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College
Jersey

the
best
way to
predict
the
future
is to
create
it.

Undergraduate & Postgraduate
Courses 2018/2019

Jersey's Leading Provider
of Higher Education

www.highlands.ac.uk





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- Discussing further study options
- Providing sector specific information
- Advice on interview preparation and techniques

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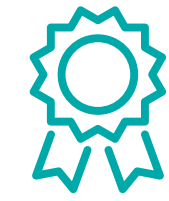
www.1strecruit.co.uk

why study a university Degree in Jersey?



x200 student body

UCJ is the leading provider of Higher Education in the Channel Islands



75% of students achieved

a 1st class or upper 2nd class honours degree in 2016



95% of students graduating

from UCJ have a firm job offer before graduating



Staff to student ratio is 1:7 better than

any UK university



academic partners

achieve your degree in partnership with Plymouth University or London South Bank University



Earn up to £6000

for students on Business & Management, IT for Business & Financial Services degrees



full access

to all of Highlands facilities and support services



Work & Learn

Access to professional industry employers through work placements to develop your employability and skills



A very warm welcome to University College Jersey

University College Jersey (UCJ) is the leading provider of Higher Education in Jersey. Each year over 200 full and part time students choose to further their studies with us in Jersey, benefiting from small class sizes, inspiring teachers, work-based learning and the highest standards of pastoral care. For the last three years, academic achievement has outstripped the UK average and the majority of graduates progressed to graduate-level employment or post-graduate studies.

Our strong partnerships with two of the UK's leading universities, Plymouth University and London South Bank University, award each degree we offer and assure the quality of our provision. We partner with over 100 employer organisations, who provide extensive work placements for students, contribute to the design of new programmes and support the continuing refinement and development of our existing provision.

The 2018 academic year sees the launch of the Jersey Degree Apprenticeship model, with a new HNC in Civil Engineering. Further degree apprenticeships are in the development

pipeline, aimed at serving the main sectors of the island's economy and addressing skills shortages in key areas.




In 2018/19 our students will be travelling to New York on the now well-established biennial study tour. We will be working to enhance the student experience at UCJ with a range of other social events, overseas trips and activities. In partnership with the student community, we aim to keep doing what we do best – providing enriching learning at a higher level for the island's community. We look forward to welcoming you to UCJ.

Ben Bennett
Head of Higher Education

contact us

T 01534 608526

E ucadmin@highlands.ac.uk

www.highlands.ac.uk   

Welcome from the Principal

University College Jersey is a specialist department within Highlands College providing high quality higher education degree courses. The degrees awarded by our UK university partners, the Universities of Plymouth and London South Bank, ensure that islanders who choose to study and work in Jersey will have the recognised credentials and skills necessary to gain meaningful employment and to contribute to the island's economy.

Choosing an appropriate course from this prospectus means that you have the advantage of being a student of the University awarding the degree and a student of Highlands College. You have remote access to the University's online resources and to the local facilities provided by the college.

I would like to take this opportunity to welcome the Institute of Law to the Highlands Campus from September 2018 and look forward to developing opportunities for higher education students to study and socialise together.

Steve Lewis
MA, MEd., BEd (Hons), Cert. Ed., Cert. HE., MloD
Principal





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make it happen

which degree?

FdA/FdSc (Foundation Degree)

A foundation degree is a Level 5 stand alone qualification usually delivered in 2 years full-time or 4 years part-time. All of our foundation degrees combine academic study with work placements. Designed in association with employers, they are qualifications to equip you with the relevant skills, knowledge and understanding to achieve academic results as well as improve performance and productivity in the work place. A foundation degree can be topped up to a full Bachelor's (BA/BSc Hons) degree with an additional year of full-time study.

BSc / BA (Hons) Degree

An honours degree is a Level 6 qualification designed to develop higher-level skills and understanding to work towards a career in management, research and academic pathways. All degree programmes have a strong practical element, and our links with industry partners ensure they are relevant to the professional world to improve your employability and success at the end of your course.

MSc (Master's Degree)

A Master's degree is a Level 7 qualification for those who have completed a full degree. It is an intense period of study, normally lasting 1 year full-time or 2 years part-time and includes both taught and research components (based on a thesis). Master's degrees are for those

interested in an academic career or higher level employment such as senior management, directorship and those who want to develop their evaluative and critical-thinking skills in a specialist field.

Higher and Degree Apprenticeships

A higher, or degree apprenticeship is a qualification at levels 4, 5 or 6, which is studied whilst working. Apprentices are expected to be working approximately 30 hrs a week, and attend college on a day-release, evening or block-release basis. Higher and Degree apprentices are supported in their employment by an experienced mentor from Skills Jersey's Trackers programme. Higher and degree apprenticeships at UCJ are open to those already in work, and school leavers entering the workforce, subject to meeting both the employer's requirements and the entry criteria for the course.

**new
course**

**Higher Apprenticeship
(HNC) in Civil Engineering**

see page 18



academic partners

**IN
PARTNERSHIP
WITH
PLYMOUTH
UNIVERSITY**

Plymouth University

Plymouth University is the largest university in the South-West of England and ranked 3rd in the UK by the Times Higher Education Top 200 universities under 50 years old.

Our partnership with the university is over 20 years old, and continues to flourish. Students enrolling on a Plymouth University degree at UCJ become members of the University and have access to all of the electronic library resources and support, as well as the student union. Students on foundation degrees at UCJ are able to progress to "top-up" honours degree programmes at the University in their third year.



London South Bank University

In 2016, LSBU was named the top London modern university for graduate prospects [The Sunday Times] and the Entrepreneurial University of the Year [Times Higher Education Awards]. The university specialises in delivering degree education to students already in work, placing them as the perfect partner for our part-time programmes in Civil Engineering, Construction Management, Architectural Technology and Human Resource Management.

future career opportunities

UCJ has some of the highest rates of graduate employment in the UK. This is due to the strong partnerships we have with local industry professionals who offer work placements to our students as part of their degree programme. Focusing on linking theory based learning with practical application through work placements ensures students get a real understanding of how their degree will influence their chosen career path.

Matthew
Wellman



BSc (Hons) Social Sciences Graduate.
External Relations Officer, Ministry of External Relations, Jersey.

I graduated in October 2017 with a First Class Honors degree in Social Sciences. Studying at UCJ meant the class sizes were notably smaller than that of UK universities and, as such, the teacher to student ratio was better, and seminars and discussions – as well as relationships with tutors – were more personal. I managed to continue with part-time employment alongside my studies; I finished my degree in a better financial position than if I had studied abroad.

Being in Jersey meant I could undertake significant work experience within local government and industries. I spent a considerable period of my three years working for the Ministry of External Relations; I managed to secure employment after my studies, and I am currently working on the Brexit team.

When I left school I was unsure on exactly what I wished to study or the career I wished to pursue. The Social Science degree was varied and contemporary, and a number of the modules slotted perfectly into my interests. It allowed me to obtain a degree that did not necessarily restrict or confine me to one career path, and provided a great deal of flexibility – something I have already noticed since taking up employment.

Adam
Vibert



BA (Hons) Business & Management Graduate.
Consultant, BDO Greenlight, Jersey.

I work as a Consultant at BDO Greenlight a specialist in business and technology transformation. BDO Greenlight provides a wide range of services, from project management and business analysis, through to system selection and implementation. Currently I'm working across 2 different projects, managing a system implementation and supporting 2 process-improvement initiatives. These projects have required a number of different skills and techniques, from project management and completing documentation such as impact assessments, to analysis-based activities such as requirements-gathering and process-mapping.

There are some clear connections between the Business and Management degree and the job I do now. On a daily basis, I must have an awareness of change management tools and techniques, as well as displaying elements of leadership. Both featured frequently throughout the degree modules and were discussed at length in lectures. Undoubtedly the real benefit was the ability to put theory into practice during work placements, where I experienced how leadership and change actually works in practice. Ultimately this has given me an insight into things that work well and not so well, leading me to develop my own style.

support

when you need it

**As a UCJ student
we want you to be
happy, supported
and achieve
academic success...
in that order!**

Dr Lynn Blakemore
Head of Pastoral Care

Welcome to UCJ

When you start university you will probably feel mixed emotions about leaving your previous educational establishments, working environments or returning to study after a long period of time. Starting university is a rite of passage but you are not expected to cope alone; there are numerous support systems in place to help you adjust to this transition. The adventure starts with Freshers' week, an ideal opportunity to find out more about groups and societies that are available to you as a means of meeting other people outside of your degree course.

If you find yourself not coping for some reason we have the Student Life team who can be accessed either via your personal tutor or independently through their main office in the Café Connect Lounge. The team are here to support you through your time at UCJ. They can offer support or advice in a one off capacity or for a longer period of time if necessary. We also have a student counsellor whose service is confidential and can be accessed to support you with those problems that life can intermittently throw at you. The most important factor for us is that students ask for help and don't allow challenging circumstances to be the reason for dropping out of their course.



The team are here to support you through your time at UCJ.

UCJ supports students with a variety of needs, including dyslexia and medical conditions such as epilepsy, diabetes and depression; some students have diagnoses of certain conditions when they start

university, whereas for others, assessment is part of the service we can advise on if dyslexia, dyspraxia or similar conditions are suspected. We can then use this information to ensure that your learning experience at UCJ is both supported and inclusive.



The most important factor for us is that students ask for help and don't allow challenging circumstances to be the reason for dropping out of their course.

From experience we appreciate that for many students the transition from school, where you have been supported by teachers, to studying independently, managing your time and commitment to studying can be challenging. This can be equally difficult for students returning to study after a break in education. In recognition of this you are allocated a personal tutor, who is your first point of contact should you find yourself struggling with your course. In addition, we also run workshops on study skills which can include note-taking, essay writing and time-management, and have drop-in sessions where you can access additional support.

As a UCJ student we want you to be happy, supported and achieve academic success... in that order!

Dr Lynn Blakemore
Head of Pastoral Care

THE UCJ experience



The best aspect of my UCJ experience so far would definitely be getting the opportunity to travel to China for four weeks last summer after finishing my first year, where I stayed at a Chinese University, learnt Mandarin and walked the Great Wall of China.

Beth Rousseau, Year 2 Student

China Trip

Each summer, students have the opportunity to spend three weeks in China at two Partner Universities at Huzhou University in Zhejiang Province and the University in Beijing. Students learn about Chinese culture, Mandarin, society and business, local food and sightsee around each province. They get to practically learn how to make Chinese food, Chinese massage and martial arts and visit local Chinese families. Highlights are the Beijing Opera and visits to the Summer Palace, the Great Wall, Forbidden City, Tiananmen Square, Bird's Nest Olympic Stadium and Water Cube.

New York Trip

This biennial study trip is a highlight of the academic calendar at UCJ. The six day excursion takes in points of interest including the United Nations, UNESCO, Wall Street, the Federal Reserve Bank and the American Museum of Natural History. We also see a Broadway show, reach the top of the Empire State Building, enjoy a boat cruise to the Statue of Liberty and a basketball game at Madison Square Garden.

London Trip

First year students on the Construction Management degree can undertake a residential week at London South Bank University. Students receive tuition for their Research Project module and gives students the opportunity to engage with international students on campus. They also access specialist science and material laboratories, enjoy a social evening with LSBU staff and go on a specialised site visit in London.

Freshers' Week

Your student life at UCJ starts with Freshers' Week; an ideal opportunity to meet other students through fun and interesting activities, and is a chance for you to find out more about groups, societies and enrichment activities on offer during your time with us.

Jersey International Centre of Advanced Studies (JICAS)/ UCJ University Lecture Series

JICAS and UCJ have partnered to present the University Lecture Series delivered by internationally acclaimed academics, intellectuals and politicians from the UK, Europe and North America. Its aim is to provide unique opportunities for student-interaction, faculty discourse and community dialogue to explore frontiers of knowledge and facilitate thought-provoking debate.

JICAS is an independent, non-profit institution that aims to promote and facilitate research for an international community of scholars and students. JICAS attracts internationally renowned guest speakers to help raise the intellectual capital of the Island of Jersey, and elevate the Island's standing within the global academic community.

Café Scientifique

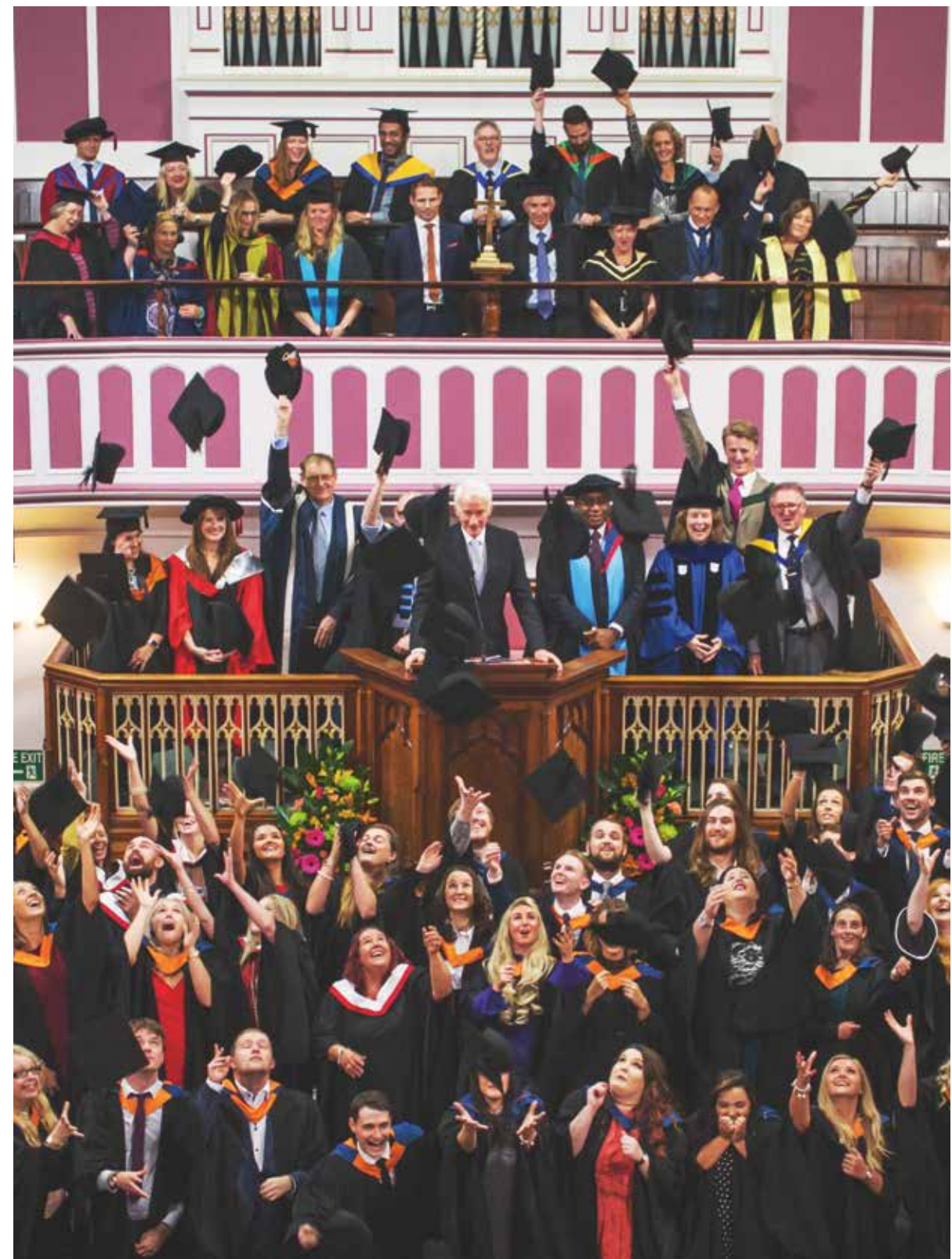
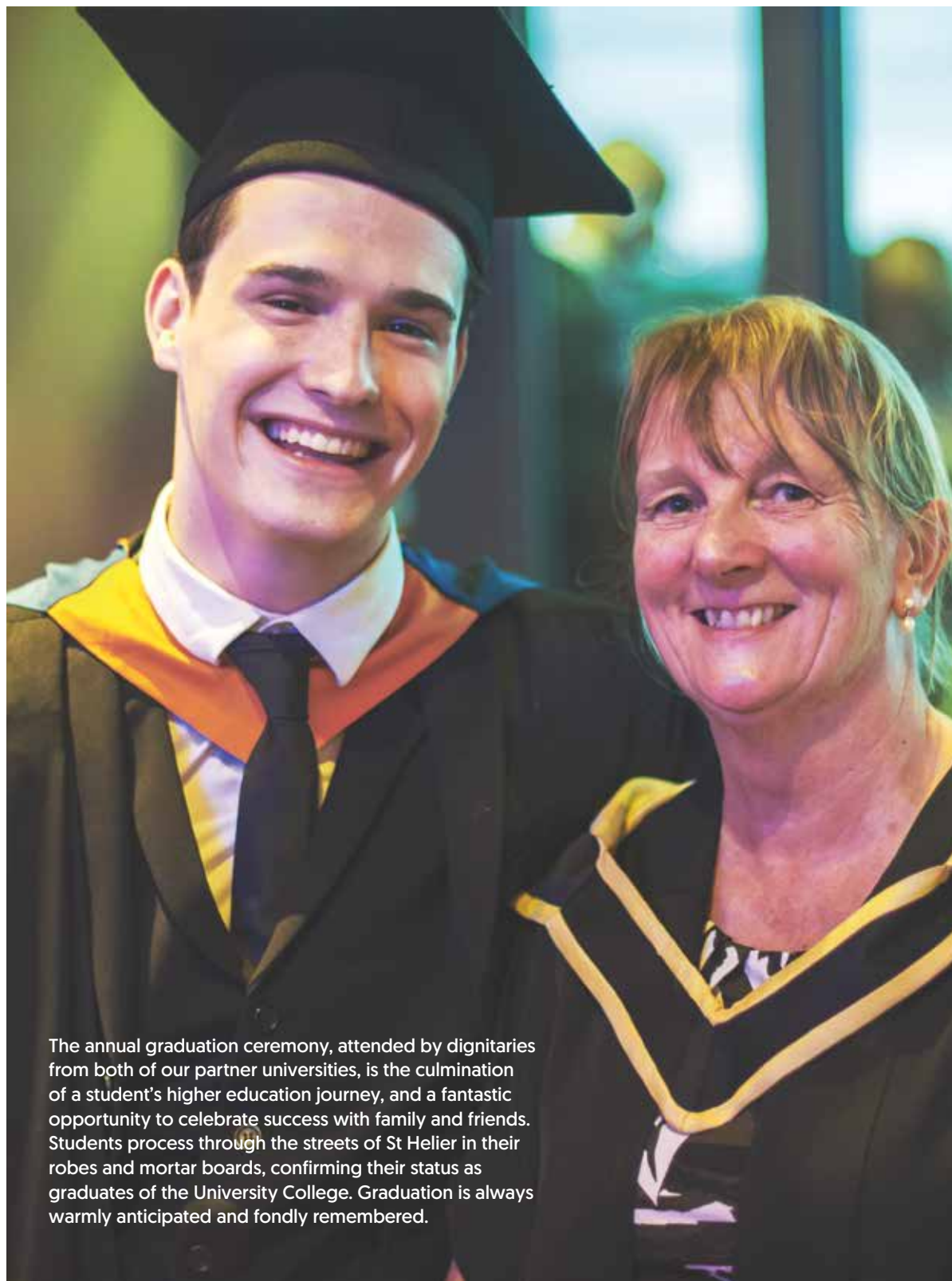
These events offer a contemporary spin on the original Newtonian coffee house debate. Topics and speakers change but the venue and idea stays the same – an informal lecture, set in the informal surroundings of the pub, with a chance to discuss today's key issues.

Global Citizen

We're committed to creating a comparable university experience, including teaching students how to be a global citizen and think critically by showing them how to use these skills in real-life situations. This may be in the form of talks, presentations and external events on sociological, environmental and political topics affecting the world as a whole.

Postgraduate Research Seminars

These monthly events bring postgraduate students together in a supportive environment, creating an academic community on the island. The seminars allow students to present their research to their peers for review and discussion and encourage feedback and constructive debate.



how to apply to UCJ

All applications can be made by downloading a form at this link on our website:

www.highlands.ac.uk/application-forms/

Once you have submitted your application and have met all qualifying entry requirements, you will be contacted directly and invited for interview and be advised on any further preparation for entry requirements relating to your course. This may be in the form of a presentation or some written work.

All applications can be made by downloading a form on our website in the individual course listings. Your completed application should be sent to: Yourapplications@highlands.ac.uk

If you are unsure of anything or have any questions, contact us directly:

T 01534 608526
E ucadmin@highlands.ac.uk
www.highlands.ac.uk

Students must be 18 on the 1st September 2018 in order to apply to any higher education courses at UCJ.

Student finance

If you are eligible to apply for funding through the States of Jersey visit: www.gov.je.

Contact Student Finance

Open Monday to Friday 8:30am - 4:30pm

T 01534 449450
E studentfinance@gov.je

Or visit:

Careers Jersey

Philip Le Feuvre House
La Motte Street, St Helier
Jersey JE4 8PE



Studying at UCJ has allowed me to build a new career for myself and I am grateful to the tutors who helped me along the way.

We invest in individuals

EY is the perfect place to start your career and gain an understanding of business and finance.

We have Work Experience, Graduate and School Leaver (or equivalent) positions available in Guernsey and Jersey, in Tax and Assurance, starting in September.

To apply or for an informal chat, please contact Anoushka Horgan: ahorgan@uk.ey.com, or send us a message through our Facebook page EY Channel Islands Careers.

Great Career Prospects

We strive to create a diverse environment and are committed to training and developing our people so they can reach their full potential.



Sport and Social Activities

At EY we have a strong commitment to involvement and teamwork and it's important that you feel part of the firm.



Professional Qualifications

We are committed to training and developing our people to reach their potential, opening up a world of opportunities.



ACCA
ICAS
ATT



Building a better
working world

Higher Apprenticeship (HNC) Civil Engineering

2 years | Part Time

Why choose this degree?

- Designed with the Civil Engineering sector in Jersey
- The first step on your career journey to becoming a civil engineer. Civil and structural engineers work on buildings of all kinds, transport and communications infrastructure, including bridges, roads, tunnels, canals and other large structures.
- Progress to a civil engineering degree
- Learn from industry specialists

What will I learn?

Civil engineering is a combination of many scientific specialisms, including mechanics, hydraulics, geotechnics (using knowledge of the earth's crust to solve construction problems), materials science and statistical analysis.

You'll learn to apply mathematics and scientific knowledge (particularly physics) to real-life situations and problems that arise from creating and maintaining structures, taking into account environmental, financial, legal and ethical considerations.

Year 1 (HNC)

- Construction Practice
- Materials and Geology
- Engineering Mechanics B

Year 2 (HNC)

- Engineering Surveying
- Mathematics B
- Structures and Construction Technology B

Please note:

All applicants will be vetted by the University to assess eligibility for the programme. It is likely that the candidate will need to demonstrate a comprehension of higher level mathematics in order to progress onto the BEng [A level minimum B/C].

To progress to the BEng you must have been awarded an HNC with an average mark of 70% from four of the modules studied with a minimum of 60% in any one module.



Entry requirements

A level
Minimum EEE

BTEC
National Diploma MPP

Access to HE
with 45 passes

Equivalent level 3
qualifications worth 64
UCAS Points supported
by substantial relevant
work experience.

Level 3 qualifications
must include Maths and/
or Physical Science

GCSE
5 GCSEs A-C (Grade 4 or
above), including English
and Maths or equivalent

For international students:
IELTS score of 6.0 or
Cambridge Proficiency or
Advanced Grade C.

Where can I go from here?

Successful students will
be able to progress onto
the BEng (Hons) Civil
Engineering degree.

In partnership with



Access to Higher Education: Diploma in Humanities & Diploma in Science

1 year | Full time

Why choose this course?

- Enables students to gain Level 3 (A-level equivalency) qualification
- Designed for students without the necessary requirements for degree-level study
- Intense, fast-track 1 year route to higher education
- Two access pathway options to choose from
- Prepares students for higher-level study in their chosen career path

What will I learn?

This programme is an intensive 1 year course, which is both challenging and thorough, condensing the content of a traditional A-level programme into one year. Learners should be prepared to commit time and effort to their studies in order to succeed. Offered in two Access pathway options: Diploma in Humanities and Diploma in Science; both designed to enable learners to progress onto a broad range of degrees.

Access with Diploma in Humanities

Includes the study of psychology, history and sociology, as well as developing important core academic skills such as critical reading and referencing, essay writing, using IT and preparing for examinations.

Access with Diploma in Science

Designed to encourage a spirit of scientific enquiry through exposure to the study and practice of hard science, such as chemistry, and soft science like psychology. Studies in biology will also help prepare students for further studies in nursing and related sectors of the medical profession.

How do I qualify?

Interview

- Students must demonstrate the potential to study at Level 3 (A-level)
- Students must have a desire to progress to higher education
- Students must have a clear understanding of how to achieve their HE goals, including routes to university

GCSE

Minimum Grade C or above in English Language, Maths & Science (depending on chosen pathway).

Please note: if you are currently in receipt of income support, you may be eligible to enrol on the Diploma in Science and continue to receive financial support.

Where can I go from here?

Students have progressed onto degree courses at UCJ and humanities and sciences degrees at a number of UK universities. The Access course offers a sound preparation for degree-level study through a range of teaching, learning and assessment strategies.



this course
enabled me
to do the BSc
(Hons) Social
Sciences
degree which
opened
up many
future career
opportunities

Paul Hall, Access to HE and BSc (Hons)
Social Sciences Graduate

Art & Design

Level 3 and 4 Certificate in Foundation Studies

1 year | Part time

Why choose this degree?

This one-year, Level 3 (A –level equivalent) course is designed for students who wish to further their study of Art & Design at university, or who are aiming for a career in the creative industries. It is mainly aimed at learners who wish to further their studies but may not have had the opportunity to develop the necessary skills.

An exciting and practical full time programme which allows students to explore a wide range of media and techniques, the flexible design of the course makes it a favourite with mature students and school-leavers alike. All of the tutors on the programme are professional artists and designers and students have the opportunity to visit galleries and museums both on-island and in the UK.

Programme Leader

Sarah Jordan
T 01534 608698
E sarah.jordan@highlands.ac.uk

What will I learn?

This course gives a strong grounding in a range of creative skills and disciplines, including, but not limited to: drawing, painting, printmaking, photography, ceramics, 3D design, textiles, fashion and sculpture. Students will gain a clearer understanding of their potential area of specialism prior to degree level study. Learning takes place in the creative surroundings of our art studios, where artists work side-by-side and are able to comment on and critique each other's work.



students
work
alongside
practicing
artists who
are able to
support,
comment
and critique
their work

Sarah Jordan
Programme Leader

Entry requirements

A level

One A-Level in Art or related creative subject

BTEC

Equivalent Level 3 qualification

OCR Diploma

Successful Interview

Applicants must be 18 or over

Present a suitable portfolio of art and design work

Provide references

Mature students or those with alternative qualifications or experience will be considered on an individual basis.

Where can I go from here?

Students go on to study at degree level in Art & Design subjects or related fields, or move into employment within a wide range of creative industries including graphic design, curation, fashion and textiles and creative design.

IN
PARTNERSHIP
WITH
PLYMOUTH
UNIVERSITY

Business & Management

BA [Hons] and Foundation Degree [FdA]

3 years | Full time • 2 years | Full time

Why choose this degree?

- Prepares learners for a fulfilling career at management level in a wide range of industries
- Exciting work placement opportunities in a range of industries including retail, hospitality, financial services and public sector
- Develop your professional network through dedicated work experience
- Higher potential for job opportunities offers on completion

What will I learn?

From the rudiments of business accounting to strategic decision-making, students on this programme experience the full diet of business skills. Modules align with the professional work placements and are fully supported by a dedicated mentor and personal tutor, encouraging students to apply and reflect on knowledge acquired in the classroom whilst in the work context.

Programme Leader

Dr Sean Dettman

T 01534 608736

E sean.dettman@highlands.ac.uk

Year 1 (FdA)

- Business law and financial services regulation
- Business relationship and customer service management
- Business information systems
- Business accounting

Year 2 (FdA)

- Macro and Micro economics
- People and organisations
- Research, analysis and decision-making
- Operations and process management
- Marketing
- Human Resource Management

Year 3 (BA Hons)

- Honours project or Consultancy project
- Innovation and Enterprise
- Business ethics and corporate governance
- Leading people and managing change
- Corporate Strategy

IN
PARTNERSHIP
WITH
PLYMOUTH
UNIVERSITY



the real
benefit was
the ability
to put theory
into practice
during work
placements

Adam Vibert

BA (Hons) Business & Management Graduate
Consultant at BDO Greenlight, Jersey

Entry requirements

A level

Two at grade C or above

UCAS

Minimum of 64 UCAS points

BTEC

Level 3 - Minimum of 2 Merits

Access to HE

Comparable grade profile

GCSE

Min. 5 GCSEs grade C or 4, including Maths & English

Complete a written task

Pass interview

Where can I go from here?

Students have been recruited into a range of trainee positions in Trust, Banking, Investment Management, Retail and HR. Starting salaries average around £25-30K, and most students have a firm job offer in hand before graduation.

Success Stories

I decided to study the degree structure as learning in class is very different from learning in a practical environment. UCJ combines class study with work placements which was extremely beneficial to my development and career.

Work placements give you the opportunity to sell yourself to your chosen organisations. I found a natural enjoyment and passion for HR and decided to pursue this as a career. I wouldn't have had this opportunity without the work placements. Studying with UCJ improved my confidence and skills, gave me opportunities to network in Jersey and ultimately resulted in me finding my current job and a career I love.

Emma Pannenburg
UCJ Graduate & HR Executive, Sanne

Employer Partners

Affinity Private Wealth
Appleby Global Group Services Limited
Ashburton Investments
Citi International Bank
Deutsche Bank International Limited
BDO Greenlight
HSBC Bank International Limited
Intertrust
Investec Trust (Jersey) Limited
IPES Jersey
JFSC
Langham Hall
Mourant Ozannes
Ogier
RBC
Sanne Group
Santander Private Banking
State Street Bank and Trust Company
The States of Jersey
UBS
Waitrose

Home-grown talent.

Over the past decade, almost 3,000 young Islanders found their first job in finance.



Jersey Finance

www.jerseyfinance.je/careers

A woman with long brown hair, wearing a pink striped shirt, is sitting at a desk in an office. She is pointing her right hand, holding a black pen, towards a large computer monitor. Her left hand is resting on a laptop keyboard. In the foreground, the back of a person's head and shoulders are visible, wearing a white shirt. The background is a bright, out-of-focus office space with windows and other desks.

**work
placements
give you the
opportunity
to sell
yourself to
your chosen
organisations**

Emma Pannenberg
UCJ Graduate & HR Executive
Sanne

Information Technology for Business

BSc [Hons] and Foundation Degree [FdSc]

3 Years | Full time • 2 Years | Full time

Why choose this degree?

- Acquire the knowledge and skills to become a creative technology professional
- Join one of the world's largest, most dynamic and ever-growing business sectors
- High demand for technology professionals trained to the highest levels
- Learn the latest developments in the local technology industry
- Progress to BSc (Hons) Information Technology for Business at University College Jersey, or BSc (Hons) Computing at Plymouth University

What will I learn?

This sector provides some of the most rewarding challenges and opportunities for an individual throughout their career. The course focuses on establishing critical understanding of technology strategies for business, developing industry-recognised knowledge and skills to implement new technology solutions for business, producing a culture of innovation and creativity that exploits technology for competitive advantage.

Programme Leader

Ben Bennett

T 01534 608699

E ben.bennett@highlands.ac.uk

Year 1 (FdSc)

- Professional practice
- Systems, services and support
- Fundamentals of networks
- Software development
- Business relationship management
- Business information systems

Year 2 (FdSc)

- Network management
- Systems analysis and design
- IT Project management
- Data driven applications
- Web applications 1
- Web applications 2

Year 3 (BSc Hons)

- Dissertation
- Consultancy project
- Information security management
- Strategic information management
- Leading people in the IT sector

IN
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WITH
PLYMOUTH
UNIVERSITY



Entry requirements

A level

Two at grade C or above

UCAS

Minimum of 64 UCAS points

BTEC

Level 3 - Minimum of 2 Merits

Access to HE

Comparable grade profile

GCSE

Min. 5 GCSEs grade C or 4, including Maths & English

Complete a written task

Pass interview

Where can I go from here?

Students enter roles in IT strategy and support in business across a range of sectors, from financial services to consulting. Students can progress to a top-up year at UCJ or partner institution for a full BSc (Hons) degree.

the work placement was a great way to begin building a career

FdSc IT for Business Graduate

Success Stories

By 25, I'd completed the Level 3 BTEC Extended Diploma in IT and loved every minute of it, so when I was told about the IT for Business degree and that it was available here on-island, I was extremely interested. What really swayed it for me was the Work Placement element as it would be a great way to see exactly what was on offer and hopefully build a career from it. I'm very proud to have found my specialism and career all at the same time. I joined C5 Alliance in 2014 on a Work Placement and have never looked back. Currently, I am a Consultant in the Technical Solutions Team. I really can't thank the UCJ staff and my employer enough for their patience and guidance which helped me forge the path to where I am today!

**Richie Shuster, IT for Business Graduate
Consultant for C5 Alliance, Jersey**

Employer Partners

The Royal Bank of Scotland
International Limited
Calligo Limited
Altus Consulting (CI Limited)
Logicalis Jersey Limited
State Street Bank and Trust Company
Specsavers
UBS
Chief Minister's Information Services
JT Global

Human Resource Management

Master's Degree [MSc]

3 years | Part time

Why choose this degree?

- For HR Professionals looking to raise skills and qualifications in management roles
- Part-time so you can study whilst you work
- Enhance career progression and opportunities to Senior/Director levels
- Pathway to become CIPD Chartered

What will I learn?

The course is structured as 2 years, part-time, delivered in blocks of 2 x 2 days per module supported by online learning and teaching. The 3rd year consists of 9 months of dissertation through research and methodology.

Programme Leader

Tony Bechelet
Assistant Head of Higher Education
BSc (Hons) FCIOB MRICS MCIAT ACIarb
CERT Ed[FE]
T 01534 608612
E tony.bechelet@highlands.ac.uk

Year 1

- Leadership and management skills
- Leadership and HR strategy
- Power and Constraint: The strategic context
- Resourcing and talent management

Year 2

- Research Methods for HR
- Managing the employment relationship
- Managing reward
- Learning and talent development

Year 3

- Dissertation [Masters]

Entry requirements

Degree

A first degree, min 2.2

Work experience

At least two years post-graduate work experience in an HRM or HR related role, e.g. recruitment, compensation and benefits, organisational development, consultancy.

Consideration will also be given to applicants who are working in general management and have significant people management responsibilities.

Non-Standard Entry

Where there is a minimum of two years HR experience but no first degree.

Applicant must complete a 1.5k-2k word report on an organisational HR issue, provide an extended personal statement and supply 2 supporting references confirming suitability for entry to a postgraduate programme.



In partnership with



**this course
allows you
to enhance
your leadership
& management
skills & work
towards
becoming
CIPD
Chartered**

Tony Bechelet
Programme Leader

Where can I go from here?

CIPD Membership - The programme aims and objectives are constructed in line with the CIPD Level 7 advanced professional standards and provide knowledge required for a professional level of CIPD Membership. On successful completion, students automatically achieve Associate Membership of the CIPD and depending on the level of experience, can apply for Chartered CIPD membership.

Psychology and Criminology

Foundation Degree [FdSc]

2 years | Full time • 4 years | Part time

Why choose this degree?

- If you wish to pursue a career as a practicing Psychologist, Psychotherapist, Criminologist, researcher or in a range of related professional disciplines
- Developed in partnership with the School of Psychology and the School of Law, Criminology and Government at Plymouth University
- Gain strong suite of transferable skills and experience to increase employability in chosen area
- Progress to a final year of relevant BSc (Hons) subject with Plymouth University upon successful completion

What will I learn?

Designed with the professional support of police and probation services to provide strong local and vocational relevance, this course offers a rigorous discipline of core skills development, particularly in research methods with 60% focus on Psychology and 40% on Criminology. The course offers a full understanding of theoretical and applied issues that form contemporary debate. Modules cover all key areas of Psychology, with Criminology focusing on the causes of criminal behaviour and the treatment of offenders within England & Wales and local criminal

justice systems. You will learn what is known and not known, and come to appreciate how our present understanding of people and their behaviour is based on an empirical tradition that emphasises the dispassionate search for truth and its application.

Programme Leader

Dr Paul Mahrer

T 01534 608526

E paul.mahrer@highlands.ac.uk

Year 1

- The Psychology of Individual Differences
- Developmental Psychology
- Applied Criminology 1
- Research Methods in the Social Sciences
- Social Psychology Theory and Practice
- Criminology and the Problem of Crime

Year 2

- The Psychology of Abnormal Behaviour
- Applied Criminology 2
- Cognitive and Biological Psychology
- Research Methods
- Criminology and Penology
- Work-based Learning



Entry requirements

A level

Two at grade C or above

UCAS

Minimum of 64 UCAS points

BTEC

Level 3 - Minimum of 2 Merits

Access to HE

Comparable grade profile

GCSE

Min. 5 GCSEs grade C or 4, including Maths & English

Complete a written task

Pass interview

**IN
PARTNERSHIP
WITH
PLYMOUTH
UNIVERSITY**

I'm
enjoying
the wide
range of
skills I'm
picking up
on my work
placement -
it's proving
a vital
learning
experience

Sophie Johnson-Mills, Year 2 Student on work
placement with Jersey Probation Service



Where can I go from here?

Students can progress to BSc (Hons) Social Sciences at UCJ, or BSc (Hons) Psychological Studies at Plymouth University.

Studying psychology gives you a broad range of skills that span both science and the arts and opens up opportunities with a wide variety of employers. Professions include clinical or counselling psychologist; educational psychologist, health or occupational psychologist, sport and exercise psychologist. A criminology graduate with critical thinking, analytical and communications skills, is attractive to employers inside and outside the criminal justice sector. Careers in criminology include Community Development worker; Police officer; Prison officer; Probation officer; Social worker; Youth worker.

Employer Partners

Andium Housing Trust
Bel Royal School
Building a Safer Society (BASS)
States of Jersey
Inclusion Project Youth Service
Jersey Drug and Alcohol Service
Jersey Probation Service
Mind Jersey
Mont A L'Abbe School
Samares School
Silkworth Charity Group
Springfield Primary School
States Greffe Staff
States of Jersey Police
The Prince's Trust

Social Sciences

BSc (Hons)

3 years | Full time

Why choose this course?

- You're interested in the study of people in society and how they relate to each other
- Offers work experience to gain key skills and increase employability in key sectors
- Prepares you for further study in specialist areas such as social work, teaching etc.

What will I learn?

This course includes Sociology, Social History, Social Psychology, Globalisation, Criminology and Research methods which give you skills to undertake your own research in the final year of the course. It teaches a broad overview of how society is built, theories and perspectives that show how individuals relate to each other and institutions. The degree has been written to reflect the special features of Jersey's society and students have the opportunity to engage in work placements and undertake research for a local organisation.

Programme Leader

Mary Ayling-Philip

T 01534 608668

E mary.ayling-philip@highlands.ac.uk

Year 1

- Institutions & Governance in an Unstable World
- The Research Process in the Social Sciences
- Criminology & the Problem of Crime
- Imagining British Society: Contemporary Issues
- British Economic & Social History
- Social Psychology: Theory and Practice

Year 2

- The Evolution of the Global Economy
- Criminal Justice & Penology
- Social Policy & Social Justice
- Research Methods in the Social Sciences
- Work Based Learning
- Social Identities in Modern Society

Year 3

- Social Sciences Dissertation
- Work Based Action Research
- Issues for a United Europe in the 21st Century
- Immigration, Race & Labour
- Contemporary Social Issues: Policing the Private Sphere



Entry requirements

A level

Two at grade C or above

UCAS

Minimum of 64 UCAS points

BTEC

Level 3 - Minimum of 2 Merits

Access to HE

Comparable grade profile

GCSE

Min. 5 GCSEs grade C or 4, including Maths & English

Complete a written task

Pass interview

Where can I go from here?

Graduates have gone on to find employment in the public sector, voluntary sector, or chosen to continue their studies to gain a Master's in Social Work or a P.G.C.E. in Primary School Teaching.

students benefit from 1:1 dissertation supervision and high-levels of individual tutor support

Mary Ayling-Philip
Programme Leader

Success Stories

I chose Social Sciences because it's broad and versatile, as I didn't want to restrict myself to one field of career choice. I gained a first class in my dissertation and as a whole, found the degree interesting and am delighted I achieved a 2:1.

Georgina Singleton, UCJ Graduate

This degree allowed me to continue my part time job whilst I explored what direction I wanted to take as a career. Studying a degree on such a smaller scale allowed for a greater relationship with the tutors where a degree abroad would not be possible. I achieved a first class in my dissertation about brand advertising on social media. I'm thrilled that I graduated with a 2:1 (Hons) and would highly recommend it to anyone interested in this area.

Luke Aubin, UCJ Graduate

Employer Partners

Andium Housing Trust
Bel Royal School
Building a Safer Society (BASS)
States of Jersey
EY
Inclusion Project Youth Service
Jersey Drug and Alcohol Service
JEC
Jersey Probation Service
Mind Jersey
Mont A L'Abbe School
Samares School
Silkworth Charity Group
Sports Bug
Springfield Primary School
States Greffe Staff
States of Jersey Police
St Brelade's College
The Prince's Trust

Childhood Studies

BA [Hons] and Foundation Degree [FdA]

3 years | Full time • 2 years | Full time

Why choose this degree?

- Receive an in-depth understanding of childhood studies from birth to 16 years
- Increase your knowledge, creativity and advocacy for young children and their families
- Option to study a third year BA (Hons) top-up year at UCJ or Plymouth University, or another relevant Higher Education Institution
- Exciting work placements provide key experience to increase your skills and employability

What will I learn?

Modules are designed to equip you to support children of all ages, with emphasis on the critical early years. Explore all areas of child development, build your skills in planning, carry out observations and research methodologies. You will also attend Professional Development sessions and create a portfolio to evidence your learning. Weekly work-placements are fully supported by a dedicated coach and personal tutor, encouraging you to apply and reflect on knowledge acquired in the classroom. You can achieve a 'Licence to Practice', allowing you to work with children in Jersey on completion of your work placement.

Programme Leader

Dr Lynn Blakemore

T 01534 608535

E lynn.blakemore@highlands.ac.uk

Year 1 (FdA)

- Professional development
- Include me – Perspectives on disability
- Children's rights and welfare
- Today's child
- Understanding children's learning and development
- Provision for children

Year 2 (FdA)

- Children in society
- Physical movement in the lives of children
- Children's workforce – Management and leadership
- Child development is for the future adult
- Who am I?
- Multi-agency working and the impact on children

Year 3 (BA Hons)

- Honours project
- Consultancy in childcare
- Curriculum, planning and assessment
- Key issues in childhood and youth studies
- Strategic, operational and multi-agency management

**IN
PARTNERSHIP
WITH
PLYMOUTH
UNIVERSITY**

studying
at UCJ has
been an
inspiring
and
stimulating
experience

Morgan Gilson
Year 1, Childhood Studies student

Entry requirements

A level

Three at grade C or above

UCAS

Minimum of 96 UCAS points

BTEC

Level 3 - Minimum 3 merits

CACHE

Level 3 - Minimum merit

Baccalaureate

24 International points

Access to HE

Comparable grade profile

GCSE

Min. 5 GCSEs grade C or 4, including Maths & English

Successful interview

All candidates must undergo an enhanced DBS check for your work placement. Mature applicants will be considered on an individual basis.

Where can I go from here?

Students go on to a range of positions in the childcare industry, including management in the private sector, Family Nursing, Education and Day Care Registration. Many also continue studying for PGCE courses in the UK to become Primary Teachers.



Placements with us expose students to a variety of experiences, including shadowing our specialist support workers

Fiona Vacher, Executive Director
for Jersey Childcare Trust

Success Stories

After achieving my Level 3 Diploma in Childcare and Education I made the decision to enter into full-time employment, starting off as a Nanny for a private family then working in a primary school. As time passed, I realised a career in teaching was something I wanted to pursue. I returned to Highlands College to begin the Childhood Studies Degree. Through the vast variety of modules this course has provided me with a depth of knowledge and has taught me lifelong skills. The practical side of this degree has provided me with invaluable experience and has opened doors for the future. I am currently in my last year and have a conditional offer to do my PGCE at Liverpool Hope University. Reflecting on the last three years, I really do believe that completing this degree has given me the best start to my journey on becoming a teacher in Jersey. I wish all the best to prospective students and I hope their experience is as positive as mine.

Amber Cox
Year 3, Childhood Studies student

Employer Partners

Jersey Childcare Trust
Jersey Youth Service
Avranches Day Nursery
Centre Point Trust Day Nursery
Charley Farley's Day Nursery
Le Petit Ecole Day Nursery
Leeward Day Nursery
Little Oaks Day Nursery
Nestling Day Care Nursery
Organic Kids
Rainbow Tots Day Nursery
Sunnyside Day Nursery
Westmount Day Nursery
Bethesda
Communicate Pre-School
Duck Pond Pre-school
Silverstar Pre-school
The Kids Club
States of Jersey Primary Schools

Construction

Higher National Certificate (HNC) Diploma

2 years | Part time

Why choose this degree?

- If you work in the construction industry and are seeking to further your career
- Gain an industry-recognised qualification
- Prepares you to progress to Construction Management, Surveying & Architectural Technology degree disciplines
- Develops your knowledge and skills to fulfil a range of technical and managerial work in the sector
- Prepares you for promotion and new career opportunities
- Increase your employability through the vocational approach to teaching

What will I learn?

You will learn about construction technology and materials, the legal and economic context, building services and environmental science, construction technology and structures, surveying and setting out, architectural design and technology and building pathology. You will also complete a project and be supported in classes that will help develop your academic skills for this level of study. With emphasis on managerial training, you will develop your ability to tackle and take responsibility for projects throughout the construction industry.

In partnership with



Programme Leader

Tony Bechelet
BSc (Hons) FCIQB MRICS MCIAT ACIarb
CERT Ed(FE)
T 01534 608612
E tony.bechelet@highlands.ac.uk

Year 1

- Supporting Studies
- Construction Technology & Materials [A-level & Craft entrants]
- Building Pathology
- Project [BTEC Diploma entrants]
- Legal & Economic Context in the Built Environment

Year 2

- Construction Technology 2 & Structures
- Building Services & Environmental Science
- Surveying & Setting Out (CM Pathway)
- Architectural Design & Technology (AT Pathway)



the
support
I receive
at the
college is
excellent

Year 1 Construction Diploma student

Entry requirements

A level
Minimum DDE

UCAS
Minimum of 64 UCAS points

BTEC
National Diploma MPP

CACHE
Level 3 qualification

Baccalaureate
24 International points

Access to HE
15 Merits and 30 Passes or Level 3 qualification equivalent including Science

GCSE
5 GCSEs A-C (grade 4 or above) including English & Maths

We welcome applications with significant relevant industrial experience.

**an excellent
course that
leads you to
progress to
an exciting
career in the
construction
industry**

Tony Bechelet
Programme Leader

Where can I go from here?

The programme covers a range of construction industry pathways, including Project Management, Quantity Surveying, Structural Engineering and Construction Work. Many graduates progress onto the BSc (Hons) in Construction Management or the BSc (Hons) in Architectural Technology, either directly or after a study break. Studying Architectural Technology and Construction Management would be a useful route for various Surveying disciplines and provide strong career enhancement for more senior positions within the industry.

Construction Management

BSc (Hons)

2 years | Part time

NEXT INTAKE SEPTEMBER 2019

Why choose this degree?

- Qualify in an industry that's in high-demand for professionals
- Professionally accredited by the Chartered Institute of Building (CIOB)
- Develop skills to lead multi-disciplinary project teams
- Gain up-to-date knowledge of legislation and regulations
- Develop the ability to deliver in complex project environments

What will I learn?

The course provides you with a breadth of technical and managerial expertise in construction, preparing you to face exciting and demanding challenges within the industry. It offers the opportunity to use modern equipment within a well-resourced environment.

The knowledge gained enables you to have the confidence to work with other professionals in this exciting, fast-paced and competitive industry. Construction Management can be a fantastic career for those who love buildings, working with people and want to work in a professional capacity. This course will prepare you for a career in a range of fields within the building environment, including Project

Management, Contracting, Consultancy and Residential building. The course will enable you to develop a wide range of employability skills through the emphasis on a vocational approach to teaching.

Programme Leader

Tony Bechelet
BSc (Hons) FCIQB MRICS MCIAT AClarb
CERT Ed(FE)
T 01534 608612
E tony.bechelet@highlands.ac.uk

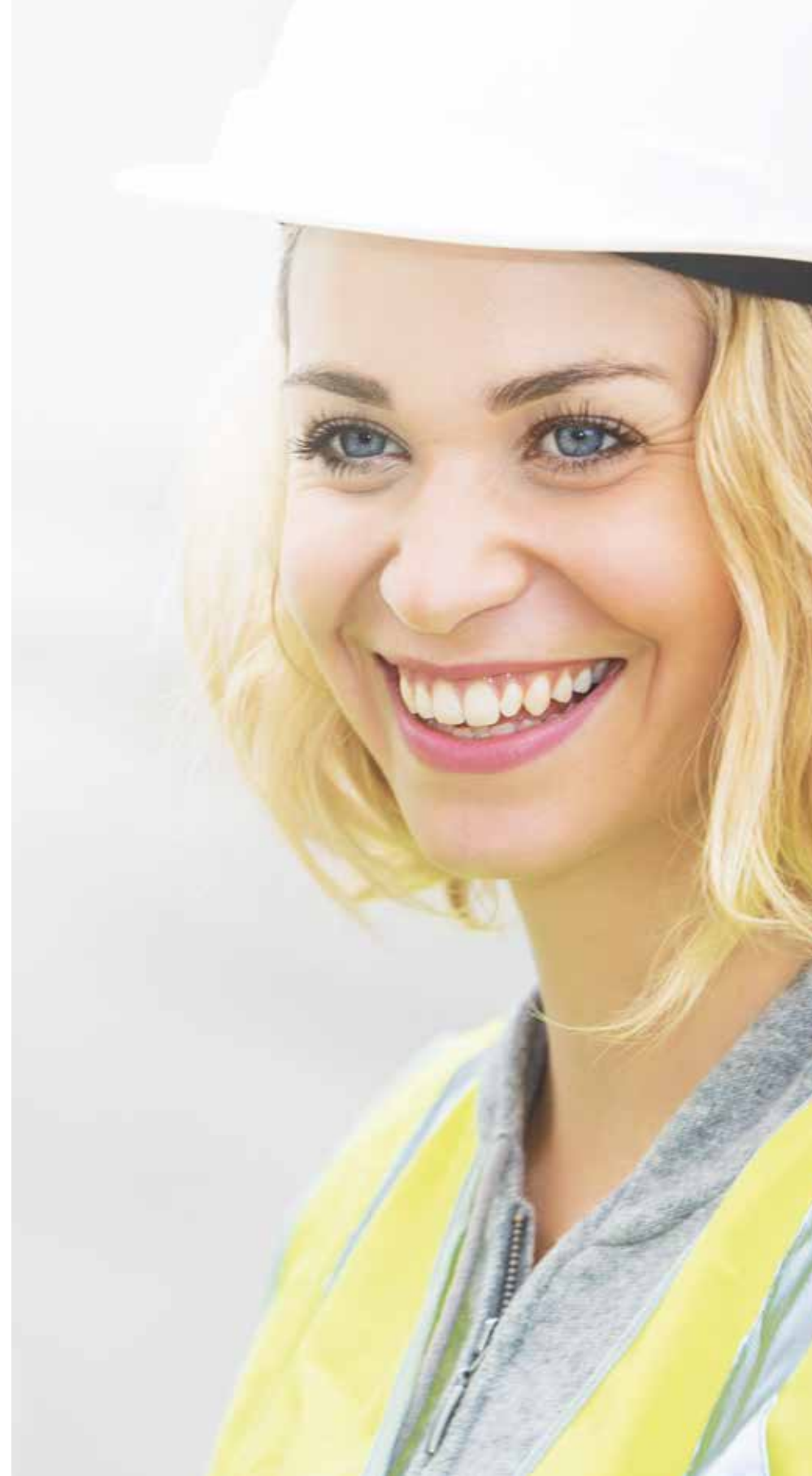
Year 1

- Production Management
- Construction Contract Law
- Measurement 1 & Documentation
- Construction Planning
- Estimating & Tendering Process
- Management of Organisation

Year 2

- Research Project Module
- Contract Administration (Non QS)
- Sustainable Construction & the Environment
- Construction Management Project
- Project Management
- Corporate Management & Finance

In partnership with



Entry requirements

A level
Minimum CCC

UCAS
Minimum of 112 UCAS points

BTEC
National Diploma DMM

CACHE
Level 3 qualification

Baccalaureate
24 International points

Access to HE
45 Merits or Level 3 qualifications worth 112 UCAS points including Science

GCSE
5 GCSE's A-C (grade 4 or above) including English & Maths

Successful Interview
You should preferably be working in an appropriate area of the construction industry. You will need the approval and support of your employer to release you from work for the block weeks and evening classes.

my hard
work was
recognised
by LSBU by
securing a
scholarship
from the
Chartered
Institute of
Building

Nathan Clothier
UCJ Graduate



Where can I go from here?

The course leads on to careers at a higher level within the construction industry. Graduates enter fulfilling careers in the local and international construction industry. You can further your studies with a MSc Construction Project Management off-island, or seek to gain professional membership of the Chartered Institute of Building.

Success Stories

Whilst living and working in Jersey with a young family I decided to add to my existing qualifications. This part time course gave me the ability to learn and further my career, whilst continuing to work full time. It was hard work but worth it. I'm now taking it one step further by applying for professional Chartered status with the Chartered Institute of Building. During the course my hard work was also recognised by London South Bank University by securing a scholarship from the Chartered Institute of Building and a top award from the Worshipful Company of Constructors.

Nathan Clothier
BSc (Hons) Construction Management
Graduate: First Class Honours

Architectural Technology

BSc (Hons)

2 years | Part time

NEXT INTAKE SEPTEMBER 2019

Why choose this degree?

- Prepares you for a career in Design and Architectural fields
- If you're seeking to become a qualified Chartered Architectural Technologist
- Accredited by Chartered Institute of Architectural Technologists (CIAT) and Chartered Institute of Building (CIOB)
- If you have a passion for architecture, design, drawing and technology
- Develop a wide range of skills for employability

What will I learn?

Architectural Technology fuses the creative art of architecture with the scientific and technological aspects needed to make it a reality. It requires strong drawing skills, problem-solving abilities and attention to detail. As an array of software can be used on a daily basis, it's important to be IT literate. Architectural Technologists are specialists enlisted on architectural projects to translate designers' intentions into feasible development proposals. They are specialists in analysing the requirements and challenges of a construction project and applying the best fit technology, materials and processes. A fully qualified Chartered Architectural Technologist is qualified to manage construction projects from design through to build.

This course prepares you with design, technical and management skills, and teaches you to apply scientific principles and practical knowledge in constructing buildings to meeting building performance criteria. You will gain a sound understanding of advanced computer technology in 3D Computer Aided Design (CAD) software and visualisation in the production of design details, and knowledge of administering contracts and projects in fulfilling client and current regulation needs.

Year 1

- Theory of Architecture, Design & Conservation
- Measurement, Cost Planning & Tender Process for Architects & Building Surveyors
- Construction Contract Law
- 3D CAD & Building Information Modelling
- Architectural Design Procedures
- Property Inspection, Repair & Maintenance

Year 2

- Research Project Module
- Contract Administration [Non QS]
- Sustainable Construction & the Environment
- Architectural Design Project
- Architectural Design & Technology 2
- Architectural Practice Management

In partnership with



Entry requirements

A level
Minimum CCC

UCAS
Minimum of 112 UCAS points

BTEC
National Diploma DMM

CACHE
Level 3 qualification

Baccalaureate
24 International points

Access to HE
45 Merits or Level 3 qualifications worth 112 UCAS points including Science

GCSE
5 GCSE's A-C (grade 4 or above) including English & Maths

Successful Interview
You should preferably be working in an appropriate area of the construction industry. You will need the approval and support of your employer to release you from work for the block weeks and evening classes.

Where can I go from here?

As the course is accredited by the Chartered Institute of Architectural Technologists, you'll receive exemptions against your Professional and Occupational Performance (POP) Record, needed to become a Chartered Architectural Technologist (MCIAT).

Although many graduates go on to be Chartered Architectural Technologists other options are available. Architectural Technicians are another popular route, but alternative career paths include working in Surveying and Town Planning.

Graduates can further their studies with a [Master's] MSc Construction Project Management or seek to gain professional membership of the Chartered Institute of Architectural Technologists and/or the Chartered Institute of Building.

Programme Leader

Tony Bechelet
T 01534 608612
E tony.bechelet@highlands.ac.uk



The Garenne Construction Group is a leading UK and Channel Islands business with a long tradition of investment in local construction. With over 1000 people working across Jersey, Guernsey and the UK we are always looking for talented individuals to join our team.

Are you interested in CAD Design, Construction, Marine/Civil Engineering, Plumbing or Electrical Engineering, Project Management, Quantity Surveying, Site Management and Facilities Management?

We are always looking for rising stars to work at AFM, Camerons, Geomarine and Granite Le Pelley.

You could have the opportunity to work with one of our award winning companies on high profile projects which include the Jersey International Finance Centre, Premier Inn and Weighbridge House.

For more information on roles, please look at the careers section on www.garenne.je or on the careers pages of the following websites. Should you require any further information, please contact Louise Minier, louise.minier@garenne.je tel 726420.



www.amalgamatedfm.com



www.camerons.je



www.geomarine.je



www.granitelepelley.je

this
course
gave me
the ability
to learn
and further
my career

Dan Knowlton
First Class BSc (Hons) Architectural
Technology Graduate

Success stories

I had a keen interest in architecture, but knew I was unable to go to university. I secured a job with Axis Mason Architects and enrolled on a 'BTEC National Certificate in Construction'. I continued with a 'HNC Diploma in Building Studies', at UCJ which I obtained a Double-Distinction. Working for a further year, I began the LSBU BSc (Hons) Architectural Technology Degree, which I completed whilst working full time, which gave me the ability to learn and further my career. Juggling work and study was hard but thoroughly worth it when I graduated with a First Class Honours Degree. I was awarded for Outstanding Graduate Student in Architectural Technology which was very humbling and a great way to finish my journey with UCJ.

Dan Knowlton, First Class BSc (Hons)
Architectural Technology

fees for 2018/2019 academic year

The information provided here is accurate as of February 2018.

Students are advised to confirm the situation at time of application by checking with our admissions team.

If you are enrolling for a degree for the first time, you can apply for a means-tested grant from Student Finance.

Please contact Student Finance

T 01534 449450

E studentfinance@gov.je



UPDATE: Further to the below statement made at the time this prospectus went to print, our Tuition fees are still under review. Degrees offered at University College Jersey will continue to be at a lower fee than our UK partners whilst still maintaining smaller group sizes, high quality teaching with wrap around support and guidance for each and every HE student. The exact fee has yet to be approved but it is likely to be at least 15% lower than the fees charged by our partner universities. If you are eligible for a student grant you will be able to apply to Student Finance to have some or all of your fees paid depending upon the level of your household income. The agreed fees will be published in April 2018.

The States of Jersey Government carried out a consultancy on Higher Education funding which ended in January 2018. The outcomes of the HE funding proposal are due in March 2018 which is after this prospectus went to press. The proposal provides grant funding up to £9,250 to Jersey residents (of any age) who meet the entry requirements to study for an undergraduate degree at any HE Institution in the world. If the proposal is accepted by our Government, the fees at University College Jersey for new entrants will reflect this change, and the subsidy for studying locally will be removed and our fees will be in line with our partner universities in the UK.

Plymouth University and London South Bank Universities charge £9,250 for their full-time degrees and £4,625 for their part-time degrees. If the proposed HE funding scheme is accepted, your courses fees at UCJ will be covered by your application to Student Finance. Please contact the College or view our website for more up to date information.

Degree and Apprenticeship programmes in development

At University College Jersey we continually seek to broaden our range of degrees and disciplines, taking account of local industry needs and student demand.

We are currently engaged on projects to research and develop new provision in the following areas:

- Digital technology
- Financial services
- Applied sports science
- Social work

If you wish to know more about any of these potential programmes or would be interested in participating in a focus group, please contact:

Patrick Reed:
T 608526
E ucadmin@highlands.ac.uk

take a step towards

your future today

Your career starts with us

We know that when you finish your studies it can be difficult to choose your next step. At Crestbridge we pride ourselves on giving our trainees a flexible and supportive environment for their first steps on an exciting career path.

Whether you've just finished your A-Levels/BTECs or your degree, we can offer you a rewarding and progressive career.

We will support you with your professional education and give you the coaching and guidance you need to succeed in your chosen career path. At Crestbridge, our employees work in the following fields: Administration and Accounting (working with clients to administer and manage their assets) and Business Support (working with the client facing teams to make sure they have everything they need to succeed).

You can also earn a professional qualification and work towards a degree while you earn money and build your experience. Take a look at some of the options on this page to see which direction your career might take.

"I joined Crestbridge in 2015 after finishing my A Level studies. I wanted to join an organisation where I would be supported in furthering my education despite choosing not to go to University and Crestbridge have proved themselves to be just that, standing behind me every step of the way in terms of my professional studies. I was also looking for a company where I felt valued and wasn't 'just a number'."

Despite its rapid growth over the past couple of years, Crestbridge has maintained its 'small company' feel and there is a real sense of togetherness which is something quite special."

Hannah Paton

ADMINISTRATOR

REAL ESTATE SERVICES



LIFE AT CRESTBRIDGE

37 PROMOTIONS

#aYearAtCrestbridge

60 EXAMS PASSED

#aYearAtCrestbridge

QUALIFICATION ROUTES

Career Options	Qualification Options	What does this lead to?
<p>Accountancy</p>	<p>ACA (ICAEW) Qualification levels</p> <ul style="list-style-type: none"> Certificate Professional Advanced <p>ACCA Qualification levels</p> <ul style="list-style-type: none"> Foundation Professional 	<p>Chartered Accountant Teams</p> <ul style="list-style-type: none"> Client Accounting Financial Control Funds Corporate
<p>Business Support</p>	<p>Professional Support Qualification</p> <ul style="list-style-type: none"> HR - CIPD Marketing - CIM IT - Microsoft and others Compliance - ICA Projects team - PRINCE 	<p>Types of Qualifications/Accreditations</p> <ul style="list-style-type: none"> HR: Chartered Member/Fellow CIPD Marketing: Chartered Marketer (CIM)/Fellow IT: Microsoft accreditations plus others Compliance: Professional Member/Fellow/Chartered Projects: PRINCE 2 Practitioner
<p>Administration</p>	<p>ICSA Qualification levels</p> <ul style="list-style-type: none"> International Finance & Administration (IFA) Level 4 IFA Level 5 CSQS <p>STEP Qualification levels</p> <ul style="list-style-type: none"> Certificate Advanced certificates Diploma <p>Islamic finance qualification</p> <p>Advanced Certificate/Diploma in fund administration</p>	<p>Chartered Secretary</p> <p>TEP Qualified Practitioner</p> <p>Teams</p> <ul style="list-style-type: none"> Family Office Services Fund Services Corporate Services Real Estate Services

CAREER SUPPORT

Trainee Induction Programme

Modules include: perceptions & history of the finance industry, company administration, trusts, introduction to tax, the JFSC, effective business writing, and arranging meetings & preparing minutes. Soft skills: time management, IT applications and meetings with all service line heads to help you understand their business.

Professional Skills Development

Modules include: communication & assertiveness skills, coaching and developing others, giving & receiving effective feedback, delegation skills, conflict resolution and action planning & progress checking.

Management Development Programme

Your journey starts here

As an award winning trust, fund and corporate service provider with 5 offices worldwide, we can offer a broad, exciting and engaging career as you develop with us.

If you are interested in a career with Crestbridge, or you'd like to find out more information, please get in touch by emailing our HR team at **careers@crestbridge.com**

We look forward to hearing from you.

Together we are Crestbridge

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