



WESTON  
COLLEGE



## Adult and Part-time Guide 2013/14

[www.weston.ac.uk](http://www.weston.ac.uk)

# Say hello to your future



Our strapline is 'creating brighter futures' and, at Weston College, this is what we aim to do for all our students. We are focused on helping you

**develop your skills to open up new opportunities and ensure you have a brighter future.**

If you are looking for a change in career, to gain further qualifications or enhance existing skills, then Weston College has something for you. I am sure that you will enjoy your time with us as many of these courses are not just about learning new skills but also about meeting new people and gaining confidence.

I am very proud of all that we offer our students and the business community. Exciting courses, training, superb facilities and innovative methods of delivery ensure you have the opportunity to achieve great success. I look forward to welcoming you to the College in the near future.

A handwritten signature in black ink, reading "Paul Phillips". The signature is fluid and cursive, with a long horizontal line extending from the end.

**Dr Paul Phillips OBE**  
Principal and Chief Executive







Whether you're aiming to progress in your current job, gain professional qualifications, retrain, go to university or simply learn a new hobby, we have the course for you. Our programmes of study are flexible, allowing you to learn around other commitments and providing you the best possible chance to be successful.

# Course finder

How to use this guide	4
How to start your course/training	5
How much will I pay?	6
Financial help	9
24+ Advanced Learning Loan	10
Which level should I be on?	12
Options if you're unemployed	14
Supporting your learning	16
Our campuses	18
Outstanding facilities	19

## Our courses

Access to Higher Education	20
Accounting	21
Animal Care and Equine	23
Art, Design and Craft	24
Graphic Design	26
Interior Design	28
Landscaping	28
Jewellery	28
Fashion	28
Beauty and Complementary Therapies	29
Business Administration and Management	31
Administration	32
Customer Service	32
Management	33
Enterprise and Entrepreneurship	34
Law	34
Personal Assistants	34
Property	35
Care and Early Years	35
Care	35
Early Years	37
Computing and IT	38
Construction Crafts and Electronic Engineering	41
Bricklaying	42
Plastering	42

# Open evenings

Wednesday 16th October 2013 **5pm-8pm**  
 Wednesday 13th November 2013 **5pm-8pm**  
 Tuesday 14th January 2014 **5pm-8pm**

**To book your place at an open evening, register your details at [www.weston.ac.uk/openevenings](http://www.weston.ac.uk/openevenings)**

# Campus addresses

## **Knightstone Campus**

Knightstone Road, Weston-super-Mare BS23 2AL

## **University Campus**

Loxton Road, Weston-super-Mare BS23 4QU

## **Weston College South West Skills Campus, including Construction and Engineering Centre of Excellence**

Locking Road, Weston-super-Mare BS22 8NL

Electrical Installation	43
Carpentry	43
Painting and Decorating	45
Environmental Technologies	45
<b>Counselling</b>	<b>48</b>
<b>English and Maths</b>	<b>49</b>
English for Speakers of Other Languages (ESOL)	49
English (including GCSE)	49
Maths (including GCSE)	50
<b>Hairdressing and Barbering</b>	<b>51</b>
<b>Hospitality, Professional Cookery and Event Management</b>	<b>53</b>
<b>Media, Film and Game Design</b>	<b>55</b>
<b>Music</b>	<b>57</b>
<b>Performing and Production Arts</b>	<b>59</b>
<b>Photography</b>	<b>59</b>
<b>Public and Environmental Health</b>	<b>61</b>
<b>Sport and Public Services</b>	<b>62</b>
<b>Teaching and Education</b>	<b>64</b>
Specialist courses for staff working with people with learning difficulties/disabilities	64
Sign Language	65
Teacher Training Courses 2013/14	66
<b>Travel and Tourism</b>	<b>66</b>

# General information

<b>College Term Date</b>	<b>67</b>
<b>Calling all employers</b>	<b>68</b>
<b>Course index</b>	<b>70</b>
<b>Tell us what you think – feedback</b>	<b>73</b>
<b>Completing your enrolment form</b>	<b>75</b>
<b>Enrolment and Learning Agreement form</b>	

Whilst every care has been taken to ensure that all the information contained in this guide is accurate at the time of printing, Weston College is continually evaluating its services to meet the needs of learners. As a consequence, training, fees, timings, resources and facilities may be subject to change without prior notice.

This prospectus can be made available in other formats – please call **01934 411 411**.

Microsoft IT Academy  
Program Member



The National  
Skills Academy



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IN PEOPLE | Champion

INVESTORS  
IN PEOPLE | Gold

# How to use this guide

To help you, courses are listed in categories alphabetically. Underneath each course description you will find all the information you'll need to complete the enrolment form at the back of this guide.

Any problems, just pop into the College and we'll help you fill in the form, or answer any questions you may have.

**Course sector** → Care and Early Years

**Course area** → Care

**Course title** → Substance Misuse Awareness, Award Level 1

**Course description** → This qualification provides a nationally recognised qualification at award level in substance misuse. No previous experience in this field is necessary. You will gain knowledge about substances that are commonly misused, signs of substance misuse and an awareness of the personal and social consequences of substance misuse. This course will be of interest to anybody who is currently working or considering a career in many areas of health and social care or youth work.

**Course information** →

**Day & Time:** the day and time that the course runs

**Start date:** the date the course begins

**Duration:** how long the course runs for

**Course code:** the unique course reference

**Costs**

**FREE\*** an outcome bond of £75 may apply. See page 6 to see if you fit the criteria.

**Discounted:** is the fee you pay if you meet certain criteria. See page 6 for more details.

**Full fee:** the full course cost (for 1st year)

**Campus**

**CECE** = Construction and Engineering Centre of Excellence at the South West Skills Campus

**KC** = Knightstone Campus

**UC** = University Campus

Addresses for these campuses can be found on page 2.

Some courses are listed as running at the Carlton Centre. The address for this location is Carlton Street, Weston super Mare, BS23 1UA

33

Day & Time	Start date	Duration	Course code
Wed 18:00-21:00	15/1/14	4 weeks	SUBMAWEAKN

FREE*	Discounted	Full Fee	Campus
Yes	£105.55	N/A	KC

**Mental Health Awareness, Award** Level 1

This course attempts to dispel some of the myths and misconceptions linked to mental health problems and develop knowledge of the rights of those with mental health issues. This programme will interest you if you are working within the voluntary and community sector or you simply have a desire to develop your understanding of this subject area. This course has also been used successfully as professional development for anybody whose job brings them into contact with the wider community. On completion you can progress to the Level 2 certificate in Mental Health Awareness or a relevant health and social care pathway at Level 2.

Day & Time	Start date	Duration	Course code
Tue 18:00-21:00	17/9/13	6 weeks	AWMHAEAKN
Wed 18:00-21:00	8/1/14	6 weeks	AWMHAEAKN

FREE*	Discounted	Full Fee	Campus
Yes	£105.55	N/A	KC

24+

**Qualification level**

**Entry Level** if you don't have any qualifications this is the place to start.

**Level 1** Level 1 – Diploma, NVQ1

**Level 2** GCSEs or Level 2, Apprenticeship, Diploma, NVQ2

**Level 3** A Levels, Advanced Apprenticeship, Extended Diploma, NVQ3

**Level 4** Foundation Degree (Year 1), NVQ or Higher Apprenticeship

**Level 5** Foundation Degree (Year 2)

**Level 6** Honours Degree or Top-up year following a Foundation Degree.

Please note that not all courses will have a qualification level, as some are just leisure/recreation.

**Course symbols**

Direct Debit option available (see page 7)

Interview required (see right)

**24+** A 24+ loan is available if you meet certain criteria, see page 8 for more details.



# How to start your course/training


## How to enrol

You can enrol in person, by post or telephone.

There is a form at the back of this guide or you can download a copy by visiting [www.weston.ac.uk/college/downloads](http://www.weston.ac.uk/college/downloads)

If you're not sure about any aspects of applying for a course, please come along to the College and have a chat with a member of our Information Services team or call them on **01934 411 481**.

## Some courses require an interview

If a course is marked with the  symbol it means a discussion with a course tutor or a member of the College Information Services team is necessary before you can enrol on courses. This is to help ensure you are making the most appropriate choice and that you are fully aware of the requirements of the course and any costs which may apply.

## In person

If you would like to enrol in person or need assistance completing the enrolment form, visit our Knightstone Campus on Knightstone Road in Weston-super-Mare, where our staff will be pleased to help you. Enrolment hours are between 8.30-17.00 Monday-Thursday, and 8.30-16.30 on Fridays, all year round.

If the course you want to enrol on requires an interview it will need to be arranged before you can enrol.

It is not necessary to complete the enrolment form before you visit us; we can do this with you. You will need to have your course details, payment method, and if applicable, up-to-date proof of benefits.

On completion of the enrolment process we will give you your Enrolment and Learning Agreement form which you will need to bring to your first class/lesson.

## By post

If your course does not require an interview, you can enrol by post.

Complete the enrolment form at the back of this guide. Enter your credit/debit card details or make a cheque payable to Weston College. If applicable please send in up-to-date proof of benefits (dated within the last three months – these will not be returned so please send photocopies).

Send your completed form, along with any necessary enclosures, to:

**College Information Services, Weston College,  
Knightstone Campus, Knightstone Road,  
Weston-super-Mare, BS23 2AL.**

On receipt of your enrolment form we will send you two copies of your Enrolment and Learning Agreement; one that you should sign and return to us and one that you should bring along to your first class/lesson.

**Please note:** enrolment forms received by post with the appropriate fee do not guarantee a place on your chosen course. Places are subject to availability. Full refunds will be given to people who are not offered places.

## By telephone

If your course does not require an interview or you do not qualify for a fee discount, you can enrol by calling **01934 411 481**. Please have your course and payment details ready. We will confirm your place by sending you two copies of your Enrolment and Learning Agreement; one that you should sign and return to us and one that you should bring along to your first class/lesson.

If you're not sure about any aspects of applying for a course, come along to the College and have a chat with a member of our Course Enquiries team, or give them a call on **01934 411 481**.

# How much will I pay?

Most of you will qualify for FREE tuition, exam fees, and materials fees, due to discounts that we can give you. Use these tables to find out what you'll need to pay.

What level course do you wish to study?	Type of course	What are you entitled to pay?
ESOL courses		<b>This course is Free* if you are:</b> Receiving Universal Credit (because you are unemployed), JSA/ESA or wider benefits. Otherwise the <b>supported fee</b> is payable.
Entry level		<b>This course is Free* if you are:</b> Receiving Universal Credit (because you are unemployed), JSA/ESA or wider benefits <b>or</b> you are aged 19-23 at the start of your course and you do not already have any qualifications at Level 2 or higher and you intend to study at this level in the future. Otherwise the <b>supported fee</b> is payable.
Level 1	Diploma	<b>This course is Free* if you are:</b> Receiving Universal Credit (because you are unemployed), JSA/ESA or wider benefits <b>or</b> you are aged 19-23 at the start of your course and you do not already have any qualifications at Level 2 or higher and you intend to study at this level in the future. Otherwise the <b>supported fee</b> is payable.
	Certificate or Award	<b>This course is Free* if you are:</b> Receiving Universal Credit (because you are unemployed), JSA/ESA or wider benefits. Otherwise the <b>full fee</b> is payable.
	Stand-alone unit	<b>This course is Free* if you are:</b> Receiving Universal Credit (because you are unemployed), JSA/ESA or wider benefits. Otherwise the <b>full fee</b> is payable.
Level 2	Award	<b>This course is Free* if you are:</b> Receiving Universal Credit (because you are unemployed), JSA/ESA or wider benefits. Otherwise the <b>full fee</b> is payable.
	Certificate or Diploma	<b>This course is Free* if you are:</b> Receiving Universal Credit (because you are unemployed), JSA/ESA or wider benefits <b>or</b> you are aged 19-23 at the start of your Diploma and you do not already have any qualifications of Level 2 or higher. Otherwise the <b>supported fee</b> is payable.
	GCSEs (excluding Maths and English)	<b>This course is Free* if you are:</b> Receiving Universal Credit (because you are unemployed), JSA/ESA or wider benefits. Otherwise the <b>supported fee</b> is payable.
	GCSE – Maths and English	<b>This course is Free* if you:</b> Do not already have an A*-C GCSE or equivalent in the subject you wish to study. Otherwise the <b>supported fee</b> is payable.
	Apprenticeships/courses in the workplace	Please contact our Business Enterprise Centre on <b>01934 411 594</b> for further details.
	Stand-alone unit	<b>This course is Free* if you are:</b> Receiving Universal Credit (because you are unemployed), JSA/ESA or wider benefits. Otherwise the <b>full fee</b> is payable.

**\*Free** – although the course is identified as Free\* an outcome bond of £75 is sought, demonstrating your commitment to the additional resources and activities the College provides outside of the course. This is collected at enrolment and will be refunded, in full, on successful completion.

If you are 16-18 years old on the 31st August 2013, the majority of courses will be free.



What level course do you wish to study?	Type of course	What are you entitled to pay?
Level 3	Award	<b>This course is Free* if you are:</b> Receiving Universal Credit (because you are unemployed), JSA/ESA or wider benefits. Otherwise the <b>supported fee</b> is payable.
	Certificate or Diploma	<b>This course is Free* if you are:</b> Aged 19-23 at the start of your course and you are receiving Universal Credit (because you are unemployed), JSA/ESA or wider benefits <b>or</b> you are aged 19-23 at the start of your course and you do not already have a qualification at Level 3 or higher. <b>The supported fee is payable if you are:</b> Aged 19-23 at the start of your Certificate or Diploma and you already have a qualification at Level 3 or higher. <b>The full fee is payable if you are</b> Aged 24 or over at the start of the course, you will qualify for a 24+ loan, see page 8.
	Apprenticeships/courses in the workplace	Please contact our Business Enterprise Centre on <b>01934 411 594</b> for further details.
	Stand-alone unit	<b>This course is Free* if you are:</b> Receiving Universal Credit (because you are unemployed), JSA/ESA or wider benefits. Otherwise the <b>full fee</b> is payable.
Level 4	Courses in the workplace	<b>This course is Free* if you are:</b> Aged 19-23 at the start of your course and you do not already have a Level 3 qualification or higher. Otherwise please contact our Business Enterprise Centre on <b>01934 411 594</b> for further details.
Level 4	Certificate or Diploma	<b>This course is Free* if you are:</b> Aged 19-23 at the start of your course and you are receiving Universal Credit (because you are unemployed), JSA/ESA or wider benefits <b>or</b> you are aged 19-23 at the start of your course and you do not already have a qualification at Level 3 or higher. <b>The supported fee is payable if you are:</b> Aged 19-23 at the start of your course and you are not on any of the above benefits. <b>The full fee is payable if you are:</b> Aged 24 or over at the start of the course, you will qualify for a 24+ loan, see page 8.
Level 5	FE Course	As Level 4 – Certificate or Diploma.
Higher Education	FdA/FdSc/BA and (Hons)	For Higher Education courses, Foundation and BSc (Hons) Degrees, contact the Higher Education Unit on <b>01934 411 409</b> for further details.
	Stand-alone unit	<b>Full fee</b> is payable.
All other courses		<b>Full fee</b> is payable, including recreational courses.

**Turn over for more information  
about fees and funding**

## Other important information

- Fees quoted in this guide are for the 2013 academic year only, two and three year courses will have fees to pay again in subsequent years.
- You may still need to buy a uniform/kit which are your professional start up kits or pay professional/ personal memberships and all students will need to provide a National Insurance number and up-to-date proof of benefits, if applicable, at the time of enrolment.
- Please refer to **[www.weston.ac.uk/student/term-dates](http://www.weston.ac.uk/student/term-dates)** for a copy of the College term dates.
- Students from outside the European Union/ European Economic Area – please contact the College Registrar on **01934 411 531** for advice on appropriate Tier 4 Licence and fees before you enrol.

## 24+ Advanced Learning Loan 24+

Available for ALL learners aged 24 or over undertaking a Level 3 or higher (Certificate or Diploma courses) no upfront tuition or exams costs are payable, you only repay small amounts each month once you are earning over £21,000 and not before the April after completing your course. For two year courses the full loan is requested in the first year. Please see next page as you may be entitled to a Discretionary Learner Support Bursary.

## Direct Debit – spreading the cost

If the cost you have to pay for a course is over £120 and last for 24 weeks or more, you may be able to spread the cost by paying through a Direct Debit scheme. This scheme costs an additional £15 which is added to the first payment of 25% of the tuition fee, all exam fees and materials fees. The remaining tuition fee will be divided into four equal monthly payments.

## Refunds

- Full refunds will be payable if we need to cancel a course.
- Tuition fee refunds are payable if you change your mind within 14 days of enrolling on your course and before the start of the course (assessment fees are not refunded and a £25 administration fee will be charged).
- If you change your mind about a course before it starts or during the first three weeks, we will happily transfer you to an alternative course – you may need to pay any difference in fees or have a credit note issued to you if the course is cheaper.
- If you wish to withdraw from a course you can request a credit note for the remaining proportion of the tuition fees to a maximum of 50% of tuition fees paid (a £25 administration fee will be charged). Credit notes are valid for one calendar year.
- There are different terms and conditions for Higher Education courses, please call **01934 411 409** for further details.



# Financial help

## Discretionary Learner Support Fund

This is a college administered fund which can support some costs associated with attending qualification courses, it is means tested against gross household income and limited in its amount per learner. For further information contact Student Services on **01934 411 595**.

## Discretionary Learner Support Bursary (24+ Advanced Loan learners)

This additional financial support is available to help those learners studying at Level 3 or above who are being funded through a 24+ loan. It provides financial support for course related costs for those facing financial hardship. The Bursary may also assist learners with a contribution towards childcare cost and transport. This is a non-repayable means tested award and the amount will be based on gross household income. For further information contact Student Services on **01934 411 595**.

**For further advice about fees and any discounts you may be entitled to, call student services on **01934 411 481**.**



## **NEW** 24+ Advanced Learning Loan



# Now you can learn and pay when you earn

Have finances ever prevented you learning new skills or advancing your career? The new 24+ Advanced Learning Loan could be the solution.

The loan covers Level 3 and 4 course fees (certificates and diplomas) if you're 24 or over and you won't need to pay back a penny until you're earning over £21,000 a year.





## How can I apply for a 24+ Loan?

You can apply online or in paper-based form for courses starting from September 2013. We will help you complete the application when you come to visit the College. After submitting an application, you will be assessed by the Student Loans Company (SLC). Once you've fulfilled the criteria, the SLC will inform you and the College.

**Weston College offers over 60 courses that are covered by the 24+ Loan, in the following areas:**

- Access to Higher Education, page 18
- Accounting, page 19
- Business, Property sale/letting and IT, page 29
- Childcare, Health and Social Care, and Counselling, page 33
- Construction and Engineering, page 39
- Creative Arts, page 22
- Hairdressing, Beauty and Complementary Therapies, page 48
- Hospitality and Cookery, page 50
- Law, page 32
- Music, page 53
- Performing/Production Arts, page 55
- Sport, page 58
- Teaching, page 60.

## About the loan

**To qualify for a 24+ Advanced Learning Loan, you must:**

- Be aged 24 or over at the start of the course
- Be a resident in the UK
- Have not previously received a loan to study the same course subject and level
- Study a course at Level 3 or 4, including:
  - QCF certificates and diplomas
  - Access to Higher Education
  - A Levels (maximum of four)
  - University of Arts London Foundation Diploma in Art and Design
  - Advanced and Higher Apprenticeships.

## Other key facts

- The loan covers the upfront tuition costs, including registration and certification of your qualification, and will be paid directly to the College.
- You don't pay any upfront fees for your course and, until you're earning over £21,000 a year, you won't have to pay anything back (certain criteria apply).
- If your loan is to cover the fees for the Access to Higher Education course and you subsequently complete a university-level (Higher Education) course, you will not have to pay back your 24+ Advanced Learning Loan.

**For more information call 01934 411 668**  
**email [24loan@weston.ac.uk](mailto:24loan@weston.ac.uk) or visit [www.weston.ac.uk](http://www.weston.ac.uk)**

# Which level should I be on?

Some of the courses in this guide are set at different levels. Here's a breakdown to what they mean and what you can do at each level.

	Entry Level	Level 1	Level 2
<b>What level should you be studying?</b>	If you don't have any qualifications this is the place to start.	Improve your basic knowledge. It's a good place to start if you are new to a subject.	Improving in your subject knowledge.
<b>What do I need?</b>	You don't need any qualifications but you will need to show that you really want to learn.	GCSE grades C-E and you must want to learn. Experience can be taken into account here.	As well as knowledge or experience of your subject you'll also need: 4 GCSE grades C-E or a Level 1 course (for an Apprenticeship you may not need as many as this). It is possible to start at this Level on a completely new subject to you – but this will depend on your experience.
<b>What courses can I do?</b>	<ul style="list-style-type: none"> <li>■ English for Speakers of other Languages</li> <li>■ English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>■ Diploma, Level 1</li> <li>■ NVQ Level 1</li> <li>■ Foundation Diploma</li> <li>■ Award.</li> </ul>	<ul style="list-style-type: none"> <li>■ GCSEs</li> <li>■ Apprenticeship</li> <li>■ BTEC Diploma Level 2</li> <li>■ Diploma Level 2</li> <li>■ NVQ 2.</li> </ul>
<b>What will I get?</b>	You'll finish your course with new practical skills for work and independent living which can help you progress to the next level.	You'll finish your course with new practical skills for work and daily life, work experience, personal development and an introduction to your subject.	You'll finish your course with a good general education, well developed work habits, problem solving skills, resourcefulness, subject knowledge and skills for lower-level jobs. This is the minimum level that most employers will ask for when you go for a job.

Level 3	Level 4	Level 5	Level 6
<div> <div>&lt;&lt;&lt;&lt;</div> <div>DEGREE LEVEL</div> <div>&gt;&gt;&gt;&gt;</div> </div>			
Get into university/degree level qualifications or a good job with more detailed study.	In-depth study will help you become a specialist in your area.	More in-depth knowledge and an understanding of your subject means you'll be able to find solutions and respond to complex problems and situations.	Study your subject to a very high level and learn to use your own ideas and research. You could go from here to do postgraduate courses such as a Masters (MA, MSc).
A minimum of 5 GCSE grades A*-C or a Level 2 course. Or for some courses e.g. Access to Higher Education you will need to show the ability and commitment to return to study.	Level 3 qualifications – A Levels, Extended Diploma, Access to Higher Education, NVQ 3 or 120 UCAS points.	Level 4 qualification.	Level 5 qualification.
<ul style="list-style-type: none"> <li>■ Advanced Apprenticeship</li> <li>■ BTEC Extended Diploma</li> <li>■ Diploma Level 3</li> <li>■ NVQ 3</li> <li>■ AS/A Levels</li> <li>■ Access to Higher Education.</li> </ul>	<ul style="list-style-type: none"> <li>■ Foundation Degree year 1 (Certificate of Education)</li> <li>■ NVQ 4</li> <li>■ Higher Apprenticeship</li> <li>■ Certificate, Level 4.</li> </ul>	<ul style="list-style-type: none"> <li>■ Foundation Degree year 2 (a university-level qualification worth the same as the first two years of an Honours Degree)</li> <li>■ Diploma, Level 5</li> <li>■ Certificate, Level 5.</li> </ul>	<ul style="list-style-type: none"> <li>■ Honours degree or a Top-up year after a Foundation Degree.</li> </ul>
You'll finish your course with good problem solving skills, being able to learn and work independently. You will be able to manage work relationships and business knowledge. Most universities ask for this level of qualification and more and more employers look for applicants who are qualified to this level.	You'll finish your course with advanced problem solving skills, business knowledge, relationship management skills, leadership and project management skills.	You'll finish your course with a thorough knowledge of your subject. You will have developed a high level of work expertise, together with competence in managing and training others.	You'll finish your course with specialist knowledge in your subject. You will have the ability to use your own ideas and carry out research in response to complex problems and situations.

# Options if you're unemployed

## 1. ASPIRE

**Keen to get back into work but need to update your knowledge of what employers are looking for. Our 2-week job ready course is for you.**

**If you are currently seeking work, looking to return to work after a break, looking to change career, or are facing redundancy then our ASPIRE can help:**

- Develop your skills so you are more employable
- Create a CV
- Achieve relevant qualifications
- Gain confidence and motivation
- Move onto free vocational workshops
- Progress into work, further training or an apprenticeship.

We also run a one week '**ASPIRE to be in Construction**' course where you will learn everything you need to help you get on the road to finding a job in construction. You will also take your CSCS test and gain a site operatives card on successful completion.

Courses run twice a month throughout the year.

Call to check when the next course starts and to book your place on **01934 411 594**.

### What is ASPIRE?

**ASPIRE is a two-week course that will help you learn everything you need to get back on the road to employment.**

ASPIRE courses run every month and teach a variety of vital skills:

#### Week 1: 9.30am to 2.30pm

- Transferable skills
- Prepare for work
- Effective communication
- Health and safety at work
- Work as part of a group
- Complete job applications
- Create and update CVs.

#### Week 2: 9.30am to 2.30pm

- Covering letters
- Discover the hidden job market
- Prepare for interviews through interactive workshops
- Job search using 'Universal Job Match' and other resources
- Prepare to budget on a monthly income.





In partnership with



## What next?

**ASPIRE+ is a range of additional courses and programmes to support you in your journey into work.**

When you've finished your two-week course we will continue to work with you as you search for work through a range of innovative programmes of one-to-one coaching and mentoring. There will also be opportunities to progress onto vocational skills workshops where you could gain an industry-recognised certificate or qualification. Choose from a range of options, including:

- IT
- Customer service
- Hospitality
- Construction
- Care.

## Further options

**ASPIRE+ CV workshop** – You'll leave with a complete CV, which you can adapt and amend as you need.

**ASPIRE+ Executive** – For those who have worked at middle or senior management level.

**ASPIRE+ Careers and Work Club** – Includes job searching and help with applications.

Join us every week from 10am to 1pm in the Information, Advice and Guidance Suite, South West Skills Campus, Locking Road, BS22 8NL.



**Get in touch to find out about ASPIRE and ASPIRE+ activities, including course start dates:**

@ [aspire@weston.ac.uk](mailto:aspire@weston.ac.uk)

01934 411 594



## 2. Ngage 19+

**Are you aged between 19 and 24 and new to the job market?**

**Our eight-week programme will not only help you build the skills and confidence required when looking for work, it will also enable you to understand your individual strengths and how you can promote these to prospective employers as you work on a live project.**

Ngage 19+ is specifically designed for people aged 19-24 who are currently unemployed and seeking to update and improve their skills, experiences and confidence with employment. The programme will help build and develop your enterprise and team work skills, personal and social development and an awareness of the different opportunities available. It runs for two and a half days a week, over eight weeks. The group is set a 'real-life' project from local employers and members will work together to find solutions. With support of the local industry mentors, a final event will be held to showcase your project to the client.

Day & Time	Start date	Duration	Course code
Wed-Fri	4/9/13	8 weeks	NGAGPD1HU
	30/10/13	8 weeks	NGAGPDBHU
	8/1/14	8 weeks	NGAGPDCHU
	5/3/14	8 weeks	NGAGPDDHU
	30/4/14	8 weeks	NGAGPDEHU
	25/6/14	8 weeks	NGAGPDFHU
FREE*	Discounted	Full Fee	Campus
Yes	£415.80	N/A	HUB



**For more information about Ngage 19+:**

@ [enquiries@weston.ac.uk](mailto:enquiries@weston.ac.uk)

01934 411 751

# Supporting your learning

Weston College is proud to attract students from a wide range of backgrounds and cultures. We value and celebrate the diversity this brings to the College.



## Our culture

We are an inclusive college and we aim to create a secure and welcoming environment for all members of our community. So that everyone can enjoy learning to their full potential, Weston College expects all staff, students and visitors to maintain a culture of respect. We ask all members of the Weston College community to respect themselves, respect other people, respect the environment and respect the opportunity to learn.

**If you would like a copy of our Equality Policy, visit our website [www.weston.ac.uk](http://www.weston.ac.uk) and click on downloads.**

## Support

As well as help with your course, we can also support your learning in other areas, including:

- Accommodation
- Careers guidance
- Childcare
- Counselling
- Finances
- Welfare and benefit entitlement.

**For further information please contact Student Services on 01934 411 506.**

## Additional Learning Support

Our aim at Weston College is for all students with additional support needs to have equal access to the curriculum and work towards meeting their full potential with our support.

The need for Additional Learning Support may arise from a learning difficulty and/or disability. You may also need additional learning support if you have experienced any mental health difficulties which may cause a barrier to achieving your potential.

Weston College learning support is a team of dedicated and specialist staff with experience and knowledge of a range of learning difficulties and/or disabilities.

The team organises and implements a wide range of support programmes each tailored to the needs of the individual.


We can offer the following types of support:

- One-to-one specialist teaching
- One-to-one specialist support
- In-class support
- Small group workshops
- Equipment support
- Specialist counselling
- Mentoring
- Diagnostic assessments
- Exam access arrangements
- Assistive technology support.

**For more information, contact the learning support office on 01934 411 558 or email [learning.support@weston.ac.uk](mailto:learning.support@weston.ac.uk)**

## Disabled people

Weston College welcomes applications from all sections of the community and we are committed to ensuring everyone is treated fairly. Reasonable adjustments to provision will be made to ensure people with a physical disability and/or a learning difficulty and/or disabilities are not disadvantaged. A range of support is available to meet specific needs and Weston College works in partnership with many organisations to ensure student learning needs can be met effectively. All our campuses are accessible for students with disabilities.



**For information about specific courses for people with learning difficulties please contact the Faculty of Image and Inclusive Practice on 01934 411 578 and we will send you a separate brochure.**



# Our campuses



Knightstone Campus



University Campus



South West Skills Centre



Badgworth Equestrian and Animal Centre

Over the last ten years, we have grown from a small college to the vibrant and expansive college that exists today. We have invested more than £30 million in developing our fantastic facilities – and there are more exciting building projects on the horizon.

## Knightstone Campus

In the town centre, this high-quality facility includes a light, bright open reception area, our brand new LibraryPlus and commercial hair and beauty salons. In addition we have a Costa Coffee, The Bistro, Grove Restaurant and an industry-standard gym.

## University Campus

Here you'll find more than 800 students, our Creative Arts Department and the Sixth Form Centre. Many of our university-level courses are taught here in partnership with Bath Spa University.

With its own entrance and outdoor social spaces, the **Sixth Form Centre** is linked only to the next-door buildings by a glass covered bridge. Students have their own science labs, seminar rooms and computer suites.

## South West Skills Campus

An eight-acre site with purpose built facilities for:

### Construction and Engineering Centre of Excellence

Here we deliver training in practical construction skills including: bricklaying, carpentry, electrical installation, multi-craft property maintenance, painting and decorating, plastering and plumbing, as well as renewable energy courses. All training takes place in our bespoke craft workshops.

We also have a thriving motor vehicle training provision delivered in our brand new state-of-the-art motor vehicle workshops and classrooms complex.

### The Hub

Our foundation learning centre which includes the progress and re-engagement course for 14 to 19 year olds.

### Business Enterprise Centre

Our specialist department that provides businesses and their staff with flexible, work-based training and apprenticeships.

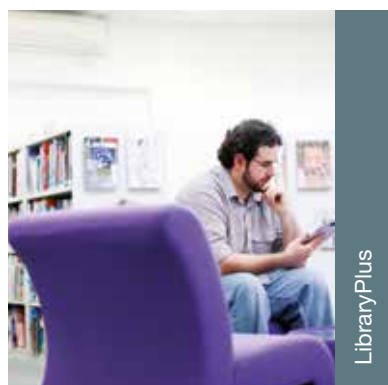
## Badgworth Equestrian and Animal Centre

Our approved BHS riding school has an indoor and outdoor arena and two stable blocks. It's run as a business, and also offers specialist instruction in dressage and show jumping. The Centre also has a dedicated animal unit, providing access to an extensive range of small and exotic animals.





# Outstanding facilities



LibraryPlus



Fantastic sporting facilities



State-of-the-art kit



Places to relax and eat

We're investing a lot into giving our students some of the best teaching facilities in the South West.

## LibraryPlus

At each of our main campuses you'll find a LibraryPlus with a wide range of resources and services including:

- More than 25,000 books
- E-library with E-books accessible on and off campus
- A resource centre area with dedicated support for you
- Group work and independent study areas
- Careers information
- Support material and subject guides linked to your course
- Dedicated learning mentors to provide accessible, additional support with your study skills, research and coursework.

### Computers

Award-winning IT facilities with more than 1,500 computers including:

- A laptop loan service at each of our LibraryPlus centres
- Open access IT areas
- E-learning Portal – to enable access to key course information, learning materials, assignments and assessment grades online
- Email and online submission of coursework
- Free wireless network
- Remote access from anywhere in the world.

### Where to eat?

Hot and cold meals, sandwiches, drinks and confectionery are on sale from 8.30am Monday to Friday during term time on all our campuses. We also have catering facilities on each campus.

### The Grove restaurant

The Grove is our training restaurant. You'll get excellent value meals and a stylish dining area. It has a bar, varied menus and high-quality food, prepared and served by our own hospitality students.

**Call 01934 411 422 to make a reservation.**

### Keep fit

At the Knightstone Campus we have a fitness suite and gym with a range of cardiovascular equipment, strength stations and a free weights area.

**Find out more, call 01934 411 455.**

### Hair and beauty

Our trainee hairdressers and beauty therapists run salons at College. Treatments include: hair cutting, blow-drying, hair colouring, facials, waxing, massage, spray tanning and eye treatments.

**For details or to make an appointment, call 01934 411 433.**

**Have a look at treatments and prices online at [www.weston.ac.uk/college/salon](http://www.weston.ac.uk/college/salon)**

## Access to Higher Education

### Access to Higher Education – Education (with Humanities), Diploma Level 3

Do you want to study a degree course in humanities, pursue a career in education or childcare or support people with difficulties and disabilities, but do not have the GCSEs or A Levels required by universities? If you can show the ability and commitment to return to study, Access to Higher Education will give you the qualifications and academic skills required to progress onto degree courses in a wide range of subjects, including teacher training and Inclusive Practice. You will study for 12 hours per week, either over two full days or up to five part days, to suit your needs.

Day & Time	Start date	Duration	Course Code
Flexible	9/9/13	28 weeks	ACCDEDD1KN
FREE*	Supported fee	Full Fee	Campus
Yes	£2,231.80	£3,384	KC



### Access to Higher Education – Nursing, Health and Social Care, Diploma Level 3

Do you want a career in the health or social care industries, but do not have the GCSEs or A Levels required by universities? If you can show the ability and commitment to return to study, Access to Higher Education will give you the qualifications and academic skills required to progress onto degree courses in a wide range of nursing, health care and social work areas. You will study for 12 hours per week, either over two full days or up to five part days, to suit your needs.

Day & Time	Start date	Duration	Course Code
Flexible	9/9/13	28 weeks	ACCHSD1KN
FREE*	Supported fee	Full Fee	Campus
Yes	£2,231.80	£3,384	KC



### Access to Higher Education – Nursing, Health and Social Care Level 3 *Fast track, Diploma*

Do you want a career in the health or social care industries, but do not have the GCSEs or A Levels required by universities? If you can show the ability and commitment to return to study, Access to Higher Education will give you the qualifications and academic skills required to progress onto degree courses in a wide range of nursing and health care areas. Study takes place over three full days from January to July.

Day & Time	Start date	Duration	Course Code
Flexible	6/1/14	24 weeks	ACCHSD5KN
FREE*	Supported fee	Full Fee	Campus
Yes	£2,231.80	£3,384	KC



### Access to Higher Education – Animal and Equine Management, Diploma Level 3

Do you want a career in the animal or equine industries, but do not have the GCSEs or A Levels required by universities? If you can show the ability and commitment to return to study, Access to Higher Education will give you the qualifications and academic skills required to progress onto degree courses in a wide range of subjects, including Foundation Degrees in Equine Management or Animal Management. As part of the course you will gain practical experience at Badgworth Equestrian and Animal Centre. You will study for 12 hours per week, either over two full days or up to five part days, to suit your needs.

Day & Time	Start date	Duration	Course Code
Flexible	9/9/13	28 weeks	ACCLAND1KN
FREE*	Supported fee	Full Fee	Campus
Yes	£2,766.75	£5,137.50	KC



## Accounting

Local and regional employers have reported that there is a UK skills shortage in suitably skilled and qualified staff in the areas of finance and accounting.

By gaining a qualification in this area, you will find that you are entering an employment market where there are a large number of employers who require your skills.

### Computerised Payroll, Award

Level 1

The IAB Level 1 Award in Payroll is specifically designed to appeal to those who would like to gain an understanding of basic payroll procedures and also to those who wish to become professional payroll processors. On completion of this course, you could progress to the Level 2 Award in Computerised Payroll or the Level 2 AAT programme.

Day & Time	Start date	Duration	Course Code
Mon 18:30-20:30	16/9/13	15 weeks	AWPAY1PEKN
FREE*	Supported fee	Full Fee	Campus
Yes	N/A	£260.50	KC

### Computerised Payroll, Award

Level 2

This course will provide you with the necessary knowledge of the fundamental principles relating to the basic calculations and preparation of both a weekly and monthly payroll, using some manual and commercially available payroll software. You will have the opportunity to expand your knowledge of income tax and National Insurance calculations for the PAYE employee. You will also learn how to process additional payments and allowances e.g. statutory sickness pay, maternity leave, adoption pay and paternity pay.

Day & Time	Start date	Duration	Course code
Mon 18:30-20:30	27/1/14	15 weeks	AWPAY2EAKN
FREE*	Supported fee	Full Fee	Campus
Yes	N/A	£281.25	KC

### What do I pay?

There are two cost options on most of our courses, some may even be **FREE\***. See **page 6** to find out how much you would pay.

### Computerised Accounts, using Sage Line 50, Certificate

Level 1

This course will enable you to use one of the most popular accounting systems, Sage Line 50. Topics include creating accounts in sales, purchase ledgers, processing invoices and credit notes, extraction of information, cash and bank transactions, correction of errors and journal entries.

Day & Time	Start date	Duration	Course code
Wed 18:30-20:30	18/9/13	15 weeks	CACC1PEAKN
Wed 10:00-12:00	18/9/13	15 weeks	CACC1PDAKN
	29/1/14	15 weeks	CACC1PDBKN
FREE*	Supported fee	Full Fee	Campus
Yes	N/A	£170.65	KC

### Computerised Accounts, using Sage Line 50, Certificate

Level 2

This course is suitable for you if you have completed Computerised Accounts Level 1 or you have experience working within a suitable financial role and wish to develop your knowledge and skills. You will explore the topics studied on Level 1 at a more advanced level.

Day & Time	Start date	Duration	Course code
Wed 12:30-14:30	18/9/13	15 weeks	CACC2DAKN
Wed 18:30-20:30	29/1/14	15 weeks	CACC2DBKN
Wed 12:30-14:30		15 weeks	CACC2EAKN
FREE*	Supported fee	Full Fee	Campus
Yes	£168.60	N/A	KC

### Computerised Accounts, using Sage Line 50, Award

Level 3

This computerised accounting course is an opportunity for you to develop your skills in computerised accounting on the popular and widely used Sage Line 50 accounting system. You will cover a range of accounting areas such as the advanced operation of sales and purchase ledgers, the preparation of financial reports and statements and more. The skills learnt on this course will increase your employability and will be an excellent addition to your knowledge if you are working for yourself or starting a business.

Day & Time	Start date	Duration	Course code
Wed 18:30-20:30	18/9/13	30 weeks	CACC3EAKN
FREE*	Supported fee	Full Fee	Campus
Yes	£316.70	N/A	KC



## Association of Accounting Technicians (AAT), Certificate in Bookkeeping

Level 2

The AAT Certificate in Bookkeeping is a short qualification that provides a thorough foundation in book-keeping and basic accounting practices, including double-entry bookkeeping. With this book-keeping qualification on your CV, you will be perfectly placed to explore the career options you've always wanted, either as part of a larger company's finance department or as an independent professional.

Day & Time	Start date	Duration	Course code
Thu 10:30-14:00	12/9/13	15 weeks	CBOOK2DAKN
	23/1/14	15 weeks	CBOOK2DBKN
FREE*	Supported fee	Full Fee	Campus
Yes	£433.75	N/A	KC

## Association of Accounting Technicians (AAT), Certificate in Accounting

Level 2

This course prepares you for the first stage of this widely recognised and respected accounting qualification. During this course you will gain the knowledge and skills you need to become competent with both manual and computerised accounting systems. A desire to succeed and commitment to hard work is essential for this course. You will need to pay a membership fee of approximately £100 to AAT before the start of the course and purchase text books costing approximately £65 during the first week. Upon successful completion of this course, you can progress to the Level 3 AAT Diploma.

Day & Time	Start date	Duration	Course code
Fri 10:00-15:30	13/9/13	32 weeks	C2AATPD1KN
Mon-Wed 18:00-20:30	9/9/13	32 weeks	C2AATPE1KN
FREE*	Supported fee	Full Fee	Campus
Yes	£692	N/A	KC



### What do I pay?

There are two cost options on most of our courses, some may even be **FREE\***. See **page 6** to find out how much you would pay.

## Association of Accounting Technicians (AAT), Diploma in Accounting

Level 3

This course is suitable if you have completed the AAT Level 2 qualification or if you are already working in finance as your experience may allow you direct entry to this course. You will be introduced to the preparation of final accounts for sole traders and partnerships. You will also learn how to maintain cost accounting records and prepare VAT returns. You will need to pay a membership fee to the AAT of approximately £100 and purchase course text books in the first week of the course costing approximately £65. Upon completion of this course you can progress to the Level 4 Diploma in Accounting.

Day & Time	Start date	Duration	Course code
Tue 9:00-16:30	10/9/13	35 weeks	D3AATD1KN
Tue/Thu 18:00-21:00	10/9/13	35 weeks	D3AATE1KN
FREE*	Supported fee	Full Fee	Campus
Yes	£1,196.70	£1,987	KC



## Association of Accounting Technicians (AAT), Diploma in Accounting

Level 4

Capitalise on your success at Level 2 and 3. Completing the final level of the qualification will give you a nationally recognised, well respected qualification and greatly enhance your employment prospects. Topics covered include financial accounting, cost and management accounting and taxation. You will need to pay a membership fee of approximately £80 to the AAT and purchase text books costing approximately £65 during the first week.

Day & Time	Start date	Duration	Course code
Tue/Thu 18:00-21:00	10/9/13	35 weeks	D4AATE1KN
Thu 9:00-16:30	12/9/13	35 weeks	D4AATD1KN
FREE*	Supported fee	Full Fee	Campus
Yes	£1,209	£1,987	KC



## Manual Payroll, Certificate

Level 2

During this course you will develop skills in payroll, record keeping, processing and recording financial payroll transactions in a manual environment. The course is assessed via a portfolio of evidence. On completion of this course you can progress to a computerised payroll course or a Level 2 AAT qualification.

Day & Time	Start date	Duration	Course code
Mon 12:30-14:30	16/9/13	15 weeks	MPAY2PDAKN
	27/1/14	15 weeks	MPAY2PDBKN
FREE*	Supported fee	Full Fee	Campus
Yes	£410.35	N/A	KC







## Taxation and Ethics, Certificate Level 4

Enhance your career options with this professionally recognised qualification. During this course you will gain the knowledge and skills you need to prepare and complete personal taxation, business taxation and VAT returns. In addition to this you will undertake an ethics unit which is essential for a career in this field. In addition to the course costs, you will also need to pay a membership fee of approximately £50 to the AAT and purchase text books costing approximately £50. Following on from this course, you could progress to the Diploma in Taxation and Ethics or a relevant level of the AAT qualifications.

Day & Time	Start date	Duration	Course code
Wed 15:00-18:00	11/9/13	36 weeks	C4TAXDAKN
FREE*	Supported fee	Full Fee	Campus
Yes	£595.70	£724	KC



## Animal Care and Equine

### Animal Science with Management, FdSc (year 1 of 3) Level 4 + 5

This three-year work-related degree-level qualification has been developed in partnership with the University of the West of England. This course aims to develop the personal academic and technical skills you will need for a career in the animal industry. Means-tested help with your fees may be available to you from your local authority. For more information on funding and scholarships or to apply for this part-time course contact our Higher Education unit on **01934 411 409**.

Day & Time	Start date	Duration	Course code
TBC	W/C 9/9/14	34 weeks	FDUAMPDZKN
FREE*	Supported fee	Full Fee	Campus
N/A	N/A	£5,000	KC



### Equine Science with Management, FdSc (year 1 of 3) Level 4 + 5

This unique course covers a wide range of practical and academic skills integrating the development of in depth knowledge of equine management, with specialist subject knowledge within equine science and business. Taught in partnership with Hartpury College (UWE) you will have the benefits of studying at a local college with excellent facilities associated with a commercial equine establishment (Badgworth Arena). For more information on funding and scholarships or to apply for this part-time course contact our Higher Education unit on **01934 411 409**.

Day & Time	Start date	Duration	Course code
TBC	W/C 9/9/14	34 weeks	FDUEMPDZKN
FREE*	Supported fee	Full Fee	Campus
N/A	N/A	£5,000	KC



## Art, Design and Craft

The Creative Industries are growing at twice the rate of the economy. They have been identified by the government as a growth industry that will help the country move out of recession.

At the College we have fantastic state-of-the-art facilities, with a purpose built art department and we are an Apple Authorised Training Centre.

### Watercolour for all Abilities

A fantastic opportunity to learn basic skills and techniques of watercolour painting. You will need to purchase some basic materials.

Day & Time	Start date	Duration	Course code
Wed 19:00-21:00	11/9/13	10 weeks	NF1C2NEBUC
	8/1/14	10 weeks	NF1C2NECUC
FREE*	Supported fee	Full Fee	Campus
N/A	N/A	£158.75	UC

### Christmas Decorations and Cards

This exciting, festive and seasonal programme provides you with the opportunity to create individual, personalised and exquisite Christmas decorations, cards and paper.

Day & Time	Start date	Duration	Course code
Wed 18:00-20:00	25/9/13	10 weeks	NF1S1NEAUC
FREE*	Supported fee	Full Fee	Campus
N/A	N/A	£158.75	UC



## Art and Design Diploma, BTEC Level 2

This course will enable you to practise with different materials and techniques and will help you to develop a wide range of creative skills. It will provide you with a basic introduction to graphic design, 2D and 3D visual studies, media, photography, and artists/designers. You will also have the opportunity to develop your skills in communication, numeracy and IT during the course. Following the successful completion of this course you will have the opportunity to progress onto the highly prestigious and successful University of Arts London Foundation Diploma in Art and Design.

Day & Time	Start date	Duration	Course code
Wed/Thu 9:00-17:00	4/9/13	32 weeks	D2ARPFMUC
FREE*	Supported fee	Full Fee	Campus
Yes	£1,789.10	N/A	UC



## Setting up a Creative Business, Certificate Level 2

This course is designed to help develop the skills that are needed to set up your own creative business. You will gain an understanding of the practical skills required, including producing documents for creative business, creating promotional materials for corporate business, building business knowledge and starting up business skills. The course is assessed via practical's and coursework.

Day & Time	Start date	Duration	Course code
Wed 18:00-21:00	11/9/13	15 weeks	C2CTBUEAUC
FREE*	Supported fee	Full Fee	Campus
Yes	£526.90	N/A	UC

## University of Arts, London Level 3 Art and Design, Foundation Diploma

This course is designed as a progression from the Level 2 Art and Design Diploma. It is nationally accredited and validated by the University of Arts London. It provides a focussed second year of study, during which you can explore your creativity from a specialist and personal standpoint. Successful completion of the course will enable you to progress to Higher Education courses.

Students with the appropriate level of skill/portfolio/qualification can enrol directly on to this course without first completing the Level 2 course in Art and Design.

Day & Time	Start date	Duration	Course code
Mon/Tue 09:00-16:30	2/9/13	31 weeks	DFOUNPFMUC
FREE*	Supported fee	Full Fee	Campus
Yes	£1,727.15	£5,421	UC



24+



Direct Debit payments available



Interview required

24+

Low-cost loans available

See page 8 for full descriptions.





### What do I pay?

There are two cost options on most of our courses, some may even be **FREE\***. See **page 6** to find out how much you would pay.





## Contemporary Art and Professional Studies, FdA (year 1 of 3) Level 4 + 5

On successful completion of this part-time foundation degree course you can go directly into employment or the final year of an Honours Degree course at university. Modules, including painting, sculpture, ceramics and surface manipulation, are supported by workshops in printmaking, photography and computing as well as historical and theoretical studies. You will experience training in the workplace including local and regional studios, galleries, art-related businesses and commissioned art works. Means-tested assistance with fees may be available from your Local Authority. For more information on funding and scholarships or to apply for this part-time course contact our Higher Education unit on **01934 411 409**.

Day & Time	Start date	Duration	Course code
TBC	W/C 9/9/13	34 weeks	FDBCAPDZUC
FREE*	Supported fee	Full Fee	Campus
N/A	N/A	£5,000	UC



## Contemporary Art and Professional Studies, BA (Hons) top-up: work-based (year 1 of 2) Level 6

This course provides the opportunity to continue your creative development. Each of the four modules combine your own practice with the type of research and theory that will allow you to develop a portfolio of skills, consolidate your creative skills and promote your own work. It allows you to diversify these skills into areas in which you can make a living. Taught sessions include lectures, seminars and presentations, studio practice and workshops, one-to-one tutorials. For more information on funding and scholarships or to apply for this part-time course contact our Higher Education unit on **01934 411 409**.

Day & Time	Start date	Duration	Course code
TBC	W/C 9/9/13	34 weeks	BABCAPDZUC
FREE*	Supported fee	Full Fee	Campus
N/A	N/A	£3,750	UC



## Graphic Design

### Personalised professional courses in Adobe InDesign

We are delighted to offer personalised professional courses for businesses in Adobe InDesign. We will tailor these to your own requirements and business needs. To discuss your course requirements and costs call **01934 411 627** so that we can set up a professional meeting to discuss your requirements.

Day & Time	Start date	Duration	Course code
On demand throughout the year		Flexible	NF1X1EAUC
FREE*	Supported fee	Full Fee	Campus
N/A	N/A	On application	UC

### Personalised professional courses in Adobe Illustrator

We are delighted to offer personalised professional courses for businesses in Adobe Illustrator. We will tailor these to your own requirements and business needs. To discuss your course requirements and costs call **01934 411 627** so that we can set up a professional meeting to discuss your requirements.

Day & Time	Start date	Duration	Course code
On demand throughout the year		Flexible	NF1X1EBUC
FREE*	Supported fee	Full Fee	Campus
N/A	N/A	On application	UC

### Personalised professional courses in Adobe Creative Suite

We are delighted to offer personalised professional courses for businesses in Adobe Creative Suite. We will tailor these to your own requirements and business needs. To discuss your course requirements and costs contact **01934 411 627** so that we can set up a professional meeting to discuss your requirements.

Day & Time	Start date	Duration	Course code
On demand throughout the year		Flexible	NF2L2NEDUC
FREE*	Supported fee	Full Fee	Campus
N/A	N/A	On application	UC





## Adobe Creative Suite, Introduction (General)

This course provides you with an excellent overview of the Industry standard software package Creative Suite (CS). You will learn Photoshop techniques as well as exploring other aspects of CS. This course is ideal if you are a complete beginner. The course starts with a general introduction to the Apple Operating System and requires you to undertake a small amount of research and idea development.

Day & Time	Start date	Duration	Course Code
Wed 18:00-21:00	11/9/13	10 weeks	NF2L2NEAUC
FREE*	Supported fee	Full Fee	Campus
N/A	N/A	£238	UC

## Adobe Creative Suite, Intermediate

As a follow on or as a separate course of study you will be able to more fully explore the industry standard software package Creative Suite (CS). You will learn and explore more techniques using Illustrator, InDesign and Photoshop as well as exploring other aspects of CS. This course is a follow on from the introduction course or for those who have some knowledge of CS. The course starts with a general introduction to the Apple Operating System and requires you to undertake a small amount of research and idea development.

Day & Time	Start date	Duration	Course code
Wed 18:00-21:00	8/1/14	10 weeks	NF2L2NEBUC
FREE*	Supported fee	Full Fee	Campus
N/A	N/A	£238	UC

## Adobe Creative Suite, Advanced

As a follow on or as a separate course of study you will be able to fully explore the industry standard software package Creative Suite (CS). You will learn and develop more advanced techniques using Illustrator, InDesign and Photoshop as well as exploring other aspects of CS. The course starts with a general introduction to the Apple Operating System and requires you to undertake a small amount of research and idea development.

Day & Time	Start date	Duration	Course code
Wed 18:00-21:00	26/3/14	10 weeks	NF2L2NECUC
FREE*	Supported fee	Full Fee	Campus
N/A	N/A	£238	UC

### What do I pay?

There are two cost options on most of our courses, some may even be **FREE\***. See **page 6** to find out how much you would pay.

## Graphic Design, FdA (year 1 of 3)

Level 4 + 5

This work-related degree will equip you with the practical skills; technical knowledge and contextual understanding you need to create exciting and imaginative design solutions. The content is primarily skills based with strong commercial links to the creative industries and local employers, as well as focusing on the contextual aspects of design. The course aims to equip you with a relevant, thorough and up-to-date knowledge of the industry. For more information on funding and scholarships or to apply for this part-time course contact our Higher Education unit on **01934 411 409**.

Day & Time	Start date	Duration	Course code
TBC	WC 9/9/13	34 weeks	FDBGDPDZUC
FREE*	Supported fee	Full Fee	Campus
N/A	N/A	£5,000	UC



## Creative Industries: Graphic Design, BA (Hons) top-up: work based (year 1 of 2)

Level 6

The course will consist of 120 credits at Level 6 that will enable you to develop relevant professional and management skills alongside subject specific work-based placements within the creative industries. These will include modules in creative theory and practice, planning and research methods, creative freelance management and practice within the creative industries. There is no formal written examination. For more information on funding and scholarships or to apply for this part-time course contact our Higher Education unit on **01934 411 409**.

Day & Time	Start date	Duration	Course code
TBC	WC 9/9/13	34 weeks	BABGDPDZUC
FREE*	Supported fee	Full Fee	Campus
N/A	N/A	£3,750	UC



## Interior Design

### Creative Techniques in Interior Design, Certificate

Level 2

This course provides an introduction and foundation to both the practical and aesthetic skills and knowledge required for interior design. Following the successful completion of this course you will have the opportunity to progress onto the highly prestigious and successful University of Arts London Foundation Diploma in Art and Design.

Day & Time	Start date	Duration	Course code
Wed 18:00-21:00	11/9/13	15 weeks	C2CTIDEAUC
FREE*	Supported fee	Full Fee	Campus
Yes	£526.90	N/A	UC



## Landscaping

### Creative Techniques in Landscape Gardening, Certificate

Level 2

This course will provide you with a foundation and introduction into the practical and aesthetic skills and knowledge required for landscape gardening. Following the successful completion of this course you will have the opportunity to progress onto the highly prestigious and successful University of Arts London Foundation Diploma in Art and Design offered at the College.

Day & Time	Start date	Duration	Course code
Wed 18:00-21:00	19/2/14	15 weeks	C2CTGAEAUC
FREE*	Supported fee	Full Fee	Campus
Yes	£526.90	N/A	UC

## Jewellery

### Silver Jewellery, Beginner

Start on the creative journey of making your own jewellery. Learn to make jewellery by exploring and practising basic techniques such as soldering and simple stone setting.

Day & Time	Start date	Duration	Course code
Wed 19:00-21:00	11/9/13	10 weeks	NF1M1EEAUC
FREE*	Supported fee	Full Fee	Campus
N/A	N/A	£198.85	UC

### Silver Jewellery, Intermediate

Continue on the creative journey of making your own jewellery. This course is aimed at students progressing from the beginners course. You will develop the basic skills of learning to make jewellery by exploring and practising basic techniques such as soldering and simple stone setting.

Day & Time	Start date	Duration	Course code
Wed 19:00-21:00	8/1/14	10 weeks	NF1M1EEBUC
FREE*	Supported fee	Full Fee	Campus
N/A	N/A	£198.85	UC

### Silver Jewellery, Advanced

A fantastic opportunity to continue a creative journey of making your own jewellery. This course is a progression route if you have completed the beginners and intermediate courses (above) as some experience is required so that you can experiment with a wide range of materials and techniques. You will have the opportunity to develop your own design ideas through to finished items. Learn to make jewellery by exploring basic techniques such as soldering and simple stone setting.

Day & Time	Start date	Duration	Course code
Wed 19:00-21:00	26/3/14	10 weeks	NF1M1EEDUC
FREE*	Supported fee	Full Fee	Campus
N/A	N/A	£198.85	UC

## Fashion

### Fashion Design, Introduction

During this course you will learn how to create patterns for garments, other sewing techniques and how to print your own designs on to fabric. This course is designed to be a progression route to the Intermediate to Fashion Design and is appropriate to creative individuals of all levels.

Day & Time	Start date	Duration	Course code
Wed 18:00-21:00	8/1/14	10 weeks	NF1Q1NEAUC
FREE*	Supported fee	Full Fee	Campus
N/A	£238	N/A	UC

### Fashion Design, Intermediate

You will have the opportunity to learn about and develop your pattern cutting and sewing techniques. This will include dyeing and fabric surface manipulation. You will produce fabric samples and finished surface samples as part of the course, which is designed as a natural progression from the Introduction to Fashion Design.

Day & Time	Start date	Duration	Course code
Wed 18:00-21:00	8/1/14	10 weeks	NF1Q2NEAUC
FREE*	Supported fee	Full Fee	Campus
N/A	£238	N/A	UC



## Beauty and Complementary Therapies

### Beauty Specialist Techniques, Diploma, (VRQ) VTCT Level 2

This course is suitable if you have a keen interest in beauty therapy and are enthusiastic, committed and wish to progress to higher levels or to work in the industry. A kit and uniform will need to be purchased.

Day & Time	Start date	Duration	Course code
Thu/Fri 9:00-18:00	12/9/13	32 weeks	D2BEAPF1KN
FREE*	Supported fee	Full Fee	Campus
Yes	£1,500	N/A	KC



### Beauty Therapy Treatments, Diploma, (VRQ) VTCT Level 3

This course is designed for you to advance your beauty therapy skills to enable you to work within this diverse industry carrying out a full range of treatments. You must show a mature and professional attitude and a passion for working with clients. As well as theoretical knowledge and practical skills, you will also develop skills which will help prepare you for life after college. You will need a certificate in NVQ Level 2 Beauty Therapy or the equivalent. Working in the industry would be advantageous. A uniform and full beauty kit are required.

Day & Time	Start date	Duration	Course code
Thu/Fri 9:00-18:00	13/1/14	12 weeks	D3BEAPF1KN
FREE*	Supported fee	Full Fee	Campus
Yes	£567.90	£941	KC



### Indian Head Massage, Certificate, (VRQ) VTCT Level 3

An internationally recognised qualification. You will study the history, benefits, effects and routine of this therapy. Anatomy and physiology together with health and safety are also studied. This popular therapy can be used in the workplace, hospices, spas and natural health clinics. You will need to purchase a uniform.

Day & Time	Start date	Duration	Course code
Mon 18:00-21:00	13/1/14	12 weeks	C3IHMEAKN
FREE*	Supported fee	Full Fee	Campus
Yes	£567.90	£941	KC

24+

### Stone Therapy Massage, Certificate, (VRQ) VTCT Level 3

This course will prepare you for work in the industry. You will cover the practical treatment as well as the theory behind it, including anatomy and physiology, and health and safety. You will need to purchase a uniform and kit for use in class and at home for your case studies.

Day & Time	Start date	Duration	Course code
Mon 18:00-21:00	9/9/13	12 weeks	C3STMEAKN
FREE*	Supported fee	Full Fee	Campus
Yes	£567.90	£941	KC

24+

### Beauty Therapy General, NVQ Diploma, Advanced Apprenticeship Level 3

In order to undertake an advanced apprenticeship you must have an employer to support you. We have a number of vacancies available every week and are able to help you find an employer. In some cases you will be required to have completed the intermediate apprenticeship before you move onto the advanced level. This apprenticeship is also available at Level 2, please call **01934 411 594**.

Day & Time	Start date	Duration	Course code
On demand throughout year		12-18 months	AVPBEPF1MA
FREE*	Supported fee	Full Fee	Location
N/A	£1,822.50	£3,345	Workplace

i 24+

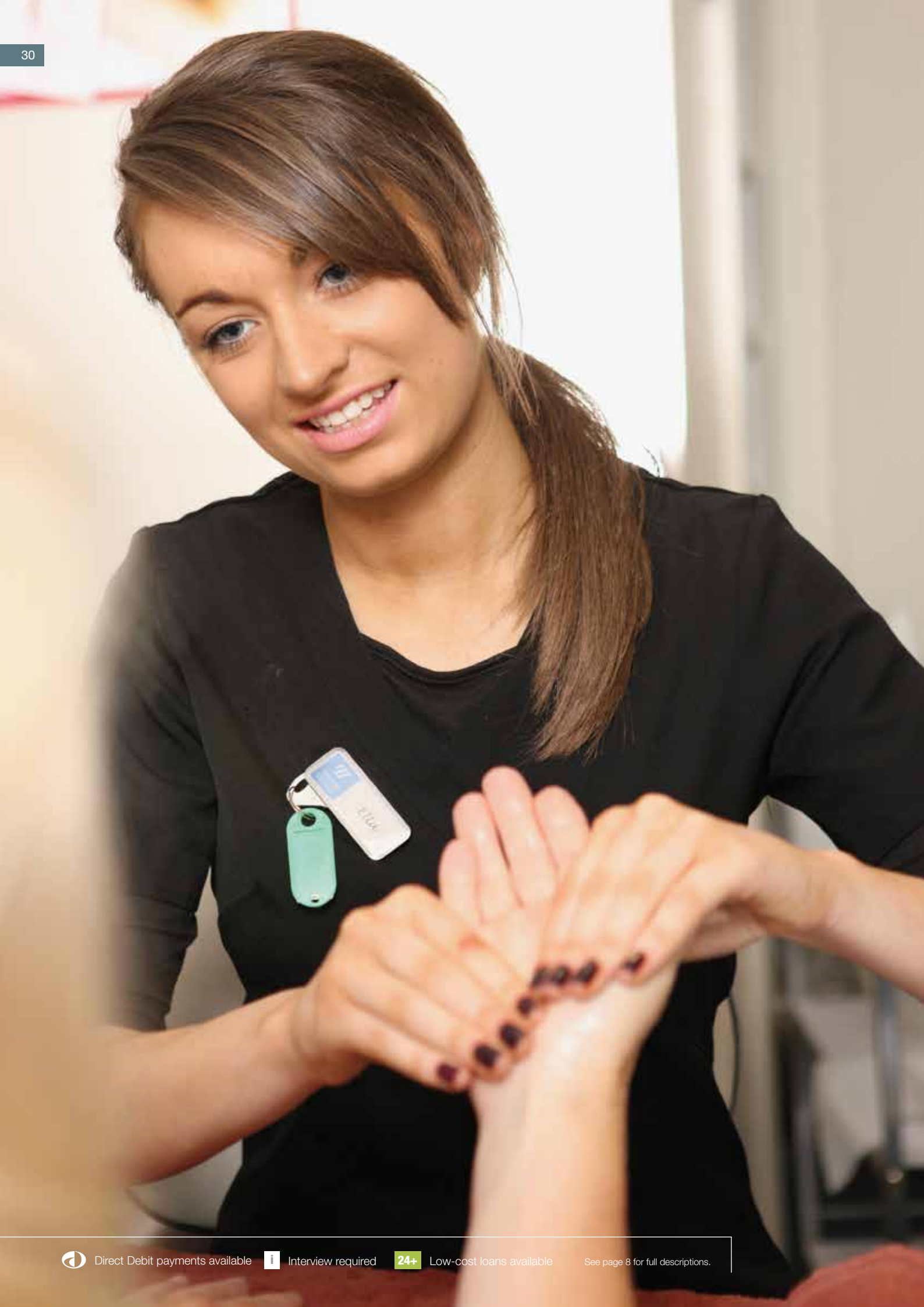
### Spa Therapy, NVQ Diploma Level 3

Spa therapists help to improve their clients' overall well-being by providing a variety of body treatments, from facials to water treatments. They offer relaxation treatments or focus on health and fitness by working alongside nutritionists. The course allows you to progress into higher education courses, such as a Foundation Degree in Spa Therapy or Salon Management or into employment as a spa therapist or other spa and beauty-related industries.

Day & Time	Start date	Duration	Course code
On demand throughout the year		12 weeks	NQ3SPADADD
FREE*	Supported fee	Full Fee	Location
N/A	£1,822.50	£3,345	Workplace

i 24+





Direct Debit payments available



Interview required

**24+**

Low-cost loans available

See page 8 for full descriptions.





## Salon Management, Certificate Level 4

This is an advanced qualification, specifically designed for existing or aspiring salon managers. You will plan the management of products and services for your salon by analysing data for planning purposes, setting operational objectives, monitoring working practices, evaluating stock control and equipment levels as well as providing recommendations to increase salon revenue. This qualification is suitable for hairdressers, barbers, beauty therapists and nail technicians. You are expected to hold a Level 3 qualification in a relevant discipline, or have significant industry experience.

Day & Time	Start date	Duration	Course code
On demand throughout the year		48 weeks	C4SALDAOI
FREE*	Supported fee	Full Fee	Location
N/A	£936.25	£1,758.75	Workplace



### What do I pay?

There are two cost options on most of our courses, some may even be **FREE\***. See **page 6** to find out how much you would pay.

## Business, Administration and Management

Did you know that local and regional employers have reported that there is a UK skills gap in relation to finding skilled and qualified staff within business administration.

By gaining an administration qualification, you will find that you are entering an employment market where there are a large number of employers who require your skills. Some of the career paths available to you include; PA (Personal Assistant), Executive Secretary, Administrative Assistant, Administration Manager, Clerical Assistant, Receptionist, Legal Secretary etc.

## Business, BTEC Diploma Level 2

Are you currently unemployed or wanting to enhance your career prospects? This course covers a number of optional units which include customer relations, business communication, starting a small business, marketing, working in teams and finance. The qualification is equivalent to five GCSEs at grade A-C and assessed via coursework. There are no examinations. Following this course you could progress to the Level 3 Diploma in Business.

Day & Time	Start date	Duration	Course code
Wed 18:00-20:30	25/9/13	32 weeks	D2BUSPE1KN
FREE*	Supported fee	Full Fee	Campus
Yes	£1,412.80	N/A	KC



## Business, BTEC Diploma Level 3

Are you currently unemployed or looking to gain a nationally recognised business qualification to secure employment within this sector? This course covers a number of optional units which include, business communication, starting a small business, marketing, working in teams, finance and HR. The qualification is equivalent to one A Level at grade A-E. You will be assessed via coursework – there are no examinations. Following this course you may be eligible to progress to the Foundation Degree in Business with Management or an ILM Level 5 Management qualification, offered at the College.

Day & Time	Start date	Duration	Course code
Tue 18:00-21:00	17/9/13	34 weeks	DS3BUPE1KN
FREE*	Supported fee	Full Fee	Campus
Yes	£1,406.50	£2,573	KC



## Business and Administration, NVQ Diploma

Level 3

One of the great things about business and administration is that you can work almost anywhere. With your transferable skills, you could be working in a record company or a charity. Administration roles are also an excellent starting point to move into management once you have more experience. With additional training, advanced apprentices may be able to progress in their careers to roles including office manager, administration team leader, personal assistant or a wide range of managerial roles within business. You could progress onto a higher apprenticeship in Business and Administration. This apprenticeship is also available at Level 2, please call **01934 411 594**.

Day & Time	Start date	Duration	Course code
On demand throughout the year		12-18 months	NQ3BUSDADD
FREE*	Supported fee	Full Fee	Location
N/A	£1,143.50	£1,987	Workplace



## Administration

### Administration (Business Professional), OCR Award

Level 2

This widely recognised qualification has been designed to meet the demand of employers and will enable you to develop the necessary skills required to secure employment. You will discover what it is like to work in an administrative role, how to create business documents and make and receive business calls. Following completion of this course, you can progress to the Certificate in Administration, where you can develop your skills further within this field.

Day & Time	Start date	Duration	Course code
Mon/Tue 10:00-14:30	30/9/13	4 weeks	AWAD2PDAKN
	20/1/14	4 weeks	AWAD2PDBKN
	10/3/14	4 weeks	AWAD2DCKN
FREE*	Supported fee	Full Fee	Campus
Yes	N/A	£202	KC



Direct Debit payments available



Interview required



Low-cost loans available

See page 8 for full descriptions.

## Customer Service

### Customer Service, Certificate

Level 2

Develop your customer service skills and gain a nationally recognised qualification. This short course is designed to introduce you to the importance of delivering high quality customer service. You will learn the fundamentals of delivering customer service and communication techniques. This course is suitable for anyone who is already in a customer-facing role or for those wanting to progress to a role which involves dealing with customers.

Day & Time	Start date	Duration	Course code
Tue/Wed 9:30-14:00	17/9/13	6 weeks	CCUS2DBKN
	28/1/14	6 weeks	CCUS2DDKN
	22/4/14	6 weeks	CCUS2DEKN
FREE*	Supported fee	Full Fee	Campus
Yes	£414.30	N/A	KC

### Customer Service, NVQ Diploma

Level 3

Good customer service is key to the success of any business or organisation. It's a skill that's found all over the place and covers all the extras that improve a customer's experience. With additional training, advanced apprentices may be able to progress in their careers to roles including senior customer service supervisor, customer service manager and a range of other senior customer service-related roles. You can also progress onto a Higher Apprenticeship in Customer Service. This apprenticeship is also available at Level 2, please call **01934 411 594**.

Day & Time	Start date	Duration	Course code
On demand throughout the year		12-18 months	NQ3CUSDADD
FREE*	Supported fee	Full Fee	Location
N/A	£1,143.50	£1,987	Workplace



# Management

## HR Management, CIPD, Certificate

Level 3

This nationally recognised professional qualification is suitable both for existing human resource practitioners and those seeking to move into human resources. You will acquire a wide range of relevant practical skills in HR that will allow you to operate more effectively in your role. It is also valuable for line managers, supervisors and team leaders who would like a recognised qualification to support and enhance their HR/personnel responsibilities.

Day & Time	Start date	Duration	Course code
Wed 18:00-21:00	18/9/13	32 weeks	CHRP3EAKN
FREE*	Supported fee	Full Fee	Campus
Yes	£743.20	£1,265	KC



## Management, NVQ Certificate

Level 3

In order to undertake an advanced apprenticeship you must have an employer to support you. We have a number of vacancies available every week and are able to help you find an employer. In some cases you will be required to have completed the intermediate apprenticeship before you move onto the advanced level. There is also a Level 2 apprenticeship in Team Leading available, please call 01934 411 594.

Day & Time	Start date	Duration	Course code
On demand throughout the year		12-18 months	C3MANADADD
FREE*	Supported fee	Full Fee	Location
N/A	£782.50	£1,265	Workplace



## Management, Higher Apprenticeship

Level 5

This apprenticeship package is ideal for senior managers. Participants gain valuable applied workplace learning through the Level 5 NVQ Diploma in Management, plus theory and knowledge from a choice of our VRQs, Diploma in Management and Leadership and Management at the same level. To complete the package students also take Functional Skills in Maths, English and ICT.

Day & Time	Start date	Duration	Course code
On demand throughout the year		12-18 months	AHPMAPF1MA
FREE*	Supported fee	Full Fee	Location
N/A	£1,108.50	£1,987	Workplace



## Business with Management, FdA (year 1 of 3)

Level 4 + 5

This course provides the opportunity to study a UWE undergraduate course part-time over the three years. You will gain a thorough grounding in a range of business management topics that will help you to progress your career. This broad qualification looks at the theory and application of business techniques and will make you a more confident business practitioner. The course is assessed via coursework and examinations. For more information on funding and scholarships or to apply for this part-time course contact our Higher Education unit on 01934 411 409.

Day & Time	Start date	Duration	Course code
TBC	W/C 9/9/13	34 weeks	FDUBMPDZKN
FREE*	Supported fee	Full Fee	Campus
N/A	N/A	£5,000	KC



## Management, ILM Certificate

Level 5

This nationally recognised management qualification is designed to develop your leadership skills and knowledge. There are approximately seven management modules which are assessed via coursework and there are no examinations. There are no formal entry requirements, but participants will normally be either practising managers or aspiring managers who have the ability to meet the assessment demands.

Day & Time	Start date	Duration	Course code
Thu 18:00-20:30	26/9/13	12 weeks	CILM5EAKN
	30/1/14	12 weeks	CILM5EBKN
FREE*	Supported fee	Full Fee	Campus
Yes	£469.65	£724	KC



### What do I pay?

There are two cost options on most of our courses, some may even be **FREE\***. See page 6 to find out how much you would pay.

## Enterprise and Entrepreneurship

### Enterprise and Entrepreneurship, Level 3 ILM Certificate

The Level 3 Certificate in Enterprise and Entrepreneurship is designed for potential entrepreneurs to build the skills and knowledge they need to set up and run their own business. This qualification is also ideal for owners and managers who want to run their businesses more effectively.

Day & Time	Start date	Duration	Course code
Mon 18:00-21:00	16/9/13	15 weeks	CILM3PEAKN
	27/1/14	15 weeks	CILM3PEBKN
Fri 9:30-16:00	20/9/13	8 weeks	CILM3PDAKN
	17/1/14	8 weeks	CILM3PDBKN
	25/4/14	8 weeks	CILM3PDCKN
FREE*	Supported fee	Full Fee	Campus
Yes	£740.15	£1,265	KC



  **24+**

## Law

### Chartered Institute of Legal Executives (CILEX), Professional Certificate

The Chartered Institute of Legal Executives has completely revamped this course making it even more popular. It is suitable if you are working, or would like to work in a legal environment and wish to enhance your legal skills. Plenty of employment opportunities exist in areas such as civil litigation, lender sales, insurance, banking and the police, where legal knowledge and skills are required. A registration fee of approximately £100 will be payable to the awarding body in addition to the fees stated. The exam fees are included in the costs. The books will cost approximately £85.

Day & Time	Start date	Duration	Course code
Wed 18:00-21:00	18/9/13	34 weeks	ILEX3PE1KN
FREE*	Supported fee	Full Fee	Campus
Yes	£910.50	£1,265	KC



  **24+**

### Chartered Institute of Legal Executives (CILEX), Professional Diploma in Law and Practice

Level 3

CILEX is the professional body which represents 22,000 trainee and practising chartered legal executives. This is a broad-based, practical introduction to law and legal practice. Students are required to achieve across key areas including contract law, criminal law, land law and law of tort. A practical legal skills component is included via two professional skills units. Assessment methods include multiple choice questions, skills-based tasks and closed book examinations, some on pre-released case studies. In addition to the tuition fees, students will also be required to pay a membership fee to CILEX.

Day & Time	Start date	Duration	Course code
Wed 18:00-21:00	18/9/13	34 weeks	D3CILEX1KN
FREE*	Supported fee	Full Fee	Campus
Yes	£910	£1,265	KC

  **24+**

## Personal Assistants

### The Perfect Personal Assistant (PA)

This course is designed for secretaries or administrators who wish to enhance their position within an organisation to move into the role of a PA, or for PAs wishing to improve their skills. The course will also equip delegates with the necessary skills required to be the 'perfect PA'. Topics include the role of a PA, managing time effectively and diary management, effective communication, managing meetings, event management, managing upwards and projecting a professional image.

Day & Time	Start date	Duration	Course code
Mon 18:00-21:00	30/9/13	8 weeks	PERASPEAKN
	27/1/14	8 weeks	PERASPEBKN
Fri 13:30-16:30	4/10/13	8 weeks	PERASPDANK
	24/1/14	8 weeks	PERASPDDBKN
	2/5/14	8 weeks	PERASPDCKN
FREE*	Supported fee	Full Fee	Campus
N/A	N/A	£225	KC

### What do I pay?

There are two cost options on most of our courses, some may even be **FREE\***. See page 6 to find out how much you would pay.





## Property

### Property (Residential Letting and Management), Diploma

Level 3

This course will enable you to enter employment as a junior letting agent. You can also progress onto Level 5 NFOPP qualifications in Residential Lettings and Property Management Professional progression through membership of professional organisations and senior job roles in Commercial Property Lettings and Property Management. This apprenticeship is also available at Level 2, please call **01934 411 594**.

Day & Time	Start date	Duration	Course code
On demand throughout the year		12-18 months	D3PRLMDADD
FREE*	Supported fee	Full Fee	Location
N/A	£782.50	£1,265	Workplace



### Property (Sale of Residential Property), Diploma

Level 3

You will be able to enter employment as a junior estate agent. You can also progress onto Level 5 NFOPP qualifications in Residential Lettings and Property Management Professional progression through membership of professional organisations and senior job roles in Commercial Property Lettings and Property Management. This apprenticeship is also available at Level 2, please call **01934 411 594**.

Day & Time	Start date	Duration	Course code
On demand throughout the year		12-18 months	D3PRSDADD
FREE*	Supported fee	Full Fee	Location
N/A	£782.50	£1,265	Workplace



## Care and Early Years

There are currently 74,500 people working in Health and Social Care and this is expected to grow by 9.8% to 81,800 by 2020 and then to 86,600 by 2030, showing a total jobs growth of 12,100 (16.2%) in this period.

## Care

### Substance Misuse Awareness, Award

Level 1

This qualification provides a nationally recognised qualification at award level in substance misuse. No previous experience in this field is necessary. You will gain knowledge about substances that are commonly misused, signs of substance misuse and an awareness of the personal and social consequences of substance misuse. This course will be of interest to anybody who is currently working or considering a career in many areas of health and social care or youth work.

Day & Time	Start date	Duration	Course code
Wed 18:00-21:00	15/1/14	4 weeks	SUBMAWEAKN
FREE*	Supported fee	Full Fee	Campus
Yes	N/A	£105.55	KC

### Substance Misuse, Award

Level 2

This qualification aims to help students understand a wide range of issues relating to substance misuse including recognising and responding to substance misuse, alcohol use/misuse, and working with communities. It is ideal professional development for individuals working in a wide range of settings including secondary schools, youth settings and various health and social care settings. It is also of great value to those who are currently working or wish to work in the field of addiction. The qualification is assessed through portfolio work.

Day & Time	Start date	Duration	Course code
Wed 18:00-21:00	26/2/14	14 weeks	SUBMUEAKN
FREE*	Supported fee	Full Fee	Campus
Yes	N/A	£230	KC

## Mental Health Awareness, Award Level 1

This course attempts to dispel some of the myths and misconceptions linked to mental health problems and develop knowledge of the rights of those with mental health issues. This programme will interest you if you are working within the voluntary and community sector or you simply have a desire to develop your understanding of this subject area. This course has also been used successfully as professional development for anybody whose job brings them into contact with the wider community. On completion you can progress to the Level 2 certificate in Mental Health Awareness or a relevant health and social care pathway at Level 2.

Day & Time	Start date	Duration	Course code
Tue 18:00-21:00	17/9/13	6 weeks	AWMHAEAKN
Wed 18:00-21:00	8/1/14	6 weeks	AWMHAEAKN
FREE*	Supported fee	Full Fee	Campus
Yes	N/A	£105.55	KC

## Working in Community Mental Health, Certificate Level 2

This qualification provides an introduction to a wide range of mental health conditions and can be the foundation for a career in mental health. It is envisaged that staff or volunteers from a wide range of employment situations in the mental health field will benefit from completing this certificate, including rehabilitation workers, assistants or community support workers. The course can be used as a progression route to the Level 3 Certificate in Community Mental Health Care.

Day & Time	Start date	Duration	Course code
Tue 18:00-21:00	5/11/13	20 weeks	CMHWE1KN
FREE*	Supported fee	Full Fee	Campus
Yes	£462.90	N/A	KC



## Health and Social Care, Diploma Level 3

Completion of this course will stand you in good stead for progression onto Higher Education in subjects like nursing or midwifery and operating department practitioner roles in the care sector or management roles in care homes. You may progress from this pathway onto further qualifications specific to your work context. A wide range of qualifications are available for use within the social care sector. These may include Higher Apprenticeships, specialist Level 4 or 5 diplomas or management qualifications, QCF qualifications or other work-related education and training to support continuing professional development. This apprenticeship is also available at Level 2, please call **01934 411 594**.

Day & Time	Start date	Duration	Course code
On demand throughout the year		12-18 months	D3HSCDADD
FREE*	Supported fee	Full Fee	Location
N/A	£1,591	£2,882	Workplace



## Human Physiology and Health, GCSE Level 2

This course covers the structure and function of the human body and other health-related issues.

Day & Time	Start date	Duration	Course code
Tue 17:30-21:00	10/9/13	32 weeks	GHBIE1KN
FREE*	Supported fee	Full Fee	Campus
Yes	£435.20	N/A	KC



## Early Years

### Working with Bereaved Children

This course is for teachers, teaching assistants and support workers who work with children. Participants will gain knowledge and skills designed to enhance their confidence and competence in working with grieving children. Theories underpinning loss and grief will be explored and participants will be given practical strategies to support bereaved children. There will also be space given to reflect upon personal responses to loss.

Day & Time	Start date	Duration	Course code
Thu 9:30-14:30	3/7/14	2 weeks	NF9M1NDBKN
FREE*	Supported fee	Full Fee	Campus
N/A	N/A	£79.35	KC

### Children and Young People's Workforce, Certificate

Level 2

This course is ideal for those already working under supervision or acting as volunteers in the early years sector. The Level 2 Certificate for the Children and Young People's Workforce is assessed through a portfolio of evidence and observation of your practical skills in the setting. This course is for those with little or no experience working with children and is a stepping stone that will allow you to progress onto a Level 3 childcare qualification.

Day & Time	Start date	Duration	Course code
Mon 9:30-15:00	23/9/13	30 weeks	C2CYWDAKN
FREE*	Supported fee	Full Fee	Campus
Yes	£710.45	N/A	KC



### Children and Young People's Workforce, Diploma

Level 3

This course is for all those who wish to work in the children and young people's workforce and will ultimately replace many of the existing qualifications at Level 3 in this area, including NVQ. The early learning and childcare pathway is aimed at the early years workforce and is made up of a mixture of core, mandatory pathway and optional units. Assessment enables workplace practice to be used as evidence for individual units as well as the whole qualification.

Day & Time	Start date	Duration	Course code
Fri 9:30-15:00	27/9/13	30 weeks	ED3CYPD1KN
FREE*	Supported fee	Full Fee	Campus
Yes	£1,561	£2,882	KC



### Children and Young People's Workforce, Advanced Apprenticeship

Level 3

Achievement of this pathway will enable apprentices to access higher level jobs within the sector, e.g. Nursery Supervisor, Nursery Manager, Pre-school Manager/Co-ordinator, etc. There is also opportunity for apprentices to go on to further study at higher levels, particularly working towards Foundation Degrees in Early Years. This in turn will support the achievement of Early Years Professional Status (Graduate level). This apprenticeship is also available at Level 2, please call **01934 411 594**.

Day & Time	Start date	Duration	Course code
On demand throughout the year		12-18 months	D3CYPDADD
FREE*	Supported fee	Full Fee	Campus
N/A	£1,591	£2,882	KC



### Home-based Childcare Services

Level 3

This stand-alone unit from the Level 3 Diploma for the Children and Young People's Workforce is a mandatory requirement for anybody who wishes to register as a child-minder in the North Somerset area. The unit covers basic child development and care as well as business planning and legal requirements. On successful completion this unit can also be 'banked' towards completion of the full Level 3 qualification. Assessment is completed with a portfolio of evidence.

Day & Time	Start date	Duration	Course code
Tue 18:30-21:00	24/9/13	8 weeks	CHSE3EAKN
	28/1/14	8 weeks	CHSE3EBKN
	29/4/14	8 weeks	CHSE3ECKN
FREE*	Supported fee	Full Fee	Campus
Yes	N/A	£100.65	KC

### What do I pay?

There are two cost options on most of our courses, some may even be **FREE\***. See page 6 to find out how much you would pay.



## Computing and IT

Over half a million new IT and Telecoms professionals are needed in the next five years. Local and regional employers have reported that there is a UK skills shortage in suitably skilled and qualified staff in the areas of computing and IT.

### IT for the Terrified

This course is ideal if you have little or no experience of using IT. You will learn how to use a computer, surf the Internet, send emails, use a word processor and be introduced to Microsoft Office software such as Word, Excel and PowerPoint. On completion of this course, you could progress to a beginners IT course and achieve a nationally recognised qualification.

Day & Time	Start date	Duration	Course code
Mon 10:30-12:30	16/9/13	6 weeks	ITTERIDAKN
	13/1/14	6 weeks	ITTERIDBKN
	24/2/14	6 weeks	ITTERIDCKN
FREE*	Supported fee	Full Fee	Campus
N/A	N/A	£95	KC

### Microsoft Excel, Introduction

Employers seek individuals that can use IT confidently. By undertaking this course you will improve your employment prospects. You will learn how to create basic spread sheet and perform simple calculations using formulae. You will also learn how to present this data in graphical formats. Please contact **01934 411 523** if you are interested in this course.

Day & Time	Start date	Duration	Course code
On demand throughout the year		1 day	NF2K1NDAKN
FREE*	Supported fee	Full Fee	Campus
N/A	N/A	£46	KC

## Web Design using Dreamweaver

During this course you will learn how to design and develop a website using industry standard software.

Day & Time	Start date	Duration	Course code
Thu 18:00-20:00	7/11/13	10 weeks	NF2G1NEBKN
	27/2/14	10 weeks	NF2G1NECKN
FREE*	Supported fee	Full Fee	Campus
N/A	N/A	£155	KC

## Mobile Applications Development

This course will benefit you if you are an IT professional but feel that you need to update your awareness of current developments in the IT industry or if you wish to enhance your skills in developing mobile applications. You will be introduced to some basic concepts of mobile technologies in order to produce a simple mobile application. You will cover the following topics; wireless connection concepts, wireless application development, Wi-Fi networks and current and future developments in mobile computing. Please contact **01934 411 523** if you are interested in this course.

Day & Time	Start date	Duration	Course code
On demand throughout the year		3 days	NF2E1NDAKN
FREE*	Supported fee	Full Fee	Campus
N/A	N/A	£116	KC

## IT for Beginners, Award

Level 1

Employers seek individuals that can use IT confidently. This course will provide you with a nationally recognised qualification (ECDL Essentials) and provide you with the necessary IT skills that are required within the workplace. It will provide you with an introduction to the world of IT with a particular focus on the first steps in using a computer, the Internet and email and how they can be used safely and productively. Following successful completion of this course, you could progress to the Level 2 ECDL Extra.

Day & Time	Start date	Duration	Course code
Thu/Fri 10:00-14:30	19/9/13	6 weeks	AWIT1DAKN
	7/11/13	6 weeks	AWIT1DBKN
	27/2/14	6 weeks	AWIT1DCKN
	24/4/14	6 weeks	AWIT1DDKN
FREE*	Supported fee	Full Fee	Campus
Yes	N/A	£198.50	KC





## European Computer Driving Licence (ECDL), Extra, Certificate

Level 2

This course is suitable if you want to use IT competently. You will gain competence in word processing, spread sheets and presentation software, and learn how to improve your productivity using IT. This course is designed to improve your IT skills and it will also help to improve your employment prospects if you do not currently hold an IT qualification.

Day & Time	Start date	Duration	Course code
Wed 17:00-21:00	18/9/13	15 weeks	ECDLXPEDKN
Wed 10:00-14:30	18/9/13	9 weeks	ECDLXPDBKN
	29/1/14	15 weeks	ECDLXPDCKN
FREE*	Supported fee	Full Fee	Campus
Yes	£442.40	N/A	KC

## European Computer Driving Licence (ECDL), Advanced

Level 3

This course is suitable if you want to develop your IT skills to an advanced level. You will become proficient in word processing, spread sheets and presentation software, and further improve your productivity using IT. This course is designed to enhance your IT skills and it will also help to improve your employment prospects.

Day & Time	Start date	Duration	Course code
Fri 10:00-14:30	20/9/13	30 weeks	ECDL3D1KN
FREE*	Supported fee	Full Fee	Campus
Yes	£753.5	£1417	KC



## IT, BTEC Diploma

Level 2

Are you currently unemployed or looking to gain a nationally recognised IT qualification? During this course there are a number of optional units e.g. hardware, software, computer systems, IT security and IT support. The qualification is equivalent to 5 GCSEs grade A-C and is assessed via coursework. There are no examinations.

Day & Time	Start date	Duration	Course code
Tue 18:00-21:00	17/9/13	32 weeks	D2ITE1KN
FREE*	Supported fee	Full Fee	Campus
Yes	£1,798.80	N/A	KC



### What do I pay?

There are two cost options on most of our courses, some may even be **FREE\***. See **page 6** to find out how much you would pay.

## IT, BTEC Subsidiary Diploma

Level 3

Are you currently unemployed or looking to gain a nationally recognised IT qualification, but are unable to commit to study for a full year? This is an intensive IT course, that would normally take one year to complete. The modules that you will explore include; computer systems, software, hardware, systems analysis, programming etc. The qualification is equivalent to 1 A Level grade A-E and is assessed via coursework. There are no examinations. There is also an option to study this over one year during the evening if you are currently employed or have commitments during the day.

Day & Time	Start date	Duration	Course code
Tue 18:00-21:00	17/9/13	32 weeks	DS3ITDBKN
FREE*	Supported fee	Full Fee	Campus
Yes	£1,981.25	£3,465	KC



## Professional Competence for IT and Telecoms Professionals, Diploma

Level 3

The demand for ICT has never been greater, so developing your skills in this area is one of the best career moves you could make. The skills you learn on your Apprenticeship will be valuable wherever there are computers and communications technology, and that's just about everywhere. On the Advanced Level Apprenticeship you could work as a software/web developer, creating software applications and websites, or as a software tester, testing applications before they are released.

Other progression opportunities may include Higher Apprenticeships in IT, or further learning in other business area, such as finance, business or sales.

Day & Time	Start date	Duration	Course code
On demand throughout the year		12-18 months	D3ITPRDADD
FREE*	Supported fee	Full Fee	Location
N/A	£1,822.50	£3,345	Workplace



## Applied Computing, FdSc (year 1 of 3)

Level 4 + 5

This work-based qualification has been developed in conjunction with employers. It will help prepare you for a high profile career. It aims to develop a theoretical and practical set of up-to-date technical skills as well as knowledge and understanding of a wide range of computing disciplines. The course is delivered primarily at the College; however it also includes a work-based research project within the IT industry. Taught sessions will take the form of formal lectures, practical sessions, educational visits, guest speakers for specialist subject areas and an element of blended learning.

Assessment will take the form of practical projects, written reports, presentations, examinations, and certain units may also incorporate a written exam. For more information on funding and scholarships or to apply for this part-time course contact our Higher Education unit on **01934 411 409**.

Day & Time	Start date	Duration	Course code
TBC	W/C 9/9/13	34 weeks	FDWACPDZKN
FREE*	Supported fee	Full Fee	Campus
N/A	N/A	£4,000	KC



## Applied Computing, BSc (Hons) top-up: (year 1 of 2)

Level 6

This work-based qualification has been developed in conjunction with employers and follows on from the FdA in Applied Computing, allowing you to achieve a full Honours Degree. This course will further develop your theoretical and practical set of up-to-date technical skills as well as your managerial skills. For more information on funding and scholarships or to apply for this part-time course contact our Higher Education unit on **01934 411 409**.

Day & Time	Start date	Duration	Course code
TBC	W/C 9/9/13	34 weeks	BAWACPDZKN
FREE*	Supported fee	Full Fee	Campus
N/A	N/A	£3,000	KC



### What do I pay?

There are two cost options on most of our courses, some may even be **FREE\***. See **page 6** to find out how much you would pay.





## Construction

There are excellent job opportunities in the construction and energy sectors over the next few years in North Somerset.

The construction of the new Hinkley Point C Nuclear Power Station is due to commence shortly and it is expected that by 2015 around 5,000 construction workers will be working on this major project. Over 5,500 new homes are also being built in Weston and it is envisaged that 1,000 apprentices will be recruited for this project. If you are unemployed, employed and looking for a career change, or looking to further develop your skills, knowledge and qualifications, then why not study at Weston College's South West Skills campus. The Campus has been open for two years and boasts state-of-the-art facilities and resources. Its staff have up-to-date industry knowledge and provide first class, relevant training. Currently, 98% of learners would recommend their course to others. Our aim is to ensure that all our learners achieve their career aspirations.

## Construction Tasters

This free taster allows you to take part in a variety of vocational tasters in bricklaying, carpentry and plastering. You will construct a number of models in a safe working environment and be given an insight into what skills you will need to progress into employment.

Day & Time	Start date	Duration	Course code
On demand throughout the year		1 week	TASCONDATM
FREE*	Supported fee	Full Fee	Location
This taster course is free of charge			CECE



## Bricklaying

### Bricklaying, Diploma

Level 1

This is a one year course in bricklaying designed to provide you with the necessary skills to progress to a Level 2 Diploma and a career in the construction industry. An element of self-study will be required to complete this course.

Day & Time	Start date	Duration	Course code
Mon 9:00-17:00	9/9/13	34 weeks	D1BRCD1TM
FREE*	Supported fee	Full Fee	Location
Yes	£1,407.90	N/A	CECE



### Bricklaying, Diploma

Level 2

This one year course is designed for those who already hold a Level 1 Diploma or who already possess the necessary skills and/or experience to achieve a Level 2 Diploma in one year.

Day & Time	Start date	Duration	Course code
Fri 9:00-17:30	13/9/13	34 weeks	D2BRCD1TM
FREE*	Supported fee	Full Fee	Location
Yes	£2,778.15	N/A	CECE



### What do I pay?

There are two cost options on most of our courses, some may even be **FREE\***. See page 6 to find out how much you would pay.

## Bricklaying, Diploma

Level 3

This course is designed to further develop your skills and knowledge in bricklaying and provide you with an advanced qualification. You will be required to have a Level 2 qualification for entry on to this course. Candidates who are employed in the industry can gain an NVQ Level 3 providing they can supply sufficient work-based evidence of competence. An additional fee will be required for the NVQ assessment.

Day & Time	Start date	Duration	Course code
Mon 9:00-17:30	9/9/13	34 weeks	D3BRCD1TM
FREE*	Supported fee	Full Fee	Location
Yes	£717.65	£1,300	CECE



24+

### Trowel Occupations, Experienced Worker Practical Assessment Route (EWPAP)

Level 2

This course has been developed by Construction Skills to enable construction workers with no formal qualifications but a wealth or experience to gain an NVQ Level 2 qualification. It is usually based over a two-day assessment involving a skills competency test, a professional discussion, job knowledge questions and a health and safety test. You will need to prove you have at least 5 years experience in the industry before assessment can take place.

Day & Time	Start date	Duration	Course code
On demand throughout the year		2 weeks	NQ2TRODATM
FREE*	Supported fee	Full Fee	Location
Yes	£1,743.25	N/A	CECE



## Plastering

### Plastering, Diploma

Level 1

This course is designed to prepare you to enter the industry in your chosen craft. Units include plaster boarding, two coat skimming of walls and ceilings, making good patches in plaster walls, wet plaster skim finish and external render. The course is designed to be suitable for those on Job Seekers Allowance.

Day & Time	Start date	Duration	Course code
Mon/Tue 9:00-17:30	9/9/13	16 weeks	D1PLAPDATM
	3/2/14	16 weeks	D1PLAPDBTM
FREE*	Supported fee	Full Fee	Location
Yes	£1,359.15	N/A	CECE



Direct Debit payments available



Interview required



Low-cost loans available

See page 8 for full descriptions.



## Plastering, Diploma

Level 2

This course is designed to develop your skills and knowledge enabling you to work in the industry. It is structured to enable anyone who is on Job Seekers Allowance (JSA) to attend College for 2 days a week without impacting on their JSA. Units include applying plaster materials to external surfaces, fixing dry lining and plasterboard products to interiors, form sand and cement screeds and produce plaster components.

Day & Time	Start date	Duration	Course code
Wed/Thu 9:00-17:30	11/9/13	16 weeks	D2PLAPFATM
	5/2/14	16 weeks	D2PLAPFBTM
FREE*	Supported fee	Full Fee	Location
Yes	£2,778.15	N/A	CECE



## Electrical Installation

### Design of Electrical Installations, City and Guilds 2396

Level 4

Take your career as an electrician to the next level by developing your professional knowledge and skills in designing and verifying electrical installations with this Level 4 qualification.

Day & Time	Start date	Duration	Course code
On demand throughout the year		4 weeks	AWDVE4DATM
FREE*	Supported fee	Full Fee	Location
N/A	N/A	£208	CECE



### Electrical Regulations, City and Guilds, 2382

Level 3

This course is for Level 3 qualified Electricians and is delivered on one day a week for 4 weeks. It allows you to stay current with the latest IEE wiring regulations by taking a Certificate in the Requirements for Electrical Installations.

Day & Time	Start date	Duration	Course code
On demand throughout the year		4 weeks	AWREI3DATM
FREE*	Supported fee	Full Fee	Location
N/A	N/A	£272.75	CECE



## Carpentry

### Carpentry, Diploma

Level 1

This is a one year course in carpentry and joinery designed to provide you with the necessary skills to progress to a Level 2 Diploma and a career in the construction industry. An element of self-study will be required to complete this course.

Day & Time	Start date	Duration	Course code
Mon 9:00-16:00	9/9/13	34 weeks	D1CARD1TM
FREE*	Supported fee	Full Fee	Location
Yes	£621	N/A	CECE



### Carpentry, Diploma

Level 2

This one year course is designed for those who already hold a Level 1 Diploma or who already possess the necessary skills and/or experience to achieve a Level 2 diploma in one year.

Day & Time	Start date	Duration	Course code
Fri 8:30-17:15	13/9/13	34 weeks	D2CARD1TM
FREE*	Supported fee	Full Fee	Location
Yes	£2781.25	N/A	CECE



### Wood Occupations, Experienced Worker Practical Assessment Route (EWPAR), NVQ

Level 2

This course has been developed by Construction Skills to enable construction workers with no formal qualifications, but a wealth of experience to gain an NVQ Level 2 qualification. It is usually based over a two-day assessment involving a skills competency test, a professional discussion, job knowledge questions and a health and safety test. You will need to prove you have at least 5 years experience in the industry before assessment can take place.

Day & Time	Start date	Duration	Course code
On demand throughout the year		2 weeks	NQ2WODATM
FREE*	Supported fee	Full Fee	Location
Yes	£1,362.25	N/A	CECE





### What do I pay?

There are two cost options on most of our courses, some may even be **FREE\***. See **page 6** to find out how much you would pay.



Direct Debit payments available



Interview required

24+

Low-cost loans available

See page 8 for full descriptions.

## Painting and Decorating

### Painting and Decorating Taster

This free taster allows you to take part in a variety of painting and decorating tasks. You will learn how to prepare and repair surfaces, carry out basic wallpaper hanging and carry out basic painting tasks.

Day & Time	Start date	Duration	Course code
On demand throughout the year		1 week	TASPADDATM
FREE*	Supported fee	Full Fee	Location
	This taster course is free of charge		CECE

## Environmental Technologies

### Woody Biomass, BPEC

This course will introduce installers to the different types of solid biomass heating systems that they may encounter in the UK marketplace. It should be noted that this course will emphasise common system configurations that most installers are likely to encounter. The syllabus covers information required by qualified heating engineers or plumbers to install biomass heating systems.

Due to the time constraints of the course repetition of material already known to heating engineers and plumbers will only occur where this is critical to the understanding of the subject under discussion. This will include legal and safety issues. The course is designed for experienced and/or qualified heating engineers and plumbers who wish to specify, install and maintain biomass domestic heating systems. Whilst the course covers aspects of system design it is not intended as a designers' course. Individuals who have completed the course may wish to attend manufacturer's design courses for specific systems and appliances.

Day & Time	Start date	Duration	Course code
On demand throughout the year		1 week	AIMBI3DATM
FREE*	Supported fee	Full Fee	Location
N/A	N/A	£428	CECE

### Installation and Maintenance of Heat Pump Systems (non refrigerant circuits), Award

This five-day course in the installation, testing and commissioning of heat pump systems is aimed at existing plumbers with a Level 3 qualification. Both practical and theoretical knowledge gained are assessed. You will gain the fundamental principles and requirements of environmental technology systems, install, commission and handover heat pumps, and inspect, service and maintain heat pump installations.

Day & Time	Start date	Duration	Course code
On demand throughout the year		1 week	AIMHP3DATM
FREE*	Supported fee	Full Fee	Location
N/A	N/A	£503	CECE

### Rainwater Harvesting and Grey Water Recycling, BPEC

The BPEC course will introduce installers to the different types of rainwater harvesting, grey water recycling and point of use systems that they may encounter in the UK marketplace. It should be noted that this course will emphasise common system configurations that most installers are likely to encounter. The syllabus covers information required by qualified building services engineers or plumbers to install these systems and will include legal and safety issues and will enable installers to comply with the requirements of the Code for Sustainable Homes.

Day & Time	Start date	Duration	Course code
On demand throughout the year		1 week	AIMWH3DATM
FREE*	Supported fee	Full Fee	Location
N/A	N/A	£210	CECE

### Electrical Installations, Diploma Level 2

This Diploma provides the underpinning knowledge in electro-technology needed for anyone planning to take up a career in this industry. It is ideally suited to both adult and school leavers who wish to become electricians working in the maintenance or installation trades.

This Diploma combines three core units which develop the generic electro-technical knowledge such as Health and Safety and Electrical Science, with an Optional Unit in Electrical Installation (Buildings and Structures) needed to complete the full award.

Practical tasks are used to combine this electro-technical knowledge with electrical installation practices within a workshop environment.

Day & Time	Start date	Duration	Course code
On demand throughout the year		12 weeks	D2ELECBTDM
FREE*	Supported fee	Full Fee	Location
Yes	£1,800.50	N/A	CECE

### Electrical Installations, Diploma Level 3

This Diploma provides the underpinning knowledge in electro-technology needed for anyone planning to take up a career in this industry. It is ideally suited to a learner who has previously completed Level 2. This Diploma is a combination of inspection, fault finding, diagnostic and commissioning practices in conjunction with the advanced technical theory required to provide the necessary underpinning knowledge to complete an Advanced Electro technical Apprenticeship. The skills and knowledge gained are required of that of a competent electrician/electrical engineer/electro technical installer.

Day & Time	Start date	Duration	Course code
On demand throughout the year		12 weeks	D3ELECBTDM
FREE*	Supported fee	Full Fee	Location
Yes	£1,822.50	£3,345	CECE

 **24+**



## Green Deal Domestic Advisor, Diploma

Level 3

Available to qualified Domestic Energy Assessors (DEA's), this Green Deal Advisor course is suitable for potential Green Deal Advisors wishing to offer Domestic Green Deal Assessments and create Domestic Green Deal Plans. This training course is only applicable to current DEA's who must have attended the DEA CPD update course or qualified on a DEA course which contains the DEA CPD update. Central to the Green Deal is a finance mechanism that will allow access to the finance needed for the improvements, with repayment being made in instalments linked to utility bills based on the cost-savings that the installed measures achieve – effectively meaning that consumers will pay-as-they-save.

Day & Time	Start date	Duration	Course code
On demand throughout the year		10 weeks	D3GDDADBTM
FREE*	Supported fee	Full Fee	Location
Yes	£1,080	£2,225	CECE

i 24+

## Green Deal Domestic Advisor, (top-up), Diploma

Level 3

Available only to qualified Domestic Energy Assessors (DEA's), this Green Deal advisor course is suitable for potential Green Deal Advisors wishing to offer Domestic Green Deal assessments and create Domestic Green Deal plans. This green deal advisor training course is only applicable to current DEA's who must have attended the DEA CPD update course or qualified on a DEA course which contains the DEA CPD update.

Assessment will comprise of three occupancy assessments and Green Deal Advice Reports from case studies plus underpinning knowledge exams.

Day & Time	Start date	Duration	Course code
On demand throughout the year		7 weeks	D3GDTUDBTM
FREE*	Supported fee	Full Fee	Location
Yes	£798	N/A	CECE

## Installation of Small Scale Solar PV Systems EAL, Award

Level 3

This course is intended for practising electricians, qualified to Level 3 in electrical installation or electrically qualified individuals already working in the Solar PV industry. It covers the fundamental working principles of small scale solar PV systems, the regulatory and installation requirements along with the testing and handover of an installed solar PV system. This qualification will assist those companies seeking MCS registration, in demonstrating the competency of their workforce in this area of environmental technologies.

Day & Time	Start date	Duration	Course code
On demand throughout the year		4 weeks	AISSS3DATM
FREE*	Supported fee	Full Fee	Location
Yes	£427	N/A	CECE

## Installation of Solar Thermal Systems EAL, Award

Level 3

This course is intended for practising plumbers or heating engineers, qualified to Level 3 in plumbing or heating and ventilation. The course covers the fundamental working principles of a solar thermal system and the regulatory, installation, commissioning and servicing requirements. This qualification will assist those companies seeking MCS registration, in demonstrating the competency of their workforce in this area of environmental technologies.

Day & Time	Start date	Duration	Course code
On demand throughout the year		1 week	ASOTH3DATM
FREE*	Supported fee	Full Fee	Location
Yes	£503	N/A	CECE



## Environmental Technology Systems, Award

Level 3

This course is intended for individuals currently working in the building services sector, to give an overview of the fundamental working principles of the different types of environmental technologies and their applications. This course can be delivered as a stand-alone qualification and is also the first unit that will be delivered on all the environmental technology courses.

Day & Time	Start date	Duration	Course code
On demand throughout the year		3 weeks	AETS3DATM
FREE*	Supported fee	Full Fee	Location
Yes	£207	N/A	CECE

### What do I pay?

There are two cost options on most of our courses, some may even be **FREE\***. See **page 6** to find out how much you would pay.





## Plumbing Studies, Diploma Level 2

The course is intended for those that want to gain basic skills and knowledge in order to gain entry into the plumbing and building services engineering industry. It contains a balance of workshop and technical theory lessons assessed through a multitude of ways with multiple choice online exams, practical skills assessments and the creation of a portfolio of work whilst in College. This qualification is the industry recognised route into the plumbing, heating and environmental technologies sector.

Day & Time	Start date	Duration	Course code
On demand throughout the year		12 weeks	D2PSDBTM
FREE*	Supported fee	Full Fee	Location
Yes	£307	N/A	CECE

## Plumbing Studies, Diploma Level 3

The course is intended for those that want to gain advanced skills and knowledge in order to gain entry into the plumbing and building services engineering industry. It is ideally suited to a student who has previously completed Level 2. It contains a balance of workshop and technical theory lessons assessed through a multitude of ways with multiple choice online exams, practical skills assessments and the creation of a portfolio of work whilst in College. This qualification is the industry recognized route into the plumbing, heating and environmental technologies sector.

Day & Time	Start date	Duration	Course code
On demand throughout the year		12 weeks	D3PSDBTM
FREE*	Supported fee	Full Fee	Location
Yes	£1,822.50	£3,345	CECE

**i 24+**

## Installation and Building Treatments, NVQ Certificate Level 2

This course is aimed at workers in the retrofit industry to recognise their knowledge and skills of external wall insulation through the demonstration of competence whilst in the workplace. The Green Deal is about to have a huge impact on the insulation industry with requirements for all external wall installers to have a nationally recognised qualification. The NVQ certificate in Insulation and Building Treatments will allow you to gain this valuable qualification without the need for taking valuable time away from work.

Day & Time	Start date	Duration	Course code
On demand throughout the year		1 week	NQ2CIBDBTM
FREE*	Supported fee	Full Fee	Location
Yes	£459	N/A	CECE



## CSCS – Construction Skills Certification Scheme

The Construction Skills Certification Scheme (CSCS) card is the industry's largest scheme and, at present, covers 220 occupations including trades, technical, supervisory and management. CSCS cards list the holder's qualifications and are valid for either three or five years. It also shows they have health and safety awareness as all cardholders have to pass the appropriate CITB-Construction Skills Health and Safety Test. Most contractors and clients now demand proof of competence, provided by a CSCS card, before allowing workers on to their sites.

Day & Time	Start date	Duration	Course code
On demand throughout the year		1 week	CSCSHSDATM
FREE*	Supported fee	Full Fee	Location
N/A	N/A	£69	CECE

## Domestic Energy Assessor Level 3

Domestic Energy Assessors (DEA's) collect data on the dimensions, construction, lighting, heating and hot water provision of the property and enter the information into an approved software programme. This, in turn, will produce an Energy Performance Certificate (EPC).

The first part of the EPC is a benchmarked measure of the home's energy performance on a scale A to G, where A is very efficient and G is very inefficient.

The second part of the EPC contains cost effective recommendations for improving the energy performance of the home, information on renewable energy and recommendations on energy efficient behaviour. The DEA will have to interpret whether these are practical for the client.

Day & Time	Start date	Duration	Course code
On demand throughout the year		6 weeks	C3DEADATM
FREE*	Supported fee	Full Fee	Location
N/A	N/A	£1,645	CECE

**24+**

## Counselling

### Counselling Skills, Introduction

This short course is designed to provide an introduction to the key skills required if you are thinking of pursuing a career in counselling or if you would like to develop these skills to enhance your current job role. The course will provide the ideal opportunity to explore theoretical and practical aspects of interpersonal communication and will hopefully encourage you on to further training at Level 2.

Day & Time	Start date	Duration	Course code
Mon 9:30-12:30	23/9/13	6 weeks	NF9Z1NDAKN
	12/5/14	6 weeks	NF9Z1NDBKN
FREE*	Supported fee	Full Fee	Campus
N/A	N/A	£142.85	KC



### Counselling Skills, Certificate

**Level 2**

This course provides you with the knowledge and experience of the use of counselling skills and is an essential course if you intend to pursue a career in counselling. A Level 2 qualification in Counselling is a minimum entry requirement for those wishing to progress to the Foundation Degree in Counselling. It is important you have had a range of life experiences and some understanding of the counselling process before joining the course. Each week one hour of the course will be available for individual tutorials.

Day & Time	Start date	Duration	Course code
Wed 9:30-12:30	25/9/13	30 weeks	C2COUD1KN
Tue 9:30-14:30	5/11/13	20 weeks	C2COUDAKN
Thu 9:30-14:30	7/11/13	20 weeks	C2COUDBKN
Tue 18:00-21:00	24/9/13	30 weeks	C2COUE1KN
FREE*	Supported fee	Full Fee	Campus
Yes	£458.80	N/A	KC



### Counselling Skills, Certificate

**Level 3**

This advanced course offers you a comprehensive mix of theory and practical counselling skills with a focus on developing your academic abilities. This course might be essential if you wish to pursue a professional career in counselling and you do not have any A Levels or equivalent qualification. It may also be of benefit to those working in human resource based employment as career development and professional training.

Day & Time	Start date	Duration	Course code
Thu 9:30-16:30	19/9/13	30 weeks	C3COUD1KN
FREE*	Supported fee	Full Fee	Campus
Yes	£1,210.90	£2,225	KC



#### What do I pay?

There are two cost options on most of our courses, some may even be **FREE\***. See **page 6** to find out how much you would pay.



## English and Maths

# English for Speakers of Other Languages (ESOL)

## English for Speakers of Other Languages (ESOL)

Entry Level

We offer a wide choice of English language courses for students living, working or visiting the UK. If you are looking for employment, wanting to improve your English or preparing for university, we may have a course for you. These courses will help you:

- Get a national qualification
- Make friends
- Learn English to help you in your everyday life
- Increase your confidence with English.

We offer courses for learners working at Entry Level to Level 2. Courses are designed to help you improve your English language skills. Teachers are qualified and experienced to support you throughout your course and help you increase your confidence. A commitment to attend is expected from all our students.

Please call or visit us to make an appointment for a friendly interview with one of our tutors to discuss our courses, assess your level and find out what the cost would be.

Call **01934 411 481** or come to our Knightstone Campus and visit our Registry team. You will need to bring all your documentation, including passport and any benefits documents. Daytime and evening courses start in September and January.

Day & Time	Start date	Duration	Course code
Wed 18:00-21:00	15/1/14	20 weeks	ECERE3EAKN
Wed 18:00-21:00	11/9/13	12 weeks	ESLE3EAKN
FREE*	Supported fee	Full Fee	Campus
Yes	£181.85	N/A	KC



## ESOL

Level 1

Day & Time	Start date	Duration	Course code
Tue 14:00-17:00	10/9/13	12 weeks	ESLL1DAKN
Tue 18:00-21:00	10/9/13	12 weeks	ESLL1EAKN
Tue 14:00-17:00	14/1/14	20 weeks	ESLL1DBKN
Tue 18:00-21:00	14/1/14	20 weeks	ESLL1EBKN
FREE	Supported fee	Full Fee	Campus
Yes	£179.60	N/A	KC

## ESOL

Level 2

Day & Time	Start date	Duration	Course code
Tue 14:00-17:00	10/9/13	12 weeks	ESLL2DBKN
Tue 18:00-21:00	10/9/13	12 weeks	ESLL2EAKN
Tue 14:00-17:00	14/1/14	12 weeks	ESLL2DCKN
Tue 18:00-21:00	14/1/14	12 weeks	ESLL2DAKN
FREE*	Supported fee	Full Fee	Campus
Yes	£179.60	N/A	KC

## English

## English

Entry Level

Do you want to improve your English skills to help you find employment or progress in your work? Do you want to improve your skills to help your children with their homework? Our English courses will help you to achieve your goal in a supportive environment in a range of venues. There are no exams on this course, but you must be committed to attending and producing a portfolio of evidence.

Day & Time	Start date	Duration	Course code
Wed 11:15-13:15	11/9/13	32 weeks	CENGE3D1KN
Thu 11:15-13:15	12/9/13	32 weeks	CENGE1DAKN
		32 weeks	CENGE2DAKN
		32 weeks	CENGE3DAKN
FREE*	Supported fee	Full Fee	Campus
This course is free			KC

Day & Time	Start date	Duration	Course code
Tue 10:00-12:00	10/9/13	32 weeks	CENGE2D1CL
		32 weeks	CENGE3D1CL
		32 weeks	CENGE1D1CL
FREE*	Supported fee	Full Fee	Location
This course is free			Carlton Centre

Day & Time	Start date	Duration	Course code
Wed 18:00-20:00	11/9/13	32 weeks	CENGE3E1UC
FREE*	Supported fee	Full Fee	Campus
This course is free			UC



## English

Level 1

Day & Time	Start date	Duration	Course code
Wed 11:15-13:15	11/9/13	32 weeks	CENGL1D1KN
FREE*	Supported fee	Full Fee	Campus
This course is free			KC

Day & Time	Start date	Duration	Course code
Wed 18:00-20:00	11/9/13	32 weeks	CENGL1E1UC
FREE*	Supported fee	Full Fee	Campus
This course is free			UC

## English

Level 2

Day & Time	Start date	Duration	Course code
Wed 11:15-13:15	11/9/13	32 weeks	CENGL2D1KN
FREE*	Supported fee	Full Fee	Campus
This course is free			KC

Day & Time	Start date	Duration	Course code
Wed 18:00-20:00	11/9/13	32 weeks	CENGL2E1UC
FREE*	Supported fee	Full Fee	Campus
This course is free			UC

## English, GCSE

Level 2

Develop speaking and writing skills, including spelling, punctuation and grammar, whilst studying a range of literature, poetry and drama. This course is an essential qualification for your career development. Students should have already achieved a grade D in order to successfully complete this course.

Day & Time	Start date	Duration	Course code
Wed 18:00-20:00	11/9/13	32 weeks	GELAE1UC
FREE*	Supported fee	Full Fee	Campus
Yes	£391.70	N/A	UC



### English and Maths GCSE

If you do not already hold a GCSE in the subject that you wish to study at A\* to C grade the course is **FREE\***.

## Maths

### Maths

Entry Level

Do you want to improve your maths skills to help you find employment or progress in your work? Do you want to improve your skills to help your children with their maths? Our maths courses will help you to achieve your goal in a supportive environment in a range of venues, including in the community. There are no exams on this course, but you must be committed to attending and producing a portfolio of evidence.

Day & Time	Start date	Duration	Course code
Wed 11:15-13:15	11/9/13	32 weeks	CMATE1D5KN
Wed 11:15-13:15	11/9/13	32 weeks	CMATE2D5KN
Thu 11:15-13:15	11/9/13	32 weeks	CMATE3D5KN
FREE*	Supported fee	Full Fee	Campus
This course is free			KC

Day & Time	Start date	Duration	Course code
Thu 10:00-12:00	3/10/13	32 weeks	CMATE1DACL
			CMATE3DACL
FREE*	Supported fee	Full Fee	Location
This course is free			Carlton Centre

Day & Time	Start date	Duration	Course code
Wed 18:00-20:00	11/9/13	32 weeks	CMATE3EAUC
Thu 10:00-12:00	3/10/13	32 weeks	CMATE2DACL
FREE*	Supported fee	Full Fee	Campus
This course is free			KC, Carlton Centre

### Maths

Level 1

Day & Time	Start date	Duration	Course code
Tue 11:15-13:15	10/9/13	32 weeks	CMATL1D1KN
Wed 18:00-20:00	11/9/13	32 weeks	CMATL1EAUC
FREE*	Supported fee	Full Fee	Campus
This course is free			KC & UC

### Maths

Level 2

Day & Time	Start date	Duration	Course code
Tue 11:15-13:15	10/9/13	32 weeks	CMATL2D1KN
Wed 18:00-20:00	11/9/13	32 weeks	CMATL2EAUC
FREE*	Supported fee	Full Fee	Campus
This course is free			KC & UC





## Maths, GCSE

Level 2

This maths GCSE course consists of three modules which are examined by written papers in June. Students should have already achieved a D grade in order to successfully complete this course.

Day & Time	Start date	Duration	Course code
Wed 17:30-20:00	11/9/13	32 weeks	GMATE1UC
FREE*	Supported fee	Full Fee	Campus
Yes	£391.70	N/A	UC



## Hairdressing and Barbering

### Barbering, Certificate, (VRQ) VTCT

Level 2

This course is for those already holding a Level 2 or 3 women's hairdressing qualification. You will learn all aspects of cutting men's hair. A kit and uniform will need to be purchased. Interview required.

Day & Time	Start date	Duration	Course code
Mon 18:00-21:00	9/9/13	12 weeks	C2BARBDAKN
	24/3/14	12 weeks	C2BARBDBKN
FREE*	Supported fee	Full Fee	Campus
Yes	£567.90	N/A	KC



### Colour Correction, Certificate, (VRQ) VTCT

Level 4

This qualification has been specifically designed to develop your knowledge and practical skills to an advanced level in the art of 'corrective colour work'. It will develop your practical skills to identify colouring problems using a variety of techniques; set realistic service objectives; and selects the appropriate products, tools and equipment to enable you to work at an advanced level of occupational ability and provide you with the tools to facilitate support to colleagues. You will need a Level 3 Hairdressing qualification to complete this qualification and it is suitable for both hairdressers and barbers.

Day & Time	Start date	Duration	Course code
Thu 18:00-21:00	23/9/13	12 weeks	C4HCOLEAKN
Fri 18:00-21:00	24/3/14	12 weeks	C4HCOLEBKN
FREE*	Supported fee	Full Fee	Campus
Yes	£567.90	£941	KC



### Barbering, Diploma, (VRQ) VTCT

Level 2

This course focuses on the development of a broad range of barbering skills, supported by relevant underpinning theoretical knowledge. It covers all aspects of basic barbering. You will gain experience working in a realistic environment created within the College salon and will provide services to members of the public and other paying clients. A kit and uniform will need to be purchased. An interview is required.

Day & Time	Start date	Duration	Course code
Mon/Tue 9:00-15:00	9/9/13	32 weeks	D2BARPF1KN
FREE*	Supported fee	Full Fee	Campus
Yes	£1,769.90	N/A	KC



## Women's Hairdressing Diploma (VRQ) VTCT

Level 2

This one-year course is designed to provide you with a good knowledge of basic hairdressing. It is for those who have a genuine interest in hairdressing, with the ambition to succeed in this exciting industry. You will gain experience working and training in a real salon environment and will provide services to members of the public and other paying clients. You will be asked to supply models for practising on throughout your course for your assessments. A kit and uniform will need to be purchased.

Day & Time	Start date	Duration	Course code
Mon/Tue 9:00-16:00	9/9/13	12-18 months	D2HADPF1KN
FREE*	Supported fee	Full Fee	Campus
Yes	£1,769.90	N/A	KC



## Women's Hairdressing Diploma, (VRQ) VTCT

Level 3

This is an advanced one-year course designed to build your hairdressing skills and knowledge. This is the progression from a Level 2 qualification or for experienced stylists who would like to extend their knowledge. Commitment and dedication are needed for those joining the course, which covers advanced aspects of hairdressing that will give you confidence and enhance your creativity. A kit and uniform will need to be purchased.

Day & Time	Start date	Duration	Course code
Thu/Fri 9:00-17:00	9/9/13	32 weeks	D3HADPF1KN
FREE*	Supported fee	Full Fee	Campus
Yes	£1,769.90	£3,442.40	KC



## Barbering, Advanced Apprenticeship

Level 3

In order to do an advanced apprenticeship you must have an employer to support you. We have a number of vacancies available every week and are able to help you find an employer. In some cases you will be required to have completed the intermediate apprenticeship before you move onto the advanced level. This apprenticeship is also available at Level 2, please call **01934 411 594**.

Day & Time	Start date	Duration	Course code
On demand throughout the year		12-18 months	AVPBAPF1MA
FREE*	Supported fee	Full Fee	Location
N/A	£1,405.30	£2,583	Workplace



## Hairdressing, Advanced Apprenticeship

Level 3

Advanced apprentices take their learning a step further by developing their cutting and colouring skills to enable them to carry out the latest fashion techniques – and maybe even determine the fashion looks of the future. You can progress into employment as a hairdresser, stylist or other job roles in the hairdressing-related industries, or to a Higher Education course such as a Foundation Degree in Hairdressing and Salon Management. You may even consider running your own business. This apprenticeship is also available at Level 2, please call **01934 411 594**.

Day & Time	Start date	Duration	Course code
On demand throughout the year		12-18 months	AVPHAPF1MA
FREE*	Supported fee	Full Fee	Location
Yes	£1,786.30	£3,345	Workplace



## Hospitality, Professional Cookery and Event Management

### Cake Decoration, Award

Level 1

This exciting course provides learners with an introduction to the foundation skills of cake decoration, sugar-craft and basic design principles. The qualification will teach learners the skills and techniques of piping, crimping and embossing giving licence to be creative with their chosen designs. The qualification is appropriate as a basis for self-employment, or can be a route for culinary or bakery learners to further develop their skills.

Students have the opportunity to achieve a nationally recognised qualification in this craft and whilst general equipment will be provided for this course, specialist equipment and protective clothing will need to be purchased by the learner.

Day & Time	Start date	Duration	Course code
Thu 18:00-21:00	19/9/13	30 weeks	CAKE1E1KN
FREE*	Supported fee	Full Fee	Campus
Yes	N/A	£510.50	KC



### Hospitality Industry, Introduction Certificate

Level 1

This introduction to the hospitality industry will provide you with a basic understanding of the career opportunities within the industry. You will also gain a good understanding of how to provide excellent customer service, use of kitchen equipment, basic food preparation cooking and preparing as well as serving food and drink. This is ideal for you if you want to kick start your career in hospitality.

Day & Time	Start date	Duration	Course code
On demand throughout the year		Flexible	C1HOSDAOI
			C1HOSDBOI
			C1HOSDCOI
FREE*	Supported fee	Full Fee	Location
Yes	N/A	£524.30	Workplace



### What do I pay?

There are two cost options on most of our courses, some may even be **FREE\***. See **page 6** to find out how much you would pay.

### Professional Cookery, NVQ

Level 2

This course is ideal if you are currently working in the industry and wish to study for your first professional qualification; or enhance your current skills by learning about contemporary styles of cuisine; or it is an ideal programme if you are thinking about a career change to become a professional chef. The course involves skills development sessions, theory sessions, with an opportunity to study for a self-funded award in food safety at Level 2. The course also involves live service where you will be cooking for members of the public. The qualification is awarded through continuous assessment of the NVQ portfolio. You will need to purchase chef whites prior to the start of the course.

Day & Time	Start date	Duration	Course code
Tue 15:00-21:00	17/9/13	30 weeks	NQ2PCKD1KN
FREE*	Supported fee	Full Fee	Campus
Yes	£1,734	N/A	KC







Direct Debit payments available



Interview required

24+

Low-cost loans available

See page 8 for full descriptions.





## Professional Cookery, NVQ

Level 3

This course is suitable if you are already employed in a professional chef role or have completed a Level 2 professional chef qualification. The course develops skills to an advanced level and is suitable for those looking for promotion, particularly as you will have the opportunity to complete a self-funded award in food safety at Level 2 and live service where you will be cooking for members of the public. The qualification is awarded through continuous assessment of the NVQ portfolio.

Day & Time	Start date	Duration	Course code
Wed 15:00-21:00	18/9/13	30 weeks	NQ3PCKD1KN
FREE*	Supported fee	Full Fee	Campus
Yes	£1,746.30	£3,345	KC



## Professional Cookery, Advanced Apprenticeship

Level 3

Once qualified this apprenticeship can open up a range of different pathways within the hospitality industry such as craft chef – fine or casual dining, progressing to chef de partie, sous chef or team, supervisor. Eventual progression could be to head chef, food and general management. You can also progress onto other qualifications such as Advanced Level Apprenticeship – Professional Cookery; Advanced Level Apprenticeship – Patisserie and Confectionery; Advanced Level Apprenticeship in Craft Cuisine; Advanced Level Apprenticeship in Hospitality Supervision and Leadership. We will assess your practical skills and observe you at work. Your personal assessor will visit you at work to review your progress and make sure you are on target to achieve your qualifications. This apprenticeship is also available at Level 2, please call **01934 411 594**.

Day & Time	Start date	Duration	Course code
On demand throughout the year		12-18 months	AVPRPF1MA
FREE*	Supported fee	Full Fee	Location
N/A	£1,822.50	£3,345	Workplace



## Media, Film and Game Design



Authorised  
Training Centre  
Education

### Final Cut Pro, Apple Authorised Qualification

Final Cut Pro has rapidly become the film and TV industry video editing software standard, used in Hollywood and throughout the BBC for all their video editing requirements. This is a ten-week course and may include two additional full day sessions. The tuition fees also include exam fees. On successful completion of this course you will receive an official Apple Macintosh qualification that is recognised by employers and Higher Education.

Day & Time	Start date	Duration	Course Code
Wed 18:00-21:00	11/9/13	10 weeks	NF2L1EAUC
	8/1/14	10 weeks	NF2L1EBUC
FREE*	Supported fee	Full Fee	Campus
N/A	N/A	£388	UC



### Personalised professional courses in Final Cut Pro, Apple Authorised Qualification

We are delighted to offer personalised professional courses for businesses in Final Cut Pro. We will tailor these to your own requirements and business needs. To discuss your course requirements and costs contact **01934 411 627** so that we can set up a professional meeting to discuss your requirements. Final Cut Pro has rapidly become the film and TV industry video editing software standard, used in Hollywood and throughout the BBC for all their video editing requirements. The tuition fees also include exam fees. On successful completion of this course you will receive an official Apple Macintosh qualification that is recognised by employers and higher education.

Day & Time	Start date	Duration	Course Code
On demand throughout the year		3 weeks	NF2L1ECUC
FREE*	Supported fee	Full Fee	Campus
N/A	N/A	On application	UC



## Logic Studio, Apple Authorised Qualification

Logic Studio is the Apple authorised software programme that has become the music industry standard for all creative sequencing and audio work. This course may include two additional full day sessions. On successful completion of this course you will receive an official Apple Macintosh qualification that is recognised by employers and Higher Education.

Day & Time	Start date	Duration	Course Code
Wed 18:00-21:00	11/9/13	10 weeks	NF2L2EAUC
	8/1/14	10 weeks	NF2L2EBUC
FREE*	Supported fee	Full Fee	Campus
N/A	N/A	£388	UC



## Making Movies using Final Cut Pro, Introduction

This course will allow you to explore the use of high definition cameras to capture footage and industry standard editing software to create an end product. You will learn the basic techniques needed to film and edit your own short movies. The course starts with a general introduction to Apple Operating Systems and requires you to undertake a small amount of research and ideas development. With access to industry standard HD cameras, editing equipment and the use of a film studio this is the perfect course to start learning the filming and editing process and create your first short movie.

Day & Time	Start date	Duration	Course Code
Wed 18:00-21:00	11/9/13	10 weeks	NF2L2NEEUC
FREE*	Supported fee	Full Fee	Campus
N/A	N/A	£238	UC

## Making Movies using Final Cut Pro, Intermediate

As a follow on or a separate course of study, you will learn to competently use high definition cameras to capture footage and use of industry-standard editing software to create an end product. You will learn more advanced techniques needed to film and edit your own short movies. The course uses Apple operating systems provides you access to industry standard HD cameras, editing equipment and a film studio for live multi camera productions.

Day & Time	Start date	Duration	Course Code
Wed 18:00-21:00	8/1/14	10 weeks	NF2L2NEFUC
FREE*	Supported fee	Full Fee	Campus
N/A	N/A	£238	UC

## Making Movies using Final Cut Pro, Advanced

You will learn more advanced techniques needed to film and edit your own short movies (including multi camera, green screen and after effects). The course uses Apple operating systems and provides you access to industry standard HD cameras, editing equipment and a film studio for live multi camera productions and green screen. By the end of the course you will have produced your own show reel to put onto the internet to show off to the world.

Day & Time	Start date	Duration	Course Code
Wed 18:00-21:00	26/3/14	10 weeks	NF2L2NEGUC
FREE*	Supported fee	Full Fee	Campus
N/A	N/A	£238	UC



## Music

### Guitar, Beginner – online

This pioneering new course is accessed online via PC or Apple platforms. This enables you to learn at home in your own time and at your own pace. It is aimed at the guitarist who is just starting to play their instrument. No previous playing experience is required and there is no requirement for any prior knowledge of the music industry. The course covers the basics of guitar playing. You will learn how to tune your instrument and how to play simple chords. You will also explore rhythm and scale exercises to get your fingers moving. A small element of theory, recognition of individual notes and time signatures is also covered.

Day & Time	Start date	Duration	Course Code
Flexible	5/11/13	10 weeks	NF1H1EAUC
FREE*	Supported fee	Full Fee	Campus
N/A	N/A	£205	UC



### Guitar, Intermediate – online

This pioneering new course is accessed online via PC or Apple platforms. This enables you to learn at home in your own time and at your own pace. This intermediate course is aimed at the more experienced player who is interested in developing a deeper knowledge of the more complex chords, scales and guitar techniques.

Day & Time	Start date	Duration	Course Code
Flexi	5/11/13	10 weeks	NF1H2EAUC
FREE*	Supported fee	Full Fee	Campus
N/A	N/A	£205	UC



### Guitar, Advanced – online

This pioneering new course is accessed online via PC or Apple platforms. This enables you to learn at home in your own time and at your own pace. This advanced course is aimed at the more experienced player who is interested in developing a deeper knowledge of the more complex chords, scales and guitar techniques. This course will include chord, scale and rhythm exercises together with more technically proficient finger style techniques. A small amount of theory to support the more advanced concept of chord and scale knowledge is also included.

Day & Time	Start date	Duration	Course Code
Flexible	5/11/13	10 weeks	NF1H3EAUC
FREE*	Supported fee	Full Fee	Campus
N/A	N/A	£205	UC



### Bass Guitar, Beginner – online

This pioneering new course is accessed online via PC or Apple platforms. This enables you to learn at home in your own time and at your own pace. It is aimed at the bass guitarist who is just starting to play their instrument. No previous playing experience is required and there is no requirement for any prior knowledge of the music industry.

The course covers the basics of bass guitar playing. You will learn how to tune your instrument and how to play simple chords. You will also explore rhythm and scale exercises to get your fingers moving. A small element of theory, recognition of individual notes and time signatures is also covered.

Day & Time	Start date	Duration	Course Code
Flexible	5/11/13	10 weeks	NF1H1EDUC
FREE*	Supported fee	Full Fee	Campus
N/A	N/A	£205	UC



### Bass Guitar, Intermediate – online

This pioneering new course is accessed online via PC or Apple platforms. This enables you to learn at home in your own time and at your own pace. This intermediate course is aimed at the more experienced player who is interested in developing a deeper knowledge of the more complex chords, scales and guitar techniques.

Day & Time	Start date	Duration	Course Code
Flexible	5/11/13	10 weeks	NF1H1EEUC
FREE*	Supported fee	Full Fee	Campus
N/A	N/A	£205	UC





## Bass Guitar, Advanced – online

This pioneering new course is accessed online via PC or Apple platforms. This enables you to learn at home in your own time and at your own pace. This advanced course is aimed at the more experienced player who is interested in developing a deeper knowledge of the more complex chords, scales and guitar techniques. This course will include chord, scale and rhythm exercises together with more technically proficient finger style techniques. A small amount of theory to support the more advanced concept of chord and scale knowledge is also included.

Day & Time	Start date	Duration	Course Code
Flexi	5/11/13	10 weeks	NF1H1EFUC
<b>FREE*</b>	<b>Supported fee</b>	<b>Full Fee</b>	<b>Campus</b>
N/A	N/A	£205	UC



## Kit Drums, Beginner – online

This pioneering new course is accessed online via PC or Apple platforms. This enables you to learn at home in your own time and at your own pace. It is aimed at the drummer who is just starting to play their instrument. No previous playing experience is required and there is no requirement for any prior knowledge of the music industry. The course covers the basics of drum playing. You will be instructed in the basic rudiments and will explore rhythm and essential grooves. Basic theory, time signatures and note values will be covered.

Day & Time	Start date	Duration	Course Code
Flexi	5/11/13	10 weeks	NF1H1EGUC
<b>FREE*</b>	<b>Supported fee</b>	<b>Full Fee</b>	<b>Campus</b>
N/A	N/A	£205	UC



## Kit Drums, Intermediate – online

This pioneering new course is accessed online via PC or Apple platforms. This enables you to learn at home in your own time and at your own pace. This intermediate course is aimed at the more experienced player who is interested in developing a deeper knowledge of the more complex drum techniques. A small amount of theory to support the concept of time signatures and note values is also included.

Day & Time	Start date	Duration	Course Code
Flexi	5/11/13	10 weeks	NF1H1EHUC
<b>FREE*</b>	<b>Supported fee</b>	<b>Full Fee</b>	<b>Campus</b>
N/A	N/A	£205	UC



## Kit Drums, Advanced – online

This pioneering new course is accessed online via PC or Apple platforms. This enables you to learn at home in your own time and at your own pace. This advanced course is aimed at the more experienced player who is interested in developing a deeper knowledge of the more advanced drum techniques. A small amount of theory to support the more advanced concept of time signatures and note values is also included.

Day & Time	Start date	Duration	Course Code
Flexi	5/11/13	10 weeks	NF1H1EJUC
<b>FREE*</b>	<b>Supported fee</b>	<b>Full Fee</b>	<b>Campus</b>
N/A	N/A	£205	UC





## Performing and Production Arts

### Theatre Performance

This is an innovative course for aspiring actors, dancers and performers of all kinds who want to develop their skills in a professional environment with directors and choreographers who have worked, or are working, in the performing arts industry.

During the course you will take skills classes in movement, voice, improvisation, physical theatre and character creation, develop networking skills both by meeting people and by using digital media and create performance in a way that is relevant to you, your skills and the industry. You will get the chance to perform in front of live audiences and form a company that could go on to tour, to educate, to create and to be a fixed part of an exciting and vibrant area of the creative arts.

Day & Time	Start date	Duration	Course Code
Thu 17:30-19:30	12/9/13	10 weeks	NF4Z1NEAKN
	16/1/14	10 weeks	NF4Z1NEBKN
FREE*	Supported fee	Full Fee	Campus
N/A	N/A	£132.25	KC



## Photography

### Adobe Photoshop for Businesses

We are delighted to offer personalised professional courses for businesses in Adobe Photoshop. We will tailor these to your own requirements and business needs. To discuss your course requirements and costs contact **01934 411 627** so that we can set up a professional meeting to discuss your requirements.

Day & Time	Start date	Duration	Course Code
On demand throughout the year		Flexible	NF1P1ECUC
FREE*	Supported fee	Full Fee	Campus
N/A	N/A	On application	UC



### Digital Photography, Introduction

An easy introduction to the mysteries of digital photography. This course provides you with a basic, practical understanding of image capture and digital camera control and technique, subject composition and exposure. Also, downloading to a computer, basic editing (cropping, colour enhancement, filters, toning and contrast control), basic printing and paper finishes are covered. No previous experience is required. Any digital camera may be used. Some materials will need to be purchased during the course.

Day & Time	Start date	Duration	Course Code
Wed 18:00-21:00	25/9/13	10 weeks	NF1P1EAUC
FREE*	Supported fee	Full Fee	Campus
N/A	N/A	£238	UC

### Digital Photography, Intermediate

This is an ideal course for you if you have a passion for photography and want to discover the creative potential of your digital SLR camera. If you wish to take control of your camera, develop your skills and enhance your pictures then this course is the right choice for you. It is designed to cover the fundamentals of photography such as image capture, camera control, subject composition, and exposure. Also it will introduce you to the digital darkroom including image manipulation and final image output in print and online. By the end of the course you will have a more confident and keen eye with which to continue your practice.

Day & Time	Start date	Duration	Course Code
Wed 18:00-21:00	8/1/14	10 weeks	NF1P2EAUC
FREE*	Supported fee	Full Fee	Campus
N/A	N/A	£238	UC

## Experimental Photography, Advanced

Enhance your photographs by treating them with a variety of traditional processes using our new facilities. The course includes learning about post-camera techniques such as toning and tinting, hand colouring, cropping, texture screens, photograms, mounting and presentation skills. There will be plenty of opportunity for experimentation, questions and discussion. A basic existing knowledge of photography will prove useful but is not essential. Additional materials may need to be purchased during the course.

Day & Time	Start date	Duration	Course Code
Wed 18:00-21:00	26/3/14	10 weeks	NF1P2EBUC
FREE*	Supported fee	Full Fee	Campus
N/A	N/A	£238	UC

## Engaging in Contemporary Photography Techniques (stand alone Higher Education module)

This module is designed to build on photographic skills by introducing a broad range of techniques and processes to equip you with the tools to produce high quality images. Mini projects will run along side skills based practical workshops to quickly confirm and extend your knowledge and introduce new photographic processes to further your practical and creative image making abilities. Practical workshops will be underpinned by technical workshops focusing on the use of industry standard digital editing software. Also work by photographers who use colour in a powerful way will be studied and juxtaposed with those specialising in strong black and white imagery. An informal brief interview will be required to ensure this is the correct programme for you.

Day & Time	Start date	Duration	Course Code
Wed 18:00-21:00	18/9/13	15 weeks	MHPH0TEAUC
FREE*	Supported fee	Full Fee	Campus
N/A	N/A	£297.25	UC



## Editorial Image (stand alone Higher Education module)

In this module you will focus on aspects of editorial photography by creating work with a specific client-base in mind. This work will take the form of a sequence of images which are personally inspired and researched, such as a documentary story, a series of illustrative portraits, or a study of food and farming or product photography, for use in a specific context like magazine production or book publishing etc. You will be encouraged to give work a personal vision, but it must have a relevant context to society, the workplace and the nature of the parameters of the defining brief.

Day & Time	Start date	Duration	Course Code
Wed 18:00-21:00	29/1/14	15 weeks	MHED1MEAUC
FREE*	Supported fee	Full Fee	Campus
N/A	N/A	£300	UC



## Photography in Practice, FdA (year 1 of 3)

The programme will give you the opportunity to engage with and explore a wide range of genres and disciplines within photography. Major themes will be addressed including documentary photography, the landscape, the photographic portrait, portrayal of the body, editorial photography, art, advertising and fashion.

For more information on funding and scholarships or to apply for this part-time course contact our Higher Education unit on **01934 411 409**.

Day & Time	Start date	Duration	Course Code
TBC	W/C 9/9/13	34 weeks	FDWPHPDZUC
FREE*	Supported fee	Full Fee	Campus
N/A	/A	NE£4,000	UC





## Public and Environmental Health

### Public and Environmental Health, FdSc (year 1 of 3)

Level 4 + 5

Public and Environmental Health incorporates areas of study that all fall under the umbrella term; public health. Environmental Health Practitioners (EHP) must be able to make sense of complex situations from the natural and man-made worlds to arrive at judgments and devise intervention strategies that are rational, transparent and defensible.

This programme provides students with a sound general knowledge of the natural and human-made worlds and their systems, establishing the context in which different stressors impact on humans and how this requires environmental health intervention in four technical 'Intervention Fields', Food Safety, Housing and Health, Health and Safety and Environmental Protection, with a fifth, 'Public Health', holding a special place. You will also seek to explore particular fields of professional engagement, many vital to the process of identifying hazards, elucidating risk, assessing risk and interpreting compliance against standards, guidelines and other legislative tools, often embedded within a strong Work Based Learning element of the programme.

For more information on funding and scholarships or to apply for this part-time course contact our Higher Education unit on **01934 411 409**.

Day & Time	Start date	Duration	Course Code
TBC	W/C 9/9/13	34 weeks	FDUPEPDZKN
FREE*	Supported fee	Full Fee	Campus
N/A	N/A	£5,000	KC



### Public and Environmental Health, Level 6 BSc (Hons) top-up: (year 1 of 2)

This two year course builds and extends upon the core skills developed in the Foundation Degree providing you with management and problem solving skills related to Public and Environmental Health areas for careers in both the private and public sector. Areas covered include public health futures, risk management and systems, professional practice, and public health projects.

For more information on funding and scholarships or to apply for this part-time course contact our Higher Education unit on **01934 411 409**.

Day & Time	Start date	Duration	Course Code
TBC	W/C 9/9/13	34 weeks	BAUPEPDZKN
FREE*	Supported fee	Full Fee	Campus
N/A	N/A	£3,750	KC





## Sport and Public Services

### Fitness Instructing, CYQ Certificate

Level 2

This industry-recognised qualification is the standard entry route for anyone wanting to work as a freelance fitness instructor or as an employed Instructor in a gym, health and fitness club or leisure centre. The course develops your understanding of exercise and fitness and teaches you how to safely instruct clients in the use of resistance and cardiovascular equipment. This qualification offers entry on to the Register of Exercise Professionals (REPs) at Level 2 and is a pre-requisite qualification to gain access to Level 3 CYQ qualifications.

Day & Time	Start date	Duration	Course Code
Mon-Fri 9:00-17:00	14/7/14	3 weeks	FITSUMDAKN
FREE*	Supported fee	Full Fee	Campus
Yes	£450.40	N/A	KC

Day & Time	Start date	Duration	Course Code
Mon/Wed 18:00-21:00	23/9/13	17 weeks	FTIN2EAKN
	24/2/14	17 weeks	FTIN2EBKN
FREE*	Supported fee	Full Fee	Campus
Yes	£450.50	N/A	KC

### Door Supervision

Level 2

Under the Private Security Industry Act 2001, all door supervisors must hold a licence to practice issued by the Security Industry Authority (SIA). The Level 2 Award in Door Supervision is a nationally recognised qualification and is the industry standard. Modules to be covered include working in the private security industry, working as a door supervisor and physical intervention skills. Successful completion of this course enables a door supervisor to meet one of the requirements to apply for their license.

Day & Time	Start date	Duration	Course Code
Tue/Thu 18:00-21:00	5/11/13	6 weeks	DORSU2EAKN
FREE*	Supported fee	Full Fee	Campus
N/A	N/A	£269.25	KC

### What do I pay?

There are two cost options on most of our courses, some may even be **FREE\***. See **page 6** to find out how much you would pay.

### Security Guarding, Award

Level 2

Anyone wishing to be employed as a security guard has to be in possession of a license issued to them by the Security Industry Authority (SIA). This nationally recognised qualification is the industry standard and enables a security guard to meet one of the requirements to apply for their license to practice. Modules to be covered include working in the private security industry, working as a security officer and conflict management.

Day & Time	Start date	Duration	Course Code
Tue/Thu 18:00-21:00	24/9/13	4 weeks	SECGA2EAKN
	7/1/14	4 weeks	SECGA2EBKN
	22/4/14	4 weeks	SECGA2ECKN
FREE*	Supported fee	Full Fee	Campus
Yes	N/A	£222.85	KC

### Personal Training, Certificate

Level 3

The aim of this qualification is to recognise the skills, knowledge and competence required for an individual to work unsupervised as a personal trainer. This includes being able to offer one-to-one training, baseline assessment, nutritional advice and progressive programming that is specific to the needs of the individual. This qualification offers entry to the Register of Exercise Professionals (REPS) at Level 3.

Day & Time	Start date	Duration	Course Code
Tue/Thu 18:00-21:00	24/9/13	30 weeks	CL3PTE1KN
FREE*	Supported fee	Full Fee	Campus
Yes	£753.40	£1,417	KC







## Teaching and Education

### Supporting Teaching and Learning in Schools, Certificate

Level 2

This course is suitable if you have recently been appointed as a Teaching Assistant/LSA, work in a voluntary capacity in a school, or wish to do so. Prior to enrolment, confirmation is required that you have a placement at a school for a minimum of 100 hours during the course. A satisfactory CRB check will normally be requested by your school before placement can commence. You will also have the benefit of completing the national certificate for Literacy as part of the course. An online initial assessment for this will be completed in induction week. Part of your course will be supported through on-line learning. The cost of registering with the awarding body is included in the course fee. Upon completion of this course, you can progress to a Level 3 Apprenticeship in Supporting Teaching and Learning in Schools. To find out more please see our full-time prospectus.

Day & Time	Start date	Duration	Course Code
Tue 9:00-13:00	24/9/13	30 weeks	CTEA2D1KN
Tue 17:30-21:00		30 weeks	CTEA2E5KN
Thu 17:30-21:00	26/9/13	30 weeks	CTEA2E1KN
FREE*	Supported fee	Full Fee	Campus
Yes	£789.50	N/A	KC



### Supporting Teaching and Learning in Schools, Certificate

Level 3

If you want to develop a career as a teaching assistant, then look no further than our Level 3 Certificate in Supporting Teaching and Learning in Schools. This 'next step' course provides an opportunity to further develop the skills and knowledge gained through studying the Level 2 Certificate for Supporting Teaching and Learning in Schools. You will learn the skills necessary to support teachers with the delivery of sessions, while helping children and young people to develop self-esteem, independence and abilities for learning. You will develop your professional and technical skills whilst gaining an understanding of the importance of positive relationships within the classroom. This course is suitable for you if you are employed for less than 16 hours a week in a school or are an experienced volunteer with at least two years voluntary experience. You will need to have achieved the Level 2 Certificate for Supporting Teaching and Learning in Schools (or equivalent) and be in paid employment or voluntary placement for two days a week (or equivalent). Confirmation of this and your school's commitment to support you will be required prior to enrolment. Evidence of a satisfactory enhanced CRB check will be needed on commencement of the course – this can be organised through Student Services for the required fee. The cost of registering with the awarding body is included in the course fee. A Direct Debit option may be available to help you spread the cost of your fees. Learners who are employed for more than 16 hours should apply for the Level 3 Apprenticeship for Supporting Teaching and Learning in Schools through the full-time Prospectus.

Day & Time	Start date	Duration	Course Code
Wed 09:15-14:45	25/9/13	30 weeks	CTEA3D1KN
FREE*	Supported fee	Full Fee	Campus
Yes	£794.60	£1,417	KC



### What do I pay?

There are two cost options on most of our courses, some may even be **FREE\***. See **page 6** to find out how much you would pay.



## Specialist Support for Teaching and Learning in Schools, Diploma Level 3

Learning support staff, such as teaching assistants, play a vital role in today's classrooms by making sure students get the most out of their lessons. They work with teachers, carry out duties like lesson preparation, and work with small groups or individuals, allowing the teacher to concentrate on teaching the class. Some learning support staff specialise in areas like music or special needs. In this role you could help plan, carry out and evaluate a wide range of learning activities. You'll work both alongside the teacher to support classroom activities, and alone with individuals or groups of students. It's a good stepping-stone to a foundation degree or Higher Level Teaching Assistant training Foundation Degree e.g. for teaching assistants or supporting teaching and learning training and/or assessment against the Higher Level Teaching Assistant professional standards to achieve HLTA status. Progression routes include Level 3 Diploma for the Children's and Young People's Workforce for those with appropriate experience and opportunities and Level 4 qualifications in a relevant area the Early Years Sector-Endorsed Foundation Degree.

This apprenticeship is also available at Level 2, please call **01934 411 594**.

Day & Time	Start date	Duration	Course Code
On demand throughout the year	12-18 months	D3TCHDADD	
FREE*	Supported fee	Full Fee	Location
Yes	N/A	£1,193.50	Workplace



## Specialist courses for staff working with people with learning difficulties/disabilities

### Supporting People with Learning Difficulties and/or Disabilities, Award Level 3

This worked based qualification is for those supporting people with learning difficulties and/or disabilities through employment (with at least one years experience) or as experienced volunteers. You must be working or volunteering for at least 10 hours per week. The course is designed to give you an introduction to the role, considering how to empower people with learning difficulties and/or disabilities and differentiate effectively as well as learning about the historical context. This qualification is delivered at Level 3 and is for people who want to gain a professional qualification within the learning disability field and progress onto Higher Education courses. Assessment will be through observations and a portfolio of evidence.

Day & Time	Start date	Duration	Course code
Thu 17:00-20:00	30/1/14	18 weeks	AWSLDEAKN
FREE*	Supported fee	Full Fee	Campus
N/A	£396.30	N/A	KC

## Sign Language

### Makaton Foundation Workshop for Professionals

Makaton is a language programme using signs and symbols to help people to communicate who may have no speech or whose speech is unclear. We offer a range of workshops to both professionals, parents and carers to help support you to communicate with others who may have difficulties communicating. This particular workshop is aimed at professionals working with people with communication difficulties who wish to understand the basics of Makaton.

Day & Time	Start date	Duration	Course code
Wed 17:00-20:00	2/10/13	4 weeks	NF7P1NEAKN
FREE*	Supported fee	Full Fee	Campus
N/A	N/A	£151.50	KC

### British Sign Language, Award Level 1

This course is designed to enable learners to communicate with deaf people in British Sign Language (BSL). A range of topics are studied that involve simple, everyday language use. It provides an introduction to BSL and is suitable for all learners. You will be assessed by practical exercises. Successful candidates can progress to the Signature Level 2 Certificate in British Sign Language.

Day & Time	Start date	Duration	Course code
Tue 19:00-21:00	10/9/13	32 weeks	SIGOEKBN
FREE*	Supported fee	Full Fee	Campus
Yes	N/A	£211.05	KC



## Teacher Training Courses 2013/14<sup>†</sup>

Following a Government review the existing range of teacher training qualifications including the Preparing to Teach in the Lifelong Learning Sector (PTLLS), Certificate to Teach in the Lifelong Learning Sector (CTLLS) and the Diploma to Teach in the Lifelong Learning Sector (DTLLS) are in the process of being updated and will be replaced from September 2013 with the following qualifications:

### Education and Training, Award Level 3

The award is an introduction and aimed at those with limited or no experience of teaching and training or those considering teaching or training in the sector. There is no requirement to practice and assessment will include a micro teach.

### Education and Training, Certificate Level 4

The Certificate is aimed at staff with a broad range of teaching and training responsibilities and for those individuals with some experience of teaching or training. There will be a requirement to practice as the qualification will assess and provide evidence of competence in teaching and training.

### Education and Training, Diploma Level 5

The diploma is aimed at those with an extensive range of teaching and training responsibilities and those who are working in or aspire to this professional challenge. There will be a significant practice requirement to ensure competence at this level can be assessed. Those studying the Diploma will also need to show the potential to study at the appropriate level. The Diploma qualification will be recognised as equivalent to the Certificate in Education.

**Weston College will confirm all of these details in a separate publication with the intention of delivering these courses from October 2013. Please contact 01934 411 141 for further information.**

<sup>†</sup>This information was accurate at the time of publishing.

### What do I pay?

There are two cost options on most of our courses, some may even be **FREE\***. See **page 6** to find out how much you would pay.

## Travel and Tourism

Did you know that despite the recession the tourism sector continues to grow.

It is expected to grow by 8.5% by 2020. By gaining a qualification in Travel and Tourism, you will find that there will be more employment opportunities available to you. This sector is a major employer in the South West.

### Travel and Tourism, BTEC Diploma Level 3

Are you currently unemployed or looking to gain a nationally recognised business qualification which will help you to secure employment within the travel and tourism industry? During this course there are a number of optional units which include; UK and European destinations, marketing in travel and tourism, event management, holiday representatives, travel retail, special and dark tourism, cruising etc. The qualification is equivalent to 1 A Level grade A-E and you will be assessed via coursework. There are no examinations. Following this course, you may be eligible to progress to the Foundation Degree in Tourism Management or Business Management.

Day & Time	Start date	Duration	Course Code
Thu 16:00-21:00	19/9/13	34 weeks	D3ITTPE1KN
FREE*	Supported fee	Full Fee	Campus
Yes	£2,238.65	£4,170	KC



### Tourism Management, FdA (year 1 of 3)

This three year work related degree level qualification has been developed in partnership with Bath Spa University. This course provides a total package of professional knowledge and skills giving you the passport to the fastest growing industry in the world today.

For information on funding and scholarships or to apply for this part-time course contact our Higher Education unit on **01934 411 409**.

Day & Time	Start date	Duration	Course Code
TBC	W/C 9/9/13	34 weeks	FDBTOPDZKN
FREE*	Supported fee	Full Fee	Campus
N/A	N/A	£5,000	KC





## College term dates 2013/14

### Autumn term

#### **All Part-time Courses**

**Start of term:** Monday 9th September 2013

**Half term:** Monday 28th October – Friday 1st November 2013

**End of term:** Friday 13th December 2013

### Spring term

**Start of term:** Monday 6th January 2014

**Half term:** Monday 14th February – Friday 21st February 2014

**End of term:** Friday 4th April 2014

### Summer term

**Start of term:** Monday 22nd April 2014

**Half term:** Monday 26th May – Friday 30th May 2014

**End of term:** Friday 11th July 2014

# Calling all employers

**Considering taking on an apprentice?  
Here are just a few of the benefits...**

## **1. Work-based training**

The majority of apprentices can work on a full-time basis without the need to attend college. Our Training Assessors will visit at a time to suit your business.

## **2. Reduce your recruitment costs**

Reduce or even eliminate agency fees by taking advantage of the free services of our dedicated Recruitment Team to advertise your vacancy, shortlist CVs and provide additional support.

## **3. Increased productivity and up skill your workforce**

Apprenticeships can help businesses across all sectors by offering a route to harness fresh new talent.

## **4. Improve your bottom line and grow your own talent**

Training apprentices can be more cost effective than hiring skilled staff, leading to lower overall training and recruitment costs.

## **5. Motivate your workforce and improve quality standards**

Apprentices tend to be eager, motivated, flexible and loyal to the company that invested in them.

## **6. The £1,500 employer grant**

Up to 40,000 grants have been made available to eligible employers in the UK by the Government as of 1st February 2012.

### **Are you eligible for the employer grant?**

- You do need to fulfil various criteria, for instance you need to be a small-medium sized employer with less than 1,000 employees
- You must also be new to Apprenticeship recruitment – or have not recruited any apprentice in the last year
- You need to be in a position to be able to employ at least 1 new apprentice (aged between 16-24). Subject to budget availability there is a grant available for each apprentice for up to 10.

## Did you know that Weston College offers training and development for business?

### We will:

- Identify your needs, building in success criteria and measurements from the outset
- Design the right solution, taking into account your business, culture, your available time, your budget and the funding currently available
- Deliver the training solution, with the flexibility to deliver where and when suits you, using the most appropriate and experienced trainers
- Ensure that your business objectives are met.

### We can offer your business:

- Leadership and management development courses
- National Vocational Qualifications (NVQs)
- Statutory and regulatory qualifications
- Professional development workshops – short bursts of training, including:  
Customer service / team leader and manager development /  
time management / IT skills / manual handling / food hygiene.  
Workshops are run at a venue of your choice on days and times to suit you.

### Free work placement

Our students work on a number of real projects with local employers throughout the year. This provides businesses with a fantastic opportunity for short-term work experience, or a specific project, to be undertaken to help their business without a cost to themselves (eg. research, marketing plans, customer feedback etc).

**For more information about any of these business opportunities, get in touch:**

@ [business.enterprise.centre@weston.ac.uk](mailto:business.enterprise.centre@weston.ac.uk)

☎ 01934 411 594

🖱 [www.weston.ac.uk/bec](http://www.weston.ac.uk/bec)



# Course index

## A

Access to Higher Education – Animal and Equine Management, Diploma	20
Access to Higher Education – Education (with Humanities), Diploma	20
Access to Higher Education – Nursing, Health and Social Care Fast track, Diploma	20
Access to Higher Education – Nursing, Health and Social Care, Diploma	20
Administration (Business Professional), OCR Award	32
Adobe Creative Suite, Introduction (General)	27
Adobe Creative Suite, Advanced	27
Adobe Creative Suite, Intermediate	27
Adobe Photoshop for Businesses	59
Animal Science with Management, FdSc (year 1 of 3)	23
Applied Computing, BSc (Hons) top-up (year 1 of 2)	40
Applied Computing, FdSc (year 1 of 3)	40
Art and Design Diploma, BTEC	24
Association of Accounting Technicians (AAT), Certificate in Accounting	22
Association of Accounting Technicians (AAT), Certificate in Bookkeeping	22
Association of Accounting Technicians (AAT), Diploma in Accounting	22
Association of Accounting Technicians (AAT), Diploma in Accounting	22

## B

Barbering, Advanced Apprenticeship	52
Barbering, Certificate, (VRQ) VTCT	51
Barbering, Diploma, (VRQ) VTCT	51
Bass Guitar, Advanced – online	58
Bass Guitar, Beginner – online	57
Bass Guitar, Intermediate – online	57
Beauty Specialist Techniques, Diploma, (VRQ) VTCT	29
Beauty Therapy General, NVQ Diploma, Advanced Apprenticeship	29
Beauty Therapy Treatments, Diploma, (VRQ) VTCT	29
Bricklaying, Diploma	42
Business and Administration, NVQ Diploma	32
Business with Management, FdA (year 1 of 3)	33
Business, BTEC Diploma	31

## C

Cake Decoration, Award	53
Carpentry, Diploma	43
Chartered Institute of Legal Executives (CILEX), Professional Certificate	34
Chartered Institute of Legal Executives (CILEX), Professional Diploma in Law and Practice	34
Children and Young People's Workforce, Advanced Apprenticeship	37
Children and Young People's Workforce, Certificate	37
Children and Young People's Workforce, Diploma	37
Christmas Decorations and Cards	24
Colour Correction, Certificate, (VRQ) VTCT	51
Computerised Accounts, using Sage Line 50, Award	21
Computerised Accounts, using Sage Line 50, Certificate	21
Computerised Payroll, Award	21
Construction Tasters	42
Contemporary Art and Professional Studies, BA (Hons) top-up: work-based (year 1 of 2)	26
Contemporary Art and Professional Studies, FdA (year 1 of 3)	26
Counselling Skills, Certificate	48
Counselling Skills, Introduction	48
Creative Industries: Graphic Design, BA (Hons) top-up: work based (year 1 of 2)	27
Creative Techniques in Interior Design, Certificate	28
Creative Techniques in Landscape Gardening, Certificate	28
CSCS – Construction Skills Certification Scheme	47
Customer Service, Certificate	32
Customer Service, NVQ Diploma	32

## D

Design of Electrical Installations, City and Guilds 2396	43
Digital Photography, Intermediate	59
Digital Photography, Introduction	59
Domestic Energy Assessor	47
Door Supervision	62

## E

Editorial Image (stand alone Higher Education module)	60
Education and Training, Award	66
Education and Training, Certificate	66
Education and Training, Diploma	66
Electrical Installations, Diploma	45
Electrical Regulations, City and Guilds, 2382	43
Engaging in Contemporary Photography Techniques (stand alone Higher Education module)	60
English	49-50
English for Speakers of Other Languages (ESOL)	49
English, GCSE	50
Enterprise and Entrepreneurship, ILM Certificate	34
Environmental Technology Systems, Award	46
Equine Science with Management, FdSc (year 1 of 3)	23
European Computer Driving Licence (ECDL), Advanced	39
European Computer Driving Licence (ECDL), Extra, Certificate	39
Experimental Photography, Advanced	60

## F

Fashion Design, Intermediate	28
Fashion Design, Introduction	28
Final Cut Pro, Apple Authorised Qualification	55
Fitness Instructing, CYQ Certificate	62

## G

Graphic Design, FdA (year 1 of 3)	27
Green Deal Domestic Advisor, Diploma	46
Green Deal Domestic Advisor, (top-up), Diploma	46
Guitar, Advanced – online	57
Guitar, Beginner – online	57
Guitar, Intermediate – online	57



## H

Hairdressing, Advanced Apprenticeship	52
Health and Social Care, Diploma	36
Home-based Childcare Services	37
Hospitality Industry, Introduction Certificate	53
HR Management, CIPD, Certificate	33
Human Physiology and Health, GCSE	36

## I

Indian Head Massage, Certificate, (VRQ) VTCT	29
Installation and Building Treatments, NVQ Certificate	47
Installation and Maintenance of Heat Pump Systems (non refrigerant circuits), Award	45
Installation of Small Scale Solar PV Systems EAL, Award	46
Installation of Solar Thermal Systems EAL, Award	46
IT for Beginners, Award	38
IT for the Terrified	38
IT, BTEC Diploma	39
IT, BTEC Subsidiary Diploma	40

## K

Kit Drums, Advanced – online	58
Kit Drums, Beginner – online	58
Kit Drums, Intermediate – online	58

## L

Logic Studio, Apple Authorised Qualification	56
--	----

## M

Makaton Foundation Workshop for Professionals	65
Making Movies using Final Cut Pro, Advanced	56
Making Movies using Final Cut Pro, Intermediate	56
Making Movies using Final Cut Pro, Introduction	56
Management, Higher Apprenticeship	33
Management, ILM Certificate	33
Management, NVQ Certificate	33

Manual Payroll, Certificate	23
Maths	50
Maths, GCSE	51
Mental Health Awareness, Award	36
Microsoft Excel, Introduction	38
Mobile Applications Development	38

## P

Painting and Decorating Taster	45
Personal Assistant (PA)	34
Personal Training, Certificate	62
Personalised professional courses in Adobe Creative Suite	26
Personalised professional courses in Adobe Illustrator	26
Personalised professional courses in Adobe InDesign	26
Personalised professional courses in Final Cut Pro, Apple Authorised Qualification	55
Photography in Practice, FdA (year 1 of 3)	60
Plastering, Diploma	42
Plumbing Studies, Diploma	47
Professional Competence for IT and Telecoms Professionals, Diploma	40
Professional Cookery, Advanced Apprenticeship	55
Professional Cookery, NVQ	53-55
Property (Residential Letting and Management), Diploma	35
Property (Sale of Residential Property), Diploma	35
Public and Environmental Health, BSc (Hons), top-up (year 1 of 2)	61
Public and Environmental Health, FdSc (year 1 of 3)	61

## R

Rainwater Harvesting and Grey Water Recycling, BPEC	45
---	----

## S

Salon Management, Certificate	31
Security Guarding, Award	62
Setting up a Creative Business, Certificate	24
Sign Language, Award	65
Silver Jewellery, Advanced	28
Silver Jewellery, Beginner	28
Silver Jewellery, Intermediate	28
Spa Therapy, NVQ Diploma	29
Specialist Support for Teaching and Learning in Schools, Diploma	65
Stone Therapy Massage, Certificate, (VRQ) VTCT	29
Substance Misuse Awareness, Award	35
Substance Misuse, Award	35
Supporting People with Learning Difficulties and/or Disabilities, Award	65
Supporting Teaching and Learning in Schools, Certificate	64

## T

Taxation and Ethics, Certificate	23
Theatre Performance	59
Tourism Management, FdA (year 1 of 3)	66
Travel and Tourism, BTEC Diploma	66
Trowel Occupations, Experienced Worker Practical Assessment Route (EWPAP)	42

## U

University of Arts, London Art and Design, Foundation Diploma	24
---	----

## W

Watercolour for all Abilities	24
Web Design using Dreamweaver	38
Women's Hairdressing Diploma, (VRQ) VTCT	52
Women's Hairdressing Diploma, (VRQ) VTCT	52
Wood Occupations, Experienced Worker Practical Assessment Route (EWPAP), NVQ43	
Woody Biomass, BPEC	45
Working in Community Mental Health, Certificate	36
Working with Bereaved Children	37

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# Tell us what you think

## and win £50 worth of iTunes vouchers

We would like to know what you think about this course guide. Please answer the following questions to help us to ensure that we give potential students all the information they need, and you could win £50 worth of iTunes vouchers.

### How did you obtain your copy of this course guide?

- ☐ Online – via the website download
- ☐ Post
- ☐ Local community centre
- ☐ Shop
- ☐ By emailing College
- ☐ By telephoning College
- ☐ Work
- ☐ Library
- ☐ Picked up at College
- ☐ College Open Evening
- ☐ Other (please specify)

### Did you find the course you were interested in?

- ☐ Yes
- Please state which course

---



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- ☐ No
- Please tell us which course you were interested in

---



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### Was it easy to find the course(s) you were interested in?

- ☐ Yes ☐ No
- Any comments?

---



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### Are you likely to enrol on a course at the College?

- ☐ Yes ☐ No ☐ Unsure

If yes, which course(s)?

---



---

### If you knew this prospectus was available online would you still prefer to have a printed version?

- ☐ Yes ☐ No

Any comments?

---



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### Do you like the style and layout of this course guide?

- ☐ Yes ☐ No

Any comments?

---



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### What format would you prefer to have this guide in?

- ☐ A4 – current format
- ☐ A5 – half the size of current guide



# Want to know more?

To receive further information about the College, complete this form, pop it in an envelope (no stamp required), and send it to: **Marketing and Communications, Knightstone Campus, Weston College, Freepost (BS6735), Knightstone Road, Weston-super-Mare, BS23 2AL.**

**Tick the box or boxes to indicate your request.**

- ☐ A visit to the College
- ☐ To be added to the College mailing list to receive further College information, including details of open evenings
- ☐ A member of the Business Enterprise Team to contact you regarding training and development needs of your employees.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Tel: \_\_\_\_\_

Email: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Age (please tick):

17-21 ☐ 22-30 ☐ 31-40 ☐

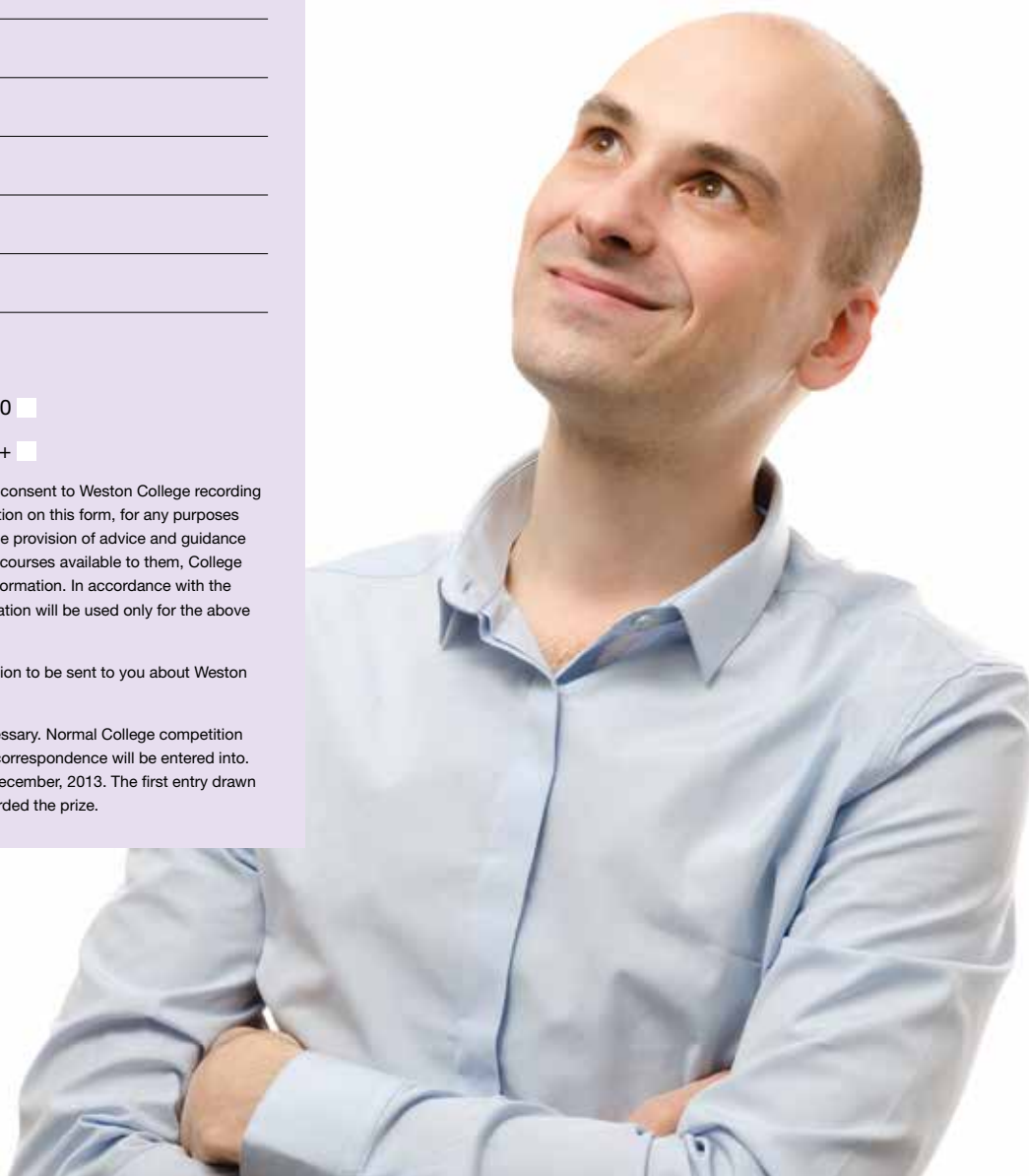
41-50 ☐ 51-60 ☐ 61+ ☐

Data Protection Act 1998 – I give my consent to Weston College recording and processing the personal information on this form, for any purposes of Weston College associated with the provision of advice and guidance to potential students on the range of courses available to them, College facilities and any other associated information. In accordance with the Data Protection Act 1998, the information will be used only for the above mentioned purposes.

If you do not wish additional information to be sent to you about Weston College please tick this box. ☐

Competition rules: No purchase necessary. Normal College competition rules apply. No cash alternative. No correspondence will be entered into. The closing date for entries is 23rd December, 2013. The first entry drawn out after the closing date will be awarded the prize.

**If you are not sure about what you want to do, or you would like further information, please call the Enquiries Team on 01934 411 481.**







**All sections must be completed.**

## D. Qualifications

Please tell us about the qualifications you currently hold.

### D. Qualifications

If you hold any qualifications, please tell us what your highest qualification is:

Qualification Type i.e. GCSE	Subject i.e. Maths	Subject Grade i.e. A*	Qualification Type i.e. GCSE	Subject i.e. Maths	Subject Grade i.e. A*
GCSE	English	B	GCSE	Psychology	A
GCSE	Maths	B	GCSE	IT	B
GCSE	Double Science	A			
GCSE	History	C			
GCSE	Art	B			
GCSE	RE	A			
GCSE	Spanish	A*			

At enrolment in order to be eligible for a free remission you may be asked to complete an additional declaration.  
If you hold (or are currently studying) non-UK qualifications please clearly state the full title of each qualification.

## E. Next steps

Please provide an indication of your progression plans, once you complete the course you are currently applying for.

### E. Next steps

Following on from the courses in B, my intended progression/next steps are: (e.g. AAT Intermediate, AAT Technician, find employment as an accountant).

## F. Identification

Please tick the relevant box/es to show what identification you are supplying.

### F. Identification

- ☐ Passport
 ☐ Employee ID
 ☐ Bank/Debit Card
 ☐ Home Office Document  
☒ Driving licence
 ☐ National ID Card
 ☐ Proof of Benefit
 ☐ National Insurance Card  
☐ Other ID, ESOL ID
 ☐ Exams Results Certificate
 ☐ Employer Letter or Marriage Certificate

## G. Payment method

Please do not send cash through the post. If you are paying by cheque please make it payable to Weston College and send a separate cheque for each course you have chosen. If you are paying by debit or credit card please remember the three digit security code found on the signature strip on the back of your card.

### G. Payment method (please tick one)

☐ **Cash** please go to the College Information Service office at the Knightstone Campus.

☒ **Cheque** please make cheques payable to **Weston College** and write a separate cheque for each of the courses for which you are enrolling.

☐ **Debit/credit card payments** please complete the authorisation below

I authorise you to charge £\_\_\_\_\_ to my **debit/credit card** (delete as appropriate)

Card Number

Valid from

Expires

Issue no (Switch)

3 digit security code

Name of Cardholder

Address

Postcode

Signed

Date

## H. Signature

Please sign and date your form.

### H. Signature

I am aware of the colleges fees and Charging Policy. I agree that by signing the enrolment and learning agreement:

- ☒ I have read and agree to the conditions overleaf and declare that the information given on this agreement is to the best of my knowledge correct
- ☒ I agree to pay any further instalments of the fees, even if I do not complete the course
- ☒ If I am not paying fees for a full Level 2 or Level 3 course that I intend to continue with the programme to achieve the full qualification
- ☒ If I am not paying fees for an Entry/Level 1 course that I intend to progress on to a full Level 2 qualification in the near future
- ☒ I have had sufficient information, advice and guidance to support my choice of course.

Signed (student)

*Alison*

Date 23rd June 2013

☐ I do not wish to be contacted by the SFA/EFA or their partners, in respect of surveys and research.

☐ Can we contact you phone?

☐ Can we contact you by post?

☐ Can we contact you by email?

☐ I do not wish to be contacted by the SFA/EFA or their partners, by post, about courses or learning opportunities available to me.

Do you have any unspent criminal convictions?

Yes ☐ No ☐

For students applying for courses listed in Appendix 1, do you have any spent criminal convictions?

Yes ☐ No ☐

If you have answered YES to either please speak to a member of College Information Service before enrolling, answering YES does not automatically prevent you from enrolling.

#### Appendix 1

- Childcare
- Health and Social Care
- Counselling
- Teaching Assistants
- Sport
- Hair and Beauty
- Any course involving placements with children or vulnerable adults.

# Ready to send your form?

Just one final check to make sure you have done the following:

- Completed all sections
- Enclosed up-to-date proof of income-based benefits if required
- Enclosed payment
- Signed the form having first read the conditions on the back.

**Now send it to:**

College Information Services,  
Weston College,  
Knightstone Road,  
Weston-super-Mare,  
North Somerset,  
BS23 2AL.

# Say hello...



...to opportunity.

...to an alternative to  
staying at school.

...to earning  
while you're  
learning.

...to getting  
a job.

...to widening  
your skills.

...to 100s of choices  
of careers.

...to qualifications  
from Level 2  
up to degree level  
qualifications.

## More than 90% of our apprentices are offered permanent jobs.

**Find out what vacancies are currently available:**  
[www.weston.ac.uk/apprentice/vacancies](http://www.weston.ac.uk/apprentice/vacancies)

# Recognised as one of the best at delivering university level study. **Fact.**

Weston College's university level provision achieved the highest number of areas of good practice in a national review by the QAA\* following a year long scrutiny.

...in fact, we were awarded the highest number of good practices ever in the South West. The accolade is great but the benefits our professional approach brings our students are even more rewarding!

- Officially the top performing college in the South West
- 65% of honours students who graduated are now in related employment
- Job focused degrees – in partnership with employers, with work placements and links to industry
- Fees are less than most universities – and there is other financial help available
- Why pay extra for accommodation and travel when you can study locally?
- The courses are run with prestigious universities and the results are well above the national average.

## Degrees within your reach

Visit our website [www.weston.ac.uk](http://www.weston.ac.uk) for details on all our degrees or call 01934 411 780.

### Degrees include:

- Animal Science with Management, FdSc
- Applied Computing, FdSc and BSc (Hons)
- Business with Management, FdA and BA (Hons)
- Care Management in the Community, FdSc
- Childhood Studies, FdA
- Contemporary Art and Professional Studies, FdA and BA (Hons)
- Counselling, FdSc and BSc (Hons)
- Early Childhood Studies, FdA
- Early Years, FdA and BA (Hons)
- Education, MA
- Equine Science with Management, FdSc
- Film and Media Arts Production, FdA
- Graphic Design, FdA and BA (Hons)
- Health and Social Care Practice, FdSc
- Inclusive Practice, FdA
- Music Production, FdA
- Musical Theatre, FdA and BA (Hons)
- Performing Arts, FdA and BA (Hons)
- Photography in Practice, FdA and BA (Hons)
- Popular Music, FdA
- Public and Environmental Health, FdSc and BSc (Hons)
- Sport Studies, FdSc
- Tourism Management, FdA
- Uniformed Services, FdA and BA (Hons)

Please note some of our degrees are offered part-time and some full-time courses only run one or two days a week.