

Business & Professional Studies

Our courses provide a pathway to careers in Business, Marketing, Accounts and Law as well as Uniformed Public Services. Whatever level you start at, we can help you progress.

We have close contacts with employers that greatly benefit our students. Brook Street (legal secretaries) and Pertemps (admin) come in to talk to students about career options and have matched many students with jobs at the end of their courses. There are links with New Cross for medical admin courses (ie in GP surgeries) and with Wolverhampton Council for our administration courses.

We have very strong links with the Uniformed Service sector and regular visits are made to the college by representatives of the services, at which there is the opportunity to discuss options and details about careers.

All our Tutors come from industry, so we're not just talking theory, we've lived it! We'll give you real-life experience of your chosen area of study. For example, if you study ILEX (for Legal Secretaries) you go on visits to the Law Courts in Wolverhampton or the Old Bailey. Students on Law courses can experience a mock trial, presided over by a real serving judge.

At Business BTEC Level 3, students have to arrange a business event. Last year they did a fashion show for House of Fraser, involving other schools within the college. They were also asked to present a Dragons' Den business idea to people outside the business school.

Uniformed Public Services take part in the Midlands Cup Challenge at the Army Barracks in Shrewsbury. They see the equipment army use, meet and talk to soldiers, get to know the different professions, and take part in a passing out parade with a drill exercise.

To develop well-rounded people, we help students to witness how other people live, and what they experience. Within the school we have adopted three charities: Promise Dreams, a local charity, Help the Heroes and the International Garbage Children in Egypt. We have raised £2,700 to send a group of staff and students to Egypt to take children away from their 'garbage village' to gain a proper experience of childhood, camping in tents and playing games with them. £1300 was raised for Help the Heroes, and £370 for Promise Dreams last year.

NEW COURSES FOR 2012-2013

- Public Services L2 Diploma (Fire and Rescue)
- Accounting and Finance Level 2

Visit www.wolvcoll.ac.uk for details





Administration OCR Diploma Level 1

1 year • Paget Road Campus

Entry requirements

No formal qualifications required but good English and Word Processing skills desirable.

A variety of office tasks such as handling mail, greeting visitors, communicating with customers and word processing are covered. You will take part in a trip, which you will be involved in arranging and you will be able to develop your skills by attending classes to improve your English, Maths and ICT skills.

Future Options

Courses: OCR Administration Diploma Level 2, Legal Secretaries Diploma Level 2 or AMSPAR Medical Administration Diploma Level 2. Employment: as an Office Junior.

Administration OCR Diploma Level 2

1 year • Paget Road Campus

Entry requirements

A good understanding of basic office procedures, good Word Processing skills and good English abilities are desirable.

Suitable if you work in an administrative job role, this course covers office skills such as written business communication, teamwork and organising meetings. You will also study a BTEC Business Certificate Level 2 in Business Purposes, Business Organisations and Using Office Equipment. All students take part in a trip, which you will be involved in arranging.

Future Options

Courses: OCR Administration Diploma Level 3, Legal Secretaries Diploma Level 2 or 3 or AMSPAR Medical Administration Diploma Level 2 or 3. Employment: as an Administrator.

Administration OCR Diploma Level 3

1 year • Paget Road Campus

Entry requirements

A good standard of English (GCSE grade C or above) and knowledge of Microsoft Word is essential, together with good administration experience.

If you have experience in administration and want to develop the skills required for a Senior Administrative role then this course is ideal. Subject covered include: production of complex business documents, supporting business meetings, and carrying out research to prepare a report. There are external examinations and assessments.

Future options

Courses: HND Business course, Foundation Degree or Management qualifications. Employment: as a Private Secretary or Personal Assistant.



C&G/ILEX Level 2 Diploma for Legal Secretaries

1 Year • Paget Road Campus

Entry requirements

Good English skills and a genuine interest in UK law and word processing skills are desirable.

The course is for students who want a career as an Administrator or Secretary within a legal environment. You will gain OCR Text & Word Processing and Functional Skills in English and Mathematics, and work experience within a legal environment is encouraged. Modules include: legal word processing, working in a legal environment and proof reading. You will enhance your employment opportunities with Legal Studies which provides a stimulating insight into Law. There are trips to Wolverhampton Magistrates and Crown Courts, the Galleries of Justice and the Old Bailey. ILEX books are provided by the college.

Future Options

Full-time courses: ILEX Legal Secretaries Diploma Level 3 and OCR Administration Diploma Level 3. Employment: as a Legal Secretary.

C&G/ILEX Level 3 Diploma for Legal Secretaries

1 Year • Paget Road Campus

Entry requirements

Good English skills and an interest in UK law and good word processing skills.

If you want to be a Legal Secretary, PA or Administrator and have sound secretarial skills this course is for you. As part of this course you will gain OCR Text & Word Processing and also be encouraged to seek work experience in a legal environment. The course covers advanced legal word processing, business skills and proof reading and you will study the Legal Studies Certificate that provides a good career grounding. Trips to courts are arranged. Our excellent links with employers help you gain employment upon completion.

Future Options

Course: Legal Executive course, higher education or university (for Law or Business). Employment: as a Legal Secretary or Personal Assistant.



Medical Administration C&G / AMSPAR Level 2 Diploma

1 year • Paget Road Campus

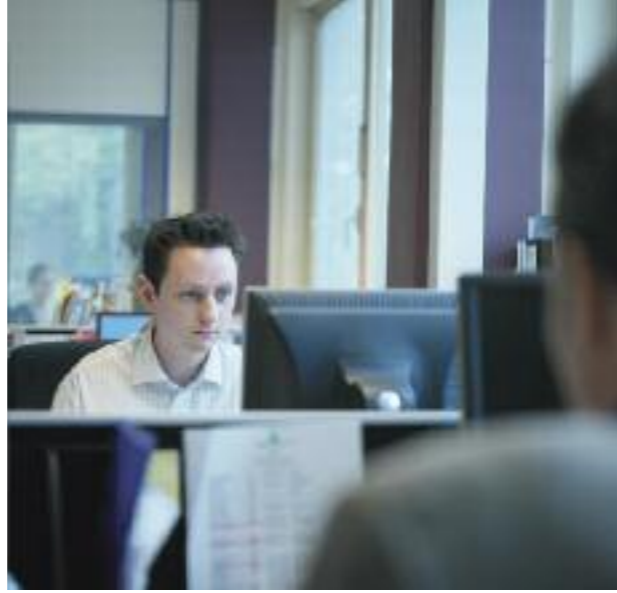
Entry requirements

A good standard spelling and grammar; ability to master medical terminology. No formal qualifications required.

The course will give you the tools to provide effective administrative support within any health care setting. You'll study Medical Terminology, Medical Principles for the Administrator, Administration and Communication skills in a Medical Environment, Working in the NHS and Word Processing.

Future options

Progression to the AMSPAR Medical Administration Diploma Level 3, Medical Terminology Level 3, or the OCR Administration Diploma Level 3 at college.



Medical Administration C&G / AMSPAR Level 3 Diploma

1 year • Paget Road Campus

Entry requirements

Good English skills, a knowledge of medical terminology and good word processing skills.

The course is for students who want to be Medical Secretaries, PAs or Administrators in a medical environment. You will study medical terminology and medical principles in a medical environment, working in the NHS and word processing. You will be encouraged to seek work experience in a medical environment to further your knowledge of this very interesting subject.

Future options

Courses: Higher education or university studying Business or Management qualifications.
Employment: Medical Secretary or Personal Assistant.

Business BTEC Level 2 Diploma

1 year • Paget Road Campus

Entry requirements

Four GCSEs at grade D or above including English, or related work experience or other related Level 1 or Level 2 qualifications.

This course will appeal to you if you want to gain a broad understanding of business, whilst at the same time gaining an in-depth understanding of selected areas. It is a practical work-related course where you will complete projects and assignments that are based on realistic workplace situations, activities and demands. Core units include: Business Purposes, Business Organisations, Financial Forecasting for Business and People in Organisations.

Future options

BTEC Level 3 Extended Diploma in Business.



Business BTEC Level 3 Diploma/Extended Diploma

1 or 2 years • Paget Road Campus

Entry requirements

BTEC Level 2 Diploma in a related subject or at least four GCSEs at grade C or above including English.

This is a practical, work-related course where you will complete projects and assignments that are based on realistic workplace situations, activities and demands. You will focus on a particular subject area and develop a range of specialist skills and knowledge. The mandatory units include: the Business Environment, Business Resources, Introduction to Marketing and Business Communication. A further 14 optional units are available. The course gives you the equivalent of three A Levels on completion.

Future Options

Courses: BTEC Higher National Diploma course in Business or university courses.
Employment: The Diploma is valued by employers in business-related careers such as Accounting, Administration, Customer Service, Finance, IT, Personnel or Sales.



Business Higher National Diploma (HND)

2 years • Paget Road Campus

Entry requirements

Prior achievements at Level 3 or significant work experience.

This is a practical, assignment-based course and you will complete projects and assignments that are based on realistic workplace situations, activities and demands. Units of study include: Marketing Principles, Business Strategy, Aspects of Contract and Negligence, Personal and Professional Development, Managing Communications, Knowledge and Information, Project Management for Business, Business Events Management and a research project.

Future Options

Courses: Top-up to a Business degree at university or study professional qualifications in specialist business subjects such as Marketing, Law, Management and HR.
Employment: Supervisory and middle Management levels.

Foundation Degree in Business Management

(In partnership with University of Wolverhampton)

2 years full-time or 3 years part-time
Paget Road Campus

Entry requirements

160-220 UCAS tariff points including a minimum of 140 points from one or more full 6 or 12 unit awards.

The course provides a thorough academic grounding in the principle functional areas of business, equipping you with transferable skills in employability, communication, information technology, research and problem-solving. It applies concepts and theory to real world practice, enabling you to progress to further study in business management. Full-time and part-time study options are available. Please enquire for details.

Future Options

Top-up to BA (Hons) Business Management Degree at University of Wolverhampton: 1 extra year of study.



I chose this course because I have always wanted to go into a career in the police force and this was a good way to go about building my knowledge, skills and qualities. I particularly enjoy the practical side of the course and enjoy taking part in the fitness drills and activities at local army bases. Since taking the course my confidence and ability to speak to large groups of people has improved.



Deena Patel, aged 16, is currently on the first year of a BTEC Level 3 in Public Services and has ambitions to go into a career in policing or join the army. Deena chose to study at City of Wolverhampton College because it offered her a course that met her needs and was close to home.



Public Services BTEC Level 2 Diploma

1 year • Paget Road Campus

Entry requirements

Interview plus a minimum of four GCSEs at grade D or above including English, or equivalent.

This course will enable you to make an informed choice about your suitability for a career in the uniformed public services sector. Its aim is to prepare you for entry into a public service organisation and enable you to recognise and work towards acquiring the skills and abilities which enhance promotion and career prospects within these sectors. This qualification prepares you for entry to: The Police Service, The Fire Service, The Ambulance Service, The Armed Forces, Prison and Security Services, HM Custom and Excise, community service organisations and emergency service related organisations. You will also study Functional Skills and IT at the appropriate level, together with a number of other short vocational courses to enhance your learning.

Future Options

You will be able to progress on to the Level 3 Diploma.

Public Services BTEC Level 3 Diploma/Extended Diploma

1 or 2 years • Paget Road Campus

Entry requirements

BTEC First Diploma in Public Services or equivalent, or at least four GCSEs at grade C or above, including English.

This course is ideal for anyone thinking of a career in the Royal Navy, the Royal Air Force, the Armed Forces, the Fire Service or the Police Service. Modules include: Government, Politics, Public Services and Team Leadership in the Uniformed Services, Physical Preparation and Fitness for the Uniformed Services, Understanding Discipline, Crime and its Effects on Society and Team Development in the Public Services. The course gives you the equivalent of three A Levels on completion.

Future Options

Career: entry to Uniformed Services.
Courses: university degree or a BTEC HND in subjects such as Public and Uniformed Services, Criminology, Risk and Emergency Management or Policing.

Foundation Degree in Uniformed Public Services

(In partnership with University of Wolverhampton)
2 years • Paget Road Campus

Entry requirements

University of Wolverhampton entry requirements for a Foundation Degree are between 160 - 220 tariff points including a minimum of 140 points from one or more full 6 unit or 12 unit award.

If you want to gain employment in the Uniformed Public Services including the Police, Fire Service, Ambulance Service and Armed Forces this is the course for you! It will develop your skills and knowledge and improve your chances of success in the selection procedures. In year one the modules include: the English Legal System and Practice, a work-based placement, roles in Public Services, Introduction to people at Work, Public Law and Criminal Justice. In year two, modules include: Law of Public Order and National Security, a work-based learning project, Media Ethics and Communication, Leading and Managing in Organisations, Emergency Planning, Managerial Systems and Operations.

Future Options

Top up degree at university.