2018

- FOUNDATION YEARS
- PART-TIME STUDY
- MATURE STUDENTS

COME AND FIND YOUR PLACE
The University is committed to lifelong learning: we welcome students of all ages, whether your plan is to study on a full-time or part-time basis, and have a dedicated Lifelong Learning Centre (LLC) to make sure that you are well supported.

The Lifelong Learning Centre works to create opportunities for under-represented groups to access and enjoy the benefits of higher education. As a student you will be joining the University of the Year 2017, awarded by The Times and Sunday Times’ Good University Guide, which recognises the outstanding student experience at Leeds.

In this brochure you will find information about the LLC and the support available before, during and after your studies. There are also details of our undergraduate courses, which are designed specifically for foundation year, mature and part-time students.

This brochure covers four types of provision:

- **Pre-entry courses** – courses, workshops, taster days and other activities designed to support you before you begin your academic career.
- **Pathways to degrees** – courses that begin with one or two years of study with the LLC to equip you with academic skills and knowledge for progression to degrees across the University.
- **Professionally-related courses** – degree courses taught by the LLC that are particularly relevant to those with work and life experience and who are looking for qualifications that will enhance career progression.
- **Faculty-based part-time degree opportunities** – full-time degrees across the University that can also be studied on a part time basis.

Important Information

Information provided by the University such as in presentations, University brochures and the University website, is accurate at the time of first disclosure. However, courses, University services and content of publications remain subject to change. Changes may be necessary to comply with the requirements of accrediting bodies or to keep courses contemporary through updating practices or areas of study. Circumstances may arise outside the reasonable control of the University, leading to required changes. Such circumstances include, industrial action, unexpected student numbers, significant staff illness (where a course is reliant upon a person’s expertise), unexpected lack of funding, severe weather, fire, civil disorder, political unrest, government restrictions and serious concern with regard to the transmission of serious illness making a course unsafe to deliver. After a student has taken up a place with the University, the University will look to give early notification of any changes and try to minimise their impact, offering suitable alternative arrangements or forms of compensation where it believes there is a fair case to do so. Offers of a place to study at the University will provide up to date information on courses. The latest key information on courses, entry requirements and fees can be found at www.leeds.ac.uk/courses. Please check this website before making any decisions.
How the Lifelong Learning Centre supports you

The Lifelong Learning Centre provides specialist support to foundation year, mature and part-time undergraduates across the institution. From your initial enquiry, through to your introduction to university life, during your academic career and afterwards, we are here to help.

PRE-ENTRY SUPPORT
Even before you become a student with us, you may benefit from our pre-entry activities and services such as information, advice and guidance, short courses, summer schools and other events. Find out more on pages 4, 16 and 17.

SOCIAL EVENTS AND OPPORTUNITIES
The Lifelong Learning Centre provides a supportive ‘home’ for you during your studies – giving you dedicated space to study or meet up with others. We host regular social events and drop-in meetings. All events are open to foundation year, mature and part-time students across the University and some are aimed specifically at students with children.

ON-COURSE SUPPORT FOR ACADEMIC, PERSONAL AND PROFESSIONAL DEVELOPMENT
While you are studying with us we offer a wide range of workshops, sessions and other specialist support opportunities to help you grow in confidence and achieve your potential.

These include:
- study skills
- on-course advice and guidance to talk through any issues that may be affecting your studies and your next steps
- peer support scheme to pair you with a ‘buddy’ who can provide useful practical advice about returning to study as a foundation year, mature or part-time student
- personal and professional development activities to help you achieve your potential in your career and personal life.

Find out more on page 6.

PRACTICAL SUPPORT
Our staff can assist you in the practical aspects of study such as:
- information about fees, bursaries and financial support
- help in negotiating administrative procedures
- support for disabled students to ensure that you have access to appropriate resources.

AFTER YOUR STUDIES
Once you complete your studies with us, or have progressed onto a degree elsewhere in the University you can still benefit from the support and expertise of the Lifelong Learning Centre. After you graduate you will be part of the alumni community of both the Lifelong Learning Centre (the LLC Graduate Network) and the University of Leeds.

“...The Lifelong Learning Centre gave me a sense of belonging. No question is too silly when speaking to them and they are very understanding when it comes to personal situations.”

Rekha – Foundation Degree Child and Family Studies student.
Pre-entry support

We undertake outreach and development work with community organisations and further education providers in West Yorkshire. Our activities are developed in close consultation with partners and we are committed to creating informal learning opportunities that encourage progression into higher education by students from non-traditional backgrounds.

PROGRAMMES TO EASE YOU BACK INTO STUDY
The Lifelong Learning Centre has an established track record of working with employers, colleges, community groups and a wide range of statutory and voluntary organisations. We create opportunities to support adults into higher education who have not previously had the chance to study at this level.

Activities include:
• **Annual summer school** – to build confidence and provide a ‘taste’ of university study and an idea of the range of pathways available.
• **Academic skills programmes** – such as Kickstart and JumpStart, to equip you with a range of strategies to tackle the tasks that a first year student will encounter.
• **Pathways to degrees** – one or two year full-time and part-time courses, which provide an intensive introduction to the skills that you will need for successful university study and lead on to degrees across the University. See page 18.

**PRE-ENTRY INFORMATION, ADVICE AND GUIDANCE (IAG)**
We offer a free, confidential and impartial advice service to help those considering a return to education to make informed decisions.

A one-to-one appointment with a specialist university guidance officer is an opportunity to discuss your options for further study and routes to higher education, at any institution. You can also receive advice on what university study might do for your career prospects, choosing the right course and how to make a successful application.

Individual appointments are available to book throughout the year and the offer of advice and guidance is also embedded in all pre-entry activities such as JumpStart and taster days.

**WELCOME EVENTS FOR NEW STUDENTS**
We run a programme of events for new students in July and September to prepare you for the start of your studies and help you begin to find your way around the campus, library and other University facilities. Most important of all, these events are an opportunity to get to know other students and to meet Lifelong Learning Centre staff.

“Everyone is super friendly and, most importantly, they are helpful and supportive.”

Shenika – former BA Arts and Humanities with Foundation Year student now studying BA Cultural Studies.
On-course support

ON-COURSE SUPPORT
As a student with the Lifelong Learning Centre you are able to access our on-course student support services including help with registration, applying for student finance, accessing support for disabilities and long term medical conditions. Whatever your situation we work with you to help you reach your full potential not only academically but personally and professionally.

ON-COURSE ADVICE AND GUIDANCE
At any time during your study, our Guidance Officers can talk through your next steps for study, your career, or other issues that may be affecting your study. Guidance is also available for those needing to leave their studies earlier than anticipated.

PERSONAL AND PROFESSIONAL DEVELOPMENT
We understand that you will want to gain the best opportunities for career progression through study at university. We support you in this through our professionally-related programmes, opportunity to reflect and plan ahead in tutorials and specialist support in enhancing your CV and job application skills.

We also run a wide range of personal and professional development events for students which include careers workshops to complement those provided by the University’s Careers Centre.

There are a variety of different sessions that are aimed at improving your future career, academic skills and health and wellbeing.

Examples of sessions include:
- build up your confidence
- careers in social work
- top tips for dealing with job interviews
- tips for successful time management
- mental health matters.

A qualification from Leeds counts: our graduates are highly valued by employers.

When you complete your degree programme, you will also become part of a network of highly employable graduates. From the very start there will be support to help you to use your time at university to maximise your opportunities for career development.
Financial matters

Going to the right university is one of the most important investments you will ever make. When considering the cost of studying, it is also vital to take account of the financial support available. A large and well-established institution like the University of Leeds is able to provide a generous level of financial support to ensure that no one is deterred from study for financial reasons.

At Leeds we’re committed to ensuring that, if you have the talent, drive and potential to succeed, you are encouraged to take advantage of a University of Leeds education, whatever your background. With that in mind, we offer comprehensive financial support to help you with the costs of being at university and you may also be eligible for a scholarship, regardless of your household income.

The Leeds Financial Support scheme provides generous, non-repayable, financial support which can include a discount on fees or the costs of University accommodation or a cash payment. There may also be further support available through University scholarships.

The Lifelong Learning Centre has an Opportunities Fund designed to help students who would otherwise be unable, for financial reasons, to access extracurricular professional development opportunities. For example, funding may help towards the cost of childcare, travel costs, attendance fees or other expenses associated with courses, conferences or residential training events.

NO UPFRONT FEES
Students, whether part time or full time, are able to borrow the entire cost of tuition fees*, making study free at the point of entry, with good repayment terms. Repayment of the sum borrowed for tuition fees is more like a tax than a standard commercial loan: repayments are calculated on your income rather than the amount borrowed.

*Eligibility criteria applies.

For more information visit www.llc.leeds.ac.uk
Our courses are relevant, stimulating and well taught. When you study with the Lifelong Learning Centre you not only benefit from the quality of our experienced academic staff, but from a personal learning experience.

Teaching is imaginative and supportive to make sure that you are intellectually stretched and helped through any sticking points in your learning. Group sizes are small enough for you to engage actively and be well supported by peers. Assessments are typically varied and can include essays, projects, case studies, group presentations, online assignments or examinations.

Our staff are here to help you to reach your potential and gain the most from university study. They are experienced in supporting foundation year students as well adults returning to formal education and those who have to juggle study with family or other commitments. Whatever their previous experiences of learning, our students are usually pleasantly surprised at how much they enjoy study and how good they are at studying.

You will have access to all the facilities and wide-ranging opportunities you would expect from a prestigious university like Leeds including our internationally acclaimed library facilities and excellent online resources.

Our foundation year courses are taught entirely at the University, enabling you to benefit from our first-class student experience from day one of your study.

Whatever course you study here, you will be part of the rich mix of students and staff that make this University a diverse community. As well as support from the Lifelong Learning Centre, outstanding support arrangements and facilities are provided by the University and the students’ union (Leeds University Union) for all students. This means you have access to our superb pool and sports facilities and much more. For further information visit www.leeds.ac.uk/campuslife

“The best thing about the LLC was the support and experience you gain from the centre. You have the chance to join different groups that are beneficial for when you move on to further education or employment.”

Neil – BA Contemporary and Professional Studies graduate.
“Studying has been a game changer for me! It has given me the chance to fully believe in myself and gave me the confidence to create a brighter future…”

Sarah – former BA Interdisciplinary Studies with Preparation for Higher Education student, now studying BA Professional Studies.
The Lifelong Learning Centre offer a range of courses and activities at different levels of study, the following table illustrates how these relate to further education (FE) and higher education (HE) level courses and other nationally recognised qualifications.

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*not an equivalent qualification

**Key**
- **PE**: Pre-entry
- **P**: Pathways
- **D**: UG degree
Pre-entry workshops and activities

The Lifelong Learning Centre runs a series of pre-entry courses and activities designed to support and encourage adults considering returning to education and provide information about the opportunities and choices available to them.

Delivered by our specialist and experienced outreach team, examples include:

- **Meeting with community groups** – offering information on all forms of education and signposting to further sources of support.
- **Campus visits** – hosting groups of adults on campus for a day which can include a tour of the University, a chance to meet mature students currently studying here and a taster session on a specific area of interest to the group.
- **College liaison** – to raise awareness of opportunities for progression from current study.
- **GCSE study days** – supporting the attainment of adults studying English or maths GCSE.
- **Taster days** – a chance to try out one of our programmes of study and find out more about specific subject areas and courses.
- **Annual summer school** – to build confidence and provide a ‘taste’ of university study and an idea of the range of pathways available.

To find out more contact us on 0113 343 3229 or email candp@leeds.ac.uk

JumpStart

Prepare yourself for study on this flexible short course designed to build the skills, understanding and confidence of adults wanting to return to study.

JumpStart is an informal course run by the Lifelong Learning Centre which aims to give you a taste of different subject areas which can be studied at university and help you gain the knowledge to make choices about possible future careers. The course is designed to take the fear out of academic study by developing essential study skills such as critical thinking and analysis. Participants learn and practice these skills whilst getting a ‘taste’ of some of the different subjects on offer at the University. Examples of areas you might study include; business, sciences, crime and society.

Individual guidance sessions will be available throughout the course to help you plan your next step.

Feedback from participants has been extremely positive:

“It is a valuable course to gain confidence and self-belief. It gives you an insight into different courses and what to expect.”

The course runs for ten evening sessions over a two month period beginning in either January or October.

ENTRY REQUIREMENTS

We usually expect students to have achieved GCSE English and maths at grade C/4 or above or be working towards these. We also greatly value life skills and experience and expect learners to show their commitment to the course.

PROGRESSION

On completion, you will gain a University of Leeds certificate describing the skills and knowledge that you have developed. Successful completion will support your application to study for a degree.

To find out more, including the dates of the next course visit www.llc.leeds.ac.uk/courses/jumpstart

You can contact us 0113 343 6892 or email candp@leeds.ac.uk
Pathways to degrees

Our pathway programmes provide routes to degrees across the University. They are designed for applicants who do not currently meet admissions criteria for direct entry on to one of our undergraduate degrees. The foundation element provides a supportive environment where you can make the transition to university study and enable you to develop academic skills and knowledge for successful study here at Leeds.

Most pathways take the form of an extended degree in which students take an intensive foundation year with the Lifelong Learning Centre (either part time or full time) and then progress to join the first year of a degree either with us or elsewhere in the University. We also offer a part-time Cert HE in Arabic, Middle Eastern and Islamic Studies from which students may progress to the second year of relevant degrees.

On successful completion of the foundation level you then progress onto a standard degree programme in an academic school within the University. The degree subject you will go on to study will depend on your interests and abilities. As you would expect, the foundation year you choose will influence the availability of options.

SOCIAL SCIENCES
In addition to the courses listed in the following pages, the University also offers a Social Sciences extended degree. For further information visit www.sociology.leeds.ac.uk/undergraduates/ba-social-science

“...completed the Preparation for Higher Education foundation year – it’s an exceptional course. Any doubts I had about returning to education were wiped out. The support I have received from the University and the Lifelong Learning Centre has been second to none.”

Gary – former BA Interdisciplinary Studies with Preparation for Higher Education student, now studying BSc Nursing (Mental Health).
Arts and Humanities with Foundation Year BA
Four years, full time, UCAS code V901

The foundation year is designed to help develop your understanding of key academic and conceptual approaches used in the arts and humanities. This includes a focus on building your critical thinking skills and an opportunity to experience the different approaches of a range of subject disciplines.

This course is interdisciplinary, enquiring and creative. It focuses on engaging with the world around us and investigating our relationship to history, society and culture.

Core modules each take a topic or theme as the focus for exploration of current academic thinking and the basis for your development of academic skills. Themes include image, music and text, modernity and post-modernity and communications. You can also focus on a chosen discipline by taking a module from the subject area to which you wish to progress.

ENTRY CRITERIA
- Grade C/4 or above in GCSE English and maths (or equivalent) and A-level CDD or equivalent.
- Or (for applicants with work and life experience who lack formal qualifications) entry through successful completion of the University of Leeds Alternative Entry Scheme.
- And one of the three additional entry criteria listed on page 38.
- Applicants interested in progressing onto fine art or design degrees will need to prepare a portfolio for inspection as part of the progression process, which can be done in your own time alongside your foundation year studies.

APPLICATION
Application is via UCAS (code V901). Shortlisted applicants will be invited to a selection day and/or interview to assess your commitment and potential.

PROGRESSION
On successful completion of the foundation year, subject to meeting the requirements for progression, you will continue to study in the Faculty of Arts, Humanities and Cultures. Recent cohorts went on to study in broadcast journalism, classical civilisation, English, history, international history and politics, philosophy and music. A degree in an arts and humanities subject allows you to enhance develop your critical thinking and develop a global and cultural awareness relevant to a range of careers.

For more information visit www.llc.leeds.ac.uk/ahfy

Arabic, Middle Eastern and Islamic Studies Cert HE
Two years, part time one day per week

This course is for you if you are looking to study Arabic, Middle Eastern and Islamic Studies at degree level but would benefit from the supportive environment of the Lifelong Learning Centre for an initial two years part-time study.

The Certificate is taught one day a week and has been designed to fit in with your life commitments. Study will enable you to develop your knowledge and understanding of Middle Eastern history and culture, Islam and the Arabic language and will build your academic confidence by concentrating on research, critical thinking, writing and communication skills.

Over the two years you will take core and optional modules which are designed to encourage you to consider different approaches to ethical issues and to reflect upon global and cultural perspectives of Islam, as well as to equip you with a wide range of tools for your personal and professional development.

APPLICATION
Application is via direct entry, please contact us for an application form. Shortlisted applicants will be invited to an interview to assess your commitment and potential.

PROGRESSION
On successful completion of the Certificate you can progress onto level two of one of the following degrees, taught by the University’s Arabic, Islamic and Middle Eastern Studies department.

- BA Islamic Studies
- BA Middle Eastern Studies
- BA Arabic and Islamic Studies (with year abroad option)
- BA Arabic and Middle Eastern Studies (with year abroad option)

There is a growing recognition of Arabic, Middle Eastern and Islamic Studies as areas of great important in our multicultural society. A qualification in this field from the University of Leeds opens a wide range of opportunities for career development in a global market.

For more information visit www.llc.leeds.ac.uk/ameis
Business Studies with Foundation Year BSc
Four years, full time, UCAS code BFY0

Both the foundation and first year of the degree are delivered by the Lifelong Learning Centre with students progressing to Leeds University Business School for the final two years of their degree. Depending on the choices that you make, you can graduate with a degree in management, accounting and finance, human resource management, international business or economics.

In your two years with us, you will gain an understanding of key aspects of business studies. You will study a range of business management subjects including innovation and enterprise, marketing and organisational behaviour, as well as specialist modules depending on your choice of pathway.

These first two years have been designed to offer you academic, personal and professional development in a supportive and encouraging environment. This will help to ensure that you have the academic knowledge and skills necessary to succeed in the third and fourth years of study.

ENTRY CRITERIA
• Grade C/4 or above in GCSE English and maths (or equivalent) and A-level CCC or equivalent.
• For progression to the accounting and finance and economics pathways, grade C/4 or above in GCSE English and grade B/6 or above in GCSE maths (or equivalent) and A-level CCC or equivalent.
• Or (for applicants with work and life experience who lack formal qualifications) entry through successful completion of the University of Leeds Alternative Entry Scheme.
• And one of the three additional entry criteria listed on page 38.

APPLICATION
Application is via UCAS (code BFY0). Shortlisted applicants will be invited to a selection day and/or interview to assess your commitment and potential.

PROGRESSION
On successful completion of the foundation element you could progress onto a degree in management, accounting and finance, human resource management, international business or economics taught by Leeds University Business School.

For more information visit www.llc.leeds.ac.uk/bsfy

“The foundation year has, I believe, given me a head start in my degree. I am more prepared and find the course to be a great confidence boost. I would definitely recommend this course to others.”

Charlotte – BSc Business Studies with Foundation Year student
Earth and Environmental Sciences with Foundation Year BSc
Four years full time, UCAS code F75N

During the foundation year, you will receive an intensive introduction to the academic skills that are necessary for success as an undergraduate in earth and environmental sciences at the University of Leeds.

Core modules develop knowledge and understanding of facts, concepts and principles in the areas of physics, chemistry and geology. You also develop your knowledge and understanding of the mathematics that underpins these disciplines and gain skills for scientific enquiry in practical, laboratory and field work.

ENTRY CRITERIA
• Grade C/4 or above in GCSE English, maths and science (or equivalent) and A-level CDD or equivalent.
• Or (for applicants with work and life experience who lack formal qualifications) entry through successful completion of the University of Leeds Alternative Entry Scheme.
• And one of the three additional entry criteria listed on page 38.

APPLICATION
Application is via UCAS (code F75N). Shortlisted applicants will be invited to a selection day and/or interview to assess your commitment and potential.

PROGRESSION
On successful completion of the foundation year, subject to meeting the requirements for progression, you will continue to year one of your chosen degree course in the earth and environmental sciences. Recent cohorts went onto to study for degrees in environmental science, meteorology and climate science and sustainability and environmental management.

For more information visit www.llc.leeds.ac.uk/eefy

Interdisciplinary Science with Foundation Year BSc
Four years, full time, UCAS code CFG0

During the foundation year, you will receive an intensive introduction to the academic skills that are necessary for success as a science, maths or engineering undergraduate at the University of Leeds.

Core modules in chemistry, mathematics and skills are taken concurrently with the study of either biology or physics (depending on your progression route) to develop a knowledge and understanding of facts, concepts and principles within and across each of the scientific disciplines. You also gain skills for academic and scientific enquiry in practical, laboratory and fieldwork.

ENTRY CRITERIA
• Grade C/4 or above in GCSE English, maths and science (or equivalent) and A-level CDD or equivalent.
• Or (for applicants with work and life experience who lack formal qualifications) entry through successful completion of the University of Leeds Alternative Entry Scheme.
• And one of the three additional entry criteria listed on page 38.

APPLICATION
Application is via UCAS (code CFG0). Shortlisted applicants will be invited to a selection day and/or interview to assess your commitment and potential.

PROGRESSION
On successful completion of the foundation year, subject to meeting the requirements for progression, you will continue to year one of your chosen degree course in science, engineering, maths, computing or healthcare. Recent cohorts went onto to study for degrees in biology, sport and exercise sciences, zoology, computer science, chemical engineering, mechatronics and robotics and nutrition.

For more information visit www.llc.leeds.ac.uk/isfy
Interdisciplinary Studies with Preparation for Higher Education BA

One year, part time, one evening a week, Plus three years full time or five/six years part time

Preparation for Higher Education (PHE) is an opportunity for you to study a part-time foundation course at the University of Leeds. It is designed for mature students looking to return to study and wanting to progress to a range of degrees (both full and part time) in the social sciences, arts and healthcare. PHE runs on an evening and occasional weekends so you can study whilst juggling your other commitments.

PHE provides a supportive environment where you can make the transition to university study and gain the academic knowledge and study skills you’ll need to succeed. You will be taught by friendly and supportive staff with experience in working with adult learners. The PHE element is one year part time and you will go on to study for a further three years full time or five/six years part-time, depending on your progression choice.

Core modules support you in becoming an independent learner ready for study at university and you will be encouraged to explore your own learning experiences in a stimulating and supportive way. You will also study either a data handling or applied information literacy module. Depending on your chosen progression route you will also complete a module focusing on one of human biology, child development and learning or social sciences.

ENTRY CRITERIA
• Grade C/4 or above in GCSE English and maths (or equivalent).
• Or (for applicants with work and life experience who lack formal qualifications) entry through successful completion of the University of Leeds Alternative Entry Scheme.
• Preference will be given to applicants who live permanently in the UK and meet at least two of the applicant preference criteria listed on page 39.

Applicants interested in progressing to degrees in dental hygiene, nursing, midwifery or social work should see the website for more details of entry requirements. Your interest in these degrees must be communicated on application.

APPLICATION
Application is via direct entry, please contact us for an application form. Shortlisted applicants will be invited to an interview to assess your commitment and potential.

PROGRESSION
On successful completion of the foundation year (PHE), subject to meeting the requirements for progression, you will continue to year one of a range of full-time or part-time undergraduate degrees across the institution. Recent cohorts have progressed to full-time degrees in English, law, radiography, nursing, midwifery, psychology, dental hygiene and therapy and professional studies; and also to part-time degrees in child and family studies, business management and learning and teaching.

For more information visit www.llc.leeds.ac.uk/phe

Studies in Science BSc

Four years, full time, UCAS code 6H89

This is a science conversion course designed for high achieving students, who wish to progress to a degree in a scientific discipline but who have not taken the prerequisite science and maths subjects at A level.

During the foundation year, you will receive an intensive introduction to the academic skills that are necessary for success as a science undergraduate at the University of Leeds. Core modules in chemistry, mathematics and skills are taken concurrently with the study of either biology or physics (depending on your progression route) to develop a knowledge and understanding of facts, concepts and principles within and across each of the scientific disciplines. You also gain skills for academic and scientific enquiry in practical, laboratory and fieldwork.

ENTRY CRITERIA
• GCSE grade B/6 or above in maths and grade C or above in English and science (or equivalent).
• And ABB at A-level (or equivalent), excluding critical thinking and general studies. The subject range must not match that required by the discipline which you wish to study at degree level.

APPLICATION
Application is via UCAS (code 6H89). Shortlisted applicants will be invited to a selection day and/or interview to assess your commitment and potential.

PROGRESSION
On successful completion of the foundation year, subject to meeting the requirements for progression, you will continue to year one of your chosen degree course in biology, chemistry, engineering, mathematics, environmental science, food science and nutrition, physics or psychology (please note this course is not a progression route for those interested in studying medicine, dentistry or healthcare).

For more information visit www.llc.leeds.ac.uk/sisfy
Our professionally related courses are designed for you if you are looking to develop your career, whether in your current field or with the intention of moving into a different sector. The courses have been developed with the world of work in mind. Employers and other professionals are regularly consulted to ensure content is up to date and relevant to today’s workforce. Whichever course you choose to study, you can be sure that transferable skills as well as sector-specific knowledge will be covered.

The courses are of particular value for you if you can bring experience of life and work to your studies.

“The course has broadened my view on life, helped me implement new skills within my job, made me more interested in reading and made me more confident as a person.”

Dan – Foundation Degree Child and Family Studies student.
Our child and family studies courses are designed for those working or volunteering with children, young people and families, who are keen to develop a deeper understanding of their work and focuses on the interaction between professional practice, work-based research and current policy within the sector.

Students will consider theoretical perspectives and approaches along with the key professional and policy developments within the sector. The emphasis on reflective practice will help foster a deeper understanding of your own professional development and the impact on your practice of the professional standards framework. Work experience and continuing engagement with your workplace are key elements in your learning.

On successful completion of the first three years of study you will receive a Foundation Degree in Child and Family Studies after which you can progress to a top-up degree to complete your BA with a further two years part-time study. Depending on your area of expertise you could progress to either the BA Child and Family Studies which provides a broader learning experience or the BA Early Childhood Studies which concentrates on leadership in children’s centres and the welfare of young children. If you are interested in studying full time you may also be interested in the Child and Family Studies specialist pathway available through our BA Professional Studies degree (see page 35).

For the first three years of study (Foundation Degree) flexible study times enable you to choose to attend classes either one afternoon or one evening a week, depending on which fits best with your other commitments. The final two years are taught on one afternoon a week.

**ENTRY CRITERIA**

- Grade C/4 or above in GCSE English and maths (or equivalent) and three A-level passes or equivalent (eg CACHE)
- Or (for applicants with work and life experience who lack formal qualifications) entry through successful completion of the University of Leeds Alternative Entry Scheme.
- And relevant work experience (paid or voluntary) with a minimum four hours contact each week.
- Direct entry to final two years (top-up degree) for holders of a Foundation Degree or NVQ level 4 with relevant work experience.

**APPLICATION**

Application is via direct entry, please contact us for an application form. Shortlisted applicants will be invited to an interview to assess your commitment and potential.

**CAREER DEVELOPMENT**

Our Child and Family Studies courses provide you with skills that can help you develop in your present employment or access a diverse range of careers, including primary school teaching, social work, youth work and broader family services through postgraduate progression routes. Successful students tend to stay within their organisations but are more likely to progress to managerial positions. Former students have also taken roles in quality assurance, child-minding support and at OFSTED. Others have progressed to postgraduate qualifications that have led to careers in teaching or social work.

For more information visit www.llc.leeds.ac.uk/cfs
Learning and Teaching BA/FD
Learning and Teaching
(Special Educational Needs and Disability) BA/FD
Five years part time, one afternoon a week
Foundation Degree awarded after three years successful study

Our Learning and Teaching courses are aimed at those currently engaged in providing support for learning and/or teaching not just in schools but in a wide range of learning support roles including further and higher education, the voluntary sector, libraries and museums. The BA Learning and Teaching (SEND) is designed for those who are interested in work with learner with SEND in specialist and mainstream settings.

The aim of the courses is aspirational, taking you from a learning support role to one where you have the responsibility for delivering and managing learning. They are designed to produce practitioners who can question and critically analyse education policies and initiatives and who can make an informed contribution to their organisation. They are structured and delivered in such a way that you have the opportunity to understand and assimilate new ideas and concepts, and to apply these in practice.

Your learning will be firmly rooted in professional practice and combines scholarly activities with learning through experience of work. You will develop your skills in supporting learners, and optional modules allow you to develop more specialised skills and knowledge in areas which affect your own practice.

After the first three years of study you will receive either the generic or the specialist SEND Foundation Degree. Students can then progress to a BA (generic or specialist) with a further two years of study. If you are interested in studying full time you may also be interested in the Learning and Teaching specialist pathway available through our BA Professional Studies degree (see page 35).

ENTRY CRITERIA
- Grade C/4 or above in GCSE English and maths (or equivalent)
- And A-level qualifications eg CACHE level 3, three A-levels etc.
- Or (for applicants with work and life experience who lack formal qualifications) entry through successful completion of the University of Leeds Alternative Entry Scheme.
- And relevant work experience (paid or voluntary) with a minimum 60 hours a year.
- Direct entry to final two years (top-up degree) for holders of a Foundation Degree or equivalent, eg DTLLS.

APPLICATION
Application is via direct entry, please contact us for an application form. Shortlisted applicants will be invited to an interview to assess your commitment and potential.

CAREER DEVELOPMENT
The Learning and Teaching courses provide you with skills that can help you develop in your present employment or access a diverse range of careers which involve supporting learning, some of these are in education but many are in other areas eg public and college libraries, voluntary sector organisations, children’s centres and hospitals. Many students go onto learning support and managerial roles in education such as managing teams of learning mentors, teaching assistants and behaviour support workers. Others go onto further study to pursue teaching careers, either in schools or further education.

For more information visit www.llc.leeds.ac.uk/lt
Business Management BSc
Five years, part time, one evening a week

This is an ideal degree if you want to build on your knowledge and experience of business management to develop your career. The course is flexible, relevant and designed to make you a more effective manager and leader. You will be able to make use of your own experience in previous or current work, as well as gaining from research and theory relevant to the current world of work.

The course combines an excellent grounding in fundamental business management concepts, with an emphasis on the development of business management knowledge and skills. It also focuses on your personal and professional development and will build your capacity for progression to more senior management roles.

The degree seeks to build your business management knowledge and develop your management, leadership and decision-making skills and your ability to plan and operate at a strategic level. You study functional, operational and strategic aspects of management across a range of topics covering consultancy, leadership, skills, innovation and decision-making, within the context of the ethics and responsibility, global and cultural and employability threads which run through the modern workplace.

The course runs one evening a week, so you can fit in study alongside your work and other commitments. If you are interested in studying full time you may also be interested in the Business Management specialist pathway available through our Professional Studies BA programme (see page 35).

ENTRY CRITERIA
• Grade C/4 or above in GCSE English and maths (or equivalent) and three A-level passes or equivalent
• Or (for applicants with work and life experience who lack formal qualifications) entry through successful completion of the University of Leeds Alternative Entry Scheme.
• And relevant work experience which has given the applicant an appreciation of a range of different roles and/or work settings and/or management.

APPLICATION
Application is via direct entry, please contact us for an application form. Shortlisted applicants will be invited to an interview to assess your commitment and potential.

CAREER DEVELOPMENT
The Business Management degree has recently been redeveloped to offer a broader and deeper understanding of business, so you are well placed to progress to more senior management roles within your existing organisation or move to a new role in a different organisation.

For more information visit www.llc.leeds.ac.uk/bmgt

Professional Studies BA
Three years full time or six years part time, UCAS code L390

This degree is for you if you want a qualification that is relevant and firmly grounded in the transferable skills and knowledge that employers are looking for in professional roles today. The course is of particular value for you if you can bring experience of life and work to your studies.

The course has been developed with the world of work in mind and encompasses a professional and project strand focusing on skills relevant to employers and an interdisciplinary strand looking at key contemporary issues that are facing modern professionals, including globalisation, diversity and technology. For the remaining third of your degree you can follow an interest or broaden your knowledge through the University’s huge choice of discovery modules. You can also choose to specialise in a particular area of professional development: either business management, child and family studies or learning and teaching.

It is possible to study the course full time over three years or part time over six years. There is also the opportunity to take an additional year’s study through either a year in industry or a year abroad. This involves working with the University to organise a work placement or year abroad relevant to your career aspirations.

ENTRY CRITERIA
• Grade C/4 or above in GCSE English and maths (or equivalent) and A-level BBB or equivalent.
• Or (for applicants with work and life experience who lack formal qualifications) entry through successful completion of the University of Leeds Alternative Entry Scheme.
• Preference will be given to applicants who live permanently in the UK and meet at least two of the applicant preference criteria listed on page 39.

APPLICATION
Application for the full-time route is via UCAS (code L390). Application for the part-time route is via direct entry, please contact us for an application form. Shortlisted applicants will be invited to an interview to assess your commitment and potential.

CAREER DEVELOPMENT
The BA Professional Studies has the relevance and breadth that many employers seek when recruiting graduates. Interdisciplinary study is highly valued by employers because of the skills that it develops in problem solving, adaptability and analytical thinking. The degree focuses on key issues and professional practice to ensure that your learning is relevant and introduces you to how and why experts from different disciplines arrive at their positions.

For more information visit www.llc.leeds.ac.uk/ps
Faculty-based part-time degree opportunities

In addition to bespoke part-time programmes run by the Lifelong Learning Centre, the University offers part-time degree routes through many of its full-time undergraduate programmes. These are an amazing opportunity for you to learn from some of the world-leaders in their subject fields and are especially suitable for those who are able to be flexible in the time that they can give to university study.

If you have not had the chance to take a degree earlier in life, then part-time study is an opportunity for you to follow your intellectual curiosity, prove yourself or gain a qualification for professional development. Students on faculty-based part-time degrees have just the same experience as their full-time counterparts but follow their studies at 50% intensity. As these programmes are delivered primarily for full-time students you may need to attend the university on several occasions each week. Times are likely to vary with each new semester and will depend on the scheduling of compulsory modules and your choice of optional and elective modules. Prospective students are encouraged to contact us to discuss the time implications of their chosen degree programme.

Application to part-time degrees is by direct entry. Potential students should contact the Lifelong Learning Centre in the first instance for all programmes with the exception of Healthcare programmes. Admissions criteria will vary according to the programme. Most will require specific academic level 3 qualifications, either A-level or equivalent, and English and maths GCSE grades A–C or 9–4. Many also offer the opportunity to apply using the Leeds Alternative Entry Scheme, see page 39 for more details.

To find out more about these opportunities, as well as the range of joint honours courses we offer in humanities and languages visit www.llc.leeds.ac.uk

Arts, humanities and cultures
- BA English Language and Literature
- BA Philosophy
- BA Theology and Religious Studies
- BA History of Art
- BA Music
- BA Music with Enterprise

Biological sciences
- BSc Ecology and Conservation Biology
- BSc Biology
- BSc Zoology

Politics and social sciences
- BA International Development
- BA International Relations
- BA Politics
- BA Social Policy
- BA Social Policy and Crime
- BA Sociology
- BA Sociology and Social Policy

Healthcare
The School of Healthcare runs several part-time Continuing Professional Development (CPD) programmes for healthcare professionals at degree level. To apply please contact the school directly, www.healthcare.leeds.ac.uk

Independent and Supplementary Prescribing – modules
Support for Learning in Practice Level 3 – modules

www.healthcare.leeds.ac.uk
WHAT ARE WE LOOKING FOR IN A STUDENT?
In considering your application we are looking to establish whether you:
- have the potential to succeed on a programme of academic study
- show an informed commitment to your chosen subject/s
- have relevant professional experience where this is required for work-related programmes.

The Personal Statement section of the application form is a vital opportunity for you to tell us about yourself. We are looking for informative Statements that bring to life your interest in the subject and show relevant knowledge, training, skills or professional experience.

ENTRY REQUIREMENTS
We accept a range of formal qualifications, please see individual course entries for specific details.

ADDITIONAL ENTRY CRITERIA
The following foundation year courses have additional entry criteria:
- Arts and Humanities
- Business Studies
- Earth and Environmental Sciences
- Interdisciplinary Science.

Applicants must live in the UK and meet at least one of the following criteria:
- Your permanent address is in a neighbourhood with low progression to higher education.
- You attended a school which achieved less than the national average of five A*-C or 9–4 passes at GCSE.
- You grew up in public care.

APPLICANT PREFERENCE CRITERIA
The following courses have applicant preference criteria:
- Interdisciplinary Studies with Preparation for Higher Education
- Professional Studies
- Arabic, Middle Eastern and Islamic Studies.

Preference is given to applicants who live in the UK and meet at least two of the following criteria:
- Your permanent address is in a neighbourhood with low progression to higher education.
- You attended a school which achieved less than the national average of five A*-C or 9–4 passes at GCSE.
- You grew up in public care.
- The residual income of your household is less than £25,000.
- You will be the first member of your immediate family (excluding older brothers or sisters or your own children) to achieve a degree.
- Your studies have been adversely affected by circumstances in your personal, social or domestic life.

We actively encourage applications from mature students. Further consideration will be given to the life experience of mature applicants and the circumstances in which they gained prior qualifications.

THE ALTERNATIVE ENTRY SCHEME
If you don’t have the required level 3 qualifications you can complete our Alternative Entry Scheme. If you don’t have the required GCSEs, you may also be asked to take tests in English and maths. The scheme applies to most, but not all of our courses, so look carefully at the individual course entry. Lifelong Learning Centre staff are happy to talk to you in more detail about the scheme so you know what is expected.

ACCREDITED PRIOR LEARNING
If you wish to be exempted from part of a programme using Accredited Prior Learning (APL), please provide details when you apply.
We are always happy to talk to prospective students. Contact us on 0113 343 3212 or email lifelonglearning@leeds.ac.uk.

Further information is also available at www.llc.leeds.ac.uk.
Alternative formats
This information is also available in alternative formats.

For further information contact us on 0113 343 3212 or lifelonglearning@leeds.ac.uk