

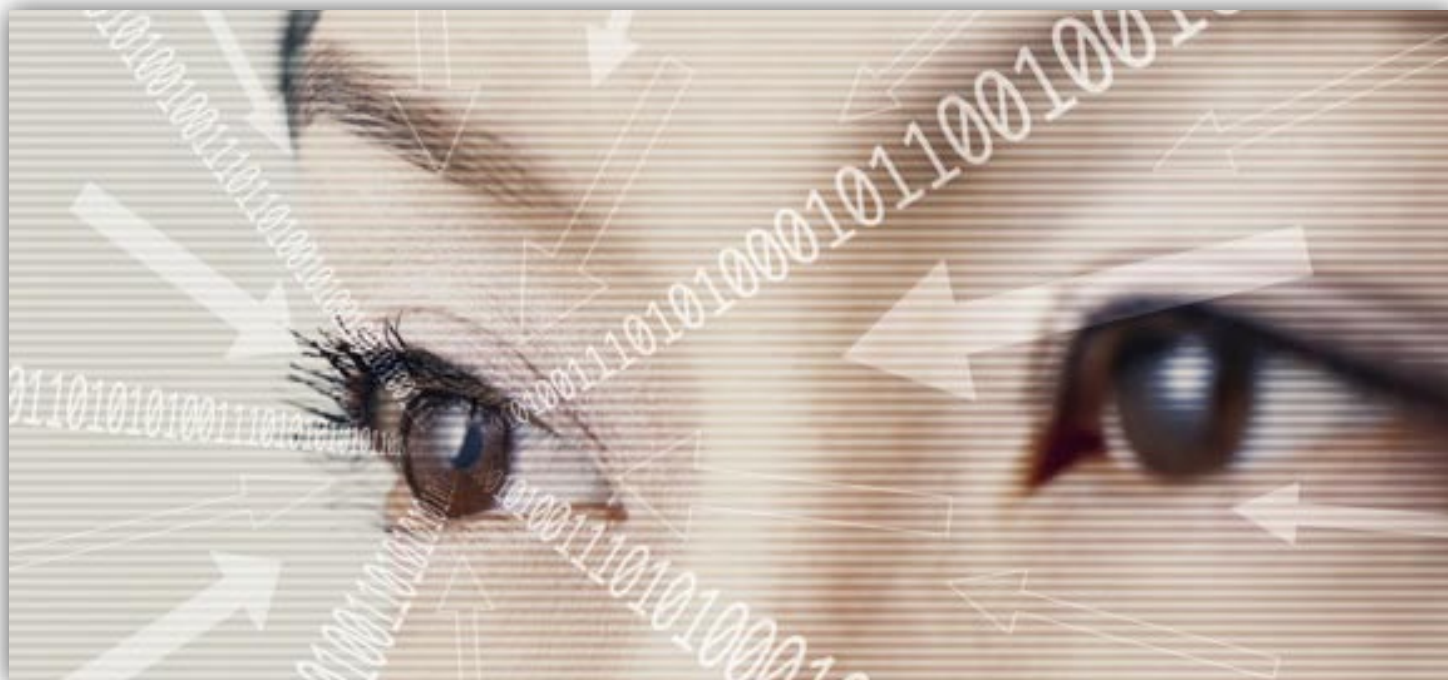


# Gibraltar College

INCREASE **YOUR** OPTIONS

## Professional & Continuing Education Prospectus 2015 - 16

Gibraltar College  
South Bastion  
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Gibraltar  
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[enquiries@gibc.edu.gi](mailto:enquiries@gibc.edu.gi)



## Contents

	<b>Page</b>
<b>Welcome</b>	2
<b>Introduction</b>	3
<b>Regulations &amp; General Information</b>	5
<b>Course List</b>	8
<b>GCSEs &amp; O Level:</b>	
➤ Art & Design	9
➤ Business	10
➤ English	11
➤ French	12
➤ German	13
➤ Italian	14
➤ Mathematics	15
➤ Spanish	16
<b>A Levels:</b>	
➤ Business Studies	17
➤ Italian	18
➤ Mathematics	19
➤ Spanish	20
<b>Continuing Education:</b>	
➤ Arabic Beginners	21
➤ Arabic Intermediate	22
➤ Art	23
➤ ASCEND	24
➤ ESOL	25
➤ German Beginners	26
➤ ICT Functional	27
➤ Spanish Beginners	28
➤ Spanish Intermediate	29
<b>Leisure Courses:</b>	
➤ Cookery	30
➤ Digital Photography	31
➤ Glass & Craft	32
➤ Sewing	33
➤ Woodwork	34
<b>Professional Courses:</b>	
➤ CACHE Support Work in Schools	35
➤ CPCAB Counselling	36
➤ CILEX	37
➤ CMI First Line Management	38
➤ CMI Leadership & Management	39

## Welcome

*Welcome to our prospectus for students and employers.*

In this prospectus we aim to provide you with information about our courses and show you what you can achieve with the qualification you choose. Whether you are looking to develop a new hobby, improve your skills or move to the next level in your career, Gibraltar College has a course that's right for you.

At Gibraltar College we provide a challenging student experience with lots of ways to get involved outside your study; great staff with relevant academic and industrial experience who care about your success; and a wide range of qualifications. The wide variety of courses on offer is scheduled in order to accommodate busy lives, with part-time and evening options available.

I hope very much that you will choose to study your professional course or any other

programme at Gibraltar College and we look forward to welcoming you.



Daniel Benrimoj  
*Professional Courses and Continuing  
Education Coordinator*

# Gibraltar College

## Continuing Education Programme

### September 2015 – June 2016

#### Introduction

THE COURSES LISTED IN THIS PROSPECTUS ARE OFFERED ON THE BASIS THAT SUFFICIENT STUDENTS WILL BE RECRUITED TO EACH CLASS TO MAKE THE COURSE VIABLE. THE COLLEGE RESERVES THE RIGHT TO CANCEL ANY COURSE, WHICH DOES NOT MEET THE MINIMUM CLASS SIZE REQUIREMENT.

THIS PROSPECTUS CONTAINS INFORMATION ON THE COURSES OFFERED, THE DAYS THEY ARE TAUGHT, (*Please note that these are subject to change*), AND THE REGULATIONS WHICH GOVERN THE TEACHING OF THE COURSES. PLEASE STUDY THE INFORMATION CAREFULLY BEFORE APPLYING. FEES PAID CANNOT ORDINARILY BE REFUNDED.

#### Enrolment Dates

Enrolment is on a first-come basis. The College does not interview students applying for Continuing Education courses. Prospective students should ensure that the course applied for meets their needs and expectations. College staff may be able to offer advice if requested. Fees must be paid at the College Reception at the time of enrolment. Payment may be made in sterling, by cheque made out to: "Government General Account" or by debit card. Please note that College staff work Summer Hours (09:00 to 12:45) until 11<sup>th</sup> September 2015 and 09:00 to 15:00 thereafter. Acceptance onto a course is usually automatic.

#### ENROLMENT DATES

##### AUTUMN

03/09/15 – 16/09/15

##### SPRING

08/01/16 – 14/01/16

##### SUMMER

05/04/16 – 13/04/16

Dates may be subject to change

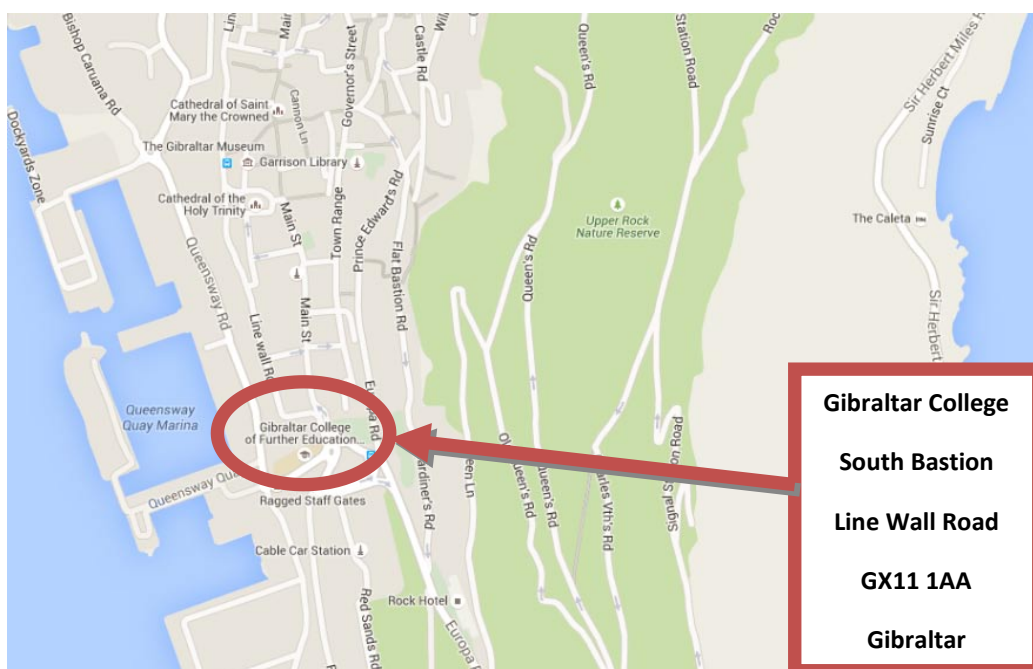


## Term Dates

IT, Leisure and Language classes (Beginners/Intermediate) usually run for 10 weeks and are repeated in the Spring and Summer terms, depending on demand. Examination classes and Professional Courses (CACHE, CILEx, CMI and CPCAB) have different term dates. Examination classes normally prepare students for examinations in late May and June 2016, depending on start date and course. Each examination board and Professional Body sets its own examination dates, which will be communicated to students directly by the Professional Body. Entry dates for examination boards are advertised in the local media. The term dates are given in the calendar below.

<u>TERM DATES</u>	
<b>AUTUMN</b>	<b>MID TERM</b>
01/09/15 – 11/09/15	02/11/15 – 06/11/15
<b>SPRING</b>	<b>EASTER</b>
07/01/16 – 14/01/16	24/03/16 – 01/04/16
<b>SUMMER</b>	<b>HOLIDAYS</b>
04/04/16 – 13/04/16	29/04/2016 – Worker's Memorial
	02/05/16 – May Day
	30/05/16 – Spring Bank Holiday
	13/06/16 – Queen's Birthday

## Where are we?



## REGULATIONS AND GENERAL INFORMATION

### 1 Admissions

- a) Courses listed in this prospectus are open to all persons, without restriction. However, prospective students in full-time education **MUST** produce a letter of authorisation signed by the Headteacher/Principal of the relevant school/college at the time of enrolment. No enrolment will take place until this condition is satisfied. Course fees are payable.
- b) Numbers on courses are limited depending on subject and available resources. Enrolment will be on a “first come” basis.
- c) Late admissions to Examination and Professional Courses will not normally be possible after mid-term (end of October) even if class numbers allow. Persons admitted late must try their best to “catch up” but cannot expect lecturers to repeat lessons/lectures. They will be issued with any relevant printed notes and handouts where possible.

### 2 Enrolment

- a) Enrolment dates are provided in page 3 of this prospectus and are also announced in the local media, college website and social media (Facebook). Prospective students must enrol at the College reception between **09:00 – 13:00 during the Autumn Term** and between **09:00 – 15:00 during both Spring and Summer terms**. Telephone, fax or e-mail enrolments are not entertained, nor are the reservation of places on courses.
- b) Except for sponsored school/college students, course fees must be paid at the time of enrolment.
- c) The College will issue an official receipt on completion of enrolment. The receipt will be required by lecturers on first registration in class and should be kept safe until the end of the course. Students may be asked to produce their receipt at any time during the duration of their course.

### 3 Fees

- a) Course fees payable are as shown on this prospectus, in the **COURSE FEE** column. The fees are inclusive of materials and technical help unless otherwise stated but **exclude textbooks and examination fees**.
- b) Examination entry fees and Membership Fees (these last applicable to Professional Courses) are **not included** in course fees and must be paid for separately. Membership Fees are ordinarily payable direct to the Professional Body at the time of first registration with that body. Please note that most Professional Bodies require the payment of membership fees before students are allowed to enter their assessments.
- c) Fees will only be refunded if the course the student has enrolled on is cancelled. Fees are not otherwise refundable.
- d) Places on a course are not transferable.

## 4 Attendance and behaviour

The course lecturer(s) will keep a register of all attendances. Students should ensure that they have been entered correctly.

- a) The College Principal reserves the right to exclude any student from attendance, without refund of fees, for irregular attendance, misconduct or for any behaviour which, in the opinion of the Principal, interferes with the smooth running of the course or the learning process of fellow students.
- b) Students are advised that **smoking is prohibited** within the college premises including the outside patio. Food and drink are not allowed in classrooms. Please note too that none of the teaching venues has catering facilities.
- c) Parking is not allowed within the college premises.

## 5 Formation and continuation of classes

- a) The Principal reserves the right to discontinue any class, or to change the time, date and venue in which the class meets and to merge or subdivide a class as circumstances may dictate.
- b) Class times may be changed by unanimous agreement of the students and the lecturer, if timetabling allows for such a change. All changes must be approved by the Continuing Education and Professional Courses Coordinator.

## 6 College Holidays and Postponement of Classes

- a) Classes do not take place during College Holidays. Lecturers and students must agree an alternative date and inform the Continuing Education and Professional Courses Coordinator in advance so that timetable adjustments can be made.
- b) Classes postponed due to the absence of the Lecturer will be re-scheduled to a date and time convenient to the Lecturer and students. The change must be approved by the Continuing Education and Professional Courses Coordinator and should be communicated to him in sufficient time to allow for timetable changes.

## 7 Registration for Examinations and Examinations Procedures

- a) It is the responsibility of students to register and enter themselves for examinations. The dates for registrations for public Examining Boards (OCR, AQA, etc.) are advertised in the local press, radio and television. Professional Bodies communicate directly with students.
- b) Lecturers will inform students of the syllabus being followed, the name of the Examining Board, the syllabus code and the component codes the student should register for. These details will be required when registering for examinations. It is the students' responsibility to have these details to hand when entering themselves for an examination.
- c) Examination dates are set by the Examining Boards and cannot be changed except with the express approval of the Board concerned. Special arrangements can be made for students suffering from disabilities at the discretion of the Boards. Please note that

Examining Boards usually require medical and/or other certificates before granting such requests. Requests for special arrangements should initially be made to the College Administration Manager/Examinations Officer, at the time of registration for the examination.

d) Students registering for examinations at two different Centres and/or with different Boards should note that clashes resulting from double entry are often very difficult to resolve. Boards do not usually consider such clashes as sufficient grounds for special arrangements. Where such special arrangements are granted but incur additional costs, the student will be expected to pay the extra costs concerned before the arrangements can be proceeded with.

e) It is the students' responsibility to check the examinations timetable to ensure that clashes do not occur. Examination timetables are available at all Centres entering students.

f) Students who have registered for examinations are issued a Statement of Entry by the Examination Board concerned. They should ensure the personal details on the statement of Entry are correct and bring inaccuracies to the attention of the Examinations Officer immediately.

g) The Statement of Entry will be required by the Invigilator at the time of the examinations and should therefore be kept safely.

PLEASE NOTE that course fees do not include examination or invigilation fees except where stated.

h) Students taking Professional Courses are usually advised of examination dates and procedures for registering for the examinations by the relevant Professional Body. Entry fees are usually paid directly by the student to the Professional Body.

i) Some courses require other formal assessments to be made during the year. The dates and arrangements for these assessments will be communicated by the course lecturer(s) at least a week in advance.

## **8 MATERIALS AND TEXTBOOKS**

a) Textbooks: The College does not supply textbooks, nor are these included in the course fees. Lecturers may recommend a particular textbook and other reading material.

b) Materials: Course notes, when available, are issued free of charge to students. Paints and art paper are issued free of charge to students.

c) Students attending Sewing, Glass and Woodwork classes (when offered) may be asked to supply the materials required and will, of course, be able to take these home at the end of the class.

## 2015 - 2016 COURSE LIST

SUBJECT	LEVEL	WEEKS	DAY	Time	TUTOR	FEE
Arabic	Beginners	10	Thur	6pm – 8pm	Mrs N Pereira	£90
Arabic	Beginners 2	10	Wed	6pm – 8pm	Mrs N Pereira	£90
Art & Design: Fine Art	GCSE	30	Thur	6pm – 8pm	Mr F Gomez	£270
Art & Design: Fine Art	Leisure	10	Mon	6pm – 8pm	Mr F Gomez	£90
ASCEND	Personal and Professional Development	30	Mon	6pm – 8pm	Ms A Behan	£180
Business Studies	GCSE	32	Mon	6pm – 8pm	Ms S Hollins	£190
Business Studies	AS Level	32	Wed	6pm – 8pm	Ms S Hollins	£320
CACHE Support Work in Schools	Level 2 GCSE (Grades A* - C)	32	TBC	6pm – 8pm	Ms E Cant	TBC
CILEx Diploma in Law and Practice	Level 3	30*	Tue & Thur	6pm – 8pm	Mrs N Kassam	£575
CMI Diploma First Line Management	Level 3	45	Tue	6pm – 8pm	CMI Team	TBC
CMI Extended Diploma Leadership and Management	Level 5	48	Wed	6pm – 8pm	CMI Team	TBC
Cookery	Leisure	10	Thur	6pm – 8pm	Mrs C Pons	£90
CPCAB Counselling	Level 2 GCSE (Grades A* - C)	32	TBC	6pm – 8pm	Mr M Montovio	TBC
Digital Photography & Photoshop	Leisure	10	Tue	6pm – 8pm	Mr R Pereira	£90
English	ESOL (English of Speakers of Other Languages)	32	Tue & Wed	6pm – 8pm	ESOL Team	£350
English	GCE (O Level)	30	Thur	6pm – 8pm	Mr S Bonavia	£190
French	GCSE	32	Mon	6pm – 8pm	TBC	£190
German	Beginners	10	Thur	6pm – 8pm	Mr T Toughill	£90
German	GCSE	32	Tue	6pm – 8pm	Mr T Toughill	£190
Glass & Craft	Leisure	10	Mon	6pm – 8pm	Mr G Pratts	£120
ICT Functional Skills	Level 2 (GCSE Equivalent)	30	Wed	6pm – 8pm	Mr D Celecia	£180
Italian	AS/A2 (A Level)*	32	Tue	6pm – 8pm	Ms S Hollins	£320
Italian	GCSE	32	Wed	6pm – 8pm	Mrs P Poggio	£190
Mathematics	AS Level	32	Thur	6pm – 8pm	Mr R Pereira	£320
Mathematics	GCSE	32	Wed	6pm – 8pm	Mr R Pereira	£190
Sewing	Leisure	10	Tue	6pm – 8pm	Mrs C Buttigieg	£90
Spanish	AS/A2 (A Level)*	30	Mon	6pm – 8pm	TBC	£320
Spanish	Beginners	10	Thu	6pm – 8pm	Mr D Benrimoj	£90
Spanish	GCSE	32	Tue	6pm – 8pm	Mr A Ramagge	£190
Spanish	Intermediate	10	Tue	6pm – 8pm	Mr D Benrimoj	£90
Woodwork	Leisure	10	Wed	6pm – 8pm	Mr F Frendo	£90

\*PLEASE NOTE BOTH AS AND A2 LEARNING OBJECTIVES AND ASSESSMENT CARRIED OUT OVER ONE ACADEMIC YEAR – SEE COURSE OUTLINE FOR FURTHER DETAIL

\*\*TBC – To Be Confirmed



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# GCSE Art and Design: Fine Art:

## Course Duration: 30 Weeks

### Course Fee: £270

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Lecturer: Mr F Gomez  
E-Mail: [fgomez@gibc.edu.gi]  
Location: [J M Hall Annexe]  
Session Hours: [18:00 - 20:00]

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### Overview

This Edexcel course in Art and Design is designed to be a general course, encompassing art, craft and design and the enable students to explore a range of 2 and 3 dimensional approaches to their studies.

### Aims and Learning Outcomes

The aim of this qualification is to allow students to develop:

- An awareness through practical experience, of historical and contemporary practice and research techniques linked to the students' own personal work.
- An understanding as to how visual meaning is created and communicated through creative experimentation with media and materials.
- Ways of working that emphasise practical independence, self-directed learning and how to improve practice over time.
- An experience of a wide range of techniques and associated equipment and technology used for both general and specialist work.
- An ability to study and implement the work of both past and contemporary artists in the development stages of their selected focus.

### Course Structure

This course is equivalent to one GCSE grade and has one-year duration. The programme consists of two compulsory coursework-based units:

- Unit 1 is a coursework-based assignment, internally set and assessed but externally moderated by Edexcel.
- Unit 2 is an externally set coursework-based assignment, internally assessed but externally moderated by Edexcel.

### Who is this course for?

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If you enjoy being creative and imaginative, have an interest in art and design, and want to develop your visual skills, this is the right course for you.

### What do I need to bring?

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If you are a new student and have no material please wait for your tutor's advice on what to buy.

### Entry Requirements

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Although there are no entry requirements for this course, Ideally, you will have some experience of using art materials and processes, together with some knowledge of art and design history. Most importantly, you should have a commitment to the subject, be motivated to develop your visual skills, and be prepared to express your creative ideas.

### Examination Fees

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Students will need to register and pay the examination fee as a private candidate to sit exam in May/June sitting. Your tutor will inform you on price and specific dates to register

### Important Points

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- Gibraltar College reserves the right to make changes to this course without prior notice.
- All courses are accurate at the time of upload or print.
- Courses can only run if there are sufficient numbers.

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# GCSE Business:

## Course Duration: 32 Weeks

### Course Fee: £190

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Lecturer: Ms. S Hollins  
E-Mail: [sarahollins123@hotmail.com]  
Location:[Main Building]  
Session Hours: [18:00 - 20:00]

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### Overview

The OCR GCSE in Applied Business provides a vocationally related qualification designed to give a broad education as a foundation both for training leading to employment and further and higher education. It provides the opportunity to develop and apply knowledge and skills to contemporary issues in a range of local, national and global contexts.

### Aims and Learning Outcomes

The specifications must enable the candidate to:

- Engage actively in the study of business and economics in order to develop as effective and independent candidates and as critical and reflective thinkers with enquiring minds.
- Use an enquiring, critical approach to distinguish facts and opinions, to build arguments and make informed judgements.
- Develop and apply their knowledge, understanding and skills to contemporary issues in a range of local, national and global contexts.
- Appreciate the range of perspectives of different stakeholders in relation to business and economic activities.
- Consider the extent to which business and economic activity can be ethical and sustainable.

### Course Structure

To achieve the GCSE Applied Business, students must complete the following two units.

- Unit 1- *Business in Action* is an externally assessed assessment and externally moderated by OCR. .
- Unit 2 – *Making Your Mark in Business* is an internally set controlled assessment.

### Who is this course for?

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The course is aimed at those who want an introduction to business studies in order to either progress to further study at A Level or simply to supplement a varied portfolio of GCSE subjects.

### What do I need to bring?

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Notebooks, pens and a folder. You may also be required to purchase some texts. Your tutor will advise.

### Entry Requirements

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There is no experience or previous qualifications required for enrolment on this course but a good command of written and spoken English recommended.

### Examination Fees

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Students will need to register and pay the examination fee as a private candidate to sit exam in May/June sitting. Your tutor will inform you on price and specific dates to register

### Important Points

---

- Gibraltar College reserves the right to make changes to this course without prior notice.
- All courses are accurate at the time of upload or print.
- Courses can only run if there are sufficient numbers.

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# GCE English Language:

## Course Duration: 30 Weeks

### Course Fee: £190

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Lecturer: Mr S Bonavia  
E-Mail:[stewart\_bonavia@hotmail.com]  
Location: [Main Building]  
Session Hours: [18:00 - 20:00]

---

### Overview

The Cambridge O Level, part of the Cambridge Secondary 2 Stage, is an internationally recognised qualification equivalent to the UK General Certificate of Secondary Education (GCSE). Cambridge O Level provides learners with excellent preparation for academic progression to Cambridge Advanced, including Cambridge A/AS Levels if desired.

The Cambridge O Level curriculum places emphasis on broad and balanced study across a wide range of subjects. The curriculum develops learners' skills in creative thinking, enquiry and problem solving and is structured so that learners attain both practical skills and theoretical knowledge.

### Aims

A qualification in this syllabus demonstrates to universities and employers that candidates can communicate effectively in Standard English through:

- Communicate competence: the ability to communicate with clarity, relevance, accuracy and variety.
- Creativity: the ability to use language, experience and imagination to respond to new situations, create original ideas and make positive impact.
- Critical skills: the ability to scan, filter and analyse different forms of information.
- Cross-cultural awareness: the ability to engage with issues inside and outside own community, dealing with the familiar as well as the unfamiliar.

### Course Structure

#### PAPER 1 – WRITING (1 HOUR 30 MINS) (50 MARKS)

The Task aspect of Paper 1 is Directed Writing, where communication of key information is required to achieve a specific purpose for a certain audience in a particular situation. Language (as well as content) is tested in the Creative Writing section, where candidates have an opportunity to display their English language skills in order to express their opinion, experience or imagination.

#### PAPER 2 – READING (1 HOUR 45 MINS) (50 MARKS)

The Task aspect of Paper 2 is Reading for Ideas, where scanning for and summarizing specific information is required to achieve and convey a global understanding of a text. Language is tested in the Reading for Meaning section, where there is a greater demand for English language skills to demonstrate more in-depth understanding of a text.

### Who is this course for?

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This GCE English course is suitable if you are seeking employment, career advancement or just looking for a new challenge. Please note that you should be able to follow spoken and written instructions, read handouts/exercises and take part in group discussions.

### What do I need to bring?

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Notebooks, pens and a folder. You may also be required to purchase some texts. Your tutor will advise.

### Entry Requirements

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Although there are no entry requirements for this course, it is advisable that you feel comfortable with grammar, spelling and punctuation.

### Examination Fees

---

Students will need to register and pay the examination fee as a private candidate to sit exam in May/June sitting. Your tutor will inform you on price and specific dates to register.

### Important Points

---

- Gibraltar College reserves the right to make changes to this course without prior notice.
- All courses are accurate at the time of upload or print.
- Courses can only run if there are sufficient numbers.

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# GCSE French:

## Course Duration: 32 Weeks

### Course Fee: £190

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Lecturer: TBC  
E-Mail: [TBC]  
Location:[Main Building]  
Session Hours: [18:00 - 20:00]

---

### Overview

This is a course for students who wish to develop a deeper understanding of French society, language and culture. It also aims to develop overall competence, communication skills and grammatical knowledge in Italian and act as preparation for anyone wanting to continue their studies at A-level. However, above all, the course is for anyone who loves France and the French language.

### Aims and Learning Outcomes

A qualification in this syllabus demonstrates to universities and employers that candidates can:

- Understand and respond to spoken language.
- Communicate in speech, showing knowledge of and applying accurately the grammar and structures prescribed in the specification.

The following topic areas will be covered:

- Personal and social life - Self, family, friends, home life, shopping, meals, healthy living, free time, fashion, relationships, future plans.
- Local Community - Home town, school, education, local environment, pollution, recycling, local facilities, comparisons with other towns and regions, weather and seasons.
- The world of work - Work experience, part-time jobs, future careers and technology.
- The wider world - Travel and holidays, media, social issues, life in the countries and communities where the language is spoken.

### Course Structure

The syllabus consists of four papers, divided into two levels – Foundations (equal to grades D-G) and Higher (A\* - C).

- Paper 1 - Listening (20%), exam follows the course in May/June.
- Paper 2 - Speaking (30%), assessments carried out during the course.
- Paper 3 - Reading (20%), exam follows the course in May/June.
- Paper 4 - Writing (30%), assessments carried out during the course.

The Speaking and Writing components are assessed during class time. Two controlled assessed tasks have to be completed for Writing and these are both 1 hour in length. The Speaking also consists of two controlled assessments

### Who is this course for?

---

This GCSE French course is suitable if you have a basic knowledge of the foreign language. Ideally, you would have completed a beginners course though this is not fundamental. Please note that you will have to follow spoken and written instructions, read handouts/exercises and take part in group discussions.

### What do I need to bring?

---

Notebook, pens, and a folder. You may also be required to purchase some texts. Your tutor will advise.

### Entry Requirements

---

Although the course is suitable for beginners, some knowledge of French is recommended.

### Examination Fees

---

Students will need to register and pay the examination fee as a private candidate to sit exam in May/June sitting. Your tutor will inform you on price and specific dates to register.

### Important Points

---

- Gibraltar College reserves the right to make changes to this course without prior notice.
- All courses are accurate at the time of upload or print.
- Courses can only run if there are sufficient numbers.

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# GCSE German:

## Course Duration: 32 Weeks

### Course Fee: £190

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Lecturer: Mr T Toughill  
E-Mail: [toughill@gibtelecom.net](mailto:toughill@gibtelecom.net)  
Location: [Main Building]  
Session Hours: [18:00 - 20:00]

---

### Overview

The German - GCSE is an intensive one year course. Although the course is suitable for beginners, some knowledge of German is recommended. Students will practise the four language skills of reading, speaking, listening and writing and are encouraged to use the target language wherever possible.

### Aims and Learning Outcomes

A qualification in this syllabus demonstrates to universities and employers that candidates can:

- Understand and respond to spoken language.
- Communicate in speech, showing knowledge of and applying accurately the grammar and structures prescribed in the specification.

The following topic areas will be covered:

- Personal and social life - Self, family, friends, home life, shopping, meals, healthy living, free time, fashion, relationships, future plans.
- Local Community - Home town, school, education, local environment, pollution, recycling, local facilities, comparisons with other towns and regions, weather and seasons.
- The world of work - Work experience, part-time jobs, future careers and technology.
- The wider world - Travel and holidays, media, social issues, life in the countries and communities where the language is spoken.

### Course Structure

The syllabus consists of four papers, divided into two levels – Foundations (equal to grades D-G) and Higher (A\* - C).

- Paper 1 - Listening (20%), exam follows the course in May/June.
- Paper 2 - Speaking (30%), assessments carried out during the course.
- Paper 3 - Reading (20%), exam follows the course in May/June.
- Paper 4 - Writing (30%), assessments carried out during the course.

The Speaking and Writing components are assessed during class time. Two controlled assessed tasks have to be completed for Writing and these are both 1 hour in length. The Speaking also consists of two controlled assessments.

### Who is this course for?

---

This GCSE German course is suitable if you have a basic knowledge of the foreign language. Ideally, you would have completed a beginners course though this is not fundamental. Please note that you will have to follow spoken and written instructions, read handouts/exercises and take part in group discussions.

### What do I need to bring?

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Notebook, pens, and a folder. You may also be required to purchase some texts. Your tutor will advise.

### Entry Requirements

---

There are no entry requirements for this course. However, some knowledge of German is recommended.

### Examination Fees

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Students will need to register and pay the examination fee as a private candidate to sit exam in May/June sitting. Your tutor will inform you on price and specific dates to register.

### Important Points

---

- Gibraltar College reserves the right to make changes to this course without prior notice.
- All courses are accurate at the time of upload or print.
- Courses can only run if there are sufficient numbers.

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# GCSE Italian:

## Course Duration: 32 Weeks

### Course Fee: £190

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Lecturer: Mrs P Poggio  
E-Mail: [det.bleak@gibtelecom.net]  
Location: [J M Annexe]  
Session Hours: [18:00 - 20:00]

---

### Overview

This is a course for students who wish to develop a deeper understanding of Italian society, language and culture. It also aims to develop overall competence, communication skills and grammatical knowledge in Italian and act as preparation for anyone wanting to continue their studies at A-level. However, above all, the course is for anyone who loves Italy and the Italian language.

### Aims and Learning Outcomes

A qualification in this syllabus demonstrates to universities and employers that candidates can:

- Understand and respond to spoken language.
- Communicate in speech, showing knowledge of and applying accurately the grammar and structures prescribed in the specification.

The following topic areas will be covered:

- At home and abroad.
- House, home and daily routine.
- Social activities, fitness and health.
- Media, entertainment and youth culture.

### Course Structure

The syllabus consists of four papers, divided into two levels – Foundations (equal to grades D-G) and Higher (A\* - C).

**The papers are.**

- Paper 1 - Listening (20%), exam follows the course in May/June.
- Paper 2 - Speaking (30%), assessments carried out during the course.
- Paper 3 - Reading (20%), exam follows the course in May/June.
- Paper 4 - Writing (30%), assessments carried out during the course.

### Who is this course for?

---

This GCSE Italian course is suitable if you have a basic knowledge of the foreign language. Please note that you will have to follow spoken and written instructions, read handouts/exercises and take part in group discussions.

### What do I need to bring?

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Notebook, pens, and a folder. You may also be required to purchase some texts. Your tutor will advise.

### Entry Requirements

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There are no entry requirements for this course. Although the course is suitable for beginners, some knowledge of French is recommended.

### Examination Fees

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Students will need to register and pay the examination fee as a private candidate to sit exam in May/June sitting. Your tutor will inform you on price and specific dates to register.

### Important Points

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- Gibraltar College reserves the right to make changes to this course without prior notice.
- All courses are accurate at the time of upload or print.
- Courses can only run if there are sufficient numbers.

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# GCSE Mathematics:

## Course Duration: 32 Weeks

### Course Fee: £190

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Lecturer: Mr R Pereira  
E-Mail: [Your E-Mail]  
Location: [Main Building]  
Session Hours: [18:00 - 20:00]

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### Overview

This course is a one year intensive course leading to a GCSE Mathematics qualification with the examining body AQA. The course follows a Linear syllabus, which comprises three broad topics:

- Number and Algebra – this covers working with Numbers and the Number System; Fractions, Decimals and Percentages; Ratio and Proportion; the Language of Algebra; Expressions and Equations; Sequences, Functions and Graphs.
- Geometry and Measures – this covers Properties of Angles and Shapes; Geometrical Reasoning and Calculation; Measures and Construction; Mensuration; Vectors.
- Statistics and Probability – this covers the Handling Data Cycle; Data Collection; Data Presentation and Analysis; Data Interpretation; Probability.

### Aims and Learning Outcomes

A qualification in this syllabus demonstrates to universities and employers that candidates can:

- Develop knowledge, skills and understanding of mathematical methods and concepts.
- Acquire and use problem-solving strategies.
- Select and apply mathematical techniques and methods in mathematical, everyday and real-world situations.
- Reason mathematically, make deductions and inferences and draw conclusions.

### Course Structure

The Scheme of Assessment is linear with two question papers.

- PAPER 1 – WRITTEN PAPER (Non-Calculator - 1 HOUR 30 MINS) (70 MARKS)
- PAPER 2 – WRITTEN PAPER (Calculator - 2 HOURS) (105 MARKS)

In both assessment areas, there are papers for Foundation and for Higher Tier. Foundation Tier paper targets grades G to D whilst Higher Tier targets grades C to A\* of a text.

### Who is this course for?

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This GCSE Maths course is suitable if you are seeking employment, career advancement or just looking for a new challenge. Please note that you should be able to follow spoken and written instructions, read handouts/exercises and take part in group discussions.

### What do I need to bring?

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Notebook, pens, pencils, folder, scientific calculator and geometry set comprising of ruler, set square, protractor and compass. You may also be required to purchase a text book.

### Entry Requirements

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No formal entry requirements.

### Examination Fees

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Students will need to register and pay the examination fee as a private candidate to sit exam in May/June sitting. Your tutor will inform you on price and specific dates to register.

### Important Points

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- Gibraltar College reserves the right to make changes to this course without prior notice.
- All courses are accurate at the time of upload or print.
- Courses can only run if there are sufficient numbers.

---

# GCSE Spanish:

## Course Duration: 32 Weeks

### Course Fee: £190

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Lecturer: Mr A Ramagge  
E-Mail: [aramagge@gibc.edu.gi]  
Location: [Main Building]  
Session Hours: [18:00 - 20:00]

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### Overview

This course is a one year intensive course leading to a GCSE Spanish qualification with the examining body OCR. The course follows a Linear syllabus, which comprises five topic areas:

### Aims and Learning Outcomes

The specification aims to give candidates the opportunity to::

- Derive enjoyment and benefit from language learning by following a coherent, satisfying and worthwhile course of study.
- Develop understanding of the language in a variety of contexts.
- Develop knowledge of the language and language learning skills.
- Develop the ability to communicate effectively in the language.
- Develop awareness and understanding of countries and communities where the language is spoken.
- Recognise that their linguistic knowledge, understanding and skills help them to take their place in a multilingual global society and also provide them with a suitable basis for further study and practical use of the language.

### Course Structure

Assessment is by means of 4 units of assessment offered at Foundation and Higher Tier:

- Unit 1 Listening (45 mins) (20%)
- Unit 2 Speaking (Controlled Assessment) (30%)
- Unit 3 Reading (50 mins) (20%)
- Unit 4 Writing (Controlled Assessment) (30%)

### Who is this course for?

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This GCSE Spanish course is suitable if you are seeking employment, career advancement or just looking for a new challenge. Please note that you should be able to follow spoken and written instructions, read handouts/exercises and take part in group discussions.

### What do I need to bring?

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Notebooks, pens and a folder. You may also be required to purchase some texts. Your tutor will advise.

### Entry Requirements

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Although the course is suitable for beginners, some knowledge of Spanish is recommended.

### Examination Fees

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Students will need to register and pay the examination fee as a private candidate to sit exam in May/June sitting. Your tutor will inform you on price and specific dates to register.

### Important Points

---

- Gibraltar College reserves the right to make changes to this course without prior notice.
- All courses are accurate at the time of upload or print.
- Courses can only run if there are sufficient numbers.



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# AS Business Studies:

## Course Duration: 32 Weeks

### Course Fee: £320

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Lecturer: Ms S Hollins  
E-Mail: [sarahhollins123@hotmail.com]  
Location: [Main Building]  
Session Hours: [18:00 - 20:00]

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### Overview

As students progress through the course, they are introduced to new ideas and concepts while continuing to use and reinforce previously learned concepts and skills. The course is designed to give students a sound understanding of business concepts and the ability to use knowledge, analytical skills and problem solving techniques in the context of international markets and the United Kingdom. A good knowledge of current affairs is an added plus in students of business studies.

### Aims and Learning Outcomes

Courses based on these specifications should encourage students to:

- Develop an enthusiasm for studying business.
- Gain holistic understanding of business in a range of contexts.
- Develop a critical understanding of organisations and their ability to meet society's needs and wants.
- Understand that business behaviour can be studied from a range of perspectives.
- Generate enterprising and creative approaches to business opportunities, problems and issues.
- Be aware of the ethical dilemmas and responsibilities faced by organisations and individuals.
- Acquire a range of relevant business and generic skills, including decision making, problem solving,
- The challenging of assumptions and critical analysis.
- Apply numerical skills in a range of business contexts.

### Course Structure

Assessment is by means of 3 units of assessment.

- Paper 1: Three compulsory sections. Section A has 15 multiple choice questions worth 15 marks. Section B has short answer questions worth 35 marks and sections C and D have two essay questions worth 25 marks.
- Paper 2: Three data response compulsory questions worth approximately 33 marks each and made up of three or four parts.
- Paper 3: One compulsory case study followed by approximately six questions.

### Who is this course for?

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The course has been designed to provide students with an understanding of the following: how businesses work; how the world around them affects decision-making within a business.

### What do I need to bring?

---

Notebooks, pens and a folder. You may also be required to purchase some texts. Your tutor will advise.

### Entry Requirements

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The good news is that no prior learning knowledge or experience is **essential** to take this course, however a minimum prior learning to GCSE standard and basic English reading and Writing skills would prove **beneficial** to students in order to manage their studies and the assumed knowledge within the course content.

### Examination Fees

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Students will need to register and pay the examination fee as a private candidate to sit exam in May/June sitting. Your tutor will inform you on price and specific dates to register.

### Important Points

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- Gibraltar College reserves the right to make changes to this course without prior notice.
- All courses are accurate at the time of upload or print.
- **Courses can only run if there are sufficient numbers**

# AS Level Italian :

## Course Duration: 32 Weeks

### Course Fee: £320

#### Overview

The course will be based on a text book and on material provided by the tutor. Some negotiation in the choice of topics of interest will be allowed and discussed with the group.

#### Aims and Learning Outcomes

By the end of the year you will have:

- Consolidated the use of grammar and tenses (present, future, present perfect, imperfect and conditional).
- Acquired skills in presenting an argument and expressing point of view.
- Expressed opinions by using the present subjunctive.
- Read texts including newspaper articles and magazines and comment on them.
- Understood spoken Italian in a range of contexts.

#### Course Structure

First, learners will be introduced to a particular topic through simple discussion to revise existing structures and vocabulary. Then extensive use will be made of visual and authentic materials to provide stimulus for further discussion, comprehension and the opportunity to extend knowledge of grammar and vocabulary. Learners will be encouraged to discuss and converse on the topic in question using new vocabulary and grammar skills. Learners will also be encouraged to present/introduce topics to the other members of the class,

Lecturer: TBC  
E-Mail: TBC  
Location: [Main Building]  
Session Hours: [18:00 - 20:00]

#### Who is this course for?

This course is suitable to you if you are seeking career advancement; undertake studies in a languages related field or just looking for a new challenge. Please note that you must possess a GCSE in Mathematics grade B or above.

#### What do I need to bring?

Notebooks, pens and a folder. You may also be required to purchase some texts. Your tutor will advise.

#### Entry Requirements

You should possess a GCSE in Italian with a good grade (A\*-C).

#### Important Points

- Gibraltar College reserves the right to make changes to this course without prior notice.
- All courses are accurate at the time of upload or print.
- Courses can only run if there are sufficient numbers.

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# AS Level Mathematics:

## Course Duration: 30 Weeks

### Course Fee: £320

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Lecturer: Mr R Pereira  
E-Mail: rpereira@gibc.edu.gi  
Location: [Main Building]  
Session Hours: [18:00 - 20:00]

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### Overview

This is an Advanced level course, following naturally from GCSE Mathematics, which aims to develop and allow students to access career pathways that are challenging and rewarding within the Science and Engineering related fields, to explore the work mathematically and solve problems in a systematic approach.

### Aims and Learning Outcomes

A Level Mathematics is a good choice because of the flexibility that it provides:

- It supports other subjects such as all three sciences, Psychology, Information Technology and many others.
- It develops your ability to think logically and present formal arguments, which is essential in any career.
- It is a challenging qualification, welcomed by all universities, whichever degree course you apply to study.
- It is interesting, and involves more variety of study than you might expect.

The course will also enhance the employment prospects of students and provide an additional qualification to those seeking to progress onto higher education.

### Course Structure

The AS specification has a 3-unit structure:

- **AS unit Core Mathematics C1: 33.3% of AS level, 16.7% of A level**

In this introductory unit, you will study simple algebraic manipulations, quadratic functions and their graphs, equations & inequalities, curve sketching, coordinate geometry in the (x,y) plane, sequences & series, and basic techniques of differentiation & integration.

- **AS unit Core Mathematics C2: 33.3% of AS level, 16.7 % of A level**

The second Core Mathematics unit will deepen your knowledge of algebra, coordinate geometry, sequences & series, and elementary calculus. It will gently introduce you to the bases of trigonometry, exponentials & logarithms, binomial expansion, and radian measure.

- **AS unit Optional Mechanics M1: 33.3% of AS level, 16.7 % of A level**

The final unit focuses on Mathematical models in mechanics; vectors in mechanics; kinematics of a particle moving in a straight line; dynamics of a

### Who is this course for?

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This course is suitable to you if you are seeking career advancement; undertake studies in a science or engineering related field or just looking for a new challenge. Please note that you must possess a GCSE in Mathematics grade B or above.

### What do I need to bring?

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You will need to acquire the following books:

- Edexcel AS/A level mathematics- Core 1: ISBN 978-0-435-51910-0
- Edexcel AS/A level mathematics- Core 2: ISBN 978-0-435-51911-7
- Edexcel AS/A level mathematics- Mechanics 1: ISBN 978-0-435-51916-2

### Entry Requirements

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You must possess a GCSE in Mathematics grade B or above.

### Important Points

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- Gibraltar College reserves the right to make changes to this course without prior notice.
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particle moving in a straight line or plane; statics of a particle; moments

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## AS/A2 Spanish A Level:

### Course Duration: 30 Weeks

### Course Fee: £320

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#### Overview

This is an Advanced level course, following naturally from GCSE Spanish, which aims to develop and extend the skills the student already has in the foreign language. This syllabus combines the four linguistic skills. Listening, speaking, reading and writing are practised through the media of text books, TV, listening materials and authentic press sources. Various themes are studied through the medium of Spanish, including: Day to day matters, Society, Science and Technology and the Environment.

#### Aims and Learning Outcomes

The course encourages students to:

- Develop understanding of the spoken and written forms of Spanish.
- Communicate confidently, clearly and imaginatively in Spanish through both the spoken and written words.
- Develop critical insights into the contemporary society and culture of Spanish-speaking countries.

The course will also enhance the employment prospects of students and provide an additional qualification to those seeking to progress onto higher education.

#### Course Structure

The specification has a 4-unit structure:

- AS units 1 and 2 are taken in the first year of study.
- A2 units 3 and 4 are taken in the second year of study.
- Students will normally opt to take the full A Level award, i.e. all 4 units. However, it is possible to follow the AS course and not progress any further. In this case, a certificate will be issued upon successfully passing the examination.

Unit	Title	Assessment
Unit 1	Speaking (AS Level)	15%
Unit 2	Listening, Reading and Writing (AS Level)	35%
Unit 3	Speaking (A Level)	15%
Unit 4	Listening, Reading and Writing (A Level)	35%

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Lecturer: TBC  
E-Mail: TBC  
Location: [Main Building]  
Session Hours: [18:00 - 20:00]

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#### Who is this course for?

This A Level Spanish course is suitable for students wishing to further their existing knowledge of Spanish. Classes will mostly be delivered in Spanish.

#### What do I need to bring?

Notebooks, pens and a folder. You may also be required to purchase some texts. Your tutor will advise.

#### Entry Requirements

Students who wish to register for this course would preferably have GCSE Spanish grade B or above or equivalent level 2 Spanish.

#### Important Points

- Gibraltar College reserves the right to make changes to this course without prior notice.
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# Arabic Beginners:

## Course Duration: 10 Weeks

### Course Fee: £90

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#### Overview

This Arabic course is designed for learners who want to study basic Arabic language skills for everyday use. It will enable the learner to begin to communicate with Arabic speakers. Apart from learning Arabic greeting and basics, the learner will also learn about some aspects of Arabic culture.

#### Aims and Learning Outcomes

This course aims to provide the learner with grounding in the basic grammatical structure of Arabic in order to communicate at a basic level in essential social and survival situations in Arabic speaking countries. The emphasis is on speaking but the learner will also learn to read basic messages, understand authentic dialogues and produce his own dialogue in group and/ or pair work during the class.

#### Topics:

- Greetings
- Introduce yourself
- Numbers
- Telling the time

#### Grammar:

- Pronunciation
- Alphabet
- Feminine marker
- Tashkeel

#### Course Structure

Your programme will consist of 10 taught sessions, each of two hours. Each session contains a mixture of speaking, listening, reading and writing, always keeping sessions as interactive and practical as possible. This should aim to encourage use of new vocabulary and build up confidence in speaking.

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Lecturer: Ms N Pereira  
E-Mail: [nihalbufarracha@yahoo.com](mailto:nihalbufarracha@yahoo.com)  
Location: [Main Building]  
Session Hours: [18:00 - 20:00]

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#### Who is this course for?

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This course is for students who are absolute beginners of Arabic, who wish to be able to hold basic conversation when travelling to Arabic speaking countries.

#### What do I need to bring?

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The main textbook will be provided by tutor.

#### Entry Requirements

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There are no entry requirements for this course.

#### Important Points

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- Gibraltar College reserves the right to make changes to this course without prior notice.
- All courses are accurate at the time of upload or print.
- Courses can only run if there are sufficient numbers.

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# Arabic Beginners 2:

## Course Duration: 10 Weeks

### Course Fee: £90

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Lecturer: Ms N Pereira  
E-Mail: [nihalbufarracha@yahoo.com](mailto:nihalbufarracha@yahoo.com)  
Location: [Main Building]  
Session Hours: [18:00 - 20:00]

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### Overview

Whether learning Arabic for travelling, working abroad or with foreign companies, the Arabic Beginners 2 course will enable students to communicate confidently on a basic level in everyday situations, socialize and not feel out of place when visiting Arabic-speaking countries. This follow on course from Arabic for Beginners 1 will enable you to learn more basic structures of Arabic in order to communicate at a basic level in everyday situations. You will also get an insight into various aspects of life and culture in Arabic speaking countries.

### Aims and Learning Outcomes

The course encourages students to:

- Develop skills to communicate in Arabic for specific audiences, purposes, and contexts.
- Develop the skills of listening, speaking, reading, and writing, and use information.
- Use and understand pattern, order, and relationships and develop understanding of concepts such as time, number, and space in different cultures as expressed through language.
- Develop students' cognitive skills through analytical, critical, creative, and reflective thinking.
- Master basic grammar including number, gender, adjectival agreement and the present tense.

By the end of the course, students should be able to communicate in a simple way with an increasing range of vocabulary and language functions. In addition to that, student will be able to write a simple sentence using the Arabic script.

### Course Structure

Your programme will consist of 10 taught sessions, each of two hours. Each session contains a mixture of speaking, listening, reading and writing, always keeping sessions as interactive and practical as possible. This should aim to encourage use of new vocabulary and build up confidence in speaking.

### Who is this course for?

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**Arabic beginners 2** is a course for those who have completed Beginning Arabic 1 or similar (approximately 20 hours of study). The course will focus on extending your conversational and grammar skills

### What do I need to bring?

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There are no recommended text books to purchase for this course. Students will be provided with course notes and exercises using a modern standard Arabic book.

### Entry Requirements

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There are no entry requirements for this course.

### Important Points

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- Gibraltar College reserves the right to make changes to this course without prior notice.
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- Courses can only run if there are sufficient numbers.

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# Art:

## Course Duration: 10 Weeks

### Course Fee: £90

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#### Overview

A short course for beginners, suitable for anyone wishing to learn how to draw in a friendly environment. Over the duration of the course, the drawing process will be broken down into different elements. Each week students will explore different aspects of drawing to help gain confidence and conquer the fear of the white paper!

#### Aims and Learning Outcomes

The course encourages students to investigate and learn:

- Formal elements.
- Portraiture and figure drawing.
- Exploring the art of printmaking.
- Perspective drawing
- Working with the changes of luminosity in landscapes

#### Course Structure

Your programme will consist of 10 taught sessions, each of two hours. There will be no formal homework set, but students will benefit from continuing their drawing practice at home between lessons.

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Lecturer: Mr F Gomez  
E-Mail: fgomez@gibc.edu.gi  
Location: [J M Annexe]  
Session Hours: [18:00 - 20:00]

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#### Who is this course for?

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A short course for beginners wishing to learn how to draw in a friendly environment.

#### What do I need to bring?

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Your tutor will advise on what to bring on the first lesson.

#### Entry Requirements

---

There are no entry requirements for this course.

#### Important Points

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- Gibraltar College reserves the right to make changes to this course without prior notice.
- All courses are accurate at the time of upload or print.
- Courses can only run if there are sufficient numbers.

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# ASCEND:

## Course Duration: 30 Weeks

### Course Fee: £180

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Lecturer: Ms A Beham  
E-Mail: Antonia@antoniabehan.com  
Location: [J M Annexe]  
Session Hours: [18:00 - 20:00]

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### Overview

ASCEND provides the essential “people management” skills for developing leading edge employee strategies and delivering best results. The course brings together experience and understanding from across the employment lifecycle in a way that enables us to develop the best solution for specific organisational challenges to meet changing market and employee needs.

### Aims and Learning Outcomes

To teach students how to recognise and build upon their unique individual gifts and talents, to develop self-esteem, generate a state of mind that supports their personal goals and highest potential, and to make bold steps forward in cultivating these chosen objectives

- To provide individuals with clarity on life direction.
- To help students recognise their personal qualities, gifts, talents and values.
- To cultivate self-confidence and positive mental attitude.
- To generate understanding on why love is the most powerful tool in creating
- Personal and professional success.
- To enable teenagers to recognise their true value and overall potential.
- To provide executive skills

### Course Structure

This 30 week course takes place once a week at the Gibraltar College main building. There are no examinations but students will receive a certificate of attendance on completion. 90% attendance required. Each month, students are invited to fill in a feedback form which highlights what they have learnt, how it has helped them, and to help me gain a better understanding about how to help each specific student more. Each Ascend programme is adapted to the needs of the specific group and some classes may be changed accordingly if deemed beneficial. The classes are offered at a maximum of eight students to ensure that individuals also benefit from personal attention. There will be a session from 18:00 to 19:00 for younger learners and a second session from 19:00 to 20:00 for adults

### What do I need to bring?

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Notebooks, pens and a folder. You may also be required to purchase some texts. Your tutor will advise.

### Entry Requirements

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There are no entry requirements for this course.

### Important Points

---

- Gibraltar College reserves the right to make changes to this course without prior notice.
- All courses are accurate at the time of upload or print.
- Courses can only run if there are sufficient numbers.



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# ESOL - English for Speakers of Other Languages

Course Duration: 30 Weeks

Course Fee: £350

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Lecturer: ESOL Team  
E-Mail: [TBC]  
Location: [J M Annexe]  
Session Hours: [18:00 - 20:00]

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## Overview

An ESOL qualification will help you to live and work in Gibraltar and to take a higher qualification to improve your job prospects.

We offer a range of courses from foundation level to Level 7. Foundation courses offer the chance for learners with very little or no literacy to begin to learn English. Classes are held twice a week for a total duration of 30 weeks.

All ESOL entry level courses develop skills in speaking, listening, reading and writing and provide qualifications. Examinations are normally held in June.

## Aims

A qualification in this syllabus aims to develop the ability of candidates to:

- Listen and respond to different types of spoken language of an increasing range of complexity.
- Express themselves in speech using a range of vocabulary and grammatical structures.
- Read and respond to different types of written language of an increasing range of complexity.
- Express themselves effectively in writing using a range of vocabulary and grammatical structures.

## Qualification Structure

The specification has a 4-unit structure. There are three mandatory components and one optional component. These units are::

- Listening
- Reading
- Writing
- Speaking (Optional)

## Levels Table (For reference purposes)

EDI JETSET Level	Common European Framework (CEF) Level
JETSET 7	CEF C2 (Mastery)
JETSET 6	CEF C1 (Effective Operational Proficiency)
JETSET 5	CEF B2 (Vantage)
JETSET 4	CEF B1 (Threshold)
JETSET 3	CEF A2 (Waystage)
JETSET 2	CEF A1 (Breakthrough)
JETSET 1	Below Scale

## Who is this course for?

This course is for students in the early stages of learning English who may have no or some knowledge of English.

## What do I need to bring?

Notebooks, pens and a folder. You may also be required to purchase some texts. Your tutor will advise.

## Entry Requirements

Although there are no entry requirements for this course, it is advisable that you feel comfortable with grammar, spelling and punctuation.

## Examination Fees

Students will need to register and pay the examination fee as a private candidate to sit exam in May/June sitting. Your tutor will inform you on price and specific dates to register.

## Important Points

- Gibraltar College reserves the right to make changes to this course without prior notice.
- All courses are accurate at the time of upload or print.
- Courses can only run if there are sufficient numbers.

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# German Conversation:

## Course Duration: 10 Weeks

### Course Fee: £190

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Lecturer: Mr T Toughill  
E-Mail: [toughill@gibtelecom.net](mailto:toughill@gibtelecom.net)  
Location: [Main Building]  
Session Hours: [18:00 - 20:00]

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### Overview

The German - GCSE is an intensive one year course. Although the course is suitable for beginners, some knowledge of German is recommended. Students will practise the four language skills of reading, speaking, listening and writing and are encouraged to use the target language wherever possible.

### Aims and Learning Outcomes

The focus will be on oral communication (speaking and listening) and some reading and writing will also be included. Pronunciation and German culture are an integral part of the course. The course will be conducted mainly in the foreign language. Learners will work through different activities individually, in pairs and in small groups, using a variety of learning methods and resources (role-play and games etc). Homework set will provide an opportunity for self study.

By the end of the course successful students should be able to:

- Give and receive basic greetings and personal information.
- Tell the time and use numbers and currency.
- Order and pay for food and drink in a restaurant or café.
- Ask for and give directions.

### Course Structure

The programme will consist of 10 taught sessions, each of two hours. Each session contains a mixture of speaking, listening, reading and writing, always keeping sessions as interactive and practical as possible. This should aim to encourage use of new vocabulary and build up confidence in speaking.

### Who is this course for?

---

This German Beginners course is for students with no previous knowledge or those with a little basic knowledge or vocabulary who want to consolidate at a Beginners pace.

### What do I need to bring?

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Students will need to bring a pen and paper and an A4 ring binder for handouts, although we advise students not to buy anything until after the first session.

### Entry Requirements

---

There are no entry requirements for this course.

### Important Points

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- Gibraltar College reserves the right to make changes to this course without prior notice.
- All courses are accurate at the time of upload or print.
- Courses can only run if there are sufficient numbers.

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# ICT- Functional Skills

## Course Duration: 30 Weeks

### Course Fee: £180

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Lecturer: D Celecia  
E-Mail: dceleciagibc.edu.gi  
Location: [Room 9]  
Session Hours: [18:00 - 20:00]

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### Overview

This course will equip students for the modern world which requires all young people to be competent in the use of ICT. Functional Skills are practical skills in Information and Communication Technology (ICT) that allow individuals to work confidently, effectively and independently in life providing learners with the skills and abilities they need to take an active and responsible role in their communities, everyday life, the workplace and educational settings.

### Aims

Functional Skills courses based on these specifications should help people to gain the most out of life, learning and work.

The skills are learning tools that enable people:

- To apply their knowledge, skills and understanding in order to participate and progress in everyday life, education, training and employment.
- To engage competently and confidently with others to solve problems in both familiar and unfamiliar situations.
- To develop personally and professionally as positive citizens who can actively contribute to society.

### Course Structure

Content for both Level 1 and Level 2 will include:

- Using ICT
- Finding and Selecting Information
- Developing, presenting and communicating information
- Teaching methods include tutor-led sessions, tutorials and discussions, plus individual, paired and group tasks.

The assessment approach is primarily through a 2 hour external assessment taken at a computer within a controlled environment. This assessment will take place at a time/ date agreed with your tutor.

### Who is this course for?

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Everyone is welcome to join this course. No experience or knowledge of the subject is necessary. If in doubt, have a chat with one of our team members, who will make sure that this is the right course for you.

### What do I need to bring?

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Course tutor will advise on first lesson what resources you will need throughout your studies.

### Entry Requirements

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There are no entry requirements for this course.

### Important Points

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- Gibraltar College reserves the right to make changes to this course without prior notice.
- All courses are accurate at the time of upload or print.
- Courses can only run if there are sufficient numbers.

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# Spanish Beginners:

## Course Duration: 10 Weeks

### Course Fee: £90

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Lecturer: Mr D Benrimoj  
E-Mail: [dbenrimoj@gibc.edu.gi](mailto:dbenrimoj@gibc.edu.gi)  
Location: [Room 9]  
Session Hours: [18:00 - 20:00]

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### Overview

Have you always wanted to learn Spanish? Do you want to be able to speak Spanish at a basic level when you visit Spain? This 10 week Spanish Beginners course will teach you how to exchange information in simple everyday situations.

### Aims and Learning Outcomes

The course encourages students to::

- Develop understanding of the spoken and written forms of Spanish.
- Start to acquire a range of vocabulary and expression of sufficient breadth to enable you to communicate clearly in Spanish mainly through spoken means and some written words with native Spanish-speakers.
- Use the glossary or the dictionary to look up words you don't know and make your own book/list.
- Use grammar sections interactively in order to have a sound knowledge and understanding of the Spanish language.
- Be able to recognise and identify your own achievement and progress.
- Most important of all, enjoy yourself learning a new language!!

### Course Structure

Your programme will consist of 10 taught sessions, each of two hours. Each session contains a mixture of speaking, listening, reading and writing, always keeping sessions as interactive and practical as possible. This should aim to encourage use of new vocabulary and build up confidence in speaking.

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### Who is this course for?

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This Spanish Beginners course is suitable for those with little or no knowledge of Spanish language.

### What do I need to bring?

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The main textbook will be Spanish in Ten Minutes a Day by Kershul though all material will be provided by tutor.

### Entry Requirements

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There are no entry requirements for this course.

### Important Points

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- Gibraltar College reserves the right to make changes to this course without prior notice.
- All courses are accurate at the time of upload or print.
- Courses can only run if there are sufficient numbers.

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# Spanish Intermediate:

## Course Duration: 10 Weeks

### Course Fee: £90

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Lecturer: Mr D Benrimoj  
E-Mail: [dbenrimoj@gibc.edu.gi](mailto:dbenrimoj@gibc.edu.gi)  
Location: [Room 9]  
Session Hours: [18:00 - 20:00]

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### Overview

Would you like to be able to use your Spanish in a range of real life situations? Then this Spanish Intermediate course is for you. This 10 week course follows on from our Spanish Beginners course and is for anyone who wants to develop their skills further.

### Aims and Learning Outcomes

The course encourages students to::

- Develop understanding of the spoken and written forms of Spanish.
- Use Spanish to have a conversation at intermediate level with a native speaker.
- Use and know past and future tenses in Spanish.
- Continue to acquire a range of vocabulary and expression of sufficient breadth to enable you to communicate clearly in Spanish whilst being able to give opinions and express preferences.
- Use the glossary or the dictionary to look up words you don't know and make your own book/list.
- Use grammar sections interactively in order to have a sound knowledge and understanding of the Spanish language.
- Most important of all, keep enjoying learning a new language!!

### Course Structure

This course follows from the Conversational 1 stage, now introducing you to some complex skills in reading, writing, speaking and listening. This programme will consist of 10 taught sessions, each of two hours. Each session contains a mixture of speaking, listening, reading and writing, always keeping sessions as interactive and practical as possible. This should encourage use of new vocabulary and build up confidence in speaking and writing. The classes are conducted primarily in Spanish.

In order to make the most of the Intermediate Stage, students should be able to use personal information, know and use basic vocabulary relating to travelling, home life, booking a table at a restaurant and basic cultural life of Spanish speaking countries. In addition, students should be familiar with Spanish –ar, -er and –ir verbs as well as their conjugations.

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### Who is this course for?

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This Spanish Intermediate course is suitable for those with some basic knowledge of Spanish language and would like to practice more conversational tasks.

### What do I need to bring?

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Notebook, pens, and a folder. You may also be required to purchase some texts. Your tutor will advise.

### Entry Requirements

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No formal entry requirements though it is advisable to have completed the Beginners Course or have some basic knowledge of Spanish Grammar.

### Important Points

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- Gibraltar College reserves the right to make changes to this course without prior notice.
- All courses are accurate at the time of upload or print.
- Courses can only run if there are sufficient numbers.

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# Cookery:

## Course Duration: 10 Weeks

### Course Fee: £90

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Lecturer: Mr A Perez  
E-Mail: [adamperrez@live.co.uk](mailto:adamperrez@live.co.uk)  
Location: [Westside School Kitchen]  
Session Hours: [18:00 - 20:00]

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### Overview

Our cooking course will take you from novice to good home cook and teach you the skills you need to cook with confidence. Over the 10 weeks of this course we will teach you how to cook a wide variety of different styles of food and give you a great repertoire of recipes and techniques to use every day. On the first lesson we will teach you all the tricks of the trade so that you can understand how to use your knife to best advantage. By the end of this class, you will have learned your way around chopping, slicing and dicing. At the end of each class you will sit around the chef's plate and try out what the dish should taste like and discuss as well as recap the recipe with the chef.

### Aims and Learning Outcomes

The course is aimed at those who cook but want to discover the real art of cooking and for those who have never done any cooking and wish to embark on a new journey with food. We will work on fish, soups, salads, meats, poultry, sauces, pasta, vegetables and potatoes.

### Course Structure

Your programme will consist of 10 taught sessions, each of two hours. The Chef and students will prepare, cook and present the plate. You will be motivated to develop creative skills and enhance your personal skills. You will receive one to one feedback throughout the course

### Who is this course for?

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Everyone is welcome to join this course, although having some knowledge of cooking would be an advantage,

### What do I need to bring?

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Your tutor will advise on what to bring on each lesson with regards to ingredients or any specialist equipment. Students will be expected to bring every ingredient to the lesson.

### Important Points

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- Gibraltar College reserves the right to make changes to this course without prior notice.
- All courses are accurate at the time of upload or print.
- Courses can only run if there are sufficient numbers.

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# Digital Photography - SLR - Beginners:

## Course Duration: 10 Weeks

### Course Fee: £90

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Lecturer: Mr R Pereira  
E-Mail: rpereira@gibc.edu.gi  
Location: [Room 9]  
Session Hours: [18:00 - 20:00]

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### Overview

The course is intended to give an overview of how to use the functions and features of a Single Lens Reflex (SLR) camera to your creative advantage. Topics covered include aperture; shutter speeds; ISO; lenses; Depth of field; perspective; exposure; composition; on camera flash and focusing. You will be able to use these functions to better create the aesthetic effect you want, rather than rely on the camera's automatic function deciding what your photo will look like.

### Aims

The course is aimed at those who have had limited experience of photography, but are serious in wanting to learn how to take control of a digital SLR camera themselves to get what they want in a picture. It is ideal for those who want to become more creative or technically accurate with their photography and for those who need to create and modify photographic images. Any experience of photography or software similar to Photoshop Elements will be useful, but not necessary

### Course Structure

The programme will consist of 10 taught sessions, each of two hours. Tutors will use a variety of teaching methods including demonstrations, practical exercises, one to one guidance, group discussions and critiques. You will undertake critical evaluation and be motivated to develop creative skills and enhance personal skills. You will receive one to one feedback throughout the course.

### Who is this course for?

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Everyone is welcome to join this course. No experience or knowledge of the subject is necessary. If in doubt, have a chat with one of our creative team, who will make sure that this is the right course for you.

### What do I need to bring?

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You need to have an SLR type camera or similar. It can be a film or digital SLR camera. You need to bring a pen and paper to take notes; a folder or file to keep notes and handouts; perhaps some of your own photos to show. Use of a PC away from the centre with image manipulation software of some kind is useful, but not essential. You will need a memory stick to bring images in to class.

### Entry Requirements

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There are no entry requirements for this course.

### Important Points

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- Gibraltar College reserves the right to make changes to this course without prior notice.
- All courses are accurate at the time of upload or print.
- Courses can only run if there are sufficient numbers.

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# Glass & Craft

Course Duration: 10 Weeks

Course Fee: £90

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## Aims

To provide an introductory course covering a range of techniques in glass, metal and wood.

## Course Structure

Students who enrol in this course will be expected to:

- Produce decorative glass panels as part of a jewellery box.
- Produce an item of jewellery in metal.
- Work on own personal project (time-permitting).

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Lecturer: Mr G Pratts  
E-Mail: gpratts@gibc.edu.gi  
Location: [John Mac Annexe]  
Session Hours: [18:00 - 20:00]

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## Who is this course for?

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Everyone is welcome to join this course. No experience or knowledge of the subject is necessary. If in doubt, have a chat with one of our Creative team, who will make sure that this is the right course for you

## What do I need to bring?

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All materials, tools and equipment will be provided.

## Important Points

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- Gibraltar College reserves the right to make changes to this course without prior notice.
- All courses are accurate at the time of upload or print.
- Courses can only run if there are sufficient numbers.



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# Sewing

## Course Duration: 10 Weeks

### Course Fee: £90

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#### Overview

The course aims to provide you with beginner's level sewing skills and knowledge which you will then be able to apply to create and alter basic garments of clothing on your own.

Topics covered include sewing machine basics, different stitches and straight seams, cutting a pattern from your own individual measurements, how to layout patterns and cut fabric, buttonholes and how to incorporate darts needed for shaping and fitting. You will be shown how to attach waistbands, insert a zip and various ways of finishing hems.

You will learn these techniques through the development of a set project. Often students who complete the project within the 10 week period will then use their learned techniques to begin a basic, supervised individual project of their choice – further preparing you to embark on your own projects at home.

#### Aims

The course is aimed at those who have had limited or no experience in sewing. It is a practical course and is intended to equip you with the necessary skills and knowledge to create, assemble and/or alter your own garments of clothing with confidence and your own personal style.

#### Course Structure

The programme will consist of 10 taught sessions, each of two hours. Tutors will use a variety of teaching methods including demonstrations, practical exercises, one to one guidance, group discussions and critiques.

- Beginners will start off with a simple pattern. They will be introduced to pattern cutting, basic sewing techniques and the use of a sewing machine.
- Advanced students will be guided through more advanced pattern cutting and sewing methods as well as the extensive use of the sewing machine.
- Students will benefit from the use of modern sewing machines, which have a variety of functions suitable for many sewing tasks.

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Lecturer: Mrs C Buttigieg

E-Mail:

[caroline.cbuttigieg@gibtelecom.net](mailto:caroline.cbuttigieg@gibtelecom.net)

Location: [John Mac Annexe]

Session Hours: [18:00 - 20:00]

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#### Who is this course for?

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Everyone is welcome to join this course. No experience or knowledge of the subject is necessary. If in doubt, have a chat with one of our Creative team, who will make sure that this is the right course for you

#### What do I need to bring?

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Although larger equipment such as sewing machines will be provided, it is essential that you are equipped with a basic sewing kit of your own. The sewing kit should include:

- Large scissors
- Small scissors
- Tape measure (preferably displaying both cm and inches)
- Box of pins (we recommend fine steel ones)
- Needles
- Seam ripper 'quick-un-pick'
- Tailors' chalk
- Thimble (useful but not essential)
  
- Fabric and thread - You won't need to purchase your fabrics or haberdashery until the second week.

In addition, you may wish to bring a pen and paper to take notes and a folder or file to keep notes and handouts but this is not essential.

#### Entry Requirements

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There are no entry requirements for this course.

#### Important Points

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- Gibraltar College reserves the right to make changes to this course without prior notice.

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# Woodwork:

## Course Duration: 10 Weeks

### Course Fee: £190

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#### Overview

Students will learn a range of woodworking techniques using hand tools including making simple joints and applying finishes. The course will cover identifying different types of wood, how to handle and treat them and the best use for each type. You will complete a project working at a level and pace you are comfortable with.

#### Aims

Students will be encouraged to keep a sketchbook/notebook to record ideas, progress and processes. Please note that craft courses are practical requiring a degree of manual dexterity.

Our courses are taught by qualified and experienced tutors, most of whom are practising craftspeople. They will use a variety of teaching methods including demonstrations, instruction, one-to-one tutorial guidance, group discussions and critiques.

#### Course Structure

At the start of the course you will work with your tutor to develop an Individual Learning Plan (ILP) to set out what you want to achieve by the end of the course. You will both monitor and assess your progress throughout the course to ensure your learning needs are being met. There are no formal exams or tests to complete on this course.

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Lecturer: Mr F Frendo  
E-Mail: [dbenrimoj@gibc.edu.gi](mailto:dbenrimoj@gibc.edu.gi)  
Location: [Workshop]  
Session Hours: [18:00 - 20:00]

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#### Who is this course for?

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Beginners or those with some experience of woodwork, projects will be provided to extend the knowledge of all learners whatever their ability.

#### What do I need to bring?

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Please bring any hand tools you have to the first session. We have a wide range of tool available to use and the tutor will be able to advise you if there is anything specific you need to buy. You will need to buy the wood for your project which will either be available to buy through the centre or a local supplier, the tutor will advise you in the first class.

#### Entry Requirements

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There are no entry requirements for this course.

#### Important Points

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- Gibraltar College reserves the right to make changes to this course without prior notice.
- All courses are accurate at the time of upload or print.
- Courses can only run if there are sufficient numbers.

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# CACHE – Level 2 Award in Support Work in Schools (Jan 2016)

## Course Duration: 32 Weeks

### Course Fee: £TBC

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Lecturers: Ms E Cant  
E-Mail: [ecant@gibc.edu.gi]  
Location:[Main Building]  
Session Hours: [18:00 - 20:00]

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### Overview

This qualification will enable learners to develop the knowledge and skills needed when supporting teaching and learning in primary, secondary or special schools. It covers a wide range of areas including children and young people's development, supporting those with disabilities or special educational needs and communication and professional relationships.

### Aims and Learning Outcomes

The following topic areas will be covered:

Unit No	Unit Title
1	Child and young person development.
2	The influence affecting children and young people's development.
3	Communication and professional relationship with children, young people and adults.
4	Equality, diversity and inclusion in work with children and young people.
5	Legislation and procedures related to confidentiality and data protection.

### Course Structure

This course is assessed by your personal tutor using a range of methods. This could include written work, a reflexive diary, case studies or other tasks set by CACHE.

CACHE is the UK's only specialist awarding organization for the children and adult care sectors. At the end of this course successful learners will receive a CACHE Level 2 Award in Support Work in Schools. This means that you will achieve a Level 2 qualification on the Qualifications and Credit Framework (QCF) for England, Wales and Northern Ireland.

### Who is this course for?

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Anyone who is working or has the opportunity to vounteer in a role that supports pupils' learning.

### What do I need to bring?

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Notebook, pens, and a folder. You may also be required to purchase some texts. Your tutor will advise.

### Entry Requirements

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Although there are no entry requirements for this course, it is advisable that you feel comfortable with English grammar, spelling and punctuation.

### Important Points

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- Gibraltar College reserves the right to make changes to this course without prior notice.
- All courses are accurate at the time of upload or print.
- Courses can only run if there are sufficient numbers.

# CPCAB - Level 2 Certificate in Counselling: (Jan 2016)

## Course Duration: 30 Weeks

## Course Fee: £TBC

Lecturer: Mr M Montovio  
 E-Mail: mmontovio@gibc.edu.gi  
 Location: [Main Building]  
 Session Hours: [18:00 - 20:00]

### Overview

The Level 2 Certificate in Counselling Skills (CPCAB) course will suit those who are interested in developing their listening skills or those beginning counselling training. The course is interactive and experiential and you will write a reflective weekly journal to track your personal development skills and understanding of helping at Level 2.

### Aims and Learning Outcomes

On this course you will study:

- Counselling/listening skills.
- Self awareness.
- Ethical practice.
- Reflective practice.
- Working with difference and diversity.

The course will also enhance the employment prospects of students and provide an additional qualification to those seeking to progress onto higher education.

### Course Structure

To achieve the qualification, candidates must be assessed as **Proficient** in all learning outcomes and must be assessed as **Proficient in both internal and external assessment.**

INTERNAL ASSESSMENT – must include all three methods of assessment		
Programme activities	Assessment method	Types of evidence (2 references for each assessment criterion)
Workshops, seminars, personal development workshops and training group work Projects and presentations	Documents	Written assignment: Self review Learning review (throughout the programme)
Tutor-assessed skills practice	Tutor observation	2 tutor-observed counselling skills practice sessions (1 via audio/video recording)
Skills practice, group work, seminars and workshops tutorials	Testimony	Peer/'helpee' feedback
EXTERNAL ASSESSMENT		
Candidates watch an approx. 15-minute CPCAB DVD of a "helping" session and complete a 1 hour Candidate Feedback Paper in relation to the DVD. This is sent to CPCAB for assessment.		
MARKING SCHEME		
<b>Internal assessment:</b>	Candidates must achieve all 7 learning outcomes of the qualification.	
<b>External assessment:</b>	Candidates must achieve 3 out of 5 marks to be assessed as Proficient.	

### Progression Opportunities?

Candidates can progress to CPCAB's *level 3 Certificate in Counselling Studies (CST-L3)*.

### What do I need to bring?

Notebooks, pens and a folder. You may also be required to purchase some texts. Your tutor will advise.

### Entry Requirements

There are no entry requirements for this course. However, this qualification is not suitable for those who are currently in a state of severe emotional difficulty and/or severe psychological confusion. The nature of the course involves experimental elements that will involve some personal disclosure and associated personal development activities.

### Important Points

- Gibraltar College reserves the right to make changes to this course without prior notice.
- All courses are accurate at the time of upload or print.
- Courses can only run if there are sufficient numbers.

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# Chartered Institute of Legal Executives - Level 3 Diploma in Law and Practice:

Course Duration: 30 Weeks

Course Fee: £575

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Lecturer: Mrs N Kassam  
E-Mail: Nell.Kassam@janisevans.com  
Location: [Main Building]  
Session Hours: [18:00 - 20:00]

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## Overview

CILEx Level 3 Diploma in Law and Practice is for those wishing to gain a broad based, practical introduction to Law and Legal Practice and forms the first academic stage in the process of becoming a Chartered Legal Executive Lawyer.

The CILEx Level 3 Professional Diploma in Law and Practice has been developed as a unitised qualification which permits students to adopt a flexible and tailor-made approach to learning. Whilst all students undertake a certain amount of core study, there is also room for students to take units which reflect their main areas of interest.

The qualification also includes a practical legal skills component. The Professional Skills units (units 16 and 17) require that students demonstrate key transferable legal skills in practical situations.

## Course Structure

The qualification comprises ten units; including seven mandatory units which cover the key 'Foundation' subject. Assessments take the form of either Multiple Choice Questions (MCQ) or Internally Assessed Case Studies (IACS). Please note that the Year One will be offered in September 2016 and Year Two in September 2015.

### Year 1 (To be offered in September 2016)

Year 1 Units	Title
Unit 1	Introduction to Law and Practice (MCQ)
Unit 2	Contract Law (MCQ)
Unit 9	Civil Litigation (MCQ)
Unit 16	Client Care Skills (IACS)
Unit 17	Legal Research Skills (IACS)

### Year 2 (To be offered in September 2015)

Year 2 Units	Title
Unit 3	Criminal Law (MCQ)
Unit 4	Land Law (MCQ)
Unit 5	Law of Tort (MCQ)
Unit 8	Law of Wills and Succession (MCQ)
Unit 10	Conveyancing (MCQ)

## Who is this course for?

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This course requires that students achieve across key areas of Law and Legal Practice and learners are, therefore, likely to already be working in a legal capacity.

## What do I need to bring?

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Notebooks, pens and a folder. You may also be required to purchase some texts. Your tutor will advise.

## Entry Requirements

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There are no formal entry requirements but CILEx recommends that learners embarking on this programme of study for this qualification have a minimum of four GCSEs at grades C or above (including English Language/Literature) or equivalent qualifications.

## Important Points

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- Gibraltar College reserves the right to make changes to this course without prior notice.
- All courses are accurate at the time of upload or print.
- Courses can only run if there are sufficient numbers.

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# Chartered Management Institute – Level 3 Diploma in First Line Management

## Course Duration: 45 Weeks

### Course Fee: £TBC

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Lecturers: CMI Lecturers  
E-Mail: [TBC]  
Location:[Main Building]  
Session Hours: [18:00 - 20:00]

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### Overview

The Level 3 qualifications in First Line Management are designed for supervisors and first line managers who wish to build on and develop their existing management skills and knowledge.

These qualifications are derived from the National Occupational Standards for Management and Leadership and are accredited on the UK national qualifications frameworks.

### Aims and Learning Outcomes

A qualification in this syllabus provides you with key management skills and techniques to enable you to operate effectively as a first line manager. It allows you to develop a wide range of management competencies from effective recruitment and selection through to leading and developing individuals and teams. Understand and respond to spoken language.

The following topic areas will be covered:

Unit No	Unit Title
3001	Personal Development as a First Line Manager
3002	Resource Planning
3003	Meeting Stakeholder Needs
3004	Managing and Communicating Information
3005	Identifying Development Opportunities
3008	Improving Team Performance

### Course Structure

Candidates will complete a portfolio containing all of their assignments. Assessment is normally via practical work-based assignments. This ensures you minimise time away from work and that you undertake work study which is relevant to your organisation's context. Workshop sessions will help all candidates address any area of concern. The main objective of the assessment of these qualifications will be to meet the assessment criteria detailed within each unit.

The written word is expected to form the majority of assessable work. The amount and volume of work for each unit at this level should be broadly comparable to a word count of 2,500 – 3,000 words.

### Progression Opportunities?

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On successful completion of a Level 3 qualification in First Line Management, a number of progression opportunities become available, among them:

- Enhance your professional status by upgrading your membership with the Institute.
- Progress onto the next level of Institute qualification – the Level 5 qualification in Management and Leadership.

### What do I need to bring?

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Notebook, pens, and a folder. You may also be required to purchase some texts. Your tutor will advise.

### Entry Requirements

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This programme is ideal for first line managers with the responsibility for staff, managing budgets and some degree of decision making.

### Important Points

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- Gibraltar College reserves the right to make changes to this course without prior notice.
- All courses are accurate at the time of upload or print.
- Courses can only run if there are sufficient numbers.

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# Chartered Management Institute – Level 5 Extended Diploma in Leadership and Management

## Course Duration: 48 Weeks

### Course Fee: £TBC

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### Overview

The Level 5 qualifications in Management and Leadership are designed for practising middle managers who wish to develop their core management skills and practices. These qualifications focus on the personal development of the individual learner's management capabilities and competencies.

These qualifications are derived from the National Occupational Standards for Management and Leadership and are accredited on the UK national qualifications frameworks.

This qualification provides you with key management skills and techniques to enable you to operate effectively as a middle manager. It allows you to develop a wide range of competencies from operational management principles and practices to the development of resource control and use.

### Aims and Learning Outcomes

A qualification in this syllabus provides you with key management skills and techniques to enable you to operate effectively as a middle manager. It allows you to develop a wide range of competencies from operational management principles and practices to the development of resource control and use.

The following topic areas will be covered:

Unit No	Unit Title
5001	Personal Development as a Manager and Leader
5002	Information Based Decision Making
5004	Practices of Resource Management
5005	Meeting Stakeholder and Quality Needs
5006	Conducting a Management Project
5003	Managing Team and Individual Performance
5008	Conducting a Marketing Plan
5009	Project Development and Control
5010	Planning for Development

### Course Structure

Candidates will complete a portfolio containing all of their assignments. Assessment is normally via practical work-based assignments. This ensures you minimise time away from work and that you undertake work study which is relevant to your organisation's context. Workshop sessions will help all candidates address any area of concern. The main objective of the assessment of these qualifications will be to meet the assessment criteria detailed within each unit.

The written word is expected to form the majority of assessable work. The amount and volume of work for each unit at this level should be broadly comparable to a word count of 2,500 – 3,000 words

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Lecturers: CMI Lecturers  
E-Mail: [TBC]  
Location:[Main Building]  
Session Hours: [18:00 - 20:00]

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### Progression Opportunities?

On successful completion of a Level 5 qualification in Management and leadership, a number of progression opportunities become available, among them:

- Enhance your professional status by upgrading your membership with the Institute.
- Start working towards Chartered Managers status.

### What do I need to bring?

Notebook, pens, and a folder. You may also be required to purchase some texts. Your tutor will advise.

### Entry Requirements

This programme is ideal for middle managers with the responsibility for staff, managing budgets and decision making.

### Important Points

- Gibraltar College reserves the right to make changes to this course without prior notice.
- All courses are accurate at the time of upload or print.
- Courses can only run if there are sufficient numbers.

