



Course  
Guide  
26/27

# Career Focused Industry Ready

[www.bca.ac.uk](http://www.bca.ac.uk)



## Welcome

### Welcome to BCA.

At BCA, we are committed to raising aspirations and helping every student achieve career excellence. Whether your goal is immediate employment or further study, we'll help you build the skills, confidence and experience to succeed.

Our career-focused, industry-ready education is delivered by expert staff in outstanding, industry standard facilities. Through strong partnerships with employers, we ensure our students are prepared for the demands of the modern workplace.

With our inclusive, supportive environment and emphasis on hands on, practical learning, BCA equips you for success both now and in the future.

I encourage you to apply online or join us at an Open Event to discover all that BCA has to offer. We look forward to welcoming you and supporting your journey towards an exciting, successful future.



**Gillian May**  
Group Principal and CEO

# Your College

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Information within this guide is correct at the time of going to print.

Please be aware that some course delivery may take place off campus and between The Windsor Forest Colleges Group sites.



# How to Apply

## Your Step-by-step Guide to Studying at BCA

### Step 1: Choose Your Course

We offer a wide range of courses at all levels – if you're still not sure, give us a call on **01753 793288** or email **[admissions@windsor-forest.ac.uk](mailto:admissions@windsor-forest.ac.uk)** for independent advice.

### Step 2: Apply

Apply online at **[www.bca.ac.uk/subjects/](http://www.bca.ac.uk/subjects/)**. You shall receive an email to confirm we have received your application.

### Step 3: Attend Your Interview

You will be invited to book an interview, where you will discuss your course choice and plans for the future. This will also give you the opportunity to ask any questions you may have too.

### Step 4: Offer

Following a successful interview, you shall be made a conditional offer via email.

**Please note:** This can take up to 14 days. To accept your conditional offer, please log back into your Student Portal. You need to accept your offer to receive your invitation to enrolment.

### Step 5: Enrol

You shall be sent steps on how to enrol onto your chosen course the Summer before you start with us and you will need your exam results to be able to enrol in August. If your results are better than expected or you didn't do as well as you hoped, please do not worry, we can find a suitable alternative for you.

### Step 6: Start College

We look forward to welcoming you in September!

# Study Programme

**Our study programmes combine your chosen subject with a range of transferable skills to enhance your learning and help you develop. We will equip you with the skills and knowledge required for progression on to university, apprenticeships or employment.**

## English & Maths

Development of English and maths skills is essential for successful progression. We will support you to ensure you leave us having achieved the best grades you possibly can. You will be timetabled into a class that is the right level for you based on your grades and prior experience. All students will be working towards attaining a grade 4 or above at GCSE.

## Already Achieved a Grade 4 or Above at GCSE?

You will not be required to study additional English and/or maths.

## Achieved a Grade 3 at GCSE?

You will be enrolled onto a GCSE course and will work towards gaining a grade 4 or above as part of your study programme.

## Achieved Lower Than a Grade 3 at GCSE?

You will be enrolled onto a GCSE course or another appropriate English and/or maths qualification at an appropriate level.

## Practical Lessons, Lectures & Tutorials

These planned activities take place on our extensive campus and will help you develop your independent study skills. You will focus on extending your practical skills and knowledge to gain a strong understanding of your chosen subject area.

## Personal & Professional Development

Employer links are important and help you focus on gaining skills you need for your future career. Your study programme may include visits from industry professionals or trips to business venues and workplaces. College life will also help you develop the skills required to be successful in your chosen career. Good punctuality, attendance and commitment to your study programme is an expectation.

## Volunteering

Involve yourself in additional activities that will enrich your development and boost your CV. Our Student Support team can help you find a volunteering opportunity that suits you.

## Industry Placement & Work Based Skills Week

Most students will undertake an Industry Placement as part of their course. All students will participate in a Work Based Skills Week in partnership with industry.

Scan the QR code or visit



[www.bca.ac.uk/  
student-information/  
industry-placement](http://www.bca.ac.uk/student-information/industry-placement)  
to find out more.



# Entry Requirements

Existing qualification / grades (predicted or achieved)	Level
No formal qualifications	Entry Level 3
4 GCSEs grade 2+	Level 1 Level 2 – 2 year
4 GCSEs grade 3+ including one of English or maths at grade 4+	Level 2 – 1 Year
4 GCSEs grade 4+ including English and maths. Plus any other additional entry requirements, which can be found on the website.	Level 3 / T Level – 2 year

**Please note:** Some subjects have specific additional entry requirements.  
Please visit these subject courses on our website to find out more.





# Qualifications Offered

**T Levels** are equivalent to 3 A Levels and offer a broad understanding of sector-specific issues and occupational specialisms. There is a significant work experience element to a T Level programme that supports the classroom based learning.

**BTECs** are career-focused qualifications assessed mainly through coursework and practical tasks. They prepare students for university, apprenticeships, or employment in specific industries.

**Apprenticeships** are suitable for those who have a clear career path, are at least 16 years old, and want to earn a wage while learning.

## Undergraduate

A foundation degree is a two-year higher education qualification combining academic study with workplace skills. It's often assessed through coursework and can lead to a full honours degree or skilled employment.

Our Foundation degree enables you to develop the skills to progress in your career working with children, alongside your job.



BTEC Level 3 Extended Diploma	T Level Grade	A Level Grades	UCAS Points
D* D* D*	Distinction*	A* A* A*	168
D* D* D		A* A* A	160
D* D D		A* A A	152
D D D	Distinction	A A A	144
D D M		A A C	128
	Merit		120
D M M		A C C	112
M M M	Pass (C or above on the core)	C C C	96
M M P		C C E	80
	Pass (D or E on the core)		72
M P P		C E E	64
P P P		E E E	48

# Your Guide to Levels

Entry Level	ESOL	Entry Level Functional Skills	Entry Level Essential Skills	Skills for Life	Entry Level Diploma	Entry Level Certificate	Entry Level Award			
1	Level 1 ESOL	Level 1 Function or Essential Skills	Level 1 Awards, Diplomas & Certificates	Music Grades 1, 2 and 3	NVQ Level 1	GCSE Grades 3, 2, 1				
2	Level 2 ESOL	Level 2 Function or Essential Skills	Level 2 Awards, Diplomas & Certificates	Music Grades 4 and 5	NVQ Level 2	Level 2 Intermediate Apprenticeship	GCSE Grades 9, 8, 7, 6, 5, or 4			
3	Level 3 ESOL	Access to HE Diploma	Level 3 Awards, Diplomas & Certificates	Music Grades 6, 7 and 8	NVQ Level 3	Level 3 Intermediate Apprenticeship	T-Levels	International Baccalaureate Diploma	Advanced Subsidiary (AS) Level	A Level (A, B, C, D or E)
4	Higher National Certificate	Certificate of Higher Education	Level 4 Awards, Diplomas & Certificates	Foundation Certificate	NVQ Level 4	Higher Apprenticeship				
5	Higher National Diploma	Diploma of Higher Education	Level 5 Awards, Diplomas & Certificates	Foundation Degree	NVQ Level 5	Higher Apprenticeship				
6	Bachelors Degree	Graduate Diploma	Level 6 Awards, Diplomas & Certificates	Graduate Certificate	NVQ Level 6	Degree Apprenticeship				
7	Integrated Masters Degree	Level 7 Award, Diplomas and Certificates	Post Graduate Certificate/ Diploma	Post Graduate Certificate of Education (PGCE)	NVQ Level 7	Master's Degree (MA/ MSC)	<div> <b>BCA</b> YOUR COLLEGE</div> <div> <b>WINDSOR FOREST</b> COLLEGES GROUP</div>			
8	Doctorate of PhD	Level 8 Award, Diplomas and Certificates								



# Beyond the Classroom

**At BCA you will find a vibrant, friendly, welcoming College with excellent resources, facilities and opportunities for students.**

It is a place where you can enjoy learning, build your confidence, make new friends and prepare for your future career. From Sports Academies and field trips to work experience and guest speakers, you'll have plenty of opportunities to develop the skills you need for life after work or further study.

## Vibrant Student Union

Our Student Union offers many opportunities to get involved. You could become a student rep or simply enjoy the many activities on offer. Show up, speak up and tell us what you think! Play your part and make a difference to College life.

## Getting to College

We run a subsidised transport service covering a wide area. We operate 20 routes in total and over 800 of our students use the service every day. We pick up from 10 mainline railway stations – Camberley, Reading, Slough, Maidenhead, Uxbridge, Amersham, Aylesbury, Bracknell, High Wycombe and Hounslow – with a total of 110 stops across all routes.



Check out all  
our transport  
routes

# Student Services

Students at BCA often comment on how supported they feel during their time with us, both with their College work and personal life.

As a BCA student you will have access to a wide network of support services to help you make the most of your time here.

**These include:**

**Student Welfare**

**Counselling**

**Industry Placement & Careers Advice & Guidance**

**Tutor Support**

**Financial Assistance (Discretionary Learner Support Fund & 19+ Learning Loans)**

**Additional Learning Support (ALS)**

Find out how we can support your individual learning needs



We recognise that our students come to us with a range of different skills, abilities and experiences. Additional Learning Support is available across the College to help students with evidence of declared learning needs.

If you would like to speak to a member of our ALS team, please call us on **01628 827549** or email [learning.support@windsor-forest.ac.uk](mailto:learning.support@windsor-forest.ac.uk)





## Sports Academies

We offer Sports Academies in **football** (men's and women's), **golf** (men's and women's) and **netball**. All programmes involve regular coaching, strength and conditioning programmes, nutrition plans and medical support as well as individual player development programmes to nurture and develop player's individual sports talents.



Visit our website to find out more about the courses on offer, the skills you will gain on our courses and the employers we work with.

# Land-based Course Areas

**Animal Care**

**Animal Care and  
Welfare**

**Animal Care and  
Science**

**Animal Care and  
Management**

**Animal Management**

**Land-based Studies  
(Agriculture)**

**Practical  
Horticulture Skills**

**Agriculture**

**Equine Knowledge  
and Care**

**Equine Studies**

**Equine Management**



Find out more  
[www.bca.ac.uk/subjects](http://www.bca.ac.uk/subjects)



# Creative Course Areas

Art & Design

Art, Design &  
Communication

Creative Media  
Production &  
Technology

Media

Performing Arts

Production Arts



Find out more  
[www.bca.ac.uk/subjects](http://www.bca.ac.uk/subjects)



# Technical

## Course Areas

**Introduction to  
Health and Social  
Care and Children's  
and Young People's  
Settings**

**Health and  
Social Care**

**Health - Supporting  
the Adult Nursing  
Team**

**Early Years  
Practitioner**

**Education &  
Childcare - Early  
Years Educator**

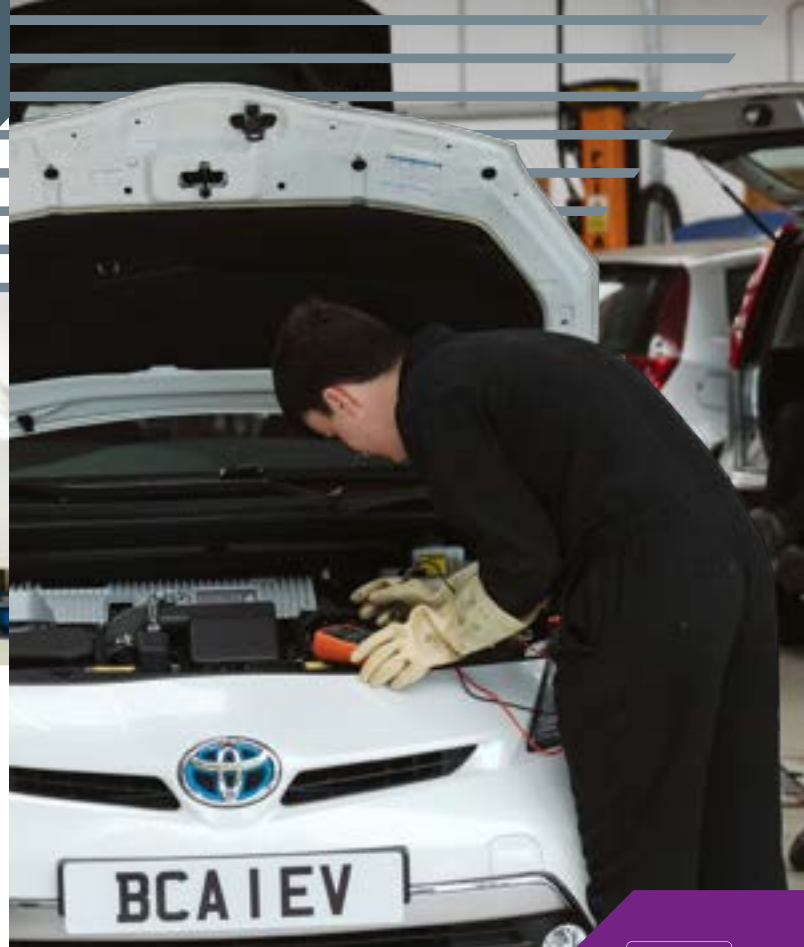
**Caring for Children**



**Motor Vehicle  
Studies**

**Vehicle  
Maintenance (QCF)**

**Light Vehicle  
Maintenance and  
Repair Principles**



Find out more  
[www.bca.ac.uk/subjects](http://www.bca.ac.uk/subjects)





# Active Course Areas

**Uniformed  
Protective Services**

**Protective Services**

**Outdoor Education**

**Sport**

**Sport & Exercise  
Sciences**

**Personal training**

**Sports Coaching  
and Development**



Find out more  
[www.bca.ac.uk/subjects](http://www.bca.ac.uk/subjects)





# Foundation

## Course Areas

Entry Level 2

Entry Level 3

Level 1

Preparation  
Towards  
Employment

Work Placement



Find out more  
[www.bca.ac.uk/subjects](http://www.bca.ac.uk/subjects)





# Apprenticeships

**Gain real work experience, develop your professional skills and get the training you need to secure a successful future in employment.**

## What is an Apprenticeship?

An apprenticeship is a job with training to industry standards. An apprentice is a paid employee who is training on the job and involved in an educational programme.

The apprentice gains the skills, knowledge and behaviours that they need to forge their career. This programme supports businesses to train the future workforce. An apprentice could be someone new to the industry or could be an existing member of staff.

## As an Apprentice You Will

- Work alongside experienced staff
- Earn a wage and get holiday pay
- Gain job-specific skills
- Get time for study related to your role

You are required to stay in education, employment or training until you turn 18 but this can include being an apprentice. Apprenticeships have a functional skills requirement in English and maths but learners who already have obtained the level required will be exempt from undertaking them. An apprenticeship is a real job where you will be employed full-time for the duration of your qualification. Apprenticeships also include an end-point assessment. It's an assessment at the end of your apprenticeship to make sure you're fully competent in your specific occupation.



# Student Stories



★★★★★

## Henry

"**The Personal Training course** really helped me complete my placement. I learned a lot about working in the fitness industry and it helped me understand how to set up my own personal business."



★★★★★

"My daughter has been so well supported during her time at the College and is loving her course!"

**Parent at BCA**



## Jude Powell

**Jude is a BCA Level 3 Creative Media alumni**, who has recently acted in his first TV show. A deaf and non-verbal actor, Jude plays the character Jake Green in the third series of The Chelsea Detective.



# Start Your Journey

# Open Events

## Open Days

Saturday 4th October 2025

Saturday 15th November 2025

Saturday 18th April 2026

*All running from 10am-2pm*



Register for an  
Open Event

## Get in Touch

01628 824444

[www.bca.ac.uk](http://www.bca.ac.uk)

[enquiries@bca.ac.uk](mailto:enquiries@bca.ac.uk)

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