

# Course Prospectus 2026–2027

**Focus on your future**

Short courses | GCSEs and A-levels | Professional and general interest courses | Open University Access modules



**At the charity Prisoners' Education Trust (PET) we believe that everyone in prison, wherever they are and whatever their background, should have access to education.**

We offer distance learning courses, advice and guidance and help around 1,500 learners each year to study, giving them the skills and qualifications to build brighter futures.

We offer over 100 courses including GCSEs and A-levels, Open University Access modules and a wide range of professional and general interest courses.

We also use our research and expertise to improve prison education and to show prisons, policymakers and the public the impact education can have – for people in prison, their families and society.

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# What is distance learning?

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## Distance learning with PET is different to traditional classroom-based learning.

You can start most of our courses at any time of the year. All your course materials will be sent to you by post with the support of the education department in your prison.

You study on your own, not in a classroom with other people. This means that you can choose when you study and that you are in control of your progress.

Many of our courses include tutor support by post or phone to help you progress through your course and finish it.

Most PET courses lead to a qualification, and in order to test your understanding you will need to complete assessments along the way. These might include written assignments or exams. You will need to check with prison staff that they can help you send assessments to your course tutor and can organise exams if you need to sit one.

While distance learning can be life-changing, it can also be challenging. To be a successful distance learner you need to be motivated, well organised, self-disciplined, able to work independently and, most of all, passionate about the course you choose.

Read on to find out how you can prepare to study and how to apply to PET for a distance learning course.

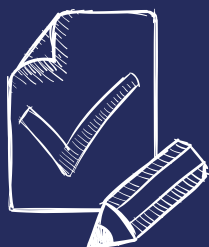
PET supports a diverse community of learners in prisons across England, Wales, the Channel Islands and the Isle of Man.

## Each year:



Our expert advice team responds to over

**3,000** calls, emails and letters



We receive around

**3,000** applications

for our distance learning courses from learners



We fund over

**1,500** courses



We receive feedback from over

**700** learners

about their distance learning course










We work in over

**120** prisons

# Why study with PET?

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**We offer over 100 distance learning courses at a range of levels.  
By studying with PET, you can:**

-  Explore new interests and expand your knowledge
-  Achieve recognised qualifications
-  Prepare yourself for a new job
-  Get feedback from a personal tutor by post or by phone
-  Get support from our advice team throughout your studies
-  Study in your own time and space – whether in your room, the library or a classroom
-  Take your course with you if you are transferred to another prison or return to the community

Our courses can help you make a new start and achieve your goals. But don't just take our word for it. Government research shows that studying with PET increases someone's chances of finding work and reduces the likelihood of them returning to prison.

Our courses can give you so much more besides: studying can boost your mental health, help you gain confidence, and give you something positive to focus on.

While most PET courses are currently paper-based, some are available to study on digital devices – whether on a computer terminal, a laptop or a tablet. This will depend on the digital facilities in your prison and your access to a device. We are working to expand our digital offer all the time. The best way to find out if a course is available to study on a digital device is to contact us.

# Who can apply?






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**PET learners come from all walks of life and different communities, with many having had bad or limited experiences of education previously.**

To study some of our courses you will need to have previous experience and qualifications, but we have many courses where you do not need to have any knowledge of the subject. A passion or interest in the topic is important, as is having the motivation to complete your chosen course.

## Criteria for applying

There are a few requirements you will need to meet before completing your application for a course. You must:

-  Be serving a sentence in a prison in England, Wales, the Channel Islands or the Isle of Man (not on remand)
-  Have six months or more left to serve on your sentence
-  Have gained level 2 English (literacy). Some courses also require level 2 Maths (numeracy) or other qualifications – this is listed in each course description in this prospectus
-  Be over 18 years old
-  Not be studying another PET course at the same time

**If you are applying for an Open University Access module, you must be within eight years of release at the start of the course.**



## Already studied with PET? Apply for another course!

We are especially keen to see people progress with their studies. If you have just completed a course or have completed one in the past, take a look at what else we have to offer and apply again.

We can offer advice on what to study next, as there will often be a higher level course in the same subject area. If that is not the case or you want to try a different subject, get in touch to discuss your options.

## Checking whether a course is suitable for you

Before you apply for a course, your prison will ensure it is appropriate for your needs and circumstances. A member of the education department should review your course options with you and help you complete your application. They will check whether there are any reasons the course might not be suitable for you and support you to choose the best option available.





# What we offer

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## Short courses

If it's been a while since you last studied, our free short courses are a great place to start. They will help you build the skills you need to study independently and give you a taste of distance learning, so that you can hit the ground running when you start a course.

**Find out more on page 13.**

## GCSEs and A-levels

You can work towards these widely recognised qualifications in a range of subjects, opening the door to further study or to a new job. **Find out more on pages 29–47.**

## Professional and general interest courses

Gain qualifications in a range of professions – from Health and Safety to Business and Management – or choose from courses on creative writing, counselling, fitness and more.

**Find out more from page 54.**

## Open University Access modules

If you don't feel ready to dive straight into an Open University degree, these popular Access modules are a great first step and can help you discover which subjects interest you most.

**Find out more on page 48.**

# Choosing a course that's right for you

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**Now that you know more about distance learning, its benefits and PET's application requirements, it's time to start preparing to study.**

Choosing the right course to help you reach your goals is a really important decision. If you are keen to study but not sure which course to choose, here are a few questions to help you to decide and to prepare for your course application.

## **Interests**

Distance learning can be challenging, so choosing a topic that you are interested in will help you keep studying and complete your course. What do you find interesting? Is there a subject you've always wanted to study but never had the opportunity? What subjects or areas do you already know about? Which course could help you build on this knowledge?

## **Motivation**

Think about why you want to study a course. What will motivate you to start and complete it? Are you looking to prepare for a job in prison or on release? Do you want to improve your mental health by doing something positive with your time? It's often helpful to write these goals down to remind yourself why you are studying and what you are looking to achieve.

## **Strengths**

Take some time to think about what you are good at, how you like to learn and what knowledge and experience you already have. How will the course you choose help use and build on your strengths?

## **Character**

Spend some time thinking about you. Are you self-motivated and determined? Are you creative? Do you love numbers and solving problems? What do you enjoy?

## Time

Think about how much time you have to study a course. How long do you have left until release? How much time can you set aside in a week for study? This will help you choose a course of the right length. **Find out more on page 12.**

## Research

It's so important to find out as much as you can about the course you'd like to study before you apply to PET. Have you got the skills you need to become an independent learner? Will you need any support from prison staff? Will you need to submit assessments or sit an exam? What is the process for applying to PET at your prison?

**Once you've considered these questions, get in touch with us to discuss your options and choose a course. You can also talk to your education department, peer mentors or family and friends. They can see all the courses we offer on our website: [www.bit.ly/petcourses](http://www.bit.ly/petcourses)**

# Choosing the right course level

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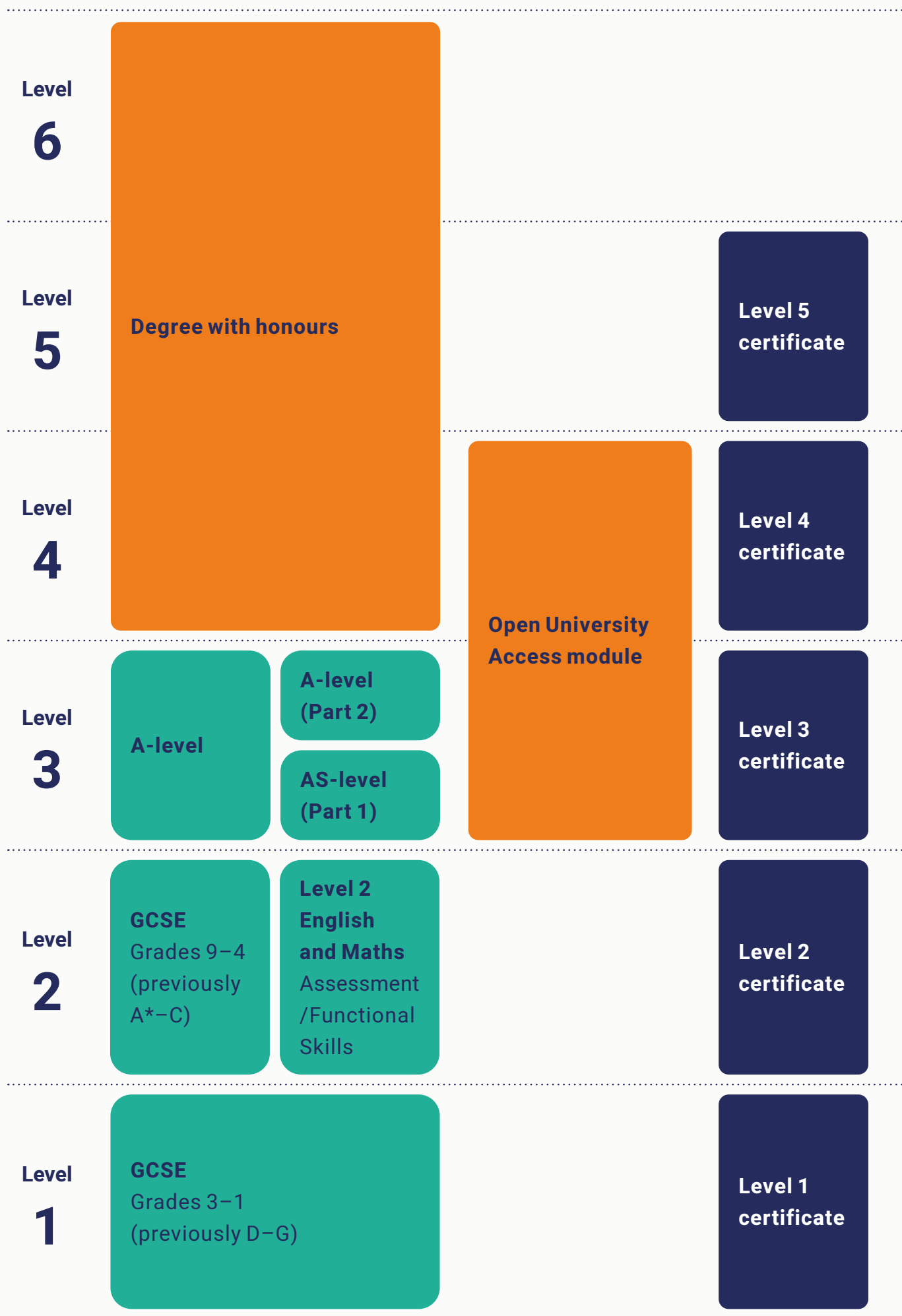
**When choosing a course, think about which level of study is right for you.**

For all PET's courses, you will need to have gained level 2 English (literacy), which is available through standard prison education. Some courses also require level 2 Maths (numeracy) or other qualifications – this is listed in each course description in this prospectus.

Having a level 2 qualification in one subject does not necessarily mean you should start at level 3 in another. If you are studying a subject that is new to you, it may be best to start at level 2 if you are not entirely confident.

This table shows how the different qualification levels compare. If your goals involve doing a number of courses, think about how the level of each course fits into your plans.

We encourage you to refer back to this table when looking through our courses so you understand how they fit in to the big picture.



# Choosing the right course length

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**It's important to consider how much time you will need to dedicate to your course before making your application.**

Under each course description, we have listed the study hours required. For example, the IOSH Managing Safely course requires 24 hours. This is roughly the number of hours that a typical learner will need to study to complete the course.

This includes time for reading the course materials, writing assignments and communicating with tutors, plus the time required to complete assessments and examinations.

At 24 hours, the IOSH Managing Safely course is one of our shorter options. You should be able to complete it if you study 4 hours a week for 6 weeks. However, some courses require a much bigger time commitment. An Open University Access module, for example, requires 270 hours of study in total. That's 9 hours of study every week for 30 weeks.

When you are thinking about applying for a course, think about how many hours a week you can realistically devote to studying. You can then work out how many weeks the course should take.

If you're not sure, speak to a member of prison staff or call the free PET Advice Line (you can find our contact details on **page 18**).







# PET short courses

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If you want to find out what it's like to study a course as a distance learner or you would like to brush up on your study skills, our free short courses are a great place to start.

You don't need to apply and the courses are self-assessed. They can get you ready for distance learning and give you the confidence to study a full accredited course.

## There are four courses to choose from:

-  Business, Accounting and Bookkeeping
-  Construction, Trades, Health and Safety
-  Mental Health and Counselling
-  Sports and Nutrition

## Each course includes modules on:

-  Time management
-  Reading and note-taking
-  Academic writing and clear communication
-  Essays and exams
-  Making the most of distance learning

## How to get your free short course

Call our free Advice Line on **0800 048 7520** on Tuesdays (10am–12pm and 2pm–4pm) and Thursdays (10am–12pm and 2pm–6pm) to ask for a copy of your chosen course.

Alternatively, you can ask a member of your prison education department to print off the short course from our website by logging in to the prison staff resources area:

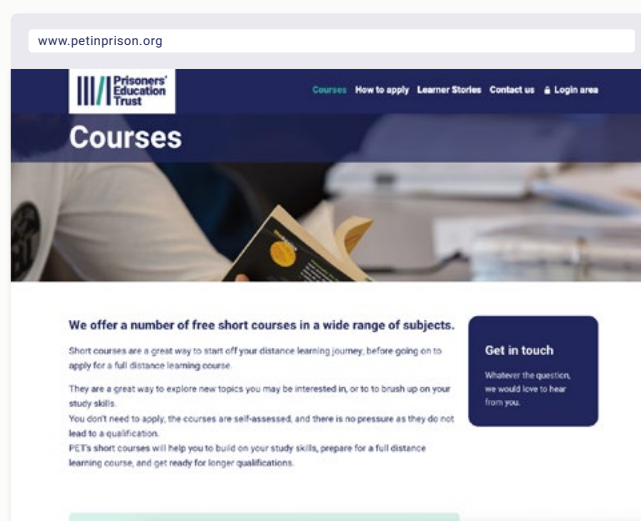
**[www.bit.ly/prisonstaff](http://www.bit.ly/prisonstaff)**

You can also access the courses on Coracle laptops. Speak to your prison education department to find out how.

# Short courses on PET's website

We offer a number of free digital short courses in a wide range of subjects on our website, which is available on computers in education departments.

To visit our website and find out what we offer, simply type **[www.petinprison.org](http://www.petinprison.org)** into the address bar of the computer's web browser.



## Our digital short courses are a great way to start your journey.

You can explore new topics you may be interested in and brush up on your study skills, helping you prepare for a full distance learning course and get ready for longer qualifications. You don't need to apply and the courses are self-assessed.

You can also print the courses from the website, in case you want to study them when you don't have access to a computer.

We are constantly adding more courses, so check our website to see what's on offer. Current options include:

- Climate and Community: Understanding Environmental Change
- Learning to Learn: Psychology, Memory and Motivation
- Film and Society: How Movies Shape our Worldview
- Decoding the Digital World: Understanding How the Internet Works in Everyday Life

You can also find a digital version of this prospectus on the website, as well as information about our application process and how to contact us.




If you're not sure how to access the website, speak to your education department.

# Short courses on the Virtual Campus

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We offer six free digital taster courses on the Virtual Campus – a great way to explore new topics, develop study skills or simply try something different, all at your own pace.

We teamed up with industry experts and people with lived experience of prison to create six courses just for you:

-  **Green Skills**  
Explore sustainability, the history of energy and pathways into green careers
-  **Health and Fitness**  
Practical tips, exercises and goal-setting to help you live a healthier lifestyle
-  **Health and Safety**  
Understand workplace safety, risk assessments and emergency procedures
-  **Music Production and Industry**  
An introduction to music genres, industry roles and creative skills like lyric writing
-  **Nature Connectedness**  
Discover the benefits of nature and how to integrate it into your daily life
-  **Social Media and Digital Marketing**  
Learn how to promote a brand, engage an audience and analyse online data

You don't need to apply for these courses – they are ready and waiting for you wherever you access the Virtual Campus. They're perfect if you're not quite ready for a full distance learning course, you can't apply because you're on remand, or you just want to learn something new.

To access the courses, log in to the Virtual Campus and find them in your "wallet". If you do not have your log in details, speak to your education department.

To find out more, call our free Advice Line on **0800 048 7520** on:  
Tuesdays (10am–12pm and 2pm–4pm) and Thursdays (10am–12pm and 2pm–6pm).

# Support during your studies

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Whoever you are and wherever you are, you can get advice and support throughout your studies.

## What to expect from your course provider

People who have studied with PET tell us that the quality of course materials and the support they received from their tutor helped them to complete their course successfully.

Here's what you can expect:

### Course materials

Your course provider will send you all your study materials – including books, printed materials and CDs, if these are included with your course. You should receive these from your education department no later than four weeks after receiving your letter from PET informing you that your course application was successful.

**If after four weeks your course materials have not arrived, ask your education department to check with the provider and to check the prison's post room. If you are unable to speak to your education department, call us for free on the PET Advice Line (you can find our contact details on page 18).**

## Information about how to complete your course

Some courses require you to send back each module once you complete it, so that your tutor can mark it and provide feedback. Other courses may request all your work at the end. Make sure you find out which applies to you – your course materials should make this clear.

If you are unsure at any stage, give us a call for free on the PET Advice Line or ask your education department to find out from the course provider.

## Tutor support

Most of our courses include tutor support. Make sure you take full advantage of it.

Ask your education department to help you contact your tutor at the start of the course – this is really important. Your tutor will give you feedback on your assignments and some offer study support over the phone. Taking on board their advice is a great way to improve your knowledge and your ability to complete the course.

Please note, it can take up to 21 days to receive assignment feedback from your tutor.

**If you are having trouble accessing tutor support, call the PET Advice Line or ask your education department to get in touch with us.**

## Support from your education department

There are many ways you can get support from your education department to help you complete your course – although this can vary depending on what is available at your prison. Support can include:



### **Catch-ups with education staff**

To get advice and support and discuss your study needs, such as contacting your tutor and sitting exams.



### **Visiting the library or an alternative study space**

To help you focus and “switch gears” when it’s time to study.



### **Peer Support Workers and Red Bands**

To offer individual support and lead study sessions, helping you make the most of the benefits of distance learning. Often they will be studying too.

To find out what’s available in your prison, speak to your education department.

# Get in touch with PET's advice team

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Choosing the right course can take time and you may have a few questions. You can get in touch with us as often as you need.



## Call the free PET Advice Line

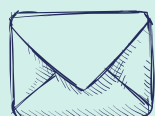
You can speak to a member of our team for free.

Just call **0800 048 7520** on:

Tuesdays: 10am–12pm and 2pm–4pm

Thursdays: 10am–12pm and 2pm–6pm

Prison staff, friends and family can call us too.



## Write to us for free

You can write to us at:

**FREEPOST, Prisoners' Education Trust**

You don't need to use a stamp.



## Speak to your education department

You can also speak to education staff in your prison.





# Assessments and exams

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**Most PET courses lead to a qualification and you will usually have to take some kind of assessment to gain it.**

There are various ways to assess or test how well you understand your course, usually by completing written assignments or taking an exam.

## **Find out how your course is assessed**

**Here's how to find out how your course is assessed and how to get support to arrange your assessment:**

- 1.** Each course description in this prospectus shows the exams and assessments you'll need to take. For example, Psychology GCSE on **page 32** is assessed by 2 invigilated, closed book exams (105 minutes each).
- 2.** Before making your application, speak to PET or your education department to find out if your prison can hold your assessment or exams. Not every prison is able to.
- 3.** You can call our free Advice Line on 0800 048 7520 on Tuesdays (10am–12pm and 2pm–4pm) and Thursdays (10am–12pm and 2pm–6pm) to get information and advice, including on exams and assessments.
- 4.** Your education department can also contact us by email or phone. They can print off course cards from the PET website which give detailed information about assessments and exams for each course: [www.bit.ly/petcourses](http://www.bit.ly/petcourses)
- 5.** Once you start your course, you can find information about how it is assessed in the study materials.
- 6.** Contact your course provider if you have any course-related questions, including about arranging exams or assessments. You can ask your education department to email or call them (**find contact details on page 18**).

## Sitting exams

**If your prison is able to facilitate your exam, please ask your education department to speak to the course provider to make arrangements. A prison staff member can invigilate or supervise the exam at your prison.**

Unfortunately, not every prison can facilitate exams. Instead, you might be able to take them on Release on Temporary Licence (ROTL) or after your release. Get in touch with us to find out more.

We can still fund your course even if you can't sit the exam. However, you should seriously consider whether you want to take a course for which you may not be able to gain the qualification.

## Applying for funding for exam fees

**Most of the courses we offer include the fees for their exams, but some do not. You can check the course descriptions in this prospectus to find out.**

If your course does not include the exam fees, you can complete our application form for exam fees, educational books and course extensions (also known as the EEE form). When you are close to completing your course, speak to your education department to make your application.

If you are planning to take your exam in the community, you will need to apply to PET for funding before your release using the EEE form.

## Preparing for exams

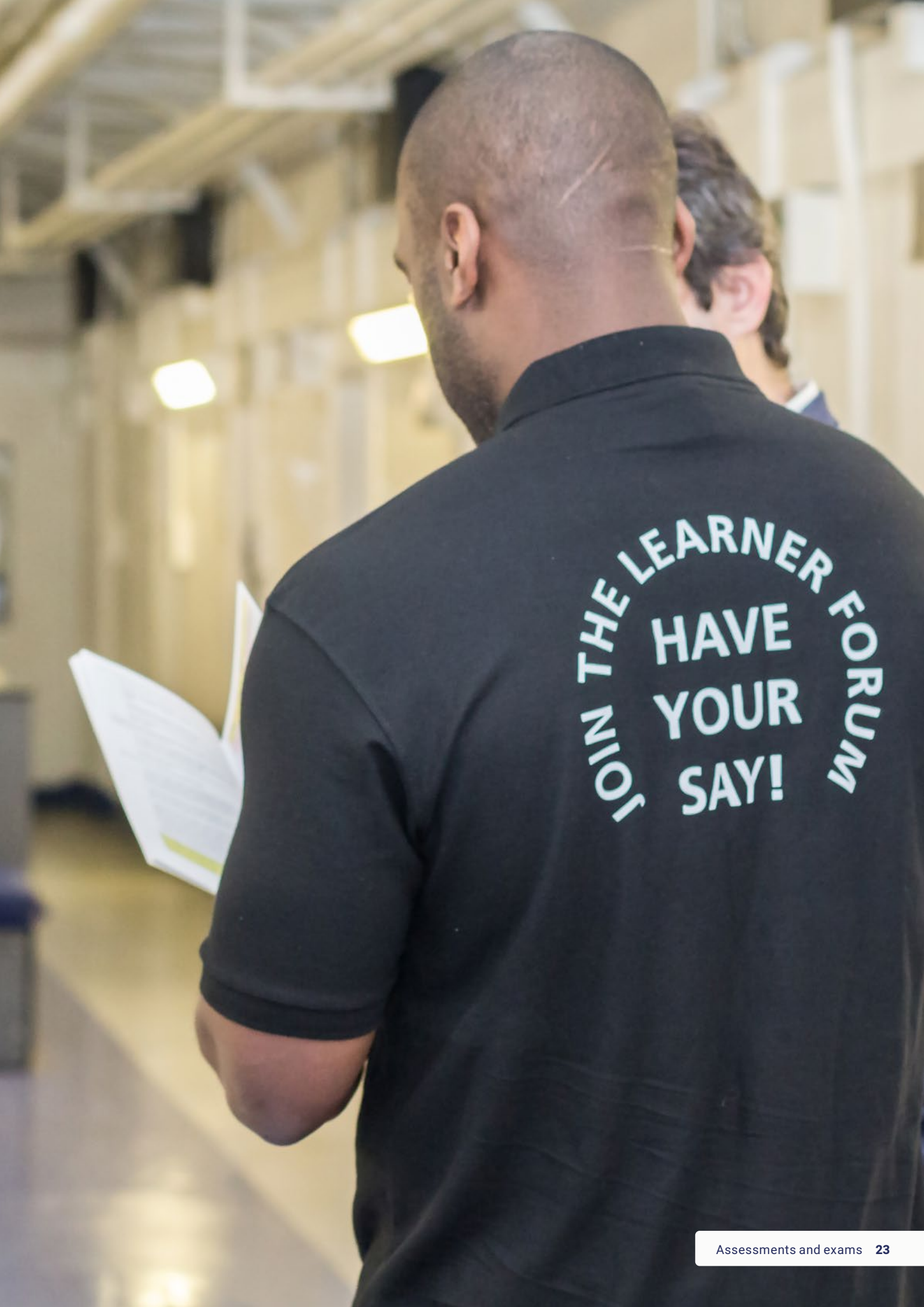
**It's normal to feel nervous before an exam and the best way to stay calm is to do as much revision and preparation as you can. It's essential to complete all the coursework, mock exams and learning activities in the course materials.**

Make sure you plan ahead, for example booking time off your job if you have one. The prison staff member invigilating the exam also needs to make sure they are prepared – for example, having a back-up plan in case they are not available on the day.

Your exam will either be “open book” or “closed book”. “Open book” is where you can take your textbooks into the exam. Nevertheless, this requires just as much preparation as a “closed book” exam where no other materials are allowed.

You must take your exam seriously because it can be difficult to re-sit it. You may have to wait months and secure extra funding. Make sure you speak to us or your education department if you have any questions. Good luck!



A man with a short haircut, seen from the back, is wearing a black polo shirt. The shirt has white text on the back that reads "JOIN THE LEARNER FORUM HAVE YOUR SAY!". He is holding a white document or folder. The background is a blurred industrial or warehouse setting with overhead lights and structural elements.

JOIN THE LEARNER FORUM  
HAVE  
YOUR  
SAY!

# Keeping in touch with PET

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Tell us how you're getting on with your studies and find out what to do if you move or leave prison during your course.

## Share your feedback with PET

We will send you a feedback form by post at the start of your studies, and then again towards the end of your course. Please do fill these in – your views really matter and will help us to understand the impact education can have on people in prison and to improve our service.





## Moving prison while studying

One of the advantages of studying with PET is that you can take your course with you if you move to another prison.

To ensure that you can continue your studies without interruption, get in touch with PET and your course provider to let us know that you have moved.

It's important that you tell the education department at your new prison that you're studying with PET too.

## Studying in the community

If you leave prison while you are still studying, you can continue your course in the community.

Make sure you give your new address to PET, your education department and course provider, so that the provider can continue to send you course materials and give feedback on your assignments.

You might also be able to take your exams in the community while on Release on Temporary Licence (ROTL) or after your release – speak to your course provider to find out how.

Contact details for all PET's course providers are on **pages 108–111**. They should also be included in your course materials.

**PET does not fund courses in the community. However, you can call our Advice Line on 0800 048 7520 on Tuesdays (10am–12pm and 2pm–4pm) and Thursdays (10am–12pm and 2pm–6pm) for advice on further study and information about further and higher education institutions that may be able to help.**

# A guide to making your course application

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Once you know which distance learning course you'd like to apply for, here's what to do next:

**1** Read this prospectus to make sure we offer the course you'd like to study, or get advice from PET.

**2** Speak with your education department to make sure the course you have chosen is right for your needs and circumstances. They will check whether there are any reasons the course might not be suitable.



**3** Ask your education department for a PET application form.

**4** Fill out the form with your education department's support. Make sure you read the questions carefully and include as much detail as possible in your answers. You can get in touch with PET if you have any questions about how to complete the form. **Find out how to contact us on page 18.**


**5** Your education department completes the staff section and sends us the form.

**6** PET reviews all applications once a month. Your education department gives you a results letter which lets you know if your application has been successful.

### Application successful

-  PET orders your course and you receive your study materials from the course provider within three to six weeks.
-  You can get advice and guidance from PET throughout your studies, together with help and support from your course provider, education department and peer mentors.

### Application unsuccessful

-  PET explains why your application has not been successful in your results letter, and suggests the next steps you can take. You can also contact us if you need any advice about what to do.

**The application process for Open University Access modules is slightly different. You can find a step-by-step guide for how to apply on page 52.**



# Courses

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## Each course description includes:

- The name of the course provider and whether the course is an accredited qualification (meaning it has been approved by a professional organisation)
- The level of study and any entry requirements
- Whether the course includes course provider tutor support
- How long the course might take and how long you have to complete it
- Whether the course has any assignments or exams

If you need any more information about a course, please speak to your education department. They can print a PET course card with more details. Alternatively, you can call our free Advice Line on **0800 048 7520** on:

Tuesdays (10am–12pm and 2pm–4pm) and  
Thursdays (10am–12pm and 2pm–6pm).

# GCSEs

## GCSE and IGCSE qualifications can help open the door to work and further study.

They are required by many employers and are often essential if you're looking to go to college or university, especially English and Maths GCSEs.

GCSEs and IGCSEs are very similar and are accepted as equivalent qualifications. You can start them at any time of the year, but exams usually take place in June.

Before making your application, please speak to PET or your education department to find out if your prison can hold GCSE or IGCSE exams. Alternatively, you might be able to take the exams on Release on Temporary Licence (ROTL) or after your release – get in touch with us to find out more.

**You will need to apply separately for exam fees. Find out how on page 21.**

### Business IGCSE

Level **2**

Designed for aspiring entrepreneurs and those looking to deepen their understanding of business operations, marketing and finance, this course provides you with a comprehensive introduction to the world of business. The qualification will help you develop sound reasoning and leadership skills and an analytical approach. You'll explore a wide variety of applications and industries and learn how to be innovative and agile in a range of contexts.

**Course provider:** National Extension College (NEC)

**Qualification:** Yes

**Accrediting body:** Pearson Edexcel

**Study hours:** 150

**Course expiry date:** 18 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** 8 written assignments

**Exams:** 2 invigilated, closed book exams (90 minutes each)

## Combined Science IGCSE

Level **2**

Open up a world of discovery and gain a broad introduction to the scientific thinking, key ideas and applications of biology, chemistry and physics. From the human circulatory system to an explanation of how a rainbow is made, this qualification explores a captivating world of discovery. Find out the fascinating way that biology, chemistry and physics work together as you make connections across these disciplines.

**Course provider:** National Extension College (NEC)

**Qualification:** Yes

**Accrediting body:** Cambridge International Education (CIE)

**Study hours:** 150

**Course expiry date:** 18 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** 9 written assignments

**Exams:** 3 invigilated, closed book exams (45 minutes; 75 minutes; 60 minutes)

## English Language GCSE

Level **2**

Develop your confidence in speaking, listening, reading and writing in English, and gain a vital qualification for your future studies and career. This course covers essential topics such as grammar, vocabulary, textual analysis and creative writing. It will inspire you to think creatively and differently about the complex and intricate language we use every day. This qualification unlocks the power of words and communication, helps you to master the nuances of language, and hones your writing techniques.

**Course provider:** National Extension College (NEC)

**Qualification:** Yes

**Accrediting body:** AQA

**Study hours:** 150

**Course expiry date:** 18 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** 9 written assignments

**Exams:** 2 invigilated, closed book exams (105 minutes each) and a Spoken Language Endorsement Non-Examination Assessment



With this qualification, you will learn analytical skills to interpret various written works, from classical literature to websites – helping you to master literary techniques and enhance your critical thinking. You will uncover what literature reveals about society and understand a wide range of literature types, including poetry, prose and drama. You'll study key themes, characters and contexts, fostering a deep appreciation of English literature as you look at the written word in greater depth.

**Course provider:** National Extension College (NEC)

**Qualification:** Yes

**Accrediting body:** Pearson Edexcel

**Study hours:** 150

**Course expiry date:** 18 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** 9 written assignments

**Exams:** 2 invigilated, closed book exams (120 minutes; 75 minutes)

This course uncovers the key events that have shaped our world, enabling you to gain a deeper perspective on our present by better understanding the past. From ancient civilisations to modern history, you will examine some of the pivotal moments in history that have defined the world we are living in today. This course will develop key practical skills such as critical thinking, evidence-based research, communication, problem-solving, analytical and independent thinking – essential for a range of careers and further study.

**Course provider:** National Extension College (NEC)

**Qualification:** Yes

**Accrediting body:** Pearson Edexcel

**Study hours:** 150

**Course expiry date:** 18 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** 9 written assignments

**Exams:** 2 invigilated, closed book exams (90 minutes each)

This qualification will show you the surprising applications of maths in everyday life as you explore topics like algebra, geometry and statistics. From basic arithmetic to complex algebraic equations, you will explore and solve a wide range of problems, developing your problem-solving and analytical skills. This is a tiered qualification – both Foundation and Higher tiers are included so that you can choose what's best for you.

**Course provider:** National Extension College (NEC)

**Qualification:** Yes

**Accrediting body:** Pearson Edexcel

**Study hours:** 150

**Course expiry date:** 18 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** 10 written assignments

**Exams:** 3 invigilated, closed book exams (90 minutes each)

This course offers insights into human behaviour and dives into fascinating topics like cognitive processes, social influence and mental health – as you learn to understand yourself and how you react to the world. You will find out how to become a better communicator and discover the skills you need to resolve conflict, handle data, carry out analytical research and be part of a team.

**Course provider:** National Extension College (NEC)

**Qualification:** Yes

**Accrediting body:** AQA

**Study hours:** 150

**Course expiry date:** 18 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** 9 written assignments

**Exams:** 2 invigilated, closed book exams (105 minutes each)

This course will deepen your understanding of key social issues as you investigate the structures and processes that shape society and human interactions. You will delve into the study of social behaviour and institutions – from examining family dynamics to exploring social inequality. You will also explore gender roles, social structures and cultural norms. With this qualification, you can develop the critical thinking and analytical skills needed to examine the world around you.

**Course provider:** National Extension College (NEC)

**Qualification:** Yes

**Accrediting body:** AQA

**Study hours:** 150

**Course expiry date:** 18 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** 9 written assignments

**Exams:** 2 invigilated, closed book exams (105 minutes each)



# A-levels

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**Whether you didn't get a chance to take A-levels earlier in life or want to improve on your original results, this is a great opportunity to gain these widely respected qualifications.**

We offer A-levels in two parts. For most subjects, when you complete Part 1 you can choose either to take your AS-level exam (a qualification marking the first year of a full A-level) or apply for Part 2 to build up to a full A-level. You will need to apply for each part separately, stating the name of the Part on your application form.

You can start an A-level at any time of the year, but exams usually take place in June. Before making your application, please speak to PET or your education department to find out if your prison can hold A-level exams. Alternatively, you might be able to take the exams on Release on Temporary Licence (ROTL) or after your release – get in touch with us to find out more.

**You will need to apply separately for exam fees. Find out how on page 21.**

With this course, you can develop your knowledge of how business works – whether you are interested in setting up your own or want to explore a wide variety of industries. Covering key topics like marketing, finance, operations and strategy, this qualification strengthens your analytical and decision-making skills. With case studies examining how digital marketing and global trends shape modern enterprises, it's ideal preparation for university or for working in business, economics or as an entrepreneur.

**Course provider:** National Extension College (NEC)

**Qualification:** Yes

**Accrediting body:** AQA

**Study hours:** 150 for each Part

**Course expiry date:** 24 months for each Part

**Entry requirements:** Level 2 English and Maths

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:**

Part 1: 6 written assignments

Part 2: 4 written assignments and 1 past paper for revision

**Exams:**

Part 1: 2 invigilated, closed book exams (90 minutes each)

Part 2: 3 invigilated, closed book exams (120 minutes each)

This course invites you to uncover the stories, ideas and legacies of the ancient world – a unique blend of literature, history and culture. You will explore a wide range of topics including Greek democracy, Roman politics, epic poetry, classical philosophy and ancient art. With this qualification, you can develop a rich understanding of how classical societies continue to shape modern values, governments and worldviews. The course not only deepens historical and cultural knowledge but also strengthens skills in analysis, interpretation and critical thinking.

**You cannot gain an AS-level qualification for this course. If you want a qualification, complete both Part 1 and Part 2 to gain an A-level.**

**Course provider:** National Extension College (NEC)

**Qualification:** Yes

**Accrediting body:** OCR

**Study hours:** 150 for each Part

**Course expiry date:** 24 months for each Part

**Entry requirements:** Level 2 English

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:**

Part 1: 4 written assignments

Part 2: 5 written assignments and 1 past paper for revision

**Exams:**

Part 1: None

Part 2: 3 invigilated, closed book exams (150 minutes; 105 minutes; 105 minutes)

Understand the forces shaping global markets, governments and everyday decisions with this thought-provoking subject. The course explores how individuals, businesses and governments make choices in a world of limited resources. You will examine key topics such as supply and demand, inflation, market structures, international trade and government policy – building a clear understanding of how economic systems function and evolve. This qualification can deepen your theoretical and practical economic knowledge and sharpen your skills in critical thinking, analysis and evaluation.

**Course provider:** National Extension College (NEC)

**Qualification:** Yes

**Accrediting body:** Pearson Edexcel

**Study hours:** 150 for each Part

**Course expiry date:** 24 months for each Part

**Entry requirements:** Level 2 English and Maths

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:**

Part 1: 5 written assignments

Part 2: 5 written assignments and 1 past paper for revision

**Exams:**

Part 1: 2 invigilated, closed book exams (75 minutes each)

Part 2: 3 invigilated, closed book exams (120 minutes each)



Understand how the English language shapes our thoughts, identity and society with this qualification. You will focus on spoken and written communication, language diversity and social context. You will investigate how language develops in children, how it reflects identity, and how it varies across regions and platforms. This course can deepen your understanding of linguistic structures and help you develop skills in analysis, interpretation and independent research.

**Course provider:** National Extension College (NEC)

**Qualification:** Yes

**Accrediting body:** AQA

**Study hours:** 150 for each Part

**Course expiry date:** 24 months for each Part

**Entry requirements:** Level 2 English

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:**

Part 1: 5 written assignments

Part 2: 5 written assignments, 2 pieces of coursework and 1 past paper for revision

**Exams:**

Part 1: 2 invigilated, closed book exams (90 minutes each)

Part 2: 2 invigilated, closed book exams (150 minutes each)



Examine how literature captures human experience, creates cultural identity and speaks across time. This course invites you to explore the themes, characters and contexts that shape some of the greatest works ever written in the English language. You will engage with poetry, prose and drama from across the centuries – examining how authors reflect and challenge the values of their time, and how their works continue to resonate today. This qualification can hone your analytical and essay-writing skills and develop your independent thought.

**You cannot gain an AS-level qualification for this course. If you want a qualification, complete both Part 1 and Part 2 to gain an A-level.**

**Course provider:** National Extension College (NEC)

**Qualification:** Yes

**Accrediting body:** AQA

**Study hours:** 150 for each Part

**Course expiry date:** 24 months for each Part

**Entry requirements:** Level 2 English

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:**

Part 1: 4 written assignments

Part 2: 5 written assignments, coursework and 1 past paper for revision

**Exams:**

Part 1: None

Part 2: 2 invigilated, closed book exams (180 minutes; 150 minutes)

This course can give you the tools to analyse the past and understand the present. You will engage critically with significant world events and movements and investigate topics such as revolution and reform, global conflict and ideologies. You will explore how power, belief and identity have evolved over time and across societies. With this qualification, you can deepen your historical knowledge and strengthen your analytical, research and essay-writing skills.

**Course provider:** National Extension College (NEC)

**Qualification:** Yes

**Accrediting body:** Pearson Edexcel

**Study hours:** 150 for each Part

**Course expiry date:** 24 months for each Part

**Entry requirements:** Level 2 English

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:**

Part 1: 5 written assignments

Part 2: 5 written assignments, coursework and 1 past paper for revision

**Exams:**

Part 1: 2 invigilated, closed book exams (135 minutes; 90 minutes)

Part 2: 3 invigilated, closed book exams (135 minutes; 90 minutes; 135 minutes)

This course introduces you to the structure, purpose and operation of legal systems in England and Wales. You will explore key areas such as the criminal law, tort law and human rights – developing a clear understanding of how laws are created, interpreted and applied in society. This qualification can build your legal knowledge and strengthen your skills in reasoning, argument, critical thinking and essay-writing.

**You cannot gain an AS-level qualification for this course. If you want a qualification, complete both Part 1 and Part 2 to gain an A-level.**

**Course provider:** National Extension College (NEC)

**Qualification:** Yes

**Accrediting body:** AQA

**Study hours:** 150 for each Part

**Course expiry date:** 24 months for each Part

**Entry requirements:** Level 2 English

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:**

Part 1: 4 written assignments

Part 2: 6 written assignments and 1 past paper for revision

**Exams:**

Part 1: None

Part 2: 3 invigilated, closed book exams (120 minutes each)



Strengthen your problem-solving skills and explore the power of maths with this qualification – helping you make sense of the world through numbers, patterns and logical thinking. Whether you're exploring algebra, solving real-world problems with statistics, or getting to grips with calculus and mechanics, this course builds skills that are useful in everyday life and essential for many careers.

**Course provider:** National Extension College (NEC)

**Qualification:** Yes

**Accrediting body:** Pearson Edexcel

**Study hours:** 150 for each Part

**Course expiry date:** 24 months for each Part

**Entry requirements:** Level 2 English and Maths

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:**

Part 1: 5 written assignments

Part 2: 5 written assignments and 1 past paper for revision

**Exams:**

Part 1: 2 invigilated, closed book exams (75 minutes each)

Part 2: 3 invigilated, closed book exams (120 minutes each)

This qualification encourages deep thinking about truth, morality, existence and the nature of knowledge. Philosophy involves questioning the world around us and developing rigorous reasoning skills. You will explore classic and contemporary ideas in ethics, epistemology, religion and the mind – learning to evaluate arguments, uncover meaning and think independently. This course can help you strengthen your critical thinking and logical analysis and improve your communication and essay-writing skills.

**You cannot gain an AS-level qualification for this course. If you want a qualification, complete both Part 1 and Part 2 to gain an A-level.**

**Course provider:** National Extension College (NEC)

**Qualification:** Yes

**Accrediting body:** AQA

**Study hours:** 150 for each Part

**Course expiry date:** 24 months for each Part

**Entry requirements:** Level 2 English

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:**

Part 1: 5 written assignments

Part 2: 4 written assignments and 1 past paper for revision

**Exams:**

Part 1: None

Part 2: 3 invigilated, closed book exams (120 minutes each)

This qualification explores the systems, ideologies and institutions that shape our world, focusing on real world events and current affairs. You'll study UK and US political systems and ideologies, government structures, elections, power and participation. On this course, you will gain a deep understanding of how democracy works (or doesn't) and what influences political change.

**Course provider:** National Extension College (NEC)

**Qualification:** Yes

**Accrediting body:** Pearson Edexcel

**Study hours:** 150 for each Part

**Course expiry date:** 24 months for each Part

**Entry requirements:** Level 2 English

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:**

Part 1: 4 written assignments

Part 2: 6 written assignments and 1 past paper for revision

**Exams:**

Part 1: 2 invigilated, closed book exams (105 minutes each)

Part 2: 3 invigilated, closed book exams (120 minutes each)

This course helps you explore human thoughts, emotions and behaviours – giving you insight into yourself and other people. You'll study key areas like memory, attachment, social influence and research methods, as well as topics like mental health, criminal psychology and relationships. This qualification can develop your skills in critical thinking, research, data analysis and communication.

**Course provider:** National Extension College (NEC)

**Qualification:** Yes

**Accrediting body:** AQA

**Study hours:** 150 for each Part

**Course expiry date:** 24 months for each Part

**Entry requirements:** Level 2 English

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:**

Part 1: 6 written assignments

Part 2: 4 written assignments and 1 past paper for revision

**Exams:**

Part 1: 2 invigilated, closed book exams (90 minutes each)

Part 2: 3 invigilated, closed book exams (120 minutes each)

Find out how people make sense of existence, morality and the divine. You will explore topics such as religious experiences, ethical theories and the role of religion in society – developing an understanding of different worldviews and the ability to think critically about moral and spiritual issues. This qualification cannot only help you build strong analytical and evaluative skills, but also fosters empathy, reflection and reasoned argument.

**Course provider:** National Extension College (NEC)

**Qualification:** Yes

**Accrediting body:** Pearson Edexcel

**Study hours:** 150 for each Part

**Course expiry date:** 24 months for each Part

**Entry requirements:** Level 2 English

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:**

Part 1: 5 written assignments

Part 2: 6 written assignments and 1 past paper for revision

**Exams:**

Part 1: 3 invigilated, closed book exams (60 minutes each)

Part 2: 3 invigilated, closed book exams (120 minutes each)



This qualification focuses on the issues that shape our society – like identity, inequality, power, education, crime and culture. You'll explore how social groups interact and how family, media and education impact opportunities, behaviour and beliefs. This course builds valuable skills in critical thinking, analysis and argument construction – important in everyday life and widely valued if you want to work in sectors like education, social work, journalism, criminology or public policy.

**Course provider:** National Extension College (NEC)

**Qualification:** Yes

**Accrediting body:** AQA

**Study hours:** 150 for each Part

**Course expiry date:** 24 months for each Part

**Entry requirements:** Level 2 English

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:**

Part 1: 5 written assignments

Part 2: 5 written assignments and 1 past paper for revision

**Exams:**

Part 1: 2 invigilated, closed book exams (90 minutes each)

Part 2: 3 invigilated, closed book exams (120 minutes each)

# Open University Access modules

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The Open University (OU) is the UK's largest university. It offers qualifications in a broad range of subjects – leading to certificates, diplomas and degrees.

The idea of university can be daunting if you have not studied at this level before. For this reason, the OU offers introductory Access modules that are specially designed to help you find out what it's like to study with the OU without taking out a student loan.

Each Access module develops the skills you'll need, building your confidence for university-level study. You'll explore a range of broadly related subjects within one module. That means you'll have the time and space to discover where your interests lie before settling on your chosen qualification.

Research has shown that people who take Access modules are much more likely to succeed in their university studies than those who don't.

**You must be within eight years of release to apply for an Open University Access module.**



## Arts and Languages Access Module (Y031)

Level 3

You can gain a broad and diverse introduction to nine subject areas with this module. You will study art history, English language, English literature, creative writing, modern languages, history, religious studies, classical studies and music. This module is ideal if you're looking to explore your creative side and hone your study skills.

**Course provider:** The Open University (OU)

**Qualification:** No

**Study hours:** 270

**Course expiry date:** 7 months

**Entry requirements:** Level 2 English.

Applicants must be within eight years of release

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** 4 written assignments and a few smaller pieces of work including multiple-choice assignments

**Exams:** None

## Science, Technology and Maths Access Module (Y033)

Level 3

Grow your knowledge in a range of technical subjects – including science, engineering and design, computing and IT, the environment and mathematics. As the foundation for further studies in these fields, this module will help build your confidence and prepare you for more OU study. It's ideal if you're exploring an interest in STEM subjects (science, technology, engineering and mathematics).

**Course provider:** The Open University (OU)

**Qualification:** No

**Study hours:** 270

**Course expiry date:** 7 months

**Entry requirements:** Level 2 English and Maths. Applicants must be within eight years of release

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** 4 written assignments and a few smaller pieces of work including multiple-choice assignments

**Exams:** None

Explore some of the Open University's most popular subjects such as psychology, health and social wellbeing, sport, education and social sciences. You'll be introduced to discussions of theory and engage with real life events to build up your knowledge and understanding of these wide-ranging topics. This module is perfect if you want to get to grips with something new.

**Course provider:** The Open University (OU)

**Qualification:** No

**Study hours:** 270

**Course expiry date:** 7 months

**Entry requirements:** Level 2 English.

Applicants must be within eight years of release

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** 4 written assignments and a few smaller pieces of work including multiple-choice assignments

**Exams:** None

With this module you can develop an understanding of law and business, grow your confidence in academic writing and build your study skills. You will focus on some of the big issues in these important subject areas and the effects they have on our daily lives. By using case studies and considering key debates, you'll explore the wider themes of resolving differences and working together.

**Course provider:** The Open University (OU)

**Qualification:** No

**Study hours:** 270

**Course expiry date:** 7 months

**Entry requirements:** Level 2 English.

Applicants must be within eight years of release

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** 4 written assignments and a few smaller pieces of work including multiple-choice assignments

**Exams:** None





# A step-by-step guide to applying for an OU Access module



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OU Access modules start in February and October each year. They typically require around nine hours of study per week over 30 weeks.


If you plan to start your studies in February, you can apply from October to January. If you plan to start in October, you can apply from June to September.

- 1** Ask your education department to contact the OU and reserve a place on the module you want to study.
- 2** The OU sends a Registration Agreement form to your education department – you will need to sign this. Your education department returns it to the OU.
- 3** Ask your education department for a PET application form.
- 4** Fill out the form with your education department's support. Make sure you read the questions carefully and include as much detail as possible in your answers. Get in touch with PET if you need any advice on how to complete the form.
- 5** Your education department completes the staff section and sends us the form.

### Application successful

-  PET orders your course and you receive your study materials from the OU about a week before your module start date.
-  You can get advice and guidance from PET throughout your studies, together with help and support from the OU, your education department and peer mentors.

### Application unsuccessful

-  PET explains why your application has not been successful in your results letter and suggests the next steps you can take. You can also contact us if you need any advice about what to do.





# Art and Writing

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**Creative pursuits like art and writing can be a fulfilling way to express yourself while in prison.**

PET's Art and Writing courses can help you explore your creativity and discover your potential – equipping you with the knowledge, skills and techniques to build upon your passion. They might even be the first stepping stone to finding work in an area you love.



## Learning to Draw

Level 2

Many people think that you have to have a special “gift” to draw, but the truth is that everyone can learn. This course is ideal if you are interested in developing your practical drawing skills. You will discover how to see with all your senses and to produce observational responses through drawing. The course pack includes pencils, charcoal and graphite sticks, a fineliner pen, a ruler, a rubber and sketchbooks.

**Course provider:** National Extension College (NEC)

**Qualification:** No

**Study hours:** 36

**Course expiry date:** 12 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** 6 written assignments

**Exams:** None

## Learn to Draw Like an Artist

Level 3

This richly illustrated course can help you develop drawing skills. Working through exercises, you will gain observational skills and learn how to handle materials and techniques. You will also explore what being creative might be for you and understand how looking at art history and contemporary art can help you to become a better artist. The course pack includes pencils, a rubber and a pad of paper.

**Course provider:** Open College of the Arts (OCA)

**Qualification:** No

**Study hours:** 100

**Course expiry date:** 6 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** 1 personal project and 10 lessons with structured activities

**Exams:** None

## Certificate in Foundation Journalism

Level 3

Accredited by the National Council for the Training of Journalists (NCTJ), this course can help you develop your journalistic skills. You will complete units on the English language, news stories, recording information, feature writing and sports reporting. You can complete the remaining units on ROTL or after release to gain the full qualification – these are not funded by PET.

**Course provider:** National Council for the Training of Journalists (NCTJ)

**Qualification:** Yes

**Accrediting body:** National Council for the Training of Journalists (NCTJ)

**Study hours:** 100

**Course expiry date:** 12 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** A portfolio of evidence, written coursework and a practical assignment

**Exams:** None

## Creative Writing Part 1

Level 2

This course will help you explore different areas of creative writing. The Writing for Wellbeing unit focuses on the process of writing. You will discover how to use the power of words to explore yourself, your life and your thoughts and feelings. The Introduction to Writing unit introduces the basic building blocks of fiction writing: ideas, characters, plot, setting and editing.

**Course provider:** National Extension College (NEC)

**Qualification:** No

**Study hours:** 60

**Course expiry date:** 12 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** 9 progress checks and 2 written assignments

**Exams:** None

## Creative Writing Part 2A – Writing Novels and Short Stories

Level **2**

This course focuses on the key skills needed to write stories. You will explore how to structure a short story and a novel, including beginnings and endings. You will practise different ways of approaching conflict and character and hone your narrative-writing craft. You will also have the opportunity to learn about the wide range of techniques that published authors employ when creating works of fiction.

**Course provider:** National Extension College (NEC)

**Qualification:** No

**Study hours:** 60

**Course expiry date:** 12 months

**Entry requirements:** Level 2 English and Creative Writing Part 1

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** 7 progress checks and 2 written assignments

**Exams:** None

## Creative Writing Part 2B – Writing for a Living and Writing Non-Fiction

Level **2**

This course shows you how you can turn your creativity into a profession, whether through traditional or non-traditional publishing paths. You will learn how to develop a portfolio of your work and explore the wide range of opportunities to earn money through your writing skills. The Non-Fiction unit gets you practising different types of writing – including reviews, articles, travel writing and biography.

**Course provider:** National Extension College (NEC)

**Qualification:** No

**Study hours:** 60

**Course expiry date:** 12 months

**Entry requirements:** Level 2 English and Creative Writing Part 1

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** 7 progress checks and 2 written assignments

**Exams:** None



## Creative Writing Part 2C – Writing Poetry and Writing for Younger Readers Level 2

If you want to try your hand at poetry or writing for younger readers, this course is a good place to start. In both units, you will practise how to write in a vivid, exciting and immediate way by considering your use of imagery, words and rhythm. You will study poetic forms, genre, romance and more, discovering some of the different ways to approach these forms of writing.

**Course provider:** National Extension College (NEC)

**Qualification:** No

**Study hours:** 60

**Course expiry date:** 12 months

**Entry requirements:** Level 2 English and Creative Writing Part 1

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** 7 progress checks and 2 written assignments

**Exams:** None

## Creative Writing Part 2D – Writing Autobiography and Playwriting and Screenwriting

Level 2

The Writing Autobiography unit puts you at centre stage, focusing on how you can use diaries, journals and letters to tell your story. The Playwriting and Screenwriting unit gives you an introduction to writing scripts – concentrating on dialogue, acts, plots and the unique considerations of writing for stage and screen.

**Course provider:** National Extension College (NEC)

**Qualification:** No

**Study hours:** 60

**Course expiry date:** 12 months

**Entry requirements:** Level 2 English and Creative Writing Part 1

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** 7 progress checks and 2 written assignments

**Exams:** None









# Business, Finance and Management

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**Whether you want to develop the skills to set up your own business, or gain recognised management and accounting qualifications to make you stand out to employers, we have a course to suit you.**

You can also choose from a range of project management courses to give you a head start in all areas of business or discover groundbreaking opportunities in e-commerce and AI (artificial intelligence).





A man with glasses is smiling and looking towards the camera. His hands are visible at the bottom of the frame, typing on a laptop keyboard. The background is blurred, showing what appears to be an office or study environment.

## Business Start-up

Level 2

This course helps you to plan, establish and grow the business of your dreams. Part 1 of the course helps you to explore if self-employment is right for you and provides the tools to develop a business plan. Part 2 covers topics vital to the success of your business – including legal and financial issues, marketing and sales, and customer service.

**Course provider:** National Extension College (NEC)

**Qualification:** No

**Study hours:** 30

**Course expiry date:** 12 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** 9 written assignments

**Exams:** None

## Boosting Your Business Potential

Level 3

This course explores the many influences on business success. You will find out how to maximise your marketing, how to improve team performance, and how quality and standards can make or break a business. The perfect next step after our Business Start-up course or if you want to learn how to enhance a business that's already up and running, this course will provide a solid grounding in theory for you to apply to your business ideas.

**Course provider:** National Extension College (NEC)

**Qualification:** No

**Study hours:** 60

**Course expiry date:** 12 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** 8 written assignments

**Exams:** None

## Foundations of AI: Business and Marketing

Level 2

Step into the transformative world of AI (artificial intelligence) and discover how it is reshaping the business and marketing landscapes. On this introductory course, you will explore the evolution of AI and discover how emerging AI tools, applications and systems can dramatically increase efficiency, accelerate tasks and automate processes.

**Course provider:** Rocketeer Group

**Qualification:** Yes

**Accrediting body:** Institute of Enterprise and Entrepreneurs (IOEE)

**Study hours:** 140

**Course expiry date:** 9 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** 3 written assignments

**Exams:** None

## Advanced AI for Business Transformation

Level 3

Building on our Foundations of AI course, this course delves into the strategic implementation of AI to revolutionise business operations. You will examine the shift from outdated siloed working to dynamic and integrated AI operations. Through practical examples, you'll see how AI can enhance customer experience and increase value using robust data management and collection.

**Course provider:** Rocketeer Group

**Qualification:** Yes

**Accrediting body:** Institute of Enterprise and Entrepreneurs (IOEE)

**Study hours:** 165

**Course expiry date:** 9 months

**Entry requirements:** Level 2 English and Foundations of AI Level 2

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** 1 project assessment and 3 standard assessments

**Exams:** None

This course will empower you to design and implement AI-driven marketing strategies that are exceptionally effective in today's data-rich world. Moving beyond foundational concepts, you will explore how AI enables precise targeting of customers, personalises customer experiences and maximises marketing performance. You will learn how to analyse customer data and study practical examples of new marketing workflows.

**Course provider:** Rocketeer Group

**Qualification:** Yes

**Accrediting body:** Institute of Enterprise and Entrepreneurs (IOEE)

**Study hours:** 165

**Course expiry date:** 9 months

**Entry requirements:** Level 2 English and Foundations of AI Level 2

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** 1 project assessment and 3 standard assessments

**Exams:** None

Written by someone with lived experience of prison who runs a thriving online enterprise, this course helps you gain the essential skills needed to build a successful e-commerce business. Topics include identifying a product niche, creating online listings, processing payments, customer service and digital marketing. You will also gain practical knowledge of online selling platforms and business planning with real-world examples.

**Course provider:** The Inside Academy

**Qualification:** Yes

**Accrediting body:** Agored Cymru

**Study hours:** 60

**Course expiry date:** 12 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** 8 written assignments

**Exams:** None

## Certificate in Principles of Human Resource Practice

Level 3

Human Resources (HR) professionals hire, develop and look after employees in a company. If you are interested in HR or are looking to further your HR career with a professional qualification, this course could be for you. It offers a firm foundation in common areas of HR and will help you develop the knowledge and skills needed for working in an HR role.

**Course provider:** NCC Home Learning

**Qualification:** Yes

**Accrediting body:** VTCT Skills

**Study hours:** 200

**Course expiry date:** 12 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** 7 written assignments

**Exams:** None

## Certificate in Principles of Customer Service

Level 3

This course provides the knowledge needed to work in a range of different environments in a customer service role. You will develop an understanding of the principles and practices of providing an effective service, including customer retention and resolving complaints. You will also discover how customer service delivery affects customer expectations.

**Course provider:** NCC Home Learning

**Qualification:** Yes

**Accrediting body:** NCFE

**Study hours:** 200

**Course expiry date:** 12 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** 7 written assignments

**Exams:** None

## Certificate in Event Planning

Level **2**

This course is an ideal starting point if you want to pursue a career as an event planner, but also if you are preparing to work in a job role which requires you to plan and organise events as part of your responsibilities. The qualification will help you build the skills required to plan, organise and evaluate events. It covers marketing methods, market research, human resources, communication and customer service.

**Course provider:** NCC Home Learning

**Qualification:** Yes

**Accrediting body:** TQUK

**Study hours:** 160

**Course expiry date:** 12 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** 5 written assignments

**Exams:** None

## CMI Level 3 in Principles of Management and Leadership

Level **3**

Whether you're new to management or preparing for your first leadership role, this course provides a strong foundation in the essential skills you need to succeed. The qualification covers everything from leading teams and managing projects to solving problems and driving performance. You'll explore key topics including communication, resource planning and decision-making. You'll also discover the personal development needed to become an effective, ethical and confident manager.

**Course provider:** National Extension College (NEC)

**Qualification:** Yes

**Accrediting body:** Chartered Management Institute (CMI)

**Study hours:** 121

**Course expiry date:** 12 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** 4 written assignments

**Exams:** None

This course will equip you with the strategic thinking and practical tools needed to manage teams, lead change and shape organisational success. You will explore core management areas including stakeholder relationships, resource and project management, recruitment and coaching, and strategic planning. The qualification supports you to apply theory directly to real workplace scenarios, helping you make better decisions and lead with clarity and purpose.

**Course provider:** National Extension College (NEC)

**Qualification:** Yes

**Accrediting body:** Chartered Management Institute (CMI)

**Study hours:** 121

**Course expiry date:** 12 months

**Entry requirements:** Level 2 English and a Level 3 qualification in business or management or experience of management

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** 4 written assignments

**Exams:** None

Agile project management is a method which has grown in popularity in recent years due to its flexibility. On this course, you will learn this practical approach which achieves an ideal balance between the rigour and visibility required for good project management, and the fast pace, change and empowerment provided by Agile. The course includes both the AgilePM Foundation level (approximately level 2) and AgilePM Practitioner level (approximately level 3).

**Exam fees are included.**

**Course provider:** CUPE International

**Qualification:** Yes

**Accrediting body:** APMG International

**Study hours:** 80

**Course expiry date:** 12 months

**Entry requirements:** Level 2 English and Level 3 in a related subject area such as Business, Management or Health and Safety

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** Multiple self-assessed sample questions and mock exams

**Exams:** 1 invigilated, closed book exam (40 minutes); 1 invigilated, open book exam (150 minutes)

ABC (Agile Business Consortium) Scrum Master is another popular framework to manage product development. On this course, you will learn all aspects of this flexible strategy which challenges the assumptions of the traditional approach to product development and enables teams to better communicate and support each other. This is a useful qualification if you are looking for a job in management or IT.

**Exam fees are included.**

**Course provider:** CUPE International

**Qualification:** Yes

**Accrediting body:** APMG International

**Study hours:** 40

**Course expiry date:** 12 months

**Entry requirements:** Level 2 English and Level 3 in a related subject area such as Business, Management or Health and Safety

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** Multiple self-assessed sample questions and mock exams

**Exams:** 1 invigilated, closed book exam (40 minutes)

This course offers a comprehensive introduction to bookkeeping. It covers all the core elements, ensuring you have the knowledge you need to keep on top of your finances – whether for your own business or to help find work in this field. You will learn about financial services and payments, how to prepare and check business documents, recording transactions, balances and reconciliations, and VAT.

**Course provider:** National Extension College (NEC)

**Qualification:** No

**Study hours:** 120

**Course expiry date:** 12 months

**Entry requirements:** Level 2 English and Maths

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** 6 written assignments

**Exams:** None



This course can be your first step towards working in accountancy. You will develop the foundational accounting knowledge needed to progress, alongside business and personal skills that are transferable to any sector. AAT (Association of Accounting Technicians) qualifications are internationally recognised.

**Applicants must be within two years of release, as exams can only be taken at an external AAT exam centre on ROTL or after release.**

**You will need to apply separately for exam fees. Find out how on page 21.**

**Course provider:** Open Study College (OSC)

**Qualification:** Yes

**Accrediting body:** Association of Accounting Technicians (AAT)

**Study hours:** 340

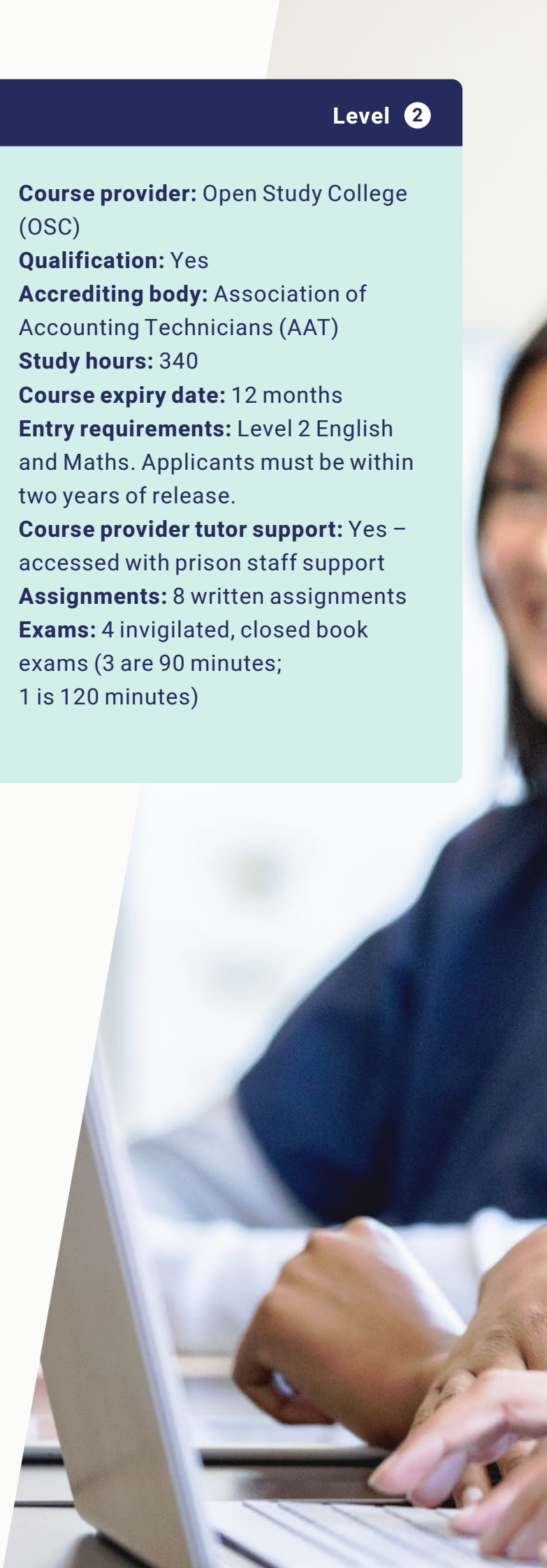
**Course expiry date:** 12 months

**Entry requirements:** Level 2 English and Maths. Applicants must be within two years of release.

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** 8 written assignments

**Exams:** 4 invigilated, closed book exams (3 are 90 minutes; 1 is 120 minutes)









# Construction, Health and Safety and Environmental Management

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**Our Health and Safety qualifications are in great demand across a wide range of industries, including construction and engineering.**

We also offer courses in property development, construction project management and environmental sustainability to help boost your job prospects.





## IOSH Managing Safely

Level 2

This introductory course is aimed at managers, supervisors, small business owners or anyone who wants a better understanding of health and safety from a supervisory point of view. You will find out how to assess and control risks and build your understanding of responsibilities. You will learn how to identify hazards and investigate accidents and incidents. You will also explore how to measure performance.

**Exam fees are included.**

**Course provider:** Clwyd Associates

**Qualification:** Yes

**Accrediting body:** Institution of Occupational Safety and Health (IOSH)

**Study hours:** 24

**Course expiry date:** 6 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** 1 written assignment

**Exams:** 1 invigilated, closed book exam (45 minutes)

## NEBOSH HSE Award in Managing Risks and Risk Assessment

Level 2

This introductory qualification – developed by NEBOSH in collaboration with Britain's national regulator for workplace health and safety, the Health and Safety Executive (HSE) – gives you the opportunity to develop straightforward, practical health and safety risk management skills. You will go beyond identifying and assessing risks by also learning how to help effectively control the risks caused by hazards in the workplace.

**Exam fees are included.**

**Course provider:** RRC International

**Qualification:** Yes

**Accrediting body:** National Examination Board in Occupational Safety and Health (NEBOSH)

**Study hours:** 14

**Course expiry date:** 6 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** Self-assessed multiple-choice questions and a risk assessment activity

**Exams:** 1 non-invigilated, open book risk assessment based on a workplace scenario (60 minutes)

This course provides a broad understanding of health and safety issues and is essential for anyone with health and safety responsibilities as part of their role or who wants to specialise in the area. The course will help you to manage health and safety confidently across a range of industries and gain a qualification that is highly valued by employers globally.

**Exam fees are included.**

**Course provider:** RRC International

**Qualification:** Yes

**Accrediting body:** National Examination Board in Occupational Safety and Health (NEBOSH)

**Study hours:** 135

**Course expiry date:** 18 months

**Entry requirements:** Level 2 English and a Level 2 health and safety qualification

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** 1 risk assessment based on a workplace scenario, self-assessed activities, a mock exam and a practice case-study risk assessment

**Exams:** 1 non-invigilated, open book exam (completed and submitted within a 24 hour window)

## Understanding Environmental Sustainability

Level 2

This qualification can help you develop your knowledge and understanding of a range of topics relating to environmental sustainability. You will find out about methods to control global warming and reduce carbon emissions. You'll also learn about energy management and alternative energy sources, as well as the role of conservation and environmental monitoring.

**Course provider:** NCC Home Learning

**Qualification:** Yes

**Accrediting body:** TQUK

**Study hours:** 150

**Course expiry date:** 12 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** 6 written assignments

**Exams:** None

This course provides a comprehensive introduction to environmental management systems, international standards and current best practice for the control of environmental hazards. You will learn how to help an organisation achieve environmental excellence and show social responsibility. The qualification will give you the knowledge and skills to introduce and maintain the widely recognised environmental management standard, ISO 14001, within an organisation.

**Exam fees are included.**

**Course provider:** RRC International

**Qualification:** Yes

**Accrediting body:** National Examination Board in Occupational Safety and Health (NEBOSH)

**Study hours:** 48

**Course expiry date:** 18 months

**Entry requirements:** Level 2 English and a Level 2 health and safety qualification

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** 1 risk assessment based on a workplace scenario, self-assessed activities, a mock exam and a practice case-study risk assessment

**Exams:** 1 non-invigilated, open book exam (completed and submitted within a 24 hour window)



On this course, you will learn fire safety skills which can be applied in workplaces anywhere in the world. The qualification provides the knowledge and understanding to advise on fire protection for premises and the workforce. You will learn how to carry out an effective fire risk assessment in low to medium risk workplaces, gaining a solid foundation in specialist fire safety.

**Exam fees are included.**

**Course provider:** RRC International

**Qualification:** Yes

**Accrediting body:** National Examination Board in Occupational Safety and Health (NEBOSH)

**Study hours:** 48

**Course expiry date:** 18 months

**Entry requirements:** Level 2 English and a Level 2 health and safety qualification

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** 1 risk assessment based on a workplace scenario, self-assessed activities, a mock exam and a practice case-study risk assessment

**Exams:** 1 non-invigilated, open book exam (completed and submitted within a 24 hour window)



This course explores health and safety issues impacting the construction industry and is vital if you plan to have health and safety responsibilities in the sector. Aligned to the Health and Safety Executive's Construction (Design and Management) Regulations 2015 – which set out the legal duties for everyone involved in construction – this qualification is guided by legislation but focused on best practice.

**Exam fees are included.**

**Course provider:** RRC International

**Qualification:** Yes

**Accrediting body:** National Examination Board in Occupational Safety and Health (NEBOSH)

**Study hours:** 110

**Course expiry date:** 18 months

**Entry requirements:** Level 2 English and a Level 2 health and safety qualification

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** Self-assessed activities and a mock exam

**Exams:** 1 non-invigilated, open book exam (completed and submitted within a 48 hour window)

Effective process safety management (PSM) is vitally important in major hazard industries, helping to prevent accidents and near misses caused by the loss of containment of energy or dangerous substances. This course provides the knowledge and understanding of PSM, ensuring you can contribute to the effective management of risks in a range of process-based industries such as oil, gas and pharmaceuticals.

**Exam fees are included.**

**Course provider:** RRC International

**Qualification:** Yes

**Accrediting body:** National Examination Board in Occupational Safety and Health (NEBOSH)

**Study hours:** 48

**Course expiry date:** 12 months

**Entry requirements:** Level 2 English and a Level 2 health and safety qualification

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** Self-assessed activities and a mock exam

**Exams:** 1 invigilated, closed book exam (90 minutes)

On this course, you will gain an understanding of the business benefits of reducing stress at work. You will learn how to recognise the causes and effects of stress, as well as identifying the risks of it within the workplace. You will also find out how to apply suitable interventions to prevent and reduce stress.

**Exam fees are included.**

**Course provider:** RRC International

**Qualification:** Yes

**Accrediting body:** National Examination Board in Occupational Safety and Health (NEBOSH)

**Study hours:** 12

**Course expiry date:** 6 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** Self-assessed activities and a mock exam

**Exams:** 1 invigilated, open book exam (60 minutes)

APM project management qualifications are regarded by the industry as the best for construction and engineering. This qualification covers a wide range of management topics. You will learn about management structures, developing your knowledge of project management planning and scheduling and resource management. You will also explore risk management, as well as build your communication, leadership and teamwork skills.

**Exam fees are included.**

**Course provider:** CUPE International

**Qualification:** Yes

**Accrediting body:** Association for Project Management (APM)

**Study hours:** 50

**Course expiry date:** 12 months

**Entry requirements:** Level 2 English and Level 2 in a related subject area, such as health and safety or management

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** Multiple self-assessed sample questions and mock exams

**Exams:** 1 invigilated, closed book exam (60 minutes)

This course is the next step on from APM Project Fundamentals. Relevant to both the construction and engineering sectors, you'll develop your knowledge of how to identify, assess and manage risks when planning or monitoring progress on any project. You will also learn about planning responses to various risk factors.

**Exam fees are included.**

**Course provider:** CUPE International

**Qualification:** Yes

**Accrediting body:** Association for Project Management (APM)

**Study hours:** 30

**Course expiry date:** 12 months

**Entry requirements:** Level 2 English and APM Project Fundamentals

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** Multiple self-assessed sample questions and mock exams

**Exams:** 1 invigilated, closed book exam (60 minutes)

This course will walk you through the fundamentals of property development, from researching the market and crunching the numbers to assessing whether a project makes financial sense. You will find out about property research and acquisition and how to manage complex development projects. You'll also learn about the key authorities involved in the process.

**Course provider:** Open Study College (OSC)

**Qualification:** No

**Study hours:** 120 hours

**Course expiry date:** 12 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** 6 written assignments

**Exams:** None



# Counselling, Mentoring and Teaching

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**There are many opportunities in prison to gain experience in counselling, mentoring, advising and teaching.**

PET offers a wide range of courses that can help you to develop your expertise, giving you the chance to reflect on your work and build on your skills. In the meantime, you'll be working towards nationally recognised qualifications that could pave the way to a new job.



## Certificate in Information, Advice and Guidance

Level 2

This course aims to develop your knowledge and understanding of the key principles of information, advice and guidance (IAG) – particularly if you are aiming to work in careers advice, peer mentoring or housing support. You will cover interaction skills, signposting and referrals, as well as how to manage information and work within existing networks to deliver IAG.

**Course provider:** NCC Home Learning

**Qualification:** Yes

**Accrediting body:** NCFE CACHE

**Study hours:** 120

**Course expiry date:** 12 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** 5 written assignments

**Exams:** None

## Understanding the Principles and Practices of Assessment

Level 3

This course is an ideal stepping stone if you are looking to work in education, training or workplace assessment. Exploring assessment principles and practices, the qualification is recognised across all industries and equips you with the knowledge and skills necessary to conduct fair, effective and consistent assessments. The course will cover essential topics such as planning your assessment, involving the learner in the process, and understanding quality assurance frameworks.

**Course provider:** NCC Home Learning

**Qualification:** Yes

**Accrediting body:** TQUK

**Study hours:** 30

**Course expiry date:** 12 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** 1 written assignment

**Exams:** None



## Education and Training Unit 1 Award: Roles, Responsibilities and Assessment

Level **3**

This qualification is the first step towards working in post-16 or adult level teaching or training. It could also be useful if part of your role is to train people. You will find out how to plan, deliver and assess effective learning, and discover the roles, responsibilities and relationships involved in teaching.

**Course provider:** National Extension College (NEC)

**Qualification:** Yes

**Accrediting body:** TQUK

**Study hours:** 28

**Course expiry date:** 12 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** 2 written assignments

**Exams:** None

## Education and Training Unit 2 Award: Inclusive Teaching and Learning Approaches

Level **3**

Following on from the Education and Training Unit 1 Award, this unit focuses on inclusive teaching and learning approaches in education and training environments. You will consider how to meet individual learner needs, create an inclusive learning environment, motivate learners and establish ground rules. You will also discover the strengths and limitations of different approaches.

**Before applying for this course, please find out if your prison can facilitate the assessment by observation (for example, a video recording of you teaching).**

**You will need to apply separately for exam fees. Find out how on page 21.**

**Course provider:** National Extension College (NEC)

**Qualification:** Yes

**Accrediting body:** TQUK

**Study hours:** 28

**Course expiry date:** 12 months

**Entry requirements:** Level 2 English and Education and Training Unit 1 Award

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** 1 written assignment

**Exams:** 1 assessment by observation (for example, a video recording of you teaching)

This course is ideal if you want to gain a professional qualification in teaching English as a foreign language – whether you are new to the profession or already have some experience. It can also be useful if you work as a mentor for learners who speak English as a second language. The course focuses on lesson planning and practical teaching skills and covers many aspects of teaching English – including grammar, vocabulary, pronunciation and reading.

**Before applying for this course, please find out if your prison can scan and email your assignments. The course provider cannot accept assignments by post.**

**Course provider:** London Teacher Training College (LTTTC)

**Qualification:** Yes

**Accrediting body:** Focus

**Study hours:** 168

**Course expiry date:** 36 months

**Entry requirements:** Level 2 English and a relevant Level 3 qualification, such as A-level English Language or Education and Training Unit 1 Award

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** 11 written assignments

**Exams:** None

This qualification will introduce you to the use of counselling skills in everyday life. You will explore how to engage in a counselling interaction effectively and learn how to use counselling skills in relation to personal development. You will also build your understanding of areas such as diversity and ethics in counselling. This course can be a useful first step towards further study.

**Course provider:** BSY

**Qualification:** Yes

**Accrediting body:** NCFE CACHE

**Study hours:** 60

**Course expiry date:** 24 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** 4 written assignments

**Exams:** None



## Peer Mentoring Certificate

Level 2

Are you considering becoming a mentor? This course can help you develop meaningful mentoring relationships and make a real difference to the people you support. You will gain a deeper understanding of the roles of a peer mentor, learning how to establish clear boundaries and break down barriers to communication. As well as discovering questioning techniques, you will explore personal reflection and growth.

**Course provider:** Hafren

**Qualification:** Yes

**Accrediting body:** Agored Cymru

**Study hours:** 30

**Course expiry date:** 12 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** 15 written tasks and 1 self-evaluation exercise

**Exams:** None

## Understanding Mentoring and Coaching

Level 3

This course introduces key principles, skills and approaches used to support people in educational, care or professional settings. You'll explore the differences between mentoring and coaching and learn how to build trust. You will also find out how to structure effective sessions and reflect on your own style. This qualification is ideal if you want to help people grow, develop and achieve their potential – whether as a mentor, educator or team leader.

**Course provider:** National Extension College (NEC)

**Qualification:** Yes

**Accrediting body:** TQUK

**Study hours:** 50

**Course expiry date:** 12 months

**Entry requirements:** Level 2 English

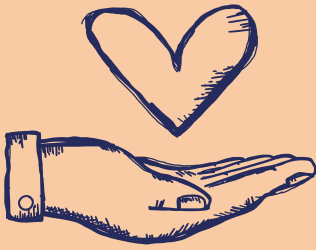
**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** 3 written assignments

**Exams:** None







# Health and Social Care

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**The health and social care sector has thousands of vacancies for skilled and qualified people. There are opportunities in a wide range of organisations offering care and support in hospitals, health centres and in the community.**

By taking one of PET's Health and Social Care courses, you can equip yourself with the skills and knowledge required to play a role in this growing workforce. It can be hugely rewarding to help people to live more independent, healthier lives.



## CACHE Certificate in Health and Social Care

Level 2

Providing an excellent knowledge base in health and social care, this course is a great starting point if you aspire to work in the sector and want to achieve a nationally recognised qualification. The course covers human growth and development, safeguarding, and equality and diversity in health and social care settings.

**Course provider:** Open Study College (OSC)

**Qualification:** Yes

**Accrediting body:** NCFE CACHE

**Study hours:** 210 hours

**Course expiry date:** 12 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** 3 written assignments

**Exams:** None

## CACHE Award in Health and Social Care

Level 3

This qualification covers the key elements of development and significant events across the human lifespan. You will expand your knowledge of equality, diversity and rights in the sector and how you can work in an inclusive way. You will learn how to safeguard people in your care and discover the signs, symptoms and behaviours that may indicate that someone is at risk. You will also find out the legislation, policies and procedures that can help you take action.

**Course provider:** Open Study College (OSC)

**Qualification:** Yes

**Accrediting body:** NCFE CACHE

**Study hours:** 215 hours

**Course expiry date:** 12 months

**Entry requirements:** Level 2 English and a relevant Level 2 qualification or experience

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** 3 written assignments

**Exams:** None

This course is ideal if your goal is to support people with a learning disability. This qualification will help you to support young people with a learning disability transition into adulthood. You will also learn the principles of self-directed support and deepen your understanding of issues relating to sexuality and sexual health.

**Course provider:** Open Study College (OSC)

**Qualification:** Yes

**Accrediting body:** NCFE CACHE

**Study hours:** 120 hours

**Course expiry date:** 12 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** 4 written assignments

**Exams:** None

You can gain a greater understanding of mental health problems on this course – whether you are an experienced health care worker or new to the area. You will learn about a wide range of mental health problems, including stress, anxiety, phobias, depression, post-traumatic stress disorder (PTSD), schizophrenia and eating disorders. You will gain an understanding of each of these problems, the different effects they can have, and ways in which they can be managed.

**Course provider:** Distance Learning Centre (DLC)

**Qualification:** Yes

**Accrediting body:** NCFE CACHE

**Study hours:** 200

**Course expiry date:** 12 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** 10 written assignments

**Exams:** None

## Certificate in Understanding Mental Health Care

Level 3

If you want to help people with mental health problems, this course is a great way to strengthen your skillset. You will learn more about mental health and how best to support people, exploring interventions and support planning. You will also deepen your knowledge of the legal policy and service framework for mental health, as well as the principles of duty of care and risk management.

**Course provider:** NCC Home Learning

**Qualification:** Yes

**Accrediting body:** NCFE CACHE

**Study hours:** 190

**Course expiry date:** 12 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** 6 written assignments

**Exams:** None

## Certificate in Understanding Substance Misuse

Level 3

You can develop your understanding of problematic substance use with this qualification, gaining skills that can be used whether you are personally or professionally involved in this field. The course covers the effects and symptoms of drug use, as well as responses including legislation, harm reduction and interventions. It also has a unit focused especially on problematic substance use among young people.

**Course provider:** NCC Home Learning

**Qualification:** Yes

**Accrediting body:** TQUK

**Study hours:** 160

**Course expiry date:** 12 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** 3 written assignments

**Exams:** None



## Nutrition and Health

Level 2

On this course you can build on your knowledge of nutrition and learn how to develop and practise healthy eating habits. You will study the principles of healthy eating, consider the nutritional needs of a variety of people, and find out how to use food and nutrition information to plan a healthy diet.

**Course provider:** NCC Home Learning

**Qualification:** Yes

**Accrediting body:** NCFE CACHE

**Study hours:** 120

**Course expiry date:** 12 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Yes –  
accessed with prison staff support

**Assignments:** 3 written assignments

**Exams:** None

## Deaf Awareness and Sign Language

Level 2

This course will help you to develop a better understanding of the challenges that deafness can bring and how you might be able to help. The course starts with an introduction to deafness and the problems people with hearing loss can encounter. You will also learn about different hearing conditions. The course features information on assistive technology and an introduction to American, British and Spanish Sign Languages.

**Exam fees are included.**

**Course provider:** BSY

**Qualification:** No

**Study hours:** 60

**Course expiry date:** 24 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Yes –  
accessed with prison staff support

**Assignments:** 4 written assignments

**Exams:** 1 non-invigilated, open book  
exam (completed in your own time)







# Horticulture (Professional Gardening) and Animal Care

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**PET's Horticulture (Professional Gardening) and Animal Care courses are not only for people looking to work in these sectors, but also for those with an interest in nature and the great outdoors.**

The horticulture course we offer leads to a Royal Horticultural Society (RHS) qualification, sought after by employers such as council departments, garden centres and plant nurseries. We also have a handful of courses that introduce you to the principles of working with animals and insects, on land and at sea.





## RHS Certificate in Principles of Plant Growth and Development

Level **2**

This course is a great first step if you are considering a career in horticulture. It's also a good choice for leisure or professional gardeners who want to improve their knowledge. You will discover the structure and function of plants and learn about plant nutrition and health. You will also explore the vital role horticulturists play in greening our cities and growing crops to feed the world.

**You will need to apply separately for exam fees. Find out how on page 21.**

**Course provider:** Horticultural Correspondence College (HCC)

**Qualification:** Yes

**Accrediting body:** Royal Horticultural Society (RHS)

**Study hours:** 180

**Course expiry date:** 24 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** 8 written assignments

**Exams:** 2 invigilated, closed book exams (60 minutes each)

## Horse Knowledge and Care (Stage 1)

Level **2**

If you're looking to volunteer or work in stable management or just want to learn for leisure, this course is an ideal introduction to horse care. You will find out how to care for stabled and grass-kept horses, learning about watering and feeding. You will explore equine behaviour and horse health and also gain an understanding of saddlery and shoeing.

**Course provider:** The Open College of Equine Studies (TOCES)

**Qualification:** Yes

**Accrediting body:** The Open College of Equine Studies (TOCES)

**Study hours:** 90

**Course expiry date:** 12 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** 9 written assignments

**Exams:** None

## Fisheries Management Certificate

Level 3

People aspiring to work in the fishing industry – whether as a water bailiff, fisheries inspector or in a similar position in commercial fisheries – would be well-advised to consider this course. It also provides a sound knowledge base for those interested in running their own fisheries. You will learn freshwater and fish biology and gain an understanding of water quality and the importance of monitoring and improvement. You will also find out about fisheries law and enforcement.

**You will need to apply separately for exam fees. Find out how on page 21.**

**Course provider:** Institute of Fisheries Management (IFM)

**Qualification:** Yes

**Accrediting body:** Institute of Fisheries Management (IFM)

**Study hours:** 110

**Course expiry date:** 12 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** Exam preparation coursework

**Exams:** 6 invigilated, open book exams (90 minutes each)

## Canine Science

Level 3

Whether you are a dog owner or want to work with canine animals in boarding kennels and rescue homes, this course is a great way to build your knowledge. You will learn about the evolution of canines and gain an understanding of canine anatomy and physiology. You will find out about common canine behaviour and how dogs learn. You will also discover how to provide the correct nutrition for dogs of a variety of breeds and ages.

**Course provider:** Open Study College (OSC)

**Qualification:** No

**Study hours:** 120

**Course expiry date:** 12 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** 6 written assignments

**Exams:** None



On this course, you can develop a detailed knowledge and understanding of cats. You will learn about the behaviour and anatomy of this popular domestic animal and explore feline nutrition and health care. Not only can the course help you to become a more knowledgeable cat owner, it can give you an advantage when applying for work in catteries or for other animal care roles.

**Course provider:** Open Study College (OSC)

**Qualification:** No

**Study hours:** 120

**Course expiry date:** 12 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** 6 written assignments

**Exams:** None

This course is ideal if you have an interest in British wildlife and animal care, rehabilitation and management. You will learn about the full range of common British birds, including sea birds and birds of prey. You will then find out about small mammals such as hedgehogs, hares and bats, as well as larger mammals like deer. Finally, you will deepen your knowledge of the marine mammals that frequent our shores, such as dolphins and whales.

**Course provider:** Open Study College (OSC)

**Qualification:** No

**Study hours:** 120

**Course expiry date:** 12 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** 6 written assignments

**Exams:** None



# Languages and Social Sciences

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**Learning a language or finding out about different communities is a great way to immerse yourself in the world around you.**

Our Languages and Social Sciences courses can help you understand your own background or break down barriers when you meet people from other communities. Speaking a new language can also give you an advantage if you want to work for a company with international customers or abroad.



These CD-and-workbook courses help you to speak, listen, read and write in a wide variety of languages. Each course starts at Beginner level and moves on to Intermediate, leading eventually to Advanced. We offer the following languages:

<b>Arabic</b>	<b>Korean</b>
<b>Chinese</b>	<b>Portuguese</b>
<b>Dutch</b>	<b>Russian</b>
<b>French</b>	<b>Spanish</b>
<b>German</b>	<b>Swedish</b>
<b>Greek</b>	<b>Thai</b>
<b>Italian</b>	<b>Turkish</b>
<b>Japanese</b>	

**Our language courses require access to a CD player. PET cannot provide this.**

**Course provider:** Linguaphone

**Qualification:** No

**Study hours:** 60

**Course expiry date:** None

**Entry requirements:** Level 2 English

**Course provider tutor support:** No – this is a self-study course

**Assignments:** None

**Exams:** None

This course will introduce you to the contributions, perspectives and experiences of Black people in the UK and around the world. Exploring history, politics and popular culture, you will find out how to apply your learning in the real world to help address racial inequalities. You will also learn study skills along the way, preparing you for higher level study.

**Course provider:** Birmingham City University

**Qualification:** No

**Study hours:** 100

**Course expiry date:** 12 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** 5 written assignments

**Exams:** None



# Sport and Fitness

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**Supporting people to be physically active can help them lead a healthier and happier life – reducing the risk of major illnesses and boosting mental health.**

PET has a range of sport and fitness courses for you to choose from – from developing the business skills needed to work in the fitness industry to helping older people get fit.





## Nutrition to Support Physical Activity and Exercise

Level 3

If you are looking to work in the fitness industry, this qualification can help you stand out. You will learn how to support clients to improve their eating habits, deepening your understanding of healthy eating and weight management. The course offers knowledge essential for any fitness professional – giving you the skills to analyse your clients' nutritional intake so you can offer advice and develop their fitness programme.

**Course provider:** Health and Fitness Education (HFE)

**Qualification:** Yes

**Accrediting body:** YMCA Awards / CIMSPA

**Study hours:** 40

**Course expiry date:** 12 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** 11 written assignments

**Exams:** None

## Supporting Participation in Physical Activity: Older Adults

Level 3

This course will give you the skills to support people to age healthily through physical activity and exercise. You will build your knowledge of the effects of the ageing process and the impact of inactivity on the body. You will find out how to adapt fitness programmes for older people, as well as discovering other services available to support the wellbeing needs of the UK's ageing population.

**Course provider:** Health and Fitness Education (HFE)

**Qualification:** Yes

**Accrediting body:** YMCA Awards / CIMSPA

**Study hours:** 40

**Course expiry date:** 12 months

**Entry requirements:** Level 2 English and a Level 2 fitness instructing qualification

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** 4 written assignments

**Exams:** None



## Supporting Participation in Physical Activity: Perinatal

Level 3

Perinatal refers to both the period before (antenatal) and after (postnatal) someone gives birth. This qualification can equip you with the knowledge and skills to safely support antenatal and postnatal clients with tailored fitness programmes. You will learn about the changes the body goes through during pregnancy and how to design and deliver effective exercise sessions. With this qualification, you will discover how to guide people through safe and supportive fitness journeys before, during and after pregnancy.

**Course provider:** Health and Fitness Education (HFE)

**Qualification:** Yes

**Accrediting body:** YMCA Awards / CIMSPA

**Study hours:** 40

**Course expiry date:** 12 months

**Entry requirements:** Level 2 English and Level 2 fitness instructing qualification

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** 7 written assignments

**Exams:** None

## Business Skills for the Fitness Professional

Level 3

Self-employment is a popular route for fitness professionals to take, so getting business basics right is vital. This course is ideal if you are looking to develop the skills and confidence to manage your own marketing, promotions and pricing strategy, as well as keep on top of your National Insurance payments and tax. You will find out about the legal obligations of running a fitness business and how to plan for business success.

**Course provider:** Health and Fitness Education (HFE)

**Qualification:** Yes

**Accrediting body:** YMCA Awards / CIMSPA

**Study hours:** 50

**Course expiry date:** 12 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** 3 written assignments

**Exams:** None

## Yoga Beginners

Level 2

This course will provide you with a comprehensive introduction to yoga – the control of the mind and body through breathing and gentle movement. As well as getting a theoretical introduction, you will be guided through relevant exercises – including warm-up routines, rhythmic breathing, rolls and lifts. You will discover relaxation techniques and learn exercises for different parts of the body, like the fingers, the shoulders and the neck.

**Exam fees are included.**

**Course provider:** BSY

**Qualification:** No

**Study hours:** 100

**Course expiry date:** 24 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** 10 written assignments

**Exams:** 1 non-invigilated, open book exam (completed in your own time)

## Sports Coaching

Level 3

This course focuses on the role of the sports coach. You will find out about the impact of sport on the body and explore the different coaching methods and models. You will also learn about ethics within sports coaching and discover how to understand the athlete's mind.

**Course provider:** Open Study College (OSC)

**Qualification:** No

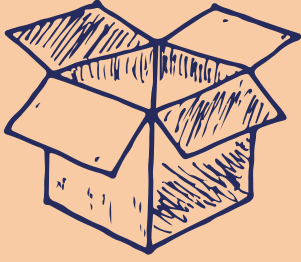
**Study hours:** 120 hours

**Entry requirements:** Level 2 English

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** 6 written assignments

**Exams:** None



# Warehousing, Logistics and Sailing

---

**PET's Warehousing and Logistics courses can be a stepping stone to a range of jobs – whether you are interested in the warehousing of goods or how they are shipped out to companies, clients and consumers.**

We also offer a Day Skipper course if you want to learn how to navigate your way around familiar waters by sail or motorboat.





## Introduction to Warehousing and Logistics

Level **2**

This qualification offers the skills and understanding needed to start a career in warehousing and the broader world of logistics. You will learn about the function of a warehouse and the core principles of logistics. You will build your understanding of the flow of goods, effective storage and the use of technology in warehouses. You will also find out about the importance of health and safety and sustainability in this sector.

**Course provider:** Logistics Learning Alliance (LLA)

**Qualification:** Yes

**Accrediting body:** Institute of Supply Chain Management (IoSCM)

**Study hours:** 100

**Course expiry date:** 12 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** 21 written assignments

**Exams:** None

## Operational Warehousing and Logistics

Level **3**

This qualification is the next step on from our Introduction to Warehousing and Logistics course. It covers the processes involved in planning and managing the flow of products and materials through warehousing and across the supply chain. This course will also help you deal with various logistical challenges and contingencies.

**Course provider:** Logistics Learning Alliance (LLA)

**Qualification:** Yes

**Accrediting body:** Institute of Supply Chain Management (IoSCM)

**Study hours:** 100

**Course expiry date:** 12 months

**Entry requirements:** Level 2 English and a relevant Level 2 qualification or experience

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** 21 written assignments

**Exams:** None



Suitable for sailors and motor boaters, this introductory course will give you the skills to navigate around familiar waters by day. You will learn the basics of inshore and coastal navigation, including position fixing, chartwork and planning. You will also develop your understanding of collision regulations and safety at sea, as well as electronic navigation and pilotage.

**You will need to apply separately for exam fees. Find out how on page 21.**

**Course provider:** East Anglian Sea School (EASS)

**Qualification:** Yes

**Accrediting body:** Royal Yachting Association (RYA)

**Study hours:** 50

**Course expiry date:** 12 months

**Entry requirements:** Level 2 English

**Course provider tutor support:** Yes – accessed with prison staff support

**Assignments:** 2 written assignments

**Exams:** 2 invigilated, closed book exams (90 minutes each)





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# Course provider contact details

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## **Birmingham City University**

School of Social Sciences, Curzon Building, Curzon Street, Birmingham B4 7XG  
0121 331 5526 | [www.bcu.ac.uk](http://www.bcu.ac.uk)

## **BSY**

Oakwood, Dunsland Cross, Devon EX22 7YT  
0800 731 9271 | [www.bsygroup.co.uk](http://www.bsygroup.co.uk)

## **Clwyd Associates**

Orton House, Overton Close, Coleorton, Leicestershire LE67 8FY  
01530 837477 | [www.clwydassociates.co.uk](http://www.clwydassociates.co.uk)

## **CUPE International**

Wessex House, St Leonard's Road, Bournemouth, Dorset BH8 8QS  
01202 555 711 | [www.cupeinternational.com](http://www.cupeinternational.com)

## **Distance Learning Centre (DLC)**

Swaledale, 4 Coaley Lane, Newbottle, Houghton le Spring, Tyne and Wear DH4 4SQ  
0845 129 7238 | [www.distance-learning-centre.co.uk](http://www.distance-learning-centre.co.uk)

## **East Anglian Sea School (EASS)**

Suffolk Yacht Harbour, Levington, Suffolk IP10 0LN  
01473 659992 | [www.eastanglianseaschool.com](http://www.eastanglianseaschool.com)

### **Hafren**

The Old School, The Highway, Croesyceiliog, Cwmbran, Torfaen NP44 2HF  
07730 035134 | [hafren.info](http://hafren.info)

### **Health and Fitness Education (HFE)**

Unit 1A, Keepers Wood Way, Chorley, Lancashire PR7 2FU  
0800 612 4067 | [www.hfe.co.uk](http://www.hfe.co.uk)

### **Horticultural Correspondence College (HCC)**

Lyne Akres, Dunsland Cross, Brandis Corner, Holsworthy, Devon EX22 7YH  
01409 220 777 | [www.hccollege.co.uk](http://www.hccollege.co.uk)

### **The Inside Academy**

140 Lee Lane, Bolton BL6 7AF  
07542 311332 | [www.insideacademy.co.uk](http://www.insideacademy.co.uk)

### **Institute of Fisheries Management (IFM)**

PO Box 679, Hull HU5 9AX  
0845 388 7012 | [ifm.org.uk](http://ifm.org.uk)

### **Linguaphone**

PO Box 225, Mullaghboy Industrial Estate, Co Meath, Ireland  
020 3603 6554 | [www.linguaphone.co.uk](http://www.linguaphone.co.uk)

### **Logistics Learning Alliance (LLA)**

PO Box 18584, Birmingham B13 3RW

01530 686663 | [www.logisticslearningalliance.com](http://www.logisticslearningalliance.com)

### **London Teacher Training College (LTTC)**

60 Windsor Avenue, London SW19 2RR

0208 133 2027 | [www.teachenglish.co.uk](http://www.teachenglish.co.uk)

### **National Council for the Training of Journalists (NCTJ)**

The New Granary, Station Road, Newport, Saffron Walden, Essex CB11 3PL

01799 544 014 | [www.nctj.com](http://www.nctj.com)

### **National Extension College (NEC)**

Woolpack House, 70 High Street, Sawston CB22 3HJ

01223 400200 | [www.nec.ac.uk](http://www.nec.ac.uk)

### **NCC Home Learning**

Warwick House, Riverside Business Park, Benarth Road, Conwy LL32 8UB

0333 3445 690 | [www.ncchomelearning.co.uk](http://www.ncchomelearning.co.uk)

### **The Open College of Equine Studies (TOCES)**

Oaks Meadow, Weathercock Hill, Chevington, Bury St Edmunds, Suffolk IP29 5RG

01284 811 401 | [www.equinestudies.co.uk](http://www.equinestudies.co.uk)

### **Open College of the Arts (OCA)**

The Michael Young Arts Centre, Room 301, DMC 02, County Way, Barnsley S70 2AG  
01226 596963 | [www.oa.ac.uk](http://www.oa.ac.uk)

### **Open Study College (OSC)**

1760 Solihull Parkway, Birmingham Business Park, Birmingham B37 7YD  
0330 433 2876 | [www.openstudycollege.com](http://www.openstudycollege.com)

### **The Open University (OU)**

Students in Secure Environments, Berrill Building, Milton Keynes MK7 6AA  
0300 303 6789 | [www.open.ac.uk](http://www.open.ac.uk)

### **Rocketeer Group**

Shire Hall Business Centre, Market Street, Stafford ST16 2LD  
01785 223 253 | [rocketeergroup.com](http://rocketeergroup.com)

### **RRC International**

Tuition House, 27-37 St George's Road, London SW19 4DS  
0208 944 3100 | [www.rrc.co.uk](http://www.rrc.co.uk)

# Get in touch with PET's advice team

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Choosing the right course can take time and you may have a few questions.

If you'd like any advice about which course to study or how to apply, you can get in touch with us as often as you need.

We would also love to get your feedback on the PET Course Prospectus – what do you think about the content, layout and design, and the courses that we offer?

Your views can help us improve our service. Give us a call or write to us and let us know!







## Call the free PET Advice Line

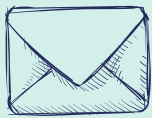
You can speak to a member of our team for free.

Just call **0800 048 7520** on:

Tuesdays: 10am–12pm and 2pm–4pm

Thursdays: 10am–12pm and 2pm–6pm

We welcome calls from prison staff and friends and family too. They can also see all the courses we offer on our website: [www.bit.ly/petcourses](http://www.bit.ly/petcourses)



## Write to us for free

You can write to us at:

**FREEPOST, Prisoners' Education Trust**

You don't need to use a stamp.



## Speak to your education department

You can also speak to education staff in your prison.



Illustration on page 6 by Erika Flowers – see more of her work at [www.recordedinart.com](http://www.recordedinart.com)  
Photos on page 23 and 112 by Rebecca Radmore and Prisoners' Education Trust



# Get in touch

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You can also write to us at **FREEPOST, Prisoners' Education Trust** (you don't need a stamp), or speak to your education department.



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