



UNIVERSITY OF
LEICESTER

Vaughan Centre for Lifelong Learning

Certificate of Higher Education in Social Welfare, Advice and Guidance



About the Course

Studying our Certificate of Higher Education in Social Welfare, Advice and Guidance will provide you with a unique opportunity to improve your theoretical knowledge whilst also developing practical skills as you undertake a placement in an advice and guidance role. You will gain an understanding of current social policy and welfare legislation which will enhance your employability if you work in, or aspire to work in, advice work or social welfare.

Teaching and Assessment

You will attend class one day per week at the Highfields Centre where you will have lectures and participate in seminars, tutorials and small group activities. On occasion some classes may be taught on the University of Leicester main campus.

You will also undertake a voluntary placement in a social welfare role within a local organisation, providing you with the opportunity to develop the skills necessary to advance your career in social welfare, advice and guidance. You will complete 30 hours in your placement by the end of the course.

You will be assessed through a pre-seen case study or open book exam, as well as through coursework in a variety of forms including written assignments and reports, group presentations, a portfolio, reflective diary and a placement observation report.

Career Opportunities and Further Study

Following successful completion of the course you will have a thorough grounding in advice and guidance work and will be trained in providing advice and guidance on a range of social welfare issues. You

may wish to seek employment in a relevant advice and guidance role, or to continue your studies at a higher level. You will attain a qualification which is equivalent to the first year of an undergraduate degree and this will provide a solid foundation if you wish to progress to higher levels of study at the University of Leicester or elsewhere.

Collaboration with Highfields Centre

The Highfields Centre has a long tradition of offering adult learning and skills development opportunities to meet the needs of local people. The Centre's motto, 'enhancing lives, empowering communities and enterprise for one and all' is reflected in its rich learning environment, and indeed this course will provide you with the opportunity to be taught in the heart of the community by practicing social welfare and advice work professionals.

We have been short-listed for a 2016 Universities Association for Lifelong Learning (UALL) award for our sustained local teaching partnership with the Highfields Centre.



“ I found the course really enjoyable and it helped me to build my confidence. Course tutors were very supportive and helped me throughout my learning journey. I was able to make new friends and work with new people. I have also gained a valuable qualification and this has helped me to find employment.

Shaheen Malamji



MODULES

Information, Advice and Guidance

Social Security Law

Advice and Interviewing Skills

Social Welfare Law I: Family and Debt

The English Legal System

Social Welfare Law II: Immigration, Housing and Employment

Modules shown represent choices available to current students. The range of modules available and the content of any individual module may change in future years.

Please visit our website for full up to date module information.

Key Facts

Length of course: 16 months part-time

Mode of study: Taught at Highfields Centre

Intake dates: January and September 2016

Entry requirements: No formal qualifications are required but you will need to demonstrate evidence of the ability and potential to study at this level.

Please visit our website for full details of our entry requirements and application process.

Fees: Please visit our website for up to date fee information.

Successful Learning Journey and Career in Advice Work

Shaheen Malamji has shown tremendous determination to successfully complete the Certificate in Advice Work course offered by Highfields Centre in partnership with Leicester University.

In recognition of her efforts, Shaheen was awarded two Learner of the Year awards. Leicester University awarded her the prestigious Philip Collins Award and she was also awarded the Student of the Year prize by Highfields Centre.

The Certificate in Advice work course covered various social welfare and law modules and Shaheen was able to gain experience and knowledge of the Advice sector through the placement she was offered whilst on the course.



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It has been a remarkable achievement for Shaheen, as she had only been in the UK since 2004. At the time, she was raising a young family with two children and studying part time for the course. It was a challenge for her to manage her responsibilities at home and completing her assignments for the course.

After completing the course, Shaheen was offered a job by Highfields Centre as a temporary part time Welfare Rights Officer. She has helped numerous clients with wide ranging social welfare and law issues. She then joined Leicester City Council working for the Welfare Rights Service on a part time basis. Her role involved offering outreach advice at various Children's Centres. After taking some time out on maternity leave, Shaheen has just returned to work on a full time basis.

She has found the course both theoretically and practically stimulating and is able to utilise all the knowledge and skills in her current Advice Officer role.

For more information

For an informal conversation about the course please contact Aiyub Zamakda at the Highfields Centre:

Aiyub Zamakda, Highfields Centre,
96 Melbourne Rd, Leicester LE2 0DS

t: +44 (0)116 253 1053

e: aiyub.zamakda@highfieldscentre.ac.uk

For other information:

Vaughan Centre for Lifelong Learning
University of Leicester, 128 Regent Road
Leicester, LE1 7PA

t: +44 (0)116 252 5962

e: applyvcll@le.ac.uk

w: www.le.ac.uk/lifelonglearning



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However, in exceptional circumstances it may be necessary for the University to cancel or change a programme or part of the specification more substantially. For example, due to the unavailability of key teaching staff, changes or developments in knowledge or teaching methods, the way in which assessment is carried out, or where a course or part of it is over-subscribed to the extent that the quality of teaching would be affected to the detriment of students. In these circumstances, we will contact you as soon as possible and in any event will give you [30 days] written notice before the relevant change is due to take place. Where this occurs, we will also and in consultation with you, offer you an alternative course or programme (as appropriate) or the opportunity to cancel your contract with the University and obtain a refund of any advance payments that you have made.