



# Course Prospectus 2022–2023

**An opportunity to learn**

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



**At Prisoners' Education Trust (PET) we believe that everyone in prison, wherever they are and whatever their background, should have access to education.**

We offer distance learning courses, advice and guidance and help around 1,500 learners each year to study, giving them the skills and qualifications to build brighter futures.

We offer over 125 different courses including GCSEs and A-levels, Open University Access modules and a wide range of professional courses.

We use our research and expertise to improve prison education and to show prisons, policymakers and the public the impact it can have – for people in prison, their families, and society.

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# What is distance learning?

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

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. Many of our courses include tutor support by post or phone to help with your learning.

Most PET courses lead to a qualification, and in order to test your understanding you will need to complete assessments along the way. These might include written assignments or exams.

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.



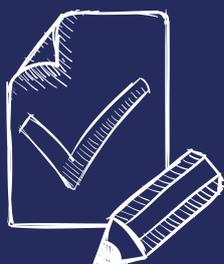
PET supports a diverse community of learners in prisons across England, Wales, the Channel Islands and the Isle of Man.

## Each Year:



Our expert advice team answers over

**4500** 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?

We offer over 125 different courses 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 and achieve your goals. 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 you will be expected to have some previous experience and qualifications, although we have many courses where you do not need to have any previous knowledge of the subject. 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 completing 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 mean your chosen course is 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.



# 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 you refresh and build the skills needed to study independently and give you a taste of what to expect with distance learning, so that you can hit the ground running when you start a 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.**

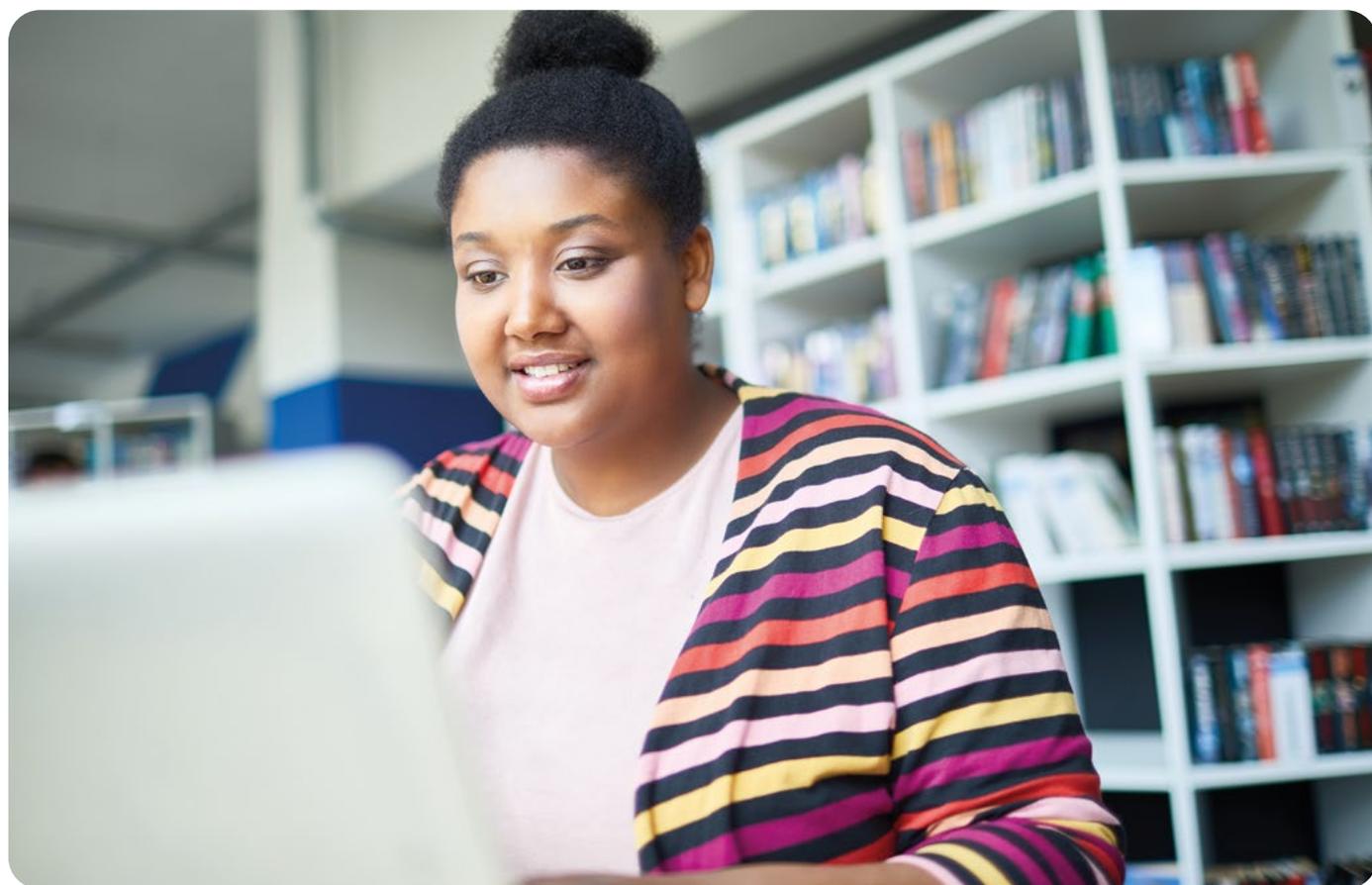
## Open University Access modules

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, arts and language courses.

**Find out more from page 26.**



# Choosing the course that's right for you

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

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

Think about how your family or friends would describe you. Are you outgoing? Are you creative? Do you love numbers and solving problems? Consider who you are and what you enjoy.

## Research

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

Once you've considered the questions above, get in touch with us to talk through your options and choose a course. You could also talk to your education department, peer mentors, or family and friends. They can see all the courses we offer on our website: [www.bit.ly/petcourses](http://www.bit.ly/petcourses)

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

Choosing the right course can take time and you may have a few questions. You can get in touch with us 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

We welcome calls from prison staff and friends and family too.

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 courses – such as finance – also require level 2 Maths (numeracy). These qualifications are available through standard prison education.

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.

This table shows how the different qualification levels compare.

LEVEL <b>6</b>	Degree with honours			
LEVEL <b>5</b>				Level 5 diploma or certificate
LEVEL <b>4</b>			Open University Access module	Level 4 diploma or certificate
LEVEL <b>3</b>	A-level A-level (Part 2) AS-level (Part 1)	Level 3 diploma or certificate		
LEVEL <b>2</b>	GCSE Grades 9–4 (previously A*–C)	Level 2 English and Maths Assessment / Functional Skills		Level 2 diploma or certificate
LEVEL <b>1</b>	GCSE Grades 3–1 (previously D–G)			Level 1 diploma or certificate

# Support during your studies

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

## Support from your course provider

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 be on hand to answer any questions you have relating to the course itself.

## Support from your tutor

If your course includes tutor support, your course provider will tell you how to get in touch with them. Your tutor will give written feedback on your assignments by post throughout your course. Some tutors may also offer study support and tutorials over the phone.

## 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 be there for you throughout your studies. We will keep in touch to find out how you're getting on and to hear your views on the course and the support provided.

## PET feedback forms – your view matters to us!

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 and will help us 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 leave prison while you are still studying, you can continue your course in the community.

Make sure you give your new address to your education department and course provider, 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.

Contact details for all our course providers are on [pages 70–71](#). They should also be included in your course materials.

**PET does not fund courses in the community. However, you can get in touch with our team for advice on further study and information about 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.

## 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.

## 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 complete assessments along the way.

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

**Assignments** – many of our courses are assessed by written assignments, which you complete at the end of each course unit. You will post these to your course provider (or to your tutor if your course includes tutor support) for marking and feedback.

**Portfolio of evidence** – some courses involve building up a collection of work throughout your studies which you then post for marking and feedback. This can include your 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, please speak to PET or your education department before making your application 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 may not be able to 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. Details for all our course providers are on [pages 70–71](#).

## Applying for funding for exam fees

Some of the courses we offer 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 additional funding using our application form for exam fees, educational books and course extensions.

When you are close to completing your course, speak to your education department to make your 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 description includes:

- The name of the course provider and whether the course is accredited (meaning it has been approved by a professional organisation)
- The level of study and any entry requirements
- Whether the course includes tutor support
- How long it might take to complete the course and how it 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. Alternatively, you can get in touch with PET.*



# 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 begin.**

We offer four short courses that will help you to build on your study skills, prepare for a full distance learning course, and get ready for longer qualifications.

With PET's short courses there's no pressure: you do not need to fill in an application form and you will not need to submit assignments or sit an exam.

There are four courses to choose from:

- **Business, Accounting and Bookkeeping**
- **Construction, Trades, Health and Safety**
- **Mental Health and Counselling**
- **Sports and Nutrition**

Each course includes modules on:

- Time management
- Reading and note taking
- Academic writing and clear communication
- Essays and exams
- Making the most of distance learning

PET's short courses are a great way to get started with distance learning and gain the confidence to become a successful learner.

**Just ask PET or your education department for a copy of the course that best suits your interests.**

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

# 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:** 120–150

**Entry requirements:** Level 2 English

**Tutor support:** Yes

**Assessments:** 8 assignments (these do not contribute toward the final grade)

**Exams:** 2

## 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:** 120–150

**Entry requirements:** Level 2 English

**Tutor support:** Yes

**Assessments:** 9 assignments (these do not contribute toward the final grade)

**Exams:** 3

## 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:** 120–150

**Entry requirements:** Level 2 English

**Tutor support:** Yes

**Assessments:** 9 assignments and an optional Non-Exam Assessment (these do not contribute toward the final grade)

**Exams:** 2

## 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:** 120–150  
**Entry requirements:** Level 2 English  
**Tutor support:** Yes  
**Assessments:** 9 assignments (these do not contribute toward the final grade)  
**Exams:** 2

## 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:** 120–150  
**Entry requirements:** Level 2 English  
**Tutor support:** Yes  
**Assessments:** 9 assignments (these do not contribute toward the final grade)  
**Exams:** 2

## 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. You will become better-equipped in terms of critical thinking, problem solving and analytical skills.

**Course Provider:** National Extension College (NEC)  
**Duration:** 120–150  
**Entry requirements:** Level 2 English  
**Tutor support:** Yes  
**Assessments:** 11 assignments (these do not contribute toward the final grade)  
**Exams:** 3

## 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:** 120–150  
**Entry requirements:** Level 2 English  
**Tutor support:** Yes  
**Assessments:** 9 assignments (these do not contribute toward the final grade)  
**Exams:** 2

## 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:** 120–150  
**Entry requirements:** Level 2 English  
**Tutor support:** Yes  
**Assessments:** 10 assignments (these do not contribute toward the final grade)  
**Exams:** 2

# 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-level 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 will need to apply for each part separately. 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 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:** 150 per Part

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

**Tutor support:** Yes

**Assessments and exams:**

**Part 1 (AS-level):** 6 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 period's issues and values.

*You will not have the option to take the AS-level 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:** 150 per Part

**Entry requirements:** Level 2 English

**Tutor support:** Yes

**Assessments and exams:**

**Part 1:** 5 assignments (these do not contribute toward the final grade). No exam

**Part 2:** 5 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:** 150 per Part

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

**Tutor support:** Yes

**Assessments and exams:**

**Part 1 (AS-level):** 5 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 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:** 150 per Part

**Entry requirements:** Level 2 English

**Tutor support:** Yes

**Assessments and exams:**

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

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

## 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-level 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:** 150 per Part

**Entry requirements:** Level 2 English

**Tutor support:** Yes

**Assessments and exams:**

**Part 1:** 4 assignments (these do not contribute towards the final grade). No exam

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

## 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:** 150 per Part

**Entry requirements:** Level 2 English

**Tutor support:** Yes

**Assessments and exams:**

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

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

## 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-level 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:** 150 per Part

**Entry requirements:** Level 2 English

**Tutor support:** Yes

**Assessments and exams:**

**Part 1:** 4 assignments (these do not contribute towards the final grade). No exam

**Part 2:** 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:** 150 per Part

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

**Tutor support:** Yes

**Assessments and exams:**

**Part 1 (AS-level):** 5 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 will also help you improve transferable skills, such as independent studies and the ability to explore and evaluate concepts.

*You will not have the option to take the AS-level 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:** 150 per Part

**Entry requirements:** Level 2 English

**Tutor support:** Yes

**Assessments and exams:**

**Part 1:** 5 assignments (these do not contribute towards the final grade). No exam

**Part 2:** 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 research skills and strengthen your analytical and critical thinking ability.

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

**Duration:** 150 per Part

**Entry requirements:** Level 2 English

**Tutor support:** Yes

**Assessments and exams:**

**Part 1 (AS-level):** 5 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 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:** 150 per Part

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

**Tutor support:** Yes

**Assessments and exams:**

**Part 1 (AS-level):** 6 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:** 150 per Part

**Entry requirements:** Level 2 English

**Tutor support:** Yes

**Assessments and exams:**

**Part 1 (AS-level):** 5 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:** 150 per Part

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

**Tutor support:** Yes

**Assessments and exams:**

**Part 1 (AS-level):** 5 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



# 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, diplomas and degrees.

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.

## 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:** 30 week course requiring about 9 hours study per week (270 hours in total)

**Entry requirements:** Level 2 English

**Tutor support:** Yes

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

**Exams:** None

## 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:** 30 week course requiring about 9 hours study per week (270 hours in total)

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

**Tutor support:** Yes

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

**Exams:** None

## 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:** 30 week course requiring about 9 hours study per week (270 hours in total)

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

**Tutor support:** Yes

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

**Exams:** None

# 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

1

Ask your education department to contact the OU and reserve a place on the module you want to study.

2

The OU will send out a Registration Agreement form to your education department – you will need to sign this. Your education department will then return it to the OU.

3

You will also need to 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. Please get in touch with PET if you need any advice on how to complete the form.

5

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

## Application successful

- PET will order your course and you should receive your study materials from the OU about a week before your module start date.
- You can get advice and guidance from PET throughout your studies, together with help and support from the OU, your education department and peer mentors.

## Application unsuccessful

PET will explain why your application has not been successful in your results letter, and suggest the next steps you can take. You can also contact us if you need any advice about what to do.

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).



# 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

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  
**Tutor support:** Yes  
**Assessments:** 6 assignments  
**Exams:** None

## 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  
**Tutor support:** Yes  
**Assessments:** Portfolio of evidence, written coursework and a practical assignment  
**Exams:** None

## Proofreading and Copy Editing

Level: **2**

Many organisations rely on the services of proofreaders and copy editors to ensure that their written material is professionally presented and error free. This course will help you master the techniques of proofreading and copy editing by providing a comprehensive introduction to the skills and knowledge required in these professions, including spelling, punctuation, and grammar.

**Course Provider:** The Writers Bureau  
**Accreditation:** None  
**Duration:** 100 hours  
**Entry requirements:** Level 2 English  
**Tutor support:** Yes  
**Assessments and exams:** 4 assignments  
**Exams:** None

## Creative Writing (Part 1)

Level: **2**

This course gives you the skills to improve your writing ability and boost your confidence. You will cover the basics of writing for all genres and discover the power of using creative writing to improve your mental health and sense of wellbeing.

**Course Provider:** National Extension College (NEC)  
**Accreditation:** None  
**Duration:** 60 hours  
**Entry requirements:** Level 2 English  
**Tutor support:** Yes  
**Assessments:** 8-9 self-assessed progress checks  
**Exams:** None

## Creative Writing (Part 2)

Level: **2**

Once you have completed Creative Writing (Part 1), you can progress to Part 2 and focus on the areas of writing that interest you.

When applying for Creative Writing (Part 2), please state which one of these options you wish to study:

### **Option 2A: Writing Novels and Writing Short Stories**

This option focuses on the key skills needed to write stories. You will explore how to structure a short story and how to structure a novel, including beginnings and endings. You will practise different ways of approaching conflict and character, and ultimately hone your narrative-writing craft.

### **Option 2B: Writing for a Living and Writing Non-Fiction**

This option provides you with the introductory guidance you need to start turning your creativity into cash, whether through traditional or non-traditional publishing paths. You will also practise different types of non-fiction writing, including reviews, articles, travel writing and biography.

### **Option 2C: Writing Poetry and Writing for Younger Readers**

With this option, you will practise how to write in a vivid, exciting and immediate way by considering your use of imagery, words and rhythm. You will study poetic forms, genre and romance along the way.

### **Option 2D: Writing Autobiography and Playwriting and Screenwriting**

This option puts you at centre stage, focusing on how you can use diaries, journals, letters and more to tell your story. You will also get an introduction to writing scripts, concentrating on dialogue, acts and plots, and the unique considerations of writing for stage and screen.

*Upon completion of your chosen Part 2 option, you may apply for another.*

**Course Provider:** National Extension College (NEC)  
**Accreditation:** None  
**Duration:** 60 hours per option  
**Entry requirements:** Level 2 English and Creative Writing (Part 1)  
**Tutor support:** Yes  
**Assessments:** 2 assignments per option  
**Exams:** None





# 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  
**Tutor support:** Yes  
**Assessments:** 9 self-assessed progress checks  
**Exams:** None

## Boosting your Business Potential (available from November 2022)

Level: **3**

This course explores the many influences on a business, how to maximise your marketing, how to improve team performance and how quality and standards can make or break a business. The perfect next step after our Business Start-up course or for those who want to learn how to enhance a business that's up and running, this course will provide a solid grounding in business theory for you to apply to your business or idea.

*It is recommended that you complete the Business Start-up Level 2 course first, but it is not an entry requirement.*

**Course Provider:** National Extension College (NEC)  
**Accreditation:** None  
**Duration:** 60 hours  
**Entry requirements:** Level 2 English  
**Tutor support:** Yes  
**Assessments:** 4 self-assessed progress checks and 4 assignments  
**Exams:** None

## 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  
**Tutor support:** Yes  
**Assessments:** 7 assignments  
**Exams:** None

## 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.

*It is recommended that you complete the Preparing to Set Up a Digital Business Level 2 course first, but it is not an entry requirement.*

**Course Provider:** Rocketeer  
**Accreditation:** None  
**Duration:** 120 hours  
**Entry requirements:** Level 2 English  
**Tutor support:** Yes  
**Assessments:** 18 assignments  
**Exams:** None

## E-Commerce Business

Level: **2**

Written by someone with lived experience of prison, and also of running his own successful online business, this course equips you with the knowledge needed to succeed. Whether you're looking to supplement an income or to sell items around the world, this course is for you. You will cover all aspects of selling products on eBay – one of the world's largest platforms – and other similar online marketplaces, and learn how to manage and grow your own business.

**Course Provider:** The Inside Academy  
**Accreditation:** Agored Cymru  
**Duration:** 60 hours  
**Entry requirements:** Level 2 English  
**Tutor support:** Yes  
**Assessments:** 8 assignments  
**Exams:** None

## 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  
**Tutor support:** Yes  
**Assessments:** 7 assignments  
**Exams:** None

## Principles of Human Resource Practice (RQF)

Level: **3**

Human resource (HR) professionals help an organisation deliver its strategy and objectives by effectively recruiting and developing people and managing their performance. This course is aimed at those who are new to HR or who are looking to further their HR career with a professional qualification. You will learn about employee rights and obligations, develop your knowledge of recruitment, and deepen your understanding of the management of employees' performance.

**Course Provider:** NCC Home Learning  
**Accreditation:** NCFE CACHE  
**Duration:** 260 hours  
**Entry requirements:** Level 2 English  
**Tutor support:** Yes  
**Assessments:** 7 assignments  
**Exams:** None

## 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  
**Duration:** 240 hours  
**Entry requirements:** Level 2 English  
**Tutor support:** Yes  
**Assessments and exams:** 6 assignments  
**Exams:** None

## 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  
**Tutor support:** Yes  
**Assessments:** 2 non-assessed and 2 assessed assignments  
**Exams:** None

## 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 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  
**Tutor support:** Yes  
**Assessments:** 2 non-assessed and 2 assessed assignments  
**Exams:** None

## PRINCE2 Project Management (Foundation)

Level: **3**

PRINCE2 is a widely recognised project management method often used by those working in business, local government, or other large administrative organisations. This course will help you to deliver projects of any size or complexity successfully. You will be taken through the key concepts of PRINCE2, so that you can understand its methods, principles and processes.

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

**Course Provider:** CUPE International  
**Accreditation:** Axelos  
**Duration:** 70 hours  
**Entry requirements:** Level 2 English  
**Tutor support:** Yes  
**Assessments:** None  
**Exams:** 1

## Agile Project Management

Level: **3**

AgilePM 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 AgilePM Foundation level (approximately level 2) and AgilePM Practitioner level (approximately level 3). Your exam fees are included in the cost of the course.*

**Course Provider:** CUPE International  
**Accreditation:** APMG  
**Duration:** 70 hours  
**Entry requirements:** Level 2 English  
**Tutor support:** Yes  
**Assessments:** None  
**Exams:** 2

## AgilePM 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.

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

**Course Provider:** CUPE International  
**Accreditation:** APMG  
**Duration:** 40 hours  
**Entry requirements:** Level 2 English  
**Tutor support:** Yes  
**Assessments:** None  
**Exams:** 1

## Webmaster HTML and CSS for Beginners

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. 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. It is recommended that you have a good understanding of using computers before starting this course e.g. installing software packages and using file compression software and web browsers.*

**Course Provider:** Distance Learning Centre (DLC)  
**Accreditation:** Open Awards  
**Duration:** 120 hours  
**Entry requirements:** Level 2 English  
**Tutor support:** Yes  
**Assessments:** 10 assignments  
**Exams:** 1

## Webmaster Advanced HTML and CSS

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:** Open Awards  
**Duration:** 140 hours  
**Entry requirements:** Level 2 English and the Webmaster Level 3 course or equivalent  
**Tutor support:** Yes  
**Assessments:** 10 assignments  
**Exams:** 1

## 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:** Open Awards  
**Duration:** 200 hours  
**Entry requirements:** Level 2 English and the Webmaster Level 3 course or equivalent  
**Tutor support:** Yes  
**Assessments:** 10 assignments  
**Exams:** None

## Residential Lettings

Level: **2**

This introductory qualification is ideal if you want to develop your knowledge of 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](#).*

**Course Provider:** MOL Learn

**Accreditation:** Propertymark

**Duration:** 90 hours

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

**Tutor support:** No

**Assessments:** Self-assessed workbook

**Exams:** 4

## Residential Sales

Level: **2**

This introductory qualification is a good starting point for those who wish to enter the property profession with no previous experience or qualifications in this sector. You will increase your understanding of residential property sales – covering areas including health and safety, law, customer service, and regulations and practices.

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

**Course Provider:** MOL Learn

**Accreditation:** Propertymark

**Duration:** 90 hours

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

**Tutor support:** No

**Assessments:** Self-assessed workbook

**Exams:** 4



# Construction and Health and Safety

While it is not possible for PET to provide practical qualifications such as bricklaying and plumbing, we do offer a range of Construction and Health and Safety courses.

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 and skills that can 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.

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

**Course Provider:** Clwyd Associates  
**Accreditation:** Institute for Occupational Safety and Health (IOSH)  
**Duration:** 25 hours  
**Entry requirements:** Level 2 English  
**Tutor support:** Yes  
**Assessments:** 1 written risk assessment  
**Exams:** 1

## NEBOSH HSE Award in Managing Risks and Risk Assessment

Level: **2**

This is an introductory course aimed at anyone involved in managing workplace health and safety risks including those who undertake risk assessments. You will develop straightforward, practical skills so you can go beyond risk assessment to effectively control the health and safety risks caused by hazards in your workplace. This is the perfect platform for taking further NEBOSH courses at a higher level.

**Course Provider:** ATM Safety & Environment  
**Accreditation:** National Examination Board in Occupational Safety and Health (NEBOSH)  
**Duration:** 16 hours  
**Entry requirements:** Level 2 English  
**Tutor support:** Yes  
**Assessments:** 1 written risk assessment  
**Exams:** None

## NEBOSH National General Certificate in Occupational Health and 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, and 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:** 115 hours  
**Entry requirements:** Level 2 English and Level 2 NEBOSH or IOSH qualification  
**Tutor support:** Yes  
**Assessments:** 1 practical assessment  
**Exams:** 1

## 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  
**Tutor support:** Yes  
**Assessments:** 1 practical assessment  
**Exams:** 1

## 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:** 50 hours  
**Entry requirements:** Level 2 English and Level 2 NEBOSH or IOSH qualification  
**Tutor support:** Yes  
**Assessments:** 1 practical assessment  
**Exams:** 1

## 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. Learners will be better able to influence their on-site colleagues to work more safely, gaining the confidence and technical know-how to challenge unsafe behaviours and offer practical solutions.

*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:** 115 hours  
**Entry requirements:** Level 2 English and Level 2 NEBOSH or IOSH qualification  
**Tutor support:** Yes  
**Assessments:** None  
**Exams:** 1

## NEBOSH International Oil and Gas Certificate

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, which is widely recognised in the oil and gas industries, 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

**Tutor support:** Yes

**Assessments:** None

**Exams:** 1

## 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.

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

**Course Provider:** CUPE International

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

**Duration:** 50 hours

**Entry requirements:** Level 2 English

**Tutor support:** Yes

**Assessments:** None

**Exams:** 1

## 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.

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

**Course Provider:** CUPE International

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

**Duration:** 30 hours

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

**Tutor support:** Yes

**Assessments:** None

**Exams:** 1

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, 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.*

**Course Provider:** Electacourse

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

**Duration:** 40 hours

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

**Tutor support:** No

**Assessments:** None

**Exams:** 1

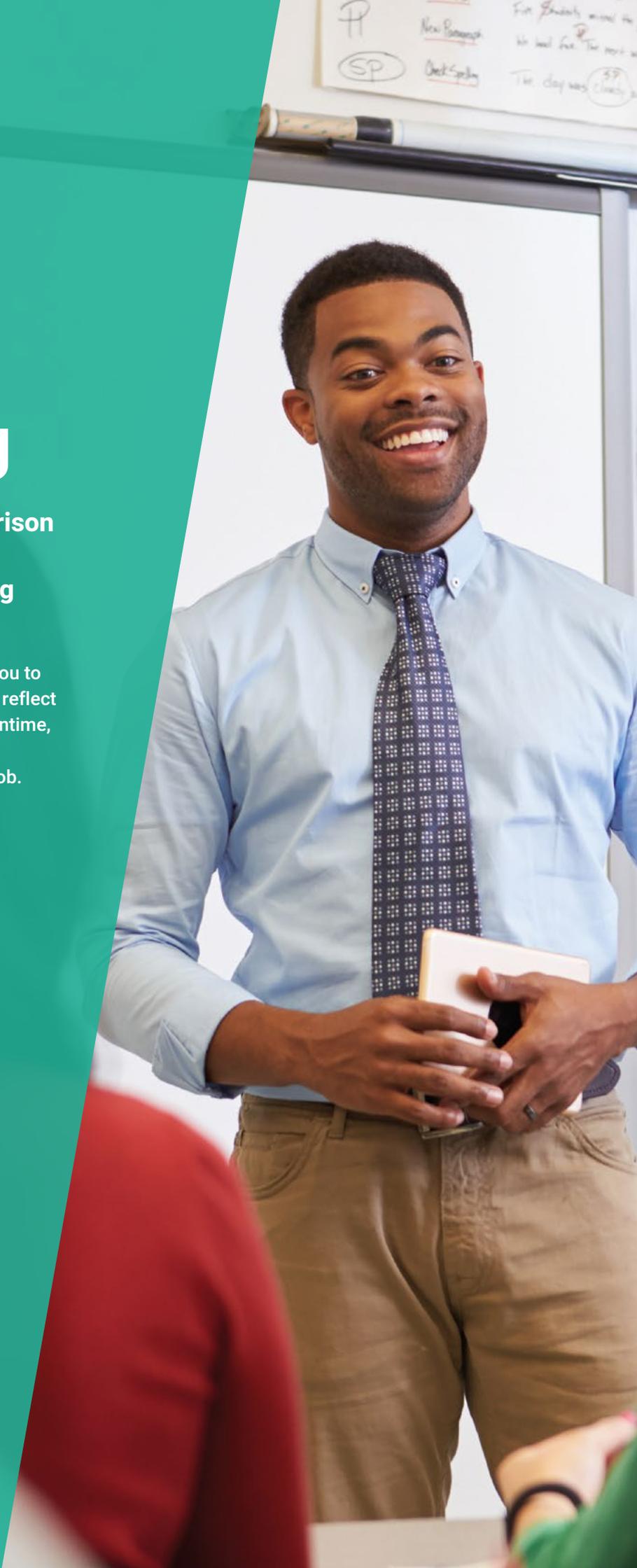




# Counselling, Mentoring and Teaching

**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 (RQF)

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  
**Duration:** 120 hours  
**Entry requirements:** Level 2 English  
**Tutor support:** Yes  
**Assessments:** 5 assignments  
**Exams:** None

## Education and Training Award (RQF)

Level: **3**

This course replaces the Preparing to Teach in the Lifelong Learning Sector (PTLLS) 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)  
**Duration:** 60 hours  
**Entry requirements:** Level 2 English  
**Tutor support:** Yes  
**Assessments:** 4 assignments  
**Exams:** None

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

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  
**Tutor support:** Yes  
**Assessments:** 11 assignments  
**Exams:** None

## Counselling Skills Level 2 (RQF)

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 is a useful stepping stone for further study.

**Course Provider:** BSY  
**Accreditation:** NCFE CACHE  
**Duration:** 160 hours  
**Entry requirements:** Level 2 English  
**Tutor support:** Yes  
**Assessments:** 4 assignments  
**Exams:** None

## 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  
**Tutor support:** Yes  
**Assessments:** 3 assignments  
**Exams:** None

## Understanding Coaching and Mentoring (RQF)

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)  
**Duration:** 50 hours  
**Entry requirements:** Level 2 English  
**Tutor support:** Yes  
**Assessments:** 3 assignments  
**Exams:** None

## Drug and Alcohol Counselling

Level: **3**

Drug and alcohol counsellors work with people who are struggling with addiction, helping them to overcome their problems and lead healthier, more productive lives. This course is an ideal first step for learners considering a career in drug and alcohol counselling. You will gain insights into the psychological and social factors that contribute to addiction and learn strategies for helping people to recover.

**Course Provider:** Oxbridge  
**Accreditation:** NCFE Customised Qualifications  
**Duration:** 125 hours  
**Entry requirements:** Level 2 English  
**Tutor support:** Yes  
**Assessments:** 8 assignments  
**Exams:** None

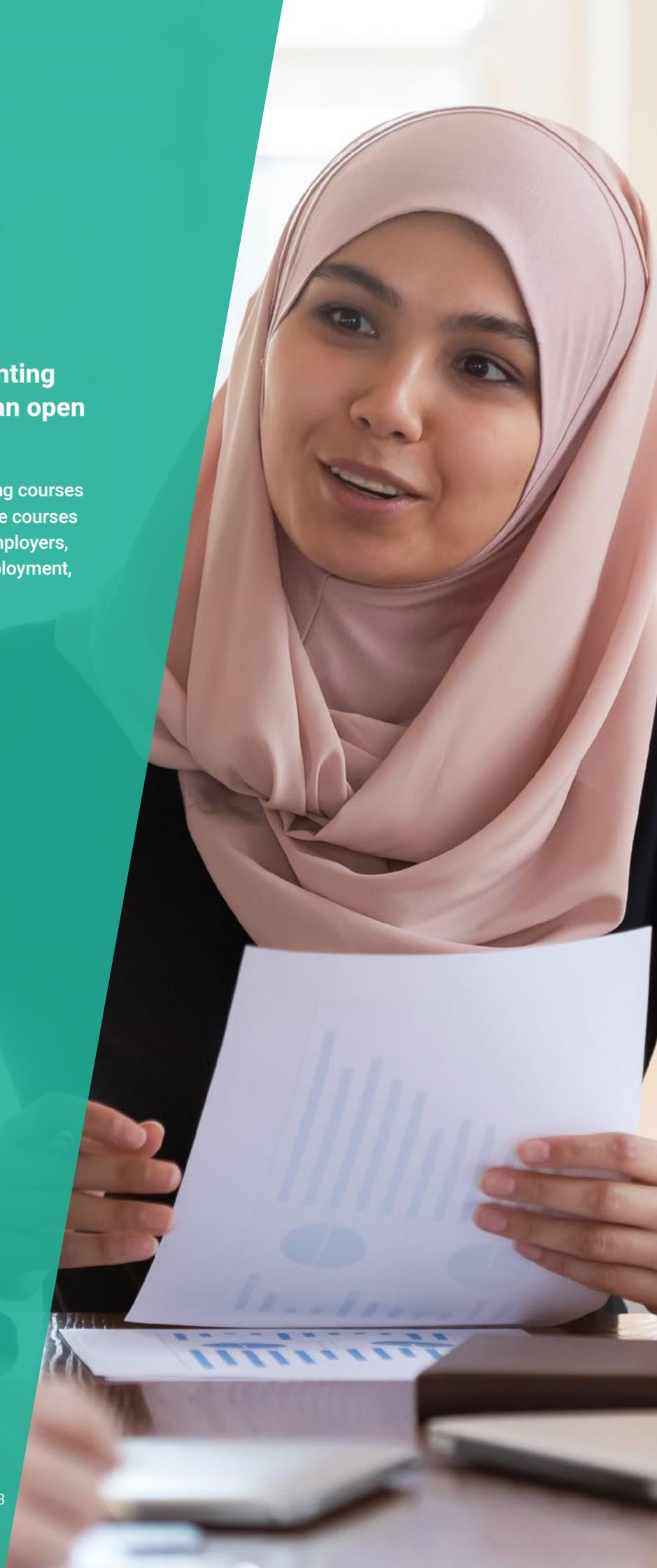




# Finance

**Skills in bookkeeping and accounting are invaluable in business and can open the door to employment.**

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

**Tutor support:** Yes

**Assessments:** 9 assignments

**Exams:** 4 live assessments

## Sage Computerised Accounting for Business Level 1 (RQF)

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 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:** Skillsfirst

**Duration:** 90 hours

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

**Tutor support:** Yes

**Assessments:** 2 assessments

**Exams:** None

## Sage Computerised Accounting for Business Level 2 (RQF)

Level: **2**

For those who already have a basic understanding of bookkeeping, this course shows you how to use Sage 50 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:** Skillsfirst

**Duration:** 160 hours

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

**Tutor support:** Yes

**Assessments:** 2 assessments

**Exams:** None

## Sage Computerised Accounting for Business Level 3 (RQF)

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:** Skillsfirst  
**Duration:** 370 hours  
**Entry requirements:** Level 2 English and Maths  
**Tutor support:** Yes  
**Assessments:** 2 assessments  
**Exams:** None

## Sage 50 Accounts Level 1 and Level 2

Level: **2**

This course is suitable for people who understand the basic processes involved in keeping books and financial records and now want to learn how to use the Sage 50 Accounts package. You will be guided through all the skills you need to use Sage 50 Accounts from the very beginning and learn more about the functionality needed to produce invoices and management accounts.

*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:** Sage UK  
**Duration:** 250 hours  
**Entry requirements:** Level 2 English and Maths  
**Tutor support:** Yes  
**Assessments:** None  
**Exams:** 2

## CIMA Accredited Sage Certificate

Level: **4**

Jointly developed by Sage and the Chartered Institute of Management Accountants (CIMA), this course is ideal for anyone who has undertaken an introductory training course in Sage and would like to progress. You will gain an understanding of how Sage works with accounting principles and increase your use of the software for a business environment. 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 any other Sage qualification  
**Tutor support:** Yes  
**Assessments:** None  
**Exams:** 2

## CIMA Accredited Sage Higher Certificate

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

**Tutor support:** Yes

**Assessments:** 2 assessments

**Exams:** None

## 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 worldwide. 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:** 340 hours

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

**Tutor support:** Yes

**Assessments:** None

**Exams:** 1

The Diploma in Islamic Finance is made up of four individual certificates and will help you develop your understanding of the fast-growing world of Islamic finance. You will learn about Sharia compliance and the requirements, regulations and Arabic terminology which form the foundation of Islamic finance.

In order to gain the diploma you will need to complete each certificate in order, starting with the Certificate in Islamic Commercial Law, before moving onto the next:

### 1. Certificate in Islamic Commercial Law

With this course, 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 the importance of Sharia standards.

### 2. Certificate in Islamic Banking and Takaful – Products and Services

On 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.

### 3. Certificate in Islamic Capital Markets and Instruments

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

### 4. Certificate in Accounting for Islamic Financial Institutions

On this course, you will gain an understanding of the reporting framework and standards of Islamic financial institutions and find out about their financial accountability and Sharia compliance. You will also learn how transactions adopting different contracts of financing are reported in Islamic financial statements.

*Please apply for each course separately, stating the name of the certificate you wish to study on your application form. Your exam fees are included in the cost of each course.*

**Course Provider:** APeducation

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

**Duration:** 40 hours per certificate

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

**Tutor support:** Yes

**Assessments:** None

**Exams:** 1 per certificate



# Fitness

**While it is not possible for PET to provide level 2 fitness qualifications in gym instructing or personal training, we do have five Fitness courses to choose from.**

If you already have your level 2 fitness qualification, you can progress to our theory courses in Exercise for Older Adults or Pre and Postnatal Exercise.

If you don't have a level 2 fitness qualification, there are three options for you: Nutrition for Physical Activity; Business Skills for the Fitness Professional; and Yoga Beginners.



## 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. You will learn how to adapt certain exercises for older clients and use your newfound knowledge to plan an exercise session.

*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

**Tutor support:** Yes

**Assessments:** Worksheets and case study

**Exams:** 1

## Pre and Postnatal Exercise

Level: **3**

This course gives you the knowledge and skills to safely help pre and postnatal people 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

**Tutor support:** Yes

**Assessments:** Worksheets and case study

**Exams:** 1

## Nutrition for Physical Activity

Level: **3**

This course helps you develop your understanding of healthy eating and key nutritional principles to support your fitness 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

**Tutor support:** Yes

**Assessments:** Worksheets and case study

**Exams:** 1

## 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

**Tutor support:** Yes

**Assessments:** 1 case study and 1 workbook

**Exams:** None

## Yoga Beginners

Level: **2**

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, exercises for different parts of the body, and learn about relaxation techniques.

**Course Provider:** BSY

**Accreditation:** None

**Duration:** 80 hours

**Entry requirements:** Level 2 English

**Tutor support:** Yes

**Assessments:** 10 assignments

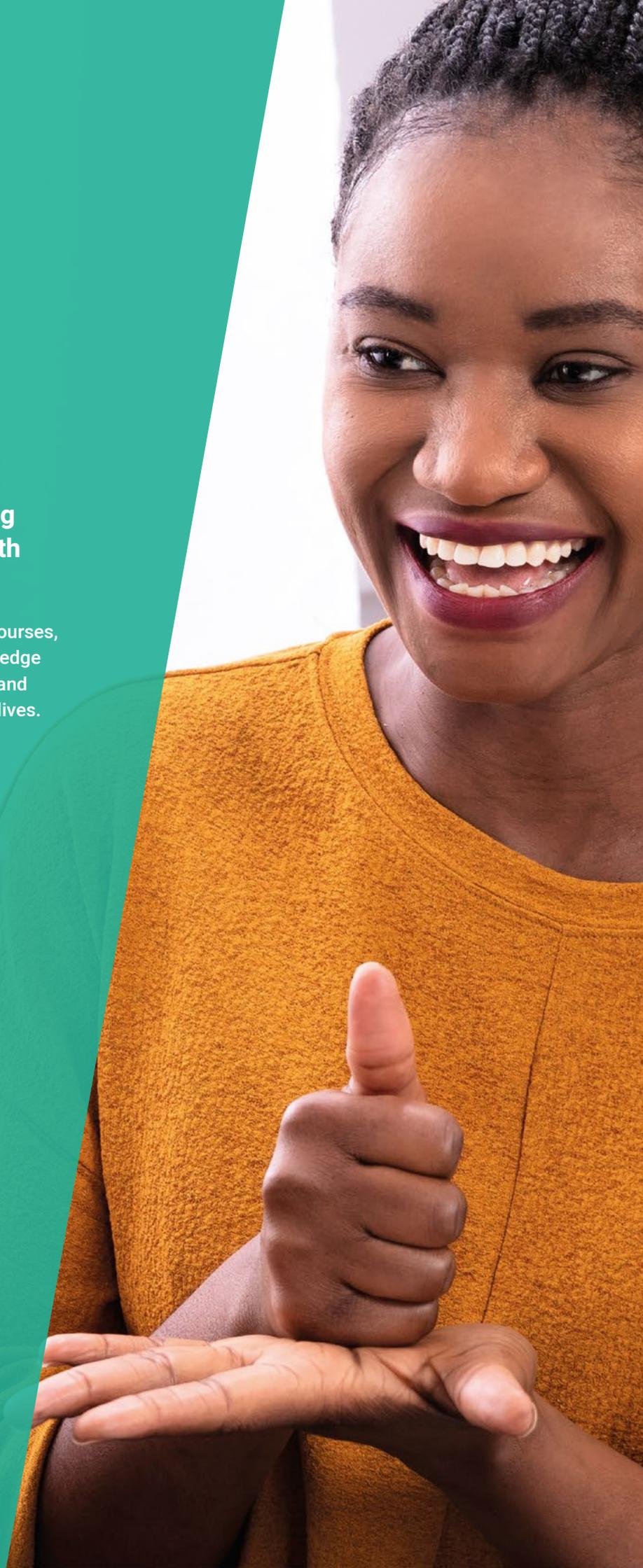
**Exams:** None



# 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 want to work in the health and social care sector, this course leads to a nationally-recognised qualification. You will develop your knowledge of the legislation, policies and procedures of the sector, and find out how you can use person-centred practice to meet people's care needs. You will also learn how a health and social care practitioner can safeguard the individuals they care for and themselves.

**Course Provider:** Open Study College (OSC)  
**Accreditation:** Council for Awards in Care, Health and Education (CACHE)  
**Duration:** 210 hours  
**Entry requirements:** Level 2 English  
**Tutor support:** Yes  
**Assessments:** 3 assignments  
**Exams:** None

## CACHE Level 3 Award in Health and Social Care

Level: **3**

If you wish to work in health and social care, this course leads to a widely-recognised qualification that can help you to achieve your goal. You will learn more about the role of equality, diversity and rights in the sector and how you can work in an inclusive way. This course will also cover the key elements of development across the human lifespan, as well as how you can safeguard people in your care.

**Course Provider:** Open Study College (OSC)  
**Accreditation:** Council for Awards in Care, Health and Education (CACHE)  
**Duration:** 215 hours  
**Entry requirements:** Level 2 English and a Level 2 CACHE qualification or equivalent  
**Tutor support:** Yes  
**Assessments:** 3 assignments  
**Exams:** None

## 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 then 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  
**Tutor support:** Yes  
**Assessments:** 3 assignments  
**Exams:** None

## 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 issues of responsibility and accountability.

**Course Provider:** Open Study College (OSC)  
**Accreditation:** Council for Awards in Care, Health and Education (CACHE)  
**Duration:** 130 hours  
**Entry requirements:** Level 2 English  
**Tutor support:** Yes  
**Assessments:** 4 assignments  
**Exams:** None

## Mental Health Awareness (RQF) 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  
**Duration:** 200 hours  
**Entry requirements:** Level 2 English  
**Tutor support:** Yes  
**Assessments:** 10 assignments  
**Exams:** None

## Understanding Mental Health Care (RQF) 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  
**Duration:** 190 hours  
**Entry requirements:** Level 2 English  
**Tutor support:** Yes  
**Assessments:** 6 assignments  
**Exams:** None

## CACHE Level 3 Award in Supporting Individuals with Learning Disabilities (RQF) Level: **3**

This course will provide you with excellent knowledge of how to support people with learning disabilities. You will develop skills in key areas, including promoting communication with people with learning disabilities, supporting young people with a learning disability to make the transition into adulthood, and the principles of self-directed support.

**Course Provider:** Open Study College (OSC)  
**Accreditation:** NCFE CACHE  
**Duration:** 110 hours  
**Entry requirements:** Level 2 English and previous experience or a Level 2 qualification in a relevant subject area (e.g. counselling or social care)  
**Tutor support:** Yes  
**Assessments:** 4 assignments  
**Exams:** None

## 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:** BSY  
**Accreditation:** ABC Awards  
**Duration:** 80 hours  
**Entry requirements:** Level 2 English  
**Tutor support:** Yes  
**Assessments:** 4 self-assessed questions  
**Exams:** 1 (optional)

## Nutrition and Health (RQF)

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 practise 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.

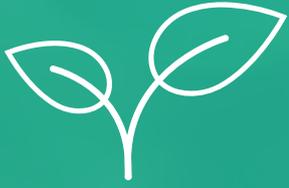
**Course Provider:** NCC Home Learning  
**Accreditation:** NCFE CACHE  
**Duration:** 120 hours  
**Entry requirements:** Level 2 English  
**Tutor support:** Yes  
**Assessments:** 3 assignments  
**Exams:** None

## Understanding Substance Misuse Certificate (RQF)

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  
**Tutor support:** Yes  
**Assessments:** 3 assignments  
**Exams:** None



# Horticulture (Professional Gardening) and Animal Care

**PET's Horticulture (Professional Gardening) 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 and Development Level 2

Level: **2**

This new Royal Horticultural Society (RHS) course is an ideal first step if you are considering a career in horticulture. It's also a great choice for leisure or professional gardeners who want to improve their knowledge. You will discover the structure and function of plants and learn about plant nutrition and health. You will also deepen your understanding of the vital role horticulturists play in greening our cities and growing crops to feed the world.

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

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

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

**Duration:** 180 hours

**Entry requirements:** Level 2 English

**Tutor support:** Yes

**Assessments:** 8 assignments

**Exams:** 2

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

Level: **3**

Following on from the Level 2 Certificate, 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.

*This course is available until March 2023 – if you want to apply after this date, please contact PET for further information and guidance. 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

**Tutor support:** Yes

**Assessments:** 4 assignments

**Exams:** 4

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

Level: **3**

Following on from the Level 2 Certificate, on this course you will gain an understanding of garden surveying, landscaping, and design and construction. This qualification can provide a route to work as a garden designer, landscaper or gardener.

*This course is available until March 2023 – if you want to apply after this date, please contact PET for further information and guidance. 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

**Tutor support:** Yes

**Assessments:** 4 assignments

**Exams:** 4

## BHS Horse Care

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

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

**Duration:** 90 hours

**Entry requirements:** Level 2 English

**Tutor support:** Yes

**Assessments:** 9 assignments

**Exams:** 1 (optional)

## 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. Designed for those with little or no experience, this course will show you the methods used by beekeepers and introduce you to subject areas including the natural history of bees, beekeeping equipment, swarm control and its effects, and diseases and pests that can affect bees.

*This course requires access to a beehive.*

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

**Accreditation:** None

**Duration:** 20 hours

**Entry requirements:** Level 2 English

**Tutor support:** Yes

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

**Exams:** None

## 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. 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

**Tutor support:** Yes

**Assessments:** None

**Exams:** 6

## Canine Science

Level: **3**

This course is designed to meet the needs of dog owners and those wishing to work in an environment with canine animals, such as boarding kennels, rescue homes and training schools. As well as studying the evolution of dogs, you will cover the psychology of canine learning and behaviour, anatomy and physiology, as well as the correct nutrition for a variety of breeds and ages.

**Course Provider:** Open Study College (OSC)  
**Accreditation:** None  
**Duration:** 80 hours  
**Entry requirements:** Level 2 English  
**Tutor support:** Yes  
**Assessments:** 6 assignments  
**Exams:** None

## Feline Studies

Level: **3**

This course will allow you to develop a detailed knowledge and understanding of cats, including opportunities to study cat behaviour and healthcare. Although not a regulated qualification, this knowledge-based course can give learners an advantage when applying for entry-level employment in catteries and other animal care roles. It will also help you to be a better owner of this popular domestic animal.

**Course Provider:** Open Study College (OSC)  
**Accreditation:** None  
**Duration:** 80 hours  
**Entry requirements:** Level 2 English  
**Tutor support:** Yes  
**Assessments:** 6 assignments  
**Exams:** None

## Principles of British Wildlife Care and Rehabilitation

Level: **3**

This course will introduce you to the basic principles and ethics of wildlife care, including rehabilitation and release. You will develop your knowledge of the care and management of birds and small, large and marine mammals – including capture and handling techniques, how to assess injuries, and common first aid treatments. You will also learn about rehabilitation considerations and release methods.

**Course Provider:** Open Study College (OSC)  
**Accreditation:** None  
**Duration:** 80 hours  
**Entry requirements:** Level 2 English  
**Tutor support:** Yes  
**Assessments:** 6 assignments  
**Exams:** None



# 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	Korean
Chinese	Portuguese
Dutch	Russian
French	Spanish
German	Swedish
Greek	Thai
Italian	Turkish
Japanese	

*All our language courses require access to a CD player.*

**Course Provider:** Linguaphone

**Accreditation:** None

**Duration:** 100 hours

**Entry requirements:** Level 2 English

**Tutor support:** No

**Assessments:** None

**Exams:** None





# Transport, Logistics and Sailing

PET's Transport and Logistics courses can be a stepping stone to a range of jobs – whether you are interested in the warehousing of goods or how they are shipped out to companies, clients and consumers.

With our three Sailing courses, you can learn how to sail around familiar waters and embark on difficult passages, gaining the skills to navigate by the stars.



## 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 – accredited by the Institute of Supply Chain Management (IoSCM) – 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:** Institute of Supply Chain Management (IoSCM)  
**Duration:** 130 hours  
**Entry requirements:** Level 2 English  
**Tutor support:** Yes  
**Assessments:** 20 assignments  
**Exams:** None

## 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](#).*

**Course Provider:** EP Training  
**Accreditation:** Skills and Education Group (SEG)  
**Duration:** 80 hours  
**Entry requirements:** Level 2 English and Maths  
**Tutor support:** No  
**Assessments:** None  
**Exams:** 1

## 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. The course covers the basics of inshore and coastal navigation, position fixing, chartwork, planning, collision regulations, lights and buoyage, safety at sea, electronic navigation and pilotage.

**Course Provider:** East Anglian Sea School (EASS)  
**Accreditation:** Royal Yachting Association (RYA)  
**Duration:** 40 hours  
**Entry requirements:** Level 2 English and Maths  
**Tutor support:** Yes  
**Assessments:** Self-assessed workbook  
**Exams:** 2

## 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 sea.

*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  
**Tutor support:** Yes  
**Assessments:** Self-assessed workbook  
**Exams:** 3

## 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 / Yachtmaster qualification  
**Tutor support:** Yes  
**Assessments:** Self-assessed workbook  
**Exams:** 1



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# Course provider contact details

## **APeducation Online**

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

## **ATM Safety & Environment**

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

## **BSY**

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

## **Clwyd Associates**

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

## **CUPE International**

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

## **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)

## **Hafren**

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

## **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)

## **The Inside Academy**

140 Lee Lane, Bolton BL6 7AF  
07542 311332 | [www.insideacademy.co.uk](http://www.insideacademy.co.uk)

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

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

### **Linguaphone**

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

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

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

### **London Teacher Training College (LTTC)**

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

### **MOL Learn**

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

### **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)

### **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)

### **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)

### **The Open University (OU)**

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)

### **Oxbridge Home Learning**

Fazeley House, 50 Rocky Lane, Birmingham B6 5RQ  
0121 720 9121 | [www.oxbridgehomelearning.uk](http://www.oxbridgehomelearning.uk)

### **Rocketeer Group**

Parkfield Business Centre, Park Street, Stafford, Staffordshire ST17 4AL  
01785 223 253 | [rocketeergroup.com](http://rocketeergroup.com)

### **Sage Qualifications**

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

### **The Writers Bureau**

5th Floor, Church House, 90 Deansgate, Manchester M3 2GP  
0161 819 9922 | [www.writersbureau.com](http://www.writersbureau.com)

# Get in touch with PET's advice team

Choosing the right course can take time and you may have a few questions.

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

We welcome calls from prison staff and friends and family too. They can see all the courses we offer on our website: **[www.bit.ly/petcourses](http://www.bit.ly/petcourses)**

We would love to get your feedback on the PET Course Prospectus 2022–2023 – what do you think about the content, layout and design, and the courses that we offer?

Your views really matter to us and can help us improve our support. Give us a call or write to us and let us know!



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Photos by Ian Cuthbert, Ben Langdon and Mile 91, and Rebecca Radmore.



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