



Cayman Islands Further Education Centre
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CIFEC INFORMATION 2014/2015

Go Further, Aim Higher

Course Information

We offer a wide range of vocational choices based on the BTEC suite of qualifications.

BTEC Facts and Figures

- The BTEC brand is part of Pearson, the world's leading learning company and one of the world's largest publishers
- Pearson also owns Penguin, Dorling Kindersley and the Financial Times
- Pearson Edexcel has a presence in 92 countries, with over 3 million registrations annually
- BTEC qualifications have existed for over 25 years and are well respected and admired by employers and educators worldwide
- There are over 5400 international registered centres delivering BTEC qualifications in over 60 countries with over 1 million students studying a BTEC qualification worldwide every year
- A Caribbean office directly supports BTECs in the region
- Over 300 different BTEC qualifications can be taken globally at all levels
- 95% of all UK Universities and Higher Education Institutions will accept students who have passed a BTEC Diploma or Extended Diploma at Level 3
- The number of students studying in HE with a BTEC qualification has increased by 300% in the last 10 years
- Students with a BTEC Level 2 qualification and 5 Higher Level passes increase their lifetime earning potential by 5.9%, compared to those who just have 5 Higher Level passes (source London Economics, October 2010, *Returns to BTEC Vocational Qualifications*)

BTEC at CIFEC

- Students can study for a BTEC qualification at Levels 1, 2 or 3, depending on their prior skills, experience and qualifications
- At Level 2, these qualifications are worth 1 (Certificate), 2 (Extended Certificate) or 4 (Diploma) Higher Level passes on the Cayman Islands National Qualifications Framework (NQF)
- At Level 3, these qualifications are worth 1 (Subsidiary Diploma), 1.5 (90 Credit Diploma), 2 (Diploma) or 3 (Extended Diploma) Level 3 passes on the Cayman NQF, equivalent to Associate Degree or A Level

- Students can currently chose to study in one of 15 different vocational areas at CIFEC
- Each BTEC programme contains a year-long internship with an employer, giving each student a relevant and real life taste of the world of work
- Over 150 employers on the island are working with CIFEC on this programme
- All students also study for the BTEC Deloitte Certificate in Employability Skills, part of the worldwide Deloitte Employability Initiative, Deloitte’s flagship skills and education programme. Our students are the only learners outside of the UK currently able to take this important qualification
- Students can also study for the BTEC Extended Project Qualification (EPQ), a qualification that develops their research, planning, advocacy, presentation and evaluation skills, as well as having the opportunity to resit Level 2 Maths, English and Science qualifications that they did not successfully achieve in High School
- In 2013, the pass rate for BTEC qualifications at CIFEC was over 85% **Courses on offer**

Course Choices – All courses are subject to availability

Level 3 Study – you must have passed at least 5 subjects at Level 2, including Maths **and** English for Dual Entry

Level 3 BTEC Business (Need to have 5 Level 2 passes including English)		Dual Entry – UCCI*	
Level 3 BTEC Creative Media film & TV (Need to have 5 Level 2 passes including English)		Dual Entry – Overseas*	
Dual Entry – Cayman Prep*		Dual Entry – Other (Specify below)*	
Dual Entry – St Ignatius*			

*Please complete Dual Entry Form on the last page of this document

Level 2 & Level 1 Study – Number your courses in order of preference 1, 2, 3

Level 2 ACCA Accounting (only available with Business, Work Skills, IT, Creative Media and Science)		BTEC Creative Media Extended Certificate (Need to have 3 L2 passes including English or Maths)	
Level 2 BTEC Applied Science		Level 2 BTEC Health & Social Care (Need to have passed English)	
Level 2 BTEC Art & Design (only available with Business, Work Skills, IT, and Science)		Level 2 BTEC Hospitality	
Level 2 BTEC Beauty Therapy		CXC Human & Social Biology	
Level 2 BTEC Business		Level 2 BTEC ICT	
Level 2 BTEC Construction (only available with Business, Work Skills, IT and Science)		Level 2 IMI Motor Vehicle Repair	
Level 2 BTEC Creative Media Photo		Level 2 BTEC Sport & Leisure (Beauty Therapy not available)	
Level 2 BTEC Creative Media Film		Level 1 BTEC Workskills (this may be a stand-alone course)	
Level 2 BTEC Creative Media Sound		Level 2 BTEC Workskills	

GCSE/CXC Retake options

English	
Maths	

Timetable

A Level 2 student will study at CIFEC for three days each week, with two days on work experience placement. A Level 3 student will study at CIFEC for four days a week, with one day work experience. For each group, these days will be different. Students will receive timetable at Induction. Lessons last for 70 minutes and classes starts at 8.00am and finishing at 3.00pm. You will also have Tutorial and Assembly sessions. In Tutorials, you will have an opportunity to develop your skills as a Global Learner and in Assembly, you will have an opportunity to develop your organisation, presentation and leadership skills.

Examination Fees

It is likely that fees in total for the year will total in excess of \$400. We are happy to set up payment plans so that you are prepared for bills when they start to arrive in March and we would encourage you to make provision for this as quickly as possible

Fees for courses in 2013/2014 were as follows, so that you have an indication of costs. It is likely that there may be a small increase on these costs for the 2014/2015 academic year.

Course	Cost
Level 3 Pearson BTEC Business	\$296
Level 3 Pearson BTEC Creative Media	\$296
Level 2 ACCA Accounting	New in 2014/2015
Level 2 Pearson BTEC Applied Science	\$252
Level 2 Pearson BTEC Art & Design	\$252
Level 2 Pearson BTEC Beauty Therapy	\$296
Level 2 Pearson BTEC Business	\$252
Level 2 Pearson BTEC Creative Media	\$252
Level 2 Pearson BTEC Construction	New in 2014/2015
Level 2 Pearson BTEC Health & Social Care	\$207
Level 2 Pearson BTEC Hospitality	\$243
Level 2 Pearson BTEC ICT	\$256
Level 2 Pearson BTEC Sport & Leisure	New in 2014/2015
Level 2 IMI Motor Vehicle Repair	\$95
CXC Human & Social Biology	\$20 Reg fee and \$25 per exam
Level 2 Pearson BTEC Workskills	\$194
Level 1 Pearson BTEC Workskills	\$194
CXC English	\$20 Reg fee and \$25 per exam

CXC Maths	\$20 Reg fee and \$25 per exam
WJEC English	\$20
Edexcel Maths in Number & Measure	\$25
AQA GCSE Maths	\$48
AQA GCSE Science	New in 2014/2015
Pearson Level 2 Extended Project Qualification	\$57
Pearson BTEC Deloitte Certificate in Employability Skills	\$165

Uniform

CIFEC provides the following Uniform Guidelines. Please see also Ministry guidelines attached.

Uniform for Female Students:

- Plain black shoes/sneakers - minimal heel permitted. No flip flops or slippers
- White, grey or black crew socks
- Black skirt or pants that fit properly and are worn at the waist. Skirt no shorter than knee length
- A solid White/Grey/Black blouse/polo shirt with no logo, decoration or pattern
- Underclothing beneath blouses must be a solid colour with no patterns or designs
- Makeup, nail polish and false nails suitable for working environment only
- Head covers that are required for religious purposes are allowed
- Hair is to be kept groomed and smart and appropriate for the workplace

Uniform for Male Students

- Plain black shoes/sneakers. No flip flops or slippers
- White, grey or black crew socks
- Black pants with pockets, that fit properly and are worn at the waist
- Solid black belt - no visible underwear
- A solid White/Grey/Black collared short sleeve /polo shirt with no logo, decoration or pattern. Tshirts if worn underneath must be plain white.
- Hair is to be groomed and smart. No extreme hairstyle, design in the hair or colour
- No items that display connection to gangs are allowed
- Eyebrows are not to be shaved or have designs
- Head covers that are required for religious purposes are allowed

If an individual's clothing fails to meet these uniform standards, the student will be asked not to wear the inappropriate item to CIFEC again. If the problem persists, the student will be sent home to change clothes and will receive a verbal warning for the first offence. Progressive disciplinary action will be applied if dress code violations continue, as per the Disciplinary Policy.

A high standard of personal appearance is expected of all our students. We do try to be very clear with our guidelines, but occasionally some variations occur which are not expressly covered, we will deal with these on an individual basis.

Dual Entry students attending other educational institutions must abide by the uniform code of that institution and you will be able to find out more information from them directly.

All CIFEC students will be issued with an ID badge which must be worn at all times on campus.

The First Few Weeks

You will return to CIFEC on **Monday 1 September 2014 for an 8.00am start**. You will receive a letter today giving you information on where you should report to.

Thursday 4 and Friday 5 September 2014 will be the Careers Fair. This will be an important opportunity for you to meet with our employers so that you can see the range of opportunities open to you. It is also a chance for employers to assess you and identify who they would like to offer placements to.

Expectations

We have high expectations of you. You must ensure that you are dressed appropriately and that you are punctual and attentive at all times. You must understand that you are no longer at High School. CIFEC is a bridge to University or the world of work and you must use this year wisely to prepare yourself. We expect you to positively represent CIFEC at all times – out in the community and in the classroom. You must be ready for work at all times. That means that you dress and behave appropriately, that you have a bag with stationary, pens and paper and any other work related things that you need. You must ensure that you eat well and properly so that your body and brain are fed.

Food on Campus

Food on campus is provided by Mise En Place. They will serve food at Breakfast, Break and Lunch and provide a range of well-priced healthy meals and snacks. You **WILL NOT** be allowed off campus to get food unless you have specific permission from CIFEC staff.

Rewards & Discipline

You will be asked to sign a National Home-School Agreement which sets out your responsibilities as a CIFEC student. You will also be given a copy of the Student Charter and the Student Disciplinary Policy during orientation, which set out what we expect and the processes that we will follow to ensure that every student at CIFEC is able to meet their full potential.

CIFEC uses a Tiered Reward guide to recognize and reinforce positive behaviour, effort, achievement and general success of our students. We are also keen to reward good behaviour and particularly behaviour that exhibits the skills of independent learning, leadership and good citizenship.

We also have a Tiered Behaviour Interventions and Sanctions guide to help students change inappropriate behaviour.

The CIFEC Discipline Policy during Orientation which outlines our Rewards and Sanctions Policy.

Global Citizens

We want to develop you as fully rounded, global citizens, able to understand the world around you and to make a positive contribution to your community. There will be plenty of opportunities to get involved, have fun and make a difference.