



# Course Prospectus 2024–2025

**Find a new direction**

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



**At the charity 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 1,300 learners each year to study, giving them the skills and qualifications to build brighter futures.

We offer over 130 different courses including GCSEs and A-levels, Open University Access modules and a wide range of professional and general interest 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 via the education department in your prison.

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 you progress through your course and finish it.

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. You will need to check with prison staff that they are able to help you send assessments to your course tutor and able to organise exams if you need to sit one in order to gain your qualification.

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.

Read on to find out how you can prepare to study and apply to PET for a distance learning course.



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

**3,500** calls, emails and letters



We receive around

**2,500** applications for our distance learning courses



We fund over

**1,300** courses



We receive feedback from over

**700** learners across England and Wales about their distance learning course



We work in over

**120** prisons

# Why study with PET?

We offer over 130 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.

Some of our courses are available to study on digital devices – whether on a computer terminal, a laptop or a tablet. This will depend on the course, the digital facilities in your prison, your access to a device and a number of other factors.

We are working to expand our digital offer all the time, so the best way for you to find out if a course is available to study on a digital device is to contact us.

## 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.**

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

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

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

## Checking your course is suitable for you

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 free 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 10.**

## 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 19–29.**

## 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 30.**

## Professional and general interest 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 32.**





# Preparing to study

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Now that you know what distance learning is, its benefits and PET's application requirements, it's time to start preparing to study.

## Choosing the course that's right for you

Choosing the right course to help you reach your goals is a really important decision.

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

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### Interests

Distance learning can be challenging so choosing to study a course that you are interested in will help you keep studying and complete your course. What do you find interesting? What subjects or areas do you already know about? Could a course help you build on this knowledge? Is there a subject you've always wanted to study but never had the opportunity?

### Motivation

Think about why you want to study your course. What will motivate you to start and complete it? Are you looking to prepare for a job in prison or on release? Are you looking to improve your mental health by doing something positive with your time? Think about how studying this course can help you achieve your future plans and goals.

### Ambitions

Are you determined to achieve something positive? Are you looking to gain confidence and self-esteem? Think about your ambitions and whether the course you are planning to study will help you achieve them. It's often helpful to write these ambitions down to remind yourself why you are studying and what you are looking to achieve.

### Strengths

Take some time to think about what you are good at, how you like to learn and what knowledge and experience you already have. How will the course you choose help build on your strengths?

### Character

Spend some time thinking about you. Are you self-motivated and determined? Are you creative? Do you love numbers and solving problems? Who are you and what do you enjoy?

### Research

It's so important to find out as much as you can about the course you'd like to study before you apply to PET. Have you got the skills you need to become an independent learner? Will you need any support from prison staff? Will you be required to submit assessments or sit an exam? What is the process for applying to PET at your prison?

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Once you've considered these questions, 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.



## Call us

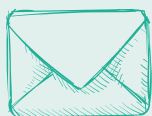
You can speak to a member of our team for free on the PET Advice Line.

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.



## Write to us

You can write to us at **FREEPOST, Prisoners' Education Trust**

You don't need to use a stamp.



## Speak to your education department

You can also 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. It will be useful for you when planning your education journey. If your goals involve doing a number of courses, think about how the level of each course fits into your plans.

We encourage you to keep referring back to this table when looking through our courses so you understand how they fit in to the big picture.

LEVEL <b>6</b>	Degree with honours		Open University Access module	
LEVEL <b>5</b>				Level 5 diploma or certificate
LEVEL <b>4</b>	A-level		Open University Access module	Level 4 diploma or certificate
LEVEL <b>3</b>				A-level (Part 2)
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

# PET Short Courses

Another great way to prepare to become a distance learner is to study a free PET short course.

If you are unsure what it's like to study a course as a distance learner or you would like to brush up on your study skills, it might be useful to study one of our free short courses.

You don't need to apply, the courses are self-assessed, and there is no pressure as they do not lead to a qualification.

PET's short courses will help you to build on your study skills, prepare for a full distance learning course, and get ready for longer qualifications.

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.

## How to get your FREE short course



You can call our free Advice Line on **0800 048 7520** on Tuesdays (10–12pm and 2–4pm) and Thursdays (10am–12pm and 2–6pm) and ask for a copy of your chosen course.



Alternatively, you can ask a member of your prison education department to download and print a free short course from our website by logging in to the prison staff space: [www.bit.ly/prisonstaff](http://www.bit.ly/prisonstaff)



You can also access the courses on Coracle laptops and the Virtual Campus. Speak to your prison education department to find out how.



# Support during your studies

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

## What you can expect from your course provider

People who finish their PET funded course tell us that the quality of course materials and the support they receive from course tutors helped them throughout their studies and contributed to them successfully completing their course. Here's what you can expect:

### Good quality course materials

Your course provider will send you all your study materials, including any relevant books, printed materials, and CD if this is included with your course. Everything you receive should enable you to complete your course in prison. You should receive these via your education department no later than four weeks after receiving your letter telling you that PET are funding your course.

If after four weeks your course materials have not arrived, ask someone in the education department to check with the provider and to check the prison's post room. If you are unable to ask someone in the education department, you can call us on the PET Advice Line (you can find our contact details on page 8).

### Information about how to complete your course

Depending on the course you are studying there are several ways to work through your materials. Some courses require you to send back each module once complete for marking and feedback, others may request all your work at the end.

Be sure to know which applies to you and your course – your course materials should make this clear. If you are unsure at any stage, please give us a call on the PET Advice Line or ask your education department to confirm this with the provider.

### Tutor support

A lot of our courses include tutor support - you can find out which by looking at the course descriptions in this prospectus. If the course you are applying for has tutor support, make sure you take full advantage.

Ask a member of staff in education to help you contact the tutor at the start of your course. Your tutor will give you feedback on your assignments and some tutors offer study support over the phone. Receiving feedback and acting on the advice is a great way to improve your knowledge and ability to complete a course.

Please note, it can take up to 21 days to receive feedback from your course tutor.

If you are having trouble accessing this additional support, give us a call on the PET Advice Line or ask a member of education staff to get in touch with us. You can find our contact details on page 8.

## Support from your education department

There are many ways you can get help from your education department in order to complete your course – although this can vary depending on what is available at your prison. Support can include:



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



**Study groups** – giving you the chance to study with other PET learners, share skills like note-taking or essay writing and keep each other motivated to complete your course



**Catch-ups with education staff** – so you can get advice and support and discuss your study needs, such as contacting your course tutor and sitting exams



**Peer Support Workers and Red Bands** – often they will be studying too and will understand the benefits of distance learning in prison. They may 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.*



# Assessments and exams

Most PET courses lead to a qualification and you will usually have to take some kind of assessment in order to achieve it.

There are various ways to assess, or test, how well you understand your course subject, but it usually involves either completing written assignments or taking an exam. Often a prison staff member will invigilate or supervise the exam.

## Find out how your course is assessed

**Exam and assessment arrangements vary from course to course. There are a few different ways to find out how your chosen course is assessed and how to get support to arrange your assessment:**

1. You can find an overview of the individual arrangements in each course description in this prospectus. For example, if you look up GCSE Psychology, you will see that it is assessed by 2 invigilated, closed book exams (1 hour 45 minutes each)
2. You can contact the course provider to find out more (contact details for all course providers can be found on **page 74**). They should be your first point of contact for any course-related queries, including arranging exams or assessments. The most common way to contact the course provider is by asking your education department to email or call them
3. If you have started your course, make sure that you carefully read through the course materials as the information that you are looking for can usually be found there
4. You can call our free Advice Line on 0800 048 7520 on Tuesdays (10–12pm and 2–4pm) and Thursdays (10am–12pm and 2–6pm) to get information and advice, including on exams and assessments
5. Your education department can contact PET by email or phone or visit the dedicated prison staff portal on the PET website, where they can download course cards for each course, giving detailed explanations about assessments: **[www.bit.ly/prisonstaff](http://www.bit.ly/prisonstaff)**

## Taking your assessment

**Not every prison can facilitate exams. Awarding bodies, or exam boards, are the specialist organisations that design qualifications and control how they are assessed and examined. Some are more flexible than others about their exams being held in prison.**

Please see the individual course descriptions for more information about how they are assessed. And before making your application, please speak to PET or your education department to find out if your prison can hold your assessment or 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.

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.

Fortunately, many of our courses can be examined at all prisons, as long as a staff member can invigilate or supervise the exam at the prison. If your prison is able to facilitate the exam, please ask your prison staff to speak to the course provider to make arrangements.

## 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 in this prospectus to find out.**

If your chosen course does not include the exam fees, you can apply to PET for funding using our application form for exam fees, educational books and course extensions (the EEE form).

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.

## Preparing for an exam

**Exams must be taken seriously because it can be difficult to resit them. Even if resits are possible, you may have to wait months and secure extra funding.**

Revision and preparation are essential, and learners should complete all the coursework, mock exams, and learning activities in the course packs before taking the exam.

Make sure you plan ahead, for example booking time off your job if you have one. The prison staff invigilating the assessment also need a back-up plan in case they are not available on the day.

Some exams are called “open book”, where you can take your textbooks into the exam. Nevertheless, these require just as much preparation as “closed book” exams.

Finally, remember it is normal to feel nervous before an exam and the best way to stay calm is to do as much revision and preparation as you can. Good luck, and make sure you seek help if you have any questions.



# 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 74–75**. They should also be included in your course materials.

**PET does not fund courses in the community. However, you can call our Advice Line on 0800 048 7520 on Tuesdays (10–12pm and 2–4pm) and Thursdays (10am–12pm and 2–6pm) 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. You can also contact us if you need any advice about what to do.

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 31.





# 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 course provider tutor support
- How long the course might take and how long you have to complete it
- Whether the course has any assignments or exams

*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.*



# GCSEs

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

They are required by many employers and are often essential if you're looking to go to college or university, in particular English and Maths GCSEs.

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 on **page 14**.*

## Business Studies IGCSE

Level: **2**

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

*You will need to apply separately for exam fees. Find out how on **page 14**.*

**Course provider:** National Extension College (NEC)  
**Accreditation:** Edexcel  
**Study hours:** 150  
**Maximum course duration:** 18 months  
**Entry requirements:** Level 2 English  
**Course provider tutor support:** Tutors provide feedback on work and answer queries, usually via prison staff  
**Assignments:** Initial assessment and written assignments (these do not count towards the final grade, but they are essential for learning and exam preparation) and an initial assessment  
**Exams:** 2 invigilated, closed book exams (1 hour 30 minutes each). These involve multiple-choice, short-answer, data-response, and open-ended questions

## Combined Science IGCSE

Level: **2**

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

*You will need to apply separately for exam fees. Find out how on **page 14**.*

**Course provider:** National Extension College (NEC)  
**Accreditation:** Cambridge Assessment International Education (CAIE)  
**Study hours:** 150  
**Maximum course duration:** 18 months  
**Entry requirements:** Level 2 English  
**Course provider tutor support:** Tutors provide feedback on work and answer queries, usually via prison staff  
**Assignments:** Initial assessment and 9 written assignments (these do not count towards the final grade, but they are essential for learning and exam preparation)  
**Exams:** 3 invigilated, closed book exams: Paper 1 (45 minutes); Paper 2 (1 hour 15 minutes); Paper 3 (1 hour)

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.

*You will need to apply separately for exam fees.  
Find out how on [page 14](#).*

**Course provider:** National Extension College (NEC)  
**Accreditation:** AQA  
**Study hours:** 150  
**Maximum course duration:** 18 months  
**Entry requirements:** Level 2 English  
**Course provider tutor support:** Tutors provide feedback on work and answer queries, usually via prison staff  
**Assignments:** Initial assessment and 9 written assignments (these do not count towards the final grade, but they are essential for learning and exam preparation)  
**Exams:** 2 invigilated, closed book exams (1 hour 45 minutes each) and an optional Spoken Language Endorsement NEA (Non-Examination Assessment). All learners must be given the opportunity to complete the endorsement and AQA will ask for confirmation of this. The course provider can help where this is not possible within the prison

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. You will develop your understanding of key literary theories and concepts, and encounter classic works of prose, poetry and drama. You can build key employability skills, such as written communication and critical thinking.

*You will need to apply separately for exam fees.  
Find out how on [page 14](#).*

**Course provider:** National Extension College (NEC)  
**Accreditation:** Edexcel  
**Study hours:** 150  
**Maximum course duration:** 18 months  
**Entry requirements:** Level 2 English  
**Course provider tutor support:** Tutors provide feedback on work and answer queries, usually via prison staff  
**Assignments:** Initial assessment and 9 written assignments (these do not count towards the final grade, but they are essential for learning and exam preparation)  
**Exams:** 2 invigilated, closed book exams (1 hour 45 minutes each)

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

*You will need to apply separately for exam fees.  
Find out how on [page 14](#).*

**Course provider:** National Extension College (NEC)  
**Accreditation:** Edexcel  
**Study hours:** 150  
**Maximum course duration:** 18 months  
**Entry requirements:** Level 2 English  
**Course provider tutor support:** Tutors provide feedback on work and answer queries, usually via prison staff  
**Assignments:** Initial assessment and 9 written assignments (these do not count towards the final grade, but they are essential for learning and exam preparation)  
**Exams:** 2 invigilated, closed book exams (1 hour 30 minutes each)

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

*You will need to apply separately for exam fees.  
Find out how on [page 14](#).*

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

**Accreditation:** Edexcel

**Study hours:** 150

**Maximum course duration:** 18 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Tutors provide feedback on work and answer queries, usually via prison staff

**Assignments:** Initial assessment and 10 written assignments (these do not count towards the final grade, but they are essential for learning and exam preparation)

**Exams:** 3 invigilated, closed book exams (1 hour 30 minutes each). A calculator is allowed for 2 of the exams. This is a two-tiered qualification, Foundation and Higher. As you proceed through the course, you have the opportunity to choose which tier to enter the exam for: Foundation – grades 1 to 5 (Grade 5 is the highest award you can achieve at this tier); Higher – grades 4 to 9 (Grade 9 is the highest award you can achieve at this tier)

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.

*You will need to apply separately for exam fees.  
Find out how on [page 14](#).*

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

**Accreditation:** AQA

**Study hours:** 150

**Maximum course duration:** 18 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Tutors provide feedback on work and answer queries, usually via prison staff

**Assignments:** Initial assessment and 9 written assignments (these do not count towards the final grade, but they are essential for learning and exam preparation)

**Exams:** 2 invigilated, closed book exams (1 hour 45 minutes each)

# 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. For most A-levels, 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 apply for Part 2 to build up to a full A-level. You will need to apply for Part 1 and Part 2 separately, stating the name of the Part on your application form.

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 14**.*

## A-level Business

Level: **3**

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

*You will need to apply for Part 1 and Part 2 separately, stating the name of the Part on your application form.*

*You will need to apply separately for exam fees. Find out how on **page 14**.*

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

**Accreditation:** AQA

**Study hours:** 150 for each part

**Maximum course duration:** 24 months for each part

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

**Course provider tutor support:** Tutors provide feedback on work and answer queries, usually via prison staff

**Assignments:**

**Part 1:** 6 written assignments (these do not count towards the final grade and are used to check progress and understanding)

**Part 2:** 4 written assignments (1 Past Paper is marked free of charge at the end of the course by way of revision)

**Exams:**

**Part 1:** 2 invigilated, closed book exams (1 hour 30 minutes each). These involve multiple choice, short answers and data response stimuli

**Part 2:** 3 invigilated, closed book exams (2 hours each). These involve multiple choice, short answers, and data response stimuli



## A-level Classical Civilisation

Level: **3**

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

*Upon completing Part 1 of this A-level, you will not be able to take an AS exam, so if you want a qualification you will need to continue on to Part 2 to build up to a full A-level.*

*You will need to apply for Part 1 and Part 2 separately, stating the name of the Part on your application form.*

*You will need to apply separately for exam fees. Find out how on **page 14**.*

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

**Accreditation:** OCR

**Study hours:** 150 for each part

**Maximum course duration:** 24 months for each part

**Entry requirements:** Level 2 English

**Course provider tutor support:** Tutors provide feedback on work and answer queries, usually via prison staff

**Assignments:**

**Part 1:** 4 written assignments (these do not count towards the final grade and are used to check progress and understanding)

**Part 2:** 5 written assignments (1 Past Paper is marked free of charge at the end of the course by way of revision)

**Exams:**

**Part 1:** No exam. Upon completing Part 1 of this A-level, you will not be able to take an AS exam, so if you want a qualification you will need to continue to Part 2 to build up to a full A-level

**Part 2:** 3 invigilated, closed book exams. Paper 1 is 2 hours 20 minutes; paper 2 and 3 are 1 hour 45 minutes. These involve questions and essays

## 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 choices.

*You will need to apply for Part 1 and Part 2 separately, stating the name of the Part on your application form.*

*You will need to apply separately for exam fees. Find out how on **page 14**.*

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

**Accreditation:** Edexcel

**Study hours:** 150 for each part

**Maximum course duration:** 24 months for each part

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

**Course provider tutor support:** Tutors provide feedback on work and answer queries, usually via prison staff

**Assignments:**

**Part 1:** 5 written assignments (these do not count towards the final grade and are used to check progress and understanding)

**Part 2:** 5 written assignments (1 Past Paper is marked free of charge at the end of the course by way of revision)

**Exams:**

**Part 1:** 2 invigilated, closed book exams (1 hour 15 minutes each). These involve multiple choice, short answers, data response and extended open response questions

**Part 2:** 3 invigilated, closed book exams (2 hours each). These involve multiple choice, short answer, data response and extended open response questions

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.

*You will need to apply for Part 1 and Part 2 separately, stating the name of the Part on your application form.*

*You will need to apply separately for exam fees. Find out how on [page 14](#).*

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

**Accreditation:** AQA

**Study hours:** 150 for each part

**Maximum course duration:** 24 months for each part

**Entry requirements:** Level 2 English

**Course provider tutor support:** Tutors provide feedback on work and answer queries, usually via prison staff

**Assignments:**

**Part 1:** 5 written assignments (these do not count towards the final grade and are used to check progress and understanding)

**Part 2:** 5 written assignments and 2 pieces of coursework. The coursework is a Non-Examination Assessment (NEA) and counts for 20% of your final grade. The remaining assignments do not count towards the final grade and are used to check progress and understanding. 1 Past Paper is marked free of charge at the end of the course by way of revision

**Exams:**

**Part 1:** 2 invigilated, closed book exams (1 hour 30 minutes each). These involve written analysis and skills

**Part 2:** 2 invigilated, closed book exams (2 hours 30 minutes each). These involve written analysis and skills

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.

*Upon completing Part 1 of this A-level, you will not be able to take an AS exam, so if you want a qualification you will need to continue on to Part 2 to build up to a full A-level.*

*You will need to apply for Part 1 and Part 2 separately, stating the name of the Part on your application form.*

*You will need to apply separately for exam fees. Find out how on [page 14](#).*

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

**Accreditation:** AQA

**Study hours:** 150 for each part

**Maximum course duration:** 24 months for each part

**Entry requirements:** Level 2 English

**Course provider tutor support:** Tutors provide feedback on work and answer queries, usually via prison staff

**Assignments:**

**Part 1:** 4 written assignments (these do not count towards the final grade and are used to check progress and understanding)

**Part 2:** 6 written assignments and coursework. The coursework is a Non-Examination Assessment (NEA) and counts for 20% of your final grade. The remaining assignments do not count towards the final grade and are used to check progress and understanding. 1 Past Paper is marked free of charge at the end of the course by way of revision

**Exams:**

**Part 1:** No exam. Upon completing Part 1 of this A-level, you will not be able to take an AS exam, so if you want a qualification you will need to continue to Part 2 to build up to a full A-level

**Part 2:** 2 invigilated, closed book exams. Paper 1 is 3 hours and paper 2 is 2 hours 30 minutes. These involve written analysis

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.

*You will need to apply for Part 1 and Part 2 separately, stating the name of the Part on your application form.*

*You will need to apply separately for exam fees. Find out how on **page 14**.*

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

**Accreditation:** Edexcel

**Study hours:** 150 for each part

**Maximum course duration:** 24 months for each part

**Entry requirements:** Level 2 English

**Course provider tutor support:** Tutors provide feedback on work and answer queries, usually via prison staff

**Assignments:**

**Part 1:** 5 written assignments (these do not count towards the final grade and are used to check progress and understanding)

**Part 2:** 5 written assignments and coursework.

The coursework is a Non-Examination Assessment (NEA) and counts for 20% of your final grade. The remaining assignments do not count towards the final grade and are used to check progress and understanding. 1 Past Paper is marked free of charge at the end of the course by way of revision

**Exams:**

**Part 1:** 2 invigilated, closed book exams. One is 2 hours 15 minutes and the other is 1 hour 30 minutes. These involve writing essays

**Part 2:** 3 invigilated, closed book exams. Paper 1 is 2 hours 15 minutes, paper 2 is 1 hour 30 minutes and paper 3 is 2 hours 15 minutes. These involve writing essays

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.

*Upon completing Part 1 of this A-level, you will not be able to take an AS exam, so if you want a qualification you will need to continue on to Part 2 to build up to a full A-level.*

*You will need to apply for Part 1 and Part 2 separately, stating the name of the Part on your application form.*

*You will need to apply separately for exam fees. Find out how on **page 14**.*

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

**Accreditation:** AQA

**Study hours:** 150 for each part

**Maximum course duration:** 24 months for each part

**Entry requirements:** Level 2 English

**Course provider tutor support:** Tutors provide feedback on work and answer queries, usually via prison staff

**Assignments:**

**Part 1:** 4 written assignments (these do not count towards the final grade and are used to check progress and understanding)

**Part 2:** 6 written assignments (these do not count towards the final grade and are used to check progress and understanding). 1 Past Paper is marked free of charge at the end of the course by way of revision

**Exams:**

**Part 1:** No exam. Upon completing Part 1 of this A-level, you will not be able to take an AS exam, so if you want a qualification you will need to continue to Part 2 to build up to a full A-level

**Part 2:** 3 invigilated, closed book exams (2 hours each). These involve multiple choice, short answer questions, and extended writing

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.

*You will need to apply for Part 1 and Part 2 separately, stating the name of the Part on your application form.*

*You will need to apply separately for exam fees. Find out how on **page 14**.*

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

**Accreditation:** Edexcel

**Study hours:** 150 for each part

**Maximum course duration:** 24 months for each part

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

**Course provider tutor support:** Tutors provide feedback on work and answer queries, usually via prison staff

**Assignments:**

**Part 1:** 5 written assignments (these do not count towards the final grade and are used to check progress and understanding)

**Part 2:** 5 written assignments (1 Past Paper is marked free of charge at the end of the course by way of revision)

**Exams:**

**Part 1:** 2 invigilated, closed book exams. One is 2 hours and the other is 1 hour 15 minutes.

These involve answering questions

**Part 2:** 3 invigilated, closed book exams (2 hours each). These involve answering questions

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

*Upon completing Part 1 of this A-level, you will not be able to take an AS exam, so if you want a qualification you will need to continue on to Part 2 to build up to a full A-level.*

*You will need to apply for Part 1 and Part 2 separately, stating the name of the Part on your application form.*

*You will need to apply separately for exam fees. Find out how on **page 14**.*

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

**Accreditation:** AQA

**Study hours:** 150 for each part

**Maximum course duration:** 24 months for each part

**Entry requirements:** Level 2 English

**Course provider tutor support:** Tutors provide feedback on work and answer queries, usually via prison staff

**Assignments:**

**Part 1:** 5 written assignments (these do not count towards the final grade and are used to check progress and understanding)

**Part 2:** 5 written assignments (these do not count towards the final grade and are used to check progress and understanding). 1 Past Paper is marked free of charge at the end of the course by way of revision

**Exams:**

**Part 1:** No exam. Upon completing Part 1 of this A-level, you will not be able to take an AS exam, so if you want a qualification you will need to continue to Part 2 to build up to a full A-level

**Part 2:** 2 invigilated, closed book exams (3 hours each). These involve essay writing

This course will expand your knowledge of elections, referendums and nationalism and help you develop an understanding of current political issues in the world. It will also improve your transferable skills, such as research, and build your analytical and critical thinking ability. There is a particular focus on the political systems in the UK, and in the US, including an introduction to democracy and political parties.

*You will need to apply for Part 1 and Part 2 separately, stating the name of the Part on your application form.*

*You will need to apply separately for exam fees. Find out how on [page 14](#).*

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

**Accreditation:** Edexcel

**Study hours:** 150 for each part

**Maximum course duration:** 24 months for each part

**Entry requirements:** Level 2 English

**Course provider tutor support:** Tutors provide feedback on work and answer queries, usually via prison staff

**Assignments:**

**Part 1:** 4 written assignments (these do not count towards the final grade and are used to check progress and understanding)

**Part 2:** 5 written assignments (these do not count towards the final grade and are used to check progress and understanding). 1 Past Paper is marked free of charge at the end of the course by way of revision

**Exams:**

**Part 1:** 2 invigilated, closed book exams (1 hour 45 minutes each). These involve extended writing

**Part 2:** 3 invigilated, closed book exams (2 hours each). These involve extended essay writing

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. This intriguing subject is taught through a variety of topics including memory, early cognitive development in children, schizophrenia and depression.

*You will need to apply for Part 1 and Part 2 separately, stating the name of the Part on your application form.*

*You will need to apply separately for exam fees. Find out how on [page 14](#).*

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

**Accreditation:** AQA

**Study hours:** 150 for each part

**Maximum course duration:** 24 months for each part

**Entry requirements:** Level 2 English

**Course provider tutor support:** Tutors provide feedback on work and answer queries, usually via prison staff

**Assignments:**

**Part 1:** 6 written assignments (these do not count towards the final grade and are used to check progress and understanding)

**Part 2:** 4 written assignments (these do not count towards the final grade and are used to check progress and understanding). One Past Paper is marked free of charge at the end of the course by way of revision

**Exams:**

**Part 1:** 2 invigilated, closed book exams (1 hour 30 minutes each). These involve multiple choice, short answer and extended writing

**Part 2:** 3 invigilated, closed book exam (2 hours each). These involve multiple choice, short answer and extended writing



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

*You will need to apply for Part 1 and Part 2 separately, stating the name of the Part on your application form.*

*You will need to apply separately for exam fees. Find out how on [page 14](#).*

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

**Accreditation:** Edexcel

**Study hours:** 150 for each part

**Maximum course duration:** 24 months for each part

**Entry requirements:** Level 2 English

**Course provider tutor support:** Tutors provide feedback on work and answer queries, usually via prison staff

**Assignments:**

**Part 1:** 5 written assignments (these do not count towards the final grade and are used to check progress and understanding)

**Part 2:** 5 written assignments (these do not count towards the final grade and are used to check progress and understanding). 1 Past Paper is marked free of charge at the end of the course by way of revision

**Exams:**

**Part 1:** 3 invigilated, closed book exams (1 hour each). These involve extended essay writing

**Part 2:** 3 invigilated, closed book exams (2 hours each). These involve extended essay writing

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. If you're inquisitive about how we interact and motivated to improve the society we live in, this is the course for you, and it can lead to a range of rewarding career routes, including charity work, probation, and social work.

*You will need to apply for Part 1 and Part 2 separately, stating the name of the Part on your application form.*

*You will need to apply separately for exam fees. Find out how on [page 14](#).*

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

**Accreditation:** AQA

**Study hours:** 150 for each part

**Maximum course duration:** 24 months for each part

**Entry requirements:** Level 2 English

**Course provider tutor support:** Tutors provide feedback on work and answer queries, usually via prison staff

**Assignments:**

**Part 1:** 5 written assignments (these do not count towards the final grade and are used to check progress and understanding)

**Part 2:** 5 written assignments (these do not count towards the final grade and are used to check progress and understanding). 1 Past Paper is marked free of charge at the end of the course by way of revision

**Exams:**

**Part 1:** 2 invigilated, closed book exams (1 hour 30 minutes each). These involve both short answers and extended essay writing

**Part 2:** 3 invigilated, closed book exams (2 hours each). These involve short answers and extended essay writing







# Open University Access modules

The Open University (OU) is the UK's largest university and many of its learners study while in prison. It offers qualifications in a broad range of subjects – 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 without taking out a student loan.

You will get a taste of a subject area, develop your study skills, and build your confidence. Research has shown that learners who take Access modules are much 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:** The Open University (OU)

**Accreditation:** OU Regulatory Body

**Study hours:** 270

**Maximum course duration:** 7 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Tutors mark assignments and are available for consultations. Tutor support is organised via prison staff

**Assignments:** 4 written assignments to be submitted one-by-one by specific deadlines and 5 multiple-choice assignments

**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:** The Open University (OU)

**Accreditation:** OU Regulatory Body

**Study hours:** 270

**Maximum course duration:** 7 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Tutors mark assignments and are available for consultations. Tutor support is organised via prison staff

**Assignments:** 4 written assignments to be submitted one-by-one by specific deadlines and 5 multiple-choice assignments

**Exams:** None

## Psychology, Social Science and Wellbeing Access Module (Y034)

Level: **3**

This Access module gives you the chance to dip into some of the OU's most popular subjects, such as psychology, childhood and youth, early years, health and social wellbeing, sport, education, and social sciences. You'll be introduced to discussions of theory and engage with real-world events to build up your knowledge and understanding of these wide-ranging topics.

**Course provider:** The Open University (OU)

**Accreditation:** OU Regulatory Body

**Study hours:** 270

**Maximum course duration:** 7 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Tutors mark assignments and are available for consultations. Tutor support is organised via prison staff

**Assignments:** 4 written assignments to be submitted one-by-one by specific deadlines and 5 multiple-choice assignments

**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. You will learn key techniques, such as contour drawing, 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. You will also receive a Student Art Pack including pencils and sketchbooks.

**Course provider:** National Extension College (NEC)  
**Accreditation:** None  
**Study hours:** 36  
**Maximum course duration:** 12 months  
**Entry requirements:** Level 2 English  
**Course provider tutor support:** Tutors provide feedback on work and answer queries, usually via prison staff  
**Assignments:** 6 drawing assignments  
**Exams:** None

## Certificate in Foundation Journalism

Level: **3**

Accredited by the National Council for the Training of Journalists (NCTJ), this course has been newly revised and 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. The course now includes additional textbooks to add depth to the learning experience. 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)  
**Study hours:** 100  
**Maximum course duration:** 12 months  
**Entry requirements:** Level 2 English  
**Course provider tutor support:** Tutors provide feedback on work and answer queries, usually via prison staff  
**Assignments:** Portfolio of evidence, written coursework and a practical assignment  
**Exams:** None

## Proofreading and Copy Editing

Level: **3**

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  
**Study hours:** 100  
**Maximum course duration:** 12 months  
**Entry requirements:** Level 2 English  
**Course provider tutor support:** Tutors provide feedback on work and answer queries, usually via prison staff  
**Assignments:** 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. It is essential that you successfully complete this core writing course before applying for one of the Creative Writing Part 2 options.

**Course provider:** National Extension College (NEC)  
**Accreditation:** None  
**Study hours:** 60  
**Maximum course duration:** 12 months  
**Entry requirements:** Level 2 English  
**Course provider tutor support:** Tutors provide feedback on work and answer queries, usually via prison staff  
**Assignments:** 9 progress checks and 2 written assignments (progress checks are assignments that are sent to tutors and returned with feedback)  
**Exams:** None

## Creative Writing Part 2A – Writing Novels and Short Stories

Level: **2**

This course is a follow-up to Part 1, and it 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.

**Course provider:** National Extension College (NEC)  
**Accreditation:** None  
**Study hours:** 60  
**Maximum course duration:** 12 months  
**Entry requirements:** Creative Writing Part 1  
**Course provider tutor support:** Tutors provide feedback on work and answer queries, usually via prison staff  
**Assignments:** 7 progress checks and 2 written assignments (progress checks are assignments that are sent to tutors and returned with feedback)  
**Exams:** None

## Creative Writing Part 2B – Writing for a Living and Writing Non-Fiction

Level: **2**

This course is a follow-up to Part 1, and it provides you with the introductory guidance you need to start turning your creativity into cash, whether through traditional or non-traditional publishing paths. Non-Fiction gets you practising different types of non-fiction writing, including reviews, articles, travel writing and biography.

**Course provider:** National Extension College (NEC)  
**Accreditation:** None  
**Study hours:** 60  
**Maximum course duration:** 12 months  
**Entry requirements:** Creative Writing Part 1  
**Course provider tutor support:** Tutors provide feedback on work and answer queries, usually via prison staff  
**Assignments:** 7 progress checks and 2 written assignments (progress checks are assignments that are sent to tutors and returned with feedback)  
**Exams:** None

## Creative Writing Part 2C – Writing Poetry and Writing for Younger Readers

Level: **2**

This course is a follow-up to Part 1, and it explores writing poetry and writing for younger readers. In both units, 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 among many other things!

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

**Accreditation:** None

**Study hours:** 60

**Maximum course duration:** 12 months

**Entry requirements:** Creative Writing Part 1

**Course provider tutor support:** Tutors provide feedback on work and answer queries, usually via prison staff

**Assignments:** 6 progress checks and 2 written assignments (progress checks are assignments that are sent to tutors and returned with feedback)

**Exams:** None

## Creative Writing Part 2D – Writing Autobiography and Playwriting and Screenwriting

Level: **2**

This course is a follow-up to Part 1. Writing Autobiography puts you at centre stage, focusing on how you can use diaries, journals, letters and more to tell your story. Playwriting and screenwriting give you an introduction to writing scripts, concentrating on dialogue, acts and plots, and the unique considerations of writing for stage and screen.

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

**Accreditation:** None

**Study hours:** 60

**Maximum course duration:** 12 months

**Entry requirements:** Creative Writing Part 1

**Course provider tutor support:** Tutors provide feedback on work and answer queries, usually via prison staff

**Assignments:** 6 progress checks and 2 written assignments (progress checks are assignments that are sent to tutors and returned with feedback)

**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

**Study hours:** 30

**Maximum course duration:** 12 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Tutors provide feedback on work and answer queries, usually via prison staff

**Assignments:** 9 progress checks (these are assignments that are sent to tutors and returned with feedback)

**Exams:** None

## Boosting Your Business Potential

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.

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

**Accreditation:** None

**Study hours:** 60

**Maximum course duration:** 12 months

**Entry requirements:** Level 2 English. It is recommended that you complete Business Start-up Level 2 first, but it is not a requirement

**Course provider tutor support:** Tutors provide feedback on work and answer queries, usually via prison staff

**Assignments:** 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 will also give you access to their resources after release, and offer bespoke support for your business through the gate. You can access additional learning opportunities via their online platform for 12 months after release to continue your studies.

**Course provider:** Rocketeer Group

**Accreditation:** The Institute of Enterprise and Entrepreneurs (IOEE)

**Study hours:** 240

**Maximum course duration:** 12 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Tutors provide feedback on work and answer queries, usually via prison staff

**Assignments:** 7 written assignments

**Exams:** None



## Creating and Starting a Digital Business

Level: 3

This course covers marketing, business planning, finance and networking – taking you from your business idea through to making your first sale and bringing you up to date with current technological possibilities too. The course provider will also give you access to their resources after release, and offer bespoke support for your business through the gate. You can access additional learning opportunities via their online platform for 12 months after release to continue your studies.

**Course provider:** Rocketeer Group  
**Accreditation:** The Institute of Enterprise and Entrepreneurs (IOEE)  
**Study hours:** 120  
**Maximum course duration:** 12 months  
**Entry requirements:** Level 2 English  
**Course provider tutor support:** Tutors provide feedback on work and answer queries, usually via prison staff  
**Assignments:** 18 written assignments  
**Exams:** None

## E-Commerce – How to Build a Successful Online Business

Level: 2

Written by someone with lived experience of prison and of running a thriving online enterprise, this course gives you the essential knowledge required to achieve success. Whether you aspire to supplement your income or to sell items worldwide, this course is tailored to your needs. It encompasses a range of topics, including the art of selling products on eBay and other online marketplaces. You will acquire valuable insights on business management and strategies for sustainable growth.

**Course provider:** The Inside Academy  
**Accreditation:** Agored Cymru  
**Study hours:** 60  
**Maximum course duration:** Unlimited  
**Entry requirements:** Level 2 English  
**Course provider tutor support:** Tutor feedback provided via EMAP  
**Assignments:** 7 written assignments, all sent to learner at start of course. Assignments to be submitted one by one for feedback  
**Exams:** None

## Certificate in Principles of Management

Level: 3

Suitable for those looking to improve their managerial skills or who are new to the subject, 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 to management.

**Course provider:** NCC Home Learning  
**Accreditation:** NCFE (RQF)  
**Study hours:** 240  
**Maximum course duration:** 12 months  
**Entry requirements:** Level 2 English  
**Course provider tutor support:** Tutors will mark assignments and answer questions by email via prison staff or directly by letter  
**Assignments:** 7 written assignments, all sent to learner at start of course. Assignments to be submitted one by one for feedback  
**Exams:** None

### Certificate in Principles of Human Resource Practice

Level: **3**

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

**Course provider:** NCC Home Learning

**Accreditation:** Skillsfirst (RQF)

**Study hours:** 260

**Maximum course duration:** 12 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Tutors will mark assignments and answer questions by email via prison staff or directly by letter

**Assignments:** 7 written assignments, all sent to learner at start of course. Assignments to be submitted one by one for feedback

**Exams:** None

### Certificate in Principles of Customer Service

Level: **3**

This course will provide learners with the underpinning knowledge that is required by employers to work in a range of different environments within a customer service role. Learners will develop essential knowledge of the principles and practices of providing effective customer service, including customer retention, resolving customer complaints and problems, and understand how customer service delivery affects customer expectations.

**Course provider:** NCC Home Learning

**Accreditation:** NCFE (RQF)

**Study hours:** 240

**Maximum course duration:** 12 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Tutors will mark assignments and answer questions by email via prison staff or directly by letter

**Assignments:** 7 written assignments, all sent to learner at start of course. Assignments to be submitted one by one for feedback

**Exams:** None

### Certificate in Event Planning

Level: **2**

This qualification will introduce learners to the skills required to plan, organise, and evaluate events – including weddings, live music, charity runs and corporate events such as conferences. This course covers marketing methods, market research, human resources, communication, health and safety, and customer service.

**Course provider:** NCC Home Learning

**Accreditation:** TQUK (RQF)

**Study hours:** 108

**Maximum course duration:** 12 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Tutors will mark assignments and answer questions by email via prison staff or directly by letter

**Assignments:** 5 written assignments, all sent to learner at start of course. Assignments to be submitted one by one for feedback

**Exams:** None

### CMI Level 3 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:** CMI (Chartered Management Institute)  
**Study hours:** 121  
**Maximum course duration:** 12 months  
**Entry requirements:** Level 2 English  
**Course provider tutor support:** Tutors provide feedback on work and answer queries via prison staff  
**Assignments:** 2 practice assignments and 2 formal CMI assignments. The two formal assessments are moderated by the CMI  
**Exams:** None

### CMI Level 5 in Management and Leadership

Level: **5**

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

**Course provider:** National Extension College (NEC)  
**Accreditation:** CMI (Chartered Management Institute)  
**Study hours:** 121  
**Maximum course duration:** 12 months  
**Entry requirements:** CMI Level 3 in Principles of Management and Leadership  
**Course provider tutor support:** Tutors provide feedback on work and answer queries via prison staff  
**Assignments:** 2 practice assignments and 2 formal CMI assignments. The two formal assessments are moderated by the CMI  
**Exams:** None

### Agile Project Management

Level: **3**

Agile PM is a project management method which has become more popular in recent years due to its flexibility. This course will allow you to learn this practical approach that achieves an ideal balance between the rigour and visibility required for good project management, and the fast pace, change and empowerment provided by Agile. The course includes both the AgilePM Foundation level (approximately level 2) and AgilePM Practitioner level (approximately level 3).

*Exam fees are included.*

**Course provider:** CUPE International Ltd  
**Accreditation:** APMG (Association for Project Management Group)  
**Study hours:** 70  
**Maximum course duration:** 12 months  
**Entry requirements:** Level 3 or above in a related subject area such as Business, Management, or Health and Safety  
**Course provider tutor support:** Tutors respond to queries, provide feedback and give support as requested for course content, study approaches and exam process via prison staff  
**Assignments:** Self-assessed sample questions and mock exams. Learners are encouraged to ask for tutor support to check their understanding  
**Exams:** 2 exams: Foundation - 40 minutes, closed book, multiple choice; Practitioner – 2 hours 30 minutes, open book (only the official AgilePM manual is allowed). Both exams can be taken all year round

## ABC Scrum Master

Level: 3

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

*Exam fees are included.*

**Course provider:** CUPE International Ltd

**Accreditation:** APMG (Association for Project Management Group)

**Study hours:** 40

**Maximum course duration:** 12 months

**Entry requirements:** Level 3 or above in a related subject area such as Business, Management, or Health and Safety

**Course provider tutor support:** Tutors respond to queries, provide feedback and give support as requested for course content, study approaches and exam process via prison staff

**Assignments:** Self-assessed sample questions and mock exams. Learners are encouraged to ask for tutor support to check their understanding

**Exams:** 1 closed book, multiple choice exam (40 minutes). Exam can be taken all year round

## Webmaster HTML and CSS for Beginners

Level: 3

This course is designed for people who are interested in finding work as a web designer, or who simply want to build a website for themselves or a company. You will learn about the HTML and CSS web development tools and find out how to build a high-impact landing page, optimised for search engine algorithms. 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 or laptop with a browser e.g. Firefox, Edge or Chrome (the course does not require online access).*

**Course provider:** Distance Learning Centre

**Accreditation:** Open Awards

**Study hours:** 120

**Maximum course duration:** 12 months

**Entry requirements:** Level 2 English. Applicants will also need 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 tutor support:** Tutors will mark assignments and can be contacted by email via prison staff or directly by letter

**Assignments:** 10 assignments arrive at start of course and all completed assignments must be returned in one batch for marking

**Exams:** None

## Webmaster Advanced HTML and CSS

Level: 4

Progressing from the HTML and CSS Beginners 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 or laptop with a browser e.g. Firefox, Edge or Chrome (the course does not require online access).*

**Course provider:** Distance Learning Centre

**Accreditation:** Open Awards

**Study hours:** 140

**Maximum course duration:** 12 months

**Entry requirements:** Webmaster HTML and CSS for Beginners Level 3

**Course provider tutor support:** Tutors will mark assignments and can be contacted by email via prison staff or directly by letter

**Assignments:** 10 assignments arrive at start of course and all completed assignments must be returned in one batch for marking.

**Exams:** None

This course introduces the fundamentals of the web programming language JavaScript, 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 or laptop with a browser e.g. Firefox, Edge or Chrome (the course does not require online access).*

**Course provider:** Distance Learning Centre

**Accreditation:** Open Awards

**Study hours:** 200

**Maximum course duration:** 12 months

**Entry requirements:** Webmaster HTML and CSS for Beginners Level 3

**Course provider tutor support:** Tutors will mark assignments and can be contacted by email via prison staff or directly by letter

**Assignments:** 10 assignments arrive at start of course and all completed assignments must be returned in one batch for marking

**Exams:** None





# 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.



## Certificate in Information, Advice and Guidance

Level: 2

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

**Course provider:** NCC Home Learning  
**Accreditation:** NCFE CACHE (RQF)  
**Study hours:** 150  
**Maximum course duration:** 12 months  
**Entry requirements:** Level 2 English  
**Course provider tutor support:** Tutors will mark assignments and answer questions by email via prison staff or directly by letter  
**Assignments:** 5 written assignments, all sent to learner at start of course. Assignments to be submitted one by one for feedback  
**Exams:** None

## Education and Training (Unit 1 Award: Roles, Responsibilities and Assessment)

Level: 3

The Education and Training Award 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.

*Once you have achieved this first qualification you can choose to stop there or, if your prison can facilitate it, you can study the second unit, Education and Training (Unit 2 Award: Inclusive Teaching and Learning Approaches).*

**Course provider:** National Extension College (NEC)  
**Accreditation:** TQUK (RQF)  
**Study hours:** 28  
**Maximum course duration:** 12 months  
**Entry requirements:** Level 2 English  
**Course provider tutor support:** Tutors provide feedback on work and answer queries via prison staff  
**Assignments:** 2 written assignments  
**Exams:** None

## Education and Training (Unit 2 Award: Inclusive Teaching and Learning Approaches)

Level: 3

The Education and Training Award is a key qualification for those hoping to work in post-16 or adult level teaching or training. This unit focuses on inclusive teaching and learning approaches in education and training environments.

It is usually only possible to take this Unit 2 Award on ROTL or after release as it requires assessment by observation - for example a video recording of you teaching. PET will only fund learners who can confirm that this assessment will be facilitated in their prison.

*Exam fees are included.*

**Course provider:** National Extension College (NEC)  
**Accreditation:** TQUK (RQF)  
**Study hours:** 28  
**Maximum course duration:** 12 months  
**Entry requirements:** Education and Training (Unit 1 Award: Roles, Responsibilities and Assessment)  
**Course provider tutor support:** Tutors provide feedback on work and answer queries via prison staff  
**Assignments:** 1 written assignment  
**Exams:** Assessment by observation – for example a video recording of you teaching

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

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:** TQUK (RQF)

**Study hours:** 168

**Maximum course duration:** Unlimited

**Entry requirements:** Level 2 English and a relevant Level 3 qualification, such as A-level English Language

**Course provider tutor support:** A personal tutor will answer questions concerning the course content and will mark work and provide feedback. The assessed work may either be emailed by prison staff or sent by post

**Assignments:** 11 question booklets that are sent out at start of course. Learners are able to submit in batches of 3 booklets or one at a time

**Exams:** None

## Certificate in Counselling Skills

Level: **2**

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

**Course provider:** BSY

**Accreditation:** NCFE CACHE (RQF)

**Study hours:** 160

**Maximum course duration:** 24 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Tutors will mark assignments and provide feedback for learners

**Assignments:** 4 written assignments submitted upon completion of each unit

**Exams:** None

## Peer Mentoring Certificate

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

**Study hours:** 60

**Maximum course duration:** 12 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Feedback will be given on submitted assignments if they require improvement to pass

**Assignments:** 15 written assignments, returned as one completed portfolio at the end of the course

**Exams:** None

## Understanding Mentoring and Coaching

Level: **3**

This nationally recognised qualification will help you to understand what mentoring and coaching involves and to 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:** TQUK (RQF)

**Study hours:** 50

**Maximum course duration:** 12 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Tutors mark assignments, provide feedback and answer queries through the NEC Support Team

**Assignments:** 3 self-assessed progress checks and 3 assessed assignments (submitted for marking by a tutor)

**Exams:** None

## Drug and Alcohol Counselling

Level: **3**

Drug and alcohol misuse is a serious and widespread problem, affecting not just those with substance abuse problems, but the people around them and society as a whole. 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 will equip you with the skills and knowledge needed to become a successful substance misuse counsellor.

**Course provider:** Oxbridge

**Accreditation:** None

**Study hours:** 125

**Maximum course duration:** 12 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Tutors mark assignments and are available to assist with requests for clarification or for support around understanding

**Assignments:** 8 assignments to be completed and submitted one by one

**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 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.

*Exam fees are included.*

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

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

**Study hours:** 120

**Maximum course duration:** 12 months

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

**Course provider tutor support:** Tutors mark assignments, provide feedback and answer queries through the NEC Support Team

**Assignments:** 9 written assignments out of which 4 Live Assessments count towards unit accreditation to obtain the qualification

**Exams:** 1 invigilated, closed book exam

## Sage Computerised Accounting for Business Level 1

Level: **1**

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

*This course requires access to a PC or laptop that can run the Sage software, which the course provider will supply on CD, DVD or via download.*

*Exam fees are included.*

**Course provider:** Sage Qualifications

**Accreditation:** Skillsfirst (RQF)

**Study hours:** 90

**Maximum course duration:** 6 months

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

**Course provider tutor support:** Tutors mark assignments, provide feedback and answer queries

**Assignments:** Self-assessments which are sent out with the original course pack

**Exams:** 2 invigilated, open book End Assessment tests (no time limit). The first End Assessment is for the knowledge unit and involves multiple choice and questions requiring a written response. The second End Assessment is for the skills unit and is a case study assessment using Sage software

## Sage Computerised Accounting for Business Level 2

Level: **2**

For those who already have a basic understanding of bookkeeping, this course shows you how to use Sage 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 or laptop that can run the Sage software, which the course provider will supply on CD, DVD or via download.*

*Exam fees are included.*

**Course provider:** Sage Qualifications

**Accreditation:** Skillsfirst (RQF)

**Study hours:** 160

**Maximum course duration:** 6 months

**Entry requirements:** Level 2 English and Maths. It is recommended that you complete Sage Computerised Accounting for Business Level 1 first, but it is not a requirement

**Course provider tutor support:** Tutors mark assignments, provide feedback and answer queries

**Assignments:** Self-assessments which are sent out with the original course pack

**Exams:** 2 invigilated, open book End Assessment tests (no time limit). The first End Assessment is for the knowledge unit and involves multiple choice and questions requiring a written response. The second End Assessment is for the skills unit and is a case study assessment using Sage software

### Sage Computerised Accounting for Business Level 3

Level: **3**

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

*This course requires access to a PC or laptop that can run the Sage software, which the course provider will supply on CD, DVD or via download.*

*Exam fees are included.*

**Course provider:** Sage Qualifications

**Accreditation:** Skillsfirst (RQF)

**Study hours:** 370

**Maximum course duration:** 6 months

**Entry requirements:** Level 2 English and Maths and Sage Computerised Accounting for Business Level 2

**Course provider tutor support:** Tutors mark assignments, provide feedback and answer queries

**Assignments:** Self-assessments which are sent out with the original course pack

**Exams:** 2 invigilated, open book End Assessment tests (no time limit). The first End Assessment is for the knowledge unit and is multiple-choice and also questions requiring a written response. The second End Assessment is for the skills unit and is a case study assessment using Sage software

### 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 or laptop that can run the Sage software, which the course provider will supply on CD, DVD or via download.*

*Exam fees are included.*

**Course provider:** Sage Qualifications

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

**Study hours:** 50

**Maximum course duration:** 6 months

**Entry requirements:** Level 2 English and Maths and Sage Computerised Accounting for Business Level 3

**Course provider tutor support:** Tutors mark assignments, provide feedback and answer queries

**Assignments:** Self-assessed tests and a case study. All are sent out with the original course pack

**Exams:** 2 invigilated, open book assessment tests (no time limit). The first assessment is a case study (using the Sage software) and the second is a multiple-choice exam (not requiring the use of the software)

### CIMA Accredited Higher Sage 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 or laptop that can run the Sage software, which the course provider will supply on CD, DVD or via download.*

*Exam fees are included.*

**Course provider:** Sage Qualifications

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

**Study hours:** 50

**Maximum course duration:** 6 months

**Entry requirements:** CIMA Level 4 qualification

**Course provider tutor support:** Tutors mark assignments, provide feedback and answer queries

**Assignments:** Self-assessed tests and a case study. All are sent out with the original course pack

**Exams:** 2 invigilated, open book assessment tests (no time limit). The first assessment is a case study (using the Sage software) and the second is a multiple-choice exam (not requiring the use of the software)

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

*You will need to apply separately for exam fees. Find out how on **page 14**. Exams can only be taken upon release or ROTL at an external AAT exam centre, therefore applicants must be within two years of release.*

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

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

**Study hours:** 340

**Maximum course duration:** 12 months

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

Applicants must be within two years of release.

**Course provider tutor support:** Tutors mark assignments, provide feedback and answer queries, which can be submitted by email via prison staff or directly by post

**Assignments:** 9 assignments. They are to be submitted one at a time so the learner can act on any feedback their tutor may give them

**Exams:** 3 external exams (1hr 30 min each) and a 2-hour synoptic assessment to test understanding of connections between the different topics covered across the qualification. These are computer-based exams that must be held at an approved AAT assessment venue on ROTL or after release



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

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

### 2. Certificate in Islamic Banking and Takaful

This is one of four Islamic Finance courses PET offers – you should study this course after the Certificate in Islamic Commercial Law. By studying this course you will build your understanding of the developments which have taken place in Islamic financial institutions and systems. The course also focuses on the various products developed by Islamic banks for their customers, the products and services offered under takaful, and issues relating to underwriting.

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

This is one of four Islamic Finance courses PET offers - you should study this course third after the Certificate in Islamic Banking and Takaful. 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

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

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

**Course provider:** APeducation Online

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

**Study hours:** 40 for each certificate

**Maximum course duration:** 6 months for each certificate

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

**Course provider tutor support:** Tutors are available to answer queries which can be submitted by email via prison staff or directly by post

**Assignments:** None

**Exams:** 1 invigilated, closed book exam (1 hour) for each certificate. This involves 40 multiple choice questions





# 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 Adapting Exercise for Independently Active, Older People or Adapting Exercise for Ante Natal and Post Natal Clients.

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





## Nutrition to Support Physical Activity

Level: 3

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

*Exam fees are included.*

**Course provider:** Health and Fitness Education (HFE)  
**Accreditation:** YMCA Awards; The Chartered Institute for the Management of Sport and Physical Activity (CIMSPA)  
**Study hours:** 52

**Maximum course duration:** 12 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Tutors are available for consultation, either by post or email via prison staff

**Assignments:** Worksheet and case study document

**Exams:** 1 multiple choice exam (15 minutes). This involves 10 questions. The exam is available all-year round

## 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:** YMCA Awards; The Chartered Institute for the Management of Sport and Physical Activity (CIMSPA)  
**Study hours:** 60

**Maximum course duration:** 12 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Tutors are available for consultation, either by post or email via prison staff

**Assignments:** Worksheet and case study document

**Exams:** None

## Adapting Exercise for Independently Active, Older People

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 and find out recommendations for physical activity. You will analyse the effects changes have on the body and plan an exercise session for older adults. You will also learn how to adapt certain exercises for older clients.

*Exam fees are included.*

**Course provider:** Health and Fitness Education (HFE)  
**Accreditation:** YMCA Awards; The Chartered Institute for the Management of Sport and Physical Activity (CIMSPA)  
**Study hours:** 40

**Maximum course duration:** 12 months

**Entry requirements:** Level 2 English and accredited Level 2 fitness instructor qualification

**Course provider tutor support:** Tutors are available for consultation, either by post or email via prison staff

**Assignments:** Worksheet and case study document

**Exams:** 1 multiple choice exam (45 minutes). This involves 30 questions. The exam is available all-year round

## Adapting Exercise for Ante Natal and Post Natal Clients

Level: 3

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

*Exam fees are included.*

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

**Accreditation:** YMCA Awards; The Chartered Institute for the Management of Sport and Physical Activity (CIMSPA)

**Study hours:** 40

**Maximum course duration:** 12 months

**Entry requirements:** Level 2 English and accredited Level 2 fitness instructor qualification

**Course provider tutor support:** Tutors are available for consultation, either by post or email via prison staff

**Assignments:** Worksheet and case study document

**Exams:** 1 multiple choice exam (45 minutes). This involves 30 questions. The exam is available all-year round

## 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, rolls and lifts, eye and neck exercises, shoulder and finger exercises, and learn about relaxation techniques.

*Exam fees are included.*

**Course provider:** BSY

**Accreditation:** Quality Licence Scheme (QLS)

**Study hours:** 100

**Maximum course duration:** 24 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Tutors will mark assignments and provide feedback. They are also available to offer help, feedback or encouragement and can be contacted via BSY's student support team

**Assignments:** 10 written assignments, to be submitted upon completion of each lesson

**Exams:** 1 open book exam, no invigilation needed, completed in the learner's own time



# Health and Safety, Environment and Construction

**Our Health and Safety courses are immensely popular, not least because these qualifications are in great demand across a wide range of industries, including construction and engineering.**

While it is not possible for PET to provide practical construction qualifications such as bricklaying and plumbing, we do offer courses in project management and environmental management to help boost your job prospects.



## IOSH Managing Safety

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.

*Exam fees are included.*

**Course provider:** Clwyd Associates

**Accreditation:** IOSH (Institution of Occupational Safety and Health)

**Study hours:** 24

**Maximum course duration:** 6 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Tutor support is available via prison staff on request

**Assignments:** 1 written practical risk assessment

**Exams:** 1 invigilated, closed book exam (45 minutes). This involves multiple choice questions. Exam date is set and invigilated within the prison so can be taken at any time

## 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 health and safety risk management 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.

*Exam fees are included.*

**Course provider:** RRC International

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

**Study hours:** 16

**Maximum course duration:** 6 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Tutor support is available by email via prison staff or directly by letter. Tutors mark mock exams and are available for consultation

**Assignments:** Activities are given (such as multiple choice questions and a risk assessment activity) with solutions in the workbook for self-marking

**Exams:** A risk assessment case study based on a workplace scenario which must be completed in one hour and individually under exam conditions. Learners can refer to their course materials



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 provides both a valuable overview and a sound basis for further study. You will cover subjects such as health and safety management systems, managing risk, physical and psychological health, chemical and biological agents, general workplace issues and equipment, as well as fire and electrical safety.

*Exam fees are included.*

**Course provider:** RRC International

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

**Study hours:** 133

**Maximum course duration:** 12 months

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

**Course provider tutor support:** Tutor support is available by email via prison staff or directly by letter. Tutors mark mock exams and are available for consultation

**Assignments:** Activities are given for each course element with solutions in the workbook for self-marking. A mock exam is supplied for practice

**Exams:** A written exam and a practical assessment. The exam is open book. The practical assessment is a workplace-based risk assessment which can be done in various locations in the prison. The exam is run over 24 hours and should take 4 to 5 hours to complete. The exams and risk assessment must be taken/submitted on set dates

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.

*Exam fees are included.*

**Course provider:** RRC International

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

**Study hours:** 70

**Maximum course duration:** 12 months

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

**Course provider tutor support:** Tutor support is available by email via prison staff or directly by letter. Tutors mark mock exams and are available for consultation

**Assignments:** Activities are given for each of the 9 course elements with solutions in the workbook for self-marking. A mock exam is supplied for practice

**Exams:** Assessment is by a written exam and a practical assessment. The exam is open book. The exam is run over 24 hours and should take 4 to 5 hours to complete. The practical assessment comprises an assessment of environmental aspects and impacts of a workplace. The exams and risk assessment must be taken/submitted on set dates



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. 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.

*Exam fees are included.*

**Course provider:** RRC International

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

**Study hours:** 120

**Maximum course duration:** 12 months

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

**Course provider tutor support:** Tutor support is available by email via prison staff or directly by letter. Tutors mark mock exams and are available for consultation

**Assignments:** Activities are given for each of the course elements with solutions in the workbook for self-marking. A mock exam is supplied for practice

**Exams:** Assessment is by a written exam and a practical assessment. The exam is open book. The exam is run over 24 hours and should take 4 to 5 hours to complete. The practical assessment comprises a workplace or prison-based fire risk assessment. The exams and risk assessment must be taken/submitted on set dates

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

*Exam fees are included.*

**Course provider:** RRC International

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

**Study hours:** 164

**Maximum course duration:** 12 months

**Entry requirements:** Level 2 English, a Level 2 NEBOSH or IOSH qualification and any Level 3 or above qualification

**Course provider tutor support:** Tutor support is available by email via prison staff or directly by letter. Tutors mark submitted mock exams and are available for consultation

**Assignments:** Activities are given for each of the course elements with solutions in the workbook for self-marking. A mock exam is supplied for practice

**Exams:** 1 exam. Learners must complete a written open-book exam over a 48-hour period. The exam is only available on a set date, several times a year

## APM Project Fundamentals

Level: 3

APM project management 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.

*Exam fees are included.*

**Course provider:** CUPE International Ltd

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

**Study hours:** 50

**Maximum course duration:** 12 months

**Entry requirements:** Level 2 or above in a related subject area, such as health and safety or management

**Course provider tutor support:** Tutors respond to queries, provide feedback and give support as requested for course content, study approaches and exam process via prison staff

**Assignments:** Self-assessed questions and mock exams

**Exams:** 1 closed book, multiple choice exam (1 hour).

Exam can be taken all year round

## 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 how to identify, assess, and also manage risks when planning or monitoring progress on any project. You will also learn about planning responses to various risk factors.

*Exam fees are included.*

**Course provider:** CUPE International Ltd

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

**Study hours:** 30

**Maximum course duration:** 12 months

**Entry requirements:** Level 2 or above in a related subject area, such as health and safety or management

**Course provider tutor support:** Tutors respond to queries, provide feedback, and give support as requested for course content, study approaches and exam process via prison staff

**Assignments:** Self-assessed questions and mock exams

**Exams:** One closed book, multiple choice exam (1 hour).

Exam can be taken all year round

## IET Wiring Regulations 18th Edition

Level: 3

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

*This course requires access to a PC or laptop with a browser e.g. Firefox, Edge or Chrome (the course does not require online access).*

*You will need to apply separately for exam fees. Find out how on **page 14**.*

**Course provider:** Electacourse

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

**Study hours:** 35

**Maximum course duration:** 12 months

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

Applicant must be within 2 years of release or ROTL

**Course provider tutor support:** None

**Assignments:** None, but course contains over 1,000 practice questions

**Exams:** 1 multiple choice exam (1 hour 30 minutes).

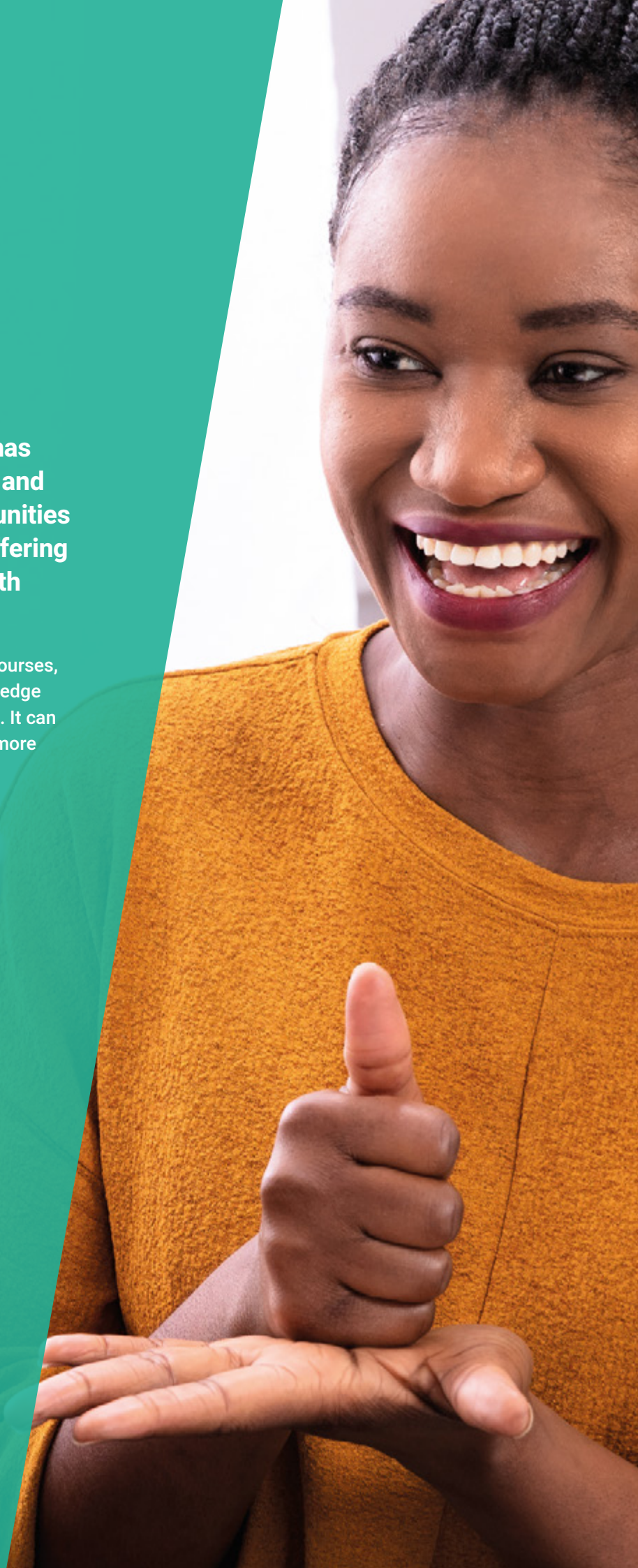
This must be taken online or at an Electacourse partner centre while on ROTL or after release. You must apply to PET for exam fee funding before release



# Health and Social Care

**The health and social care sector has thousands of vacancies for skilled and qualified people. There are opportunities in a wide range of organisations offering care and support in hospitals, health centres and in the community.**

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





## Certificate in Health and Social Care

Level: **2**

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

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

**Accreditation:** NCFE CACHE

**Study hours:** 240

**Maximum course duration:** 12 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Tutors mark assignments, provide feedback and answer queries, which can be submitted by email via prison staff or directly by post

**Assignments:** 3 written assignments. Assignments are to be submitted one at a time so the learner can act on any feedback their tutor may give them

**Exams:** None

## Award in Health and Social Care

Level: **3**

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

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

**Accreditation:** NCFE CACHE

**Study hours:** 240

**Maximum course duration:** 12 months

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

Certificate in Health and Social Care or an equivalent

**Course provider tutor support:** Tutors mark assignments, provide feedback and answer queries, which can be submitted by email via prison staff or directly by post

**Assignments:** 3 written assignments. Assignments are to be submitted one at a time so the learner can act on any feedback their tutor may give them

**Exams:** None

## 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 setting. The course helps you to understand the meaning and importance of infection control, the causes of infections, the conditions in which they thrive, and the ways that they can be spread. You will also learn about the methods used to prevent and control the spread of infection.

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

**Accreditation:** NCFE CACHE

**Study hours:** 70

**Maximum course duration:** 12 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Tutors mark assignments, provide feedback and answer queries, which can be submitted by email via prison staff or directly by post

**Assignments:** 3 written assignments. Assignments are to be submitted one at a time so the learner can act on any feedback their tutor may give them

**Exams:** None



## Safe Handling of Medicines

Level: **2**

This course is designed for anyone who wishes to learn about the safe handling of medicines in order to find work 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 find out about the legislation related to medication and issues of responsibility and accountability.

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

**Accreditation:** NCFE CACHE

**Study hours:** 110

**Maximum course duration:** 12 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Tutors mark assignments, provide feedback and answer queries, which can be submitted by email via prison staff or directly by post

**Assignments:** 4 written assignments. Assignments are to be submitted one at a time so the learner can act on any feedback their tutor may give them

**Exams:** None

## Award in Supporting Individuals with Learning Disabilities

Level: **3**

This course will provide excellent knowledge of how to support individuals with learning disabilities. You will develop skills in key areas, including adolescent and young adult issues, self-directed support, development of sexuality and maturity into adulthood. The course is designed to give you a strong understanding of how to support individuals with learning difficulties to make their own decisions and make the most of their life through different stages of development.

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

**Accreditation:** NCFE CACHE

**Study hours:** 110

**Maximum course duration:** 12 months

**Entry requirements:** Level 2 English and previous experience or a Level 2 qualification in a relevant subject area such as counselling or social care

**Course provider tutor support:** Tutors mark assignments, provide feedback and answer queries, which can be submitted by email via prison staff or directly by post

**Assignments:** 4 written assignments. Assignments are to be submitted one at a time so the learner can act on any feedback their tutor may give them

**Exams:** None

## Mental Health Awareness

Level: **2**

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

**Course provider:** Distance Learning Centre

**Accreditation:** NCFE CACHE (RQF)

**Study hours:** 200

**Maximum course duration:** 12 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Tutors mark assignments, provide feedback and answer queries, which can be submitted by email via prison staff or directly by post

**Assignments:** 10 written assignments. Assignments are to be submitted one at a time, and can be re-submitted if not passed first time

**Exams:** None

## Certificate in Understanding Mental Health Care

Level: 3

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

**Course provider:** NCC Home Learning

**Accreditation:** NCFE CACHE (RQF)

**Study hours:** 200

**Maximum course duration:** 12 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Tutors mark assignments, provide feedback and answer queries, which can be submitted by email via prison staff or directly by post

**Assignments:** 6 written assignments. Assignments are to be submitted one at a time

**Exams:** None

## Certificate in Understanding Substance Misuse

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:** TQUK (RQF)

**Study hours:** 130

**Maximum course duration:** 12 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Tutors mark assignments, provide feedback and answer queries, which can be submitted by email via prison staff or directly by post

**Assignments:** 3 written assignments. Assignments are to be submitted one at a time

**Exams:** None

## Nutrition and Health

Level: 2

This is the ideal course if you are interested in deepening your knowledge and understanding of nutrition and learning how to develop and 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 (RQF)

**Study hours:** 120

**Maximum course duration:** 12 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Tutors mark assignments, provide feedback and answer queries, which can be submitted by email via prison staff or directly by post

**Assignments:** 3 written assignments. Assignments are to be submitted one at a time

**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.

**Course provider:** BSY

**Accreditation:** Quality Licence Scheme (QLS)

**Study hours:** 60

**Maximum course duration:** 2 years

**Entry requirements:** Level 2 English

**Course provider tutor support:** Tutors will mark assignments and provide feedback. They are also available by phone, email or post to offer help or encouragement

**Assignments:** 4 written assignments

**Exams:** 1 uninvigilated, open book exam completed in the learner's own time. Exam is sent after all 4 assignments are completed



# 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.





## RHS Certificate in Principles of Plant Growth and Development

Level: 2

This 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.

*Exam fees are included.*

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

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

**Study hours:** 180

**Maximum course duration:** 24 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Tutors mark assignments, provide feedback and answer queries, which can be submitted by email via prison staff or directly by post

**Assignments:** 8 written assignments which are marked and returned with feedback

**Exams:** 2 invigilated exams. These take place in February, June and October

## RHS Certificate in Principles of Garden Planning, Construction and Planting

Level: 3

This course is only available to learners who have completed the now discontinued RHS Level 3 Certificate in the Principles of Plant Growth, Health and Applied Propagation and wish to gain the full Level 3 qualification. The course will provide an in-depth, scientific knowledge of garden surveying and design and construction, together with a comprehensive understanding of landscaping. This qualification can provide a route to work as a garden designer, landscaper or gardener.

*This course is available until 1 April 2024 – if you want to apply after this date, please contact PET for further information and guidance.*

*Exam fees are included.*

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

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

**Study hours:** 202

**Maximum course duration:** Exams must be completed by February 2025

**Entry requirements:** RHS Level 3 Certificate in the Principles of Plant Growth, Health and Applied Propagation

**Course provider tutor support:** Tutors mark assignments, provide feedback and answer queries, which can be submitted by email via prison staff or directly by post

**Assignments:** 4 written assignments which are marked and returned with feedback

**Exams:** 4 invigilated exams. These take place in February, June and October



## Horse Knowledge and Care Stage 1

Level: **1**

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

*You will need to apply separately for exam fees. Find out how on **page 14**.*

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

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

**Study hours:** 90

**Maximum course duration:** 12 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Tutors mark assignments, provide feedback and answer queries, which can be submitted by email via prison staff

**Assignments:** 8 written assignments which are marked and returned with feedback

**Exams:** 1 paper-based, open book exam (50 minutes). This can be taken any time of the year and involves an assessment of theoretical knowledge

## Beekeeping (Basic Certificate Theory Assessment)

Level: **2**

This theory course is a great introduction to beekeeping. For those with little or no experience, this course will show you the methods used by beekeepers and introduce you to subject areas including manipulation and equipment, the natural history of bees, swarming, swarm control and its effects, and diseases and pests.

*This course does not require access to a beehive but should you wish to take the exam you will need access and be practically trained in beekeeping skills. Several prisons currently have bee colonies.*

*You will need to apply separately for exam fees. Find out how on **page 14**.*

**Course provider:** The British Beekeepers Association (BBKA)

**Accreditation:** The British Beekeepers Association (BBKA)

**Study hours:** 20 hours

**Maximum course duration:** 12 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** The tutor will mark the assignment papers posted or emailed to them. They will also make recommendations and answer any questions the learner has on the subject

**Assignments:** 7 assignments

**Exams:** 1 practical exam (1 hour). This requires access to a beehive and practical experience of working with a hive. It must be taken between May and August. A BBKA Assessor would attend to conduct the exam

## Fisheries Management Certificate

Level: **3**

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

*Exam fees are included.*

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

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

**Study hours:** 110

**Maximum course duration:** 12 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Tutor support is available across all of the modules. Tutors can be contacted either by email via prison staff or directly by letter

**Assignments:** None, but coursework can be sent to tutors for feedback and exam preparation

**Exams:** 6 open book exams (1 hour 30 minutes each). Units 1-3 are compulsory. Learners can choose 3 out of 4 of the remaining units (4-7)

## Canine Science

Level: 3

This course is designed to meet the needs of dog owners and anyone wishing to work in an environment with canine animals, such as boarding kennels, rescue homes and training schools. You will study the history and evolution of canine animals and learn about the psychology of canine learning, as well as behaviour, anatomy and physiology. You will also find out how to provide the correct nutrition for dogs of a variety of breeds and ages.

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

**Accreditation:** Quality Licence Scheme (QLS)

**Study hours:** 80

**Maximum course duration:** 12 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Tutors will mark assignments, provide feedback and answer queries which can be submitted by post or email via prison staff

**Assignments:** 6 written assignments that should be submitted one at a time so the learner can act on any feedback their tutor may give them

**Exams:** None

## Feline Studies

Level: 3

This course will allow you to develop a detailed knowledge and understanding of this popular domestic animal, including opportunities to study cat behaviour and health care. This knowledge-based course can give learners an advantage when applying for entry-level employment in catteries and other animal care opportunities. It will also help you to be a better cat owner.

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

**Accreditation:** Quality Licence Scheme (QLS)

**Study hours:** 80

**Maximum course duration:** 12 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Tutors will mark assignments, provide feedback and answer queries which can be submitted by post or email via prison staff

**Assignments:** 6 written assignments that should be submitted one at a time so the learner can act on any feedback their tutor may give them

**Exams:** None

## Principles of British Wildlife Care and Rehabilitation

Level: 3

This course will introduce you to the basic principles, laws, and ethics of wildlife care including rehabilitation and release. You will get the chance to develop your knowledge of the care and management of birds, small mammals, larger mammals, and marine mammals. You will learn about capture and handling techniques, common first aid treatments for birds and mammals, as well as the natural history and behaviour of a wide variety of wildlife.

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

**Accreditation:** Quality Licence Scheme (QLS)

**Study hours:** 80

**Maximum course duration:** 12 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Tutors will mark assignments, provide feedback and answer queries which can be submitted by post or email via prison staff

**Assignments:** 6 written assignments that should be submitted one at a time so the learner can act on any feedback their tutor may give them

**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	

*This course requires access to a CD player.  
PET cannot provide this.*

**Course provider:** Linguaphone

**Accreditation:** None

**Study hours:** 100

**Maximum course duration:** Unlimited

**Entry requirements:** Level 2 English

**Course provider tutor support:** None

**Assignments:** None – this course is self-assessed

**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.

We also offer a Day Skipper course if you want to learn how to navigate your way around familiar waters by sail or motor boat.



## 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)

**Study hours:** 130

**Maximum course duration:** 12 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Tutors will mark assignments and provide feedback and answer queries which can be submitted by post or email via prison staff

**Assignments:** 21 short written 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.

*You will need to apply separately for exam fees. Find out how on [page 14](#).*

**Course provider:** EP Training

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

**Study hours:** 80

**Maximum course duration:** Unlimited

**Entry requirements:** Level 2 English

**Course provider tutor support:** None – this is a self-study course

**Assignments:** Series of self-assessments in a workbook

**Exams:** 1 external exam. This can only be taken at a regional exam centre after release, or on ROTL if your prison supports it

## RYA Day Skipper

Level: 2

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

*Exam fees are included.*

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

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

**Study hours:** 40

**Maximum course duration:** 12 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Tutors mark assignments and assist with specific queries via prison staff

**Assignments:** Series of questions in a workbook to be submitted for marking with feedback

**Exams:** 3 invigilated, closed book exams (2 hours each). They can be taken any time of the year



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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)

## **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 and 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 and 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 (LTTTC)**

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

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

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

### **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)**

### **RRC International**

27-37 St George's Rd, London SW19 4DS  
**0208 944 3100 | [www.rrc.co.uk](http://www.rrc.co.uk)**

### **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.

We would also love to get your feedback on the PET Course Prospectus 2024–2025 – 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!



## Call us

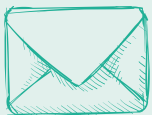
You can speak to a member of our team for free on the PET Advice Line.

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.



## Write to us

You can write to us at **FREEPOST, Prisoners' Education Trust**

You don't need to use a stamp.



## Speak to your education department

You can also speak to your education department.



## Prison staff, friends and family

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)**



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



# Get in touch

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