



# Course Prospectus 2021–2022

**Start a new chapter in your life**

Short courses | GCSEs and A-levels | Open University Access modules | Professional courses



**At the charity Prisoners' Education Trust (PET), we believe that education has the power to change your life, and that everyone should have the chance to study while in prison.**

We offer over 100 different distance learning courses in every prison in England, Wales, the Channel Islands and the Isle of Man – from business start-up to creative writing, GCSEs and A-levels, Open University Access modules, and everything in between.

We help around 1,500 people each year to take our courses, giving them the opportunity to learn new skills and gain recognised qualifications.

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# What is distance learning?

Distance learning with PET is different to traditional classroom-based teaching.

You can start most of our courses at any time of the year. All of your course materials will be sent to you by post. You study on your own, not in a classroom with other people. This means that you can choose when you study and that you are in control of your progress.

While distance learning can be life-changing, it can also be challenging. To be a successful distance learner you need to be motivated, well organised, self-disciplined, able to work independently, and most of all passionate about the course you choose.





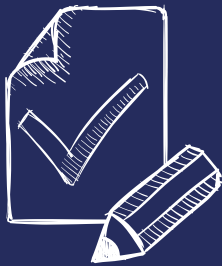
PET supports a diverse community of learners in prisons across England, Wales, the Channel Islands and the Isle of Man.

## Each Year:



Our expert advice team answers over

**3000** calls, emails and letters



We receive around

**2500** applications

for our distance learning courses



We fund over

**1500** courses



We work in over

**120** prisons

# Why study with PET?

Lots of people are looking to start courses that aren't available through standard prison education, or want to study at a higher level than what's on offer in prison.

PET can help them achieve their goals, with over 100 different courses to choose from at a range of levels. By studying with PET, you can:

- Expand your knowledge and achieve recognised qualifications
- Explore new interests or prepare yourself for a new job
- Get feedback from a personal tutor by post or by phone
- Get support from our advice team throughout your studies
- Study in your own time and space – whether in your room, the library or a classroom
- Take your course with you if you are transferred to another prison or released.

Our courses can help you make a new start. But don't just take our word for it.

Government research shows that studying with PET increases someone's chances of finding work, and reduces the chance of them returning to prison.

Our courses can give you so much more besides: studying can boost your mental health, help you gain confidence, and give you something positive to focus on.

# Who can apply?

PET learners come from all walks of life and different communities, with many having had bad or limited experiences of education previously.

To study some of our courses we will expect you to have some previous experience and qualifications, but we have many courses where you do not need to have any previous knowledge of the subject. However, a passion or interest in the subject is important, as is having the motivation to complete your chosen course.

There are a few requirements you will need to make sure you meet before sending your application for a course. You must:

- Be serving a sentence (not on remand) in a prison in England, Wales, the Channel Islands or the Isle of Man;
- Have six months or more left to serve on your sentence;
- Have gained level 2 English (literacy);
- Be over 18 years old;
- Not be studying another PET course at the same time.

Some courses also require level 2 Maths (numeracy).

If you are applying for an Open University Access module, you must be within eight years of release at the start of the course.

We will also need to make sure that there are no security issues that would make your chosen course inappropriate. Your education department should discuss this with you when you are choosing your course and making your application, but you can get in touch with PET if you remain unsure.

## **Already studied with PET? Apply for another course!**

We are especially keen to see people progress with their studies. If you have just completed a course or have completed one in the past, take a look at what else we have to offer and apply again.

We can offer advice on what to study next, as there will often be a higher level course in the same subject area. If that is not the case or you want to change direction in your studies, give us a call or send us a letter to discuss your options.



# What we offer

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## Short courses

If it's been a while since you last studied, our short courses are a great place to start. They will help build your study skills and give you a taste of distance learning, so that you can hit the ground running when you start a full course. [Find out more on page 14.](#)

## GCSEs and A-levels

Opening the door to further study or to a new job, you can work towards these widely-recognised qualifications in a range of subjects. [Find out more on pages 16–23.](#)

## Open University Access modules

If you don't feel ready to dive straight into an Open University degree, these popular Access modules can give you a gentler start and also help you discover which subjects interest you most. [Find out more on page 24.](#)

## Professional courses

You can choose from accredited courses in a range of sectors – from health and social care to transport and logistics – as well as a wide selection of business enterprise, arts and language courses. [Find out more from page 26.](#)





# Choosing the course that's right for you

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PET can offer you information, advice and guidance to help you choose the best course to reach your goals.

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If you are keen to study but not sure which course to choose, here are a few questions to help you decide.

## Interests

What are you interested in? What do you want to find out more about? What parts of previous jobs or studying did you enjoy most?

## Motivation

What energises you? How do you stay motivated? What does a successful day look like for you?

## Ambitions

What are your plans or ambitions for the future? What kind of work would you like to do or what do you want to achieve with your time?

## Strengths

What are you good at? Are there particular skills you have?

## Character

How would your family or friends describe you? For example, if you are a sociable and outgoing person then you may well be suited to working in customer service, social care or counselling.

## Research

Take a look at the courses we offer and make a note of any that interest you.

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Once you've considered the questions above, please do get in touch with us to talk through your options and choose a course. You could also talk to your education department, peer mentors, family and friends.

### Get in touch with PET's advice team

Choosing the right course can take time and you may have a few questions, so get in touch as often as you need.

You can speak to a member of our team for free on the PET Advice Line.

Just call **0800 048 7520** on:

Tuesdays: 10am–12pm and 2pm–4pm

Thursdays: 10am–12pm and 2pm–6pm

You can also write to us at **FREEPOST, Prisoners' Education Trust** (you don't need to use a stamp), or speak to your education department.

# Choosing the right level

When choosing a course, it is important to consider which level of study is right for you.

For all our courses, you will need to be able to study at level 2 English (literacy). Some – such as our finance courses – also require level 2 Maths (numeracy).

Having a level 2 qualification in one subject does not necessarily mean you should start at level 3 in another. If you are studying a subject that is new to you, it may be best to start at level 2 if you are not entirely confident.

Functional Skills Level 2 English and Maths are available through standard prison education. These qualifications are often necessary to get onto an apprenticeship, and are part of the requirements for studying PET’s distance learning courses.

If you would like to study maths or English in more depth then you might consider taking GCSEs. These widely recognised qualifications are often required for further study at college or university.

This table shows how the different qualification levels compare.

|                   |                                      |                                       |                                |  |
|-------------------|--------------------------------------|---------------------------------------|--------------------------------|--|
| LEVEL<br><b>6</b> | University Degree                    |                                       |                                |  |
| LEVEL<br><b>5</b> |                                      |                                       |                                |  |
| LEVEL<br><b>4</b> |                                      |                                       | Open University Access module  |  |
| LEVEL<br><b>3</b> | A-level                              | A-level (Part 2)<br>AS-level (Part 1) | Level 3 Diploma or Certificate |  |
| LEVEL<br><b>2</b> | GCSE<br>Grades 9–4 (previously A*–C) |                                       | Level 2 Diploma                |  |
| LEVEL<br><b>1</b> | GCSE<br>Grades 3–1 (previously D–G)  |                                       | Level 1 Diploma                |  |

# Support during your studies

Whoever you are, wherever you are, you can get advice and support throughout your studies.

## Support from your course provider and tutor

If your application is successful, your course provider will send you all your study materials – including books, printed materials and CD (if this is included with your course). They will also tell you how to get in touch with your personal tutor.

Throughout your course, your tutor will give written feedback on your assignments by post. Some course providers may also offer study support and tutorials over the phone. They will also be on hand to answer any questions you have relating to the course itself.

## Support from your education department

There are lots of ways you can get study support from your education department, though it can vary depending on what is available at your location. Support can include:



**Visiting the library or an alternative study space**, to help you focus and “switch gears” when it is time to study.



**Regular study groups**, giving you the chance to discuss ideas and share study skills – like note-taking or essay writing – with other PET learners.



**Weekly catch-ups with education staff**, so you can get advice and support and discuss your study needs, such as tutorials and extensions.



**Red Bands and Peer Support Workers**, who can help you with your course. Often they will be studying too, and will lead study sessions and offer individual support.

*If you are interested in finding out what is available in your prison, speak to your education department.*

## Keeping in touch with PET

PET will keep in touch with you throughout your studies to find out how you're getting on and to hear your views on the course and the support provided.

We will send you a feedback form by post at the start of your studies, and then one six to nine months later when you have completed your course. Please do fill these in – your views really matter to us and will help PET follow your progress and understand the impact education can have on people in prison.

## Moving prison while studying

One of the advantages of studying with PET is that you can take your course with you if you move to another prison.

To ensure that you can continue your studies without interruption, get in touch with PET and your course provider to let us know that you have moved. It's important that you tell the education department at your new prison that you're studying with PET too.

## Studying in the community

If you are released while studying, you can continue your course in the community.

Make sure you let your education department and your course provider know your new address, so that the provider can continue to send you course materials and give feedback on your assignments.

You can also take your exams in the community while on Release on Temporary Licence (ROTL) or after your release – speak to your course provider to find out how.

You can find out how to get in touch with all our course providers on [pages 70–71](#). Their contact details should also be included in your course materials.

**PET does not fund courses in the community. However, our team can provide advice on further study and put you in touch with further and higher education institutions that may be able to help.**





# A guide to making your course application

Once you know which course you'd like to apply for, here's what to do next:

1

Read this prospectus to make sure we offer the course you'd like to study, or get advice from PET.

2

Speak with your education department to make sure the course you have chosen is right for you. This includes any security issues: the prison will have a process to ensure your course choice is appropriate.

3

Ask your education department for a PET application form for distance learning courses.

4

Fill out the form with your education department's support. Make sure you read the questions carefully and include as much detail as possible in your answers. You can also get in touch with PET if you have any questions about how to complete the form.

5

Your education department will then complete the staff section and send the form to PET.

6

PET reviews all applications once a month. Your education department will give you a results letter which will let you know if your application has been successful.

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## Application successful

- PET will order your course and you should receive your study materials from the course provider within three to six weeks.
- You can get advice and guidance from PET throughout your studies, together with help and support from your course provider, education department and peer mentors.

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## Application unsuccessful

PET will explain why your application has not been successful in your results letter, and suggest the next steps you can take.

The application process for Open University Access modules is slightly different. You can find a step-by-step guide for how to apply on page 25.

# Assessments and exams

Most PET courses lead to a qualification, and in order to test your understanding you will need to have an assessment.

There are a few different kinds of assessment – you can find out how each course is assessed in the courses section:

**Written assignments** – many of our courses are assessed by written assignments, which you complete at the end of each course unit and post to your course tutor for marking and feedback.

**Portfolio of evidence** – some courses involve building up a collection of work throughout your studies which you then post to your course tutor for marking and feedback. This can include written responses of how you would approach certain situations and challenges, based on the knowledge that you have gained during the course.

**Exams** – for some courses you will need to pass an exam in order to gain the full qualification.

## Taking exams

If your chosen course is assessed by an exam, before making your application please speak to PET or your education department to find out if your prison can hold it.

We can still fund your course even if you can't sit the exam, however you should seriously consider whether you want to take a course for which you cannot gain the qualification.

Alternatively, if you are close to your release, you can take your exam in the community. Some course providers can accommodate exams at their own premises – please contact them for more information.

## Applying for funding for exam fees

Some of the courses we fund include the fees for their exams, but others do not – you can check the course description to find out.

If your chosen course does not include the exam fees, you can apply to PET for funding. When you are close to completing your course, speak to your education department to find out how to make an application. If you are planning to take your exam in the community, you will need to apply to PET for funding before your release.





# Courses

## Each course listed shows:

- ④ Who provides the course and whether it is accredited (meaning it has been approved by a professional organisation);
- ④ The level of study and how long it might take to complete the course;
- ④ Any entry requirements and how the course is assessed.

*If you need any more information about a particular course, please speak to your education department. They will be able to print a PET course card with more details.*

## Short courses

**If you are thinking about making a start with distance learning and looking for useful tips to help you on the way, PET's short courses are a great place to start.**

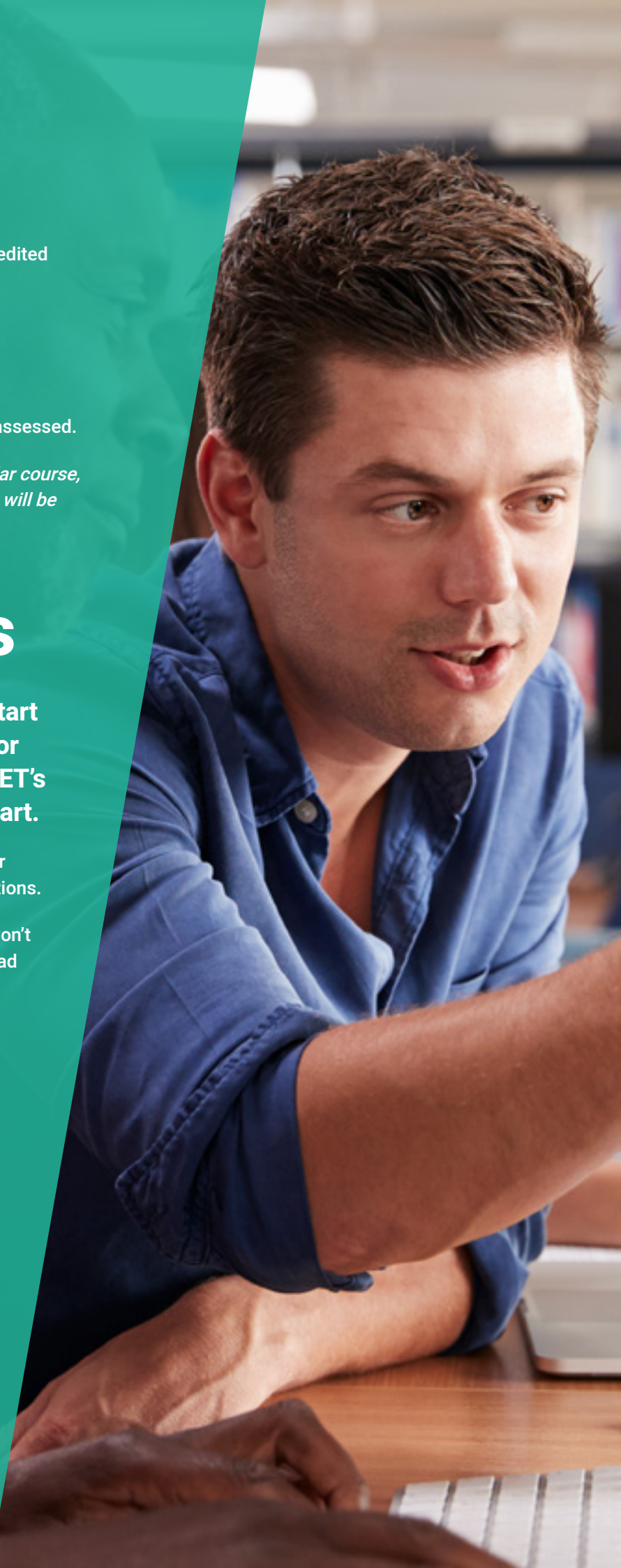
We offer four short courses designed to build your study skills and get you ready for longer qualifications.

With our short courses, there's no pressure: you won't need to submit assignments or sit an exam. Instead it's an opportunity for you get a taste of distance learning, working at your own pace.

By giving you the chance to experience studying with PET, you can prepare to embark on a full distance learning course and be confident you'll hit the ground running.

You do not need to fill in an application form to take one of these courses – just ask PET or your education department for a copy of the course that most appeals to you.

*Please note, these courses are self-assessed and do not lead to a qualification.*





## Business, Accounting and Bookkeeping

PET's short courses help you improve skills such as notetaking, academic writing, and exam revision. This course also gives you a taste of what it is like to study courses related to business, accounting and bookkeeping at Level 2 and above. Increased knowledge of cashflow, planning and marketing can be of great benefit in day-to-day life. Many people also take courses in these areas to help with their goal of starting their own business or finding employment after release.

## Construction, Trades, Health and Safety

Skills in construction can be of great benefit when maintaining or improving the property you live or work in, and when carrying out community-based projects. This course gives you a taste of what it is like to study construction, trades (such as plumber and electrician), health and safety at Level 2 and above. Taking courses in these areas can increase your employment prospects in the construction industry: having qualifications can help you advertise your skills to construction firms and site managers.

## Mental Health and Counselling

Increased knowledge of mental health issues, what triggers poor mental health, and counselling skills can be of great benefit in day-to-day life. This course gives you a taste of what it is like to study mental health care and counselling courses at Level 2 and above. PET offers a variety of courses that might be helpful in finding voluntary and paid work in the area of mental health.

## Sports and Nutrition

This course gives you a taste of what it is like to study sport and nutrition at Level 2 and above. Increased knowledge of anatomy, training techniques, diet and health can be of great benefit in day-to-day life. Many people also take courses in these areas to help with their goal of finding employment in the growing sport and health industries, applying for roles such as gym instructor.

# GCSEs

GCSE and IGCSE qualifications can help open doors to both work and further study.

They are required by a large number of employers (in particular English and Maths) and are often essential if you're looking to go to college or university.

GCSEs and IGCSEs are very similar and are accepted as equivalent qualifications. You can start them at any time of the year but exams usually take place in June.

Before making your application, please speak to PET or your education department to find out if your prison can hold GCSE or IGCSE exams. Alternatively, you might be able to take the exams on Release on Temporary Licence (ROTL) or after your release – we will be happy to advise you further on this.

*You will need to apply separately for exam fees. Find out how to make your application on [page 12](#).*

## IGCSE Business Studies

Level: **2**

This course provides a thorough understanding of the principles, terminology, concepts and methods of business. You'll cover topics such as business operations, marketing, and business finance and will develop your critical thinking and analytical skills.

**Course Provider:** National Extension College (NEC)

**Duration (hours):** 120–150

**Entry requirements:** Level 2 English

**Assessments and exams:** 9 assignments (these do not contribute toward the final grade) and 2 exams.

## IGCSE Combined Science

Level: **2**

On this course, you'll explore the basic principles and applications of biology, chemistry and physics. You'll learn key scientific concepts, as well as their application in the real world, including the impact on technology and the environment.

**Course Provider:** National Extension College (NEC)

**Duration (hours):** 120–150

**Entry requirements:** Level 2 English

**Assessments and exams:** 10 assignments (these do not contribute toward the final grade) and 3 exams.

## GCSE English Language

Level: **2**

This qualification can help with future job roles or further educational courses. You will learn how to develop your reading and writing, and improve your communication skills to express your ideas more effectively.

**Course Provider:** National Extension College (NEC)

**Duration (hours):** 120–150

**Entry requirements:** Level 2 English

**Assessments and exams:** 10 assignments and an optional Non-Exam Assessment (these do not contribute toward the final grade) and 2 exams.

## GCSE English Literature

Level: **2**

This course explores a variety of classic literary works, and will improve your reading, communication and analytical skills to deepen your experience of literature for life.

**Course Provider:** National Extension College (NEC)

**Duration (hours):** 120–150

**Entry requirements:** Level 2 English

**Assessments and exams:** 10 assignments (these do not contribute toward the final grade) and 2 exams.

## IGCSE History

Level: **2**

On this course, you will explore some of the key events, personalities and societies that shaped world history. You will also have the opportunity to develop a set of important skills such as communication, problem solving, analysis, research and independent thinking.

**Course Provider:** National Extension College (NEC)

**Duration (hours):** 120–150

**Entry requirements:** Level 2 English

**Assessments and exams:** 11 assignments (these do not contribute toward the final grade) and 2 exams.

## GCSE Maths

Level: **2**

This qualification will help you gain more confidence in basic mathematical skills, covering topics such as fractions, decimals and Pythagoras' Theorem. By studying this course, you will become better-equipped in terms of critical thinking, problem-solving and analytical skills.

**Course Provider:** National Extension College (NEC)

**Duration (hours):** 120–150

**Entry requirements:** Level 2 English

**Assessments and exams:** 11 assignments (these do not contribute toward the final grade) and 3 exams.

## GCSE Psychology

Level: **2**

This course will help you better observe and interpret human behaviour, analyse your own social interactions with people of different personality types, and understand the drivers behind decision-making and behaviour. It covers a wide selection of topics including memory, perception, social influence, the brain and neuropsychology.

**Course Provider:** National Extension College (NEC)

**Duration (hours):** 120–150

**Entry requirements:** Level 2 English

**Assessments and exams:** 10 assignments (these do not contribute toward the final grade) and 2 exams.

## GCSE Sociology

Level: **2**

On this course, you'll investigate the structures and processes that shape society – examining how and why humans interact the way we do. You'll discover and apply different sociological theories and develop key methods of critical analysis, deepening your understanding of social issues such as poverty, racism and crime.

**Course Provider:** National Extension College (NEC)

**Duration (hours):** 120–150

**Entry requirements:** Level 2 English

**Assessments and exams:** 11 assignments (these do not contribute toward the final grade) and 2 exams.

# A-levels

Whether you didn't get a chance to take A-levels earlier in life or weren't happy with your original results, this is a great opportunity to gain these widely-respected qualifications.

We offer A-levels in two parts. Upon completing Part 1, you can choose either to take your AS exam (a qualification marking the first year of a full A-level) or continue on to Part 2 to build up to a full A-level.

You can start an A-level at any time of the year but exams usually take place in June. Before making your application, please speak to PET or your education department to find out if your prison can hold A-level exams. Alternatively, you might be able to take the exams on Release on Temporary Licence (ROTL) or after your release – we will be happy to advise you further on this.

*You will need to apply separately for exam fees. Find out how to make your application on [page 12](#).*

## A-level Business

Level: **3**

This course helps to develop your knowledge of how business works, whether you are interested in setting up your own business or want to explore a wide variety of industries. It will also help you to develop sound reasoning and leadership skills, and an analytical approach.

**Course Provider:** National Extension College (NEC)

**Duration (hours):** 150 per Part

**Entry requirements:** Level 2 English and Maths

**Assessments and exams:**

**Part 1:** 7 assignments (these do not contribute toward the final grade) and 2 exams.

**Part 2:** 4 assignments (these do not contribute towards the final grade) and 3 exams.

## A-level Classical Civilisation

Level: **3**

The ancient Greeks and Romans created a legacy that has shaped the literature, language, arts, politics and philosophy of the western world. This course allows you to develop a critical approach to the literature and culture of this fascinating period in history. You will study poetry and plays and analyse the issues and values that shaped classical civilisation.

*You will not have the option to take the AS exam at the end of Part 1 of this course. After completing Part 1, you should apply for Part 2. Having completed both parts you can then take the full A-level exams which will cover everything learned in Part 1 and Part 2.*

**Course Provider:** National Extension College (NEC)

**Duration (hours):** 150 per Part

**Entry requirements:** Level 2 English

**Assessments and exams:**

**Part 1:** 7 assignments (these do not contribute toward the final grade).

**Part 2:** 4 assignments (these do not contribute toward the final grade) and 3 exams.



## A-level Economics

Level: **3**

Economics shapes how we allocate limited resources and measures the impact of our choices. You'll study the UK and global economy, using economic theory to analyse issues and present your ideas and conclusions in a clear, logical way. Whether you're pursuing a career in business, finance or politics, this course will build your problem-solving, analytical and decision-making skills, in readiness for a wide range of future career and university choices.

**Course Provider:** National Extension College (NEC)

**Duration (hours):** 150 per Part

**Entry requirements:** Level 2 English and Maths

**Assessments and exams:**

**Part 1:** 7 assignments (these do not contribute toward the final grade) and 2 exams.

**Part 2:** 4 assignments (these do not contribute towards the final grade) and 3 exams.

## A-level English Language

Level: **3**

This course deepens your knowledge of linguistic analysis and explores language use in a variety of situations and contexts. From political speeches and song lyrics, to cartoon strips and food labelling, the course will introduce you to a rich set of resources and styles of writing. You'll learn about the terminology and grammar that underpins the English language, building your understanding of how language works in the way it does.

**Course Provider:** National Extension College (NEC)

**Duration (hours):** 150 per Part

**Entry requirements:** Level 2 English

**Assessments and exams:**

**Part 1:** 6 assignments (these do not contribute toward the final grade) and 2 exams.

**Part 2:** 5 assignments (these do not contribute towards the final grade), 2 exams and 1 non-exam assessment (coursework task).

## A-level English Literature

Level: **3**

This qualification will help you to develop an enjoyment and love of the written word. By reading widely, and critically, across centuries, gender and genre, you will develop as an independent reader and critic. Through analysing complex literary issues using theories and critical ideas, you can develop skills useful for higher education and highly-valued in a wide variety of job roles.

*You will not have the option to take the AS exam at the end of Part 1 of this course. After completing Part 1, you should apply for Part 2. Having completed both parts you can then take the full A-level exams which will cover everything learned in Part 1 and Part 2.*

**Course Provider:** National Extension College (NEC)

**Duration (hours):** 150 per Part

**Entry requirements:** Level 2 English

**Assessments and exams:**

**Part 1:** 5 assignments (these do not contribute towards the final grade).

**Part 2:** 6 assignments (these do not contribute towards the final grade), 2 exams and 1 non-exam assessment (coursework task).

## A-level History

Level: **3**

From the abolition of the slave trade to the history of Germany, studying this course will improve your knowledge of the past, whilst also developing valuable skills for your future. It will help you to become a more inquiring, critical and analytical thinker, and to develop reasoned arguments and draw logical conclusions. You'll discover how critical thinking and evidence play a crucial role in decision making.

**Course Provider:** National Extension College (NEC)

**Duration (hours):** 150 per Part

**Entry requirements:** Level 2 English

**Assessments and exams:**

**Part 1:** 6 assignments (these do not contribute toward the final grade) and 2 exams.

**Part 2:** 5 assignments (these do not contribute towards the final grade) and 3 exams.

## A-level Law

Level: **3**

This course explores the English legal system and substantive law, including criminal and civil law. You'll consider different scenarios – applying legal rules, constructing arguments and evaluating key legal issues and concepts. The course will also develop your problem-solving and analytical thinking, as well as your essay writing, research and debating skills – preparing you for a diverse range of future career paths.

*You will not have the option to take the AS exam at the end of Part 1 of this course. After completing Part 1, you should apply for Part 2. Having completed both parts you can then take the full A-level exams which will cover everything learned in Part 1 and Part 2.*

**Course Provider:** National Extension College (NEC)

**Duration (hours):** 150 per Part

**Entry requirements:** Level 2 English

**Assessments and exams:**

6 assignments (these do not contribute toward the final grade) and 3 exams.

## A-level Mathematics

Level: **3**

This course will help you to develop excellent numeracy skills and gain a sound ability to interpret and process data sets. You'll also learn to be resilient and to think creatively and strategically, developing the strong mathematical knowledge needed to write structured solutions and formulate reasoned arguments.

**Course Provider:** National Extension College (NEC)

**Duration (hours):** 150 per Part

**Entry requirements:** Level 2 English and Maths

**Assessments and exams:**

**Part 1:** 6 assignments (these do not contribute toward the final grade) and 2 exams.

**Part 2:** 5 assignments (these do not contribute towards the final grade) and 3 exams.

## A-level Philosophy

Level: **3**

This course delves into some of life's fundamental questions – about existence, knowledge and ethics. You'll deepen your understanding of human beings and free will, and consider questions about God's existence and what knowledge is. This course also improves transferable skills, such as independent studies and the ability to explore and evaluate concepts.

*You will not have the option to take the AS exam at the end of Part 1 of this course. After completing Part 1, you should apply for Part 2. Having completed both parts you can then take the full A-level exams which will cover everything learned in Part 1 and Part 2.*

**Course Provider:** National Extension College (NEC)

**Duration (hours):** 150 per Part

**Entry requirements:** Level 2 English

**Assessments and exams:**

5 assignments (these do not contribute toward the final grade) and 2 exams.

## A-level Politics

Level: **3**

This course will expand your knowledge of elections, referendums and nationalism and help you develop an understanding of current political issues in the world. It will also improve your transferable skills, such as research, and build your analytical and critical thinking ability.

**Course Provider:** National Extension College (NEC)

**Duration (hours):** 150 per Part

**Entry requirements:** Level 2 English

**Assessments and exams:**

**Part 1:** 5 assignments (these do not contribute toward the final grade) and 2 exams.

**Part 2:** 6 assignments (these do not contribute towards the final grade) and 3 exams.

## A-level Psychology

Level: **3**

In this course, you'll deepen your understanding of theories underpinning human behaviour – exploring memory, cognition and mental health. You'll also develop your analytical and organisational skills, discovering which scientific research methods can be used to collect, process and analyse data.

**Course Provider:** National Extension College (NEC)

**Duration (hours):** 150 per Part

**Entry requirements:** Level 2 English and Maths

**Assessments and exams:**

**Part 1:** 7 assignments (these do not contribute toward the final grade) and 2 exams.

**Part 2:** 4 assignments (these do not contribute towards the final grade) and 3 exams.

## A-level Religious Studies

Level: **3**

This course explores a variety of perspectives on religion and its impact on people's behaviour, communities and cultures. Focussing on topics such as life after death and the existence of God, you'll get the chance to reflect on your own values and attitude, as well as develop critical thinking and effective communication.

**Course Provider:** National Extension College (NEC)

**Duration (hours):** 150 per Part

**Entry requirements:** Level 2 English

**Assessments and exams:**

**Part 1:** 6 assignments (these do not contribute toward the final grade) and 3 exams.

**Part 2:** 5 assignments (these do not contribute towards the final grade) and 3 exams.

## A-level Sociology

Level: **3**

With this qualification, you'll improve your understanding of human behaviour and interaction and explore issues around race, inequality and religion. You will get the opportunity to develop transferable skills like critical analysis, as well as independent thinking and research.

**Course Provider:** National Extension College (NEC)

**Duration (hours):** 150 per Part

**Entry requirements:** Level 2 English and Maths

**Assessments and exams:**

**Part 1:** 5 assignments (these do not contribute toward the final grade) and 2 exams.

**Part 2:** 6 assignments (these do not contribute towards the final grade) and 3 exams.





# Open University Access modules

The Open University (OU) is the UK's largest university and many of its students study while in prison.

The OU offers qualifications in a broad range of subjects – from short introductory modules to longer, broader modules leading to certificates, degrees and diplomas.

The idea of university-level study can be quite daunting if you have not studied at this level before. For this reason, the OU offers introductory Access modules that have been specially designed to help you find out what it's like to study with the OU, get a taste of a subject area, develop your study skills, and build your confidence.

Starting an Access module with PET is the perfect opportunity to try out degree-level study without taking out a student loan. Research has also shown that learners who take Access modules are significantly more likely to succeed in their university studies than those who don't.

Please note, to apply for an OU Access module you need to be ordinarily resident in the UK (time spent in prison does not count towards residency).

## Arts and languages Access module (Y031)

Level: **3**

You will explore a range of subjects in this module – including art history, English language, English literature and creative writing. The module touches on modern languages, history, religious studies, classical studies and music too. It will help you to explore your creative side and hone your study skills.

**Course Provider:** Open University (OU)

**Duration (hours):** 270

**Entry requirements:** Level 2 English

**Assignment and exams:** Four written assignments and a few smaller assessed pieces of work

## People, work and society Access module (Y032)

Level: **3**

In this multi-disciplinary module you'll gain insights into a wide range of areas, including business and law, childhood and youth studies, health, psychology, and social science. While improving your subject knowledge in those areas in particular, this module also prepares you for further study in a wide variety of qualifications.

**Course Provider:** Open University (OU)

**Duration (hours):** 270

**Entry requirements:** Level 2 English and Maths

**Assignment and exams:** Four written assignments and a few smaller assessed pieces of work

## Science, technology and maths Access module (Y033)

Level: **3**

This module introduces you to a range of technical subjects, including computing and IT, engineering and design, environment, mathematics, and science. As the foundation for further studies in these fields, this is the ideal module to build your confidence and prepare you for your next steps.

**Course Provider:** Open University (OU)

**Duration (hours):** 270

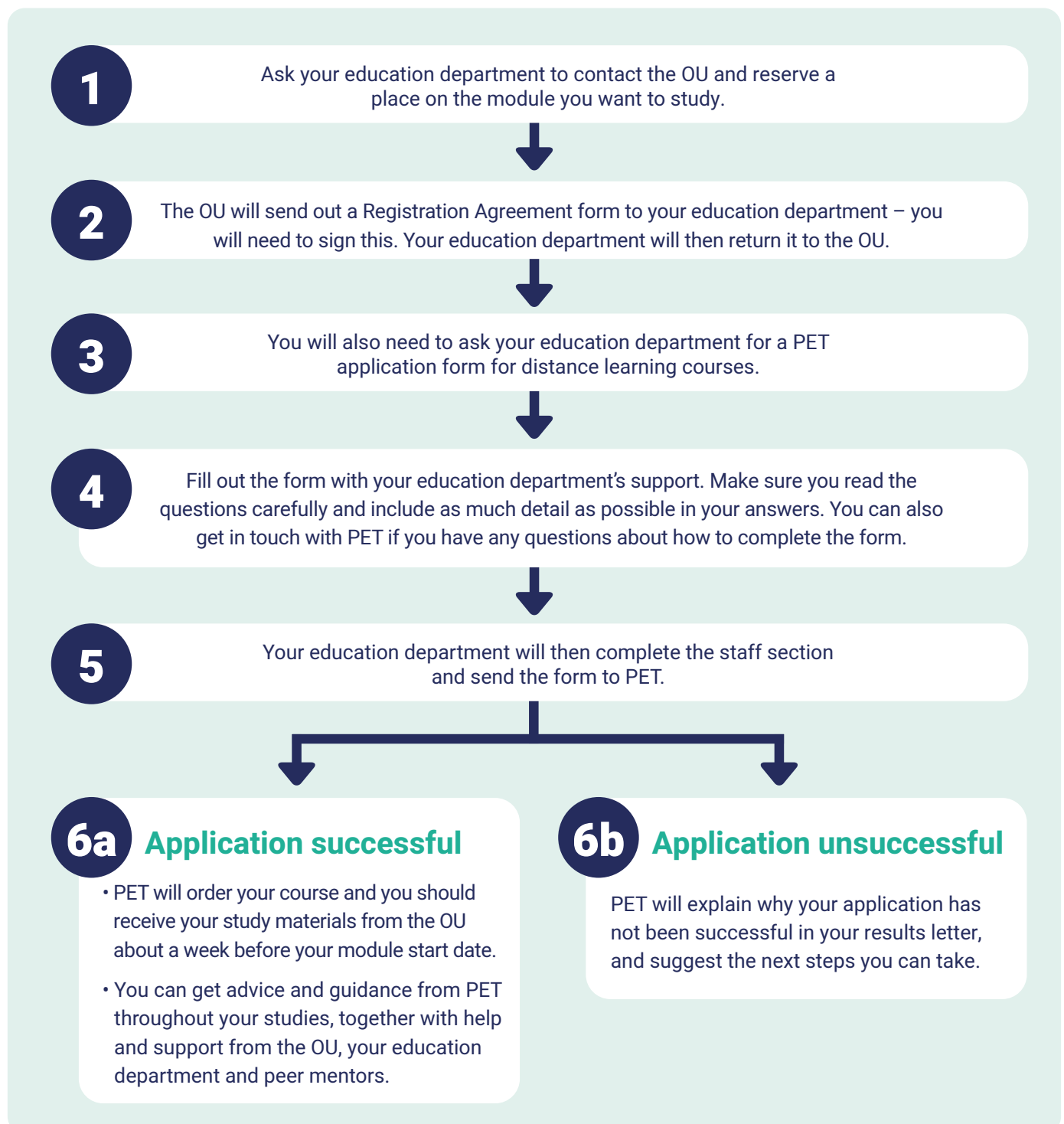
**Entry requirements:** Level 2 English and Maths

**Assignment and exams:** Four written assignments and a few smaller assessed pieces of work

# A step-by-step guide to applying for an OU Access module

OU Access modules start in February, May and October each year. If you plan to start your studies in:

- 📅 **February** – you can apply from October to January
- 📅 **May** – you can apply from February to April
- 📅 **October** – you can apply from June to September





# Art and Writing

**Creative pursuits like art and writing can be a fulfilling way to free your mind while in prison.**

If you have ever thought that you may have some creative talents, these courses will help you to explore your potential. You may even be able to develop your interest into a new job. PET's Art and Writing courses can equip you with the knowledge, skills and techniques to build upon your passion for creativity.



## Learning to Draw (available from August 2021)

Level: **2**

This course is for anyone who wants to learn to draw. Using basic art materials provided with the course, you will learn key techniques, such as contour drawing, using negative space, drawing different tones, conveying light and shade, using a vanishing point and drawing in perspective. The course encourages you to practise sketching, whenever and wherever you can. You will improve your practical skills at a fast pace, so you can explore your own creativity.

**Course Provider:** National Extension College (NEC)

**Accreditation:** None

**Duration:** 60 hours

**Entry requirements:** Level 2 English

**Assessments and exams:** 6 assignments

## The Practice of Painting

Level: **4**

This course will provide you with an opportunity to see in a selective way, develop your own visual ideas and discover different ways to translate visual experiences into painting. You will familiarise yourself with the key processes for drawing and painting, explore different approaches to creating visual work and find out about different artistic movements, including those in 20th and 21st century painting.

*Please note, PET can only partially fund this course. You will first need to apply for a bursary from the Open College of Arts (OCA) – their contact details can be found on [page 71](#). If your application to the Open College of Arts (OCA) is successful, you can then apply to PET to cover the remaining amount.*

*Painting materials are not included with this course and will need to be sourced separately.*

**Course Provider:** Open College of Arts (OCA)

**Accreditation:** Open College of Arts (OCA)

**Duration:** 400 hours

**Entry requirements:** Level 2 English

**Assessments and exams:** 5 assignments

## Drawing 1: Drawing Skills

Level: 4

This course helps you develop fundamental techniques such as using line and tone, and understanding form, perspective and proportion. You'll be encouraged to explore and experiment with surface, scale and media. You'll also learn to observe and look selectively and translate what you see into your drawings.

*Please note, PET can only partially fund this course. You will first need to apply for a bursary from the Open College of Arts (OCA) – their contact details can be found on [page 71](#). If your application to the Open College of Arts (OCA) is successful, you can then apply to PET to cover the remaining amount.*

*Painting materials are not included with this course and will need to be sourced separately.*

**Course Provider:** Open College of Arts (OCA)

**Accreditation:** Open College of Arts (OCA)

**Duration:** 400 hours

**Entry requirements:** Level 2 English

**Assessments and exams:** 5 assignments

## Creative Writing

Level: 2

For those who read and write confidently and are interested in learning more about the technical side, this course gives you the underlying knowledge to improve your ability and boost your confidence. The course looks at writing in different styles, covering all the skills and techniques used in fiction writing. You will also have a go at writing non-fiction material, such as magazine articles. Broad and wide-reaching, this course will challenge you to write in new ways.

**Course Provider:** National Extension College (NEC)

**Accreditation:** None

**Duration:** 60 hours

**Entry requirements:** Level 2 English

**Assessments and exams:** 11 assignments

## Writing for a Living

Level: 2

If you already read and write confidently, this course will give you all the knowledge and skills you need to have the best possible chance of getting your work published. You'll learn about the different publishing platforms and the differing demands they place on the writer, including which outlet would be most suitable for your work. You'll also have the opportunity to develop your knowledge around getting started as a freelancer.

**Course Provider:** National Extension College (NEC)

**Accreditation:** None

**Duration:** 120 hours

**Entry requirements:** Level 2 English

**Assessments and exams:** 3 assignments



## Certificate in Foundation Journalism

Level: **3**

Accredited by the National Council for the Training of Journalists (NCTJ), this course has been especially adapted for PET learners to help you develop your journalistic skills. You will complete units on the English language, news stories, recording information, feature writing and sports reporting.

*This course includes several additional units that can be completed upon release to gain the full qualification.*

**Course Provider:** National Council for the Training of Journalists (NCTJ)

**Accreditation:** National Council for the Training of Journalists (NCTJ)

**Duration:** 60 hours

**Entry requirements:** Level 2 English

**Assessments and exams:** Portfolio of evidence, written coursework and a practical assignment



# Business, Management and IT

**Whether you want to develop the skills to set up your own business, or gain recognised management qualifications to make you stand out to employers, we have a course to suit you.**

You can choose from a range of project management courses to give you a head start in all areas of business, find out more about the world of property, or discover how to start a digital business.



## Business Start-up

Level: **2**

This course is designed to guide you through the process of setting up your own business. You'll get practical advice and develop skills vital for planning, establishing and growing a business. The course explores if self-employment is right for you and provides the tools you need to develop a full business plan. It also covers topics vital to early success, including legal and financial issues, marketing and sales, and customer service and quality.

**Course Provider:** National Extension College (NEC)  
**Accreditation:** None  
**Duration:** 30 hours  
**Entry requirements:** Level 2 English  
**Assessments and exams:** 9 written progress checks

## Preparing to Set Up a Digital Business

Level: **2**

Equipping you with the knowledge to succeed in the digital world, this course shows you how to take the first steps in digital business. You will cover various aspects of business, including challenges, business planning, relationship building, marketing, finance and negotiation. The course provider, Rocketeer, will also give you access to their resources after release, and offer bespoke support for your business through the gate.

**Course Provider:** Rocketeer  
**Accreditation:** None  
**Duration:** 110 hours  
**Entry requirements:** Level 2 English  
**Assessments and exams:** 7 assignments

## Creating and Starting a Digital Business

Level: **3**

This course is ideal whether you are looking to launch a small local enterprise or you have aspirations to run a global digital company. It covers marketing, business planning, finance and networking – taking you from the business conception through to making your first sale. It will bring you up to date with current technological possibilities too. The course provider, Rocketeer, will also give you access to their resources after release, and offer bespoke support for your business through the gate.

**Course Provider:** Rocketeer  
**Accreditation:** None  
**Duration:** 120 hours  
**Entry requirements:** Level 2 English  
**Assessments and exams:** 18 assignments

## Principles of Management Certificate

Level: **3**

Suitable for those looking to improve their managerial skills or who are new to the area entirely, this course covers all the basic elements of management. Through a series of written assessments, you will study people management, leadership, improving performance, equality, diversity and inclusion in the workplace, resolving customer complaints, and monitoring customer interactions. Throughout the course, you will use your newfound knowledge to analyse data and understand different approaches.

**Course Provider:** NCC Home Learning

**Accreditation:** NCFE

**Duration:** 240 hours

**Entry requirements:** Level 2 English

**Assessments and exams:** 7 assignments

## Principles of Human Resource Practice

Level: **3**

This qualification provides you with a firm foundation in the most common areas of human resource (HR) and will assist you in developing essential HR skills. It will provide you with the knowledge and skills for working in an HR role and is aimed at those who are new to HR or who are looking to further their HR career with a professional qualification.

**Course Provider:** NCC Home Learning

**Accreditation:** NCFE CACHE, Regulated Qualifications Framework (RQF)

**Duration:** 260 hours

**Entry requirements:** Level 2 English

**Assessments and exams:** 7 assignments

## Principles of Customer Service Certificate RQF

Level: **3**

This course will provide you with the knowledge required to work in a customer service role in a range of different environments. Through a series of written assignments, you will develop an essential understanding of the principles and practices of providing effective customer service – including customer retention, resolving customer complaints and problems, monitoring feedback, and customer expectations.

**Course Provider:** NCC Home Learning

**Accreditation:** NCFE CACHE, Regulated Qualifications Framework (RQF)

**Duration:** 240 hours

**Entry requirements:** Level 2 English

**Assessments and exams:** 8 assignments



## CMI Level 3 Certificate in Principles of Management and Leadership

Level: **3**

This course will provide you with the broad knowledge and skills needed to improve your managerial ability. It focuses on the way organisations operate, as well as the application of management and leadership approaches. You will also study how to manage teams effectively, create cohesive workplaces, and overcome barriers to achievement.

**Course Provider:** National Extension College (NEC)  
**Accreditation:** Chartered Management Institute (CMI)  
**Duration:** 120 hours  
**Entry requirements:** Level 2 English  
**Assessments and exams:** 2 non-assessed and 2 assessed assignments

## CMI Level 5 Certificate in Management and Leadership

Level: **5**

This qualification is aimed at aspiring managers and leaders. You will find out how to be more effective at managing individuals and teams and how to deliver aims and objectives in line with an organisation's strategy. You will focus on the principles of managing and learn about approaches for supporting, motivating and inspiring both teams and individuals to exceed expectations.

**Course Provider:** National Extension College (NEC)  
**Accreditation:** Chartered Management Institute (CMI)  
**Duration:** 120 hours  
**Entry requirements:** Level 2 English and a Level 3 Management qualification  
**Assessments and exams:** 2 non-assessed and 2 assessed assignments

## PRINCE2 Project Management

Level: **3**

PRINCE2 is a widely recognised project management method often used by those looking to work in business, local government, or other large administrative organisations. This course will help you to deliver projects of any size or complexity successfully. In the Foundation level modules, you will be taken through the key concepts of PRINCE2, so that you can understand its methods, principles and processes. In the Practitioner level modules, you will learn how these methods can be applied throughout a project.

*This course includes both the PRINCE2 Foundation level (approximately level 2) and PRINCE2 Practitioner level (approximately level 3). You will need to apply separately for exam fees for this course. Find out how to make your application on [page 12](#).*

**Course Provider:** CUPE International  
**Accreditation:** Axelos  
**Duration:** 70 hours  
**Entry requirements:** Level 2 English  
**Assessments and exams:** 1 exam



## Agile Project Management

Level: **3**

Agile PM is a project management method which takes a different approach to the more traditional PRINCE2, and has become more popular in some sectors in recent years due to its flexibility. This course will allow you to learn this practical approach that achieves an ideal balance between the standards, rigour and visibility required for good project management, and the fast-pace, change and empowerment provided by Agile.

*This course includes both the Agile PM Foundation level (approximately level 2) and Agile PM Practitioner level (approximately level 3). You will need to apply separately for exam fees for this course. Find out how to make your application on [page 12](#).*

**Course Provider:** CUPE International

**Accreditation:** APMG

**Duration:** 70 hours

**Entry requirements:** Level 2 English

**Assessments and exams:** 1 exam

## Agile PM Scrum Master

Level: **3**

Scrum is another popular framework to manage product development and this is a useful qualification if you are looking for a job in management or IT. You will learn all aspects of this flexible strategy that challenges assumptions of the traditional approach to product development and enables teams to better communicate and support each other.

*You will need to apply separately for exam fees for this course. Find out how to make your application on [page 12](#).*

**Course Provider:** CUPE International

**Accreditation:** APMG

**Duration:** 40 hours

**Entry requirements:** Level 2 English

**Assessments and exams:** 1 exam

## Webmaster HTML and CSS

Level: **3**

This beginner's course is designed for people who are interested in starting a career as a web designer, or who simply want to build a website for themselves or a company. You will get a thorough introduction to the HTML and CSS web development tools and find out how to build a high-impact landing page, optimised for search engine algorithms and responsive to browser screen sizes. During the course, you will also build your own store front, using animation, transition, and transformation techniques to attract visitors.

*This course requires access to a PC.*

**Course Provider:** Distance Learning Centre (DLC)

**Accreditation:** None

**Duration:** 120 hours

**Entry requirements:** Level 2 English

**Assessments and exams:** 10 assignments

## Webmaster Responsive Web Design

Level: **4**

Progressing from the HTML and CSS Level 3 qualification, on this course you'll learn how to design stunning responsive websites using the very latest HTML5 and CSS technologies. You will find out how to develop professional websites with an optimal viewing experience across a wide range of devices. The course also includes tips on styling content, layouts, lists and tables, and special effects to improve webpages.

*This course requires access to a PC.*

**Course Provider:** Distance Learning Centre (DLC)

**Accreditation:** None

**Duration:** 140 hours

**Entry requirements:** Level 2 English and the Webmaster Level 3 course or equivalent

**Assessments and exams:** 10 assignments

## Webmaster JavaScript Web Design

Level: **4**

This course introduces the fundamentals of the web programming language JavaScript Programming, which removes many of the constraints that have previously limited web developers' creativity. You start by learning the basics of the software, and how to deal with errors and debugging. As the training programme progresses, you'll hone your JavaScript skills via assignments which involve the development of a number of dynamic, interactive games such as Minefield and Connect4.

*This course requires access to a PC.*

**Course Provider:** Distance Learning Centre (DLC)

**Accreditation:** None

**Duration:** 200 hours

**Entry requirements:** Level 2 English and the Webmaster Level 3 course or equivalent

**Assessments and exams:** 10 assignments

## Residential Lettings

Level: **2**

This introductory qualification is ideal if you want to gain basic knowledge in residential lettings and property management, and is well suited for those who wish to enter the profession with no previous experience or qualifications in this sector. You will cover areas including health and safety, law, and customer service, as well as maintenance and repair obligations, renewing and ending tenancies, and dispute resolution.

*You will need to apply separately for exam fees for this course. Find out how to make your application on [page 12](#). This course does not include tutor support.*

**Course Provider:** MOL Learn

**Accreditation:** Propertymark

**Duration:** 90 hours

**Entry requirements:** Level 2 English and Maths

**Assessments and exams:** Self-assessed workbook and 4 exams

This introductory qualification is ideal if you want to gain basic knowledge of residential property sales, and is well suited for those who wish to enter the profession with no previous experience or qualifications in this sector. You will cover areas including health and safety, law, customer service, and regulations and practices. Please note, this course is only relevant for property laws in England.

*You will need to apply separately for exam fees for this course. Find out how to make your application on [page 12](#). This course does not include tutor support.*

**Course Provider:** MOL Learn

**Accreditation:** Propertymark

**Duration:** 90 hours

**Entry requirements:** Level 2 English and Maths

**Assessments and exams:** Self-assessed workbook and 4 exams



# Construction and Health and Safety

We offer a range of Construction and Health and Safety courses which lead to qualifications and skills that are much in demand in the industry.

Whether you have worked in the construction sector before or want to make a new start, with these courses you can learn more about the industry and gain qualifications that will boost your job prospects.



## IOSH Managing Safely

Level: **2**

Aimed at managers, supervisors, small business owners, or anyone who wants a better understanding of health and safety from a supervisory point of view, this is an ideal introductory course in this field. You will cover assessing and controlling risks, understanding responsibilities, identifying hazards, investigating accidents and incidents, and measuring performance.

*You will need to apply separately for exam fees for this course. Find out how to make your application on [page 12](#).*

**Course Provider:** Clwyd Associates

**Accreditation:** Institute for Occupational Safety and Health (IOSH)

**Duration:** 20 hours

**Entry requirements:** Level 2 English

**Assessments and exams:** 1 assessment and 1 exam

## NEBOSH Level 2 Award in Health and Safety and Work

Level: **2**

This is an introductory course aimed at anyone who needs a basic understanding of the principles of health and safety at work. You will cover risk assessments and control, work equipment and workplace safety, transport, electrical and fire safety, hazardous substances, manual handling and repetitive movement. This is the perfect platform for taking further National Examination Board in Occupational Safety and Health (NEBOSH) courses at a higher level.

*Your exam fees are included in the cost of the course.*

**Course Provider:** ATM Safety & Environment

**Accreditation:** National Examination Board in Occupational Safety and Health (NEBOSH)

**Duration:** 20 hours

**Entry requirements:** Level 2 English

**Assessments and exams:** 1 practical assessment and 1 exam

## NEBOSH National General Certificate in Occupational Safety

Level: **3**

This course is intended for managers, supervisors and staff from all types of organisations who need a broad understanding of health and safety issues. It is also suitable as a first step for working in health and safety, as it provides both a valuable overview and a sound basis for further study. You will cover subjects such as health and safety management systems, managing risk, physical and psychological health, chemical and biological agents, general workplace issues and equipment, as well as fire and electrical safety.

*Your exam fees are included in the cost of the course.*

**Course Provider:** ATM Safety & Environment

**Accreditation:** National Examination Board in Occupational Safety and Health (NEBOSH)

**Duration:** 130 hours

**Entry requirements:** Level 2 English and Level 2 NEBOSH or IOSH qualification

**Assessments and exams:** 1 practical assessment and 1 exam



## NEBOSH National Certificate in Environmental Management

Level: **3**

This is a useful qualification for those interested in developing and implementing effective environmental management systems within an organisation. The course focuses on the general principles of the management of environmental and pollution control, and explores the main elements of UK and EC legislation for environmental protection. You will learn about Environmental Management Systems, sources and use of energy and energy efficiency, control of pollution, and planning for and dealing with environmental emergencies.

*Your exam fees are included in the cost of the course.*

**Course Provider:** ATM Safety & Environment

**Accreditation:** National Examination Board in Occupational Safety and Health (NEBOSH)

**Duration:** 70 hours

**Entry requirements:** Level 2 English and Level 2 NEBOSH or IOSH qualification

**Assessments and exams:** 2 exams

## NEBOSH Certificate in Fire Safety

Level: **3**

This course is designed for people who have fire safety responsibilities at work. It provides the knowledge and understanding to carry out an effective fire risk assessment, as well as embed good practice in the workplace. Holders of this accredited qualification can help their organisation to meet its fire safety responsibilities. With the knowledge gained on this course, you can help create a safer environment for employees and visitors to premises and an improved fire safety culture for employers and building managers.

*Your exam fees are included in the cost of the course.*

**Course Provider:** ATM Safety & Environment

**Accreditation:** National Examination Board in Occupational Safety and Health (NEBOSH)

**Duration:** 120 hours

**Entry requirements:** Level 2 English and Level 2 NEBOSH or IOSH qualification

**Assessments and exams:** 1 practical assessment and 1 exam

## NEBOSH International Technical Certificate in Oil and Gas

Level: **3**

This course is designed for managers, supervisors and employees who have day-to-day responsibility for managing health and safety in the oil and gas industries, both onshore and offshore throughout the world. In this course, you will cover hydrocarbon process safety, fire protection and emergency responses, and logistics and transport operations.

*Your exam fees are included in the cost of the course.*

**Course Provider:** ATM Safety & Environment

**Accreditation:** National Examination Board in Occupational Safety and Health (NEBOSH)

**Duration:** 60 hours

**Entry requirements:** Level 2 English and Level 2 NEBOSH or IOSH qualification

**Assessments and exams:** 1 exam

## NEBOSH Certificate in Health and Safety Management for Construction Level: 3

This course is designed for supervisors and managers within the construction industry and provides underpinning knowledge of managing health and safety in construction activities. You will learn about general health and safety issues within a construction context, as well as the specific construction issues that make the industry amongst the most dangerous in which to work.

*Your exam fees are included in the cost of the course.*

**Course Provider:** ATM Safety & Environment

**Accreditation:** National Examination Board in Occupational Safety and Health (NEBOSH)

**Duration:** 160 hours

**Entry requirements:** Level 2 English and Level 2 NEBOSH or IOSH qualification

**Assessments and exams:** 1 exam

## APM Project Fundamentals

Level: 3

Association for Project Management (APM) qualifications are regarded by the industry as the best for construction and engineering. This qualification covers a wide range of management topics. You will develop your knowledge of management structures, project management planning, scheduling and resource management, risk management, communication, leadership and teamwork.

*You will need to apply separately for exam fees for this course. Find out how to make your application on [page 12](#).*

**Course Provider:** CUPE International

**Accreditation:** Association for Project Management (APM)

**Duration:** 50 hours

**Entry requirements:** Level 2 English

**Assessments and exams:** 1 exam



## APM Risk Management

Level: **3**

This course is the next step on from APM Project Fundamentals. Relevant to both the construction and engineering sectors, you'll develop your knowledge of risk management when planning or monitoring progress on any project. This qualification works well as a follow on from our PRINCE2, Agile or Scrum courses, as you'll be learning to manage risks for any method or approach.

*You will need to apply separately for exam fees for this course. Find out how to make your application on [page 12](#).*

**Course Provider:** CUPE International

**Accreditation:** Association for Project Management (APM)

**Duration:** 50 hours

**Entry requirements:** Level 2 English and a previous qualification or background in project management

**Assessments and exams:** 1 exam

## IET Wiring Regulations

Level: **3**

British Standard (BS) wiring regulations are updated every 10 years, with the 18th edition issued in 2018. This qualification is now mandatory for all electrical work. With thorough explanations of all the regulations, emphasising those that are new and significant, this course includes over 1,000 practice questions, helping you to prepare for the 18th Edition exam.

*In order to gain the qualification you will need to take the City and Guilds 18th Edition exam on Release on Temporary Licence (ROTL) or upon release, so please only apply for this course if you are within two years of your release.*

*You will need to apply separately for exam fees for this course. Find out how to make your application on [page 12](#).*

*This course also requires access to a PC and does not include tutor support.*

**Course Provider:** Electacourse

**Accreditation:** City & Guilds, Institution of Engineering and Technology (IET)

**Duration:** 40 hours

**Entry requirements:** Level 2 English and Maths

**Assessments and exams:** 1 exam



# Counselling, Mentoring and Teaching

**There are many opportunities in prison to gain experience in counselling, mentoring, advising and supporting your peers.**

We offer a wide range of courses that can help you to develop your expertise, giving you the chance to reflect on your work and build on your skills. In the meantime, you'll be working towards nationally-recognised qualifications that could pave the way to a new job.





## Information, Advice and Guidance

Level: **2**

This course aims to develop your knowledge and understanding of the key principles of information, advice and guidance. The qualification is designed for individuals who are looking to work in roles such as careers advice, peer mentoring, or housing support. You will cover interaction skills, signposting and referrals, as well as how to manage information and work within existing networks to deliver IAG.

**Course Provider:** NCC Home Learning

**Accreditation:** NCFE CACHE, Regulated Qualifications Framework (RQF)

**Duration:** 120 hours

**Entry requirements:** Level 2 English

**Assessments and exams:** Portfolio of evidence

## Education and Training Award

Level: **3**

This course replaces the Preparing to Teach in the Lifelong Learning Sector (PTTLS) qualification, and is the first step towards working in post-16 or adult level teaching or training. It is also useful if part of your role is to train others. You will find out how to plan, deliver and assess effective learning, and discover the roles, responsibilities and relationships involved in teaching.

**Course Provider:** National Extension College (NEC)

**Accreditation:** Training Qualifications UK (TQUK), Regulated Qualifications Framework (RQF)

**Duration:** 60 hours

**Entry requirements:** Level 2 English

**Assessments and exams:** Portfolio of evidence

## OFQUAL TEFL (Teaching English as a Foreign Language)

Level: **5**

This course is ideal if you wish to gain a professional qualification in teaching English as a foreign language – whether you are new to the profession or already have some experience. It may also be useful if you work as a mentor with learners for whom English is a second language. The course focuses on lesson planning and practical teaching skills and covers many aspects of teaching English – including grammar, vocabulary, pronunciation and reading.

**Course Provider:** London Teacher Training College (LTTTC)

**Accreditation:** Training Qualifications UK (TQUK)

**Duration:** 170 hours

**Entry requirements:** Any relevant Level 3 qualification e.g. A-level English Language

**Assessments and exams:** 11 assignments



## Counselling Skills RQF Level 2

Level: **2**

This qualification will introduce you to the use of counselling skills in everyday life and some of the approaches that underpin these skills. You will explore how to engage in a counselling interaction effectively and how to use counselling skills in relation to personal development. You will also build your understanding of areas such as diversity and ethics in counselling. This course does not qualify you to practise as a counsellor, however it may be a useful stepping stone for further study.

**Course Provider:** Stonebridge

**Accreditation:** NCFE CACHE, Regulated Qualifications Framework (RQF)

**Duration:** 160 hours

**Entry requirements:** Level 2 English

**Assessments and exams:** 4 assignments

## Certificate in Peer Mentoring

Level: **2**

Developed by PET and co-written by prison peer mentors, this course will be useful for mentors in all roles – including healthcare, workshops and education. You will focus on developing transferable mentoring skills that will be valuable after release, particularly for those looking to work or volunteer in a social care setting. The course explores the concept and theory of mentoring, including communication, listening, boundaries and confidentiality, and reflection.

**Course Provider:** Hafren

**Accreditation:** Agored Cymru

**Duration:** 30 hours

**Entry requirements:** Level 2 English

**Assessments and exams:** 15 assignments

## Understanding Coaching and Mentoring

Level: **3**

This nationally-recognised qualification will help you understand what mentoring and coaching involves, and consider how you could take on such a role. The course helps you to explore your own beliefs and values, alongside key mentoring and coaching skills. You will develop your skills in empathy, listening, non-verbal communication and questioning, building trust and giving effective feedback.

**Course Provider:** National Extension College (NEC)

**Accreditation:** Training Qualifications UK (TQUK), Regulated Qualifications Framework (RQF)

**Duration:** 50 hours

**Entry requirements:** Level 2 English

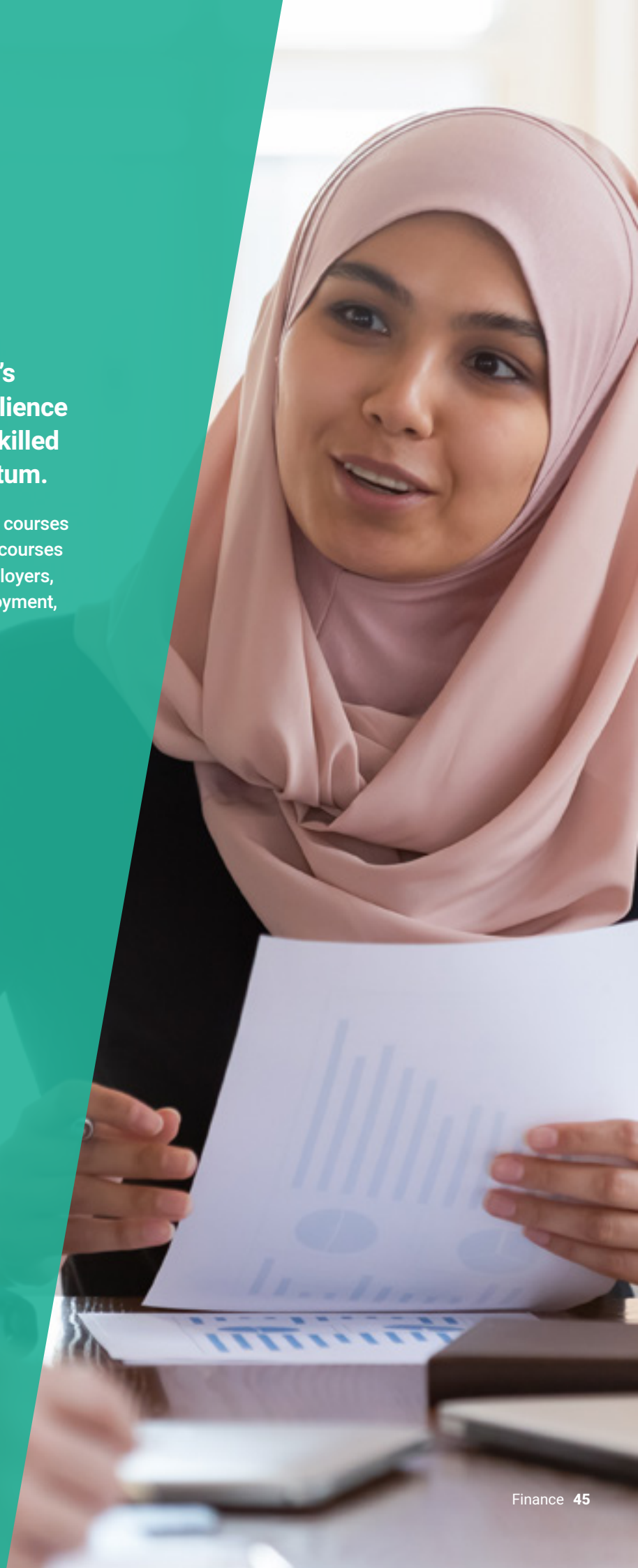
**Assessments and exams:** 3 assignments



# Finance

**Despite recent challenges, the UK's financial sector has shown its resilience through continued growth – with skilled professionals fuelling this momentum.**

We have a range of bookkeeping and accounting courses to suit your interests and ambitions. All of these courses lead to qualifications that are recognised by employers, but they can also help prepare you for self-employment, such as becoming a freelance accountant.



## Bookkeeping Certificate

Level: **2**

Accredited by the International Association of Bookkeepers (IAB), this is the perfect starter course in this field. It covers all the core elements of bookkeeping, ensuring you have the knowledge you need to keep on top of your finances – whether for your own business or to help find work in this field. You will learn about financial services and payments, how to prepare and check business documents, recording transactions, balances and reconciliations, and VAT.

*Your exam fees are included in the cost of the course.*

**Course Provider:** National Extension College (NEC)

**Accreditation:** International Association of Bookkeepers (IAB)

**Duration:** 120 hours

**Entry requirements:** Level 2 English and Maths

**Assessments and exams:** 9 assessments and 1 exam

## Sage Computerised Accounting for Business

Level: **1**

Jointly developed by Sage UK in partnership with Skillsfirst, this accredited qualification could help you become a bookkeeper, or start your own business. Aimed at beginners, the course provides an introduction to Sage computerised accounting software. You will gain the knowledge of how the software works using double-entry bookkeeping, and explore the responsibilities of working within bookkeeping and the principles of banking procedures.

*This course requires access to a PC and the Sage software, which the course provider will supply on CD/DVD.*

**Course Provider:** Sage Qualifications

**Accreditation:** Skills First

**Duration:** 90 hours

**Entry requirements:** Level 2 English and Maths

**Assessments and exams:** A series of self-assessed tests, a case study and 2 assessments

## Sage 50 Accounts Level 1 and Level 2

Level: **2**

This course is ideal if you are a beginner looking to build your confidence in dealing with customers, suppliers and banking transactions. You will gain up-to-date skills required by employers and needed to run the finances of your own business and explore the Sage accounting software – learning quick keys, getting tips on how to process data accurately and finding out how to check your entries are correct.

*This course requires access to a PC and the Sage software, which the course provider will supply on CD/DVD.*

**Course Provider:** Sage Qualifications

**Accreditation:** Skills First

**Duration:** 250 hours

**Entry requirements:** Level 2 English and Maths

**Assessments and exams:** A series of self-assessed tests, a case study and 1 assessment

## Sage Computerised Accounting for Business Level 2

Level: 2

For those who already have a basic understanding of bookkeeping, this course shows you how to use Sage 50cloud Accounts software to manage daily processes as well as more advanced functions – such as producing invoices, credit control, reconciling accounts and management reports. You will also get an excellent grounding in double entry bookkeeping, giving you the knowledge to process, control and correct accounts to produce accurate information.

*This course requires access to a PC and the Sage software, which the course provider will supply on CD/DVD.*

**Course Provider:** Sage Qualifications

**Accreditation:** Skills First

**Duration:** 160 hours

**Entry requirements:** Level 2 English and Maths

**Assessments and exams:** A series of self-assessed tests, a case study and 2 assessments

## Sage Computerised Accounting for Business Level 3

Level: 3

This level 3 qualification will give you the advanced skills required to be the bookkeeper for a small firm or within an accounts department. You will build your understanding of cash flow management, preparing VAT returns, final accounts for sole traders and the principles of partnership accounting.

*This course requires access to a PC and the Sage software, which the course provider will supply on CD/DVD.*

**Course Provider:** Sage Qualifications

**Accreditation:** Skills First

**Duration:** 370 hours

**Entry requirements:** Level 2 English and Maths

**Assessments and exams:** A series of self-assessed tests, a case study and 2 assessments

## Sage Computerised Payroll for Business Level 1

Level: 1

This course is an excellent starting point if you are new to payroll. You will get to grips with the most up-to-date and premium version of Sage 50c payroll software, in your own time and at your own speed. You will also learn the underpinning knowledge of payroll processing, including how tax codes work and calculating NI contributions. This course will enhance your employability or give you the knowhow to run the payroll system for your own business.

*This course requires access to a PC and the Sage software, which the course provider will supply on CD/DVD.*

**Course Provider:** Sage Qualifications

**Accreditation:** Skills First

**Duration:** 60 hours

**Entry requirements:** Level 2 English and Maths

**Assessments and exams:** A series of self-assessed tests, a case study and 2 assessments

## Sage Computerised Payroll for Business Level 2

Level: **2**

This level 2 qualification gives you the skills needed to carry out a range of regular computerised payroll activities, using commercially available software. You will also gain an understanding of how payroll works with regards to tax codes, national insurance contributions, SMP, SSP and pension contributions.

*This course requires access to a PC and the Sage software, which the course provider will supply on CD/DVD.*

**Course Provider:** Sage Qualifications

**Accreditation:** Skills First

**Duration:** 230 hours

**Entry requirements:** Level 2 English and Maths

**Assessments and exams:** A series of self-assessed tests, a case study and 2 assessments

## Islamic Finance – Certificate in Accounting for Islamic Financial Institutions

Level: **4**

This course will help you gain understanding in a wide range of areas, starting with the reporting framework and standards of Islamic financial institutions, and the analysis and classification of Islamic funding and financing transactions. You will also learn how transactions adopting different contracts of financing are reported in Islamic financial statements, and find out about financial accountability and Sharia compliance of Islamic financial institutions.

*You will need to apply separately for exam fees for this course. Find out how to make your application on [page 12](#).*

**Course Provider:** APeducation

**Accreditation:** Chartered Institute of Management Accountants (CIMA)

**Duration:** 40 hours

**Entry requirements:** Level 2 English and Maths

**Assessments and exams:** 1 exam

## Islamic Finance – Certificate in Islamic Capital Markets and Instruments

Level: **4**

This course focuses on the differences between conventional and Islamic capital markets, the primary and secondary capital markets, and regulation within the Islamic capital market. After getting an overview of global developments, you will also learn about the screening processes used in accepting and rejecting Sharia compliant products, Islamic bonds, sukuk, securities and real estate trusts.

*You will need to apply separately for exam fees for this course. Find out how to make your application on [page 12](#).*

**Course Provider:** APeducation

**Accreditation:** Chartered Institute of Management Accountants (CIMA)

**Duration:** 40 hours

**Entry requirements:** Level 2 English and Maths

**Assessments and exams:** 1 exam



## Islamic Finance – Certificate in Islamic Banking and Takaful – Products and Services

Level: 4

By studying this course you will build your understanding of the developments which have taken place in Islamic financial institutions and systems. The course also focuses on the various products developed by Islamic banks for their customers, the products and services offered under takaful, and issues relating to underwriting.

*You will need to apply separately for exam fees for this course. Find out how to make your application on [page 12](#).*

**Course Provider:** APeducation

**Accreditation:** Chartered Institute of Management Accountants (CIMA)

**Duration:** 40 hours

**Entry requirements:** Level 2 English and Maths

**Assessments and exams:** 1 exam

## Islamic Finance – Certificate in Islamic Commercial Law

Level: 4

With this course you will gain an introduction to Islamic commercial law as it relates to Islamic finance. You will study the sources of the Islamic commercial law, including the Qur'an and the traditions of the Prophet Muhammad, as well as the methodologies used to solve modern problems in Islamic Finance. You will also focus on Sharia compliance and the importance of Sharia standards.

*You will need to apply separately for exam fees for this course. Find out how to make your application on [page 12](#).*

**Course Provider:** APeducation

**Accreditation:** Chartered Institute of Management Accountants (CIMA)

**Duration:** 40 hours

**Entry requirements:** Level 2 English and Maths

**Assessments and exams:** 1 exam

## CIMA Accredited Sage Certificate Level 4

Level: 4

Jointly developed by Sage and the Chartered Institute of Management Accountants (CIMA), this course offers a grounding in computerised accounting. It provides you with an introduction to the Sage 50 software and gives you the practical skills required by businesses to perform accounting functions. You will find out more about concepts like transactions, reconciliation, management and reporting, VAT returns, remittance, and project costing.

*This course requires access to a PC. You will need to apply separately for exam fees. Find out how to make your application on [page 12](#).*

**Course Provider:** Sage Qualifications

**Accreditation:** Chartered Institute of Management Accountants (CIMA)

**Duration:** 50 hours

**Entry requirements:** Level 2 English and Maths and a Sage Level 3 qualification

**Assessments and exams:** A series of self-assessed tests, a case study and 2 exams

## CIMA Accredited Sage Certificate Level 5

Level: **5**

The next step on from the CIMA Level 4 Certificate, this course provides the full range of skills needed to become an advanced user of Sage 50 Accounts Professional. The course will build your knowledge of sole trader accounts and takes you through the year end process, as well as exploring controlling cash, limited liability partnerships, importing data and limited companies.

*This course requires access to a PC and the Sage software, which the course provider will supply on CD/DVD.*

**Course Provider:** Sage Qualifications

**Accreditation:** Chartered Institute of Management Accountants (CIMA)

**Duration:** 50 hours

**Entry requirements:** Level 2 English and Maths and a CIMA Level 4 qualification

**Assessments and exams:** A series of self-assessed tests, a case study and 1 exam

## AAT Foundation Certificate in Accounting Level 2

Level: **2**

By gaining this Association of Accounting Technicians (AAT) certification, you will demonstrate you have the practical, real-world accounting knowledge sought by employers, not just in the UK but also internationally. The course will provide you with a solid foundation for working in finance by introducing you to a wide range of accountancy principles, techniques and skills, including bookkeeping transactions and controls, and understanding cost recording systems.

*In order to gain the qualification you will need to take the exam at an external Association of Accounting Technicians (AAT) exam centre on Release on Temporary Licence (ROTL) or upon release, so please only apply for this course if you are within two years of your release. You will need to apply separately for exam fees. Find out how to make your application on [page 12](#). This course also requires access to a PC.*

**Course Provider:** Open Study College (OSC)

**Accreditation:** Association of Accounting Technicians (AAT)

**Duration:** 240 hours

**Entry requirements:** Level 2 English and Maths

**Assessments and exams:** 1 exam



# Fitness

**Our fitness courses are ideal for those who already have a level 2 fitness qualification in gym instructing, personal training, or exercise to music and are keen to add to their skillset.**

If you are not yet at that level, you might be interested in our yoga course instead – this spiritual practice can improve physical and mental health, increase calm, and boost confidence and self-discipline.



## Nutrition for Physical Activity

Level: **3**

This course helps you develop your understanding of healthy eating and key nutritional principles to support your clients' goals. It also provides you with skills to analyse your clients' nutritional intake so you can offer advice and develop a fitness programme. You'll gain knowledge essential for any fitness professional, including on the digestive system, healthy eating guidelines and weight management, and design your own nutrition programme.

*You will need to apply separately for exam fees for this course. Find out how to make your application on [page 12](#).*

**Course Provider:** Health and Fitness Education (HFE)

**Accreditation:** Register of Exercise Professionals (REPs)

**Duration:** 50 hours

**Entry requirements:** Level 2 English and a Level 2 fitness qualification

**Assessments and exams:** Worksheets, case study and 1 exam

## Exercise for Older Adults

Level: **3**

This course explores how fitness professionals can make a real difference to clients' lives by understanding the ageing process and prescribing safe and effective exercise. You will learn about bodily changes for people aged 65 and over (including muscular, skeletal, nervous and cardiorespiratory changes) and find out recommendations for physical activity. Using this knowledge, you will analyse the effects changes have on the body and plan an exercise session for older adults. You will also learn how to adapt certain exercises for older clients.

*You will need to apply separately for exam fees for this course. Find out how to make your application on [page 12](#).*

**Course Provider:** Health and Fitness Education (HFE)

**Accreditation:** Register of Exercise Professionals (REPs)

**Duration:** 40 hours

**Entry requirements:** Level 2 English and a Level 2 fitness qualification

**Assessments and exams:** Worksheets, case study and 1 exam

## Pre and Postnatal Exercise

Level: **3**

This course gives you the knowledge and skills to safely help pre and postnatal women to explore the benefits of fitness – a part of our population often underserved in the industry. You will learn about the conditions associated with pregnancy, health and safety considerations, nutrition, and anatomical and physiological changes. Using this knowledge, you will then plan a pre and postnatal exercise class.

*You will need to apply separately for exam fees for this course. Find out how to make your application on [page 12](#).*

**Course Provider:** Health and Fitness Education (HFE)

**Accreditation:** Register of Exercise Professionals (REPs)

**Duration:** 40 hours

**Entry requirements:** Level 2 English and a Level 2 fitness qualification

**Assessments and exams:** Worksheets, case study and 1 exam

## Business Skills for the Fitness Professional

Level: **3**

Self-employment is a popular route for fitness professionals to take, so getting business basics right is important. This course is ideal if you are looking to develop the skills and confidence to manage your own tax, National Insurance, marketing, promotions and pricing strategy. You will find out about a wide range of areas including the legal obligations of running a business, brand management, generating leads and sales, performance monitoring, business planning, cash-flow and basic accounting.

**Course Provider:** Health and Fitness Education (HFE)

**Accreditation:** Register of Exercise Professionals (REPs)

**Duration:** 60 hours

**Entry requirements:** Level 2 English and a Level 2 fitness qualification

**Assessments and exams:** 1 Case Study and 1 Workbook

## Yoga Beginners

Level: **3**

This course will provide you with a comprehensive introduction to yoga – including the control of the mind and body through breathing and gentle movement. As well as giving you a theoretical introduction, you will be guided through relevant exercises. You will study warm-up routines, rhythmic breathing, rolls and lifts, eyes and neck exercises, shoulders and finger exercises, and learn about relaxation techniques.

**Course Provider:** British School of Yoga (BSY)

**Accreditation:** ABC Awards

**Duration:** 80 hours

**Entry requirements:** Level 2 English

**Assessments and exams:** 10 assignments





# Health and Social Care

**The health and social care sector is keener than ever to recruit, with thousands of organisations offering care and support in hospitals, health centres and the community.**

By taking one of PET's Health and Social Care courses, you can equip yourself with the skills and knowledge needed to play a role in this growing workforce and help people to live more independent, healthier lives.



## CACHE Level 2 Certificate in Health and Social Care

Level: **2**

Providing a strong foundation for those who aspire to work in the health and social care sector, this course leads to a nationally-recognised qualification. You'll explore equality, diversity and rights, human development and safeguarding practices – building yourself the perfect platform for higher levels of study.

**Course Provider:** Open Study College (OSC)

**Accreditation:** Council for Awards in Care, Health and Education (CACHE)

**Duration:** 240 hours

**Entry requirements:** Level 2 English

**Assessments and exams:** 3 assignments

## CACHE Level 3 Award in Health and Social Care

Level: **3**

Whether you wish to find work in a health and social care setting or you are looking to go onto higher education, this course leads to a widely-recognised qualification that can help you to achieve your goals. Entirely theory-based, with this course you will expand your knowledge of the key subject areas of health and social care.

**Course Provider:** Open Study College (OSC)

**Accreditation:** Council for Awards in Care, Health and Education (CACHE)

**Duration:** 240 hours

**Entry requirements:** Level 2 English and a Level 2 CACHE qualification or equivalent

**Assessments and exams:** 3 assignments

## CACHE Level 2 Prevention and Control of Infection

Level: **2**

Infection control has never been more important, making this course very useful for those hoping to work in any health or social care settings. The course helps you to understand the meaning and importance of infection control, the causes of infections, the conditions in which they thrive, and the ways that they can be spread. You will also learn about the methods used to prevent and control the spread of infection.

**Course Provider:** Open Study College (OSC)

**Accreditation:** Council for Awards in Care, Health and Education (CACHE)

**Duration:** 70 hours

**Entry requirements:** Level 2 English

**Assessments and exams:** 3 assignments

## NCFE CACHE Level 2 Certificate in Common Health Conditions QCF

Level: **2**

If your ambition is to work in adult health and social care, this qualification can give you an awareness of a range of common health conditions. You will gain an understanding of how to monitor individuals in your care, learn what observations should be carried out, and find out how to record and report your findings. This course is a great foundation for further study in this field.

**Course Provider:** Open Study College (OSC)

**Accreditation:** Council for Awards in Care, Health and Education (CACHE)

**Duration:** 100 hours

**Entry requirements:** Level 2 English

**Assessments and exams:** 6 assignments

## NCFE CACHE Level 2 Certificate in the Safe Handling of Medicines QCF

Level: **2**

This course is designed for those who wish to develop their understanding of the safe handling of medicines in order to find work or further learning opportunities in health and social care settings. You will develop a general understanding of different types of medication and their use and gain knowledge of the procedures for obtaining, storing, administering and disposing of medicines. You will also learn about the legislation and the audit process related to medication and issues of responsibility and accountability.

**Course Provider:** Open Study College (OSC)

**Accreditation:** Council for Awards in Care, Health and Education (CACHE)

**Duration:** 110 hours

**Entry requirements:** Level 2 English

**Assessments and exams:** 4 assignments

## Mental Health Awareness

Level: **2**

This course is designed for those seeking a greater understanding of mental health issues, and is equally suitable for experienced health care workers or those new to the sector. You will learn about a wide range of mental health issues, including stress, anxiety, phobias, depression, bipolar disorder, schizophrenia, dementia, and eating disorders.

**Course Provider:** Distance Learning Centre (DLC)

**Accreditation:** NCFE CACHE, Regulated Qualifications Framework (RQF)

**Duration:** 160 hours

**Entry requirements:** Level 2 English

**Assessments and exams:** 10 assignments



## Understanding Mental Health Care

Level: **3**

If you support people with mental health problems but are not necessarily a mental health professional, this course could meet your needs. You will learn more about mental health and how people with mental health problems can be best supported. You will also deepen your knowledge of the legal policy and service framework for mental health, as well as principles of duty of care, interventions, support planning and risk management.

**Course Provider:** NCC Home Learning

**Accreditation:** NCFE CACHE, Regulated Qualifications Framework (RQF)

**Duration:** 190 hours

**Entry requirements:** Level 2 English

**Assessments and exams:** 6 assignments

## Certificate in Working with Individuals with Learning Disabilities

Level: **2**

This course will provide you with a basic understanding of how having a learning disability affects people, and how you can best support them. You will cover areas such as safeguarding and protection, personalisation in social care, positive risk-tasking for individuals with learning disabilities, awareness of autistic spectrum conditions, and the principles of supporting people to access healthcare.

**Course Provider:** Open Study College (OSC)

**Accreditation:** NCFE CACHE, Regulated Qualifications Framework (RQF)

**Duration:** 170 hours

**Entry requirements:** Level 2 English

**Assessments and exams:** Portfolio of evidence

## Deaf Awareness and Sign Language

Level: **2**

This course will help you to develop a better understanding of the challenges that deafness could bring and how you might be able to help. The course starts with an introduction to deafness and the problems deaf people encounter, and includes a breakdown of different hearing conditions, including tinnitus and deafblindness. The course also features information on assistive technology and the American, British, and Spanish Sign Languages, as well as other useful tools for communication.

*You will need to apply separately for exam fees for this course. Find out how to make your application on [page 12](#).*

**Course Provider:** British School of Yoga (BSY)

**Accreditation:** ABC Awards

**Duration:** 80 hours

**Entry requirements:** Level 2 English

**Assessments and exams:** 4 self-assessed questions and 1 optional exam

## Nutrition and Health

Level: **2**

This is the ideal course if you are interested in deepening your knowledge and understanding of nutrition and learning how to develop and practice healthy eating habits. You will study the principles of healthy eating, consider the nutritional needs of a variety of individuals, and find out how to use food and nutrition information to plan a healthy diet.

**Course Provider:** NCC Home Learning

**Accreditation:** NCFE CACHE, Regulated Qualifications Framework (RQF)

**Duration:** 120 hours

**Entry requirements:** Level 2 English

**Assessments and exams:** 3 assignments

## Substance Misuse Certificate

Level: **3**

This course will help you to develop an increased understanding of substance misuse, equipping you with knowledge and skills that can be used whether you are personally or professionally involved in this field. The course covers the effects and symptoms of drug use, as well as responses including legislation, harm reduction and intervention. It also has a unit focused especially on substance misuse among young people.

**Course Provider:** NCC Home Learning

**Accreditation:** Training Qualifications UK (TQUK)

**Duration:** 130 hours

**Entry requirements:** Level 2 English

**Assessments and exams:** 3 assignments





# Horticulture and Animal Care

**PET's Horticulture and Animal Care courses are not only for people looking for a job in these sectors, but also for those with an interest in nature and the great outdoors.**

The horticulture courses we offer lead to Royal Horticultural Society (RHS) qualifications, sought after by employers such as council departments, garden centres and plant nurseries. We also have a handful of courses which introduce you to the principles of working with animals and insects, on land and at sea.



## Certificate in Principles of Plant Growth, Propagation and Development Level 2

Level: **2**

This course – accredited by the Royal Horticultural Society (RHS) – is ideal for those looking to volunteer or work in horticulture and gardening. Providing you with a detailed introduction to the subject, you will learn about plant classification, nutrition and root environments, maintaining plant health, and understanding propagation.

*This course is part of the Level 2 Certificate in the Principles of Horticulture qualification. In order to achieve the full qualification and progress to Level 3, you will also need to take the Certificate in Principles of Garden Planning, Establishment and Maintenance Level 2 course.*

*Your exam fees are included in the cost of the course.*

**Course Provider:** Horticultural Correspondence College (HCC)

**Accreditation:** Royal Horticultural Society (RHS)

**Duration:** 160 hours

**Entry requirements:** Level 2 English

**Assessments and exams:** 4 assignments and 4 exams

## Certificate in Principles of Garden Planning, Establishment and Maintenance Level 2

Level: **2**

If you're interested in pursuing a career in landscape gardening, this Royal Horticultural Society (RHS) accredited course is ideal. Providing a detailed introduction to the subject, you will find out about garden features, plant selection, maintaining garden plants and lawns, producing fruit and vegetables, and protected environments.

*This course is part of the Level 2 Certificate in the Principles of Horticulture qualification. In order to achieve the full qualification and progress to Level 3, you will also need to take the Certificate in Principles of Plant Growth, Propagation and Development Level 2 course.*

*Your exam fees are included in the cost of the course.*

**Course Provider:** Horticultural Correspondence College (HCC)

**Accreditation:** Royal Horticultural Society (RHS)

**Duration:** 160 hours

**Entry requirements:** Level 2 English

**Assessments and exams:** 4 assignments and 4 exams

## Certificate in Principles of Plant Growth, Health and Applied Propagation Level 3

Level: **3**

Following on from the Level 2 Certificate in the Principles of Horticulture, this course is ideal if you want to find a job in horticulture or are already working in the field. You will gain an in-depth, scientific understanding of plant taxonomy, plant nutrition and growing systems, the management of plant health (including dealing with pests, diseases and disorders), as well as plant propagation.

*Your exam fees are included in the cost of the course.*

**Course Provider:** Horticultural Correspondence College (HCC)

**Accreditation:** Royal Horticultural Society (RHS)

**Duration:** 100 hours

**Entry requirements:** Level 2 English

**Assessments and exams:** 4 assignments and 4 exams

## Certificate in Principles of Garden Planning, Construction and Planting Level 3

Level: **3**

Following on from the Level 2 Certificate in the Principles of Horticulture, with this course you will gain an in-depth, scientific knowledge of garden surveying and design and construction, together with a comprehensive understanding of landscaping. This qualification can provide a route to work as a garden designer, landscaper or gardener.

*Your exam fees are included in the cost of the course.*

**Course Provider:** Horticultural Correspondence College (HCC)

**Accreditation:** Royal Horticultural Society (RHS)

**Duration:** 110 hours

**Entry requirements:** Level 2 English

**Assessments and exams:** 4 assignments and 4 exams

## Beekeeping (Basic Assessment)

Level: **2**

Provided by the British Beekeepers Association (BBKA), this theory course is a great introduction to beekeeping if you're in a prison with active hives. For those with little or no experience, this course will show you the methods used by beekeepers and introduce you to subject areas including manipulation and equipment, the natural history of bees, swarming, swarm control and its effects, and diseases and pests.

*This course requires access to a beehive.*

**Course Provider:** British Beekeepers Association (BBKA)

**Accreditation:** None

**Duration:** 20 hours

**Entry requirements:** Level 2 English

**Assessments and exams:** 7 question papers and an optional basic assessment paper



## Fisheries Management

Level: **3**

People aspiring to work in the fishing industry – for example as a water bailiff, fisheries inspector, or in a similar position in commercial fisheries – would be well-advised to consider this course. It also provides a sound knowledge base for those interested in running their own fisheries. On this course you'll find out about water quality, freshwater and fish biology, fisheries law and enforcement, monitoring and improvement, and angling and recreation.

*You will need to apply separately for exam fees for this course. Find out how to make your application on [page 12](#).*

**Course Provider:** Institute of Fisheries Management (IFM)

**Accreditation:** Institute of Fisheries Management (IFM)

**Duration:** 110 hours

**Entry requirements:** Level 2 English

**Assessments and exams:** 6 exams

## Horse Knowledge and Care (Stage 1)

Level: **1**

If you're looking to volunteer or work in stable management or just want to learn for leisure, this course is an ideal introduction to horse care. Covering a wide variety of useful topics, you will discover all the horse care essentials – including equine behaviour, caring for stabled and grass-kept horses, saddlery, shoeing, lameness, watering and feeding, and horse health.

*You will need to apply separately for exam fees for this course. Find out how to make your application on [page 12](#).*

**Course Provider:** Open College of Equine Studies (TOCES)

**Accreditation:** British Horse Society (BHS)

**Duration:** 90 hours

**Entry requirements:** Level 2 English

**Assessments and exams:** 9 assignment and 1 optional exam





# Languages

Learning a language is a great way to immerse yourself in a new culture.

It can help break down barriers when you meet people from other countries and give you an added advantage if you want to work for a company with international customers.

While our language courses do not result in a qualification, they are ideal if you are interested in speaking and understanding a new language to a high standard.

## Languages

Level: **2**

We offer the following languages via Linguaphone's CD-and-workbook complete courses, which take you from beginner to advanced:

|         |            |
|---------|------------|
| Arabic  | Japanese   |
| Chinese | Russian    |
| Dutch   | Portuguese |
| French  | Spanish    |
| German  | Swedish    |
| Greek   | Thai       |
| Italian | Turkish    |

*All our language courses require access to a CD player and do not include tutor support.*

**Course Provider:** Linguaphone

**Accreditation:** None

**Duration:** 100 hours

**Entry requirements:** Level 2 English

**Assessments and exams:** None





# Transport and Logistics

**Logistics and distribution are growing in the UK and global economy and there is demand for people who can play a part in the supply chain.**

PET's Transport and Logistics courses can expand your knowledge and be a stepping stone to a range of jobs – whether you are interested in the transport of goods, or their storage in warehouses before they are shipped out to companies, clients and consumers.



## Introduction to Warehousing and Logistics

Level: **2**

Logistics, warehousing and supply chain management are rapidly growing sectors. Logistical skills are essential in retail and commerce, but also in many other fields - from the humanitarian sector to the military. This introductory course – developed in collaboration with the United Kingdom Warehousing Association (UKWA) – covers the key skills and understanding needed to start a career in warehousing and the broader world of logistics.

**Course Provider:** Logistics Learning Alliance (LLA)

**Accreditation:** United Kingdom Warehousing Association (UKWA)

**Duration:** 130 hours

**Entry requirements:** Level 2 English

**Assessments and exams:** 20 assignments

## Transport Manager Certificate of Professional Competence (CPC)

Level: **3**

If you wish to become a transport manager or an owner/operator in the commercial transport industry, this qualification is essential. The course covers the civil, commercial, social and fiscal law associated with haulage, as well as providing information on business and financial management, access to the market, technical standards and road safety.

*The exam for this course must be taken on Release on Temporary Licence (ROTL) or upon release, so please only apply if you are within two years of your release. You will need to apply separately for exam fees. Find out how to make your application on [page 12](#). This course does not include tutor support.*

**Course Provider:** EP Training / Open Study College (OSC)

**Accreditation:** Skills and Education Group (SEG)

**Duration:** 80 hours

**Entry requirements:** Level 2 English and Maths

**Assessments and exams:** 1 exam

## Day Skipper

Level: **2**

Suitable for sailors and motor boaters, this introductory course will give you the skills to navigate around familiar waters by day – expanding your knowledge of seamanship, navigation, and meteorology. You will find out more about nautical terms, rope and anchor work, safety, international regulations, navigation and compass-work, and chart-work.

**Course Provider:** East Anglian Sea School (EASS)

**Accreditation:** Royal Yachting Association (RYA)

**Duration:** 40 hours

**Entry requirements:** Level 2 English and Maths

**Assessments and exams:** Self-assessed workbook and 2 exams

## Coastal Skipper / Yachtmaster

Level: **3**

Following on from the Day Skipper course, on this advanced course you will develop additional knowledge and skills in relation to tides, positioning and navigation, collision regulations and meteorology. You will also learn about the use of a wide range of tools – including GPS, chart plotters and logs – as well as safety at seas and the marine environment.

*To ensure you are equipped with up-to-date skills and knowledge, please only apply for this course if you are within five years of your release. Your exam fees are included in the cost of the course.*

**Course Provider:** East Anglian Sea School (EASS)

**Accreditation:** Royal Yachting Association (RYA)

**Duration:** 40 hours

**Entry requirements:** Level 2 English and Maths and Day Skipper qualification

**Assessments and exams:** Self-assessed workbook and 1 exam

## Yachtmaster Ocean

Level: **3**

If you've completed the Coastal Skipper / Yachtmaster course, this advanced course could be your next step – providing you with the skills needed to sail the ocean either as a skipper or a mate. You will learn about astronavigation and meteorology and expand your knowledge of the meridian altitudes, compass checking, satellite navigation, circle sailing, and passage planning and making.

*To ensure you are equipped with up-to-date skills and knowledge, please only apply for this course if you are within five years of your release. Your exam fees are included in the cost of the course.*

**Course Provider:** East Anglian Sea School (EASS)

**Accreditation:** Royal Yachting Association (RYA)

**Duration:** 40 hours

**Entry requirements:** Level 2 English and Maths and Coastal Skipper qualification

**Assessments and exams:** Self-assessed workbook and 1 exam





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# Course provider contact details

## ATM Safety & Environment

Berrington Lodge, Hoo Lane, Chipping Campden, Gloucestershire GL55 6AZ  
01386 840198 | [www.atmsafety.org.uk](http://www.atmsafety.org.uk)

## Clwyd Associates

Orton House, Overton Close, Coleorton, Leicestershire LE67 8FY  
01530 837477 | [www.clwydassociates.co.uk](http://www.clwydassociates.co.uk)

## Distance Learning Centre (DLC)

Swaledale, 4 Coaley Lane, Newbottle, Houghton le Spring, Tyne & Wear DH4 4SQ  
0845 129 7238 | [www.distance-learning-centre.co.uk](http://www.distance-learning-centre.co.uk)

## East Anglian Sea School (EASS)

Suffolk Yacht Harbour, Levington, Suffolk IP10 0LN  
01473 659992 | [www.eastanglianseaschool.com](http://www.eastanglianseaschool.com)

## Electacourse

The White House, Hunston, Chichester PO20 1PD  
0208 123 3084 | [www.electacourse.com](http://www.electacourse.com)

## EP Training

The Old Library, Lower Shott, Leatherhead Road, Great Bookham Leatherhead, Surrey KT23 4LR  
01372 450 800 | [www.eptraining.co.uk](http://www.eptraining.co.uk)

## Health and Fitness Education (HFE)

7 & 8 Roundhouse Court, Barnes Wallis Way, Buckshaw Business Centre, Chorley, Lancashire PR7 7JN  
0800 612 4067 | [www.hfe.co.uk](http://www.hfe.co.uk)

## Horticultural Correspondence College (HCC)

Lyne Akres, Dunsland Cross, Brandis Corner, Holsworthy, Devon EX22 7YH  
01409 220 777 | [www.hccollege.co.uk](http://www.hccollege.co.uk)

## Linguaphone

PO Box 225, Mullaghboy Industrial Estate, Co Meath, Ireland  
020 3603 6554 | [www.linguaphone.co.uk](http://www.linguaphone.co.uk)

## London Teacher Training College (LTTC)

60 Windsor Avenue, London SW19 2RR  
0208 133 2027 | [www.teachenglish.co.uk](http://www.teachenglish.co.uk)

## National Extension College (NEC)

The Michael Young Centre, School House, Homerton Gardens, Cambridge CB2 8EB  
0800 389 2839 | [www.nec.ac.uk](http://www.nec.ac.uk)

## NCC Home Learning

Warwick House, Riverside Business Park, Benarth Road, Conwy LL32 8UB  
0333 3445 690 | [www.ncchomelearning.co.uk](http://www.ncchomelearning.co.uk)

## National Council for the Training of Journalists (NCTJ)

The New Granary, Station Road, Newport, Saffron Walden, Essex CB11 3PL  
01799 544 014 | [www.nctj.com](http://www.nctj.com)

## The Open University

SiSE Registration team, Student Recruitment and Support, PO Box 197, Milton Keynes MK7 6BJ  
0300 303 6789 | [www.open.ac.uk](http://www.open.ac.uk)

### **Rocketeer Group**

Parkfield Business Centre, Park Street, Stafford, Staffordshire ST17 4AL  
**01785 223 253 | [www.rocketeer-enterprise.co.uk](http://www.rocketeer-enterprise.co.uk)**

### **Sage Qualifications**

554 Bradgate Road, Newtown Linford, Leicester LE6 0HB  
**01530 243 426 | [www.sagequalifications.com](http://www.sagequalifications.com)**

### **Stonebridge Associated Colleges**

Stonebridge House, Ocean View Road, Bude, Cornwall EX23 8ST  
**0121 392 8288 | [www.stonebridge.uk.com](http://www.stonebridge.uk.com)**

### **APeducation Online**

Provident House, Burrell Row, Beckenham BR3 1AT  
**020 8249 6340 | [www.apeducationonline.co.uk](http://www.apeducationonline.co.uk)**

### **The British Beekeepers Association (BBKA)**

The National Beekeeping Centre, National Agricultural Centre, Stoneleigh Park, Warwickshire CV8 2LG  
**0300 020 0649 | [www.bbka.org.uk](http://www.bbka.org.uk)**

### **British School of Yoga (BSY)**

Oakwood, Dunsland Cross, Devon EX22 7YT  
**0800 731 9271 | [www.bsygroup.co.uk](http://www.bsygroup.co.uk)**

### **CUPE International**

25 St Thomas Street, Winchester, Hampshire SO23 9DD  
**01202 555711 | [www.cupeinternational.com](http://www.cupeinternational.com)**

### **Hafren**

The Old School, The Highway, Croesyceiliog, Cwmbran, Torfaen NP44 2HF  
**07730 035134 | [hafren.info](http://hafren.info)**

### **Institute of Fisheries Management (IFM)**

PO Box 679, Hull, HU5 9AX  
**0845 388 7012 | [ifm.org.uk](http://ifm.org.uk)**

### **Logistics Learning Alliance (LLA)**

62-64 Market Street, Ashby-de-la-Zouch, Leicestershire LE65 1AN  
**0330 133 3050 | [logisticslearningalliance.com](http://logisticslearningalliance.com)**

### **MOL Learn**

Whitworth House, Ashton Old Road, Manchester M11 2WH  
**0330 057 1498 | [www.mollearn.com](http://www.mollearn.com)**

### **Open College of the Arts (OCA)**

The Michael Young Arts Centre, Room 201, DMC02, County Way, Barnsley S70 2JW  
**0845 388 7012 | [www.oca.ac.uk](http://www.oca.ac.uk)**

### **The Open College of Equine Studies (TOCES)**

Eldo House, Kempson Way, Bury St Edmunds, Suffolk IP32 7AR  
**01284 811 401 | [www.equinestudies.co.uk](http://www.equinestudies.co.uk)**

### **Open Study College (OSC)**

1760 Solihull Parkway, Birmingham Business Park B37 7YD  
**0330 433 2876 | [www.openstudycollege.com](http://www.openstudycollege.com)**

# Tell us what you think

We would love to know what you think about the PET Course Prospectus 2021–2022 and the courses we offer.

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## Get in touch

If you'd like any advice about which course to study or how to apply, please do get in touch.

You can speak to a member of our team for free on the PET Advice Line. Just call **0800 048 7520** on:

Tuesdays: 10am–12pm and 2pm–4pm

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You can also write to us at **FREEPOST, Prisoners' Education Trust** (you don't need to use a stamp), or speak to your education department.

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