

Flexible Online Courses

A levels and GCSEs
Functional Skills
Art and Creative Writing
Business and Management
Childcare
Counselling and Mentoring
and more

QUALIFICATIONS
CREATIVE COURSES
creative courses GCSEs
GCSEs A LEVELS
PROFESSIONAL QUALIFICATIONS
CREATIVE COURSES
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professional qualifications
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creative courses
GCSEs

www.nec.ac.uk

nec 
NATIONAL
EXTENSION
COLLEGE 



Your future, your goals

Gain qualifications, start a career, change direction, learn for fun. Whatever your goal we'll help you achieve it.

At the National Extension College (NEC) we've been providing distance learning to help young people and adults learn to change their future for over 50 years. During that time, we've seen on many occasions how someone's life can be transformed by taking the right course at the right time.

Each year thousands of students, like you, from around the world access our quality courses and expert tutor support to develop their knowledge and skills and achieve their goals.

Some of our students need qualifications to go on to further or higher education. Some plan to take professional courses in areas such as teaching or healthcare and just need that essential GCSE or A level to make it happen. Others choose to study a subject for their own interest and enjoyment.

Whatever your reason for studying, we look forward to welcoming you to NEC as a student.

This Guide will give you a good overview of NEC and our courses. For more information visit our website www.nec.ac.uk.

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Five reasons to choose NEC



We are the **leading experts** in distance learning

We are an educational charity established in 1963 as a pilot for the Open University. We champion your right to access learning regardless of your age, background, culture or circumstance.

We are experienced in online and distance learning. You can trust us to deliver on quality and results.



We offer the **highest quality** courses and resources

Our course materials have been expertly designed by leading teachers and examiners. We provide quality teaching at an affordable price. You'll get support from a personal tutor who is a subject specialist. Your course will open doors to higher education and career progression.



We have the most **successful students** and results

We offer courses leading to recognised qualifications respected by employers and academics. We are proud of our courses and the success of our students. NEC students achieve excellent exam results.



We provide the most **dedicated support** throughout your course

You'll be treated as an individual from the moment you begin your course until you take your exams. We'll give you excellent support, including assessment.

If you book through our exam service we will guarantee an exam place for you in one of our partnership exam centres. We will process your exam entry and take care of all NEA (non-exam assessment) requirements like coursework and practical endorsements.



We give you the **greatest flexibility** to learn the way you want

We open doors to your future through our flexible, life-changing learning. We enable you to learn the way you want, fitting your course around you. We have flexible start and finish times and flexible payment options. You can access your course 24/7, wherever you are.

We are proud of our history and our values. More than 50 years of education – a lifeline to many students who need the flexibility that NEC provides.

Please check our website for the most up-to-date information and course fees. With thanks to all of the students and tutors who contributed to this Guide. © Open School Trust 2019.

How studying with NEC is the most flexible way to learn

So you have decided to learn something new. Perhaps you need a qualification for further study, you want to change careers, or you just want to learn for fun. Whatever your motivation, NEC can help you achieve your goals. You're in control, you'll be able to study when and where you like, so you can fit your course around your work and family commitments.



Having the opportunity to study when it suits me is a revelation. I can fit study in around my job and family life and because the course is online, I can study anywhere – even in the car when I am waiting for my son to finish school.”

Emma, A level English Literature



1. Select

Choosing the right course. You may already know what you want to study – if not, why not browse through this Guide or visit our website www.nec.ac.uk for inspiration and to watch our video about learning online with NEC.

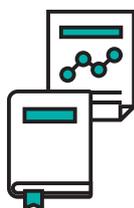
Is the course right for you? Check the details of the course on our website or by calling our Course Advice Team. You can also download sample course materials.



2. Enrol

Welcome to NEC. As soon as we enrol you, we will send you an email to confirm and you will also hear from your personal tutor.

Get online. You should now access and explore learn@nec our easy to use online learning platform. You can find out more about this on *page 5* and on our website.



3. Learn

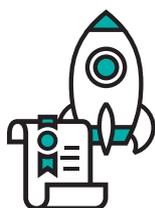
Get started. Study at your own pace and in your own time. Your tutor, Student Support and learn@nec will be with you every step of the way.

Assignments. You will find these throughout your course. Your tutor will mark them, give you feedback to help you to progress and learn, and to prepare for your exam.



4. Assess

Assessment. However your course is assessed, we will be there to help you. If you need to take an exam, take a look at NEC's exam service. You can find details on *pages 4 and 36* and on our website.



5. Succeed

You've finished! Well done, the hard work has paid off. Time to request your course completion certificate and celebrate!

Preparing to go on to higher education

Higher education requires a higher level of thinking and analysis; for example the ability to think critically, build a supported, substantive argument and analyse data.

Research has shown that students are more likely to flourish if they have both an understanding of what is expected of them and prior experience of working at the level required for undergraduate studies. You can work on the foundations of these skills when you are preparing for higher education. These skills are transferable and will also help you achieve a high standard of work in A level coursework and extended project work.

NEC has identified a number of courses that are particularly helpful in developing analytical and critical skills. Latin for beginners (page 8) is a valuable underpinning for language in general but also useful for botany or pharmacy, history or humanities; Problem Solving and Critical Thinking (both page 8); Philosophy (page 17) to develop your independent thinking, questioning skills, analysis and rational argument; and English Language AS (page 16) which can help with analysis and interpretation.

We have also worked with UCAS to produce a series of study skills guides that will help you to make a successful transition to higher education. These study skills guides can be downloaded from the UCAS website at www.ucas.com/studyskills.



I would never have attended Cambridge and Edinburgh without the additional grades from my NEC A levels. The support I got from my tutors there remains unsurpassed. In many ways, my A levels form the foundation of my academic career, which will hopefully continue to PhD and beyond, and for that I am exceedingly grateful."

Miranda

Miranda's advice for other students

From A levels to MSc

Miranda left school knowing she wanted to go to university, but unsure what subject she wanted to take. Miranda already had four A levels when she started studying with NEC, she says:

'Nearly five years ago I was sitting NEC exams at a desk in my old sixth form college. I was taking English literature and classical civilisation A level in the hope that I would obtain the grades to secure my place at Cambridge to study classics.

'Now, sitting at my own desk at home in Sussex, I am mid-way through a part-time MSc in the evolution of language and cognition at the University of Edinburgh, Cambridge an ever-distant memory and classics even foggier!

'I suppose what my educational journey has taught me is that life is not limiting in terms of what you can learn and how you can go about learning it. Further, the need to work does not inhibit study if you choose the right support networks. The NEC has, thus far, been the best institution to understand this.'

Miranda shares her experiences:



Don't be over ambitious about how many courses you can study at once, particularly if you are working full- or part-time.

Maintain a breadth of interests until you're certain where your passion lies. Talk to NEC or your tutor if you are unsure which subjects to study or your options for moving on to higher learning.

Embrace opportunities to do something different, whether that's studying a new subject or accepting a new challenge such as the chance to work or volunteer overseas."

Miranda

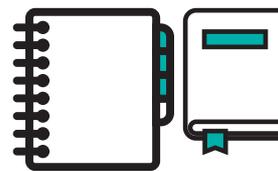


What makes an NEC course the best

Our students tell us that they value high quality course materials, expert tutor support and our exam service which provides guaranteed exam entry including the marking of the non-exam assessment elements like coursework. We believe that the NEC model of carefully designed course materials, support from a personal tutor and exam services, provides our students with the best chance of success. We are proud of what we do and build on over 50 years of experience of supporting students at a distance.

Check out the Exams and assessment page on our website for full details of our exam services.

1. Materials



Course materials

Engaging content develops interest in the subject

Getting started guidance and videos

Course plans, activities and quizzes

Guidance on answering exam questions

Assignments to submit to a personal tutor

Personal learning journal

Webinars



The videos really encouraged me to try out the features on the site."

Tabitha, GCSE English Language

Getting the most out of your studies

Who will help you?

- **Our Course Advice Team** will help you when you are considering which course to take. They can give you advice, answer your questions, and help with enrolling and arranging payment.

- **Student Support** will be with you every step of the way whilst you study. They will provide advice and support when you need it, and our experienced exam team will answer your questions about exams and assessment.

- **Your personal tutor** will give you support and feedback, mark your assignments and, where required, your coursework. Your tutor will be fully qualified, highly experienced in supporting students, and an expert in their subject. You will have a tutor for each subject you are studying.

- **Your course materials** whilst not strictly a 'who' are an essential part of your studies. They will guide you through the subject with their expertly designed and written content.

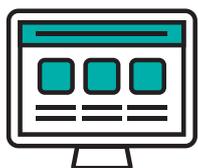
- **Your fellow students** in the NEC community. You can take part in discussions with other students in our interactive forums on learn@nec.

What about taking exams?

Once you have enrolled with NEC, you will have access to all the information you need about how to enter for exams. If you want to sit the exam at the end of your course, you will need to make the arrangements with an exam centre at least six months before the exam date, which is usually in May or June.

- NEC is able to offer places at partnership exam centres across the

2. Support



Tutor support

Expert marking of assignments
Carefully structured feedback
Answers to subject-based questions
Academic references if needed

Student support

Course advice before you enrol
Help with enrolling and arranging payment
Personal support when needed
Answers to specific queries about the course, exam or assessment
Forums to discuss ideas with other students and tutors

Exam support

Exam pass guarantee
Mock exam paper marking service
Authentication and marking of coursework if required

3. Experts



Personal tutor

Subject specialists
Qualified and experienced teachers
DBS checked

Expert writers

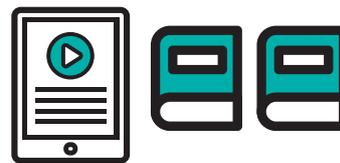
Materials specially written and structured for independent study; to meet assessment and exam requirements; to build knowledge and skills



I like the course forum."

Yasmeen, GCSE Sociology

4. Extras



Free extras

Study skills
ebook for some courses
Spelling, punctuation and grammar guides



The layout is really simple and easy to navigate."

Stuart, A level Biology

UK for our students who want to sit exams. There is a list on our website www.nec.ac.uk. If you opt to take one of these places Student Support can arrange this and do all the exam entry administration for you. The exam fee is payable by you.

- If you choose to find your own exam centre you will need to register as an external or private candidate. There are a number of exam centres across the UK that accept private candidates. You can find details on the awarding bodies' websites.
- We have produced an exams handbook, *Your Guide to Exams*, which you can download free from our website www.nec.ac.uk.

learn@nec

Your online classroom

learn@nec is our online learning platform and the gateway to your course and the NEC community.

Our courses are delivered online and all the materials you need to study are here, giving you the flexibility to access them wherever and whenever you choose. It includes:

- **Getting started** – how to use **learn@nec**, including videos, course plans and assessment guidance. Designed to get you off to the best possible start.
- **Course materials** – developed, written and sourced by subject experts and specifically designed for independent study, helping you to work through the course in the way that suits you. Materials include activities and assignments to prepare you for formal assessment and provide essential feedback to you and your tutor about how you are progressing. Our materials assume that English is your first language. If it is not, we recommend that you

download a free course sample from the website, to check that you will be able to engage fully with the course.

- **Learning journal** – your own private space to reflect on what you have been learning.
- **Essential skills** – access to resources to help you develop essential study skills, plus help with spelling, punctuation and grammar, to make sure you get the most out of your studies.
- **Forums** – an area to discuss your ideas and interact with other students studying the same subject(s) to gain a new perspective on a topic you're studying.

As everything that you need for your course is online, you will need access to the Internet and to be confident you have the online skills you'll need to be able to complete your course.

Who are our students?

Many learners take advantage of the flexibility of NEC's online distance learning courses, and every year thousands of students work to achieve their goals with our support. Our flexible approach to learning and the ability to study at your own pace and in your own time means we are perfectly placed to make study available to almost everyone, and students come from all walks of life to learn with NEC.

83.5% of NEC students would recommend us to their family and friends

NEC is proud of the fact that many of our students come to us directly through personal recommendation.

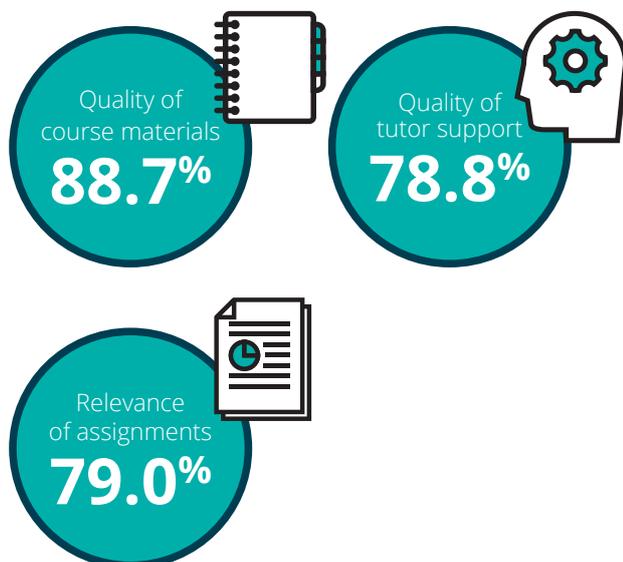


I'd heard good things about NEC from a friend so signing up with the college was an easy decision to make."

Bill, GCSE Maths

What is important when choosing who to study with?

Our students rate these as 'very important'.



Result of studying with NEC



Home educators

A growing number of young learners are being educated at home, and NEC courses are ideal to prepare for and gain GCSE, IGCSE and A level qualifications. See *page 19* to find out more about the support we can provide to home educators.

The armed forces

Distance learning is ideal for those serving in the armed forces. You can study your course wherever you are and whenever you like. Financial support is available for those serving in the armed forces through the *Standard Learning Credit* scheme.

Schools

NEC supports schools across the UK by providing a distance learning alternative for a wide range of subjects, to help with extending subject choice, resolving timetable clashes, overcoming staff shortages, and filling gaps in students GCSE qualifications.

Read more about our work with schools and colleges. [See page 35](#)



Why NEC? Because my mum suggested it! And I will end up with full credited qualifications."

James, A level Maths and Biology



The courses I took with NEC laid the foundations for me to leave the military and go on to gain a BA and MA."

Christine, A level Psychology

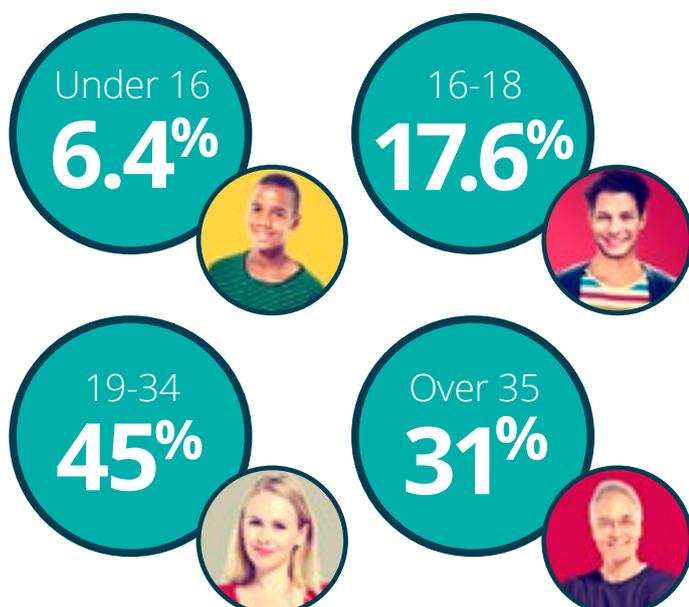


For students who need a flexible route to those essential GCSE and A level qualifications, the National Extension College is a hidden treasure and a superb option."

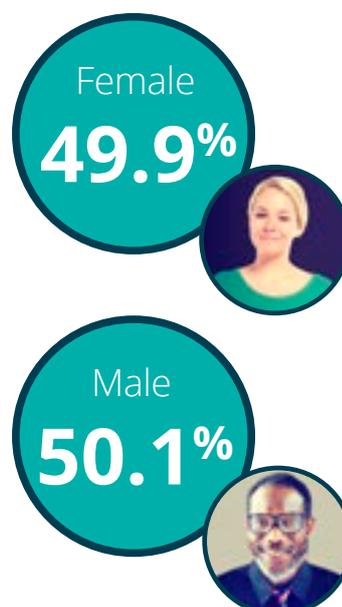
Mary Curnock Cook, Former Chief Executive of UCAS

Age range

Nearly half of NEC's students are aged 19-34.



Gender



Preparatory courses

These short courses are ideal if you want just a taste of a particular subject, to gain a foundation from which to develop your skills before progressing your learning to the level you need, or to see if independent study is right for you.

Entry requirements

There are no formal entry requirements, although a good level of basic English is needed.

Assessment

There are assignments throughout the course which will help your tutor to assess your progress. You will need to complete all of these in order to get an NEC certificate of completion.

Please check our website for full details and fees for these courses.

See also:

GCSE – Maths	See page 20
A level – Maths	See page 14
IGCSE – Languages	See page 23
A level – Languages	See page 16
Counselling	See page 32

Problem Solving

This short self-study course is aimed at A level students and those preparing for university entrance exams. It will help you to develop logical methods of handling numerical, graphical and pictorial data to solve problems. Such problem-solving skills are essential to lawyers, researchers, sociologists, geographers, historians and those in many other professions.

Duration 6 months

Critical Thinking

This short self-study course is aimed at A level students and those preparing for university entrance exams. By developing critical thinking skills, you will be able to judge the value, truth and basis of claims made in any debate. You will also learn to make your own convincing arguments.

Duration 6 months

A Taste of Counselling

If you wish to find out whether training as a counsellor would suit you, this course is ideal. Through case studies and multiple choice questions, you'll learn what counselling involves and how counsellors work. It will give you an insight into the personal qualities counselling requires.

Duration 4 months

Latin:

A course for beginners

This course provides a thorough introduction to Latin using a varied selection of extracts and activities. You'll start reading Latin text from day one, even if you have no previous knowledge of Latin, and by the end of the course will be able to read texts such as historical or legal documents, memorials or the Latin mass in their original form.

Duration up to 18 months



I cannot stress too highly my admiration for this course"

Mia, Latin: A course for beginners

Introduction to Maths

Maths skills are essential for many education or training programmes, and for many careers. This course introduces key maths ideas and techniques such as working with numbers, decimals, fractions, percentages and more. On completion of the course you can transfer to our GCSE Maths course and gain an important qualification.

Duration up to 12 months

Functional skills



Functional skills in English and maths provide you with the essential skills you need to build confidence, solve problems, use your initiative and work independently. They will open doors to further education and training, and are required for all apprentices who don't hold a GCSE or equivalent in these subjects.

Providing an alternative to GCSEs for developing your skills in English and maths, these short courses can be particularly beneficial if you are less confident because you did not achieve good GCSEs at school, or if you are returning to learning.

Please check our website for full details and fees for these courses.

Level 1 Functional Skills in Maths Functional Skills in English

These two courses in maths and English, mapped to the latest specifications, cover fundamental skills that you need in your personal and work life. Level 1 Functional Skills qualifications are considered equivalent to Grade 1-3 GCSEs, giving you a good basis from which to go on to Level 2 Functional Skills and open doors to further education, training and work opportunities. Each qualification is assessed separately. Externally set assessments are available on screen on demand or as paper-based assessments.

Duration 6 months

Level 2 Functional Skills in Maths Functional Skills in English

These two courses in maths and English, mapped to the latest specifications, cover fundamental skills that you need in your personal and work life. Level 2 Functional Skills qualifications in maths and English are considered equivalent to Grade 4 GCSEs. They open doors to further education, training and work opportunities. Each qualification is assessed separately. Externally set assessments are available on screen on demand or as paper-based assessments.

Duration 6 months

Choosing Functional skills or GCSE

Any further study or career plans you have are likely to include an emphasis on maths and English qualifications, but should you choose to study these as a Functional skill or at GCSE level?

	GCSE	Functional skills
Why should I choose?	<ul style="list-style-type: none"> A more academic route, offering a wider breadth of content than Functional skills qualifications and more suited if you plan to go on to Level 3 qualifications like A levels and on to university. 	<ul style="list-style-type: none"> A practical route to developing maths and English skills, focused on developing and using these skills. A good choice if you plan a career in childcare and early years or to go on to an apprenticeship programme.
Level	<ul style="list-style-type: none"> Level 2 	<ul style="list-style-type: none"> Level 1 (standalone qualification) Level 2 (standalone qualification)
Approximate hours of study	<ul style="list-style-type: none"> 120-150 	<ul style="list-style-type: none"> 55
Assessment	<ul style="list-style-type: none"> GCSE Maths – three exams GCSE English Language – two exams and a spoken language endorsement. Exams are taken in June 	<ul style="list-style-type: none"> Assessments can be taken throughout the year. You will demonstrate your skills through a series of assessments in real-life scenarios. English has a speaking and listening assessment.
Grades	<ul style="list-style-type: none"> Maths Foundation – Grade 1 to 5 Maths Higher – Grade 4 to 9 English – Grade 1 to 9 	<ul style="list-style-type: none"> Pass or Fail A pass at Level 2 is equivalent to GCSE Grade 4 or higher.

If you intend on going on to a particular course or career (nursing or teaching, for example), you should check with the college or university you plan to attend that a Functional skills qualification will be acceptable.

A level and GCSE courses

Course highlights

A level Maths and A level Further Maths

Maths is something we use every day to solve problems, often without realising it. A level Maths is our most popular subject and is often a requirement if you plan to go on to higher education.

See page 14 for more details.

Science A levels

Even though it's a practical subject you can study science by distance learning and our A levels in biology, chemistry and physics are among the most popular NEC courses.

See page 15 for more details.

A level History of Art

If you are fascinated by the visual arts – painting, sculpture and architecture, this online course will appeal to you.

See page 16 for more details.

IGCSE Double Science Award

If you want a good grounding in all the sciences, biology, chemistry and physics, this course, equivalent to two GCSEs will suit you.

See page 21 for more details.

GCSE English Language

English language can be used to inspire, motivate and challenge us as we gain the essential skills we require for many careers or to go on to further study.

See page 22 for more details.

Language IGCSEs

Learning a language helps us to learn about other cultures, understand other people's points of view better and help us to deal with complex situations.

See page 23 for more details.

A level study:

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Business	17
Social Sciences	17

GCSE study:

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History & Geography	22
Business	23
Languages	23
Social Sciences	23



The purpose of studying art history is to help you 'read' a work of art or building so you can explain and discuss it in a meaningful and informed way."

Penny Huntsman in Thinking About Art, 2016 Association of Art Historians

A level and GCSE subjects at a glance

NEC offers a wide range of GCSE, IGCSE and A level subjects all available for distance learning. Our courses are written by subject specialists and cover the same topics as those taught in schools and colleges. All that's different is the flexible way you learn. The table below shows which subjects NEC offers and which awarding body and specification the course covers.

With NEC, you can study at your own pace – wherever you want, whenever you want.

Subject	Course	Awarding body	AS	A level	GCSE	IGCSE
History, Geography & Classics	Classical Civilisation A level	OCR H408		✓		
	Geography IGCSE	CAIE 0460				✓
	History A level	Edexcel 8HI0/9HI0 (Route D)	✓	✓		
	History of Art A level	Edexcel 9HT0		✓		
	History IGCSE	Edexcel 4HI1				✓
Languages	French A level	AQA 7651/7652	✓	✓		
	French IGCSE	Edexcel 4FR1				✓
	Spanish A level	AQA 7691/7692	✓	✓		
	Spanish IGCSE	Edexcel 4SP1				✓
English	English Language A level	AQA 7701/7702	✓	✓		
	English Language GCSE	AQA 8700			✓	
	English Literature A level	AQA 7712 (Spec A)		✓		
	English Literature GCSE	Edexcel 1ET0			✓	
Sciences	Astronomy GCSE	Edexcel 1AS0			✓	
	Biology A level	Edexcel 8BN0/9BN0 (Salters Nuffield)	✓	✓		
	Biology IGCSE	Edexcel 4BI1				✓
	Chemistry A level	Edexcel 8CH0/9CH0	✓	✓		
	Chemistry IGCSE	Edexcel 4CH1				✓
	Combined Science IGCSE	CAIE 0653				✓
	Double Science Award IGCSE	Edexcel 4SD0				✓
	Physics A level	Edexcel 8PH0/9PH0	✓	✓		
	Physics IGCSE	Edexcel 4PH1				✓
Maths	Further Maths A level	Edexcel 8FM0/9FM0	✓	✓		
	Maths A level	Edexcel 8MA0/9MA0	✓	✓		
	Maths GCSE	Edexcel 1MA1			✓	
Social Sciences & Humanities	Politics A level	Edexcel 8PLO/9PLO	✓	✓		
	Philosophy A level	AQA 7171/7172	✓	✓		
	Psychology A level	AQA 7181/7182	✓	✓		
	Psychology GCSE	AQA 8182			✓	
	Religious Studies A level	Edexcel 8RS0/9RS0	✓	✓		
	Sociology A level	AQA 7191/7192	✓	✓		
	Sociology GCSE	AQA 8192			✓	
Business & Law	Business A level	AQA 7131/7132	✓	✓		
	Business IGCSE	Edexcel 4BS1				✓
	Economics A level	Edexcel 8EC0/9EC0	✓	✓		
	Law A level	AQA 7161/7162	✓	✓		

If you are planning on studying more than one A level or more than one GCSE, see the special offers on our website or call our Course Advice Team on **0800 389 2839**.

A levels



An A level is evidence that you have reached an in-depth understanding of a subject. All over the world, A levels are recognised as a significant educational achievement.

Some A level candidates sit their exams between the ages of 16 and 18, when they are in sixth form, but with NEC they can be taken by students of all ages.

Why study an A level?

You may wish to:

- improve on a grade you achieved the first time around
- change career, or meet entry requirements for a university course, and need a particular A level to do this
- learn more about a subject you are interested in.

How long will it take?

- The specification for each course suggests how many hours you will need to complete the course. You'll also need time to complete assignments and to prepare yourself for exams. Everyone is different so it is impossible to say exactly how long a course will take you.
- You'll be able to work through the course at your own pace. There are no deadlines – other than for exams and non-exam assessments (NEA), so you can work at a pace you're comfortable with and that fits around your other commitments.
- When you enrol with NEC you will get support from your personal tutor and Student Support for the duration of your course. If you are studying an A level this is up to two years. If you feel you are not going to be able to finish the course in that time, Student Support may be able to help by extending the course. Any extension is entirely at NEC's discretion.

• Our materials assume that English is your first language. If it is not, we recommend that you download a free course sample from the website, to check that you will be able to engage fully with the course.

When can I enrol?

- You can enrol at any time. But, if you are hoping to take the exam at a specific time you will need to enrol by a certain date to make sure you have sufficient time to complete your NEC assignments and submit them to your tutor for marking and guidance before you sit your exam. This is particularly important if your course includes non-exam assessment (NEA).
- At some times of the year, we offer a *Fast Track* service for students who need to complete their course in a short period of time. Please call us on **0800 389 2839** or visit **www.nec.ac.uk** for details.

What textbooks will I need?

Our A levels include a free ebook for most essential textbooks. If your A level requires additional textbooks, which are not included in your course fee we will tell you. You can find the list of textbooks required for each course on our website **www.nec.ac.uk**, or call our Course Advice Team for details.

Specifications

All of NEC's A levels meet the latest A level specifications.

Assessment

All A levels are assessed by exam, some also have non-exam assessment (NEA).

Non-exam assessment (NEA)

- For some subjects, there will be an element of non-exam assessment (NEA). This could take the form of coursework, a spoken language endorsement, a practical endorsement for science subjects, or an oral exam for languages.

- NEC is an approved centre for NEA. This means that if you enrol on a course with us that has NEA elements, you will have access to assessment for the NEA part of your course. The most straightforward option is to take your exam through one of our partnership exam centres.
- As well as marking your NEC assignments, your tutor will either mark or authenticate your coursework. Coursework authentication and marking is included in your course fee.
- For full details about studying a course with NEA visit our website **www.nec.ac.uk**.

What is an A level?

A levels are at Level 3 in the *Qualifications and Credit Framework (QCF)*, which is used in education and employment to help compare the size, level of difficulty and content of different qualifications.

Is it worth taking an AS level?

A level specifications are linear, and AS level qualifications stand alone and no longer contribute to the final A level grade. AS levels do not include non-exam assessment. You may decide to study a subject at AS level to demonstrate your ability to study at this level, to top up your UCAS points, to develop skills needed for higher education, or simply because it's a subject you enjoy. You can enrol on an AS level with NEC for any of our A levels except for English literature, classical civilisation and history of art. If you later decide you want to go on to study for the full A level qualification you can do this with NEC.

Please check our website for full details and fees for our A level and AS level courses.





Why NEC? Impressive student feedback, including praise for the support students are offered. Detailed information on exams and practical assessment on the website and when I spoke to an advisor on the phone."

Maurice, A level Chemistry

Our A level results

Our students consistently achieve results as good as or higher than the national outcome. Results change every year. Below are some examples from recent exam sessions. Please visit the website for the most up-to-date information.



Results are from students who have either taken their exams at one of NEC's partnership exam centres or have told us their results.

Choosing the right subjects at A level

The A level choices you make will have an impact on the courses available to you at university and your career plans. Always check what you need.

If you plan to go on to university make sure your choice of subjects and qualifications is suitable for the course you want to study, and that you will meet the requirements for attending your preferred university.

Some subjects may be considered 'essential' or 'desirable' by the university you wish to attend.

GCSE and A level maths are always highly valued by admissions officers at university and by employers.



A career in nursing

Nursing offers a wide range of career choices both in the UK and abroad. Nurses can choose to work with adults, older people, children or newborn babies. They can work in hospitals, GP surgeries, prisons, schools, businesses, or in the community. To be a nurse, you need an interest in healthcare, to be observant, organised and flexible, have studied formally for the past 12 to 24 months, and have relevant work experience.

You will typically need at least two A levels or an equivalent Level 3 qualification such as a BTEC to study for a nursing degree. You'll also need five GCSEs at Grade 4 or above including English language or literature, maths and a science subject.

If you are thinking about a career in nursing, NEC can help you achieve your ambition. Our A level and GCSE courses enable you to plug any gaps in your qualifications – including the essential GCSE English and maths subjects (see pages 18 to 23); or



gain a better grade in a subject you already have.

From the Army to a nursing PhD

Marc took further qualifications with NEC and a nursing entrance test to enable him to study for his nursing diploma. He has since progressed his way up the career ladder. He is now a Macmillan Uro-Oncology Clinical Nurse Specialist in charge of his own team of six nurses. Marc has also completed a nursing PhD.

Interested in a career in teaching?
See page 29

Download our free guides to a career in nursing or physiotherapy
www.nec.ac.uk/career-tracks/

A levels – Maths



Why maths is so important

Maths is something we use every day, often without realising it. It provides a way of understanding and describing the world around us and gives us the tools to study and understand abstract ideas and analytical processes.

Maths is often a requirement if you go on to higher education and is essential if you want to study STEM (Science, Technology, Engineering and Maths) subjects at higher level. It is also highly valued by employers, and core for many careers such as business, economics, medicine, accountancy, pharmacy and law.

As adults we solve millions of little problems every day using maths.

These are often about logical thinking, solving problems and looking for patterns and relationships.

Entry requirements

A level Maths is a Level 3 course and builds on Level 2 or GCSE skills and knowledge. GCSE Maths or an equivalent course, or if you are planning on studying Further Maths at A level GCSE Maths Higher, is advisable.

How is it assessed?

Both A level Maths and A level Further Maths are assessed by exam.

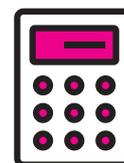
Meet Sally our lead tutor for A level and GCSE Maths.

[See page 20](#)



I hope to not only gain the qualifications I require to study my degree...I chose distance learning because it will help me improve upon skills such as self-motivation, independence, time management and much more."

Samantha, A level Maths



See also:

[GCSE – Maths](#)

[See page 20](#)

A level Maths

A level Maths is our most popular subject, and is a challenging and satisfying course to study.

This well designed and structured course will develop your understanding of important mathematical concepts and your skills in thinking logically and rationally and in problem solving. The course covers pure mathematics, statistics and mechanics.

Pure mathematics topics include:

- Proof
- Algebra and functions
- Coordinate geometry
- Sequence and series
- Trigonometry
- Exponentials and logarithms
- Differentiation
- Integration
- Numerical methods
- Vectors

Statistics topics include:

- Statistical sampling
- Data presentation and interpretation
- Probability
- Statistical distribution
- Statistical hypothesis testing

Mechanics topics include:

- Quantities and units in mechanics
- Kinematics
- Forces and Newton's Law
- Moments

Specification Edexcel 8MA0/9MA0

A level Further Maths

Designed to extend your maths skills, this course is a natural partner to Edexcel's A level Maths.

We have designed it so that it can run alongside your study of A level Maths or independently if you already have a maths A level.

The course is based on the expertise and online resources of *MEI (Mathematics Education Innovation)*. You'll study via their *Integral* website but with a carefully structured and guided learning route to help you make the best use of the learning materials to suit your needs as a distance learner.

Specification Edexcel 8FM0/9FM0

A levels – Sciences



The forum is quite active and has become an important form of support. It's good to be connected to other students."

Rupert, A level Maths

Studying science by distance learning

As science is a practical subject we are often asked if you can study science by distance learning. Yes you can, and science A levels are among the most popular NEC courses. It's not hard to see why. Studying science will help you to broaden your understanding of the world around you and can lead to some truly fascinating careers, such as engineering, medicine, meteorology and zoology.

The study of a science subject will also help you to develop sound analytical

skills and show future employers that you are methodical, organised and have good attention to detail.

Entry requirements

There are no set entry requirements, but we highly recommend that you have studied either combined science or the subject you are interested in at GCSE level. You will also need to have a good grounding in mathematics, ideally GCSE Maths Higher.

How is it assessed?

All three of these science A level courses are assessed by exam.

What about practical skills?

Although it does not include the practical endorsement (see below), the course reflects the need to gain practical skills and includes activities which you can do at home.

See also:

IGCSE – Sciences

See page 21

Assessment of practical work

Exam assessment

Your understanding of practical science, as well as theory, will be tested by questions in the written exam, and you need to demonstrate both your scientific understanding and practical skills.

Practical endorsement

Although your NEC course does not include the practical endorsement, this supplement to the A level qualification may be taken alongside your science A level. NEC has a unique arrangement allowing students who choose to take the practical endorsement to complete some of the core practicals at home, reducing the time needed in a laboratory setting.

For more information about completing the practical endorsement contact the Course Advice Team or see our website www.nec.ac.uk.

A level Biology

A level Biology is the study of life, from the complexities of the human body to much simpler protozoa. An essential choice if you plan to go on to study medicine, nursing or physiotherapy. You will learn about genes and health, biodiversity, forensics and more.

Specification Edexcel 8BN0/9BN0 (Salters Nuffield)



Biology is inherently fascinating. From a very young age I have always loved reading and learning about science. Biology is unique because of the complexity of living things and how they interact with each other and the environment. There is a lot more to discover about biology."

Josie, NEC biology tutor

A level Chemistry

The science of substances and their properties and interactions, from explosions to the creation of new compounds, this is the ideal course if you aspire to work in pharmaceuticals, food chemistry or forensics. Topics include atomic structure, equilibrium and transition metals.

Specification Edexcel 8CH0/9CH0

A level Physics

The study of how things work, from the smallest sub-atomic particles to incomprehensibly large galaxies, this is a popular choice if you want to become an engineer, planetary scientist or technologist. You'll learn about particles, gravitational fields and thermodynamics.

Specification Edexcel 8PH0/9PH0

If you are planning on studying more than one A level, see the special offers on our website or call our Course Advice Team on **0800 389 2839**.

A levels



History & Classics

A level Classical Civilisation

An A level in classical civilisation will enable you to gain a knowledge and understanding of the classical world through the study of a diverse range of ancient literature, thought and culture. You'll cover both social and historical contexts in order to understand the legacy of the classical world.



Specification OCR H408

A level History

How have political, social and economic events in Britain brought us to where we are now? A level History gives you the opportunity to evaluate and assess primary and secondary sources of information and formulate your own views on how our history has shaped us.

NEA This course includes coursework
Specification Edexcel 8HI0/9HI0
(Route D)

A level History of Art

This online course will appeal to those fascinated by the visual arts – painting, sculpture and architecture. It will help you to develop valuable skills in examining, analysing and discussing works of art from a broad range of periods, places, genres and themes, giving you access to the vocabulary and context of art.

Specification Edexcel 9HT0

Languages

A level French

A level French is a good foundation for a variety of careers. This course aims to equip you to deal with everyday social and work situations in French-speaking countries. You will read a range of texts in French, drawn from contemporary fiction, the classics and transcripts of films and current affairs programmes.

NEA This course includes an oral exam
Specification AQA 7651/7652

A level Spanish

A variety of set texts and films, rich in cultural references will help you progress to the next level in learning Spanish, one of the world's most widely spoken languages with over 400 million native speakers.

NEA This course includes an oral exam
Specification AQA 7691/7692

What you need to know about NEA (non-exam assessment)



For GCSEs and A levels, the term NEA is used for work assessed in addition to written exams. It provides the opportunity to show what you can do in a practical way as well as under exam conditions. Not all subjects have NEA. NEC is one of the few distance learning providers who are able to deal with all aspects of NEA. For full details see our website www.nec.ac.uk.

English

A level English Language*

Whether you are writing a blog, reading a film script, or analysing advertising copy, you need to use and understand language with its intended audience in mind. Studying A level English Language will enable you to improve your mastery of the language which 390 million people speak worldwide.

NEA This course includes coursework
Specification AQA 7701/7702

A level English Literature*

An A level in English literature will encourage you to read widely as a critical and independent reader. You will immerse yourself in a wide range of literary texts that span centuries, gaining an understanding of how to read closely and analyse a range of critical views.

NEA This course includes coursework
Specification AQA 7712 (Spec A)

*If you plan on studying English language or English literature and English is not your first language, we recommend that you download a free course sample from the website to check that you will be able to engage fully with the course.

See also:

IGCSE – Languages [See page 23](#)

IGCSE – History [See page 22](#)

GCSE – English Language and English Literature
[See page 22](#)



I would recommend the NEC sociology course as a high-standard learning facility, set at a fair price."

Patrick Robinson in 'The Sociology Teacher'

Business

A level Business

Do you see yourself as the next Richard Branson running your own business? An A level in business could help you get there, exploring topics relevant to today's society, such as the business environment, marketing, operations and ethics and developing your skills in decision-making and problem-solving.

Specification AQA 7131/7132

A level Economics

How do you distinguish between value creation and value allocation? What data do you select to frame simple assumptions that make a complex problem manageable? An A level in economics will help you start understanding the contribution economics makes to the wider social environment.

Specification Edexcel 8EC0/9ECO

A level Law

The study of law will enable you to develop your analytical and critical thinking and problem-solving skills through the application of legal rules. The course covers the nature of English law and the English legal system, private law, public law, and legal skills.

Specification AQA 7161/7162

Social Sciences

A level Politics

Are you interested in improving your knowledge of and engagement with contemporary politics? This course will develop your understanding of authority and power within the UK's political system and the US political system.

Specification Edexcel 8PL0/9PL0

A level Philosophy

The benefits of studying philosophy extend far beyond the subject itself. It promotes independent thinking and improves your ability to produce rational arguments. A level Philosophy explores some of the big questions concerning reality and existence.



Specification AQA 7171/7172

A level Psychology

The study of psychology opens doors to careers in education, social work, counselling and the police, as well as psychology. This course covers a comprehensive approach to developmental psychology and research methods, biological psychology, social psychology and psychopathology.

Specification AQA 7181/7182

A level Religious Studies

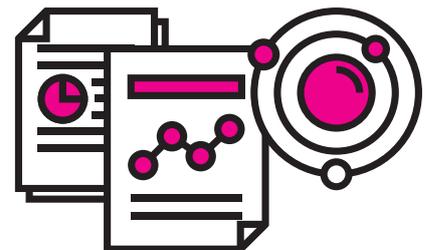
An A level in religious studies will help you develop critical and evaluative skills through a rigorous study of religion and its relation to the wider world. You will study aspects of one or more religions, looking at theological, ethical, phenomenological and philosophical perspectives.

Specification Edexcel 8RS0/9RS0

A level Sociology

Youth worker, charity fundraiser, probation officer, international aid worker: studying sociology prepares you for working in a range of very different careers. You will look in detail at concepts such as socialisation, culture and identity, and power and stratification.

Specification AQA 7191/7192



If you are planning on studying more than one A level, see the special offers on our website or call our Course Advice Team on **0800 389 2839**.

GCSEs



GCSEs are usually taken at school at the age of 16 or 17, but through NEC can be taken by students at any age. They show that you have gained a good level of learning in a given subject area and are recognised by employers and training providers in the UK as evidence of the first step of formal achievement in a subject.

IGCSEs are taken internationally and are recognised by most UK universities, colleges and employers as an equivalent to GCSEs.

Why study a GCSE?

You may wish to:

- improve the grade you achieved first time around
- change career – for example to meet entry requirements for a teaching or nursing career
- learn more about a subject you are interested in
- prepare to study a subject in more depth at A level
- support an application for a place at university
- fulfil employer's requirement for maths and English GCSE at Grade 4 or above
- begin an apprenticeship.

How long will it take?

- The specification for each course suggests how many hours you will need to complete the course. You'll also need time to complete assignments and to prepare yourself for exams. Everyone is different so it is impossible to say exactly how long a course will take you.
- You'll be able to work through the course at your own pace. There are no deadlines – other than for exams and non-exam assessments (NEA), so you can work at a pace you're comfortable with and that fits around your other commitments.

- When you enrol with NEC you will get support from your personal tutor and Student Support for the duration of your course. If you are studying a GCSE or IGCSE this is up to 18 months. If you feel you are not going to be able to finish the course in that time, Student Support may be able to help by extending the course. Any extension is entirely at NEC's discretion.

- Our materials assume that English is your first language. If it is not, we recommend that you download a free course sample from the website, to check that you will be able to engage fully with the course.

When can I enrol?

- You can enrol whenever you like, but if you are planning to take the exam, you will need to enrol by a certain date. That will give you enough time to complete your NEC assignments and submit them to your tutor for marking before the exam.
- We can help you if you need to complete your course in a short period of time. Please call us on **0800 389 2839** or visit **www.nec.ac.uk** for details.

What textbooks will I need?

For some GCSE and IGCSE subjects you will need to buy textbooks specified by the exam board. You will find details on our website or by talking to our Course Advice Team.

Assessment

- GCSE and IGCSE courses are assessed by exams.
- None of the subjects offered by NEC at GCSE and IGCSE level require you to submit any coursework for assessment.

- The GCSE English Language course includes a spoken language endorsement. This assessment is separately endorsed and you will receive a separate grade which does not contribute to your GCSE result. NEC is an approved centre for non-exam assessment (NEA), so you will have access to assessment for this endorsement through NEC providing you are taking your exam through one of our partnership exam centres.

What level are GCSEs and IGCSEs?

GCSE and IGCSEs are at Level 2 in the *Qualifications and Credit Framework (QCF)*, which is used in education and employment to help compare the size, level of difficulty and content of different qualifications.

Grades

From summer 2017 GCSE results in England began switching from letter grades (A* to G) to numerical grades (1 to 9) with 9 being the highest. There are two pass grades – Grade 4 is a 'standard' pass and Grade 5 is a 'strong' pass.

Please check our website for full details and fees for our GCSE and IGCSE courses.

See also:

Preparing to go on to higher education See page 3

A career in nursing See page 13

A career in teaching See page 29

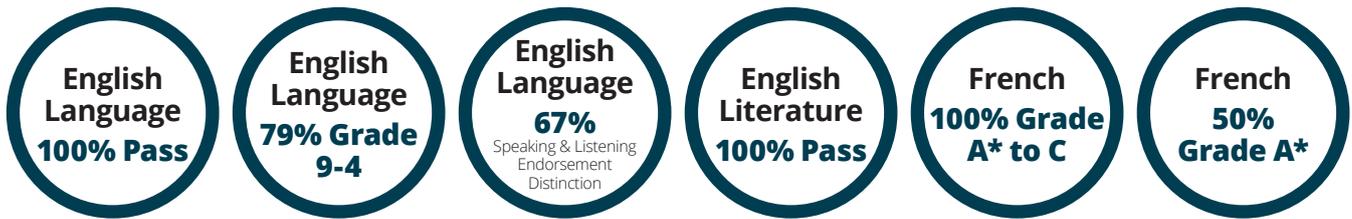


Why NEC? Great reviews from students, guidance from subject-specialist tutors and exam candidates achieving good grades."

Ann, GCSE English Language

Our GCSE results

Our students consistently achieve results as good as or higher than the national outcome. Results change every year. Below are some examples from recent exam sessions. Please visit the website for the most up-to-date information.



Results are from students who have either taken their exams at one of NEC's partnership exam centres or have told us their results.

What we can offer home educators

A growing number of young learners are being educated at home, and NEC's courses are ideal to prepare for and gain GCSE, IGCSE and A level qualifications. They provide the flexibility and versatility you need to ensure your child receives an education that can prepare them for college, university or the world of work. We have consistently helped home-educated children achieve excellent exam results.

We provide a unique set of services, including additional support through our under 18s service, to parents to help you in supporting your child through home education. For more information about being a home educator see our website www.nec.ac.uk/home-educators/

Here you can:

- find more details about being a home educator and how NEC can help and support you
- download a copy of our guides on home educating your child and choosing GCSEs and A levels if you are a home educator
- find sources of useful information if you are a home educator
- read blogs by parents and children about being home educated.



It's down to NEC that I was able to go to university and study the subject I have loved since being a child. I'm sure my life would have taken a very different course without home education."

Julia

Success stories

Julia left formal education at the age of 15 and her parents turned to home education. Through NEC, Julia studied and took maths GCSE and A levels including classical civilisation, and French. Her grades won her a place to study for a BA in classical and archaeological studies with French at the University of Kent. She went on to complete a Masters in ancient history at King's College London.



GCSEs – Maths

GCSE Maths

Maths GCSE is an essential qualification, vital for many career paths and further education choices. Maths is used in business, engineering, computing and the sciences. It plays a vital role in areas of endeavour as diverse as space travel, public health and predicting stock market prices.

What will you learn?

This interactive course uses video and other means to give you a good grounding in mathematics. It will help you to make sense of the numbers you come across every day – calculations, fractions, percentages, geometry and averages, to name a few. This course will prepare you for either the foundation or the higher exam papers.

What do you need to study GCSE maths?

There are no formal entry requirements, but you should have a basic level of numeracy.

Other information

Maths GCSE is a tiered qualification. There is a foundation and a higher level. You can choose to study additional sections of the course if you would like to sit the higher papers. The difference between the two is the highest grade you can achieve. For foundation the highest grade you can get is a 5, for higher the highest grade you can get is a 9.

Specification Edexcel 1MA1



I chose distance learning because it will help me improve upon skills such as self-motivation, independence, time management and much more."

Edward, GCSE Maths



See also:

A level – Maths

[See page 14](#)



Introducing Sally, NEC maths tutor

Sally is an NEC lead tutor for A level and GCSE maths. After achieving a BSc from Leeds University she went on to do a PGCE and taught in schools, becoming deputy head of the maths department. When she and her husband relocated to Yorkshire, Sally studied for a PhD whilst teaching foundation and undergraduate courses.



I love maths, I love the elegant way that everything fits together, the clever tricks that turn a complicated problem into something that is recognisable and (relatively!) easy to solve. My aim is to pass the passion I have for my subject on to others."

Sally

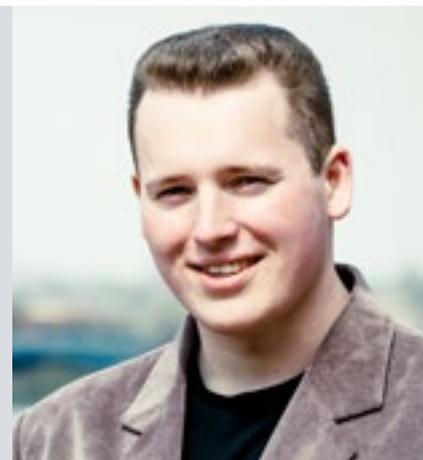


I chose NEC as it offers a wide range of subject options, has thorough and complete courses and a good support network. I enjoyed learning new things and knowing that I was working towards a goal, which for me was to attend university."

Elliot

Success stories

Elliot enrolled on his first NEC course when he was 13. He studied GCSE and IGCSE subjects, including maths, with NEC before going on to A levels in politics, history and law, achieving top marks: A and A* grades. He was accepted to study law at Cambridge University and then a law post graduate at Harvard University, graduating in 2017. He is now working for a large law practice in New York.



GCSEs – Sciences



IGCSE Combined Science

IGCSE Combined Science is the only single GCSE course that covers all three sciences, and includes important concepts in physics, chemistry and biology in separate sections. You'll learn about scientific methods, experimental and investigative skills, and consider the effects scientific developments can have on society and individuals. This course is a sound introduction for science-based careers and will help you to explore the world around you, from how the human circulatory system works to how a rainbow is made. There are some simple experiments that you can do at home using everyday materials.

Specification CAIE 0653



I think NEC were a very good part of the reason I attained an A for my course. I know how hard it is to decide with whom to study when embarking on distance learning. For anyone unsure, I can now wholeheartedly recommend NEC."*

Maurice, IGCSE Combined Science

IGCSE Biology

If you are fascinated by the functioning of living organisms – plants, animals, bacteria – studying IGCSE Biology will develop your knowledge and understanding of the underlying mechanisms that govern them.

Specification Edexcel 4BI1

IGCSE Double Science Award

If you want a good grounding in all the sciences, then this course may suit you well. It is **equivalent to two GCSEs**, with 21 sections – seven each in biology, chemistry and physics. By studying three sciences in this way you will gain a broad perspective, learning the basic skills and areas of interest in each subject, what makes them distinct and what connects them.

Specification Edexcel 4DS0



Self-study made me realise that learning never stops. It's not a race, not a sprint, not even a marathon, but a lifelong journey and you need to pace yourself."

Natalia, GCSEs and IGCSEs including Combined Science

IGCSE Chemistry

What are the properties of atoms? How do substances interact through chemical reactions? Chemistry deals with topics like these. You'll be introduced to principles of chemistry and do experiments at home using everyday materials.

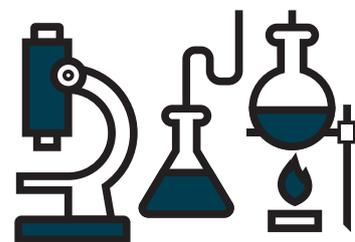
Specification Edexcel 4CH1

GCSE Astronomy

Explore the Universe and our position in it with this fascinating course. You'll learn all about Earth's solar system and beyond, investigate the movements of planets and stars, how they are formed, and how we observe and interact with Space, using your own practical observations to develop valuable scientific and maths skills. You'll need opportunities to observe the night sky, and to have access to the Internet. The assessment for this course includes two observations – one aided, one unaided.

 This course includes coursework

Specification Edexcel 1AS0



See also:

A level – Sciences

[See page 15](#)

IGCSE Physics

Physics involves the study of matter and its motion through space and time. You'll learn about energy and matter, developing investigative and analytical skills through practical experiments you can do at home.



Specification Edexcel 4PH1

If you are planning on studying more than one (I)GCSE, see the special offers on our website or call our Course Advice Team on **0800 389 2839**.

GCSEs



English

GCSE English Language

English language can be used to inspire, motivate and challenge us in countless different ways.

It is an inherent part of the world around us, from the way it is used in an advert to the writing of a script for a blockbuster movie. Explore the use of words in different contexts with this course and gain skills essential for many jobs and further study.

What will you learn?

You'll learn about the way written language works by analysing fiction and non-fiction, you'll see how writers use language in different ways to influence the response of their readers. You'll use these methods in your own writing

too to entertain, inform and persuade to get your point across.

What do you need to study GCSE English?

There are no formal entry requirements but you will need a good command of basic English. The course includes a spoken language endorsement, and assumes that English is your first language. If English is not your first language, we recommend that you download a free course sample from the website to check that you will be able to engage fully with the course.

Specification AQA 8700

GCSE English Literature

Explore English literature through a range of texts. Some familiar and some new, but all will inspire and challenge you.

Specification Edexcel 1ET0



I can work at my own pace, going as fast or as slow as I want. Last summer I even studied when we were on holiday in the middle of the North Yorkshire Moors!"

Susie, GCSE English Language

Success stories

Joe became unwell with M.E. when he was 13, which caused severe fatigue making it difficult for him to study, particularly if he was having a bad day. He was unable to attend school for almost three years.

Joe wanted to return to school to study at sixth form but needed GCSEs in maths and English to be accepted.



Distance learning is a good option, but you need to be motivated to study. Distance learning suited me as I was too ill to attend school, and it meant I could study at the pace I wanted and for short periods of time when I felt able to."

Joe

History & Geography

IGCSE Geography

Geography deals with the big themes that affect how we live. Study geography to develop skills in research and analysis, including map reading and field work.



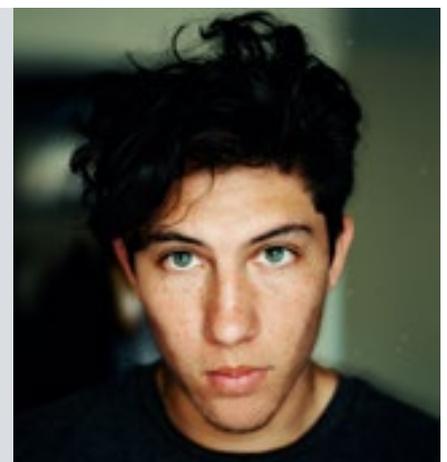
Specification CAIE 0460

IGCSE History

Develop and expand your knowledge and understanding of key historical events, people and societies, and learn how to ask relevant questions about the past.



Specification Edexcel 4HI1





John Le Carre in the Observer newspaper described the decision to learn a language as:

...an act of friendship, a holding out of the hand. It's not just a route to negotiation. It's also to get to know someone better, to draw closer to them and their culture, their social manners and their way of thinking. The decision to teach a foreign language is an act of commitment, generosity and mediation."

Business

IGCSE Business

This course will help you to understand business concepts, terminology, objectives, organisation, finance and operation. It provides excellent preparation for building a career in business, finance or economics.

Specification Edexcel 4BS1

See also:

- Latin: A course for beginners **See page 8**
- A level – English Language and English Literature **See page 16**
- A level – History **See page 16**
- A level – Languages **See page 16**
- A level – Social Sciences **See page 17**
- A level – Business **See page 17**

Languages

IGCSE French

Do you go to France for work or on holiday? This course is for you if you are keen to learn French and have a little knowledge. You will develop your vocabulary and understanding of French so that you can take part in French society.

 This course includes an oral exam
Specification Edexcel 4FR1

IGCSE Spanish

Spanish is a national language in 20 sovereign states around the world and is spoken by more than 400 million people. This course is for you if you know just a little Spanish and want to study the language.

 This course includes an oral exam
Specification Edexcel 4SP1

Social Sciences

GCSE Psychology

Psychology is the study of the mind. You'll find this course particularly engaging if you're interested in understanding how to use scientific methodology to investigate themes such as memory, perception, the brain and neuropsychology.

Specification AQA 8182

GCSE Sociology

Sociology concerns itself with the study of social behaviour, looking at its origins, development and organisation. This course will help you develop methods of investigation and critical analysis about society and how it functions.

Specification AQA 8192



Introducing Tracey, NEC psychology and sociology tutor

Tracey is a lead tutor for NEC's psychology and sociology courses. She has a degree in psychology and a Master's in social science. She is a qualified teacher and social worker and has completed postgraduate training in learning disability studies. She decided to work for NEC after qualifying as a teacher, seeing this as an opportunity to teach more people about the subjects she enjoys.



I always enjoy working with students who are keen, enthusiastic and enjoy their studying. Students never fail to inspire and motivate me. It is always great to have enthusiastic students who work hard to complete their courses."

Tracey

If you are planning on studying more than one (I)GCSE, see the special offers on our website or call our Course Advice Team on **0800 389 2839**.

Education and training courses

Enhance your career in childcare, adult education and management.

Develop valuable skills in counselling, bookkeeping and training.

Prepare for successful employment.

Explore your creativity and appreciation of the arts.

Course highlights

Level 3 Diploma for the Early Years Workforce (Early Years Educator)

One of our most popular courses, which sets the standard for anyone working in early years.

See page 27 for more details.

Understanding Mentoring and Coaching

In this short course you'll learn about the skills and responsibilities of mentors and coaches and how to support people.

See page 29 for more details.

Level 3 and Level 5 Management courses

Leading to professional qualifications from the Chartered Management Institute (CMI) our management courses will give you the confidence and skills to be a good manager.

See page 30 for more details.

Using Counselling Skills

Learn to use counselling skills in your role as a manager, carer, volunteer, instructor or mentor.

See page 32 for more details.

Education and training courses:

Childcare and early years	26 – 28
Teaching and mentoring	29
Management	30
Business and bookkeeping	31
Counselling	32
Creativity and arts	33

Childcare and early years



Whether you want to work with pre-school children, assist with the teaching of primary children or work with children or teenagers in an after-school club, a course with NEC can open many doors for you.

NEC works closely with NCFE CACHE, the Council for Awards in Care, Health and Education, who are the leading awarding body in the UK for courses in early years care, childminding, playwork and supporting teaching and learning. Our courses are prepared directly to CACHE specifications, and NEC consistently receives good reports on inspection about our courses.

Assessment

Assessment is continuous, but will vary depending on the course you have chosen to study. It may consist of building a portfolio of evidence including assignments, learning plans, discussions and direct observation in the workplace.

Tutor support

Your personal tutor will help you build up the evidence you need to gain your chosen qualification. Where the course contains workplace assessment, they will come out and visit you in your workplace to do this.

Level

NEC's childcare courses cover Levels 1, 2 and 3. If you're not sure which level is right for you, you can take our 'Choosing the correct level' quiz which you can find on the website www.nec.ac.uk.

Registration fees

You will need to budget for registration fees for all courses accredited by CACHE. Details of the fees are on the website. NEC will register you with CACHE.

Funding

Some students are able to get help with the cost of their early years, playwork and teaching assessment courses. Contact your local authority's children's services department for further details.

If you are already working in an early years or playwork setting, you could ask your employer if there is help available to fund your course.

Work placements

A suitable work placement is recommended for all these childcare courses, but for some it's essential. We'll tell you when that's the case.

Studying online

Our childcare courses are delivered online. You will need to be able to use a computer with Internet access and be confident in using these. Before you enrol, we will ask you to complete a pre-enrolment agreement that, among other things, will run through the IT skills and system requirements you will need to complete the course.

Maths and English

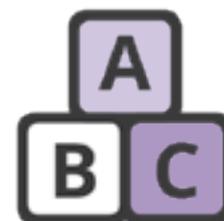
English and maths at GCSE Grade 4 or above or an equivalent Level 2 qualification in maths and English, such as Functional skills, are important for Early Years Educators. NEC offers GCSE courses in English and maths (see pages 18-23), and Level 2 Functional Skills in English and maths (see page 9). For details of what counts as an 'equivalent' qualification see the CACHE or Pre-school Learning Alliance websites.

Please check our website for full details and fees for our childcare and playwork courses.



...the centre has once again shown they are implementing a robust approach to quality assurance. The records of assessment and internal quality assurance reflect the support and guidance given to the learner throughout their learning journey."

CACHE





Why NEC? I found the college through the National Careers Service. Any organisation on a government website is worth looking in to! My trust has been rewarded with excellent course materials and a supportive, accessible tutor."

Corinne, Level 3 Diploma for the Early Years Workforce

I want to work with	I want to	Qualification
children aged 0-5 years	volunteer in a pre-school setting	Level 1 Award Introduction to Early Years Settings
children aged 0-5 years	work as a pre-school or nursery assistant	Level 2 Diploma for the Early Years Practitioner
children aged 0-5 years	work as a pre-school or nursery leader, childminder	Level 3 Diploma for the Early Years Workforce (EYE)
children aged 4-16 years	work in an after school or breakfast club; holiday playscheme	Certificate or Diploma in Playwork
children aged 4-16 years	get involved in playwork	Level 3 Award in Transition to Playwork

Childcare and Playwork

Level 3 Diploma for the Early Years Workforce (Early Years Educator)

One of NEC's most popular courses, the Level 3 Diploma for the Early Years Workforce sets the standard for anyone working in early years. If you want to qualify as an Early Years Educator, then this is the course for you.

You'll build up the knowledge and skills you need to work as a practitioner with 0-5 year olds in a nursery or pre-school. You'll find out how to help children get ready for school, and watch them learn and develop. You'll also have the opportunity to gain knowledge of 5-7 year olds.

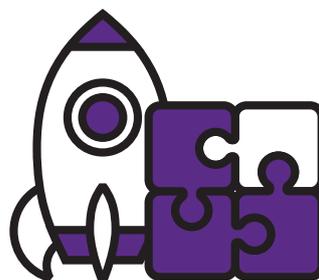
The course will give you the knowledge and skills you need to get a job in education and childcare, so that on completion of the course you could go on to be a nursery nurse, reception year teacher, childminder or a nanny.

The topics are structured around themes covering:

- Health and wellbeing
- Legislation, framework and professional practice
- Play, development and learning for school readiness
- Professional development.

Duration 24 months

Visit our website for the registration details for this course www.nec.ac.uk.



Success stories

Having previously worked as a teaching assistant in a primary school, Natasha was keen to carry on working with young children once her daughter started school and found studying with NEC a great way to increase her skills and confidence.

The Level 3 Early Years Diploma's versatility meant Natasha could choose units relevant to her work and interests – focusing on areas in which she felt she could benefit from additional study, and allowing her to work to her own schedule.



It's recommended that you spend four to six hours each week on the course, but it's flexible – you can work at your own pace, which suited me really well because of my family commitments."

Natasha

Childcare and early years

Childcare and Playwork

Level 1 Award

Introduction to Early Years Settings

If you have a child under five and want to work as a volunteer in a pre-school setting, or are looking for a career change, this is the course for you. This Level 1 qualification develops a basic knowledge of childcare in early years settings and provides a stepping stone to further qualifications. You must be at least 16 to enrol on this course.

Duration 6 months

Level 3 Award in

Transition to Playwork*

If you currently work in an early years setting and are interested in branching out and moving into a play environment, this course will give you the qualification and credentials you need. It will introduce you to the key theories and principles of playwork so that you are able to work in an after school or holiday club, or other playwork setting.

Duration 6 months



I am very proud of what I have achieved. I would never have got the grades I have without your help and support. I want to say a big 'thank you'."

Rachel, Level 2 Diploma for the Early Years Practitioner

Level 3 Certificate in

Playwork*

If you work in a playwork setting and want to learn more about the importance of play and how to support children and young people in a play environment, this course will help you. As well as the topics covered in the Award, you'll learn about health and safety and supporting positive outcomes.

Duration 12 months

Introducing Kate, NEC childcare and early years tutor

Kate is tutor for several of NEC's childcare and early years courses, and has also been involved in writing some of the course materials. The best thing about working for NEC is how rewarding it is, Kate says. She also finds NEC to be very supportive for students and tutors and enjoys working with a wide variety of people because they bring a huge range of experience both in childcare and life in general, which makes her work more interesting and rewarding.

Level 2 Diploma for the

Early Years Practitioner

If you want to work with children from birth to five years of age and gain knowledge of working with children up to seven, this is the ideal course for you. To enrol you need to be at least 16 years old and working or volunteering in an early years setting. On completion of the course you'll be able to work as a Level 2 practitioner or progress to a Level 3 qualification.

Duration 12 months

Level 3 Diploma in

Playwork*

If you aim to be able to work unsupervised in a play environment with children aged 4–16, the Diploma is an essential qualification to help you get there. As well as the topics covered in the Award and Certificate, you'll also learn everything you need to work independently within a play environment.

Duration 18 months



It is a very satisfying job, as I see students start at the beginning of a Level 1 or 2 course and slowly grow in confidence, ability and understanding, to the end of a Level 3 course."

Kate

*Visit our website for the registration details for these courses www.nec.ac.uk.



Teaching and mentoring

The ability to help people learn is valuable and rewarding, and it's not just needed in formal education. Your role at work may include teaching colleagues or you may have particular experiences or abilities that you want to teach to others.

If you are looking to work with adult learners, the *Award in Education and Training* will help to prepare you for that and is accredited by TQUK. This is a regulated qualification recognised by *Ofqual* and listed on the *Qualifications and Credit Framework (QCF)* register. It replaces the old PTTLS qualification and is recognised by adult and further education as an initial teaching qualification.



"...the centre is delivering a very well-run provision. Processes and procedures are extremely robust. The initial assessment documents and the IQA and Assessor feedback, are particular strengths."

TQUK

Level 3 Award in Education and Training

This course is ideal for anyone with training responsibilities, whether they are within the workplace, training centre, college or voluntary organisation. Throughout this online course you'll explore the roles and responsibilities of the teacher, planning and delivering sessions, assessment methods and record keeping.

Duration 6 months

Entry requirements

If you plan to study the *Award in Education and Training* you will need to be at least 19 years of age and have a good command of basic English. You need to hold a relevant vocational or academic

qualification of at least the level above that of the learners you plan to teach.

Assessment

You will build a portfolio of evidence including learning plans, observation and evaluation. You will also need to attend a microteach session, or be able to work with a qualified assessor and record a practical observation by video.

Please check our website for full details and fees for these courses.

Understanding Mentoring and Coaching Level 3

In this short course you learn about the skills and responsibilities of mentors and coaches. You will reflect on your own attitudes and skills and how to use them to support others. This is valuable, whether or not you decide to go further and take on practical coaching or mentoring.

Duration 12 months

A career in teaching

As well as the chance to work virtually anywhere in the UK, a UK teaching qualification is highly sought after by schools all over the world.

If you want to apply for a place on a teacher training course you'll need to have GCSE English and maths at Grade 4 or above. If you want to work in a primary school setting you will also need a science GCSE at Grade 4 or above. To teach a subject at secondary level as a minimum you will need to have an A level in that subject.

You'll also need to have an undergraduate degree from a UK university; two or three days experience in a school and a DBS (Disclosure and Barring Service) check to verify that you don't have a criminal record that would

prevent you working with children and young people.

If you are thinking about a career in teaching, NEC can help with your essential GCSE qualifications. We can also help you to plug any qualifications gaps you have at A level.

Becoming a teacher is Naila's best move

When Naila decided to train to be a teacher, she needed to improve her GCSE English grade to be eligible for a place and enrolled with NEC. She went on to qualify as a secondary teacher and was fast-tracked to the leadership role of director of specialism at a secondary school in East Anglia.



NEC's GCSE English was by far the best option for me as it gave me the flexibility to complete everything in a few months."

Naila

Download our free guide to a career in teaching www.nec.ac.uk/career-tracks/.



Management

The Chartered Management Institute's (CMI) qualifications are ideal for managers and leaders at any level, and its qualifications are highly valued by employers and so boost career prospects.

NEC offers management qualifications at Levels 3 and 5. We work in close association with and are quality assured by CMI, receiving good reports at audit about how we support our students on CMI courses. At Level 3 and Level 5 you can enrol on either the Award, Certificate or the Diploma, depending on how in-depth you wish your studies to be.

Specification

Our courses cover the latest CMI specifications and are based on Total Unit Time (TUT).

Entry requirements

This qualification is suitable for students age 18+. For all the courses there are no formal entry requirements, as long as you are already working as a manager at the appropriate level. Students should also have a strong grasp of the English language to be able to fully benefit from the course.

Assessment

You will be continually assessed throughout your course. Assessment is in the form of two written assignments per unit.

NEC has chosen the units that you will study for each qualification based on their suitability for distance learning, in order to give you a comprehensive understanding of the different key management themes identified by CMI's Apprenticeship pathway.



...the centre shows clear evidence of good course management, a commitment to continuous improvement and evidence of enhanced learner support and resources."

Chartered Management Institute

Level 3 Award, Certificate and Diploma in Principles of Management and Leadership

If you are a practising or aspiring first line or supervisory manager these courses will help you to set and monitor goals and objectives for the team you supervise or manage; to achieve clearly defined outcomes, and develop your communication and motivational skills to become a more effective and productive manager.

**Duration: Award 6 months;
Certificate 12 months;
Diploma 18 months**

Level 5 Award, Certificate and Diploma in Management and Leadership

For mid managers, with some experience of managing people, Level 5 is more appropriate if you wish to develop your skills and take the next steps in your career. You'll learn about managing team performance, recruitment, meeting stakeholder needs and being a leader.

**Duration: Award 6 months;
Certificate 12 months;
Diploma 18 months**

Please check our website for full details and fees for our management courses.

Which level should I choose?

I want to work as	I want to	Qualification	Units of study
first line manager or supervisor	gain an overview of the roles and responsibilities required of managers	Level 3 Award in Principles of Management and Leadership	One unit worth at least 40 TUT hours
	broaden my knowledge and skills to become a more effective manager	Level 3 Certificate in Principles of Management and Leadership	Two units worth at least 121 TUT hours
	develop as a first line manager	Level 3 Diploma in Principles of Management and Leadership	Eight units worth at least 370 TUT hours
middle or senior manager	develop a specific aspect of my role	Level 5 Award in Management and Leadership	One unit worth at least 40 TUT hours
	broaden my skills and knowledge	Level 5 Certificate in Management and Leadership	Two units worth at least 121 TUT hours
	develop skills needed to be a senior manager	Level 5 Diploma in Management and Leadership	Eight units worth at least 370 TUT hours

Full details of the specific units covered by each course are on our website.



Business and bookkeeping

NEC offers two bookkeeping courses in partnership with the *Institute of Certified Bookkeepers (ICB)*. ICB qualifications will equip you for a future job in bookkeeping or for setting up your own business.

ICB's qualifications are developed with employers, government, small business owners and experienced bookkeepers and are rigorously practical and relevant.

Entry requirements

There are no formal entry requirements, although you will need to study the Level 2 course before you move on to Level 3.

Assessment

Assessment is in the form of exams which NEC will arrange for you with ICB when you are ready to take them. For information about the exams you will need to take see the full course information on our website www.nec.ac.uk.

ICB exams can be taken at any time and are completed online so there is no need for you to travel to an exam centre. Once you have registered to sit the exam you must complete it within a single session and by the deadline you are given.

Please check our website for full details and fees for these courses.



Essential Bookkeeping

If you want to develop bookkeeping skills to help run your business or club, improve your job prospects or just stay on top of your own accounts, this fully updated course will provide you with an excellent starting point. Leading to the ICB Level 1 and 2 qualification, you'll be well on your way to understanding the principles of bookkeeping, account books and using the accounts.

Duration 12 months

Business Start-up

More people are starting-up their own business than ever before, but setting up on your own can be a challenging task. You need to consider a range of issues if you are running or starting up your own business including developing your business idea, researching your market, finance and money matters, marketing, customer service and selling a quality product or service.

The course is based round real video case studies and uses practical examples to build up knowledge and create a solid foundation for your new business.

This course begins by helping you decide whether self-employment is right for you. It then takes you step-by-step through the knowledge and skills you need to establish yourself in business.

The first part of the course *Planning to start your own business*, takes you through the process of testing your business idea, deciding if self-

Advanced Bookkeeping

If you wish to look in more detail at the bookkeeping processes and the requirements of a range of different businesses, or you are thinking of a career in bookkeeping, this course will develop your bookkeeping, accounting and business skills. To do this course you will need the *Essential Bookkeeping* qualification, GCSE Accounting or an equivalent qualification.

Duration 12 months

employment is for you, and planning your business.

The second part of the course *Succeeding with your own business*, will help you to get your business up and running.

Duration 6 months



Why NEC? Personal service, knowledgeable staff, thorough and interesting course materials, the right level of challenge, and all for a very reasonable price."

Navin, Business Start-up

Counselling

A career in counselling can be varied and rewarding. If you're thinking about taking the first step toward working in this field, a course with NEC is a great way to get started. You'll learn about the underlying principles of counselling techniques and practice.

Entry requirements

There are no formal entry requirements, but for *Counselling Theory* you should be working as a trainee counsellor or have a good understanding of counselling practice to fully benefit from this course. For *Using Counselling Skills* you will need to be at least 19 years of age and have a good command of basic English.

Assessment

For *A Taste of Counselling* and *Counselling Theory* there are assignments throughout the course which will help your tutor to assess your progress. You will need to complete all of these in order to get an NEC certificate of completion.

For *Using Counselling Skills* you will need to complete four assignments including a recorded conversation. *Using Counselling Skills* leads to unit accreditation towards the *Level 2 Certificate in Using Counselling Skills* accredited by *Training Qualifications UK (TQUK)*.

Please check our website for full details and fees for these courses.

See also:

Understanding Mentoring and Coaching [See page 29](#)

Using Counselling Skills

Many of us need to use counselling skills in our work – as managers, carers, administrators, instructors, volunteers and so many other professions – as well as in our everyday lives. But do we really know what we're doing when we try to help? We may be good listeners – that's probably why people tend to seek us out – but sometimes we just do our best when we could do so much more good (and avoid the pitfalls) by learning how to use these skills in the right way.

Using Counselling Skills takes you through the basics of identifying the skills needed in different situations, the crucial ground rules of starting and ending a helping relationship and, with extensive use of case studies and examples, you learn how to use the skills confidently and in the most effective way. You will receive a unit certificate to validate your learning.

Duration 6 months

A Taste of Counselling

If you wish to find out whether training as a counsellor would suit you, this course is ideal. Through case studies and multiple choice questions, you'll learn what counselling involves and how counsellors work. It will give you an insight into the personal qualities counselling requires.

Counselling Theory

If you have a good general understanding of counselling practice or are already practising, this course will be invaluable. It provides a thorough grounding in the main counselling theories, plus full guidance on how to apply theory in your practical work. The course will prepare you for further training or a professional qualification.

Duration 4 months

Duration 12 months

Success stories

Astero had already completed English GCSE with NEC when she decided to enrol on the Counselling Theory course.



I have been interested in counselling for a long time and chose the course as a way of learning more about it in a structured way. It gave me the insight into the subject I was looking for. Longer term, I hope to go on and study for a degree."

Astero

Creativity and arts



If you have a creative streak that you'd like to develop or simply have a general interest in the arts, our range of courses in art and writing could help you realise your ambitions and translate your ideas in to reality.

Entry requirements

There are no formal entry requirements, although a good level of basic English is needed.

Assessment

There are assignments throughout the course which will help your tutor to assess your progress. You will need to complete all of these in order to get an NEC certificate of completion. There is no formal assessment.

Please check our website for full details and fees for these courses.



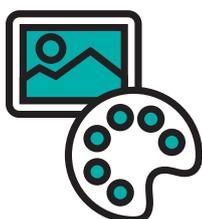
Why NEC? I have serious health issues and am restricted in what I can do. With NEC I can study whenever it suits me."

Julie, Creative Writing

See also:

A level – **History of Art**

[See page 16](#)



Creative Writing

If you wish to discover or develop your writing skills, this course will give you the knowledge to improve your techniques and boost your confidence in your writing. You'll look at writing different forms of fiction, such as novels, plays, poems, and non-fiction material like magazine articles.

Duration 12 months

Art History

If you are interested in art history, our course covers art history from the 15th century to the present day. With the help of specific course textbooks, you'll study many of the major art movements and styles and become familiar with the work of important artists.

Duration 12 months

Art Techniques

Whether you want to learn to draw and paint or to build on your existing skills, this popular course is a great starting point. You will practise a range of skills and techniques covering all the basics, and look at the work of others – an important part of learning art techniques. The latest version of the course includes more focus on women artists.

Duration 12 months



I had always believed creative writing to be an ideal vehicle for distance learning and this has proved to be the case. I have had hundreds of students over the years and they have all been so different. The course is a constant source of celebration as students move forward."

Pat, author and former creative writing tutor

Writing Short Stories

If you wish to learn the techniques of writing short stories or how to use the short-story form effectively, this course will help you. You'll look at structure and plot, the way characters are created, different narrative voices and other important aspects of the story-writing process.

Duration 6 months

Writing for a Living

If you're wondering how you can turn your passion for writing into a business, this course will show you how to get your work published and give you advice on getting started as a freelancer. You'll learn about the different publishing media and their demands, and find out how to target the most suitable outlets for your work.

Duration 6 months

We are proud to work with



The Open University

The Open University provides high-quality higher education by distance learning. NEC has a shared history with the OU and both organisations share an ethos and mission to widening participation through distance learning particularly for part-time students. We have a formal *Memorandum of Understanding* which provides a framework for our collaboration. You should contact the OU if you want to extend your studies beyond the level offered by NEC.

www.open.ac.uk



unionlearn

unionlearn works closely with unions to provide learning opportunities for its members. With a shared passion for education, we work closely with unionlearn to ensure its members are able to access the wide variety of courses on offer from NEC. Distance learning is ideal for people who want to continue working while they study.

www.unionlearn.org.uk



The Prisoners' Education Trust (PET)

PET provides advice and funding to about 2000 prisoners each year to help them study courses in subjects and at levels not otherwise available. This ensures access to broader education opportunities for prisoners, to enhance their chances of building a better life

after release. NEC works with the charity as distance learning is proven to reduce the likelihood of reoffending.

www.prisonerseducation.org.uk



Prisoner Learning Alliance (PLA)

NEC is pleased to be a member of the PLA. Membership of the PLA brings together organisations and individuals to inform prison education priorities, policies and practices, so that all prisoners can engage in high-quality and diverse learning opportunities to help them transform their lives.

www.prisonerlearningalliance.org.uk



International Examination Officers' Association

The International Exams Officers' Association (IEOA) is an independent charity whose role is to support and develop exams delivery throughout the UK. NEC works in partnership with the IEOA to provide support and guidance for external candidates for exams.

www.examofficers.org.uk



The WEA

The WEA is the largest voluntary sector provider of adult education in the UK. Both the WEA and NEC were set up to address educational inequalities faced by ordinary working people. We are proud to partner with the WEA to promote and campaign for widening access to lifelong learning.

www.wea.org.uk



UCAS

UCAS is an independent charity that supports young people making choices after GCSE and those applying to university. NEC and UCAS have worked in partnership to develop a series of study skills guides to help students make a successful transition to higher education. The study skills guides can be downloaded from the UCAS website.

www.ucas.com/studyskills



Campaign for Learning

The Campaign for Learning is a charity set up to champion the cause of lifelong learning in order to create a society where active participation in learning is recognised as the key to improving life chances and fulfilling potential. NEC is proud to be classified as a friend of the Campaign for Learning.

www.campaign-for-learning.org.uk



ASSOCIATION FOR ART HISTORY

Association for Art History (AAH)

AAH exists to provide an inclusive and broad approach to the study of art history. NEC is delighted to be working in partnership with AAH to widen participation in the subject by developing an innovative online course for the new A level History of Art specification.

www.forarthistory.org.uk



European Association for Distance Learning

EADL is the European association of schools, institutions and individuals working in correspondence and distance education. All its members must meet the EADL quality standards and comply with its code of conduct. Europe-wide, EADL membership is regarded as a seal of quality. It has members in prestigious organisations across Europe who meet at annual conferences to discuss developments, innovation and best practice in distance learning.

www.eadl.org



MEI

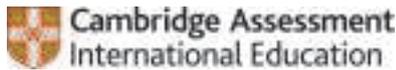
Mathematics Education Innovation (MEI) is an independent national charity committed to improving maths education. NEC is delighted to be working in partnership with MEI to offer an online course for further maths.

www.mei.org.uk

The Big Issue

We are working with The Big Issue on a bursary scheme to give magazine vendors interested in studying the chance to enrol on an NEC course and boost their employability.

www.bigissue.com



Awarding bodies

NEC works closely with the main awarding bodies in the UK and complies with their strict quality guidelines.

In addition to the awarding bodies above we also work with AQA, Pearson Edexcel and OCR.

Schools and colleges

NEC supports many schools across the UK by providing a distance learning alternative to help with extending subject choice, resolving timetable clashes, overcoming staff shortages and helping to fit maths and English GCSE into a crowded A level timetable. You can download a copy of our Schools' and Colleges' Guide from our website.

www.nec.ac.uk/services-to-schools/



NEC's approach, with 1:1 tuition for every student provided as part of the course, means we don't have to give a thought to timetabling, teaching time, marking pupils' work or preparing them for exams. Independent study fits very well with the school's ethos of individual endeavour for collaborative creation."

Simon

Flexible provision

A specialist music school aims to create a family environment in which pupils can develop their musical, intellectual, artistic and social skills. Alongside musical excellence the school has an enviable record of academic achievement. *'Of course, we can't offer all the subjects pupils may be interested in studying – no school can – but the National Extension College has enabled us to expand what we offer older pupils,'* explains the school's Director of Studies, who came across the NEC by chance a few years ago when a small group of students expressed an interest in studying philosophy A level.



How to enrol and other FAQs

There's a lot to consider when you enrol on a course, it's a big decision. We've used our experience, and the experience of thousands of students that have enrolled with NEC to draw up a list of frequently asked questions (FAQs) which you will find on our website www.nec.ac.uk/faqs/.

Below are the answers to the questions about enrolment, exams and paying for your course. There is more information about exams on *page 4*, and the answers to further questions throughout this Guide.

How do I enrol on one of NEC's courses?

There are several ways you can enrol with NEC. You can:

- enrol via the online course information page for the course you want www.nec.ac.uk
- telephone us on **0800 389 2839** (+44 (0)1223 400200 if you are calling from overseas) and speak to our Course Advice Team
- ask us to send you an enrolment form for you to complete and return by post.

Before you enrol make sure you have read our enrolment terms and conditions which you can find on the website. Once you've enrolled you'll get an email to welcome you and guide you through logging on to learn@nec your online learning platform, and to introduce you to your personal tutor.

Our materials assume that English is your first language. If it is not, we recommend that you download a free course sample from the website, to check that you will be able to engage fully with the course.

Do NEC students do well in exams?

NEC students consistently perform as well as or better than the national outcome. For examples from recent exam sessions of NEC students who have either taken their exams at one of our partnership exam centres, or who have told us their results, see *pages 13 and 19* or visit our website www.nec.ac.uk.

Where will I sit my exam?

If you sign up for our exam service, NEC has a number of partnership exam centres across the UK where we can guarantee you a place, and we will administer your exam entry for you. You may wish to find a centre yourself, in which case we will be happy to give you guidance.

Does NEC have an exam pass guarantee?

Yes. We are confident that if you complete all your assignments and follow our advice on working through the course, you will pass your exams. If you don't, get in touch and we'll arrange support for you to try again at the next exam session. You should be aware that we are only able to do this if you have completed all your assignments and the specification for your course is still being examined.

We have produced an exams handbook, *Your Guide to Exams*, which you can download free from our website www.nec.ac.uk.

How do I pay for my course?

NEC offers a variety of payment options. You can pay in full once you enrol, or spread out the cost of your course. NEC is able to offer finance options. To discuss your options call our Course Advice Team on **0800 389 2839**.

What additional costs do I need to budget for?

You will need to pay for your exam entry in addition, and some courses may have additional set textbooks or equipment. You may also need to pay a registration fee to the awarding body for some professional qualifications. We'll tell you before you enrol if there will be any additional costs; we don't want you to have any surprises.

I live outside the UK. Can I study with NEC?

NEC has always welcomed students from all over the world. Technology is making the experience of distance learning easier than ever before for many students, and that includes NEC students who live outside the UK. Two things to bear in mind: you will need a good standard of English to get the most from the course materials, and if you are planning to take a course that leads to an exam, you will need to check on the awarding body's website where you can sit the exam and how much it will cost. If you are planning on studying a subject examined by AQA you will need to come to the UK to sit your exams.

How does NEC protect my data?

NEC is committed to protecting the security of your data. We will use your details to process your enrolment and payment and to deliver our services to you. Some details will be shared with your personal tutor and, if necessary, with the awarding body. We will never share your details with third-party organisations for marketing purposes, and we do not store your credit card details. See www.nec.ac.uk/policies/ for full details.

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About NEC

A pioneer of distance learning, the National Extension College (NEC) transforms lives through education. Founded in 1963 by Michael Young and Brian Jackson as a forerunner for the Open University, NEC is a long-standing independent educational charity and part of the Open School Trust. Today, we remain committed to our founder's vision to create: *"education without institution, learning while earning, courses which people of all ages could take in their own time, at their own pace."*

Our brochure About the National Extension College tells you more about NEC and our history. You can download a copy from the website.



Follow us

You can find out more about NEC and all our courses by visiting our website: www.nec.ac.uk.

If you'd like to keep up to date with our latest news, updates and opinions then you can follow us on social media.



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Why NEC?



NEC's student support and help in making arrangements for the exams stands out."

Isobel, A level Biology, Chemistry and Psychology

We had so much good feedback about NEC when I was a science tutor at the OU and always recommended it."

Maxine, A level French

I found the courses on the UCAS website when I was looking in to teacher training. You need maths and English GCSE to be able to apply Thanks to NEC, I'm well on the way."

Anne, GCSE English Language and GCSE Maths

Because NEC is a charity, so I felt reassured that the money students pay gets put to good use."

Jack, Business Start-up



National Extension College

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