

Information Pack Art Courses

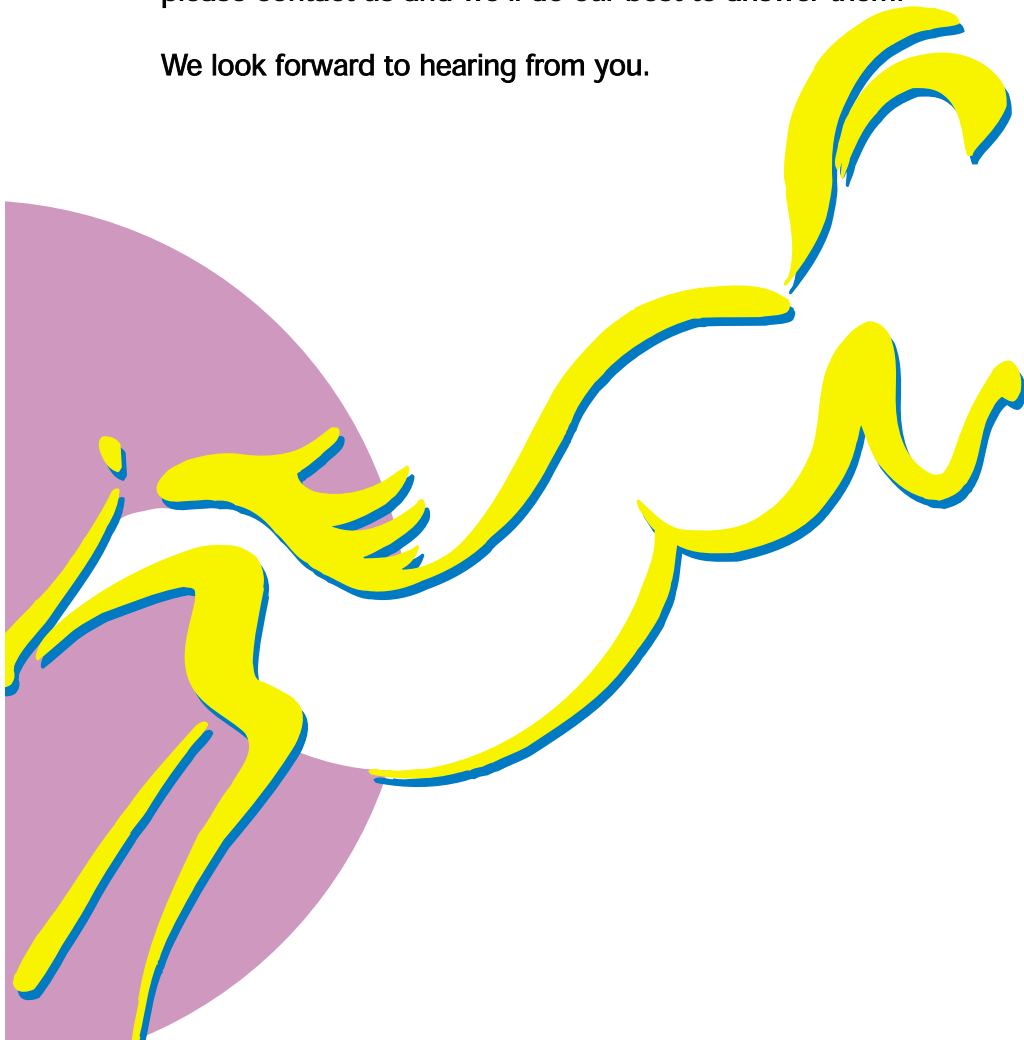
Thank you for your interest in our **art courses**.

This information pack explains how our courses work. It contains:

- ◆ a letter from our Registrar about our courses,
- ◆ a brochure of our home study courses in art,
- ◆ a fees list for our courses and materials kits,
- ◆ an enrolment form, and
- ◆ *About our College* – information about us.

If after you've read the pack you have any questions you wish to ask, please contact us and we'll do our best to answer them.

We look forward to hearing from you.



Studying art at home

Thank you for asking about our home study art courses. This information pack describes the courses which we run, and how we run them.

From it you'll see that:

- ◆ you can start your studies when you want to, and study as quickly or as slowly as you want to,
- ◆ you'll follow a well-established programme of study devised by a professional artist, and you'll be tutored through that programme by an artist who is also an experienced teacher,
- ◆ you will have your tutor's help for two years, and can contact your him or her as much as you need, to get encouragement, constructive criticism and professional guidance in developing your ability as an artist, and
- ◆ you'll have all the help we can give to ensure that your course runs smoothly.

We're also accredited by a number of organisations, including the **Open and Distance Learning Quality Council**, which was set up in 1969 as the Council for the Accreditation of Correspondence Colleges to promote good service and high standards in home study through distance learning.

We believe that the courses and tuition we provide create a good environment for your studies, so please do give studying with us some serious thought: it's a convenient, flexible, and, above all, extremely effective way to learn with all the individual tuition that you need.

Finally, we're *specialists* in home study. We provide courses in a great variety of subjects, and our expertise to other organisations.

If you have any questions that aren't answered in the pack, please contact me or one of my colleagues and we'll do our best to answer them.

I look forward to hearing from you.

Best wishes



Pat Pennington
Registrar

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Fax +44 (0) 1242 234 256

email info@cheltenhamlearning.co.uk

Express yourself
**Study Art
with
Cheltenham**



Choosing to learn

Choice is something we all look for: from shops, our employers, when we need to travel, or when we're out for the evening, so why should studying art be any different?

Our courses offer *learning based on choice*: you choose when, where, how, and how quickly (or slowly) you study.

It's effective, too. Because your study doesn't have to compete with the rest of your life, you have the maximum opportunity to learn, and to learn effectively. One of the points which we make over and over again is that you must aim to get the *maximum result from the effort that you put in*, and our approach is to direct your efforts towards studying in the way that suits you.

This section of our information pack describes our **art courses**. The *About our College* part has more information on us, how our courses work, what to expect, how to sign up for a course, and the ways in which your efforts are directed towards your study.

If you don't have our full information pack, please let us know and we'll send it to you. It provides all the information you need to pick out the right course for you, but if you would like to discuss any questions you have about your studies or our courses, please call us on **01242 241 279** or email registrar@cheltenhamlearning.co.uk – we'll be glad to hear from you.

In the meantime, please take your decision whether or not to study art at home seriously. It is a commitment, but it's *also* an opportunity; choosing to do a home study art course could open up many new directions for you.

Cheltenham Tutorial College

292 High Street, Cheltenham GL50 3HQ

Tel: +44 (0)1242 241 279

Fax: +44 (0) 1242 234 256

registrar@cheltenhamlearning.co.uk

www.cheltenhamlearning.com

Is this you?

Before you begin any course you need to ask yourself, "Is this the right course for me?" You might find that one of our home study art courses is the right course for you if:

- the courses where you live are difficult to get to,
- we run a course in a subject that you particularly want to do,
- you have problems getting attention from your tutor on a conventional course which you are following at the moment because you have to share his or her time with lots of other people, or
- you want more control over the **times** when you learn, the **places** where you learn, and the **speed** at which you learn.

We have students with a wide range of abilities and ambitions. People who:

- are total beginners,
- have been practising and may have been to some classes, and now want to improve,
- feel confident in one medium and now wish to learn another,
- want to specialise with their art, or
- simply want to experiment with a variety of media and techniques.

If you fit into one or more of these categories, then our home study art courses may suit you.

What's home study like?

There are lots of things that make home study different. The main thing as we've said is that we aim to fit in with your life, not take it over; we treat you as an **individual** because you and your aims in studying with us are unique to you.

You won't be part of a class all doing the same thing in the same place at the same time, instead, you will have a one-to-one relationship with your tutor, so you will be able to:

- start **whenever** you want – on any day of the year,
- take **as long as you need to** – study quickly, slowly, steadily or in intensive blocks, whichever suits you,
- study **wherever** in the world you are, and
- **focus** on your own weaknesses with your tutor and overcome them.

Freedom from stress

Home study takes peoples' lives into account, and is more effective because of it. You will be learning without the extra worries of keeping to deadlines, travelling to difficult-to-find colleges, or sticking to someone else's timetable. Your attendance record is automatically 100 per cent – home study is learning that comes right to your door.

Freedom to choose

Your course happens where and when you want it to. You can start your course any day of the year, and study at a pace that suits you. If you have to move house, just tell us where you've gone; and if you need to put off your studies, we can accommodate that, too.

A focus on understanding

You don't have to study at the same rate as the rest of the class, or compete with it for your tutor's time; all of the notes you need are right there from the start, in an easy-to-use format, so you never miss out on any part of the course and can concentrate on the bits you want to, leaving you and your tutor free to focus on what is important: developing **your** ability. You will be able to contact your tutor as much as you need to, and as often as you need to – the most important part of your course is your tutor's **support**.

Speedy service

Most students can start their study within ten working days of sending us their enrolment form. Assignments sent to your tutor should be returned to you within twelve working days. And if you need us immediately, then we are just a telephone call, fax or email away.

Your course will include

Your course will be made up of a combination of college, tutor and materials. It's similar to a conventional course; the main differences are that you are in charge of your own timetable, you work from study materials that we have devised instead of going to classes, and your contact with your tutor will be by post, telephone, and possibly email instead of face-to-face.

Clear advice and guidance

We're here to make it all work. To sort out any problems and to help you reach your goals. The way that your course works is governed by a course guide that we send to you at the start of your studies. It explains who does what and when at each stage of your studies.

Individual tuition

Each course is tutored by respected artists who are also experienced teachers. Your tutor will treat you as an individual throughout their contact with you. They'll work with you to build your understanding, eliminate your weaknesses, and help your development as an artist. Tutor support lasts for two years and works in two ways:

- You have **assignments** to do, which your tutor uses to assess your progress. There's flexibility, too – your tutor will try to adapt your assignments to suit the work you wish to produce.
- You can also **contact your tutor** direct for a one-to-one reply if you want to discuss any aspect of your work. You can do this through the post or on the telephone, whichever method works best for the question that you have.

Study material

The study material takes the role of the classes that you might have had at a traditional college. It provides a course written and developed by an artist who understands the needs of home study students and will take you through your subject just as a class-bound tutor would.

The materials give you a ready-made reference work that you can return to whenever you like. You never miss out on any part of the course, don't have to struggle to take notes, and can keep going over the same section of work until you understand it fully. There are plenty of opportunities to gauge your own progress as you work through the material, with plenty of exercises and small studies.

You don't need to refer to lots of other books, and can rely on our materials to give you an effective course of study.

Let us know if you'd like to see a **sample** of what we do.

Assignments

Your assignments are aimed at establishing a sound basis to your newly developing skills and then, as your confidence and ability improve, to discover and nurture your individual potential. You can see some of the **work students have produced** in this brochure.

The assignments are the focus of the course – submitting them to your tutor and receiving your tutor's helpful and constructive comments in return provides the vital guidance by which you grow as an artist.

You will also have regular exercises and small studies; these will help you build skill, confidence, and identify problems before you submit your assignment work.

If you wish we can issue you with a **Course Completion Certificate** when you have done all of your assignments.

Study guide

To help you get the most from your course, your study package contains our study guide. This is a practical aid to help you make the best use of the time you have available for study. Full of tips and useful advice, it explains how you can organise your work in order to make the most progress in the least time, and how best to send your work in and contact your tutor. If there are any questions our guide doesn't answer, you can contact us or your tutor for further support.

How to start a course

Full details are in *About our College* (please let us know if you need a copy), but briefly you can either:

- fill out our **enrolment form** (enclosed with this pack) then post or fax it to us,
- visit our **website** and use the online enrolment facility,
- email the information that we need to us at **info@cheltenhamlearning.co.uk** (a scan of a filled-out enrolment form is great), or
- phone us on **01242 241 279**.

You can enrol at *any* time for *any* number of courses from *anywhere* in the world as long as our courier can reach you.

Depending on where you are in the world, which courses you have chosen, and whether you have requested an art materials kit, you should receive your course materials and tutor details five to nine working days later.

Fees, funding and refunds

You should be able to find your course fee on our **fees list**; there should be one with this pack, please let us know if it's missing. All the information you should need about paying your fees is in *About our College*.

We don't offer any discount on grounds of, for example, unemployment, age, or disability, but please contact the agencies you normally deal with and let them know you'd like to take a course with us. It's *always* worth asking whether there's funding available for your study.

Our course fees pay for your course materials and tutor support. *Should* you choose to buy an art materials kit from us, then this will add to your expenses. *Remember that it is optional* and that many students, especially those in larger towns, may be able to buy materials more cheaply from a local supplier.

You can cancel your course with us and get a full **refund** at any time during the first four weeks of study if you contact us by phone (ansaphone message, email, fax or letter are insufficient without acknowledgement) to let us know that is what you want to do, and then return your course materials to us with a covering note and by a service that gives proof of delivery. Any art materials need to be in a *reusable state*.

If you decide that you'd like to **change course**, let us know and we'll transfer you.

How long will your course take?

We don't tell you how to spend your time, so no two students spend it in the exact same way. Each student finds out and uses the time that they have available to them to go at the speed that is best for *their* development.

A lot will depend on your *personal* strengths and weaknesses. Depending on the courses you've done in the past, the practice and experience that you have, and the research (books from libraries or gallery visits for example) you decide to do, you may find that one course goes quickly whilst another one takes twice as long.

A lot depends on the use you make of your tutor's help, too.

Your study should be regular, but not hurried. Give your tutor's guidance a chance to work, but also keep up your studies so that your developing skills don't fade through under-use.

You should certainly study or practise for *no less than three hours* a week; but remember you may not get the most from your tutor if you force the pace and study for more than ten.

On this basis, your course may take you anywhere **between 2 and 8 months**, but we know from experience that our students' studies are often interrupted – by holidays, house moves, extra work set by the tutor, even the weather for those doing outdoor studies and the seasons for those doing botanical ones – so you start off with **two years of tutor support**, which for most people is more than enough.

You then decide how you want to study during that period – when, how quickly, and so on. There are no deadlines or timetables on your study, and if you need to extend your study period, then we can usually do that.

For help and advice

If you wish to discuss how long your studies might take in more depth with us, please call on **01242 241 279** or email registrar@cheltenhamlearning.co.uk

Our courses

An art course not only provides you with a relaxing and enjoyable interest, but also gives you the satisfaction and pleasure of seeing your artistic skills improve as you work through its lessons.

Each of our courses is an expression of one *particular* artist's view of his or her subject: often the best way to learn is not just to see how various effects are produced, but to see how a particular artist goes about producing work and why they make the decisions they do. That way you can establish your own approach with your tutor, adopting the techniques that suit you and developing in your own style.

We offer nine different art courses, each focused on improving your current skills – even if you believe you have none!

The courses that we offer are:

- *Acrylics* by Eric Waugh,
- *An Introduction to Painting and Drawing Through Still Life* by Elaine Honigmann (coming in 2008),
- *Botanical Illustration* by Joan Lundie,
- *Improving Your Art Through Landscapes* by Elaine Honigmann (coming in 2009),
- *Oil Painting* by Hayward Veal,
- *Pastels* by Ernest Savage,
- *Sketching Scenes and People* by Geoffrey Fletcher,
- *Watercolour Painting* by John Blockley.

Previous experience

Anybody can start *any* course, there are no entry requirements. Remember though, that *different courses will progress at different speeds* – some courses are intended for beginners and these are clearly marked in their own section. Other courses will simply revise basic skills before moving on to more advanced techniques; these, too, are clearly marked.

Note: if *English is not your first language*, you should have it to at least IELTS 6.5 proficiency or Trinity ISE III/IV.

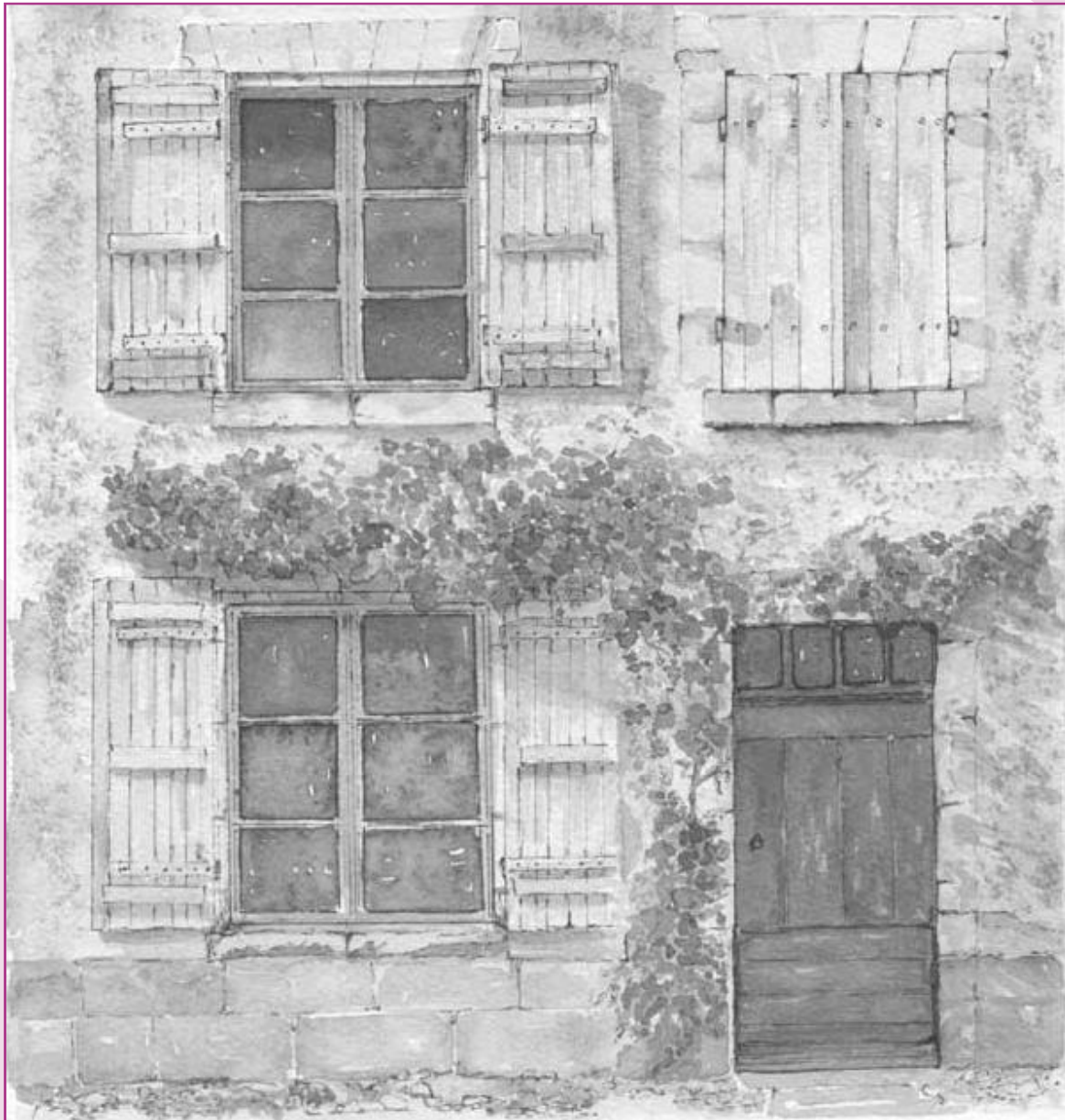
For help and advice

If you wish to discuss which course would best suit you, please call us on **01242 241 279** or email registrar@cheltenhamlearning.co.uk

Art materials

Each course can also be supplied with a **kit of materials** devised by the course author so that you can get started straightaway. You don't have to buy the art materials kit if you don't want to, but you should make sure that you do have all the materials specified by the course (or their near equivalents) before you begin. You can also buy each kit on its own.

There are brief details of the kits on the fees list; we will provide a more detailed list if you request one.



"Wall, windows and door" by our student, Anne Burrows. Reproduced with permission.

General courses for beginners

These “foundation” courses provide an introduction to a wide range of techniques and media, and are aimed at improving your basic drawing and painting skills and helping you to sort out the sorts of subjects and media you would like to concentrate on in later studies.

An Introduction to Painting and Drawing Through Still Life – as written by Elaine Honigmann (Course 100)

[COMING IN 2008] This course is the ideal starting point for both complete beginners and those wanting to hone or brush up rusty art skills. You will learn the basics of drawing and painting, and be introduced to a wide range of materials and techniques.

This course focuses on still life, the ideal subject to start with as you do not need to allow for movement, changes in weather or light, and so you can take as much time as you need.

Gouache is the ideal paint for beginners. It is easy to use and introduces many of the painting techniques used in watercolour, acrylic and oil painting.

You will begin to discover your personal style through the following topics:

- keeping a sketchbook,
- line and shape,
- still life composition,
- more accurate drawing,
- introduction to perspective/space,
- composing with tone,
- colour mixing,
- colour harmony,
- colour composition,
- basic gouache techniques,
- introduction to mixed media,
- introduction to collage,
- drawing in colour,
- flower painting, and
- discovering your personal style.

Improving Your Art Through Landscapes – as written by Elaine Honigmann (Course 109)

[COMING IN 2009] This course aims to refine and develop a broad range of artistic skills through the study of landscape, a favourite subject for British artists. You will paint and draw landscapes, townscapes, waterscapes and skies, and develop the confidence to use perspective to create a convincing deep space.

You will also develop as an artist, becoming more creative, using mixed media, and meeting the challenge of painting mood and atmosphere. You will learn what to look for in art exhibitions, and how to adapt what you see for your own work as you develop your personal style.

The course covers:

- making sketches and studies,
- washes and painting wet-in-wet,
- impasto (Impressionist) and textured paint,
- composing landscape pictures,
- pattern and rhythm,
- landscape perspective,



"Heathland bridge" by our student, Peter Redding. Reproduced with permission.

- tone composition,
- colour harmony,
- colour composition,
- gouache painting techniques,
- mixed media,
- collage,
- (wet colour) drawing,
- painting outdoors, and
- developing your personal style.

Courses in specific media

If you already know which medium you'd like to work in, you can enrol straight onto one of our more specialised courses. These start from a beginner's level, but quickly work towards a higher standard.

Acrylics – as written by Eric Waugh (Course 106)

This course is designed to provide you with all the information and expert guidance you need to be able to start creating your own original paintings in acrylics as soon as possible.

Comprehensive and straightforward enough to be enjoyed by complete beginners, the course is also full of hints and pointers that benefit even the more experienced painter. It explains exactly how to use the medium successfully to achieve the effect you want, whatever your chosen subject.

In addition, plenty of practical advice is included on everything from preparing your paper to varnishing and mounting a finished picture.

The course comes in six sections and includes:

- the acrylic medium,
- equipment and techniques,
- starting to paint,
- still life,
- sketching and painting outdoors, sketching outdoors and painting indoors,
- creating atmosphere and movement,
- painting from a personal viewpoint,
- colour and tone – contrast and texture, cold and warm colours, use of greys, catching attention with shape and colour,
- movement and composition,
- Eric Waugh's personal viewpoint,
- landscapes and strong contrasts,
- using the painting knife,

- abstract painting as an exercise – an introduction to abstracts, choosing the amount of abstraction, self-justifying abstract, abstracting from a group of objects or a landscape,
- variations of texture, and
- finishing touches.

Oil Painting – as written by Hayward Veal (Course 105)

Even if you have no drawing ability, and have never painted before, this lively and stimulating course will teach you how to use oil paints with confidence and enjoyment.

It takes as its starting point Claude Monet's advice that when you go out to paint,

" ... you should try to forget what objects you have before you – a tree, a house, a field, or whatever. Merely think, there is a little square of blue, here an oblong of pink, here a streak of yellow, and paint it just as it looks to you, its exact colour and shape, until it gives you your own impression of the scene before you."

It provides clear advice and explanation on everything from the best order in which to arrange colours on your palette to the more subtle aspects of portrait painting.

Whether you wish to be an impressionist or a painter of highly-finished pictures, the guidance and encouragement offered by this course will help you find and develop your style to your own satisfaction.

The course first takes you through the basics and includes:

- equipment, organising your palette, starting to see, experiments with paint,
- arranging a work space, viewpoints, learning to paint what's there, experiments with tone and colour,
- optical importance, the feel-in approach, the demolition technique,
- shape, edges, dimension,
- observation, analysis, expression, positioning your viewpoint for portraiture, and
- optical noise, relativity, degree of finish, impressionism.

Before taking you further:

- more on equipment – brushes, canvas, easels, framing, varnish, wax,
- more on colour – hue, chroma, tone, mixing,
- Hayward Veal's approach,
- more on portraits,
- impact,
- individuality, and
- perception.

Pastels – as written by Ernest Savage (Course 104)

This course shows beginners and more experienced amateurs alike how to master this adaptable and exciting medium. It takes you through a carefully-planned series of exercises to help you grasp the essential techniques of using pastels, at the same time progressively increasing your understanding of tone, colour, pictorial arrangement and draughtsmanship.

Fully illustrated at every stage, the course takes subjects such as still life, landscape, town and cityscapes, people, and flowers and plants to explain the effective use of particular techniques. Throughout the course you benefit from Ernest Savage's sensitive understanding of, and infectious enthusiasm for, the medium of pastels.

The course comes in eight sections and includes:

- materials – paper, portfolio, care,
- simple drawings – pastel effects, monochrome studies, using a brush, textured paper,
- tones – tonal studies as preparatory work, hot and cold, light and dark,
- shapes and forms,
- colour and colour selection,
- composition,
- using paper as part of the picture,
- outdoor studies – towns, people, perspective, outdoor sketching for indoor work,
- flower studies, and
- mixing pastel with other media – underpainting, ink, watercolour, gouache.

Watercolour Painting – as written by John Blockley (Course 107)

Whether you are completely new to all forms of painting or simply wish to improve your existing watercolour technique, this course is specifically devised to provide you with all the instruction, support and encouragement you need in order to make real progress.

Skilfully combining written information with many helpful illustrations, it explains the methods, techniques and materials involved in watercolour painting in a lively and interesting way, with examples that progress in stages so that you can view the development of a piece of artwork.

Much useful advice on approaching a subject from a painter's point of view is included, and throughout the course the well-planned exercises help you master all of the fundamental skills so that you can go on to develop your own individual style.

The course comes in seven sections and includes:

- equipment and materials – brushes, colours, paper, easel,
- the strengths and uses of watercolour,
- basic technique – using a wet medium, mixing colour, transparency, graduation, granulation, wet-in-wet, hard and soft edges,
- observation – simplifying what you see into what you paint (using landscape as an example),
- tone – light and dark, tonal scales, distance,
- drawing – drawing and colour, shape, balance, line, painting in line and wash,
- colour – colour in nature, colour juxtaposition, lighting,
- painting landscapes – light, atmosphere, skies, water, reflections, trees,
- composition – balance and pattern,
- perspective,
- city scenes – painting buildings, industrial scenes,
- figures in the landscape,
- shadows,
- interiors and still life,
- keeping a sketchbook – painting from sketches,
- mood and texture,
- developing personal vision,
- opaque watercolour – gouache, acrylics, and
- presentation – framing, mounting and exhibiting.



"Odd boat out" by our student, David Howard. Reproduced with permission.

Specialised courses for improvers

The following courses are suitable for students who are already comfortable with the basics and who wish to develop their abilities further.

Botanical Illustration – as written by Joan Lundie (Course 108)

The art of botanical illustration in which plants and plant products are drawn in pencil and then painted in watercolour is not only a very pleasurable pastime, but a precise discipline which can be mastered by careful observation, the development of technique and constant practice.

The use of watercolours and the effects that can be achieved using them form the basis of this course; some necessary botanical instruction will be given, and it is hoped that these two aspects of the work will ultimately allow all students to achieve a plant profile which not only satisfies the critical eye of the botanist, but also pleases the artist with the quality of its painting and the balance of its composition.

The course will look at:

- brush control,
- colour mixing and matching,
- colours in nature,
- line, shade, and shadow,
- basic botany for identification,
- sketching and recording plants in the field,
- dissecting plants,
- perspective and distance,
- leaves,
- stems,
- roots,
- stages of a study,
- composition,
- sheen, bloom, and less common features of plants,
- problem-solving, and
- developing an individual style.

Sketching Scenes and People – as written by Geoffrey Fletcher (Course 103)

To sketch is to capture your impressions of the people and places around you with a few strokes of a pen or pencil. It may be a full-scale portrayal of an elaborate subject full of background detail and vivid with light and shade, or a short intimate study of a single subject, but whatever else your sketch is, it is a personal record of your unique view as an artist.

The media you use are yours to choose – pencil, chalks, pen and ink, or watercolour. No other pictorial art allows you so wide a choice. The course covers them all and conveys Geoffrey Fletcher's infectious enthusiasm for his subject and his desire to encourage and to impart knowledge to you.

The art of outdoor sketching is taught in all the portable graphic media. You will learn whilst creating satisfying pictures. Dry and boring exercises are eliminated and you will be guided in a lively and stimulating way by an artist who wants you to learn. By the end of the course you will have gained skill and technical ease in your chosen subject and confidence in yourself as an artist.

The course comes in six sections and includes:

- learning by doing – preparation, learning from others, starting to see,
- still life exercises,
- shapes,
- structure,



"Big Sky" by our student, Valerie Ellis. Reproduced with permission.

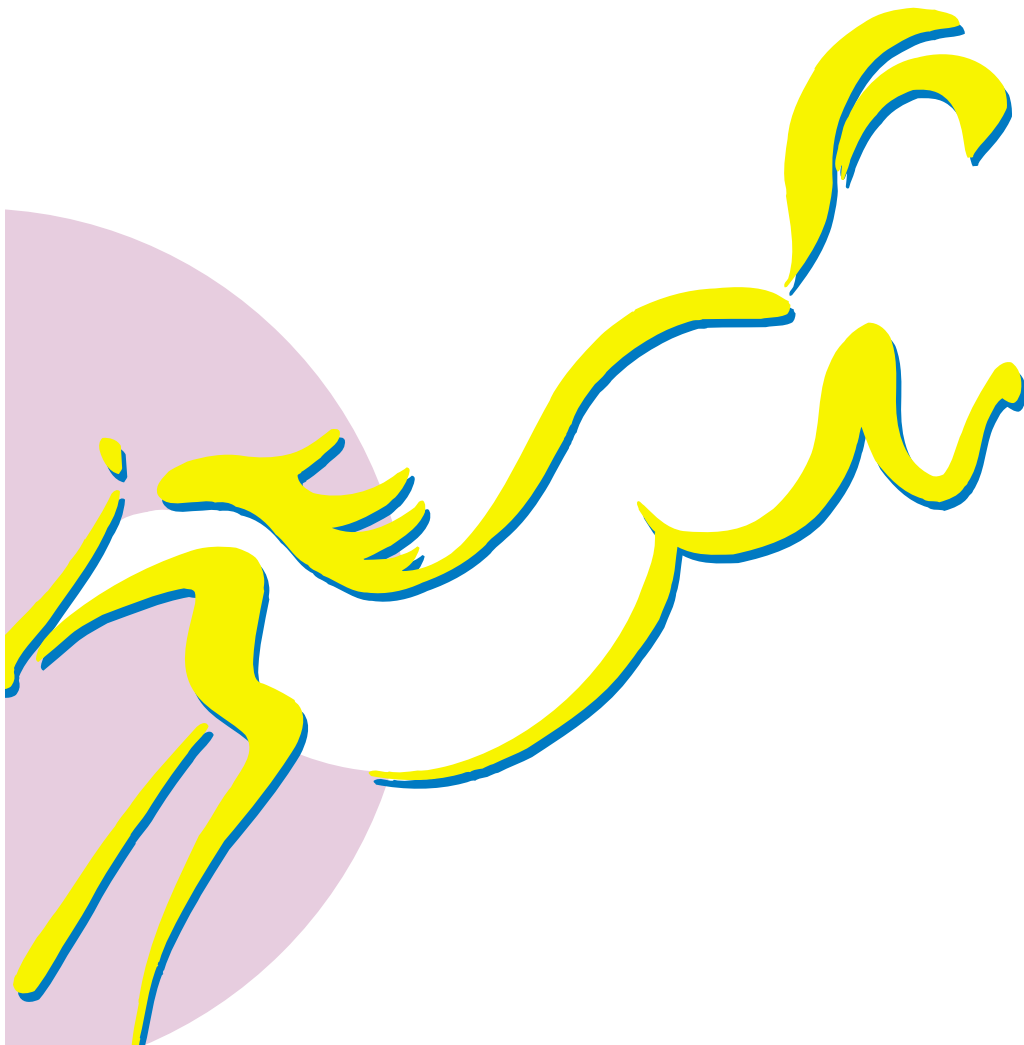
- perspective – planes, levels, vanishing points,
- viewfinders and viewpoints,
- forms – landscape, trees, clouds, water, reflection, buildings,
- composition – building compositions, tonal values, major and minor features, unity,
- media – using watercolours, pastels, crayons, mixed media, pen work, pencil,
- memory,
- choosing subjects – creating life and atmosphere, crowds, using dark and shadow, shading, texture,
- street scenes by day and night, and
- figure drawing.

Art Course Enrolment Form

Thank you for choosing to study with Cheltenham Tutorial College.

This is your **enrolment form** – the document that we will use, for example, in despatching your study materials to you, choosing your tutor, making sure coursework returns to you quickly, and in contacting you should any part of your course change.

Please fill out as much of the form as you can, and in **BLOCK CAPITALS**. We are registered under the Data Protection Act 1998.



Full/Part Payment	Enrolment Date	Student Number
Receipt Number	Despatch Date	Invoice Number

Section 1 – contact information

Title (Dr, Mr, Ms, other) _____ Family name _____

Other names _____

Male / Female (delete as appropriate)

Have you studied with us before? Yes No

If you have, please write your **most recent** Cheltenham student number here _____

Delivery details

Someone will need to sign for your study materials when they are delivered.

Address _____

_____ Postcode _____

Daytime telephone _____ Fax _____

Mobile _____ email _____

Contact details

If you want us to use a different address for contacting you, in returning coursework for example, please give it here.

Address _____

_____ Postcode _____

Daytime telephone _____ Fax _____

Mobile _____ email _____

We use email to contact you with course information.

Please tick here if you *do not want to receive email updates*.

Section 2 – your profile

Please tell us about yourself.

Please tell us about your current or most recent occupation.

Job title _____

Organisation _____

Briefly describe your work _____

What previous art training, if any, have you had (include types of media)?

What is your main reason for taking this course?

Are you willing to accept frank criticism of your work?

Yes

No

Please tell us about any things (family, work or personal) which **may** affect your study with us.

How did you hear about Cheltenham Tutorial College?

Please tick **all** the boxes that apply:

through a friend

by searching the Internet

through our advertising

through another information service

If you saw our advertising, please tell us where you remember seeing our adverts

Section 3 – your course

Now please tell us which courses, pdfs and/or material kits you wish to take. Please fill in and tick the boxes as appropriate.

Course No.	Course Title	Course	Materials	pdf	Fee
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Total					

Section 4 – payment details

Please tick the boxes that apply to you and fill in any appropriate details. If your course fees are being paid from **more than one source**, please indicate how much of your fees are being paid by which method.

I want you to **invoice a sponsor who is paying my fees**. Please attach a purchase order or official letter accepting responsibility for your fees.

I am paying in full, by **sponsor's cheque** or **personal cheque**. Please make your cheque payable to "Cheltenham Tutorial College".

I am paying in full, with a sponsor's or personal **credit or debit card**.

Please charge the following credit/debit card with the full fee (*fill out details as applicable*):

No.

Valid from date Expiry date

Security No. Issue No.

Name on card _____

Cardholder's address _____

Cardholder's signature _____

Date _____

I am enrolling on more than one course and would like to pay in **instalments**. I have filled out the Banker's Order and enclose my first payment of £ _____, and agree to pay the balance in _____ monthly instalments of £ _____.

If you would prefer to make your **instalment** payments **by credit or debit card**, please add the details above and tick this box.

Section 5 – please sign and return

Please make sure you have included any necessary documents and payments before sending this form to us.

Do you want us to **acknowledge receipt** of your form? Yes No

The information I have submitted in support of my enrolment is correct to the best of my knowledge; I agree to the conditions of enrolment contained in this information pack, and to pay my fees as shown on this form.

Signed _____

Date _____

If you are under 18, a parent or guardian must sign this statement, too.

Signed _____

Print name _____

Date _____

Please either post or fax this form to:

**The Registrar
Cheltenham Tutorial College
292 High St
Cheltenham
GL50 3HQ**

Tel. +44 (0) 1242 241 279

Fax +44 (0) 1242 234 256

email info@cheltenhamlearning.co.uk

If you live in the UK you can use our FREEPOST address, pre-printed envelope or address label.

Banker's Standing Order Form

Please complete all of the boxes to instruct your Bank to make payments directly from your account. Return this form to the College with your Enrolment Form.

1. To the Manager

_____ Bank
Address _____

_____ Postcode _____

4. Sort code (see top right hand corner of your cheque)

_____ Postcode _____

6. Signature

7. Your instructions to your Bank

I hereby request and authorise you to pay:

Bank of Scotland (12-12-82), Bristol Business Centre,
PO Box 208, 21 Prince Street, Bristol, England BS99 7JG
for the credit of Cheltenham Tutorial College
(A/C 00794555) quoting College number

Account number

(to be filled in by the College)

On the _____ of each month

commencing _____ 200

in _____ instalments of:

£	:	_____
---	---	-------

(Student: Enter your monthly instalments here.)

The final payment under
this order is to be made on:

Cut along dotted line 



Express yourself

**No stamp
needed if
posted
in UK**

FREEPOST RRBY-KZSE-ATZE

The Registrar

Cheltenham Tutorial College

292 High Street

Cheltenham

GL50 3HQ

Art Course Fees

This fees list is current until **November 2008**. We will *send your course materials by DHL courier* so it is vitally important that when you enrol you give us a *full* postal address for despatch where someone will be most of the day (your materials will need signing for), *plus* a daytime telephone number where we can contact you or leave a message.

For help and advice

If you wish to discuss anything in more depth, please call us on **01242 241 279** or email registrar@cheltenhamlearning.co.uk

Tuition fees

Our course fees **include** VAT (only UK and EU students have to pay VAT), administration costs, tuition, course notes, courier, post and packing. They are as follows:

UK-based students	EU-based students	All other students
£240	£260	£250

Please see [About our College](#) and the enrolment form for the different ways in which you can pay.

Course material pdfs

We can provide a copy of your course materials as a **read-only pdf file** (if one is available) on a CD. This option costs £10 per course; the CD is couriered with the hard copy versions of your course materials.

Art materials kits

The College can provide a kit of art materials for each course (apart from Teeline) based on the recommendations of the course authors. They are priced as follows:

No.	Course title	Kit price
101	Introductory Art	£84
106	Acrylics	£68
105	Oil Painting	£84
104	Pastels	£78
107	Watercolour Painting	£64
108	Botanical Illustration	£74
103	Sketching Scenes and People	£74

The kits comprise the following materials. Please contact us if you require further details.

Introductory Art by Roy Glanville (Course 101)

5 tubes of gouache (spectrum yellow, scarlet, ultramarine blue, lamp black, permanent white); 2 hard pastels (poppy red, lamp black); pocket-sized set of 12 watercolour pans (with brush); small bottle black (India) drawing ink; mapping, drawing and round-hand pens with nibs; pencils (HB, B, 3B); round-headed watercolour brush (size 12); cartridge paper; and a putty rubber.

Acrylics (Course 106)

8 tubes of acrylic paint (cadmium yellow, cadmium red, crimson, ultramarine, phthalo blue, yellow ochre, burnt sienna, titanium white); filbert-headed acrylic paint brushes (sizes 2 to 6); small painting knife; charcoal pencil; tear-off palette; acrylic paper pad; and sketch pad.

Oil Painting (Course 105)

10 tubes of oil paint (chrome yellow, chrome orange, crimson Alizarin, French ultramarine, viridian, yellow ochre, burnt sienna, raw umber, ivory black, titanium white); round-headed oil paint brushes (sizes 8 to 12); tear-off palette; oil paper block (approx. A4 size); clip-on dipper; turpentine; linseed oil; and a small piece of light-diffusing glass.

Pastels (Course 104)

a large set of differently coloured and tinted artists' soft pastels suitable for general and landscape studies; 2 hard pastels (lamp black, white cream); 1 bottle of ink (India black); 2 fine-tipped drawing pens (sepia, black); charcoal pencil; round-headed pastel brush (size 4); round-headed watercolour brush (size 2); pastel paper (brown, grey, green, yellow); tracing paper to protect pastel work; sketch pad; pocket-sized sketchbook; and a putty rubber.

Watercolour Painting (Course 107)

9 tubes of watercolour (lemon yellow, scarlet lake, phthalo blue, ultramarine, viridian, yellow ochre, light red, burnt umber, lamp black); 1 tube of gouache (permanent white); 1 bottle of ink (sepia); charcoal pencil; sepia pencil; drawing pen and nibs; round-headed watercolour brushes (sizes 4, 8, 14); watercolour paper; line and wash sketch pad; and masking fluid.

Botanical Illustration (Course 108)

8 tubes of watercolour (lemon yellow, cadmium yellow hue, permanent rose, mauve, ultramarine, cobalt blue hue, Hooker's green, burnt umber); 1 tube of gouache (permanent white); fine-tipped black drawing pen; pencils (H, HB); round-headed watercolour brushes (sizes 000, 1, 4); hot-pressed watercolour paper; cartridge paper; layout pad; watercolours pocket sketch pad; mixing saucer; putty rubber; plastic rubber; and masking fluid.

Sketching Scenes and People (Course 103)

8 tubes of watercolour (cadmium yellow, vermilion, cobalt blue, viridian, burnt sienna, Payne's grey, lamp black, Chinese white); 8 hard pastels (lemon yellow 6, poppy red 8, French ultramarine 6, grass green 6, burnt sienna 8, cool grey 6, lamp black 0, cream white 0); 1 tube of gouache (permanent white); 2 brush-tipped drawing pens (sepia, black); 2 fine-tipped drawing pens (sepia, black); pencils (HB, 2B, 4B); round-headed watercolour brushes (sizes 4, 8); grey pastel paper; cartridge paper; line and wash sketchpad; small sketchbook; mixing saucer; and a pencil/ink eraser.

You can **buy materials kits on their own**, without enrolling on a course, but if you do so you will need to pay an *extra* charge for postage and packing:

UK-based students	EU-based students	All other students
£10	£25	£40

Learn to be better

About our College



Freedom to choose, choosing to learn

Thank you for finding out about our College. We hope that our information pack helps you to decide how *you* are going to study.

Your studies should be about your *choices*; the process of choosing a way of studying that *fits in with you* – studying as much at the times, in the places, and at the speeds that you want to.

This part of our information pack covers us, our methods, students, accreditations and how to start a course with us. All the information you should need to understand how our courses work and whether they are *right* for you. Your pack should *also* include our:

- ◆ course information, and
- ◆ fees list.

Please let us know if either of these is missing. If you would like to *discuss* any questions you have about your studies or our courses, please contact us on **01242 241 279** or **info@cheltenhamlearning.co.uk** – we'll be glad to hear from you.

Cheltenham Tutorial College

292 High Street, Cheltenham, Gloucestershire GL50 3HQ

Tel: +44 (0) 1242 241 279 ■ Fax: +44 (0) 1242 234 256

info@cheltenhamlearning.co.uk

www.cheltenhamlearning.com

You are a Cheltenham student

Are you a Cheltenham student? Do any of these **descriptions** sound like you?

- ◆ you have, on average, a few hours per week, most weeks, in which you can study,
- ◆ you can learn to organise your study, and work with your tutor (and sometimes other students) by post, phone or email,
- ◆ the courses where you live are difficult to get to,
- ◆ you particularly want to do a course in a subject which we run,
- ◆ you have problems getting attention from your tutor in a course you are following at the moment because you're sharing his or her time with lots of other people,
- ◆ you want more control over the times when you learn, the places where you learn, and the speed at which you learn,
- ◆ you have reached a certain level, and now can't find higher level classes to go to,
- ◆ you have picked up skills through work, but don't feel confident with them and would like qualifications.

It's likely that some of them do. *Most* people who want to study can do their study with us, and more effectively than with a traditional kind of college. We have an approach that's flexible, doesn't eat into your time, and places choice in your hands: choice over when, where, how, and how fast you study.

It works, too. Because your study doesn't have to compete with the rest of your life, you have the maximum opportunity to learn, and to *make your learning count*.

In this booklet we'll try to show how if you have the *commitment* to learn, we'll provide the *opportunity*.

A world of learning

We tutor over a thousand of our own **students** each year from around the world – anyone, *anywhere*, can study with us. In 2007 we enrolled students from as near as Ireland and Sweden, to as far away as USA, Singapore, Barbados, India, Gambia, Jordan, South Africa and Australia, as well as all points in the British Isles between Cornwall and Orkney.

Distance learning gives *everyone equal access* to our courses, limited only by the postal service and/or the Internet and telephone network.

We work with thousands *more* students on behalf of organisations such as the University of Leicester School of Management, creating study material or arranging tuition, for example.

A number of other distance learning organisations place their students on our courses, too.

We have over seventy **courses**, from post-graduate *professional* qualifications that are vital to a career, to special interest creative courses that help fulfil an *ambition*.

We have around forty **tutors** at any one time marking our students' coursework and supporting their study with phone or email tutorials. As well as supporting our students, they all work either in traditional college environments, in industry, or as consultants and are spread around the UK.

Appropriate, good-quality support is essential to our students as they may be separated from us by thousands of miles and many time zones.

Why students choose distance learning

We get students who *prefer* distance learning to conventional study; we also have many students who can *only* study by distance learning. These are some stories of real students:

"A" enrolled on a Chartered Institute of Marketing (CIM) course with us. He works as a manager for an established Maltese conglomerate with which he wants to build a career through professional competence. He is extremely time-pressured, with a demanding job and young family, lives outside the conventional network of CIM colleges, and so is a classic example of a person who needs to study by distance learning.

"B" enrolled on a Chartered Institute of Purchasing and Supply (CIPS) course with us. She works as a buyer for a government department in south-east England and has a few units left to complete her studies. She has elderly relatives in care over 100km away, and herself has health problems, too. Her time is apt to sudden interruption, and she wants to do a few units, not an entire programme, so she is also well served by distance learning.

"C" also enrolled on a CIPS course with us. She is a junior manager in a supermarket in southern England and has studied with us before. She wanted to continue studying with her tutor through the rest of her units. This is easy for us to do as each of our tutors has *one-to-one* and not one-to-class contact with their students.

"D" enrolled on a CIM course. She's working in customer service for a large utility in Scotland. Her concern was to be able to squeeze her study into a short burst in between two long-term commitments. Something which we could help her do.

These stories are typical. Our students' motives are usually combinations of many different things, and distance learning turns out to provide the best answer.

If you find study intimidating

Distance learning is **people-friendly**. You'll have a *one-to-one* relationship with your tutor and can ask him or her for as much help as you need. You set the pace of your studies, so you can go as slowly or quickly as you like, taking months or even years if you need to. You won't miss a thing, either: your study materials put your entire course at your fingertips in clear language.

If you're busy

Many of our students first contact us because no other study method gives them the **time flexibility** they need. You draw up your own timetable – you study when in the week, how often, and for how long you want, can start at any point in the year, and can take into account hectic home and work lives. There's no time wasting in travel, or waiting, or lecturers that don't turn up. If something unexpected happens to disrupt your routine, you can allow for that, too.

If you're trying to live a greener, less stressful life

Distance learning can be a *greener* form of study. It cuts out unnecessary travel and wasted time. Neither does it need a costly and sprawling college campus. Instead you have plenty of contact and course content facilitated by communications technology, a high-quality service that anyone, anywhere can enjoy.

Distance learning also enables students to follow study patterns which suit them and reduces the compromises which they might otherwise have to make with their employers and family, and which may lead to them dropping out of their study programmes. Less pressure leads to *less stress*.

If you're a long way from anywhere

Distance learning will **come to you**. We have students all over the world, and it doesn't bother us if you move, as long as you let us know where you're going. All of this means that if you couldn't study because you couldn't get to a traditional college, think again. You'll be in contact with your tutor as much as you need to be, and with other students too, if you choose, through our discussion group.

If you need to keep to a budget

It's perfectly acceptable to be **cost-conscious**, lots of students have to fund their own study. The way we run distance learning gives you the best chance of being able to do that. You don't have to take time off work, you can study at your own rate, module by module, you can pay by instalments, there's no equipment that you need to buy, and no college overheads for your course fees to disappear into.

Remember though, as many good reasons as there are for you to fund your studies, there are probably more for your *employer*, as you can see on page 17.

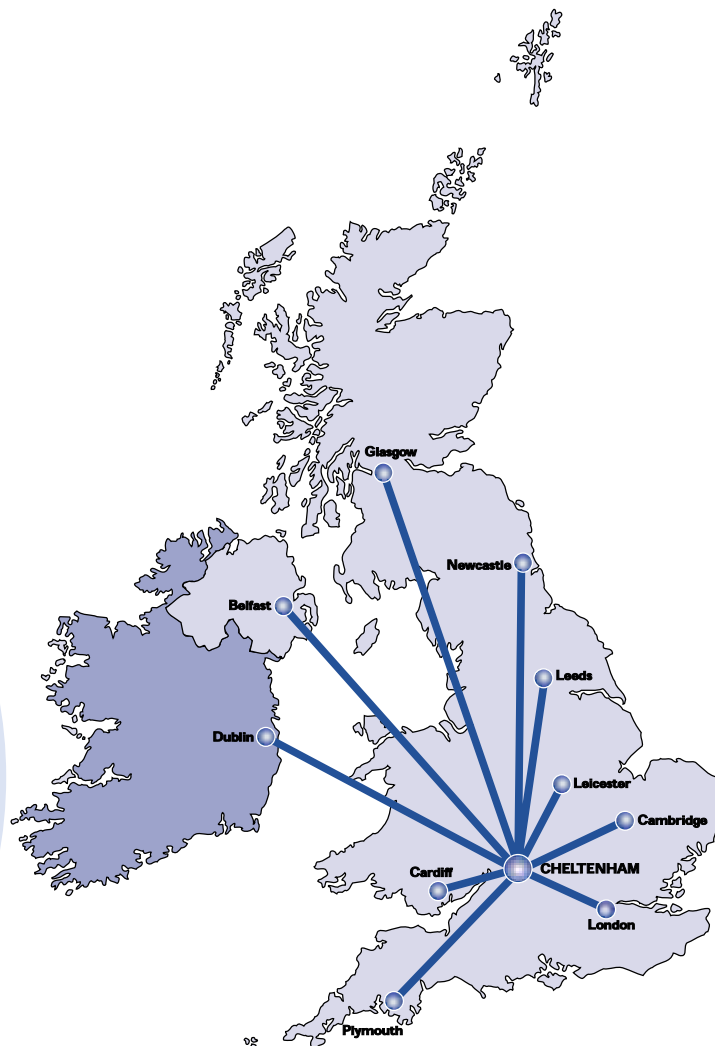
More about us

We train people, and we train them through straightforward **distance learning**.

We've been providing distance learning tuition since 1991, when we took over Pitman Tutorial College's courses, who had themselves been providing training through distance learning for over 150 years.

Our offices and management team are in Cheltenham in Gloucestershire, and from here we look after, amongst other things, course development and student services.

You'll have a **tutor** for each of the courses that you study with us. Our tutors all work in traditional college environments, in industry or are self-employed, and live all around the UK. They come from many different backgrounds and represent a variety of academic, practical, commercial, organisational and cultural experiences.



Who to contact

We have a team of four to respond to enquiries: Dmytro, Mike, Pat and Sarah. If you are a **prospective student wanting to take a course**, ask for Pat, she's our Registrar and in charge of student services.

If you are a company or a trainer wanting us to **help you deliver a course** which we already do, or **develop a course** from scratch, ask for Dmytro, he's our Development Manager and in charge of course creation.

We are a tuition and materials production house, both for ourselves *and* for other organisations. We provide our competence in materials and content production, and tuition and tuition support systems construction to other organisations, and are capable of responding to the individual needs of our clients.

Our range of courses

We specialise in distance learning and provide courses and training in a wide variety of areas; we run a wide mix of courses, for a wide range of people – professionals, managers, artists, small business-holders, hobbyists, and many more.

We run courses leading to **professional qualifications** in:

- ◆ management and business (ICSA),
- ◆ marketing (CIM), and
- ◆ purchasing, supply and stores (CIPS).

Courses leading to **vocational qualifications**:

- ◆ book-keeping and accounts,
- ◆ customer service, and
- ◆ secretarial and administration.

And **creative courses** in:

- ◆ art.

You can **find out more** about our other courses in our other information packs or on our website. Please contact us if you or a colleague would like more information about what we do.

Some organisations that we've worked with

We work with a great number of organisations each year who are sponsoring their employees through their studies.

During 2007 we worked with a wide variety of UK-based organisations as well as **overseas** ones, for example, *Dwanga Sugar (Malawi)*, *Petro-Canada* and *Ciba*.

Our clients have included both commercial and non-commercial organisations such as **charities** (*RNLI, Help the Aged*), **local government** (*Southend-on-Sea Borough, Lancashire County and Oxford City Councils*), **national agencies** (*Scottish Natural Heritage, Welsh Health Supplies*), **educational establishments** (*University of Warwick, Learning and Skills Council*), and **public sector agencies** (*East Midlands Development Agency, Avon Fire and Rescue Service*).

We've worked with very **large, multi-national** organisations (*Siemens, PricewaterhouseCoopers, Airbus UK*) as well as dozens of **smaller, more focused** organisations such as advertising agencies (*The Idea Works*), public services (*Bedfordshire Police*), and health initiatives (*The National Heart Improvement Programme*).

Our clients have come from **all sectors**: for example, engineering (*Dunlop Bestobell*), utilities (*Anglian Water*), cosmetics (*SLG Beauty*), food (*Typhoo Tea*), on-line marketing (*Value Click*), logistics (*Wincanton*) and pharmaceuticals (*Eli Lilly*).

They have also come from the **newest** industries (*BT INet*), as well as the **best-established** (*Ecclesiastical Insurance*).

Accreditation

You like our course: it's the course you want to do, you can afford it, you like the tutor support – you like us, but you want an *independent* opinion. It makes sense to check before starting any sort of study, and our **accreditations** provide that opinion.

Accreditation is the end result of an examining board or other inspecting body coming in and checking our service to our students. We try to make sure that we have all the *appropriate* accreditations to show that we're giving you a good course.



Accreditation by the Open and Distance Learning Quality Council

Examining bodies often don't fully understand distance learning and therefore won't necessarily ask the right questions. The distance and open learning sectors have their own independent accrediting body, the Open and Distance Learning Quality Council.

ODLQC accreditation includes a rigorous assessment, by independent experts, of a College's administration, tutorial support, educational materials and publicity to ensure that they meet the standards set by the Council. Accredited Colleges are monitored by the

Council to ensure that students continue to receive good service, and are assessed for re-accreditation at intervals of not more than three years.



Highly Commended by CIPS

We are a Highly Commended CIPS centre. CIPS focus on our ability to teach their programmes and our students' satisfaction with the service that they receive. We are assessed for reaccreditation every year.



ICSA Registered Tuition Provider

We are a Registered ICSA centre. ICSA, too, focus on our ability to teach their programmes and our students' satisfaction with the service that they receive. We are assessed for reaccreditation every year.



Accreditation by CIM

We are a fully accredited CIM centre. CIM, again, focus on our ability to teach their programmes and our students' satisfaction with the service that they receive. We are assessed for reaccreditation every year.



Membership of the British Institute for Learning & Development

The new British Institute for Learning and Development builds on the success of the British Learning Association and will address the needs and raise the status of all those involved in learning and development (both organisations and individuals).



Membership of the Association of British Correspondence Colleges

The Association was founded in 1955 to promote sound educational standards and to safeguard your interests. All members must abide by the Association's Code of Ethics.



ELC Approved Learning Provider

We are also an Approved Learning Provider (reference number 1348) under the Ministry of Defence Armed Forces Enhanced Learning Credits scheme (ELCAS).

How we run our courses

We take an **active learning** approach – you learn by *doing*, as you study you also improve your communication, organisation and problem-solving skills.

Our courses are guided by *your* circumstances. You *choose* when to start, how many courses to study, how fast you study them, and where you study from. Your course *fits in* with you.

There are lots of different ways to study, and many of them borrow ideas from distance learning, but none matches *straightforward* distance learning for flexibility. Distance learning is learning *plus*: it includes all the benefits of other study methods and then goes further.

It's distance learning

The fundamental feature of distance learning is that the **tutor and the student are in different places**. This could mean that the two of you are in the same city, the same county, the same country, or *anywhere* – we have students who are thousands of miles and many time zones away. Our courses come to you, wherever you are.

Distance learning is therefore *communications*-based learning: there has to be something that communicates the tutor's input to you, whether it is a written, recorded, a telephone or the internet.

All the tuition you need

We provide you with a **tutor**. Someone who will establish a **one-to-one** relationship with you.

Your tutor will treat you as an *individual* throughout their contact with you, whether it's by post, phone or email. You do not compete for your tutor's time with other students, and can **focus** on your own weaknesses with your tutor and overcome them. Your tutor will work with you to *build* your understanding, *eliminate* your weaknesses, and *prepare* you for assessment.

There are **two** main ways your tutor works with you: you have **coursework** to do, which your tutor uses to assess your progress, and you can **contact** your tutor to discuss your studies whenever you need to.

You will be able to contact your tutor **as much** as you need to and **as often** as you need to. The most important part of your course is tutor support, and you'll have your tutor's support **until you pass**.

Focus on understanding

You don't have to study at the same rate as the rest of the class, or compete with it for your tutor's time; all of the notes you need are right there from the start, in an easy-to-use format, so you never miss out on any part of the course and can concentrate on the bits you want to, leaving you and your tutor free to focus on what is important: developing **your** ability.

All the time that you need

You start off with **two years of tutor support**, which for most people is more than enough. We don't *expect* you to take that long, but because anyone can have family, work, or life changes which hold up their studies we do what we can to allow for that.

If it looks as if something's going to stop you studying, let us know – in *most* cases we can extend your tuition period, so don't worry about being left on your own halfway through your course.

Good learning happens when you can give it the effort and attention it deserves, and we do what we can to help you achieve that.

How long will it take?

A lot will depend on your *personal* strengths and weaknesses. Depending on the courses you've done in the past, the experience that you've got, and the research and reading you decide to do, you may find that one course goes quickly whilst another one takes twice as long.

You can also contact your tutor as much or as little as you want to – this will affect the time that it takes you to complete a course.

See the course brochure for more guidance.

Speedy service

Most students can start their study **within eight working days** of sending us their enrolment form. Coursework sent to your tutor should be returned to you within eight working days, too, while emails and telephone messages should get replies the next working day. And if you need us at the College immediately, then we are just a telephone call, fax or email away.

All the flexibility that you need

Our distance learning courses work in much the same way as conventional college-based study, but are **more flexible** and **more personal** – they're built around you, which helps take the stress out of balancing your studies with your job and your home life they're people friendly.

If you're not sure about distance learning, you can choose to **study one course at a time** and find out whether it's right for you.

You can **start whenever you want** to; you don't have to wait for a particular term date. If, say, your employer's support is late in coming through, or if your promotion happens unexpectedly, you can sign up for a course *the next day* instead of waiting until next year.

There's no compulsory travel except to your exam centre and no college campus to commute to once or twice a week after work – your **learning comes to you**.

You can **relocate** when, where and as often as you need to – we have had students posted to research ships in the Antarctic Circle, and students whose organisation has moved them around the UK several times during their studies.

And if something happens (a job or family commitment, for example) during your studies that makes you want to put things to one side for a while, then let us know and we'll work with you to decide the best way forward.

We aim to fit in with *your* life, not take it over.

You can change your mind

If you start your course, but in the first four weeks decide that it's not right for you, then as long as you return your materials to us in a re-useable condition and haven't used any of your tuition, we'll give you a full refund. If you find that you're taking the wrong level, let us know and we'll transfer you to the right one. If you've opted out of tutor support, you can opt back in at any time during the six months after you received your course materials. Just pay the difference in the fees.

This is part of our conditions of enrolment.

You can choose your assessment

Some examining boards now allow you to be assessed by **project** work instead of exam. You can *choose* this option with us *if* it is available *and* you have suitable work experience. If you're not sure whether doing a project will suit you, you can mix them with exams. If you later decide projects aren't for you, you can change over to exams.

Efficient learning

There's no waste in distance learning, not in money and, not in effort, and most of all, not in time. Distance learning is **efficient** – all of your fees go towards your course, whether it's on tutor support or the study materials themselves – and your attendance record is automatically 100 per cent.

You study at your own speed

You won't be part of a class all doing the same thing in the same place at the same time. Instead, you have a one-to-one relationship with your tutor. This means distance learning is flexible in terms of your time and your rate of progress. It's study on demand and it is individual to you.

You control the speed at which you learn; sometimes quicker, sometimes slower in line with the rest of your life. You control your workload, too, taking as many or as few courses as is comfortable.

The way your study works will be the way that suits you, and because you follow a course built around your needs and preferences, your study will be more successful, and you should see better results.

Our pass rates

We're always happy to talk about our **pass rates**.

We get pass rates from three of the examining board that we deal with – Institute of Chartered Secretaries and Administrators, Chartered Institute of Marketing, Chartered Institute of Purchasing and Supply. These are the only exam boards who can **reliably** track our students.

Pass rates are difficult to establish for distance learning college because students sit their exams as external candidates at other colleges' exam centres, and not all examining bodies track candidates by the college they studied with, but do so by exam centre instead.

Even those that do track by the teaching college might not pick up every single student that a college has taught. Sometimes the paperwork is not that helpful.

But where we do get numbers, and where they're based on dozens or more students and not just one or two, we're happy to say that our pass rates are usually clearly above average.

Contact us if there is any particular course's pass rates you'd like to discuss.

Course components

Your course will be made up of a **combination** of college, tutor and materials. It's similar to a conventional course; the main differences are that you are in charge of your own timetable, you work from study materials that we've created instead of going to lectures, and your contact with your tutor will be by post and telephone, fax or email instead of face-to-face. There's still plenty of coursework, any assessment you might take is exactly the same as that taken by other students, and you can also join our discussion group so that you can stay in touch with other students.

Our courses are based on setting goals and *achieving* them.

The college

We're here to make it all work. To sort out any problems and to help you **pass**. We're confident we can do that, so if you complete your coursework and take your assessment but don't pass, then we'll carry on supporting you **until you do**. We provide:

- ◆ guidance in all aspects of your study,
- ◆ tutor-marked coursework to cement your knowledge and understanding and prepare you for assessment,
- ◆ information on what examiners are looking for,
- ◆ as much access to your tutor as you need to discuss your study,
- ◆ contact with other students,
- ◆ a quick and considerate response to complaints,
- ◆ transfers to new courses if your examining board changes the syllabus,
- ◆ the ability to put your studies on hold, and
- ◆ course materials that are *purpose* written and designed to get you a pass.

Clear advice

The way that your course works is governed by a **Learning Agreement** and course guide that we send to you at the start of your studies. They explain who does what and when at each stage of your studies.

Study guidance

When you enrol we'll send you three study guides.

Start Here explains how your course works – who does what and when. It includes working with your tutor, using the discussion group, presenting coursework, solving problems – everything you need to know.

Learning Skills shows you how to improve your ability to learn. This includes assessing your own strengths and weaknesses, your learning style, motivation, concentration, relaxation, memory, your study environment, and planning your time.

Study Skills concentrates on those things which contribute towards your performance in exams and projects, such as research, critical reading, note-taking, logical arguments, the different types of questions, answer formats, revision, and exam technique.

You will find them particularly useful if you left school or college some time ago, and are perhaps out of the habit of studying – however, *every* student, at whatever level of study, will benefit from all the advice and information they provide.

If there are any questions our guides don't answer, you can contact us or your tutor for further support – we help you *plan* your study through our guides and advice, but we don't tell you what's best for you. That's *your* decision, and we provide you with the help that you *want* from us.

Coursework

Our courses mostly have between six and eight **coursework assignments** for you to do for your tutor. They are the focus of your course, and your tutor uses them to assess your progress in a variety of ways: your understanding of your subject, your knowledge, and your ability to produce exam-standard work. Your tutor's marking and comments provide a series of *stepping stones* towards being able to do your assessment confidently.

Between assignments, you can use the self-checking **activities** in the study material to help you measure your progress and build your confidence. They are often seeds for discussion with your tutor through the helpline.

If you wish, we can issue you, your employer or sponsor, with a progress report on your coursework marks at any point during your studies, and a **Course Completion Certificate** when you have done it all.

Guide answers

Where appropriate, we prepare **guide answers** to both the activities and to your coursework. Activity guide answers are already there in the study material; coursework guide answers are sent to you with your marked work. These are useful in showing you the sort of answers that you would be expected to produce in an assessment, and also in checking your understanding of the subject.

By showing you the main points that your answer should have covered, they form a useful part of your study and revision and also free your tutor to concentrate on the particular aspects of *your* work that require the greatest and most detailed attention, so guaranteeing you the sort of *individual* support that you need.

Helpline

Your tutor is your **guide** through the course. He or she is there to mark your coursework, answer your subject questions, and provide advice, support and encouragement. You can **contact** him or her direct for a one-to-one reply if you want to discuss any aspect of your work. You can do this through email, the post or on the telephone, whichever method works best for the question that you have.

If there's something you need to know, we'll try to answer it for you.

Student discussion group

We run an email discussion group so that you have an opportunity to contact other students, and share ideas and experiences. Having other people to chat with is one thing that many students fear missing out on, but the discussion group gets around that, putting you in contact with other students right around the world.

Study material

Our study materials are written for us and for you – they aren't textbooks, slideshows, or handouts, they're **courses** designed by us and written for us so that you can study effectively.

They take the place of the classes that you might have had at a traditional college. They'll take you through your subject just as lectures would; ideas and knowledge are introduced to you, a bit at a time, with objectives and summaries and plenty of activities so that you know what you're studying towards and how you're doing.

We send these to you at the **start** of your course, and you study through them as fast as you want to; the information you need is right there from the start, in an easy-to-use format, for you to follow at your own speed.

The materials also give you a ready-made reference work that you can return to whenever you like. You never miss out on any part of the course, don't have to struggle to take notes as a lecturer speaks, can base your revision on them, and can keep going over the same section of work until you understand it fully.

Sample course

We've put our **English – a quick refresher** mini-course on our website for you to download so that you can get a better idea of what our teaching approach and course materials are like.

"*English*" is a **simple** course – most of our courses are much longer and take between 60 to 90 hours to study spread over several months. If you'd like to see sample material from *any of them*, or receive a hardcopy of *English*, please contact our Registrar.

Outside study

We provide you with a **self-contained** course which should see you gain a **safe** pass, but for higher grades and for your development you will need to do background research and reading. This can come from public libraries, newspapers, magazines, radio, TV, and the Internet. We will give you guidance on how to do this.

Getting your employer involved

It's *always* worth asking whether there's funding available for your course; there are lots of good reasons for your employer to invest in you. Distance learning is a flexible, effective, **non-disruptive** and highly targeted way of learning, and these are some of the extra arguments that you could use in convincing your employer:

- ◆ the qualifications are the same as those in traditional colleges, and our teaching is inspected by the same exam boards,
- ◆ our pass rates are good,
- ◆ you can fast-track or take things slowly, according to your circumstances,
- ◆ it's **off-the-job training**, so it doesn't mean you're missing from work at important times, or that someone has to work harder to cover for you,
- ◆ it makes you better at your job – distance learning provides more and better opportunities to develop your organisation, problem-solving and communications skills,
- ◆ you can study in the unlikeliest places and at any time,
- ◆ you can relocate (even to another country) and generally move around with your work without affecting your studies, and
- ◆ training is good for the company – any organisation with plans to grow, or even just to stand still, needs to improve its workforce, and it's usually far easier to train someone who's *already* in the organisation than to look outside for a more qualified person.

We're happy to confirm to an existing or potential employer that you are taking a course with us, and to provide them with **updates** on your progress if you want us to.

Those are the advantages that we offer to you as an *individual*, but there are also advantages from using us as a *college*, too:

- ◆ we have students from all over the world which means we can usually run the less popular options and to the same level of quality as the popular ones,
- ◆ we can join together dispersed workforces who cannot be brought together at one time and place to study,
- ◆ one-to-one relationships can be easier to achieve, making tutor-heavy training situations, such as **mentoring**, feasible,
- ◆ being accredited by many organisations helps us to provide a well-thought-through and rounded service to our students,
- ◆ we offer good tutor support in terms of how long it lasts, the number of formal points of contact (assignments), access to troubleshooting, turnaround time, and ease of access,
- ◆ we've been doing this a long time and have had success with many students,
- ◆ our courses are designed to be self-contained for a comfortable pass,
- ◆ we can profile potential students to establish appropriate study programmes for them,

- ◆ costs, particularly travel and residential costs, are kept to a minimum,
- ◆ we have a grace period during which you have to change your mind over an enrolment, change levels, obtain refunds, and
- ◆ there's no need to buy more training if you fail – we keep on teaching you until you pass.

Managing distance learning students

Employers often don't appreciate the support that they can give to a distance learner. Discussing the issues with your manager can help them see how valuable the training will be. Encourage your employer to:

- ◆ allow you to study in the workplace – it helps you both,
- ◆ consider a mentor to help put your study into context at the company,
- ◆ provide structure through realistic goals – make sure someone takes sympathetic interest in you and their study,
- ◆ be understanding over shifts, overtime, trips and so on, especially at and leading into exams and assessment, and
- ◆ integrate your study into appraisals and HR policy.

Your employer should see that there are certain qualities that a successful distance learning student will develop:

- ◆ a willingness to participate,
- ◆ competent decision-making,
- ◆ a more proactive approach, especially over human contact,
- ◆ a more organised approach,
- ◆ a more goal-focused,
- ◆ better time management,
- ◆ better self-knowledge,
- ◆ a willingness to ask and question, and
- ◆ a self-critical approach.

Now start studying

You can enrol at *any* time for *any* number of courses from *anywhere* in the world as long as the postal service and our courier can reach you. You can either:

- ◆ fill out our **enrolment form** (enclosed with this pack) with the information which we need, then post to the Registrar at our 292 High Street address – if you live in the UK you can also use our FREEPOST address, pre-printed envelope or address label,
- ◆ **fax** the form to us on 01242 234 256,
- ◆ **email** the information that we need to us at info@cheltenhamlearning.co.uk (you can attach a scan of the form to your email if you wish)
- ◆ visit our **website** and use the enrolment section there, or
- ◆ **phone** us on 01242 241 279.

We are registered under the Data Protection Act 1998.

Depending on where you are and which courses you have chosen, you should receive your course materials and tutor details four to eight *working* days later.

If you email or phone us

If you want to email or phone in your enrolment, we will need to know:

- ◆ your *full* name,
- ◆ your existing Cheltenham Tutorial College student number, if you have one,
- ◆ a telephone number where we can contact you during the day,
- ◆ your address,
- ◆ where to send your course materials, if this is different from your address (note that course materials are *couriered and have to be signed for*),
- ◆ about your job and qualifications (this helps us double check you're doing the right level if you haven't already established that with the examining board),
- ◆ which courses you wish to take,
- ◆ whether you wish to have tutor support,
- ◆ whether you want pdfs of your course materials (where they are available),
- ◆ details of any extras such as textbooks or art materials,
- ◆ that you know the current course fees and accept them (there's a fees list in the information pack, contact us if it seems out-of-date),
- ◆ your credit or debit card number, valid from date, expiry date, security number, and issue number as applicable, and
- ◆ that you have read the **enrolment conditions** (see page 26) and agree to them.

We will need *all* of this information. Your course cannot begin until we've received your full enrolment and payment details.

Spreading out your course fees

If you want to do *two or more* courses and would like to spread your fees out, then you can either enrol for fewer courses, but more often (e.g. one course every three months instead of four courses all at once), or you can pay by **instalments**.

Remember, though, you will have to pay for the extra postage and admin as described *on the fees list*. For example, if you wish to pay for two courses at £180 each over six months, and with an **instalments fee** of £12 per course,

two courses at £180 each	£360
two instalments fees at £12 each	£24
total fees	£384
which is six instalments of	£64

You would make a *first* payment of £64 with your enrolment form, and fill out the Banker's Order form instructing your bank or building society to pay us a *further* £64 each month for five months, or give us permission to use your credit or debit details a further five times according to your payments schedule.

We will send you a **payments schedule** after your first payment to let you know which course you will receive when. Just as you pay us in stages, so we send your study material in stages. If receiving your materials like this causes you a problem, or if there's some particular part of your study materials that you want to receive first, please let us know.

Note that you cannot buy books, materials kits and so on by instalments; if we are marking any work which **contributes to your qualification**, we will *only* accept your work for assessment once your instalment payments are complete.

Paying for your course

You should be able to find your course fee on our **fees list**; there should be one with this information pack, please let us know if it's missing.

Once you have worked out your fees, you need to tell us who is going to pay them and how. It might be you, it might be an organisation that's funding you, or it might be your employer or some other sponsor.

If you are paying your own fees

If it's you that's paying, then you need to provide your own payment details. If you **live in the UK**, you can pay by:

- ◆ cheque, postal order or cash,
- ◆ credit/debit card, or
- ◆ Banker's Order – a form is enclosed with this information pack.

If you **live outside the UK**, payment should be made in sterling (GBP) by:

- ◆ banker's draft or cheque drawn on a bank in the UK,
- ◆ British postal order or international money order,
- ◆ credit/debit card, or
- ◆ crediting Cheltenham Tutorial College, Account No. 00794555, Sort Code 12-12-82, IBAN GB87 BOFS 1212 8200 7945 55, SWIFT BIC BOFSGB21247; our bank's address is Bank of Scotland, Bristol Business Centre, PO Box 208, 21 Prince Street, Bristol, England BS99 7JG.

Students living in countries with exchange controls may require a *pro forma* invoice from us to obtain permission for payment. If this applies to you, please ask us for a *Pro Forma* Invoice Request form. Keep your enrolment form until later, when you actually send your payment.

If your employer is paying your fees

If an employer or sponsor is paying your fees for you, you will need to attach *full* details of the individual, department or organisation to whom we need to send our **invoice**. A purchase order or covering letter from a suitable person (manager or training officer, for example) accepting responsibility for your fees is usually sufficient.

Please note that if your employer or sponsor wishes to make a **BACS transfer**, they can by crediting Cheltenham Tutorial College, Account No. 00794555, Sort Code 12-12-82, IBAN GB87 BOFS 1212 8200 7945 55, SWIFT BIC BOFSGB21247; our bank's address is Bank of Scotland, Bristol Business Centre, PO Box 208, 21 Prince Street, Bristol, England BS99 7JG. Our **VAT** registration number is GB 576 052 239. Please enclose their **remittance advice** with your enrolment form.

If you are being funded by an other organisation or scheme

You might not have to pay all of your fees yourself. We can't list all of the sources of help available to you, but here are some of the ways in which UK-based students can get support in paying their fees.

Details are correct (*as far as we know*) at time of writing.

Enhanced Learning Credits

Enhanced Learning Credits are available to students in the UK armed forces. Not all qualifications are eligible, so you *must* check your plans with your Education Officer before enrolling on a course. Our ELC provider number is 1348.

Adult Learning Grants

If you're on a restricted income and going back to study for your first full Level 2 or first full Level 3 qualification, you may be eligible for an **Adult Learning Grant**. ALG is intended to help out with costs like travel and books while you're studying. It supports study related to business (including administration), services, and media. For ALG advice and applications, call the learndirect advice line on 0800 100 900 or go to www.direct.gov.uk/en/EducationAndLearning/AdultLearning/Adultlearninggrant

Other sources of information

Directgov provides a centralised summary of the help that's available. Go to www.direct.gov.uk/en/EducationAndLearning/AdultLearning or ring **0800 100 900**.

Visit **Lifelong learning's** website, www.lifelonglearning.co.uk, for more advice – you can find their "*Money to Learn*" booklet there.

learndirect is a good source of information and advice about funding. For more information call 0800 100 900 or visit the website at www.learndirect-advice.co.uk

Your local **Adult Information Advice and Guidance (IAG) Partnership** can give you information and advice about how to pay for your learning. Phone learndirect on 0800 100 900.

Your **Jobcentre** will help you to find out about the financial help that's available under some adult education programmes. It will be listed in your telephone directory under "Employment Service".

Citizen's Advice Bureaux advisers will be able to give you information about funding. Your local branch will be listed in your telephone directory.

Don't forget that different options may be available in different regions. It's always worth checking to see what's on offer in your area.

Exam board fees

Our fees pay for your course materials and tutor support. You will also need to pay membership, assessment, and exemption fees (if you are applying for any) to your examining board. Check with them before you start studying to see what these are likely to be.

Exams and Assessment

We will provide you with a course and tutor support, but it is up to *you* to **register** for exams (or other forms of assessment) if you want to do any.

There's *specific* information about exams and assessment in your course information booklet, but *in general* if you are planning to do assessment, you should contact your examining board *as early as possible*. You need to find out when and where your assessment will be, what it will be like, the regulations and the costs.

We will help *as far as possible* if you get into difficulties, but remember that *you* are responsible for ensuring that your forms and fees reach your examining board in good time for registration.

Hints for finding a centre

All examining boards are helpful, but some boards have less influence on their exam centres than others, and you may find it difficult finding a suitable centre that's close to you and running exams at the right time for you.

If you run into difficulties, the best place to start is often your Local Education Authority (LEA) or nearest British Council (if you are outside the UK), who should be able to help you.

You can also approach as many centres as possible and arrange to speak with the Examinations Officer or person in charge of admissions. If you do not find a centre straight away, try broadening your search to centres which you could at least travel to; this may increase your chances of success.

It may speed things up if you refer to yourself as an "external", "independent" or "private" candidate – different exam centres use different terms for exam candidates who have not studied with them.

Contact details

These are the contact addresses of the principal examining boards and membership organisations that we refer to with our courses. The details are correct at time of writing. All of these examining boards (in the UK at least) *should* have an exam centre that's close enough to you for you to be able to take their exams, but *do* check that you will be able to:

Chartered Institute of Marketing
Moor Hall, Cookham, Maidenhead
SL6 9QH, United Kingdom
Tel. +44 (0) 1628 427 120
email qualifications@cim.co.uk
www.cim.co.uk

CIM, is firmly established as one of the world's leading marketing management bodies and has over 60,000 members – including 30,000 student members – world-wide. Its record in marketing education is unequalled, and CIM qualifications are recognised by all marketing professionals in the UK and in 80 other countries.

No students have reported difficulties in getting a suitable exam centre.

Chartered Institute of Purchasing and Supply

Easton House, Easton on the Hill, Stamford

PE9 3NZ, United Kingdom

Tel. +44 (0) 1780 756 777

info@cips.org

www.cips.org

CIPS is the largest organisation of its kind in the world and a central reference point worldwide on matters relating to purchasing and supply chain management. Its Professional Code of Ethics is the model for the international code and the domestic codes of many countries. The Institute has around 45,000 members worldwide, include leading business people, professional managers, academics and those working in the purchasing and supply profession, and over 13,000 students.

No students have reported difficulties in getting a suitable exam centre.

Institute of Chartered Secretaries and Administrators

16 Park Crescent, London

W1B 1AH, United Kingdom

Tel. +44 (0) 20 7580 4741

certdipbp@icsa.co.uk

www.icsa.org.uk

The Institute was founded in 1891 to develop the profession of company secretary and create high standards within it. It has since grown as the company secretary's role has become established in law, and the secretary his or herself has become a valued participant in corporate decision-making and governance.

No students have reported difficulties in getting a suitable exam centre.

International Association of Book-keepers

Burford House,

44 London Road, Sevenoaks,

TN13 1AS, United Kingdom

Tel. +44 (0) 1732 458 080

mail@iab.org.uk

www.iab.org.uk

The International Association of Book-keepers (IAB) formed in 1973 to provide qualifications for people involved in the first levels of financial accountancy.

No students have reported difficulties in getting a suitable exam centre.

IQPS

Suite 464,
24-28 St Leonards Road, Windsor,
SL4 3BB, United Kingdom
Tel. +44 (0) 844 8000 182
office@iqps.org
www.iqps.org

IQPS is the UK's leading membership body for office professionals. It does not conduct its own exams, but accepts members qualified through exams taken with the LCCI.

London Chamber of Commerce & Industry Examinations Board

(Education Development International)

International House,
Siskin Parkway East, Middlemarch Business Park, Coventry,
CV3 4PE, United Kingdom
Tel +44 (0) 8701 202 909 (premium rate number)
lcciiq@ediplc.com
www.lccieb.com

The London Chamber of Commerce and Industry Examination Board (LCCIEB) has been providing examinations in qualifications serving the needs of Business for over 100 years. It now receives over half a million exam entries from more than 80 countries each year, for qualifications in business, secretarial and language subjects. It has been part of Education Development International since 2002.

Note: many students have reported difficulties in getting a suitable exam centre.

RSA Examinations

(OCR Examinations Board)

Progress House, Westwood Way, Westwood Business Park, Coventry,
CV4 8HS, United Kingdom
Tel. +44 (0) 24 7685 1509
vocational.qualifications@ocr.org.uk
www.ocr.org.uk

RSA Examinations Board is one of the largest vocational examinations boards in the UK. Over 200 RSA schemes are offered, by over 8000 centres worldwide. RSA are part of OCR (Oxford, Cambridge and RSA Examinations).

No students have reported difficulties in getting a suitable exam centre.

Pitman Qualifications

(City & Guilds)

1 Giltspur Street, London,
United Kingdom EC1A 9DD
Tel. +44 (0) 20 7294 2800
www.pitmanqualifications.com

Pitman Qualifications certificates office, secretarial and business training throughout the world. Over half a million exam entries are administered each year covering 29 subjects in 85 countries. PQ became a division of the City and Guilds of London Institute in 1990.

No students have reported difficulties in getting a suitable exam centre.

Conditions of Enrolment

These are our **Conditions of Enrolment** – a *summary* of our service to our *tutor-supported* students. This is not a complete statement, but covers the main points. Please keep the complete information pack safe so that you can refer to it later if you need to.

Course fees include all study materials (which may be kept after the course has ended for your *personal* use) and, in the case of “with tuition” courses, a tutor’s assessment of coursework and a tutor’s help with individual subject problems. Unless we specifically state otherwise, the fee for a particular course is not inclusive of textbooks, exam board fees, or equipment.

In the case of “**with tuition**” students, we will provide tuition for a period of two years from the date of enrolment. If you do not pass in your first assessment attempt, however, we will, if asked, provide additional individual tuition without charge for a further year, provided that you:

- ◆ completed the course (if you have not, we ask you to carry on studying and finish before your next attempt),
- ◆ answered all the coursework for the course and submitted it to your tutor for marking,
- ◆ took all the parts of the exam(s) for which you had prepared,
- ◆ resume your programme of studies and advise us of your intention to re-take the exam(s) within two months of publication of the results, and
- ◆ there are no outstanding problems with your course fees (e.g. if your employer has not paid our invoice).

You can cancel your course with us and get a full **refund** at any time during the first *four* weeks of study (i.e. the first four weeks after the date your despatched course materials were signed for). You *must* contact us by phone (ansaphone message, email, fax or letter are insufficient without acknowledgement) to let us know that is what you want to do, and then return *all* of your course materials to us with a covering note and by a service that gives proof of delivery.

It is *your* responsibility to make sure you read all of the **guidance notes and instructions** we provide and that you make all of the necessary arrangements for your assessment (should you wish to do any).

Study materials are protected by copyright and are to be used by you *solely* for your own instruction. You are not allowed to reproduce, sell, or use them as a part of your business in any way without our permission.

Any **information we collect** has to be *freely* given by you. We rely on you to provide it correctly and honestly. If you are aged 18 or under, a parent or guardian must consent to your providing information about yourself. Any information we collect on you as an individual is used *solely* by us and only for the purposes stated at point of collection. We will keep it only for as long as we need to in order to provide the service you have requested.

We may use some of the information we collect as evidence when, for example, seeking accreditation from examining bodies.

We are registered under the Data Protection Act. You may request a copy of the information we keep about you at any time, but be advised we will need to charge you the expenses of providing it (currently £2.50 for a UK based student).

We do **not accept prejudice or abuse** of any kind and reserve the right to withdraw our services from anyone who expresses them to our staff, tutors, or other students.

We have taken **all reasonable steps** to ensure that the information in our information pack is correct. If it contradicts any written and signed communication from us, then it is incorrect. We welcome all feedback on our information pack.