and students, get a feel for the college environment and discuss your options with us. Register for an open event on our website today.

STEP 5 Your application will be reviewed and an offer will be made if you meet the requirements on the programme you have chosen.

STEP 6 Start to apply for funding. For more information on student financial support, see p.21.

STEP 3 Simply register for our online service, verify your account, login to our website and click Apply Now on your chosen programme's page to complete your application.

STEP 7 When you have secured your place, you will be invited to enrol. You will meet tutors and new friends and begin your course of study. We will continue to support you to gain the qualification you need and to get the most out of your learning experience.

In light of Covid-19 we will continually review our plans for delivery based on the safety of our students, staff and the guidance from the government available at the time. Please refer to our website for the latest information across our college locations.



Whilst every effort has been made to ensure the information is correct at time of printing, our course programmes and delivery methods may be subject to change. Please check the website for the latest information.

www.activatelearning.ac.uk/access-he



OUR LOCATIONS

Six colleges conveniently located with a range of transport links.

BANBURY AND BICESTER COLLEGE

Broughton Road
Banbury
Oxfordshire
OX16 9QA

BRACKNELL AND WOKINGHAM COLLEGE

Church Road
Bracknell
Berkshire
RG12 1DJ

CITY OF OXFORD COLLEGE

Oxford City Centre Campus
Oxpens Road
OX1 1SA

Blackbird Leys Technology Campus
Cuddesdon Way
Oxford
OX4 6HN

MERRIST WOOD COLLEGE

Holly Lane
Worplesdon
Guildford
Surrey
GU3 3PE

GUILDFORD COLLEGE

Stoke Road
Guildford
Surrey
GU1 1EZ

READING COLLEGE

Kings Road
Reading
Berkshire
RG1 4HJ

READY TO APPLY?

www.activatelearning.ac.uk/access-he





0800 612 6008

enquiries@activatelearning.ac.uk

www.activatelearning.ac.uk

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