HIGHER EDUCATION COURSE GUIDE 2017/18

ACCESS TO HE HNC/HND HIGHER APPRENTICESHIPS PROFESSIONAL QUALIFICATIONS

Not just courses. **Careers**





WELCOME

I would like to welcome you to the Higher Education Centre at Harlow College.

As a College we pride ourselves on the progress our students make and on the career opportunities we provide.

Harlow College is in the top 1% of colleges for vocational and academic progress. This means our students perform better than students studying at 6th form or colleges elsewhere.

We have some fantastic links with industry that give our students a head start on the careers ladder, these include:

- Employer sponsored and Apprenticeship programmes with Stansted Airport, the Harlow Group, Smiths Aerospace (Harlow) and BTL Precision
- Progression opportunities for Higher Apprenticeships and Degrees with GlaxoSmithKline and Anglia Ruskin University
- Industry standard resources, including salons, restaurants, broadcast facilities, a theatre, recording and multimedia studios, Category C Biohazard Science labs, Healthcare mobility suite and a new purpose built £11million Harlow Advanced Manufacturing & Engineering Centre (HAMEC)



In September 2018 we will be opening a new college at Stansted Airport with an emphasis on training for a career in the associated travel industries.

Karen Spencer

Principal and Chief Executive



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ACCESS TO HE



What's it all about?

Want to study for a degree but don't have the necessary qualifications? Maybe you didn't get the grades you needed the first time around or are just looking to change career path? An Access to Higher Education Diploma could be for you, providing a stepping stone to success with a fast-track route to a degree. Many of our Access students are now pursuing new careers and making changes to their lives they never thought possible. And best of all, it could cost you nothing to study with an Advanced Learner Loan (see page 24).

What will I do?

You will study in an adult environment with like-minded people. A typical Access to HE course is 3/4 days a week, 9.30am to 3pm. Courses are a mix of theory and practical and can be completed in one year.

What can I do next?

The Access to HE Diploma is widely recognised by UK universities. Each year, around 20,000 Access to HE students apply for a degree course at a UK university. We offer progression from an Access to HE Diploma in a range of subjects. The career you always wanted is nearer than you think.

Fees

If you're aged 19+ you can apply for an Advanced Learner Loan (see page 24). If you go on to complete an HE qualification, your 19+ Advanced Learner Loan will be written off.

Flexible learning also available on some courses

Flexible learning is designed to suit your lifestyle – it's a mixture of attending College (monthly Saturdays and evenings, for individual support), online learning via our Virtual Learning Environment, support via email and telephone, plus one-to-one tutorials.

Business

Mode of study: 3/4 days per week Level: 3 Duration: 1 year Flexible learning available

Entry Requirements

- Level 2 English and Level 2 Maths (or working towards)
- We will consider exceptions to this requirement, subject to any other qualifications or evidence of the required competencies

What will I study?

The course offers the following core modules, all tailored around academic writing skills:

- Communications (Speaking and Listening)
- Examination Skills
- Self-Assessment and Personal Tutorial
- Research Project Methodology
- Business Planning
- Business Environment
- Leadership

Where will this course take me?

You will have the opportunity to progress to Higher Education, take an Apprenticeship, start your own business or seek employment in the areas of accountancy, human resources, marketing and leadership and management.

Education, Teaching and Childhood Studies

Mode of study: 3/4 days per week Level: 3 Duration: 1 year Flexible learning available

Entry Requirements

- Level 2 English and Level 2 Maths (or working towards).
- We will consider exceptions to this requirement, subject to any other qualifications or evidence of the required competencies.

What will I study?

The course offers a number of core modules, including:

- Academic Writing Skills
- English Oral Communication
- Research Planning and Project
- Application of Number Interpreting and Presenting
- Application of Number Calculations

Where will this course take me?

Progression to Higher Education or seek employment as a teacher in early years or in Secondary Education, or a nursery/school leadership.

Health and Social Care

Mode of study: 3/4 days per week Level: 3 Duration: 1 year

Entry Requirements

- · Level 2 English and Level 2 Maths (or working towards)
- We will consider exceptions to this requirement, subject to any other qualifications or evidence of the required competencies

What will I study?

The course offers a number of core modules, including:

- Independent Research
- Examination Skills
- Academic Study Skills
- Application of Number
- Use of the Internet

Where will this course take me?

Progression to Higher Education. The skills learned are transferable to any job but are particularly useful in the Health and Social Care sector.

Life Science

Mode of study: 3/4 days per week Level: 3 Duration: 1 year

Entry Requirements

- Level 2 English and Level 2 Maths (or working towards)
- We will consider exceptions to this requirement, subject to any other qualifications or evidence of the required competencies

What will I study?

The course offers a number of core modules, including:

- Introduction to Microscopy
- Plant & Animal Cell Biology
- Foundations of Biology
- Nutrition & Digestion
- Circulatory & Respiratory Systems
- Independent Research
- Examination Skills
- Application of Number
- Use of the Internet

Where will this course take me?

A high percentage of our students progress on to university on a variety of courses. Students are also able to progress into employment or other training and development. Some of our previous students have gone on to work as a care or teaching assistant, occupational support worker, physiotherapy support worker, voluntary overseas worker and lab technician. There are also opportunities within pathology and phlebotomy.

Nursing and Midwifery

Mode of study: 3/4 days per week Level: 3 Duration: 1 year

Entry Requirements

- Level 2 English and Level 2 Maths (or working towards)
- We will consider exceptions to this requirement, subject to any other qualifications or evidence of the required competencies

What will I study?

The course offers a number of core modules, including:

- Applied Sociology: Welfare and Health
- Developmental Psychology
- Human Anatomy and Physiology
- Introduction to Human Physiology
- Micro-organisms and Infectious Disease
- Psychological Perspectives
- Sociology of Health

Where will this course take me?

On successful completion of this course you can go on to study for a Foundation Degree or Degree in Nursing and/or Midwifery at a university of your choice.

Psychology and Counselling

Mode of study: 3/4 days per week Level: 3 Duration: 1 year

Entry Requirements

- Level 2 English and Level 2 Maths (or working towards)
- We will consider exceptions to this requirement, subject to any other qualifications or evidence of the required competencies

What will I study?

The course offers a number of core modules, including:

- Essential Writing Skills Analytical and Critical Thinking
- Research Project: Introduction to Psychology
- Basic Counselling Theory
- Abnormal Psychology: Eating Disorders and Schizophrenia
- Counselling in Practice
- Key Counselling Skills
- Crime and Deviance
- Social Psychology

Where will this course take me?

Once you've completed this course you can go on to study at Higher Education in Psychology and/or Counselling at a university of your choice. Possible careers include: counselling, criminology, teaching, educational psychology and working with charities such as Mind.



Medicine

Mode of study: 3/4 days per week Level: 3 Duration: 32 weeks

Thought about becoming a doctor or physician associate, but don't have the right qualifications?

Enrol now on our new Access to HE Diploma in Medicine, validated by CAVA.

The career you always wanted is nearer than you think!

Entry Requirements

- GCSE or equivalent passes in Chemistry, Physics, Biology and Maths
- Sufficient literacy and numeracy skills to cope with the requirements of the course and the written components

What's it all about?

Access to Medicine is an intensive, science-based, one year full-time course tailored to the requirements of a medical degree, designed to provide an alternative route for non-traditional students into medical training.

It is a course for mature students who, having achieved in other areas, now wish to retrain as doctors. These include:

- Those with experience in other health-related professions
- Those whose initial career choice has proved unsatisfying and who wish to change their field of employment to the healthcare sector
- Those who have previously studied in Higher Education, but whose studies did not constitute a suitable preparation for medical training

Learners on the Access to Higher Education Diploma in Medicine would have a clear progression pathway to multiple local universities. This qualification is recognised by a number of medical schools nationally including Leicester, Brighton, Manchester and Keele.





What's it all about?

HNCs and HNDs focus on 'learning by doing' and give skills that you can use in a particular job. They are highly valued by employers and can also count towards membership of professional bodies and other employer organisations.

You join an HNC (Level 4), which takes one year to complete. You then progress to the HND (Level 5), which takes a further year to complete. Therefore, you will study for a total of two years.

What will I do?

You will be studying work-related qualifications that have been written in consultation with employers to ensure you are gaining the skills required to enter the workplace. You will develop the knowledge, skills and behaviours needed to be successful in your chosen job role, working autonomously and independently. In particular you will:

- Plan and manage your own time
- Research at a higher level
- Develop your communication skills in a variety of ways, including presenting at a professional level and essay and report writing using Harvard referencing.

What can I do next?

Unlike many degrees, these courses are vocationally focused and therefore can lead straight on to a career. They're also a great stepping stone to a higher qualification, as you can choose to 'top up' an HND or HNC with extra studies at a later date, in order to convert it to a full bachelor's degree.

Fees

The course fees are only £5,500 per year - significantly lower than the cost of going to university.

Advanced Practice in Early Years Education

Mode of study: 4 days per week Level: 4/5 Duration: 1 yr HNC, 1yr HND

Entry Requirements

- GCSE English & Maths grade C or 4/5 and 64 UCAS tariff points
- Relevant Level 3 qualification, e.g. BTEC, UAL, A Level, Access to HE Diploma etc.
- Clear DBS check
- Mature students may have commensurate work/business/industry related experience that may be considered

What will I study?

The course offers the following core modules:

- Professional Development through Reflective Practice
- Communication, Values and Leadership for Advanced Early Year Practitioners
- Theories of Development and Progress 0-7 Years
- · Early Years Curriculum, Play and Learning
- Safeguarding, Children's Welfare and Child Protection
- Work placements are compulsory. This normally makes up two of the four days of study. For HNC learners this is 600 hours; for HND learners this is 400 hours per year of study

Where will this course take me?

Upon successful completion, you will gain professional status enabling you to work with children or progress to university to complete an Early Years Degree, Teaching Degree or a Degree in Childhood Studies.

Business

Mode of study: 2.5 days per week Level: 4/5 Duration: 1 yr HNC, 1yr HND

Entry Requirements

- GCSE English & Maths grade C or 4/5 and 64 UCAS tariff points
- Relevant Level 3 qualification, e.g. BTEC, UAL, A Level, Access to HE Diploma etc.
- Mature students may have commensurate work/business/industry related experience that may be considered

What will I study?

The course offers the following core modules:

- Business and the Business Environment Marketing Essentials
- Human Resource Management Management and Operations
- Management Accounting
 Managing a Successful Business Project

Where will this course take me?

After the HNC you could apply to transfer to the second year of a degree. After the HND a top-up to a full degree may be possible. Alternatively, you could get a job in Business Management, Marketing, Law, Accounting, Business Administration, Sales, Event Management, Politics and many more.

Creative Media Production (Computer Game Design)

Mode of study: 2.5 days per week Level: 4/5 Duration: 1 yr HNC, 1yr HND

Entry Requirements

- GCSE English & Maths grade C or 4/5
- Relevant Level 3 qualification, e.g. BTEC, UAL, A Level, Access to HE Diploma etc.
- 64 UCAS tariff points
- Mature students may have commensurate work/business/industry related experience that may be considered

What will I study?

The course offers a number of core modules, including:

- Contextual Studies
 Research Techniques
 Computer Games Studies
- Drawing Techniques for Computer Game Concept Art
- Career Development for the Computer Games Industry
- 3D Modelling for Computer Games

Where will this course take me?

For an employer, you will have a range of digital animation and games design skills. You will be able to demonstrate technical skills including 3D modelling, 2D/3D animation and use a range of software including Adobe Creative Suite, Maya 3D, Unity, Unreal, Blender and Games Salad.

Engineering

Mode of study: 2.5 days a week Level: 4/5 Duration: 1 yr HNC, 1yr HND

Entry Requirements

- GCSE English & Maths grade C or 4/5
- Relevant Level 3 qualification, e.g. BTEC, UAL, A Level, Access to HE Diploma etc.
- 64 UCAS tariff points
- Mature students may have commensurate work/business/industry related experience that may be considered

What will I study?

The course is made up of units which are taught through a combination of theoretical and practical study. There are 8 core and optional units including:

General Engineering
 Manufacturing
 Automated Systems

Specialist pathways are also available in Advanced Manufacturing and Automated Systems.

Where will this course take me?

You will be studying in the new £11m state-of-the-art Harlow Advanced Manufacturing & Engineering Centre (HAMEC), equipped with over £2m worth of industry standard machinery and equipment. You will be able to study as part of an Apprenticeship and you may transfer from full-time study to part-time Apprenticeship mode as you find employment. You will have the opportunity to progress to university to complete an Engineering degree.

www.harlow-college.ac.uk/he | 01279 868100

Performing Arts

Mode of study: 3 days per week Level: 4/5 Duration: 1 yr HNC, 1yr HND

Entry Requirements

- GCSE English & Maths grade C or 4/5
- Relevant Level 3 qualification, e.g. BTEC, UAL, A Level, Access to HE Diploma etc.
- 96 UCAS tariff points A successful audition
- Mature students may have commensurate work/business/industry related experience that may be considered

What will I study?

The course offers the following core modules:

• Creative Arts Professional Practice • Creative Arts Research Skills Optional modules include:

- Acting for Musical Theatre Theatre in Education
- Musical Theatre Performance Performing Arts Workshop Leadership
- Project Design, Implementation and Evolution

Where will this course take me?

Performance opportunities include London's West End, joining a company, working in the community or entertaining on a cruise ship, holiday camp or theme park. Teaching opportunities include working in schools, companies and in the community. Successful graduates can progress on to university for a top up course.

Sport

Mode of study: 2.5 days a week Level: 4/5 Duration: 1 yr HNC, 1yr HND

Entry Requirements

- GCSE English & Maths grade C or 4/5
- Relevant Level 3 qualification, e.g. BTEC, UAL, A Level, Access to HE Diploma etc.
- 48 UCAS tariff points Clear DBS check (where applicable)
- Mature students may have commensurate work/business/industry related experience that may be considered

What will I study?

The course offers a number of core modules, including:

- Applied Sports Coaching Anatomy and Physiology for Sport and Exercise
- The Sport and Leisure Industry The Evolution of Sports Development
- Nutrition Physical Activity, Lifestyle & Well-being

Where will this course take me?

You will have the opportunity to progress to year 2 or 3 of an Honours degree. Career progression includes leisure centre manager, sports coach, sport development, recreation, anatomy and physiology or nutrition. This course also offers progression routes to membership of The Institute of Sport and Recreation Management (ISRM) and the Institute for Sport, Parks and Leisure (ISPAL).

HIGHER APPRENTICESHIPS

What's it all about?

Higher Apprenticeships enable people to study for higher level qualifications, right up to degree level, whilst continuing to work. Higher Apprenticeships often use higher national certificates and diplomas to provide the academic study alongside the further development of skills in the workplace.

What will I do?

- You will spend 20% of your work time on your studies, this could be one day a week attending college
- For most Apprenticeships you will achieve a higher level and/or a professional qualification
- At the end of your Apprenticeship you will be required to pass an assessment which could be the presentation of a portfolio of work, an exam or a structured interview

What can I do next?

Higher Apprenticeships are designed to enable people to move into supervisory and management roles and are often used by companies to grow and develop talent. Apprenticeships are changing and becoming even more relevant to the skills that people need in the workplace.

These new Apprenticeship Standards are being introduced over the next 2 years and further details will be available as each of them is approved for delivery.

Currently, these are the Higher Apprenticeships we are offering:

- Business and Professional Administration
- Hospitality Management
- Management
- Manufacturing Engineering
- Network Engineer
- Operations/Departmental Manager

All of these Apprenticeships are a mix of study time at College and time in the workplace. The time spent in College varies but is typically 1 day a week.

Entry Requirements vary depending on the nature of the qualification, but are typically:

- Completion of an Advanced Level Apprenticeship or Level 3 qualification or significant industry experience
- GCSE or equivalent in Maths and English at Level 2 or above



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PROFESSIONAL QUALIFICATIONS

What's it all about?

If you want to work at the top level of the profession of your choice, you will usually need a professional qualification.

Professional qualifications are also a very good way to get credit for all the skills and experience you have gained in your job.

What will I do?

- You will spend some time attending classes and will be required to study and complete assignments in addition to these lessons.
- For some of our professional courses we offer a blended learning approach where more of your study is carried out online at a time to suit you
- You will be assessed through written assignments and/or exams, depending on the qualification taken

What can I do next?

You may progress to a higher level of study or use the qualification to seek promotion or new employment opportunities.

Accounting and Finance

Mode of study: Blended learning Level: 2 Duration: 1 yr Fees: £900

Entry Requirements

There are no formal entry requirements to enrol on this course but you will need to complete a skills check at Level 2 and have a good standard of literacy and numeracy. All applicants will be required to attend an interview.

What will I study?

This course will prepare you for junior and entry level accounting roles. It helps to build a solid foundation in finance administration including double entry bookkeeping, basic costing principles and using accounting software. At the end of the course you will have developed finance, accountancy, business and communication skills. Specific areas covered are:

- Bookkeeping Transactions
- Bookkeeping Controls
- Elements of Costing
- Using Accounting Software
- Work effectively in Finance

Where will this course take me?

This qualification is recognised by employers as good preparation for working specifically in accountancy and finance roles. In particular it can lead to employment as:

- Accounts Administrator
- Accounts Assistant
- Accounts Payable Clerk
- Purchase/Sales Ledger Clerk
- Trainee Accounting Technician
- Trainee Finance Assistant

Please note that in order to achieve the AAT qualification you will need to join the AAT as a student member. The following items are not included in your course fees:

AAT Admission Fee £41.00

AAT Annual Subscription £90.00

Examination fees:

AAT Level 2 Certificate Fees vary between approximately £60-£85 per exam



Cisco Routing and Switching CCNA

Mode of study: 1 day a week in College Level: 4 Fees: £250 per module. All four modules cost £1000

Entry Requirements

• Minimum of 5 GCSEs including a science subject or a minimum of 2 years IT related work experience

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CISCO

• Access to a computer with broadband for study purposes as the course materials are online. You must be prepared to study for 4-6 hours a week outside College

What will I study?

There are four courses in the recommended sequence:

- Introduction to Networks
- Routing and Switching Essentials
- Scaling Networks
- Connecting Networks

Where will this course take me?

The Cisco CCNA is a globally recognised qualification across the IT and Telecommunications industry. After graduation, you can find work such as a Network Engineer, Support Engineer, Network Consultant, Support Analyst, Support Engineer, Cisco Team Leader or Field Network Technician.

Health and Social Care Diploma

Mode of study: Mainly off-site with College tutorials Level: 4 Fees: £2,882

Entry Requirements

- You must be 18 years or over
- Currently working in a supervisory role in the Health & Social Care sector However, depending on your job role, this can be discussed
- Level 3 Health & Social Care qualification is desirable

What will I study?

The course offers a number of core modules, including:

- Understanding Safeguarding and Protection in Health and Social Care Settings
- Understanding Personalisation in Care and Support Services
- Professional Practice in Health and Social Care for Adults or Children and Young People
- Developing, Maintaining and Using Records and Reports
- Managing Stakeholders' Expectations
- Working in Partnership in Health and Social Care or Young People's Settings

Where will this course take me?

This qualification will enable learners to confirm occupational competence in a range of roles within the Adult Care sector. Learners may be able to progress onto further learning such as the Pearson Edexcel Level 5 Diploma in Leadership for Health and Social Care and Children and Young people's Services (England) QCF.

Journalism One Year NCTJ News and Broadcast

Mode of study: 4 days in College **Level:** 3 **Duration:** 1 yr **Fees:** £4,170 (19+ Advanced Learner Loan - see page 24)

Entry Requirements

- Applicants sit a written entrance examination in English, general knowledge and news writing (the NCTJ Stage 1 test)
- Successful applicants will be made firm offers or conditional offers in anticipation of their having obtained the required educational qualifications before the start of the programme and preferably, work experience

What will I study?

The course comprises: news reporting, public affairs and press law with options to study TV and radio broadcasting, including TV news, radio news and broadcast regulations. It is examination and portfolio based to help prepare you for the pressures of a newsroom, where you will be asked to draw on knowledge of press law and public affairs and be able to produce concise and accurate stories to meet deadlines.

As well as your four days a week in College, you will be expected to undertake one day a week work experience.

Where will this course take me?

Once you have completed the course, you can seek employment with local or regional newspapers where you are likely to enter into an 18 month training programme, at the end of which you can sit the NCTJ National Certificate Examination (NCE). You will then have the full qualifications to become a senior reporter.





Leadership and Management ILM

Mode of study: Part-time, evening Level: 4 Fees: Award - £300; Certificate - £724; Diploma - £1900

Entry Requirements

- Minimum Level 2 or equivalent in maths and English
- Learners must be working at a junior manager level as a minimum for at least 12 months prior to starting the course

What will I study?

A mixture of units, dependent on the level that you undertake, including:

- Management and Leadership Influencing Skills
- Personal Development as a Manager and Leader
- Understanding Organisational Culture, Values and Behaviours
- Managing Stakeholders' Expectations
 Managerial Styles and Behaviours
- Introduction to Management Coaching and Mentoring

Where will this course take me?

There are a number of progression opportunities including enhancing your professional status by upgrading your ILM membership, progressing to other qualifications at the same level (e.g. from Level 4 Award to Level 4 Certificate etc.), progressing to other qualifications at the next level (e.g. from Level 4 Certificate to Level 5 or 6 Certificate) or applying to become a Chartered Manager.

Salon Management Diploma VTCT

Mode of study: Part-time and full-time Level: 4

Fees: £3,345 (19+ Advanced Learner Loan - see page 24)

Entry Requirements

- NVQ Level 3 Beauty Therapy, NVQ Level 3 Nail Technician, NVQ Level 3 Hairdressing or Barbering
- Or Level 3 equivalent (relevant to the industry)

What will I study?

The course offers a number of core modules, including:

- Salon Design in the Hair and Beauty Sector
- Management of Health, Safety and Security in the Salon
- Quality Management of Client Care in the Hair and Beauty Sector
- Sales Management in the Hair and Beauty Sector
- Public Relations and Marketing in the Hair and Beauty Sector

Where will this course take me?

The course will open doors to salon management job opportunities and even give you the skills to help you towards setting up or enhancing your own business. There is also the possibility of progressing onto a Level 5 ILM.





Help with your course fees

Loans are available for all our Higher Education courses.



19+ Advanced Learner Loans

If you're aged 19 or over from the start of the course and want to study an Access to Higher Education Diploma, or a Level 3 to 6 vocational qualification, you'll need to pay your college or training organisation for the cost of your course.

The Advanced Learner Loan helps learners to cover the cost of their tuition fees. It's easy to apply for, doesn't take your household income into account and doesn't involve a credit check.

If you complete an Access to HE Diploma and then go on to complete an HE qualification, your 19+ Advanced Learner Loan for your Access to HE course will be written off.

For more information about 19+ Advanced Learner Loans, visit: www.gov.uk/advanced-learner-loan

student finance england

Student Finance England

As a Higher Education student you can apply for a range of financial help with living and study costs, loans (which have to be paid back), and grants which don't have to be paid back.

If you plan to study Higher Education at Harlow College, you will not have to pay for tuition fees upfront. Every new student is entitled to a Tuition Fee Loan that will cover your fees and this won't be paid back until you start earning over £21,000 a year.

For more information about Tuition Fee Loans, visit: www.direct.gov.uk/student-finance

Travel and Bursary

Harlow College students are entitled to discount travel and some students may be eligible for free travel. Discounts will vary depending on your household income and where you live.

To plan your journey to and from College, visit: **www.traveline.info** Students living in the Uttlesford district will be able to catch a specially chartered bus. Details are available on our website: **www.harlow-college.ac.uk/travel**

Harlow College is committed to enabling students to participate in higher education and to removing financial barriers.

Students whose parents or carers are on a low income or who are receiving benefits as well as those who are in care or live independently may be able to get help with necessary course costs through the College Bursary.

Students who are not entitled to help from the Bursary are still able to travel at reduced rates on many of the bus routes using their College card. For advice and details on financial assistance, the College Bursary or travel, please contact a member of the Bursary team:

T: 01279 868057 E: bursary@harlow-college.ac.uk W: www.harlow-college.ac.uk/money

How to Apply

- 1. Choose a course
- 2. Go to www.harlow-college.ac.uk and choose a course
- 3. Click 'Apply Online' and complete the application form
- 4. Our Admissions team will contact you

For help with making an application or to ask a question, call **01279 868100**

Keeping You Safe

We have a responsibility to provide you with a safe learning environment. Our staff are required to follow the College's Safeguarding Procedures at all times.

If you would like more information on our Safeguarding policy, please call us on **07946 713288**



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