

Candidate 4 evidence

Course Leader Salary Increases			
TUTOR FIRST NAME	TUTOR SURNAME	COURSE NAME	SALARY INCREASE
Bethany	Smith	Administration and Information Technology	£2,175.00
Fiza	Hussain	Financial Services	£2,175.00
Georgia	Wittard	Business	£2,200.00
Grace	Daniels	Legal Services	£2,050.00
Harriet	Grogan	Fashion Business	£2,150.00
Jordan	Dolan	Business with Enterprise	£1,950.00
Joseph	McGarry	Financial Services	£2,200.00
Lynne	Keeenan	Business with Languages	£2,150.00
Patrick	O'Neill	Business with HR	£1,900.00
Sareen	Kaur	Business with HR	£2,175.00
Xuan	Lee	Digital Business	£2,150.00
TOTAL COST OF SALARY INCREASES			£23,275.00


TUTOR FIRST NAME	TUTOR SURNAME	SALARY	COURSE NAME	LEVEL	EMPLOYMENT START DATE	SALARY INCREASE
Bethany	Smith	£43,500.00	Administration and Information Technology	8	10/12/2021	£2,175.00
Fiza	Hussain	£43,500.00	Financial Services	8	20/08/2017	£2,175.00
Georgia	Wittard	£44,000.00	Business	8	17/08/2016	£2,200.00
Grace	Daniels	£41,000.00	Legal Services	8	10/12/2017	£2,050.00
Harriet	Grogan	£43,000.00	Fashion Business	8	12/12/2016	£2,150.00
Jordan	Dolan	£39,000.00	Business with Enterprise	7	02/12/2019	£1,950.00
Joseph	McGarry	£44,000.00	Financial Services	7	20/08/2020	£2,200.00
Lynne	Keenan	£43,000.00	Business with Languages	8	12/08/2015	£2,150.00
Patrick	O'Neill	£38,000.00	Business with HR	7	10/12/2021	£1,900.00
Sareen	Kaur	£43,500.00	Business with HR	8	21/03/2015	£2,175.00
Xuan	Lee	£43,000.00	Digital Business	6	20/08/2021	£2,150.00

Open Day Costs 2022/23					
Support Costs					
ITEM	COST PER HOUR	HOURS USED	TOTAL COST		
Web Design	£32.00	37	£1,184.00		
Graphic Design	£35.00	25	£875.00		
Audio Visual Support	£27.00	5	£135.00		
Telephone Line Support	£14.00	8	£112.00		
Live Chat Support	£12.00	12	£144.00		
Catering Support (1)	£18.00	6	£108.00		
Janitorial Support (1)	£25.00	8	£200.00		
Support Costs Total			£2,758.00		
Catering Costs					
ITEM	COST PER UNIT	NO OF UNITS	TOTAL COST		
Still water bottle 330ml	£0.90	300	£270.00		
Sparkling water bottle 330ml	£0.90	150	£135.00		
Coffee	£1.10	300	£330.00		
Tea	£1.00	200	£200.00		
Twin pack biscuits	£0.55	500	£275.00		
Catering Costs Total			£1,210.00		
Cost of Goodie Bag					
ITEM	COST PER UNIT	NO OF UNITS	TOTAL COST (EXC VAT)	COST INC VAT	
Pen	£0.70	250	£175.00	£210.00	
Canvas bag	£1.81	250	£452.50	£543.00	
Highlighter	£0.72	250	£180.00	£216.00	
Re-useable cup	£3.12	250	£780.00	£936.00	
Merchandise Total				£1,905.00	

	A	B	C	D	E
1	Open Day Costs 2022/23				
2					
3	Support Costs				
4	ITEM	COST PER HOUR	HOURS USED	TOTAL COST	
5	Web Design	32	37	1184	
6	Graphic Design	35	25	875	
7	Audio Visual Support	27	5	135	
8	Telephone Line Support	14	8	112	
9	Live Chat Support	12	12	144	
10	Catering Support (1)	18	6	108	
11	Janitorial Support (1)	25	8	200	
12	Support Costs Total			2758	
13					
14					
15	Catering Costs				
16	ITEM	COST PER UNIT	NO OF UNITS	TOTAL COST	
17	Still water bottle 330ml	=VLOOKUP(A17,'Catering Costs'!\$A\$4:\$B\$13,2,FALSE)	300	=B17*C17	
18	Sparkling water bottle 330ml	=VLOOKUP(A18,'Catering Costs'!\$A\$4:\$B\$13,2,FALSE)	150	=B18*C18	
19	Coffee	=VLOOKUP(A19,'Catering Costs'!\$A\$4:\$B\$13,2,FALSE)	300	=B19*C19	
20	Tea	=VLOOKUP(A20,'Catering Costs'!\$A\$4:\$B\$13,2,FALSE)	200	=B20*C20	
21	Twin pack biscuits	=VLOOKUP(A21,'Catering Costs'!\$A\$4:\$B\$13,2,FALSE)	500	=B21*C21	
22	Catering Costs Total			=SUM(D17:D21)	
23					
24	Cost of Goodie Bag				
25	ITEM	COST PER UNIT	NO OF UNITS	TOTAL COST (EXC VAT)	COST INC VAT
26	Pen	=HLOOKUP(A26,'Merchandise Costs'!\$B\$3:\$I\$4,2,FALSE)	250	=B26*C26	=D26*1.2
27	Canvas bag	=HLOOKUP(A27,'Merchandise Costs'!\$B\$3:\$I\$4,2,FALSE)	250	=B27*C27	=D27*1.2
28	Highlighter	=HLOOKUP(A28,'Merchandise Costs'!\$B\$3:\$I\$4,2,FALSE)	250	=B28*C28	=D28*1.2
29	Re-useable cup	=HLOOKUP(A29,'Merchandise Costs'!\$B\$3:\$I\$4,2,FALSE)	250	=B29*C29	=D29*1.2
30	Merchandise Total				=SUM(E26:E29)

Open Day Budgeted Costs 2022/23			
CATEGORY	BUDGET	ACTUAL	% DIFFERENCE TO BUDGET
Support Costs	£2,750.00	£2,758.00	-0.29%
Catering Costs	£1,300.00	£1,210.00	7.44%
Merchandise Costs	£2,000.00	£1,905.00	4.99%

	A	B	C	D
1	Open Day Budgeted Costs 2022/23			
2				
3	CATEGORY	BUDGET	ACTUAL	% DIFFERENCE TO BUDGET
4	Support Costs	2750	=SupportCostsActual	=(B4-C4)/C4
5	Catering Costs	1300	=CateringCostsActual	=(B5-C5)/C5
6	Merchandise Costs	2000	=MerchandiseCostsActual	=(B6-C6)/C6



Open Day


Welcome

Thank you for coming along to find out more about CCS!

This is your chance to find out a bit more about:

- The range of courses we have on offer
- What college life may be like
- How college may prepare you for the future

Just a few of the courses we have to offer...



What is College Life Like?

Some differences from high school you may notice:

- You will find students come from a range of places/backgrounds - a great way to get to know new people
- Your lecturers will allow you greater independence in your learning - helping to prepare you for the future
- Most courses will allow you to fit in a part-time job - allowing you to earn money and develop your skills in a different way this could allow you to earn at least the National Minimum Wage/National Living Wage:

£6.82 Per hour for under 18 year olds
 £8.43 Per hour for 18-20 year olds
 £9.38 Per hour for 21-22 year olds
 £9.50 Per hour for those aged 23 or above

How can CCS help me prepare for the future?

After completing a course you will have a range of options for the future:

- Completing one course may allow you to progress onto a higher level course
- To progress on from an HNC to an HND
- By performing well in your college course you may be able to progress straight into a degree course at university
- By developing your skills and qualifications in college you will become more attractive to future employers
- A number of employers will approach the college to promote positions they have available to our students as they complete their studies

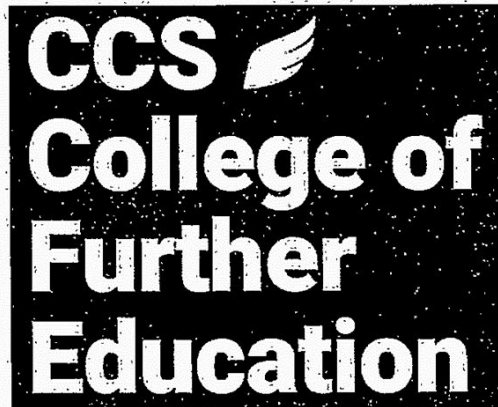
Items	Cost Per Items	Percentage of Grand Total
Audio Visual Support	£756.00	45.11%
Live Chat Support	£444.00	26.49%
Telephone Line Support	£476.00	28.40%
Grand Total	£1,676.00	100.00%

Open Day Advertisers 2022/23				
BUSINESS NAME	ADVERT FORMAT	NUMBER OF PLACEMENTS	DISCOUNT AMOUNT	INCOME
AKA Building Services	A1 Poster	26	15.00%	£85.00
Ann Strang Soft Furnishings	Digital Screen	4	10.00%	£90.00
Bell's Boxing Gym	A1 Poster	3	10.00%	£90.00
Body Beautiful	Free Standing Display	6	10.00%	£90.00
Brenda's Snack Bar	Digital Screen	0	0.00%	£100.00
Coffee Connoisseur	Digital Screen	2	10.00%	£90.00
Ellen Adams Hair	Free Standing Display	2	10.00%	£90.00
Fighting Fit Martial Arts Gym	Free Standing Display	2	10.00%	£90.00
Flat 1 Student Residences	Free Standing Display	4	10.00%	£90.00
Galasso Glaziers	Free Standing Display	18	15.00%	£85.00
Grinds Coffee Bar	Digital Screen	0	0.00%	£100.00
H Hope Electricians and Joiners	A1 Poster	12	15.00%	£85.00
Hair Lounge by Dario	Digital Screen	2	10.00%	£90.00
Hunterhill Garage	Free Standing Display	4	10.00%	£90.00
Jay's Barbers	Digital Screen	2	10.00%	£90.00
JoJo's Dance Studio	A1 Poster	4	10.00%	£90.00
KK Plumbers	A1 Poster	14	15.00%	£85.00
Lower Clyde Shipyard	Free Standing Display	34	15.00%	£85.00
McGarvey Builders and Roofers	Digital Screen	21	15.00%	£85.00
Moorhill Garages	Digital Screen	12	15.00%	£85.00
Nails & Makeup by Seb	A1 Poster	0	0.00%	£100.00
Newton Garage	Free Standing Display	4	10.00%	£90.00
Oak Tree Bar and Restaurant	A1 Poster	12	15.00%	£85.00
Peregrine Builders	Free Standing Display	25	15.00%	£85.00
Piccolo Italian Restaurants	A1 Poster	12	15.00%	£85.00
Pizza Paradise	Digital Screen	4	10.00%	£90.00
Platinum Student Residences	Free Standing Display	7	10.00%	£90.00
S Martin Electricians	A1 Poster	19	15.00%	£85.00
Stobo Electricians	A1 Poster	12	15.00%	£85.00
Tate and Lyall Builders	A1 Poster	32	15.00%	£85.00
Tyson Floor Coverings	Free Standing Display	27	15.00%	£85.00
Whelan Roofers	A1 Poster	12	15.00%	£85.00
Woods Plumbers	A1 Poster	10	10.00%	£90.00
Yoga Life Studio	Free Standing Display	0	0.00%	£100.00

	A	B	C	D	E
1	Open Day Advertisers 2022/23				
2					
3	BUSINESS NAME	ADVERT FORMAT	NUMBER OF PLACEMENTS	DISCOUNT AMOUNT	INCOME
4	AKA Building Services	A1 Poster	26	=IF(C4=0, 0%, IF(C4<=10, 10%, 15%))	=100-(100*D4)
5	Ann Strang Soft Furnishings	Digital Screen	4	=IF(C5=0, 0%, IF(C5<=10, 10%, 15%))	=100-(100*D5)
6	Bell's Boxing Gym	A1 Poster	3	=IF(C6=0, 0%, IF(C6<=10, 10%, 15%))	=100-(100*D6)
7	Body Beautiful	Free Standing Display	6	=IF(C7=0, 0%, IF(C7<=10, 10%, 15%))	=100-(100*D7)
8	Brenda's Snack Bar	Digital Screen	10	=IF(C8=0, 0%, IF(C8<=10, 10%, 15%))	=100-(100*D8)
9	Coffee Connoisseur	Digital Screen	2	=IF(C9=0, 0%, IF(C9<=10, 10%, 15%))	=100-(100*D9)
10	Ellen Adams Hair	Free Standing Display	2	=IF(C10=0, 0%, IF(C10<=10, 10%, 15%))	=100-(100*D10)
11	Fighting Fit Martial Arts Gym	Free Standing Display	2	=IF(C11=0, 0%, IF(C11<=10, 10%, 15%))	=100-(100*D11)
12	Flat 1 Student Residences	Free Standing Display	4	=IF(C12=0, 0%, IF(C12<=10, 10%, 15%))	=100-(100*D12)
13	Galasso Glaziers	Free Standing Display	18	=IF(C13=0, 0%, IF(C13<=10, 10%, 15%))	=100-(100*D13)
14	Grinds Coffee Bar	Digital Screen	0	=IF(C14=0, 0%, IF(C14<=10, 10%, 15%))	=100-(100*D14)
15	H Hope Electricians and Joiners	A1 Poster	12	=IF(C15=0, 0%, IF(C15<=10, 10%, 15%))	=100-(100*D15)
16	Hair Lounge by Dario	Digital Screen	2	=IF(C16=0, 0%, IF(C16<=10, 10%, 15%))	=100-(100*D16)
17	Hunterhill Garage	Free Standing Display	4	=IF(C17=0, 0%, IF(C17<=10, 10%, 15%))	=100-(100*D17)
18	Jay's Barbers	Digital Screen	2	=IF(C18=0, 0%, IF(C18<=10, 10%, 15%))	=100-(100*D18)
19	JoJo's Dance Studio	A1 Poster	4	=IF(C19=0, 0%, IF(C19<=10, 10%, 15%))	=100-(100*D19)
20	KK Plumbers	A1 Poster	14	=IF(C20=0, 0%, IF(C20<=10, 10%, 15%))	=100-(100*D20)
21	Lower Clyde Shipyard	Free Standing Display	34	=IF(C21=0, 0%, IF(C21<=10, 10%, 15%))	=100-(100*D21)
22	McGarvey Builders and Roofers	Digital Screen	21	=IF(C22=0, 0%, IF(C22<=10, 10%, 15%))	=100-(100*D22)
23	Moorhill Garages	Digital Screen	12	=IF(C23=0, 0%, IF(C23<=10, 10%, 15%))	=100-(100*D23)
24	Nails & Makeup by Seb	A1 Poster	0	=IF(C24=0, 0%, IF(C24<=10, 10%, 15%))	=100-(100*D24)
25	Newton Garage	Free Standing Display	4	=IF(C25=0, 0%, IF(C25<=10, 10%, 15%))	=100-(100*D25)
26	Oak Tree Bar and Restaurant	A1 Poster	12	=IF(C26=0, 0%, IF(C26<=10, 10%, 15%))	=100-(100*D26)
27	Peregrine Builders	Free Standing Display	25	=IF(C27=0, 0%, IF(C27<=10, 10%, 15%))	=100-(100*D27)
28	Piccolo Italian Restaurants	A1 Poster	12	=IF(C28=0, 0%, IF(C28<=10, 10%, 15%))	=100-(100*D28)
29	Pizza Paradise	Digital Screen	4	=IF(C29=0, 0%, IF(C29<=10, 10%, 15%))	=100-(100*D29)
30	Platinum Student Residences	Free Standing Display	7	=IF(C30=0, 0%, IF(C30<=10, 10%, 15%))	=100-(100*D30)
31	S Martin Electricians	A1 Poster	19	=IF(C31=0, 0%, IF(C31<=10, 10%, 15%))	=100-(100*D31)
32	Stobo Electricians	A1 Poster	12	=IF(C32=0, 0%, IF(C32<=10, 10%, 15%))	=100-(100*D32)
33	Tate and Lyall Builders	A1 Poster	32	=IF(C33=0, 0%, IF(C33<=10, 10%, 15%))	=100-(100*D33)
34	Tyson Floor Coverings	Free Standing Display	27	=IF(C34=0, 0%, IF(C34<=10, 10%, 15%))	=100-(100*D34)
35	Whelan Roofers	A1 Poster	12	=IF(C35=0, 0%, IF(C35<=10, 10%, 15%))	=100-(100*D35)
36	Woods Plumbers	A1 Poster	10	=IF(C36=0, 0%, IF(C36<=10, 10%, 15%))	=100-(100*D36)
37	Yoga Life Studio	Free Standing Display	0	=IF(C37=0, 0%, IF(C37<=10, 10%, 15%))	=100-(100*D37)

	A	B	C
1	Advertising Summary 2022/23		
2			
3	ADVERT FORMAT	NUMBER OF ADVERTISERS	INCOME
4	Free Standing Display	12	£1,070.00
5	A1 Poster	13	£1,150.00
6	Digital Screen	9	£810.00
7	Total Income		£3,030.00

	A	B	C
1	Advertising Summary 2022/23		
2			
3	ADVERT FORMAT	NUMBER OF ADVERTISERS	INCOME
4	Free Standing Display	12	£1,070.00
5	A1 Poster	13	£1,150.00
6	Digital Screen	9	£810.00
7	Total Income		£3,030.00



New Student Guide

OPEN DAY 2022

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What are the benefits of studying here at Central College Scotland?

Choosing a college can mean that you learn the practical skills that will help you in your future studies or when joining the workplace. We have an excellent range of courses at a range of levels here, all taught by committed and supportive lecturers who have a genuine interest in your progression.

We have excellent facilities to support both on campus and remote learning, ensuring that we keep up to date with industry standard software/equipment and practices. We have a great reputation with both past and present students as well as employers and universities that our students move on to following their studies here.

See some comments below:

“College has been the right move for me – I was able to come and study an HNC to let me see what my area of interest would be like and I got great support from the lecturers. I am now moving onto the HND and if I do well in that I have been told I can apply to go straight into 3rd year of a degree at university. I never imagined this would be possible for me!”
(Rachel, HNC Accounting Student)

“I loved my time here, made loads of friends on my course and the staff were so friendly and helpful. I moved straight into a job from my HND Fashion Business and felt so prepared after the course!” (Aadya, former HND Fashion Business Student)

“We have had many former students of Central College Scotland join our workforce over the years – we are generally so impressed with the skills they bring with them from college, and how workplace ready they are.” (Adam Malik, Founder of AMX Business Solutions)

How can the college support me during my time here?

The college has a range of support services available to ensure students are able to maximise their time here.

Student Counselling Services

We have trained counsellors who are able to provide a range of services for students who may be experiencing some challenges, this can range from one to one support, to small group work. We also offer students the chance to sign up for helpful Mindfulness sessions which have proven extremely useful for a large number of our students, and staff, in recent years.

Subsidised Student Gym

Students and staff are able to join our gym and fitness classes at a heavily subsidised rate which can allow participants to enjoy the many benefits of exercise on both physical and mental health.

Financial Advice

Students are able to book a session with an advisor to discuss financial difficulties you may be experiencing. Advisors may also be able to direct students towards possible financial support, depending on individual circumstances.

Student Finances

The costs of life as a student will vary depending on your situation, whether you are living at home or near campus, whether you need to commute, etc.

Many students will try to have a part-time job whilst they are studying, not only can this be a benefit to your financial situation, it can also provide you with crucial work experience which will benefit you as you try to find a full-time job after your studies.

Keep checking notice boards on campus for current vacancies which many local employers will share with the college – both for part-time positions and full-time positions for those ready to finish their studies. These opportunities will also be shared on our virtual platforms which you will learn more about during your induction sessions.

If you do decide that moving to live on campus or near campus is for you, we have estimated below some of the costs for a student who may be living away from home. These costs are estimated on a per week basis. Please be aware that rental costs can vary significantly.

Rent	£125.00 ¹
Food	£30.00
Going out	£30.00
Travel	£15.00
Miscellaneous costs (clothes etc)	£25.00
Total Cost per Week	£ 100.00

Course Fees

Your course fee will vary depending on the level of study that you are completing and an up-to-date fee will have been quoted to you when you were offered your place at College.

You can apply to SAAS based on residency. To meet their general residence conditions, you must:

- Be ordinarily resident in the United Kingdom, the Channel Islands or the Isle of Man for three years immediately before the relevant date, and
- Have "settled status" in the UK (as set out in the Immigration Act 1971) on the relevant date, and
- Be ordinarily resident in Scotland on the relevant date.

¹ Based on self-catering college accommodation, single en-suite room.

Advice for New Students

We have asked a range of people what advice they would pass on to new students joining the college, below are a few ideas they have offered you.

"Make sure you keep on top of your coursework – there will be times when you may have a lot of deadlines so it really makes sense to start early when pieces of work are assigned."
(Natalie, HND Student)

"Don't be afraid to ask your lecturers if you are unsure of anything. It may feel very different to school but your lecturers want you to succeed and will happily help you out when you need it."
(Jade Johnson, Lecturer)

"Make sure you keep it all in perspective – at times you may feel overwhelmed but these times will pass and you will be able to move on from this. If you are struggling, seek support from your lecturers or Student Counselling."
(Aqsa Khan, Student)

College Coffee Bar Sample Price List

The College Coffee Bar is open from 8.30 am daily with a range of hot and cold drinks and snacks at reasonable prices. Please see below for a sample of items available and prices.

Hot Drinks:	
Americano	£1.10
Cappuccino	£1.30
Latte	£1.30
Hot Chocolate	£1.50
Tea/Infusions	£0.90
Cold Drinks:	
Water (500ml)	£1.20
Orange Juice (250ml)	£1.50
Apple Juice (250ml)	£1.50
Food:	
Soup (varies daily)	£1.30
Roll with Sausage	£1.50
Roll with Vegetarian Sausage	£1.40
Sandwiches (varies daily – vegetarian and vègan options available)	From £1.50
Cakes/Biscuits	From £1.00
Fruit Salad	£1.20