



WESTON  
COLLEGE

# ADULT COURSE GUIDE 2014/15



Ofsted  
Outstanding  
College

2013|2014



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

# Your brighter future starts here

Our strapline is 'creating brighter futures' and, at Weston College, this is what we aim to do for all our students, whether you're a school leaver, adult learner or if you study part-time. We are focused on helping you develop your skills to open up new opportunities and ensure you have a brighter future.

I am delighted to say that we are clearly getting it right, because we have been graded Outstanding as a result of our latest, rigorous, Ofsted inspection. This means that we are officially one of the best-performing colleges in the country. If you choose to study with us, you can be assured that our teaching is of the highest standard, in modern, state-of-the-art, fantastic facilities. Ofsted also recognised that our learners benefit from "outstanding support" too.

So, 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 more proud than ever 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 our outstanding College soon, and to helping you towards a brighter, outstanding, future.

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



## TERM DATES

| Autumn term                                  |                                |
|----------------------------------------------|--------------------------------|
| Full-time courses ( <i>week commencing</i> ) | Mon 1st Sept 2014              |
| Part-time courses ( <i>week commencing</i> ) | Mon 8th Sept 2014              |
| Half-term                                    | Mon 27th-Fri 31st Oct 2014     |
| End of term                                  | Fri 12th Dec 2014              |
| Spring term                                  |                                |
| Start of term                                | Mon 5th Jan 2015               |
| Half-term                                    | Fri 13th-Fri 20th Feb 2015     |
| End of term                                  | Fri 27th March 2015            |
| Summer term                                  |                                |
| Start of term                                | Mon 13th April 2015            |
| Half-term                                    | Mon 25th May-Fri 29th May 2015 |
| End of term                                  | Fri 10th July 2015             |

## OPENING HOURS

| Knightstone Campus                                                 |            |
|--------------------------------------------------------------------|------------|
| Mon-Thu                                                            | 8am-9.30pm |
| Fri                                                                | 8am-4.30pm |
| University Campus                                                  |            |
| Mon, Tue & Thu                                                     | 8am-5.30pm |
| Wed                                                                | 8am-9pm    |
| Fri                                                                | 8am-4.30pm |
| South West Skills Campus                                           |            |
| Construction and Engineering Centre / Automotive Technology Centre |            |
| Mon-Fri                                                            | 8.30am-5pm |

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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.

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## Open evenings

**Wed 8th October 2014 // 5pm-8pm (Degree-level only)**  
**Wed 15th October 2014 // 5pm-8pm**  
**Tues 11th November 2014 // 5pm-8pm**  
**Tues 13th January 2015 // 5pm-8pm**  
**Wed 7th October 2015 // 5pm-8pm (Degree-level only)**



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

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 course guide can be made available in other formats – please call **01934 411 411**.

**Want to know more?** enquiries@weston.ac.uk > 01934 411 481 > www.weston.ac.uk > facebook.com/westoncollege



## What's in this guide?

Weston College is about far more than creating brighter futures for school leavers. We have a huge range of adult and part-time courses to help you further your career, change your career, to get more enjoyment out of your hobbies or to inspire you into taking up a new interest.

Our programmes of study are very flexible, allowing you to learn around your other commitments, therefore increasing your chances of success. This adult course guide can help you:

### Prepare for university

Did you give up on the dream of going to university because you didn't get the necessary GCSE's or A Levels? Don't let that stop you. If you can show the ability and commitment to return to study, our Access to Higher Education programme will give you the qualifications and academic skills you need to go on to study for a degree in a wide range of subjects.

### Gain employment

If you're seeking work, returning to work after a break, or facing redundancy, we have a range of pre-employment programmes specially designed to increase your employability skills, make your applications stand out and make employers notice you.

### Further your career

Is it time to refresh or expand your current work skills? Is there a promotion opportunity coming up that you would love to be in contention for? Chances are, we have a course that can help.

### Go self-employed/change career

Perhaps you've done all that you wanted to/can do in your current career, and you fancy a change? One of our many courses can give you a taste of a different career path, and can help you take the first steps along it.

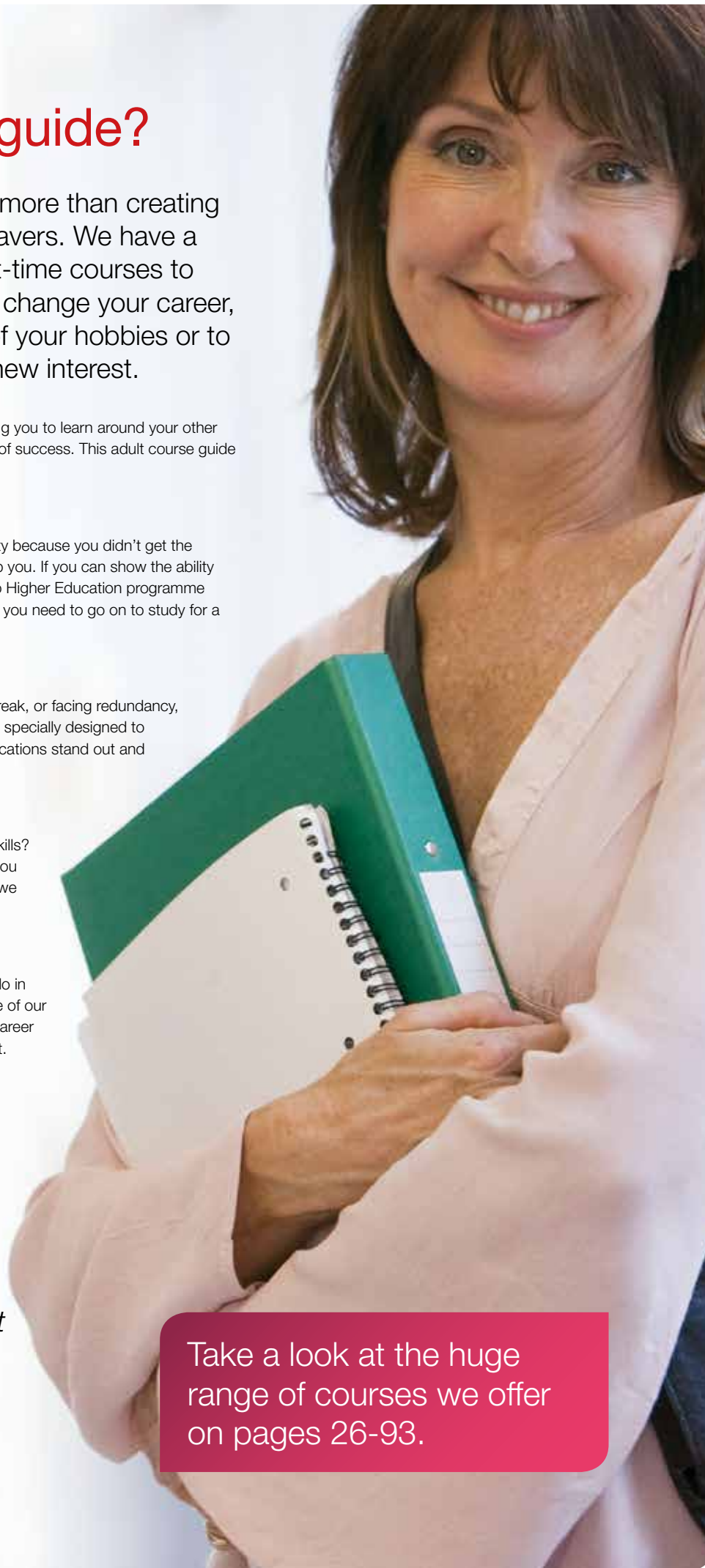
### Learn a new hobby

Perhaps your job is going fine, and it's your spare time that you are looking to fill, by developing your skills to help you get more out of a current hobby, or perhaps you want to try something new and take up a new interest.

### Ofsted said:

*"Learners receive excellent information, advice and guidance, and hence they make well-informed course choices."*

Take a look at the huge range of courses we offer on pages 26-93.



## 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 need to complete the enrolment form at the back of this guide.

**Course sector** → Art, Design and Craft

**Course area** → Art and Design

**Course title** → Life Drawing – Improve your skills **Level 1**

**Course description** → This organised life-drawing class will develop your drawing skills and techniques. It is a wonderful opportunity for you to work with highly qualified staff and other artists, of all abilities, within state-of-the-art facilities. You will produce a portfolio of work that you could present at an interview for a full-time or part-time course in art and design.

**Course information**

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

| Day & Time      | Start-End Date   | Duration | Course Code |
|-----------------|------------------|----------|-------------|
| Wed 19:00-21:00 | 10/9/14-19/11/14 | 10 weeks | NFY1NEAUC   |
| Wed 19:00-21:00 | 14/1/15-25/3/15  | 10 weeks | NFY1NEBUC   |

**Full Fee** £160 **Discounted Fee** N/A **FREE** N/A **Campus** UC

**Start-End date:** the date the course begins and finishes

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

**Course code:** the unique course reference

**Costs**

If you fit certain criteria, your course may be **FREE**. 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**

**ATC** = Automotive Technology Centre at the South West Skills 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 the back cover.

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

**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, or Diploma, NVQ2

**Level 3** A Levels, Advanced Apprenticeship, or 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 8)

Interview required (see page 4)

**24+** A 24+ loan is available if you meet certain criteria, see page 9 for more details.

**ELC** Enhanced Learning Credit, see page 8 for more details.



# How to enrol

Once you've chosen your course or training you'll need to enrol. You can do this by post, in person or by giving us a call. Here we explain how to enrol in more detail.

## Some courses require an interview **I**

If a course is marked with the **I** symbol it means a discussion with a course tutor or a member of the College Information Services team is necessary before you can enrol. This is to help ensure that 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.



### By post

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

There is an enrolment 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)).

Fill in the form and 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, not original documents).

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.



### 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 join 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 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, please come to the College to talk to a member of our Course Enquiries team, or give them a call on **01934 411 481**.

### Ofsted said:

*"Tutors, teachers and support staff assess learners' needs extremely thoroughly and accurately when they start their courses."*

# How much will my course cost?

Most of you will qualify for FREE tuition, exam fees and materials fees. Otherwise, you will need to pay either a Discounted Fee or the Full Fee. These tables give you an indication of what applies to you, depending on the type of course and level you wish to study. The actual costs you may need to pay are included at the bottom of the individual course details in this guide.

| Level               | Course type                                     | Fee details                                                                                                                                                                                                                                                                                                                        |
|---------------------|-------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ESOL courses</b> |                                                 | <b>FREE</b> if you receive Universal Credit (because you're unemployed), JSA/ESA or wider benefits. Otherwise, the <b>DISCOUNTED FEE</b> applies.                                                                                                                                                                                  |
| <b>Entry level</b>  |                                                 | <b>FREE</b> if you receive Universal Credit (because you're unemployed), JSA/ESA or wider benefits, or if you are aged 19-23 at the start of your course and you don't already have any qualifications at Level 2 or higher, but you intend to study at this level in the future.<br>Otherwise, the <b>DISCOUNTED FEE</b> applies. |
| <b>Level 1</b>      | <b>Diploma</b>                                  | <b>FREE</b> if you receive Universal Credit (because you're unemployed), JSA/ESA or wider benefits, or if you are aged 19-23 at the start of your course and you don't already have any qualifications at Level 2 or higher, but you intend to study at this level in the future. Otherwise, the <b>DISCOUNTED FEE</b> applies.    |
|                     | <b>Certificate or Award</b>                     | <b>FREE</b> if you receive Universal Credit (because you're unemployed), JSA/ESA or wider benefits. Otherwise, the <b>FULL FEE</b> applies.                                                                                                                                                                                        |
|                     | <b>Stand-alone unit</b>                         | <b>FREE</b> if you receive Universal Credit (because you're unemployed), JSA/ESA or wider benefits. Otherwise, the <b>FULL FEE</b> applies.                                                                                                                                                                                        |
| <b>Level 2</b>      | <b>Award</b>                                    | <b>FREE</b> if you receive Universal Credit (because you're unemployed), JSA/ESA or wider benefits. Otherwise, the <b>FULL FEE</b> applies.                                                                                                                                                                                        |
|                     | <b>Certificate or Diploma</b>                   | <b>FREE</b> if you receive Universal Credit (because you're unemployed), JSA/ESA or wider benefits, or if you are aged 19-23 at the start of your course and you don't already have any qualifications at Level 2 or higher, but you intend to study at this level in the future. Otherwise, the <b>DISCOUNTED FEE</b> applies.    |
|                     | <b>GCSEs (excluding Maths and English)</b>      | <b>FREE</b> if you receive Universal Credit (because you're unemployed), JSA/ESA or wider benefits. Otherwise, the <b>DISCOUNTED FEE</b> applies.                                                                                                                                                                                  |
|                     | <b>GCSE – Maths and English</b>                 | <b>FREE</b> if you don't already have an A*-C GCSE or equivalent in the subject you wish to study. Otherwise, the <b>DISCOUNTED FEE</b> applies                                                                                                                                                                                    |
|                     | <b>Apprenticeships/courses in the workplace</b> | Please contact our Business Enterprise Centre (BEC) on <b>01934 411 594</b> for information.                                                                                                                                                                                                                                       |
|                     | <b>Stand-alone unit</b>                         | <b>FREE</b> if you receive Universal Credit (because you're unemployed), JSA/ESA or wider benefits. Otherwise, the <b>FULL FEE</b> applies.                                                                                                                                                                                        |

| Level                    | Course type                                     | Fee details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------|-------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Level 3</b>           | <b>Award</b>                                    | <b>FREE</b> if you receive Universal Credit (because you're unemployed), JSA/ESA or wider benefits. Otherwise, the <b>DISCOUNTED FEE</b> applies.                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                          | <b>Certificate or Diploma</b>                   | <b>FREE</b> if you receive Universal Credit (because you're unemployed), JSA/ESA or wider benefits, or if you are aged 19-23 at the start of your course and you don't already have any qualifications at Level 3 or higher, but you intend to study at this level in the future.<br>The <b>DISCOUNTED FEE</b> applies if you are aged 19-23 at the start of your Certificate/Diploma, and you already have a qualification at Level 3 or higher.<br>The <b>FULL FEE</b> applies if you are aged 24 or over at the start of the course, although you would be eligible for a <b>24+ Advanced Learning Loan</b> . |
|                          | <b>Apprenticeships/courses in the workplace</b> | Please contact our Business Enterprise Centre on <b>01934 411 594</b> for further details.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                          | <b>City and Guilds</b>                          | The <b>FULL FEE</b> applies.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                          | <b>Stand-alone unit</b>                         | <b>FREE</b> if you receive Universal Credit (because you're unemployed), JSA/ESA or wider benefits. Otherwise, the <b>FULL FEE</b> applies.                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Level 4</b>           | <b>Courses in the workplace</b>                 | <b>FREE</b> if you are aged 19-23 at the start of your course and you don't already have a Level 3 qualification or higher. Otherwise, please contact our Business Enterprise Centre (BEC) on <b>01934 411 594</b> for information.                                                                                                                                                                                                                                                                                                                                                                              |
|                          | <b>Certificate or Diploma</b>                   | <b>FREE</b> if you are aged 19-23 at the start of your course and receive Universal Credit (because you're unemployed), JSA/ESA or wider benefits, or if you are aged 19-23 at the start of your course and you don't already have a qualification at Level 3 or higher.<br>The <b>DISCOUNTED FEE</b> applies if you are aged 19-23 at the start of your course and you are not receiving any of the benefits identified above.<br>The <b>FULL FEE</b> applies if you are aged 24 or over at the start of the course, although you would be eligible for a <b>24+ Advanced Learning Loan</b> .                   |
|                          | <b>Apprenticeships/courses in the workplace</b> | Please contact our Business Enterprise Centre (BEC) on <b>01934 411 594</b> for information.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Level 5</b>           | <b>FE Course</b>                                | <b>FREE</b> if you are aged 19-23 at the start of your course and receive Universal Credit (because you're unemployed), JSA/ESA or wider benefits, or if you are aged 19-23 at the start of your course and you don't already have a qualification at Level 3 or higher.<br>The <b>DISCOUNTED FEE</b> applies if you are aged 19-23 at the start of your course and you are not receiving any of the benefits identified above.<br>The <b>FULL FEE</b> applies if you are aged 24 or over at the start of the course, although you would be eligible for a <b>24+ Advanced Learning Loan</b> .                   |
| <b>Higher Education</b>  | <b>FdA/FdSc/BA and (Hons)</b>                   | Please contact the Higher Education Unit on <b>01934 411 409</b> for information.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>All other courses</b> |                                                 | <b>FULL FEE</b> is payable, including recreational courses.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

Other important information about course costs



## Other important financial information

- Fees quoted in this guide are for the 2014/15 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. 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 see the inside front cover or 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.

### Direct Debit – spreading the cost

If the cost you have to pay for a course is over £120, and the course lasts 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.

### Enhanced Learning Credits **ELC**

Weston College is an approved provider of courses under the Ministry of Defence's Enhanced Learning Credits (ELC) scheme. Enhanced Learning Credits are designed to promote lifelong learning amongst members of the Armed Forces and ex-service personnel. ELCs provide a financial contribution towards a first full Level 3 qualification (Certificates and Diplomas), a first Foundation Degree, a first full undergraduate degree or national equivalents.

More info can be found at [www.weston.ac.uk/elc](http://www.weston.ac.uk/elc)



## 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.

### 24+ Advanced Learning Loan

Available for ALL learners aged 24 or over undertaking a Level 3 or higher (Certificate or Diploma courses). See right for details.

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

This academic financial support is available to help those learners 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 costs and transport. This is a non-repayable means tested award and the amount will be based on gross household income.

**For further information contact the Student Funding Officer on 01934 411 571.**



## 24+ Advanced Learning Loan

# Learn now, pay later\*

\*in some circumstances, you will not need to pay anything back at all.

If money is the only thing that has prevented you from enrolling on a course at Weston College, then a 24+ Advanced Learning Loan could be just what you need.

If you are aged 24 or over, you can take a Level 3 or Level 4 Certificate or Diploma course, and the loan will completely cover your up-front tuition fees, including registration and certification of your qualification.

You don't pay a penny back until you start earning more than £21,000 a year. Even then, you only pay back 9% of whatever you earn above £21,000 and not before the April after completing your course. For example, if you earn £22,000 per year, your monthly loan repayment would be £7. For two year courses the full loan is requested in the first year.

The loans are not means tested or credit checked.

If you take out a loan to cover the fees for the Access to Higher Education course, and you then complete a university-level (Higher Education) course, then your loan is written off completely and you never have to pay a penny back.

The loans cover a range of courses at Weston College, including A Levels, Access to Higher Education, QCF Certificates and Diplomas, and University of Arts London Foundation Diploma in Art and Design. Look out for the **24+** symbol in the course pages.

### For more information:

**Call 01934 411 481**

**Email [24loan@weston.ac.uk](mailto:24loan@weston.ac.uk)**

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

For further advice about fees and any discounts you may be entitled to, please call College Information Services on **01934 411 481**.



## How a 24+ loan helped me

### Ben, Level 4 AAT Diploma in Accounting.

While working full-time in the family business, Ben has been pursuing his ambition of becoming an accountant through studies he has been fitting in around his 'day job'.

But after completing the Level 3 last year, the 25-year-old knew that the traditional funding means would not cover his Level 4, and he was not in a position to be able to pay the fees himself.

He said: **"I really wanted to carry on with my studies and do the Level 4, so I asked what my options were. I asked if I could stagger my payments throughout the year."**

**"My other option would have been to have worked hard for another year or two and try to save up to cover the fees, but that would have set me back a year or two. I have a mortgage and a two-year-old son, so there was no guarantee I could have come up with all the money."**

Ben was then told about the 24+ Loan scheme by his tutor, and found the application process very straight forward.

**"This loan gave me the ability to continue my studies rather than have to take a break in order to save up."**

Ben is hoping to progress to a university course or a job which provides further training once his Level 4 course is completed.

# Which level should I be on?

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

|                                    | Entry Level                                                                                                          | Level 1                                                                                                                                                                             | Level 2                                                                                                                                                                                                                                                        | Level 3                                                                                                                                                                                                                          | Level 4                                                                                                                                                                                   | Level 5                                                                                                                                                                                                                           | Level 6                                                                                                                                       |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| What level should you be studying? | For those without any qualifications.                                                                                | If you are new to a subject; to improve your basic knowledge.                                                                                                                       | To improve your subject knowledge.                                                                                                                                                                                                                             | To get into university or go on to degree-level qualifications, or get a good job with more detailed study.                                                                                                                      | <span>&lt;</span> <span>&lt;</span> <span>&lt;</span> <span>&lt;</span> <b>DEGREE LEVEL</b> <span>&gt;</span> <span>&gt;</span> <span>&gt;</span> <span>&gt;</span>                       |                                                                                                                                                                                                                                   |                                                                                                                                               |
| What do I need?                    | No qualifications, but you 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.                                                                                             | You need knowledge/ experience of your subject. You also need 4 GCSE grades C-E or a Level 1 course (for an Apprenticeship, you may not need as many as this). You could start at this level on a completely new subject to you, depending on your experience. | A minimum of 5 GCSE grades A*-C or a Level 2 course. For some courses, like 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 160-200 UCAS points.                                                                            | Level 4 qualification.                                                                                                                                                                                                            | Level 5 qualification.                                                                                                                        |
| What courses can I do?             | <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> <li>Traineeship</li> <li>English and Maths</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, Level 2</li> <li>English and Maths</li> </ul>                                                                      | <ul style="list-style-type: none"> <li>Advanced Apprenticeship</li> <li>BTEC Extended Diploma</li> <li>Diploma, Level 3</li> <li>NVQ, Level 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, Level 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>                                  |
| What will I get?                   | New practical skills for work and independent living which can help you progress to the next level.                  | New practical skills for work and daily life, work experience, personal development and an introduction to your subject.                                                            | Good general education, well-developed work habits, problem-solving skills, resourcefulness, subject knowledge and skills for lower-level jobs. This is the minimum level most employers will ask for when you apply for a job.                                | Good problem-solving skills, ability to learn and work independently. You will be able to manage work relationships and business knowledge. Most universities ask for this level of qualification as do more and more employers. | Advanced problem-solving skills, business knowledge, relationship management skills, leadership and project management skills.                                                            | Thorough knowledge of your subject. A high level of work expertise together with competence in managing and training others.                                                                                                      | Specialist knowledge in your subject. The ability to use your own ideas to carry out research in response to complex problems and situations. |

The small print: Weston College reserves the right to be flexible about entry requirements to make sure that students are matched to the course that best reflects their interest, ability and aspirations. This means the entry requirements stated in this course guide do not automatically guarantee an offer of a place.

## Which pathway will lead you back to work?

Weston College offers a wide range of support, training and courses to help get you into work and on your way towards a brighter future.

We have pathways to help you if you are seeking work, looking to change career, returning to work after a break or if you are facing redundancy. Whatever your needs, we can find the right pathway for you.

All our programmes are FREE if you meet one of the following criteria:

- You are aged between 16 and 18
- You are in receipt of Job Seekers Allowance
- You are in receipt of Employment Support Allowance
- You attend a Work-Related Activity Group.

Weston College has been rated 'Outstanding' by Ofsted, which means we are officially one of the best-performing colleges in the country. That means that if you choose to follow one of our pathways, you can rest assured that you are in very good hands.

Another reason to choose Weston is that our work with you doesn't come to a stop when you finish your programme. We will continue to work with you in the weeks and months afterwards, to help you build on what you have learned and whilst you find work.

There are also opportunities for you to develop your vocational skills and earn a qualification even after you have started work.



## Helping me find my way

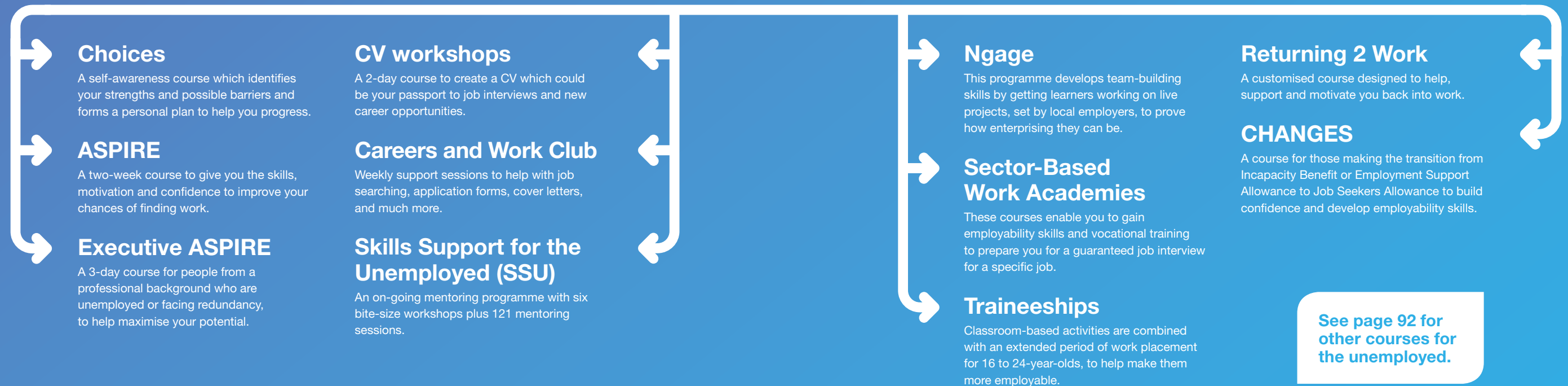
Lucy turned to the ASPIRE course to help her find a way into employment after dropping out of her A Levels.

*"I felt ASPIRE offered practical skills and knowledge that would help me get my foot in the door in looking for a full-time career."*

*"The course inspired me to recognise and realise my potential and enabled me to progress on to an Apprenticeship at the College. The teaching was informal, yet delivered professionally, which created a friendly working environment."*

After completing ASPIRE, Lucy progressed to a fast-track Intermediate Apprenticeship in Customer Service and now works as the Events and Marketing Co-ordinator at the Winter Gardens in Weston-super-Mare.

# HELPING YOU INTO WORK



→ All courses include the provision of free, personalised, information, advice and guidance (IAG).

→ For more information about exactly how we can help you find the pathway to a brighter future, email [aspire@weston.ac.uk](mailto:aspire@weston.ac.uk) or call **01934 411 735**.



# 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.

## Support, guidance and advice

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

- Referrals and resources on careers guidance
- Welfare
- University applications
- Benefit entitlement and finances
- Health and well-being.

For further information please contact Student Welfare and the Student Progression team on **01934 411 506**, or College Information Services on **01934 411 481**.

## 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.



## 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)

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.

## Free and impartial Careers advice available for adult learners

Weston College is working in partnership with The National Careers Service to support adults with all the tools they need to progress with their career ambitions beyond the College and take control of their learning and working life.

This free service is available to anyone over 19 years of age or 18 years of age if claiming a benefit. It offers confidential, helpful and impartial advice, supported by qualified Careers Advisors.

The service is free to everyone over 19 (18 if claiming JSA).

Your National Careers Service adviser can help you:

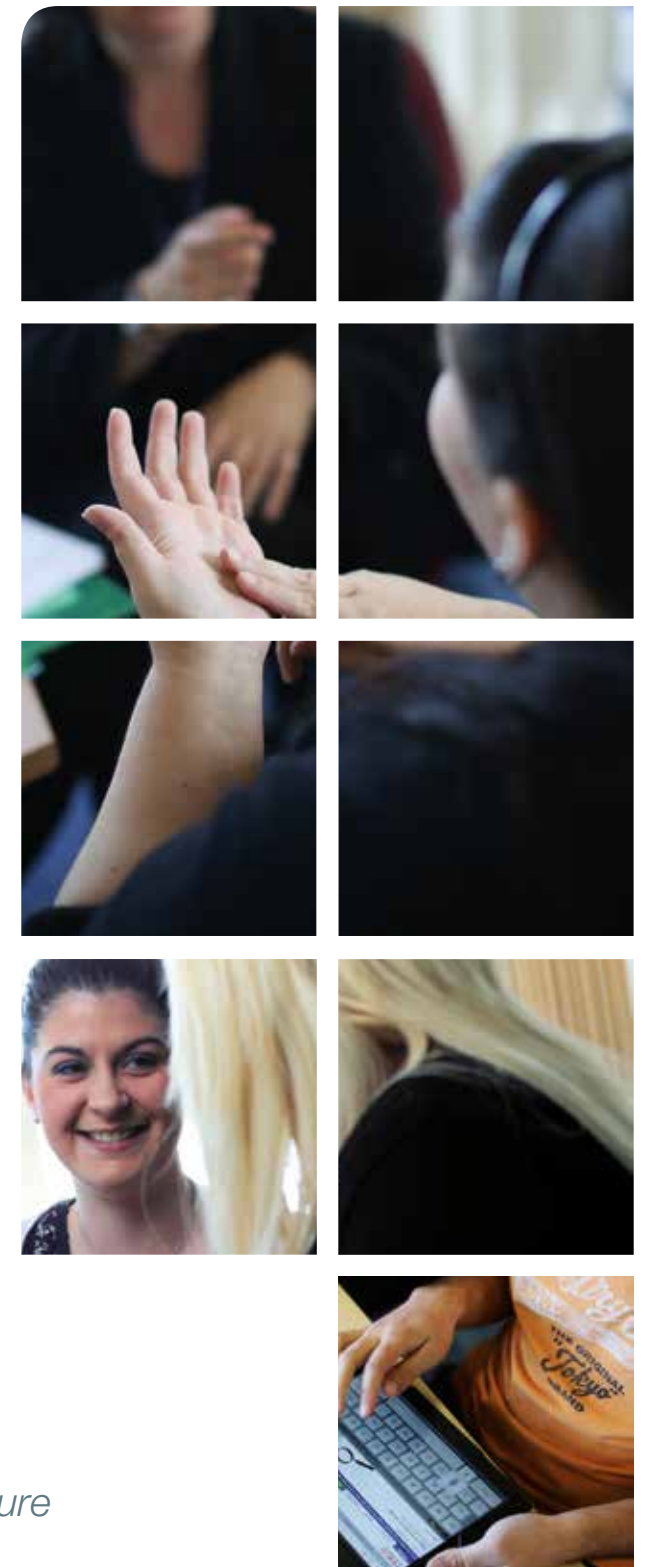
- Develop your CV
- Search and apply for jobs
- Improve your interview skills
- Understand the job market
- Identify your key strengths and skills
- Explore your career options.

Anyone using this service will get a personalised career action plan and access to a wide range of fantastic further resources.

To find out more, contact **01934 411 725** or [enquiries@weston.ac.uk](mailto:enquiries@weston.ac.uk)

### Ofsted said:

*“Learners benefit greatly from the culture of respect, hard work and enjoyment that permeates the College.”*





# The perks of student life

Becoming a Weston College student at any age means you are well on the way towards creating your brighter future. There are also lots of other benefits, discounts and options on offer to you thanks to your student status.

## Student Union/NUS Cards

If you're over 16, you will automatically become a member of the Student Union when you enrol at Weston College. And once that happens, you can order an NUS Extra card. The card costs £12, and offers substantial savings at a wide range of shops, restaurants, cinemas and other outlets, including online.

## Health and Fitness Suite

Sitting on the seventh floor of the Knightstone Campus, this superb suite has been recently refurbished with state-of-the-art cardiovascular, resistance and weight equipment. Personal training can be provided to gym members, as well as support with training programmes. This fantastic facility is open exclusively to students and staff, with membership costing just £60 per year.

## Hair and Beauty Centre

The cost of treatments at our Hair and Beauty Centre is trimmed by 20% for Weston College students.

Our salons are fully-equipped to industry-standard, and our trainee hairdressers and beauty therapists run sessions throughout the week, offering treatments including haircuts, blow drying, hair colouring, facials, waxing, spray-tanning, and eye treatments.

For more details, or to book an appointment, call **01934 411 433** or visit [www.weston.ac.uk/hairandbeauty](http://www.weston.ac.uk/hairandbeauty).

## The Grove

This is our training restaurant, where our hospitality students use professional-level kitchens to create a varied, high-quality menu, which is then served in our stylish dining area for substantially less than you would pay elsewhere in town.

To make a reservation, call **01934 411 422** or visit [www.weston.ac.uk/the\\_grove](http://www.weston.ac.uk/the_grove).

## Learn to drive

Through our own School of Motoring, run in partnership with a local professional driving school, Weston College students can benefit from discounted driving lessons, and free theory tuition.

## Become a Student Ambassador

It's an extra, positive, attribute to add to your CV to say you have been a volunteer Student Ambassador.

This scheme will enable you to develop skills in team-building, team leading, self-confidence, presentation and public speaking skills, and inter-personal skills.

You will also gain an insight into marketing, PR and event management, experience of mentoring or teaching younger students, and get involved in providing information, advice and guidance to potential students and College visitors.

For more information, call **01934 411 587**.

## Get active!

Our enrichment programme is a range of activities designed to give you the chance to keep fit, get active, try new things, learn new skills, make new friends and enjoy College life. Activities include basketball, badminton, cricket, football, table tennis, Zumba, trampolining, running, street dance, unihoc, volleyball, gym fusion, strength and condition, golf, tennis, dodgeball and squash. And if there isn't anything in that list that appeals to you, tell us, and we'll do our best to organise activities that do suit your needs and preferences.

## Get competitive!

Joining a College sports team will give you the chance to compete in local, county and national competitions.

## Sports volunteering

Experience opportunities to run sporting events, and help to coach. You can also become a sports maker, in conjunction with our county sports partner. We also have a Students Management Team, which gives you the chance to influence what sports and activities are delivered, and how they are delivered.

## Sports academies

Our academies offer expert coaching and training in state-of-the-art facilities, in partnership with local clubs. Top-level coaches are available to take rising sports stars and athletes to the next level. Our sports academies cater for all levels and abilities.

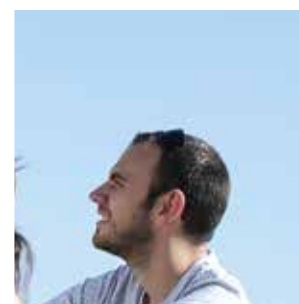
## Focus academies

Combine your academic or vocational studies with improving your sports skills. We have four focus academies, in football, rugby, golf and mixed martial arts, through professional partnerships with local clubs, and regular competitions.

## Participation academies

These offer you the chance to access sports regardless of your level of ability. You can choose from football, rugby, netball, fitness training and conditioning, physiotherapy sessions for rehabilitation, zumba, gym fusion or trampolining.

We are always looking for ways to expand and improve the range of academies, and value the opinions and input from our students.



## Please keep in touch through our Alumni

We're working in partnership with a charity called Future First to keep in touch with all our leavers – and their progress – and also to reconnect with our former students who have left over the years. The College will send regular news updates and invites to the Alumni who sign up. Alumni students may support the College by coming in to talk about their career or pathway since leaving, offering a work shadowing placement, e-mentoring a group of students, offering donations, applying to become a governor and so on.

Year on year, we hope the network will get bigger and bigger! Please get in touch and let us know what you progress on to.

<https://networks.futurefirst.org.uk/former-student/weston>



# Our Campuses

Over the last ten years, we have grown from a small college to the vibrant and expansive establishment 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 well-equipped LibraryPlus facility and beauty salons. In addition we have a Costa Coffee, The Bistro, Grove Restaurant and an industry-standard gym.



Knightstone Campus



## 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.



University Campus



## South West Skills Campus

An eight-acre site with purpose built facilities for:

### ■ Construction and Engineering Centre of Excellence (CECE)

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.

### ■ Automotive Technology Centre (ATC)

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

### ■ Business Enterprise Centre

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



South West Skills Campus



Badgworth Equestrian and Animal Centre



## Badgworth Equestrian and Animal Centre

Our British Horse Society (BHS) approved 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

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



## Technology resources

In addition to our wide range of LibraryPlus resources and support services, we also offer a variety of technology including:

- Award-winning IT facilities with more than 1,500 computers including:
  - LibraryPlus open access IT areas
  - A laptop loan service at each of our LibraryPlus centres.
- A technology loan service at each of our LibraryPlus centres, including:
  - Laptops
  - iPads
  - Flip cameras
  - GoPro Hero cameras
  - Digital SLR cameras
  - Dictaphones
  - E-readers.
- Moodle Virtual Learning Environment – to enable access to key course information, learning materials, assignments, assessment grades online, student news and information
- Email and online submission of coursework
- Free wireless network
- Remote access from anywhere in the world.

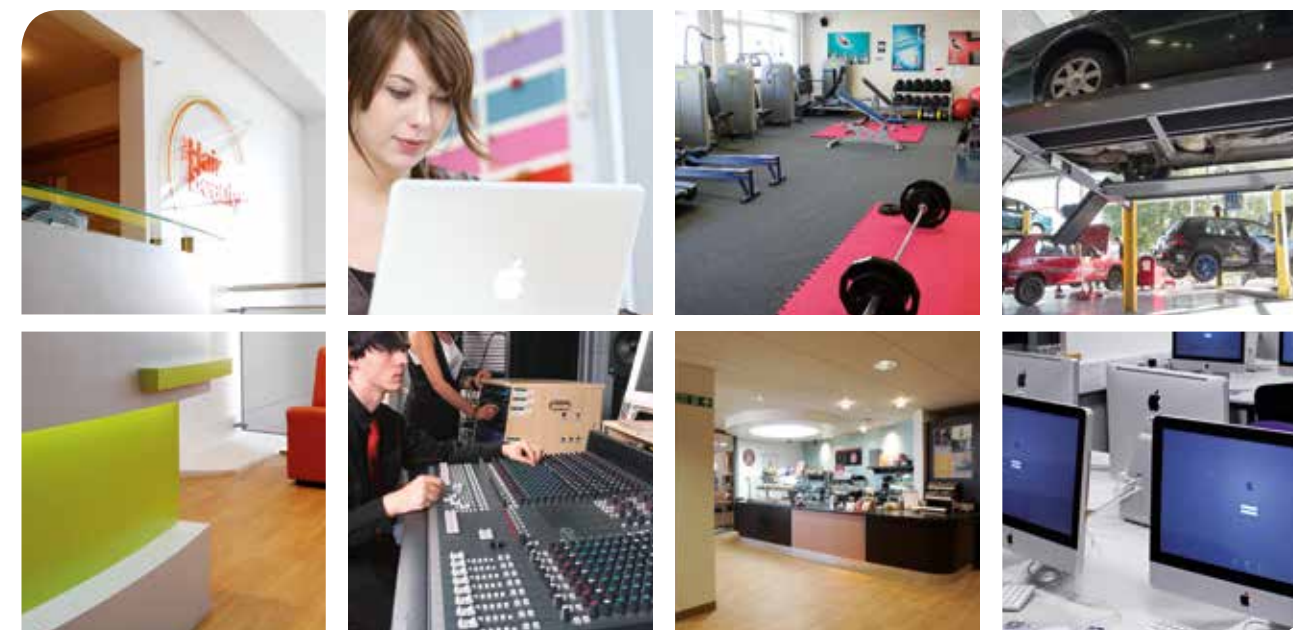
## LibraryPlus

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

- Welcoming staff providing dedicated support
- More than 30,000 books, journals and DVDs
- E-library with e-books accessible on and off campus
- Free access to respected academic databases including EBSCO, Mintel and Britannica Online
- Group work and independent study areas
- Support material and subject guides linked to your course
- LibraryPlus Learning Mentors to provide accessible, additional support with your study skills, research and coursework
- LibraryPlus Learning Technologists to help with using technology and Moodle
- Careers information and prospectuses.

## 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.



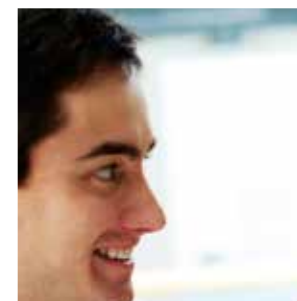


# We mean business

Weston College offers a range of training and development opportunities for businesses.

## 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, budget, and the funding available
- Deliver the training solution, with the flexibility to deliver where and when suits you, using our experienced, professional 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 and short courses, including: customer service, time management, IT skills, manual handling, food hygiene and degree-level training.

Workshops are flexible and available throughout the year.

## Work Experience and Traineeships

The new Traineeships programme has been designed specifically for young people who want to work but need extra help to get onto an Apprenticeship or into a job. Traineeships give young people the opportunity to develop the skills and workplace experience that employers value in new recruits. They also give employers the chance to take a closer look at a young person for a few weeks before making the decision of whether to offer them a job.

## Get involved!

We need employers to get involved with activities, forums, mentoring and events throughout the year. YOU get to promote YOUR business to a wider network of Weston College Affiliated Partners and Organisations.

For more information about any of these business opportunities, please get in touch.

Email [business.enterprisecentre@weston.ac.uk](mailto:business.enterprisecentre@weston.ac.uk)

Call 01934 411 594

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

The business benefits of taking on an apprentice



# Apprenticeships pay

Here are just a few of the business benefits of taking on an apprentice.

## Work-based training

The majority of apprentices can work on a full-time basis without the need to attend College.

Our trainers, who have many years of industry experience, will visit at times to suit you.

## Reduced recruitment costs

Complete selection and recruitment service delivered to you FREE OF CHARGE.

## Increased productivity and up-skilled workforce

76% of businesses which employ apprentices agree they make their workplace more productive.

## Grow your own talent

Taking on and training an apprentice to suit your business rather than hiring staff who have been with other organisations can lead to lower overall training and recruitment costs.

## A motivated workforce

92% of employers believe that apprenticeships lead to a more motivated and satisfied workforce.

## £1,500 Employer grant

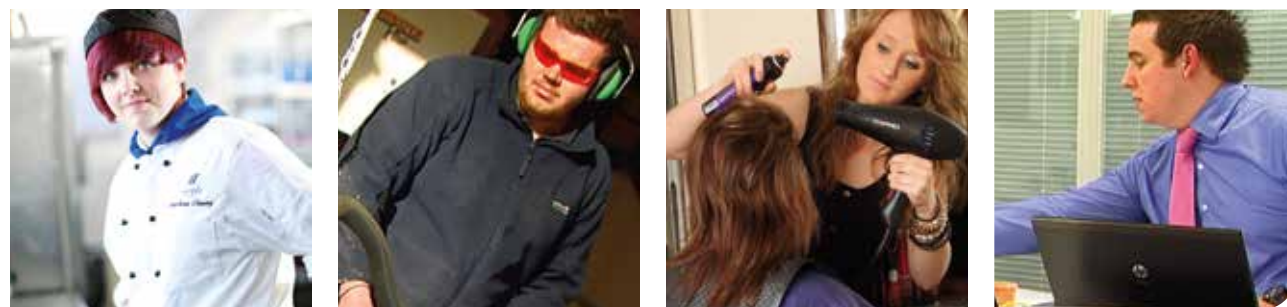
A Government grant is available for eligible UK employers.

## Why choose Weston College?

We work with more than 1,000 employers, large and small, across the south west, in nearly 100 different sectors. Each business has its own Key Account Manager.

## The benefits of being an apprentice

- 90% of apprentices are offered permanent positions by their employers at the end of their programme
- Apprenticeships give you the chance to earn money, gain real work experience and a nationally accredited qualification
- Apprenticeships are an alternative route to Higher Education
- Apprenticeships are for all ages! Weston College has many apprentices who are over 40!
- Apprenticeships are available from Intermediate to Advanced and also available at Higher Degree Level.



## What the business community is saying about apprenticeships.

"Weston College has been able to identify an on-going source of first class apprentices that perform highly, are motivated and enthusiastic and bring young talent into the organisation – so much so that we are fortunate in being able to employ many in permanent positions at the end of their training period."

### Sandy Jackson

HR Manager, Workforce & Organisational Development, Weston Area Health Trust



"I have found the help that Weston College has provided during the last 10 years to be invaluable and this has been a real asset to our hotel. We would not be where we are today without the College's support."

### Jonathan Cooke

Director & General Manager, The Royal Hotel



"The Town Council is delighted to work with Weston College on joint initiatives. We have found that the Apprenticeship Recruitment Team at Weston College was extremely efficient in helping us to source and recruit our apprentice and we look forward to continuing this working relationship."

### Tania Middlemiss

Assistant Town Clerk, Weston Town Council



"Our relationship with Weston College has been one which was built quickly, offering great flexibility and creativity in how we could offer our apprentices the best learning opportunity directly linked to their job role."

### Katie Ozanne

HR Manager, Castelan



"Weston College is forward thinking, innovative and works collaboratively to create solutions that ensure learners have the right skills and behaviours to compete in a competitive job market."

### Michael Williams

Alliance Homes Group



"I've been impressed by the College's commitment and support to the programme, and the way they've engaged our residents with new, innovative ideas."

### Phil Barker

Into Work Programme Manager, Knightstone Housing



"By working with a good quality college like Weston we benefit from access to a range of business-enhancing opportunities. Our staff feel they are supported by the College's Apprenticeship delivery team."

### Sarah Hallaran

The Beauty Oasis Day Spa



For more information about taking on an apprentice: contact the Apprenticeship Recruitment Team.

Email [apprenticeship@weston.ac.uk](mailto:apprenticeship@weston.ac.uk)

Call **01934 411 594**

# Getting to college

By train, road, bike or by foot, here's some useful information on getting to your campus.



## Campus addresses

### Knightstone Campus:

Knightstone Road,  
Weston-super-Mare, BS23 2AL.

### University Campus:

Loxton Road,  
Weston-super-Mare, BS23 4QU.

### South West Skills Campus, including Construction and Engineering Centre of Excellence and Automotive Technology Centre:

Locking Road,  
Weston-super-Mare, BS22 8NL.



## Car parking near the Knightstone Campus

**Melrose car park**, Knightstone Road,  
Weston-super-Mare, BS23 2AW.

### Sovereign Shopping Centre multi-storey car park,

St Margaret's Terrace, Weston-super-Mare, BS23 1HL.  
There is parking at both the other campuses.

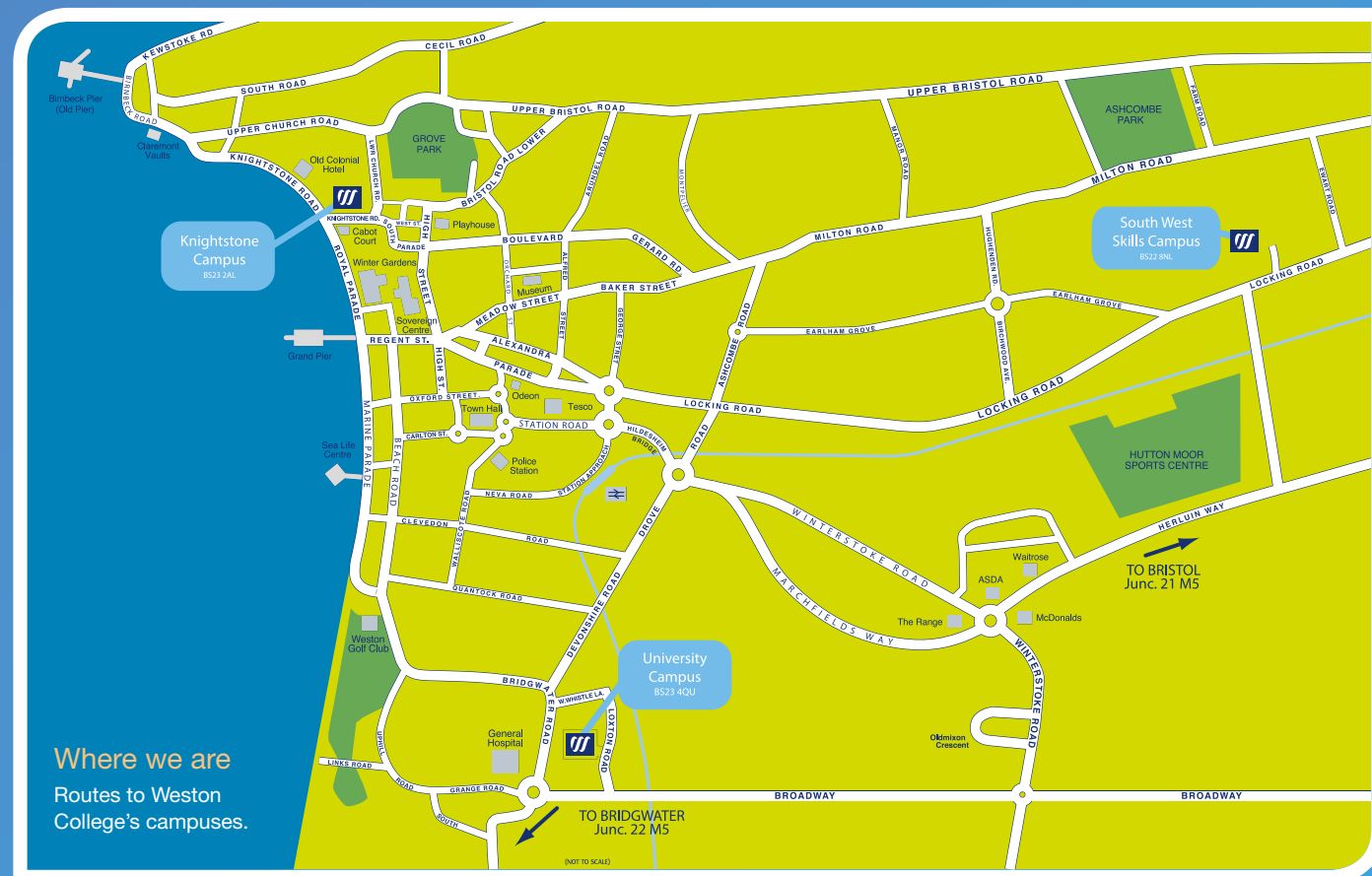


## Cycling to College

Save money on petrol and parking, be kinder to the environment, and keep yourself fit and healthy by cycling to college. All our campuses have plenty of cycle racks for you to use.



We offer full-time students a bus pass for only £55\* per term (three times a year). It can be used during term-time on any local FirstBus routes. It entitles you to unlimited travel, 24 hours a day, seven days a week, anywhere in North Somerset and Bristol.



Where we are  
Routes to Weston College's campuses.

## Bus routes within Weston-super-Mare

| Bus      | Operator  | Details                                                                              |
|----------|-----------|--------------------------------------------------------------------------------------|
| 100      | Crosville | Travels between railway station and Sand Bay, close to Knightstone Campus.           |
| 4        | Crosville | WsM-Hutton. Good for Knightstone Campus.                                             |
| 1 and X1 | First     | WsM and Bristol; also will take you to the South West Skills Campus.                 |
| 126      | First     | WsM and Wells; also will take you to the South West Skills Campus.                   |
| 7        | First     | Worle and Oldmixon Estate; would take you from town centre to the University Campus. |

Go to the North Somerset Council website for a list of the main bus services in North Somerset <http://goo.gl/Dsu6y0>

On our website, we advise people to contact Travel Line on **0871 299 2233** or visit <http://traveline.info/> for information.

## Buses travelling from further afield

| Bus | Operator       | Details                                                                                                                                                                              |
|-----|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| X4  | First          | Runs between WsM town centre and Portishead/Nailsea. Easy reach of Knightstone Campus and South West Skills Centre.                                                                  |
| X5  | First          | Runs between WsM town centre and Cribbs Causeway, via Clevedon, Portishead, Hewish, Yatton, Congresbury. Easy reach of Knightstone Campus and South West Skills Centre.              |
| 21  | First          | Runs between WsM and Taunton, via Bridgwater, Burnham-on-Sea, Highbridge, Uphill. Goes close to University Campus and Knightstone Campus.                                            |
| 75  | Webberbus      | WsM – Bridgwater. Via Berrow, Burnham-on-Sea, Highbridge. Good for Knightstone and University Campuses.                                                                              |
| 102 | First          | Runs between WsM and Bridgwater, via East Brent, Burnham-on-Sea, Highbridge. Has a stop on College days at University Campus, and also WsM town centre, easy for Knightstone Campus. |
| 121 | Bakers Dolphin | WsM – Bristol. Via Locking, Banwell, Winscombe, Sandford, Redhill, Bristol Airport, Winford, Bristol Temple Meads. Good for Knightstone Campus.                                      |



## Access to Higher Education

More than 20,000 students a year across the UK go on to apply for degree courses following the completion of their Access to HE course. It represents the start of an exciting future.

### Access to Study

Level 2

Are you interested in returning to study? Would you like to develop a new career, but are worried that you don't have the GCSEs or A Levels needed for university? Are you unsure if you're ready to commit to the full Access to HE course? This introductory course gives you the opportunity to find out if you are ready for advanced-level study. The Access to Study course is a 12-week programme over two days a week which will allow you to develop your English, Maths and broader study skills in preparation for moving to the next stage. If you complete this course successfully then you will be offered a place on the Access to HE course beginning in the following academic term.

| Day & Time          | Start-End Date | Duration | Course Code |
|---------------------|----------------|----------|-------------|
| TBC 8/9/14-12/12/14 |                | 12 weeks | STACCPD1KN  |
| TBC 13/4/15-10/7-15 |                | 12 weeks | STACCPD5KN  |
| Full Fee            | Discounted Fee | FREE     | Campus      |
| N/A                 | N/A            | Yes      | KC          |

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### Access to Higher Education, Diploma – Business and Law

Level 3

Do you want to study a degree in business or law, 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 provide the qualifications and academic skills required to progress onto degree courses in a wide range of subjects, including business, marketing, event management, human resources, law, and criminology. You will study for 12 hours per week, either over two full days or up to five part days, to suit your needs. If you don't already have them, you will be able to study GCSEs in Maths and English alongside this course.

| Day & Time         | Start-End Date | Duration | Course Code |
|--------------------|----------------|----------|-------------|
| TBC 8/9/14-12/6/15 |                | 1 year   | ACCBUSD1KN  |
| Full Fee           | Discounted Fee | FREE     | Campus      |
| £3,384             | £2,054         | Yes      | KC          |

i 24+ ELC

### Access to Higher Education, Diploma – Education and Teaching

Level 3

Do you want to study a degree in teaching or early years, pursue a career in education, childcare or supporting 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. If you don't already have them, you will be able to study GCSEs in Maths, English and Science alongside this course.

| Day & Time         | Start-End Date | Duration | Course Code |
|--------------------|----------------|----------|-------------|
| TBC 8/9/14-12/6/15 |                | 1 year   | ACCDEDD1KN  |
| Full Fee           | Discounted Fee | FREE     | Campus      |
| £3,384             | £2,054         | Yes      | KC          |

i 24+ ELC

### Access to Higher Education, Diploma – Humanities

Level 3

Do you want to study a degree in history or geography, 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 geography, history, heritage studies, archaeology, geology, population studies, and travel and tourism. You will study for 12 hours per week, either over two full days or up to five part days, to suit your needs. If you don't already have them, you will be able to study GCSEs in Maths and English alongside this course.

| Day & Time         | Start-End Date | Duration | Course Code |
|--------------------|----------------|----------|-------------|
| TBC 8/9/14-12/6/15 |                | 1 year   | ACCDEDD1KN  |
| Full Fee           | Discounted Fee | FREE     | Campus      |
| £3,384             | £2,054         | Yes      | KC          |

i 24+ ELC



**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.

### Access to Higher Education, Diploma – Medical Sciences

Level 3

Do you want to study a degree in science or the allied health professions, including midwifery, 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 which include biology and chemistry, biological sciences, medical sciences and the allied health professions. You will study for 12 hours per week, either over two full days or up to five part days, to suit your needs. If you don't already have them, you will be able to study GCSEs in Maths, English and Science alongside this course.

| Day & Time         | Start-End Date | Duration | Course Code |
|--------------------|----------------|----------|-------------|
| TBC 8/9/14-12/6/15 |                | 1 year   | ACCMEDD1KN  |
| Full Fee           | Discounted Fee | FREE     | Campus      |
| £3,384             | £2,054         | Yes      | KC          |

i 24+ ELC

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

Level 3

Do you want a career in nursing or in the health or social care industries, but do not have the GCSEs or A Levels to go to university? 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 which include the physical sciences, physics, mathematical sciences, and engineering courses. You will study for 12 hours per week, either over two full days or up to five part days, to suit your needs. If you don't already have them, you will be able to study GCSEs in Maths and English alongside this course.

| Day & Time         | Start-End Date | Duration | Course Code |
|--------------------|----------------|----------|-------------|
| TBC 8/9/14-12/6/15 |                | 1 year   | ACCMEDD1KN  |
| Full Fee           | Discounted Fee | FREE     | Campus      |
| £3,384             | £2,054         | Yes      | KC          |

i 24+ ELC

### Access to Higher Education, Diploma – Nursing, Health and Social Care (fast track)

Level 3

Do you want a career in nursing or in the health or social care industries, but do not have the GCSEs or A Levels to go to university? 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. Study takes place over three full days from January to July. This is a challenging fast-paced course.

| Day & Time         | Start-End Date | Duration | Course Code |
|--------------------|----------------|----------|-------------|
| TBC 5/1/15-17/7/15 |                | 21 weeks | ACCSD5KN    |
| Full Fee           | Discounted Fee | FREE     | Campus      |
| £3,384             | £2,054         | Yes      | KC          |

i 24+ ELC

### Access to Higher Education, Diploma – Science and Engineering

Level 3

Do you want to study a degree in science or engineering, 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 which include the physical sciences, physics, mathematical sciences, and engineering courses. You will study for 12 hours per week, either over two full days or up to five part days, to suit your needs. This course includes Mathematics at Level 3. If you don't already have them, you will be able to study GCSEs in Maths, English and Science alongside this course.

| Day & Time         | Start-End Date | Duration | Course Code |
|--------------------|----------------|----------|-------------|
| TBC 8/9/14-12/6/15 |                | 1 year   | ACCSCID1KN  |
| Full Fee           | Discounted Fee | FREE     | Campus      |
| £3,384             | £2,054         | N/A      | KC          |

i 24+ ELC

#### Ofsted said:

*"The College provides very strong support to learners to help them move into higher education."*



## Accounting

The courses shown here could lead to a job in an accountancy firm or the finance department of a business. All large businesses have a finance team or department and many smaller businesses employ finance staff. And with over 8,000 businesses in North Somerset alone there's plenty of employment opportunities.

### Accountancy, Intermediate Apprenticeship

Level 2

This Apprenticeship is designed for learners who are in roles such as assistant/clerk, cashier, credit control clerk, finance assistant, purchase ledger clerk and sales ledger clerk. You will be required to attend College one day per week and study for a Certificate in Accounting. An assessor will visit you in your workplace and will support you in completion of Functional Skills and Employers Rights and Responsibilities. Apprentices can progress onto the Advanced Apprenticeship in Accounting, the stand-alone Level 3 Diploma in Accounting qualification or job roles such as trainee accountant and trainee accounting technician.

| Day & Time        | Start-End Date | Duration | Course Code |
|-------------------|----------------|----------|-------------|
| Sept. start       |                | 1 year   | APPACPF1MA  |
| Full Fee          | Discounted Fee | FREE     | Campus      |
| Phone for details |                | N/A      | ATC         |



### Association of Accounting Technicians (AAT), Award in Accounting Skills to Run Your Own Business

Level 2

This course is ideal if you are self-employed or thinking of starting your own business and require essential accounting skills to manage your finances effectively. Most new businesses fail because their owners do not possess the necessary skills to ensure their finances are healthy.

| Day & Time      | Start-End Date  | Duration | Course Code |
|-----------------|-----------------|----------|-------------|
| Mon 14:00-17:00 | 29/9/14-8/12/14 | 10 weeks | ACROB2DBKN  |
| Mon 14:00-17:00 | 12/1/15-23/3/15 | 10 weeks | ACROB2DAKN  |
| Full Fee        | Discounted Fee  | FREE     | Campus      |
| £293.50         | N/A             | Yes      | KC          |

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

Level 2

This course prepares you for the first stage of this widely recognised and respected professional accounting qualification. You will gain the knowledge and skills required 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 be assessed through online examinations and 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-End Date  | Duration | Course Code |
|------------------|-----------------|----------|-------------|
| Mon/Wed 18-20:30 | 15/9/14-1/7/15  | 1 year   | C2AATE1KN   |
| Mon 10:30-15:30  | 15/9/14-29/6/15 | 1 year   | C2AATD1KN   |
| Full Fee         | Discounted Fee  | FREE     | Campus      |
| N/A              | £808            | Yes      | KC          |



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

Level 2

This short qualification provides a thorough foundation in bookkeeping and basic accounting practices, including double-entry bookkeeping. With this bookkeeping 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-End Date | Duration | Course Code |
|-----------------|----------------|----------|-------------|
| Thu 10:30-14:30 | 22/1/15-4/6/15 | 16 weeks | CBOOK2DAKN  |
| Full Fee        | Discounted Fee | FREE     | Campus      |
| £434            | N/A            | Yes      | KC          |

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

Level 3

This course is suitable if you have completed the AAT Level 2 qualification or are already working in the finance sector, as your experience may allow direct entry. You will be introduced to the preparation of final accounts for sole traders and partnerships and 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, costing approximately £65. Upon completion of this course you can progress to the Level 4 AAT Diploma.

| Day & Time       | Start-End Date | Duration | Course Code |
|------------------|----------------|----------|-------------|
| Mon/Thu 18-21:00 | 8/9/14-9/7/15  | 1 year   | D3AATE1KN   |
| Tue 9:00-16:30   | 9/9/14-7/7/15  | 1 year   | D3AATD1KN   |
| Full Fee         | Discounted Fee | FREE     | Campus      |
| £1,987           | £1,262         | Yes      | KC          |



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

Level 4

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

| Day & Time       | Start-End Date | Duration | Course Code |
|------------------|----------------|----------|-------------|
| Tue/Thu 18-21:00 | 9/9/14-9/7/15  | 1 year   | D4AATE1KN   |
| Thu 9:00-16:30   | 11/9/14-9/7/15 | 1 year   | D4AATD1KN   |
| Full Fee         | Discounted Fee | FREE     | Campus      |
| £1,987           | £1,322         | Yes      | KC          |



### Accountancy, Higher Apprenticeship

Level 4

The Accounting Higher Apprenticeship framework is made up of two qualifications – the AAT Level 4 Diploma in Accounting and AAT Level 4 Diploma in Business Skills. It provides a range of skills such as organising meetings and managing project finances, enabling you to broaden your existing skills. You will attend College one day a week in the first year and, in the second, gather workplace evidence in a portfolio. On completion of the qualification, you can gain exemptions from Chartered Accounting examinations. It is relevant for job roles including Chartered accounting technician, accounts manager and VAT accountant.

| Day & Time        | Start-End Date | Duration | Course Code |
|-------------------|----------------|----------|-------------|
| Sept. start       |                | 1 year   | AHPACPF1MA  |
| Full Fee          | Discounted Fee | FREE     | Campus      |
| Phone for details |                | N/A      | ATC         |



### Bookkeeping, Manual and Computerised

Level 1+2

This qualification is ideal for anyone wishing to embark on a career as a bookkeeper or as an independent professional. It is also suitable for business owners as it provides the essential skills to manage your books effectively. By undertaking this qualification, you will achieve three nationally recognised qualifications – Award in Accounting, Level 1, AAT Level 2 Certificate in Bookkeeping and the AAT Level 2 Award in Computerised Accounting.

| Day & Time      | Start-End Date | Duration | Course Code |
|-----------------|----------------|----------|-------------|
| Thu 10:00-14:30 | 11/9/14-2/7/15 | 1 year   | AW2BOPDAKN  |
| Full Fee        | Discounted Fee | FREE     | Campus      |
| N/A             | £618           | Yes      | KC          |



### Budgeting for the Small Business

Level 2

This one-day course is ideal for small business owners who require training in budgeting and financial management. There is no formal assessment for this course and training can be delivered at the College or within the workplace (depending on the number of delegates).

| Day & Time                    | Start-End Date | Duration | Course Code |
|-------------------------------|----------------|----------|-------------|
| On demand throughout the year |                | 1 day    | NF2K2NDAKN  |
| Full Fee                      | Discounted Fee | FREE     | Campus      |
| £96                           | N/A            | N/A      | KC          |

### Computerised Accounting, Award

Level 2

This Level 2 Award is perfect if you need to get to grips with computerised accounts software. It will enhance your current knowledge, allowing you to use the software independently. This course will enable you to use one of the most popular accounting systems, Sage Line 50, and provides the opportunity to progress to the AAT Certificate in Accounting.

| Day & Time      | Start-End Date  | Duration | Course Code |
|-----------------|-----------------|----------|-------------|
| Wed 13:30-16:00 | 24/9/14-3/12/14 | 10 weeks | AW2CACDAKN  |
| Wed 13:30-16:00 | 14/1/15-25/3/15 | 10 weeks | AW2CACDBKN  |
| Full Fee        | Discounted Fee  | FREE     | Campus      |
| £106            | N/A             | Yes      | 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.



## Finance for Non-Finance Managers

Level 2

This one-day course is ideal for anyone who requires training in financial management. There is no formal assessment and training can be delivered at the College or within the workplace (depending on the number of delegates).

| Day & Time                    | Start-End Date | Duration | Course Code |
|-------------------------------|----------------|----------|-------------|
| On demand throughout the year |                | 1 day    | NF2K3NDAKN  |
| Full Fee                      | Discounted Fee | FREE     | Campus      |
| £96                           | N/A            | N/A      | KC          |

## Making Sense of Financial Documents

Level 2

This one-day course is ideal for anyone who requires training in understanding financial documents. There is no formal assessment and training can be delivered at the College or within the workplace (depending on the number of delegates).

| Day & Time                    | Start-End Date | Duration | Course Code |
|-------------------------------|----------------|----------|-------------|
| On demand throughout the year |                | 1 day    | NF2K5NDAKN  |
| Full Fee                      | Discounted Fee | FREE     | Campus      |
| £96                           | N/A            | N/A      | KC          |

## Managing Cash Flow and Keeping your Business Healthy

Level 2

This one-day course is ideal for anyone who owns their own business and requires training in cash flow and financial management. There is no formal assessment and training can be delivered at the College or within the workplace (depending on the number of delegates).

| Day & Time                    | Start-End Date | Duration | Course Code |
|-------------------------------|----------------|----------|-------------|
| On demand throughout the year |                | 1 day    | NF2K4NDAKN  |
| Full Fee                      | Discounted Fee | FREE     | Campus      |
| £96                           | N/A            | N/A      | KC          |

## Taxation and Ethics, Certificate

Level 4

Enhance your career options with this professionally recognised qualification. You will gain the knowledge and skills required to prepare and complete personal taxation, business taxation and VAT returns. You will also undertake an ethics unit which is essential for a career in this field. In addition to the course costs, you will need to pay a membership fee to the AAT and purchase text books costing approximately £50.

| Day & Time      | Start-End Date | Duration | Course Code |
|-----------------|----------------|----------|-------------|
| Wed 14:30-17:30 | 10/9/14-1/7/15 | 1 year   | C4TAXDAKN   |
| Full Fee        | Discounted Fee | FREE     | Campus      |
| £888            | £526           | Yes      | KC          |

  24+ 



**Ofsted said:**

*“Well-planned lessons meet the needs of all learners effectively.”*



**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.

## Animal Care and Equine Studies

The animal care industry includes everything from pet shops to zoos, kennels to catteries, wildlife parks to animal welfare charities, groomers to breeders, veterinary services to farms. Animal care is big business in this region. The biggest RSPCA branch veterinary clinic in the country is in Bristol, delivering over 12,000 treatments to sick and injured animals every year.

### Animal Management, BTEC Diploma

Level 3

This course is ideal if you are seeking employment within the animal care sector. It is a nationally recognised qualification, which is equivalent to one A Level, and includes a balance of practical work and theory. Study units include animal behaviour, animal nutrition, animal biology and animal anatomy. You will be assessed via coursework and, on completion, you may apply for the Foundation Degree in Animal Management, depending on your grade profile.

| Day & Time | Start-End Date | Duration | Course Code |
|------------|----------------|----------|-------------|
| 9:00-17:00 | 1/9/14-19/6/15 | 1 year   | DS3ANMD1KN  |
| Full Fee   | Discounted Fee | FREE     | Campus      |
| £4,425     | £2,336         | Yes      | KC          |

  24+ 

### Horse Management, BTEC Diploma

Level 3

This course is ideal if you are seeking employment working within the equine industry. It is a nationally recognised qualification, which is equivalent to one A Level, and includes a balance of practical work and theory. 50% of the course is delivered at Badgworth Equestrian Centre – transport provided. You will develop your riding and horse husbandry skills and learn about horse anatomy, health and nutrition as well as developing your business and management skills. You will be assessed via coursework and, on completion of this course, you may be able to apply for the Foundation Degree in Equine Management.

| Day & Time | Start-End Date | Duration | Course Code |
|------------|----------------|----------|-------------|
| 9:00-17:00 | 1/9/14-19/6/15 | 1 year   | DS3HORD1KN  |
| Full Fee   | Discounted Fee | FREE     | Campus      |
| £4,425     | £2,336         | Yes      | KC          |

  24+ 

## Animal Management, FdSc

Level 4 + 5

This unique higher education course will prepare you for a career in the animal care sector. It is vocationally focused and will enable you to engage in work-based learning throughout. You will be assessed through assignments, examinations, presentations, projects, work-based learning and reflective practice. If you would like to apply for this course, please contact our HE Unit on **01934 411 409**.

| Day & Time     | Start-End Date | Duration | Course Code |
|----------------|----------------|----------|-------------|
| TBC 9:00-20:00 | 9/9/14-5/6/17  | 3 years  | FDUANPDZKN  |
| Full Fee       | Discounted Fee | FREE     | Campus      |
| £5,000         | N/A            | N/A      | KC          |

## Equine Management, FdSc

Level 4 + 5

This unique higher education course covers a wide range of practical and academic skills. You will develop in-depth knowledge of equine management and integrate this with specialist subject knowledge of equine science and business.

You will benefit from studying in small class sizes, and at the excellent Badgworth Arena – a commercial equine facility. This work-related and degree qualification provides you with the opportunity to develop the required personal, academic and technical skills required to work in the equine industry, which is a major area in the UK land-based sector.

If you would like to apply for this course, please contact our HE Unit on **01934 411 409**.

| Day & Time     | Start-End Date | Duration | Course Code |
|----------------|----------------|----------|-------------|
| TBC 9:00-20:00 | 8/9/14-23/6/17 | 3 years  | FDUEMPDZKN  |
| Full Fee       | Discounted Fee | FREE     | Campus      |
| £5,000         | N/A            | N/A      | KC          |







## Art, Design and Craft

The South West region offers an excellent environment for creativity. There's a creative spirit that's recognised around the UK. Indeed, Bristol, in particular, is regarded as one of the top creative innovation 'hotspots'.

### Art and Design

#### Life Drawing – Improve your skills **Level 1**

This organised life-drawing class will develop your drawing skills and techniques. It is a wonderful opportunity for you to work with highly qualified staff and other artists, of all abilities, within state-of-the-art facilities. You will produce a portfolio of work that you could present at an interview for a full-time or part-time course in art and design.

| Day & Time      | Start-End Date   | Duration | Course Code |
|-----------------|------------------|----------|-------------|
| Wed 19:00-21:00 | 10/9/14-19/11/14 | 10 weeks | NF1Y1NEAUC  |
| Wed 19:00-21:00 | 14/1/15-25/3/15  | 10 weeks | NF1Y1NEBUC  |
| Full Fee        | Discounted Fee   | FREE     | Campus      |
| £160            | N/A              | N/A      | UC          |

#### Make your own Christmas Cards and Decorations **Level 1**

This exciting and festive programme provides you with the opportunity to create individual, personalised and exquisite Christmas cards, decorations and paper. These skills are adaptable to the card and decoration industry.

| Day & Time      | Start-End Date   | Duration | Course Code |
|-----------------|------------------|----------|-------------|
| Wed 18:00-20:00 | 10/9/14-19/11/14 | 10 weeks | XMASCAEAUC  |
| Full Fee        | Discounted Fee   | FREE     | Campus      |
| £112.50         | N/A              | N/A      | 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.

#### Watercolour for all abilities **Level 1**

This course is a fantastic opportunity to learn basic skills and techniques of watercolour painting. You will need to purchase some basic materials.

| Day & Time      | Start-End Date   | Duration | Course Code |
|-----------------|------------------|----------|-------------|
| Wed 19:00-21:00 | 10/9/14-19/11/14 | 10 weeks | NF1C2NEBUC  |
| Wed 19:00-21:00 | 14/1/15-25/3/15  | 10 weeks | NF1C2NECUC  |
| Full Fee        | Discounted Fee   | FREE     | Campus      |
| £160            | N/A              | N/A      | UC          |

#### University of Arts London, Art and Design, Diploma (adult full-time) **Level 2**

This Level 2 course will enable you to practise with different materials and techniques and help you develop a wide range of creative skills. It will provide a basic introduction to graphic design, 2D and 3D visual studies, media, photography, and artists/designers. You will also have the opportunity to develop skills in communication, numeracy and IT. Following successful completion of this course, you will have the opportunity to progress onto the prestigious University of Arts London, Level 3/4 Foundation Diploma in Art and Design.

| Day & Time      | Start-End Date | Duration | Course Code |
|-----------------|----------------|----------|-------------|
| Wed-Thu 9-17:00 | 8/9/14-26/6/15 | 1 year   | D2ARPFMUC   |
| Full Fee        | Discounted Fee | FREE     | Campus      |
| N/A             | £3,293         | Yes      | UC          |



#### University of the Arts London, Art and Design, Foundation Diploma (adult full-time) **Level 3**

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 the Arts London. It provides a focused 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 or qualification can enrol directly onto this section without first completing the Level 2 Art and Design, Diploma.

| Day & Time      | Start-End Date | Duration | Course Code |
|-----------------|----------------|----------|-------------|
| Mon-Tue 9-17:00 | 8/9/14-26/6/15 | 1 year   | DFOUNPFMUC  |
| Full Fee        | Discounted Fee | FREE     | Campus      |
| £5,421          | £1,858         | Yes      | UC          |







## Contemporary Art and Professional Studies, FdA

Level 4 + 5

This degree course will enable you to explore and develop your contemporary arts and professional practice. You will work with highly qualified staff, who have extensive professional experience, within state-of-the-art facilities. This course has been designed on the basis that art-making is a form of disclosure by which we use particular aesthetic devices and equipment to convey our intentions to a given audience. Theory and practice are intertwined to disclose a personal rather than derivative approach to the world and to make informed decisions about the ways in which we can communicate our 'style of being' aesthetically. For more information on funding and scholarships, or to apply for this part-time course, please contact our Higher Education Unit on **01934 411 409**.

| Day & Time | Start-End Date | Duration | Course Code |
|------------|----------------|----------|-------------|
| 9:30-16:30 | 8/9/14-23/6/17 | 3 years  | FDBCAPDZUC  |
| Full Fee   | Discounted Fee | FREE     | Campus      |
| £5,000     | N/A            | N/A      | UC          |

i

## Contemporary Art and Professional Studies (top-up: work-based), BA (Hons)

Level 6

This course enables you to continue your creative development, and provides skills that are essential if it is your intention to become a successful freelance professional or employee within the creative industries. It consists of four modules covering the following areas – consolidating your creative skills and promoting your own work; diversifying these skills into areas in which you can make a living; finding employment in the creative industries; and becoming a freelance professional. Each module combines your own practice with research and theory that will allow you to develop a portfolio of skills. For more information on funding and scholarships, or to apply, please contact our HE Unit on **01934 411 409**.

| Day & Time      | Start-End Date | Duration | Course Code |
|-----------------|----------------|----------|-------------|
| TBC 09:30-16:30 | 8/9/14-24/6/16 | 2 years  | BABCAPDZUC  |
| Full Fee        | Discounted Fee | FREE     | Campus      |
| £3,750          | N/A            | N/A      | UC          |

i

## Fashion

### Introduction to a Career in Fashion Design

Level 1

This course is a 'taster' for people considering a career in fashion design. You will learn how to create patterns for garments, other sewing techniques and how to print your own designs onto fabric. You will work with highly qualified staff, who have extensive professional experience, within state-of-the-art facilities. During the course you will produce a portfolio of work that you could present at an interview for a full-time or part-time course in art and design.

| Day & Time      | Start-End Date  | Duration | Course Code |
|-----------------|-----------------|----------|-------------|
| Wed 18:00-21:00 | 10/9/14-11/2/15 | 18 weeks | C1FASHEAUC  |
| Full Fee        | Discounted Fee  | FREE     | Campus      |
| N/A             | £519            | Yes      | UC          |

### Fashion Design, Intermediate

Level 2

This course provides the opportunity to learn about and develop your pattern cutting and sewing techniques, including 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. You will work with highly qualified staff, who have extensive professional experience, within state-of-the-art facilities. You will produce a portfolio of work that you could present at an interview for a full-time or part-time course in art and design.

| Day & Time      | Start-End Date  | Duration | Course Code |
|-----------------|-----------------|----------|-------------|
| Wed 18:00-21:00 | 14/1/15-25/3/15 | 10 weeks | NF1Q2NEAUC  |
| Full Fee        | Discounted Fee  | FREE     | Campus      |
| £240            | N/A             | N/A      | UC          |



## Floristry

### Floristry Taster – Spring Flowers

Level 2

This College-certificated taster course is ideal for anyone interested in floristry, either as a hobby or future career opportunity. Previous experience is not necessary as the course is designed to provide opportunities for learners to develop their creative skills and design techniques. Prospective learners are expected to have a general interest in the principles of floral design and will be expected to provide their own flowers as advised by the tutor on enrolment.

| Day & Time      | Start-End Date | Duration | Course Code |
|-----------------|----------------|----------|-------------|
| Tue 10:00-16:00 | 26/05/15       | 1 day    | FLTAF2DAKN  |
| Full Fee        | Discounted Fee | FREE     | Campus      |
| £48             | N/A            | 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.

## Graphic Design

### Graphic Design, FdA

Level 4 + 5

This work-related degree is taught by lecturers who currently practise in the industry and maintain strong commercial links with the local design industry. You will work in a contemporary commercial studio environment and work on live projects with real clients. The course will provide 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, and also focuses 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, please contact our Higher Education Unit on **01934 411 409**.

| Day & Time     | Start-End Date | Duration | Course Code |
|----------------|----------------|----------|-------------|
| TBC 9:30-16:30 | 8/9/14-23/6/17 | 3 years  | FDBGDPDZUC  |
| Full Fee       | Discounted Fee | FREE     | Campus      |
| £5,000         | N/A            | N/A      | UC          |

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### Graphic Design (top-up: work based), BA (Hons)

Level 6

This programme will enable you to develop your creative ability, while acquiring essential professional skills in management, marketing, negotiation, business and freelancing. These skills will increase your career opportunities within the creative sector. The course has excellent links with the creative industry to enhance your commercial awareness and professional experience. You will 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.

For more information on funding or scholarships, or to apply for this course, please contact our HE Unit on **01934 411 409**.

| Day & Time     | Start-End Date | Duration | Course Code |
|----------------|----------------|----------|-------------|
| TBC 9:30-16:30 | 8/9/14-24/6/16 | 2 years  | BABGDPDZUC  |
| Full Fee       | Discounted Fee | FREE     | Campus      |
| £3,750         | N/A            | N/A      | UC          |

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## Interior Design

### An introduction to a career in Interior Design

This course is designed as a 'taster' for people who wish to consider a career in interior design. During the course you will learn about the aesthetic skills and knowledge required within the industry, including colour theory, texture, composition and arrangement of space.

You will work with highly qualified staff who have extensive professional experience within state of the art facilities.

During the course you will produce a portfolio of work that you could present at an interview for a full time or part time course in art and design.

| Day & Time      | Start-End Date  | Duration | Course Code |
|-----------------|-----------------|----------|-------------|
| Wed 18:00-21:00 | 10/9/14-11/2/15 | 18 weeks | C1CTIDEAUC  |
| Full Fee        | Discounted Fee  | FREE     | Campus      |
| N/A             | £518            | Yes      | 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.

## Jewellery

### Silver Jewellery, Beginner Level 1

This course provides a starting point for 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-End Date   | Duration | Course Code |
|-----------------|------------------|----------|-------------|
| Wed 19:00-21:00 | 10/9/14-19/11/14 | 10 weeks | NF1M1EEAUC  |
| Full Fee        | Discounted Fee   | FREE     | Campus      |
| £160            | N/A              | N/A      | UC          |

### Silver Jewellery, Intermediate Level 2

Continue 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-End Date  | Duration | Course Code |
|-----------------|-----------------|----------|-------------|
| Wed 19:00-21:00 | 14/1/15-25/3/15 | 10 weeks | NF1M1EEBUC  |
| Full Fee        | Discounted Fee  | FREE     | Campus      |
| £160            | N/A             | N/A      | UC          |

### Silver Jewellery, Advanced Level 3

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

| Day & Time      | Start-End Date  | Duration | Course Code |
|-----------------|-----------------|----------|-------------|
| Wed 19:00-21:00 | 15/4/15-24/6/15 | 10 weeks | NF1M1EEDUC  |
| Full Fee        | Discounted Fee  | FREE     | Campus      |
| £160            | N/A             | N/A      | UC          |

#### Ofsted said:

*"The College provides very strong support to learners to help them move into higher education."*



## Business, Administration and Management

A third of the country's top FTSE 100 businesses all have a base in the region. Outside of London, the West of England has the highest concentration of professional service firms, and this sector has been growing rapidly in recent years. There are exciting opportunities whether you are starting out, changing careers or up-skilling.



## Administration

### Administration and IT Skills for Work

Level 1

If you are planning to return to work, change careers or simply update your skills, then this course is for you. You will study a broad range of subjects – including the BTEC Award in Administration and European Computer Driving Licence Essentials – which will enable you to develop your business administration and ICT skills. You will receive regular support from a course tutor who will guide you through the programme and prepare you for employment. You will be assessed through a range of methods, including project work and online assessments. Many students find work as a result of completing this course.

| Day & Time             | Start-End Date   | Duration | Course Code |
|------------------------|------------------|----------|-------------|
| Mon, Wed, Thu 10-14:30 | 22/9/14-20/11/14 | 8 weeks  | AW1ADPDAKN  |
| Mon, Wed, Thu 10-14:30 | 5/1/15-5/3/15    | 8 weeks  | AW1ADPDBKN  |
| Mon, Wed, Thu 10-14:30 | 13/4/15-18/6/15  | 8 weeks  | AW1ADPDCKN  |
| Full Fee               | Discounted Fee   | FREE     | Campus      |
| N/A                    | £517.50          | Yes      | KC          |

### Administration, BTEC Award

Level 1

This widely recognised qualification has been designed to meet the needs of employers and will enable you to develop the necessary office and administration 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 qualification, you can progress to a European Computer Driving Licence (ECDL) course, where you can further develop your office and IT skills.

| Day & Time             | Start-End Date  | Duration | Course Code |
|------------------------|-----------------|----------|-------------|
| Mon, Wed, Thu 10-14:30 | 22/9/14-9/10/14 | 3 weeks  | AW1ADDAKN   |
| Mon, Wed, Thu 10-14:30 | 5/1/15-22/1/15  | 3 weeks  | AW1ADDBKN   |
| Full Fee               | Discounted Fee  | FREE     | Campus      |
| N/A                    | £178.50         | Yes      | KC          |



### Business and Administration, Intermediate Apprenticeship

Level 2

This Apprenticeship would suit someone in a job role such as administrator, office junior or receptionist. You will complete a Certificate in Business Administration comprising of mandatory and optional units, Functional Skills and Employers Rights and Responsibilities. Your personal assessor will visit you at work to support your learning, review your progress and make sure you are on target to achieve your qualifications. With additional training, intermediate apprentices may be able to progress to roles including administration executive, administration team leader, office supervisor, personal assistant, secretary or a wide range of other business and administration roles. You could also progress to an Advanced Apprenticeship in Business and Administration.

| Day & Time                    | Start-End Date | Duration     | Course Code |
|-------------------------------|----------------|--------------|-------------|
| On demand throughout the year |                | 12-18 months | APPBUPF1MA  |
| Full Fee                      | Discounted Fee | FREE         | Campus      |
| Phone for details             |                | N/A          | ATC         |

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### Business and Administration (Medical Administration), Intermediate Apprenticeship

Level 2

This Apprenticeship would suit someone in a job role such as medical receptionist or junior medical secretary. You will complete a Certificate in Business Administration by following the medical administration pathway, which comprises of mandatory and optional units, Functional Skills and Employers Rights and Responsibilities. Your personal assessor will visit you at work to support your learning, review your progress and make sure you are on target to achieve your qualifications. With additional training, intermediate apprentices may be able to progress to roles including medical trust administration executive, administration team leader, and office supervisor.

| Day & Time                    | Start-End Date | Duration     | Course Code |
|-------------------------------|----------------|--------------|-------------|
| On demand throughout the year |                | 12-18 months | APPBMPF1MA  |
| Full Fee                      | Discounted Fee | FREE         | Campus      |
| Phone for details             |                | N/A          | ATC         |

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**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 and Administration, Advanced Apprenticeship

Level 3

This Apprenticeship enables you to gain the supervisory skills to work at a management level. Administration roles are 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. An assessor will visit you in the workplace to support your learning, review your progress and check you are on target to achieve your qualification. You could progress onto a Higher Apprenticeship in Business and Administration.

| Day & Time                    | Start-End Date | Duration     | Course Code |
|-------------------------------|----------------|--------------|-------------|
| On demand throughout the year |                | 12-18 months | AVPBUPF1MA  |
| Full Fee                      | Discounted Fee | FREE         | Campus      |
| Phone for details             |                | N/A          | ATC         |

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## Business

### How to set up a Creative Business

Level 1

This course will provide you with skills needed to set up a creative business. You will gain an understanding of the practical skills required, including producing documents for a creative business, creating promotional materials, building business knowledge and business start-up skills. You will be assessed through coursework.

| Day & Time      | Start-End Date  | Duration | Course Code |
|-----------------|-----------------|----------|-------------|
| Wed 18:00-21:00 | 25/2/15-25/3/15 | 5 weeks  | C1BUSEAUC   |
| Full Fee        | Discounted Fee  | FREE     | Campus      |
| N/A             | £416.50         | Yes      | UC          |

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### Contact Centre, Intermediate Apprenticeship

Level 2

This Apprenticeship is suitable if you are working in a role such as trainee agent, contact centre agent, help desk operative, sales advisor, customer service advisor, outbound sales agent, inbound sales agent, outbound customer service agent, inbound customer service agent, telephone banking advisor and telesales operator. An assessor will visit you in the workplace to support your learning, review your progress and check you are on target to achieve your qualification. After completing this Apprenticeship, you may be able to progress to roles including sales team leader, customer service team leader, contact centre team leader, product specialist, supervisor, support analyst and contact centre manager.

| Day & Time                    | Start-End Date | Duration     | Course Code |
|-------------------------------|----------------|--------------|-------------|
| On demand throughout the year |                | 12-18 months | APPCCPF1MA  |
| Full Fee                      | Discounted Fee | FREE         | Campus      |
| Phone for details             |                | N/A          | ATC         |

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### Financial Services, Intermediate Apprenticeship

Level 2

As an intermediate apprentice, you will be working as an insurance underwriter, banking cashier/call centre adviser, investment operator, pension administrator or in areas such as claims and broking, financial advice and mortgage support or debt collection. This programme also suits individuals who have a good understanding of providing solutions to people's financial needs and can interact with different kinds of people. An assessor will visit you in the workplace to support your learning, review your progress and check you are on target to achieve your qualification. On completion, you can progress directly onto the Advanced Apprenticeship in Providing Financial Services or into a team leader, manager or analyst job role.

| Day & Time                    | Start-End Date | Duration     | Course Code |
|-------------------------------|----------------|--------------|-------------|
| On demand throughout the year |                | 12-18 months | APPFSPF1MA  |
| Full Fee                      | Discounted Fee | FREE         | Campus      |
| Phone for details             |                | N/A          | ATC         |

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### Legal Services, Intermediate Apprenticeship

Level 2

As a legal services intermediate apprentice, you will work as a legal signposting adviser, acting as the first point of contact for clients, assessing their needs and making referrals to appropriate colleagues or external organisations. You will develop your skills, knowledge and understanding about where to find legal information materials and will give basic advice. We will assess your practical skills and observe you at work. Your personal assessor will visit you at work to review your progress and ensure you are on target to achieve your qualifications. On completion of your Apprenticeship you may progress onto roles within legal advice, such as generalist adviser, caseworker or a role within the wider sectors – paralegal, customer service adviser and administrator. You could also progress to an Advanced Apprenticeship.

| Day & Time                    | Start-End Date | Duration     | Course Code |
|-------------------------------|----------------|--------------|-------------|
| On demand throughout the year |                | 12-18 months | APPLSPF1MA  |
| Full Fee                      | Discounted Fee | FREE         | Campus      |
| Phone for details             |                | N/A          | ATC         |

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## Retail, Intermediate Apprenticeship **Level 2**

The Intermediate Apprenticeship in Retail enables you to follow a number of pathways in retail, such as retail (specialist) beauty consultancy, visual merchandising, constructing and as an electrical merchant (building). An assessor will visit you in the workplace to support your learning, review your progress and check you are on target to achieve your qualification. You will spend most of your week with your employer learning retail skills and attend College occasionally. You will gain the skills required for a career in retail and sales operations and the opportunity to progress to an Advanced Apprenticeship.

| Day & Time                    | Start-End Date | Duration     | Course Code |
|-------------------------------|----------------|--------------|-------------|
| On demand throughout the year |                | 12-18 months | APPREPF1MA  |
| Full Fee                      | Discounted Fee | FREE         | Campus      |
| Phone for details             |                | N/A          | ATC         |

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## Team Leading, Intermediate Apprenticeship **Level 2**

This Apprenticeship will develop new talent into management and help to up-skill the workforce to replace those who leave or retire. As an intermediate apprentice, you will work in job roles such as team/section leaders, floor managers, helpdesk managers and trainee supervisors. Your personal assessor will visit you at work to review your progress and make sure you are on target to achieve your qualifications. With additional training, intermediate apprentices may be able to progress to roles including middle and senior manager, department manager, head of department, or a wide range of managerial roles within business.

| Day & Time                    | Start-End Date | Duration     | Course Code |
|-------------------------------|----------------|--------------|-------------|
| On demand throughout the year |                | 12-18 months | APPTEPF1MA  |
| Full Fee                      | Discounted Fee | FREE         | Campus      |
| Phone for details             |                | N/A          | ATC         |

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## Business, BTEC Diploma **Level 3**

Are you currently unemployed or seeking to enhance your career prospects? This course will provide you with a sound understanding of business and enable you to gain a transferable qualification which is highly valued by employers. The topics you will study 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 and is 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.

| Day & Time      | Start-End Date | Duration | Course Code |
|-----------------|----------------|----------|-------------|
| Tue 18:00-21:00 | 23/9/14-7/7/15 | 1 year   | DS3BUSE7KN  |
| Full Fee        | Discounted Fee | FREE     | Campus      |
| £2,573          | £1,410         | Yes      | KC          |

i 24+ ELC

## Business and Professional Administration, Higher Apprenticeship **Level 4**

This qualification is designed for those who are employed in senior administrative positions, such as office manager, administrative team leader, personal assistant and business development executive. You will be responsible for supervising staff as well as implementing and monitoring systems and services. You will be required to take mandatory units which cover working in a business environment and managing your own performance as well as areas such as communicating, supporting sustainability and managing risk. There is a wide range of optional units allowing you to choose units that meet the needs of your own role. Higher apprentices may be able to progress to positions including operations director, business development manager, company secretary or a wide range of managerial roles within business.

| Day & Time                    | Start-End Date | Duration     | Course Code |
|-------------------------------|----------------|--------------|-------------|
| On demand throughout the year |                | 12-18 months | AHPBPPF1MA  |
| Full Fee                      | Discounted Fee | FREE         | Campus      |
| Phone for details             |                | N/A          | Workplace   |

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## Contact Centre, Advanced Apprenticeship **Level 3**

This Apprenticeship takes your learning a step further. To complete the qualification, you will work in a job role such as sales team leader, customer services team leader, contact centre team leader, product specialist, supervisor, support analyst, and contact centre manager. As an advanced apprentice you will learn the higher level of technical skills and knowledge required for operating communication technology, navigating software, problem solving, improving customer satisfaction, team leading, improving customer loyalty, gathering and analysing customer feedback, processing complaints and maintaining reliable customer service. An assessor will visit you in the workplace to support your learning, review your progress and check you are on target to achieve your qualification. From this Apprenticeship you can progress onto a Higher Apprenticeship or management qualifications.

| Day & Time                    | Start-End Date | Duration     | Course Code |
|-------------------------------|----------------|--------------|-------------|
| On demand throughout the year |                | 12-18 months | AVPCCPF1MA  |
| Full Fee                      | Discounted Fee | FREE         | Campus      |
| Phone for details             |                | N/A          | ATC         |

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**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.

## Customer Service

### Customer Service, BTEC Award **Level 1**

This short course will develop your customer service skills and enable you to gain a nationally recognised qualification. It highlights the importance of delivering high-quality customer service and provides you with fundamental customer service and communication techniques. These are skills which employers are seeking, so gaining a qualification in this area will enhance your career prospects. This course is suitable whether you are already in a customer-facing role or looking for employment in this sector.

| Day & Time             | Start-End Date   | Duration | Course Code |
|------------------------|------------------|----------|-------------|
| Mon, Wed, Thu 10-14:30 | 22/9/14-16/10/14 | 3 weeks  | AW1CUSDAKN  |
| Mon, Wed, Thu 10-14:30 | 5/1/15-29/1/15   | 3 weeks  | AW1CUSDBKN  |
| Mon, Wed, Thu 10-14:30 | 13/4/15-7/5/15   | 3 weeks  | AW1CUSDCKN  |
| Full Fee               | Discounted Fee   | FREE     | Campus      |
| N/A                    | £267.50          | Yes      | KC          |

### Customer Service, Sales and Retail Skills for Work **Level 1**

This course is specifically designed for people planning to return to work, change careers or simply update their skills. It will enable you to develop skills and knowledge in terms of customer service and sales, and help you gain employment in a wide range of organisations, as these skills are in high demand by employers. The course is assessed via coursework and you will also receive regular support from a course tutor who will guide you through the programme and prepare you for employment.

| Day & Time             | Start-End Date   | Duration | Course Code |
|------------------------|------------------|----------|-------------|
| Mon, Wed, Thu 10-14:30 | 22/9/14-20/11/14 | 8 weeks  | AW1SRPDAKN  |
| Mon, Wed, Thu 10-14:30 | 5/1/15-5/3/15    | 8 weeks  | AW1SRPDBKN  |
| Mon, Wed, Thu 10-14:30 | 13/4/15-11/6/15  | 8 weeks  | AW1SRPDCKN  |
| Full Fee               | Discounted Fee   | FREE     | Campus      |
| N/A                    | £525             | Yes      | KC          |

### Retail, NOCN Award **Level 1**

If you are planning to return to work, change careers or simply update your skills, then this course is for you. It will enable you to develop your retail knowledge and skills, and help you gain employment within a wide range of retail organisations. The skills you will develop on this course are highly demanded by employers. You will be assessed via coursework and receive regular support from a course tutor who will guide you through the programme and prepare you for employment.

| Day & Time             | Start-End Date    | Duration | Course Code |
|------------------------|-------------------|----------|-------------|
| Mon, Wed, Thu 10-14:30 | 20/10/14-20/11/14 | 4 weeks  | AW1RETDKN   |
| Mon, Wed, Thu 10-14:30 | 2/2/15-5/3/15     | 4 weeks  | AW1RETDCKN  |
| Mon, Wed, Thu 10-14:30 | 11/5/15-11/6/15   | 4 weeks  | AW1RETDCKN  |
| Full Fee               | Discounted Fee    | FREE     | Campus      |
| N/A                    | £182.50           | Yes      | KC          |



### Legal Services, Advanced Apprenticeship **Level 3**

To complete this Advanced Apprenticeship, you will be working in a role such as generalist legal adviser or caseworker. You will provide general legal advice to clients, including supporting the client to plan, implement and review action. This Apprenticeship is aimed at advisers who provide initial legal information and advice to clients. They manage client interviews and will also be required to research further detail electronically, either through the internet or through their organisation's intranet. An assessor will visit you in the workplace to support your learning, review your progress and check you are on target to achieve your qualification.

| Day & Time                    | Start-End Date | Duration     | Course Code |
|-------------------------------|----------------|--------------|-------------|
| On demand throughout the year |                | 12-18 months | AVPLSPF1MA  |
| Full Fee                      | Discounted Fee | FREE         | Campus      |
| Phone for details             |                | N/A          | ATC         |

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### Retail Operations, Advanced Apprenticeship **Level 3**

This Apprenticeship is designed for learners wanting to gain skills at a supervisory level as a sales professional. The qualification includes pathways in garden retail, craft expertise, style advice, visual merchandising and retail management. You will complete a number of qualifications, including the Level 3 in Retail Operations and a Technical Certificate. You will be assessed and observed at work to ensure you are on target to complete your qualifications. This Apprenticeship will support you in a career in management or sales operations. Opportunities exist for progression onto Higher Apprenticeships following successful completion of this framework.

| Day & Time                    | Start-End Date | Duration     | Course Code |
|-------------------------------|----------------|--------------|-------------|
| On demand throughout the year |                | 12-18 months | AVPREPF1MA  |
| Full Fee                      | Discounted Fee | FREE         | Campus      |
| Phone for details             |                | N/A          | ATC         |

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## Customer Service, Intermediate Apprenticeship

Level 2

This Apprenticeship is suitable for learners working in a customer-facing environment. It will enable you to gain the skills to communicate effectively with customers face-to-face, in writing or by telephone, resolve problems and improve customer relations, promote products and services, keep records, gather customer feedback, work in a team, and develop complementary technical skills. This qualification is well suited to job roles such as customer service trainee, assistant, representative or agent. You will be required to complete a portfolio of evidence and your skills will be assessed by observation in the workplace. An assessor will visit you in the workplace to support your learning, review your progress and check you are on target to achieve your qualification. You can progress onto an Advanced Apprenticeship in Customer Service.

| Day & Time                    | Start-End Date | Duration     | Course Code |
|-------------------------------|----------------|--------------|-------------|
| On demand throughout the year |                | 12-18 months | APPCUPF1MA  |
| Full Fee                      | Discounted Fee | FREE         | Campus      |
| Phone for details             |                | N/A          | ATC         |

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## Customer Service, Advanced Apprenticeship

Level 3

This Apprenticeship provides you with the skills required to deliver excellent customer service at a supervisory level, which is key to the success of any business or organisation. An assessor will visit you in the workplace to support your learning, review your progress and check you are on target to achieve your qualification. With additional training, advanced apprentices may be able to progress 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.

| Day & Time                    | Start-End Date | Duration     | Course Code |
|-------------------------------|----------------|--------------|-------------|
| On demand throughout the year |                | 12-18 months | AVPCUPF1MA  |
| Full Fee                      | Discounted Fee | FREE         | Campus      |
| Phone for details             |                | N/A          | ATC         |

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**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

### Starting your own Business

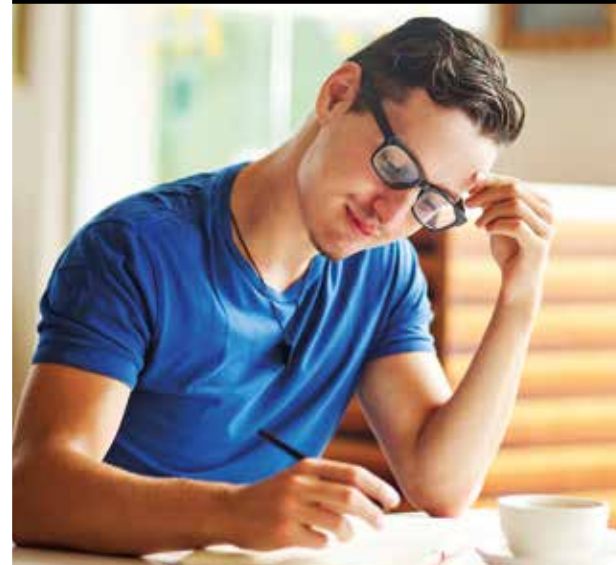
Level 2

This qualification is designed for anyone who is considering setting up in business. You will explore your reasons and expectations for setting up on your own, and work out what you need to do to get started. During the programme you will gain an understanding of the process of self-employment or setting up a business. The course will enable you to think through financial and other risks involved; get advice from people who have set up their own businesses; check you have the knowledge and skills you need to get started; draw up a plan to develop any knowledge or skills you lack.

| Day & Time      | Start-End Date   | Duration | Course Code |
|-----------------|------------------|----------|-------------|
| Thu 10:00-14:30 | 25/9/14-23/10/14 | 5 weeks  | CILMB2DBKN  |
| Tue 18:00-20:00 | 30/9/14-9/12/14  | 10 weeks | CILMB2EAKN  |
| Thu 10:00-14:30 | 15/1/15-12/2/15  | 5 weeks  | CILMB2DCKN  |
| Tue 18:00-20:00 | 27/1/15-21/4/15  | 10 weeks | CILMB2EBKN  |
| Thu 10:00-14:30 | 23/4/15-21/5/15  | 5 weeks  | CILMB2DDKN  |
| Full Fee        | Discounted Fee   | FREE     | Campus      |
| N/A             | £458.50          | Yes      | KC          |

### Ofsted said:

*"The College has extensive links with local businesses, which provide many learners with opportunities to develop skills such as enterprise, teamwork, innovation and creativity in real business situations."*



## Human Resources

### HR Practice, CIPD, Certificate

Level 3

This nationally recognised professional qualification is suitable both for existing human resource practitioners and for those seeking to move into a career in human resources. You will acquire a wide range of relevant practical skills in HR and 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. You will be assessed via coursework only. In addition to the course fees, you will be required to become a member of the CIPD and pay a professional membership fee of approximately £138 when you start the course. This will be paid direct to the CIPD and direct debit options are available.

| Day & Time      | Start-End Date | Duration | Course Code |
|-----------------|----------------|----------|-------------|
| Wed 16:00-21:00 | 10/9/14-8/7/15 | 1 year   | CHRP3EAKN   |
| Full Fee        | Discounted Fee | FREE     | Campus      |
| £1,265          | £670           | Yes      | KC          |

i 24+ ELC

## Law

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

Level 3

The CILEX Certificate in Law and Practice is suitable if you are working, or would like to work, in a legal environment and wish to enhance your legal skills. Many 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.

| Day & Time      | Start-End Date | Duration | Course Code |
|-----------------|----------------|----------|-------------|
| Thu 18:00-21:00 | 18/9/14-2/7/15 | 1 year   | ILEX3CE1KN  |
| Full Fee        | Discounted Fee | FREE     | Campus      |
| £1,265          | £869           | Yes      | KC          |

i 24+ ELC



## Management

### Contact Centre Operations Management, Higher Apprenticeship

Level 4

This qualification is designed for those who are employed in senior positions. You will be in a role such as resource scheduling manager, senior planner, team manager, key account manager or senior contact centre manager, with responsibility for supervising staff as well as implementing and monitoring systems and services. You will be required to take mandatory units which cover working in a business environment, managing your own performance as well as areas such as communicating, supporting sustainability and managing risk. You will also choose from a wide range of optional units covering management, organising events or meetings and customer service. Higher apprentices can progress to an Honours Degree in Business Management or a related discipline. With additional training, you could progress to a senior management role in the contact centre industry or related sectors.

| Day & Time                    | Start-End Date | Duration     | Course Code |
|-------------------------------|----------------|--------------|-------------|
| On demand throughout the year |                | 12-18 months | AHPCMPF1MA  |
| Full Fee                      | Discounted Fee | FREE         | Campus      |
| Phone for details             |                | N/A          | Workplace   |

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### Retail Management, Higher Apprenticeship

Level 4

This Higher Apprenticeship is suitable for sales managers, specialist retail managers, independent retail managers/owners and heads of departments (in store). It enables you to gain technical knowledge and practical experience, along with functional and personal skills required in your immediate job and future career. The qualification combines learning in the workplace, formal off-the-job training and the opportunity to practice and embed new skills in a work-based context. You will be required to take mandatory units and also choose from a wide range of optional units to meet the needs of your own work role. Following further training and development, you may wish to progress to senior roles such as area manager or into specialist areas such as learning and development.

| Day & Time                    | Start-End Date | Duration     | Course Code |
|-------------------------------|----------------|--------------|-------------|
| On demand throughout the year |                | 12-18 months | AHPREPF1MA  |
| Full Fee                      | Discounted Fee | FREE         | Campus      |
| Phone for details             |                | N/A          | Workplace   |

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## Develop your Public Speaking Skills

Entry Level

This highly practical and supportive course will quickly help build your confidence and public speaking skills. You will learn what makes a good public speaker, learn to control nerves and deal with common fears. You will develop confidence when speaking in front of an audience, learn how to develop ideas, grasp how to plan and structure a presentation or speech, and actually enjoy the experience! Subject to approval this course may be free to the unemployed.

| Day & Time      | Start-End Date  | Duration | Course Code |
|-----------------|-----------------|----------|-------------|
| Wed 19:00-21:00 | 10/9/14-8/10/14 | 5 weeks  | DEVPSSEAKN  |
| Wed 19:00-21:00 | 14/1/15-11/2/15 | 5 weeks  | DEVPSSEBKN  |
| Full Fee        | Discounted Fee  | FREE     | Campus      |
| £42             | N/A             | N/A      | KC          |

## Leadership and Management, ILM Certificate

Level 3

This widely-recognised professional qualification is ideal if you are an aspiring manager or have supervisory management responsibilities but no formal training. It's particularly suited to practising team leaders seeking to move up to the next level of management. Topics that you will study include leadership, motivating your team and change management. The course is assessed via coursework and, upon completion, you can progress to the ILM Level 5 Certificate in Leadership and Management.

| Day & Time      | Start-End Date   | Duration | Course Code |
|-----------------|------------------|----------|-------------|
| Thu 16:00-18:00 | 18/9/14-11/12/14 | 12 weeks | CILM3ECKN   |
| Thu 16:00-18:00 | 29/1/15-7/5/15   | 12 weeks | CILM3EEKN   |
| Full Fee        | Discounted Fee   | FREE     | Campus      |
| £724            | £448.50          | Yes      | KC          |

i 24+ ELC

## Management, Advanced Apprenticeship

Level 3

This Advanced Apprenticeship is designed to build on your management skills and knowledge. You will be working in job roles such as first line, section, assistant or trainee managers, senior supervisors and junior non-commissioned officers (armed forces). You will be required to be in a role that involves some supervisory duties. An assessor will visit you in the workplace to support your learning, review your progress and check you are on target to achieve your qualification. Progression to Higher Apprenticeships and other management programmes are available following successful achievement of this framework.

| Day & Time                    | Start-End Date | Duration     | Course Code |
|-------------------------------|----------------|--------------|-------------|
| On demand throughout the year |                | 12-18 months | AVPMAPF1MA  |
| Full Fee                      | Discounted Fee | FREE         | Campus      |
| Phone for details             |                | N/A          | ATC         |

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## Management, Higher Apprenticeship

Level 4

This Higher Apprenticeship is ideal for senior managers, directors and heads of department with responsibility for supervising staff, implementing and monitoring systems and services. You will be required to complete an NVQ Level 5 Diploma made up of mandatory units and will also choose from a wide range of optional units to meet the needs of your own work role. Higher apprentices may be able to progress in their careers to other specific job roles, such as to senior management or director-level roles and, in time, to chief executive positions.

| Day & Time                    | Start-End Date | Duration     | Course Code |
|-------------------------------|----------------|--------------|-------------|
| On demand throughout the year |                | 12-18 months | AHPMAPF1MA  |
| Full Fee                      | Discounted Fee | FREE         | Campus      |
| Phone for details             |                | N/A          | ATC         |

i ELC

## Management, ILM Certificate

Level 4

This nationally recognised management qualification is designed to develop your leadership skills and knowledge. It consists of three management modules which are assessed via coursework. There are no examinations or formal entry requirements, but participants will normally be either practising managers or have prior experience and the ability to meet the assessment demands.

| Day & Time      | Start-End Date   | Duration | Course Code |
|-----------------|------------------|----------|-------------|
| Thu 18:00-20:00 | 18/9/14-11/12/14 | 12 weeks | CILM4EAKN   |
| Thu 18:00-20:00 | 29/1/15-7/5/15   | 12 weeks | CILM4EBKN   |
| Full Fee        | Discounted Fee   | FREE     | Campus      |
| £724            | £452.50          | Yes      | KC          |

i 24+ ELC

## Business with Management, FdA

Level 4 + 5

This degree course will provide you with a broad knowledge of the dynamic business world, as well as a variety of business disciplines and transferable skills, while small class sizes enable you to learn in a supportive environment. This work-related qualification will provide you with a thorough academic and practical grounding in a range of business and management skills that will help you progress in a business career. This broad qualification looks at the theory and application of various business techniques as well as helping make you a more confident business practitioner, whether you are self-employed or working in the public/private sector.

For more details or to apply for this course, please contact our HE unit on **01934 411 409**.

| Day & Time     | Start-End Date | Duration | Course Code |
|----------------|----------------|----------|-------------|
| TBC 9:00-18:00 | 8/9/14-23/6/17 | 3 years  | FDUBMPDZKN  |
| Full Fee       | Discounted Fee | FREE     | Campus      |
| £5,000         | N/A            | N/A      | KC          |

## Property

### Sale of Residential Property, Intermediate Apprenticeship

Level 2

This Apprenticeship is suitable for sales administrators whose duties include: providing initial advice to customers and obtaining information on requirements and circumstances; preparing and distributing property information; managing office diaries and the safe keeping of keys; liaising with advertising agencies and organising viewings. Initially, you will work in an administrative capacity supporting the role of estate agents. A large part of your work will be in residential sales. However, depending on your agency, you could also deal with commercial property and property management. An assessor will visit you in the workplace to support your learning, review your progress and check you are on target to achieve your qualification. You could progress onto an Advanced Apprenticeship in Property Services, Level 3 Diploma in Property Services, Level 3 NFOPP Award in Residential Lettings or related job roles.

| Day & Time                    | Start-End Date | Duration     | Course Code |
|-------------------------------|----------------|--------------|-------------|
| On demand throughout the year |                | 12-18 months | APPLOPF1MA  |
| Full Fee                      | Discounted Fee | FREE         | Campus      |
| Phone for details             |                | N/A          | ATC         |

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### Lettings of Residential Property, Advanced Apprenticeship

Level 3

This Apprenticeship is suitable for letting agents who advise landlords and tenants on the rental process and legal obligations, determine rental valuations of properties, advertise and market, conduct viewings of properties and prepare lettings documentation. An assessor will visit you in the workplace to support your learning, review your progress and check you are on target to achieve your qualification. You can progress onto related HNDs, Foundation Degree and Level 5 NFOPP qualifications through membership of professional organisations. You may also take up senior roles in commercial property, auctioneering and residential estate agency.

| Day & Time                    | Start-End Date | Duration     | Course Code |
|-------------------------------|----------------|--------------|-------------|
| On demand throughout the year |                | 12-18 months | AVPESPF1MA  |
| Full Fee                      | Discounted Fee | FREE         | Campus      |
| Phone for details             |                | N/A          | ATC         |

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### Sale of Residential Property, Advanced Apprenticeship

Level 3

This Apprenticeship is suitable for a junior estate agent. Duties will include advising clients about: the buying and selling process; valuing properties; taking photos and measurements; marketing and advertising properties for sale; conducting viewings of properties and negotiating an acceptable sale price between buyer and seller. An assessor will visit you in the workplace to support your learning, review your progress and check you are on target to achieve your qualification. You can progress from this apprenticeship to Level 5 NFOPP qualifications in Commercial Property Agency and Residential Estate Agency or take up senior roles in commercial property, auctioneering and residential estate agency. Alternatively you may progress to HND and Foundation Degrees in Property. On completion of this framework apprentices can apply for associate membership of the Royal Chartered Institute of Surveyors (RICS) and National Federation of Property Professionals (NFOPP).

| Day & Time                    | Start-End Date | Duration     | Course Code |
|-------------------------------|----------------|--------------|-------------|
| On demand throughout the year |                | 12-18 months | AVPLOPF1MA  |
| Full Fee                      | Discounted Fee | FREE         | Campus      |
| Phone for details             |                | N/A          | ATC         |

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**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.



## Care, Early Years and Counselling

### Counselling

This is often a second or third career and life experience is highly valued. The region has a growing counselling membership and a large number of practices can be found in the region's towns and cities, alongside many independent counsellors.

#### Counselling Skills, Introduction

This short course provides an introduction to the key skills required to pursue a career in counselling or enable you to develop these skills to enhance performance in your current job role. It is the ideal opportunity to explore theoretical and practical aspects of interpersonal communication and provides the opportunity to progress to Level 2.

| Day & Time     | Start-End Date   | Duration | Course Code |
|----------------|------------------|----------|-------------|
| Mon 9:30-12:30 | 15/9/14-20/10/14 | 6 weeks  | NF9Z1NDAKN  |
| Mon 9:30-12:30 | 11/5/15-22/6/15  | 6 weeks  | NF9Z1NDBKN  |
| Full Fee       | Discounted Fee   | FREE     | Campus      |
| £144           | N/A              | N/A      | KC          |

#### Counselling Skills, Certificate Level 2

This course provides knowledge and experience of the use of counselling skills and is essential 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. The courses starting in September (i.e. 1 year duration) can be paid by direct debit.

| Day & Time      | Start-End Date  | Duration | Course Code |
|-----------------|-----------------|----------|-------------|
| Tue 18:00-21:00 | 23/9/14-9/6/15  | 1 year   | C2COUE1KN   |
| Wed 9:30-12:30  | 24/9/14-17/6/15 | 1 year   | C2COUD1KN   |
| Tue 9:30-14:30  | 4/11/14-28/4/15 | 20 weeks | C2COUDAKN   |
| Thu 9:30-14:30  | 6/11/14-30/4/15 | 20 weeks | C2COUDBKN   |
| Fri 9:30-14:30  | 9/1/15-26/6/15  | 20 weeks | C2COUDGKN   |
| Full Fee        | Discounted Fee  | FREE     | Campus      |
| N/A             | £458.50         | Yes      | KC          |

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#### Counselling Skills, Diploma Level 3

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

| Day & Time     | Start-End Date  | Duration | Course Code |
|----------------|-----------------|----------|-------------|
| Wed 9:30-16:30 | 17/9/14-3/6/15  | 30 weeks | D3COUD5KN   |
| Thu 9:30-16:30 | 18/9/14-11/6/15 | 30 weeks | D3COUD1KN   |
| Full Fee       | Discounted Fee  | FREE     | Campus      |
| £2,225         | £1,211.50       | Yes      | KC          |

i 24+ ELC

#### Counselling, FdSc Level 4 + 5

This course is based on the integration of research-based counselling practice and humanistic theory, to prepare you for counselling practice with people with diverse needs. Successful completion of the qualification enables you to register as a Counsellor with the British Association for Counselling and Psychotherapy (BACP). We have excellent placement opportunities locally and within the region and our students are highly regarded. The course addresses the increasing need for highly qualified counsellors who show a professional attitude and aptitude to work with vulnerable people in health, social care and education settings.

If you would like to apply for this course, please contact the HE Unit on **01934 411 409**.

| Day & Time | Start-End Date | Duration | Course Code |
|------------|----------------|----------|-------------|
| TBC        | 8/9/14-23/6/17 | 3 years  | FDWCOPDZKN  |
| Full Fee   | Discounted Fee | FREE     | Campus      |
| £5,000     | N/A            | N/A      | KC          |

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**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.

## Early Years

The rising number of births has resulted in the growing demand for early years workers. There are job opportunities in day nurseries/day care, crèches, nursery schools, pre-school playgroups, after-school clubs and home-based child-minding throughout the South West.

#### Childcare Learning and Development, Intermediate Apprenticeship Level 2

This Apprenticeship confirms competence, under supervision, and enables you to progress to qualifications at Level 3 and above for registration and regulatory requirements in the sector. You will be required to attend College one day a week. The Level 2 Certificate is assessed through a portfolio of evidence and observation of your practical skills in the workplace. An assessor will visit you in the workplace to support your learning, review your progress and check you are on target to achieve your qualification. This qualification is suitable for those employed as early years workers or assistants. You will be working under supervision within an early learning/childcare setting, usually caring for young children in pre-school, nursery, crèche or as a childminder, for example.

| Day & Time                    | Start-End Date | Duration     | Course Code |
|-------------------------------|----------------|--------------|-------------|
| On demand throughout the year |                | 12-18 months | APPCHPF1MA  |
| Full Fee                      | Discounted Fee | FREE         | Campus      |
| Phone for details             |                | N/A          | ATC         |

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#### Children and Young People's Workforce, Certificate Level 2

This course is ideal for those already working under supervision or volunteering in the early years sector. It is assessed through a portfolio of evidence and observation of your practical skills in the setting. It is for those with little or no experience of working with children and is a stepping stone to a Level 3 childcare qualification.

| Day & Time     | Start-End Date  | Duration | Course Code |
|----------------|-----------------|----------|-------------|
| Mon 9:00-14:30 | 22/9/14-15/6/15 | 30 weeks | C2CYWDAKN   |
| Full Fee       | Discounted Fee  | FREE     | Campus      |
| N/A            | £877            | Yes      | KC          |

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#### Childcare Learning and Development, Advanced Apprenticeship Level 3

This Apprenticeship confirms competence in this area and provides new practitioners with the required qualification for registration and regulatory requirements in the early learning and childcare sector. You will, ideally, be supervising others in roles such as nursery worker/supervisor, have prior experience of the sector and be employed in a position whereby you would be able to demonstrate the competencies required at this level. Some College attendance may be required and an assessor will visit you in the workplace to support your learning, review your progress and check you are on target to achieve your qualification. There is also an opportunity for further study at higher levels, such as Foundation Degrees in Early Years. This, in turn, will support the achievement of Early Years Professional status.

| Day & Time                    | Start-End Date | Duration     | Course Code |
|-------------------------------|----------------|--------------|-------------|
| On demand throughout the year |                | 12-18 months | AVPCHPF1MA  |
| Full Fee                      | Discounted Fee | FREE         | Campus      |
| Phone for details             |                | N/A          | ATC         |

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

Level 3

This course – which will ultimately replace many existing Level 3 qualifications in this area, including NVQ – is for those who wish to work in the children and young people's workforce. 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. Workplace practice can be used as evidence for the assessment of individual units and the qualification as a whole.

| Day & Time     | Start-End Date  | Duration | Course Code |
|----------------|-----------------|----------|-------------|
| Fri 9:30-15:00 | 26/9/14-26/6/15 | 1 year   | ED3CYPD1KN  |
| Full Fee       | Discounted Fee  | FREE     | Campus      |
| £2,882         | £1,441          | Yes      | KC          |

## Home-based Childcare Services

Level 3

This stand-alone unit from the Children and Young People's Workforce Level 3 Diploma is a mandatory requirement for anybody wishing to register as a child-minder in the North Somerset area. It 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-End Date   | Duration | Course Code |
|-----------------|------------------|----------|-------------|
| Tue 18:00-21:00 | 23/9/14-18/11/14 | 8 weeks  | CHSE3EAKN   |
| Tue 18:00-21:00 | 27/1/15-24/3/15  | 8 weeks  | CHSE3EBKN   |
| Tue 18:00-21:00 | 28/4/15-23/6/15  | 8 weeks  | CHSE3ECKN   |
| Full Fee        | Discounted Fee   | FREE     | Campus      |
| £202.50         | N/A              | N/A      | KC          |

## Early Years, FdA

Level 4 + 5

This sector-endorsed Foundation Degree has been developed as part of a government initiative to improve standards within the early years sector. It has a proven track record with students achieving high standards in practical and theoretical work. The course has been developed in close consultation with local authority children's services, which emphasises its relevance to practitioners. Within the next few years all early years settings will require a graduate practitioner and this course is a significant step towards this and can also lead onto various postgraduate teaching qualifications.

For further details or to apply for this course, please contact the HE Unit on **01934 411 409**.

| Day & Time | Start-End Date | Duration | Course Code |
|------------|----------------|----------|-------------|
| TBC        | 8/9/14-26/6/16 | 2 years  | FDBEYPFZKN  |
| Full Fee   | Discounted Fee | FREE     | Campus      |
| £7,500     | N/A            | N/A      | KC          |

## Health and Social Care

The region has the highest proportion of people aged 65 or over, at almost one in five, which means that health and caring services are vitally important, and will continue to grow.

## Mental Health Awareness, Award

Level 1

This course attempts to dispel some of the myths and misconceptions linked to mental health problems and provides knowledge of the rights of those with mental health issues. It will be of interest if you are working within the voluntary and community sector or simply have a desire to develop your own 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-End Date   | Duration | Course Code |
|-----------------|------------------|----------|-------------|
| Tue 18:00-21:00 | 16/9/14-21/10/14 | 6 weeks  | AWMHAEAKN   |
| Thu 18:00-21:00 | 22/1/15-5/3/15   | 6 weeks  | AWMHAEAKN   |
| Full Fee        | Discounted Fee   | FREE     | Campus      |
| £107            | N/A              | Yes      | KC          |

## Substance Misuse Awareness, Award

Level 1

This course provides a nationally recognised qualification at award level in substance misuse. You will gain knowledge of substances that are commonly misused, signs of substance misuse and an awareness of the personal and social consequences of substance misuse. No previous experience is necessary to study this course, which 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-End Date | Duration | Course Code |
|-----------------|----------------|----------|-------------|
| Wed 18:00-21:00 | 14/1/15-4/2/15 | 4 weeks  | SUBMAWEAKN  |
| Full Fee        | Discounted Fee | FREE     | Campus      |
| £79             | N/A            | Yes      | KC          |

## Substance Misuse, Award

Level 2

This qualification provides understanding of a wide range of issues related to substance misuse, including recognising and responding to substance misuse, alcohol use/misuse and working with communities. It is the 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-End Date  | Duration | Course Code |
|-----------------|-----------------|----------|-------------|
| Wed 18:00-21:00 | 25/2/15-17/6/15 | 14 weeks | SUBMUEAKN   |
| Full Fee        | Discounted Fee  | FREE     | Campus      |
| £294.50         | N/A             | Yes      | KC          |

## Health and Social Care, Intermediate Apprenticeship

Level 2

This Apprenticeship is designed for those in roles such as care assistant/worker; personal assistant; relief team worker; night care assistant; support worker (supported living); key worker in a residential setting; home care support worker; substance misuse worker; mental health support/outreach worker; re-enablement worker. You will learn from your employer and be supported by an assessor while completing a portfolio of work to gain qualifications including a Level 2 in Health and Social Care. This will enable you to progress in your career in the health and social care sector.

| Day & Time                    | Start-End Date | Duration     | Course Code |
|-------------------------------|----------------|--------------|-------------|
| On demand throughout the year |                | 12-18 months | APPHEPF1MA  |
| Full Fee                      | Discounted Fee | FREE         | Campus      |
| Phone for details             |                | N/A          | ATC         |

## Working in Community Mental Health, Certificate

Level 2

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

| Day & Time      | Start-End Date  | Duration | Course Code |
|-----------------|-----------------|----------|-------------|
| Tue 18:00-21:00 | 4/11/14-28/4/15 | 20 weeks | CMHWE1KN    |
| Full Fee        | Discounted Fee  | FREE     | Campus      |
| £536.50         | N/A             | Yes      | KC          |

## Health and Social Care, Advanced Apprenticeship

Level 3

This Apprenticeship is designed for those undertaking supervisory roles within the care sector, such as officer/supervisor, senior care worker/supervising care worker, senior support worker, and community development worker. Your personal assessor will visit you at work to review your progress and make sure you are on target to achieve your qualifications. Completion of the Advanced Apprenticeship will stand you in good stead for progression to Higher Education courses in nursing or midwifery, to 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, including Higher Apprenticeships, specialist Level 4 or 5 diplomas or management qualifications.

| Day & Time                    | Start-End Date | Duration     | Course Code |
|-------------------------------|----------------|--------------|-------------|
| On demand throughout the year |                | 12-18 months | AVPHEPF1MA  |
| Full Fee                      | Discounted Fee | FREE         | Campus      |
| Phone for details             |                | N/A          | ATC         |

## Health and Social Care, Higher Apprenticeship

Level 4

This qualification is designed for those employed in senior positions within the care sector. You will be in a role such as adults residential manager; assistant manager; deputy, unit or service manager and be responsible for supervising staff as well as implementing and monitoring systems and services. You will be required to take mandatory units which cover working in a business environment, managing your own performance as well as areas such as communicating, supporting sustainability and managing risk. You will also choose from a wide range of optional units to meet the needs of your own role. Higher apprentices may be able to progress to other specific job roles including care manager, officers in charge/registered manager, day services manager. Apprentices on the social care pathway can move into job roles in the health sector.

| Day & Time                    | Start-End Date | Duration     | Course Code |
|-------------------------------|----------------|--------------|-------------|
| On demand throughout the year |                | 12-18 months | AHPHEPF1MA  |
| Full Fee                      | Discounted Fee | FREE         | Campus      |
| Phone for details             |                | N/A          | 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.



## Care Management in the Community, FdSc

Level 4 + 5

This course will promote and develop standards in care and provide the opportunity to explore and develop your interest in the private and voluntary social care sector. It will be of specific interest to individuals and organisations that provide services for older people and adults with mental health problems and learning disabilities. With an equal balance of theory and practice, the course is designed to meet the development needs of the individual employee and private/voluntary care sectors. The overall aim of the course is to prepare a care worker with a specified range of skills, in partnership with national, regional and local employers.

For further details, or to apply for this course, please contact the HE Unit on **01934 411 409**.

| Day & Time | Start-End Date | Duration | Course Code |
|------------|----------------|----------|-------------|
| TBC        | 8/9/14-24/6/16 | 2 years  | FDWCMPFZKN  |
| Full Fee   | Discounted Fee | FREE     | Campus      |
| £6,000     | N/A            | N/A      | KC          |

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## Health and Social Care Practice, FdSc

Level 4 + 5

This course will promote and develop standards in care and provide you with the opportunity to explore and develop your interest in the industry. It delivers specialist knowledge and skills required in practice, whilst being underpinned by broad-based academic learning. With an equal balance of theory and practice, the course is designed to meet the development needs of the individual employee and the needs of the service. The overall aim of the course is to provide an assistant practitioner with a specified range of skills to use alongside others gained within national, regional and local organisations.

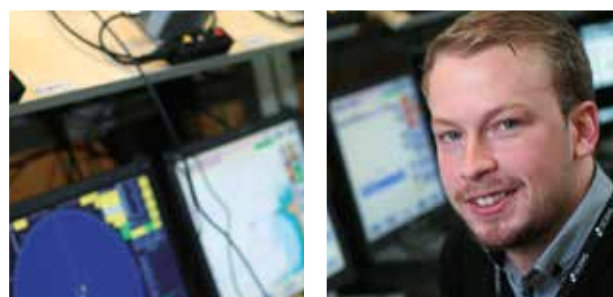
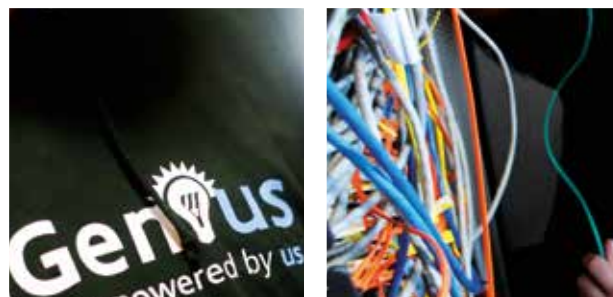
For further details and to apply for this course, please contact the HE Unit on **01934 411 409**.

| Day & Time | Start-End Date | Duration | Course Code |
|------------|----------------|----------|-------------|
| TBC        | 8/9/14-24/6/16 | 2 years  | FDWHSCFIKN  |
| Full Fee   | Discounted Fee | FREE     | Campus      |
| £6,000     | N/A            | N/A      | KC          |

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**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

Bristol and the surrounding areas are at the forefront of the IT and digital revolution. The city has been hailed as the UK's top social media city.

Bath is also home to a large number of globally recognised creative media and technology companies. Specialisms in the region generally lie in publishing, TV, video, film, animation, pervasive gaming, software development and photography.

## European Computer Driving Licence (ECDL) Essentials

Level 1

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

| Day & Time             | Start-End Date    | Duration | Course Code |
|------------------------|-------------------|----------|-------------|
| Mon, Wed, Thu 10-14:30 | 13/10/14-20/11/14 | 5 weeks  | AWIT1DGKN   |
| Mon, Wed, Thu 10-14:30 | 26/1/15-5/3/15    | 5 weeks  | AWIT1DHKN   |
| Mon, Wed, Thu 10-14:30 | 11/5/15-18/6/15   | 5 weeks  | AWIT1DJKN   |
| Full Fee               | Discounted Fee    | FREE     | Campus      |
| N/A                    | £264              | Yes      | KC          |

## Developing Smart Phone Apps

Level 1

This course is designed for IT professionals looking to update their knowledge of current developments in the IT industry or enhance their skills in developing mobile applications. You will be introduced to some basic concepts of mobile technologies in order to produce a simple mobile application.

| Day & Time      | Start-End Date  | Duration | Course Code |
|-----------------|-----------------|----------|-------------|
| Tue 18:00-20:00 | 30/9/14-9/12/14 | 10 weeks | NF2E1NDBKN  |
| Tue 18:00-20:00 | 27/1/15-21/4/15 | 10 weeks | NF2E1NDAKN  |
| Full Fee        | Discounted Fee  | FREE     | Campus      |
| £160            | N/A             | N/A      | KC          |

**Ofsted said:**

*"Technology is used very well to enliven lessons."*

## Internet Safety

Level 1

This course provides the strategies, skills and mind-set needed to protect yourself, your computer and your privacy when you or your children connect with the Internet. You will learn how to protect your computer from internet threats, stay safe on line, protect your financial transactions, protect yourself on social networking sites and what to do if you experience cyber harassment.

| Day & Time                    | Start-End Date | Duration | Course Code |
|-------------------------------|----------------|----------|-------------|
| On demand throughout the year |                | 1 day    | NF2E2NDAKN  |
| Full Fee                      | Discounted Fee | FREE     | Campus      |
| £48                           | N/A            | N/A      | KC          |

## Robotics (Introduction)

Level 1

The course will introduce you to basics of modelling, design, planning and control of robot systems.

| Day & Time      | Start-End Date  | Duration | Course Code |
|-----------------|-----------------|----------|-------------|
| Thu 18:00-20:00 | 29/1/15-23/4/15 | 10 weeks | NF2Z1NEAKN  |
| Full Fee        | Discounted Fee  | FREE     | Campus      |
| £160            | N/A             | N/A      | KC          |

## Web Design using Dreamweaver, for Beginners

This course will provide you with the skills and knowledge required to design and develop a website using industry-standard software.

| Day & Time      | Start-End Date  | Duration | Course Code |
|-----------------|-----------------|----------|-------------|
| Mon 18:00-20:00 | 29/9/14-8/12/14 | 10 weeks | NF2G1NEBKN  |
| Full Fee        | Discounted Fee  | FREE     | Campus      |
| £160            | N/A             | N/A      | KC          |

## Web Design using Dreamweaver (Advanced)

Web designers are in high demand as businesses continually develop their online presence. During this advanced web design course, you will further develop your skills in designing and developing a website using industry-standard software. This course will provide you with the essential knowledge and skills required for designing, publishing and maintaining websites for personal or professional use. You will learn how to design page layouts, build web pages and about domain name registration, optimising sites for search engines, publishing completed website to the hosting server and submitting sites to the search engines.

| Day & Time      | Start-End Date  | Duration | Course Code |
|-----------------|-----------------|----------|-------------|
| Mon 18:00-20:00 | 26/1/15-20/4/15 | 10 weeks | NF2G1NECKN  |
| Full Fee        | Discounted Fee  | FREE     | Campus      |
| £160            | N/A             | N/A      | KC          |

## European Computer Driving Licence (ECDL) Extra Level 2

This course will provide you with competence in word processing, spreadsheets and presentation software, and enable you to learn how to improve your productivity using ICT. It is designed to improve your ICT skills and will also help to improve your employment prospects if you do not currently hold an IT qualification. The skills that you will acquire on this course are highly demanded by employers.

| Day & Time      | Start-End Date  | Duration | Course Code |
|-----------------|-----------------|----------|-------------|
| Thu 18:00-21:00 | 25/9/14-12/3/15 | 20 weeks | ECDLXEDKN   |
| Thu 10:00-14:30 | 25/9/14-5/2/15  | 16 weeks | ECDLXDAKN   |
| Thu 10:00-14:30 | 26/2/15-2/7/15  | 16 weeks | ECDLXDBKN   |
| Full Fee        | Discounted Fee  | FREE     | Campus      |
| N/A             | £459.50         | Yes      | KC          |

## Setting up an Online Business, BTEC Award Level 2

This course will provide you with the knowledge required to set up an online business. It is ideal if you want to develop your knowledge related to online business and enterprise, develop your skills in planning and implementing websites, and learn about the costs and benefits of operating a business on the web.

| Day & Time      | Start-End Date  | Duration | Course Code |
|-----------------|-----------------|----------|-------------|
| Mon 18:00-20:00 | 29/9/14-8/12/14 | 10 weeks | AW1SBOEAKN  |
| Mon 18:00-20:00 | 26/1/15-20/4/15 | 10 weeks | AW1SBOEBKN  |
| Full Fee        | Discounted Fee  | FREE     | Campus      |
| N/A             | £201            | Yes      | KC          |

## IT Practitioners, BTEC Diploma Level 3

Are you currently unemployed or seeking to enhance your career prospects? This course will provide a sound understanding of computing and enable you to gain a qualification which employers value highly. The topics you will study include computer systems, software, hardware, systems analysis and programming. The qualification is equivalent to one A Level at grade A-E, and you will be assessed through coursework. Following this course you may be eligible to progress to the Foundation Degree in Computing.

| Day & Time      | Start-End Date | Duration | Course Code |
|-----------------|----------------|----------|-------------|
| Tue 18:00-21:00 | 23/9/14-7/7/15 | 1 year   | DS3ITEAKN   |
| Full Fee        | Discounted Fee | FREE     | Campus      |
| £3,345          | £1,796         | Yes      | 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.

## Applied Computing, FdSc Level 4 + 5

Information technology affects all sectors of industry and commerce and requires professional, highly skilled individuals to undertake a variety of roles. This course will provide you with technical skills as well as exposure to the workplace and has been designed to equip you for this dynamic and varied industry. You will benefit from being taught in small groups with close tutor support throughout the course. This work-based qualification has been developed in conjunction with employers and will help prepare you for a high-profile career. It aims to develop up-to-date theoretical and practical technical skills as well as knowledge and understanding of a range of computing disciplines. If you would like to apply for this course, please contact our HE unit on **01934 411 409**.

| Day & Time     | Start-End Date | Duration | Course Code |
|----------------|----------------|----------|-------------|
| TBC 9:00-19:00 | 8/9/14-23/6/17 | 3 years  | FDWACPDZKN  |
| Full Fee       | Discounted Fee | FREE     | Campus      |
| £5,000         | N/A            | N/A      | KC          |



## Applied Computing (top-up), BSc (Hons) Level 6

The modern IT professional requires technical ability, practical experience, people and management skills to succeed in this competitive industry. This course will expand your technical knowledge and expertise, provide a range of computing and business skills, and enable you to develop solutions for 'real-life' business problems. These skills and competencies are highly valued by IT employers, who want staff able to adapt themselves to a variety of work requirements. This work-based qualification has been developed in conjunction with employers and follows on from the Foundation Degree in Applied Computing. If you would like to apply for this course, please contact the HE Unit on **01934 411 409**.

| Day & Time     | Start-End Date | Duration | Course Code |
|----------------|----------------|----------|-------------|
| TBC 9:00-19:00 | 8/9/14-26/6/16 | 2 years  | BAWACPDZKN  |
| Full Fee       | Discounted Fee | FREE     | Campus      |
| £3,750         | N/A            | N/A      | KC          |



## Adobe Creative Suite, Introduction Level 1

This course provides you with an excellent overview of the industry-standard software package, Creative Suite (CS). You will learn techniques in Photoshop as well as exploring other aspects of CS. This course is ideal if you are a complete beginner – it 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-End Date   | Duration | Course Code |
|-----------------|------------------|----------|-------------|
| Wed 18:00-21:00 | 10/9/14-19/11/14 | 10 weeks | NF2L2NEAUC  |
| Full Fee        | Discounted Fee   | FREE     | Campus      |
| £240            | N/A              | N/A      | UC          |

## Adobe Creative Suite, Intermediate Level 1

As a follow-on from the Intermediate course or as a separate course of study, you will more fully explore the industry-standard software package, Creative Suite (CS). You will learn additional 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-End Date  | Duration | Course Code |
|-----------------|-----------------|----------|-------------|
| Wed 18:00-21:00 | 14/1/15-25/3/15 | 10 weeks | NF2L2NEBUC  |
| Full Fee        | Discounted Fee  | FREE     | Campus      |
| £240            | N/A             | N/A      | UC          |

## Adobe Creative Suite, Advanced Level 3

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 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-End Date  | Duration | Course Code |
|-----------------|-----------------|----------|-------------|
| Wed 18:00-21:00 | 15/4/15-24/6/15 | 10 weeks | NF2L2NECUC  |
| Full Fee        | Discounted Fee  | FREE     | Campus      |
| £240            | N/A             | N/A      | UC          |

## Desktop Publishing, Introduction Level 1

This course is aimed at beginners. You will develop your skills using the industry-standard software, InDesign, on an Apple Macintosh platform. You will gain an understanding of page layout design, typography and learn how to set up documents for printing and import images.

| Day & Time      | Start-End Date   | Duration | Course Code |
|-----------------|------------------|----------|-------------|
| Wed 18:00-21:00 | 10/9/14-19/11/14 | 10 weeks | DESPUBEAUC  |
| Full Fee        | Discounted Fee   | FREE     | Campus      |
| £107            | N/A              | Yes      | UC          |

## Desktop Publishing, Intermediate Level 1

This course is aimed at students with some understanding of desktop publishing. You will develop your skills using the industry-standard software, InDesign, on an Apple Macintosh platform. This course will provide an opportunity to enhance your knowledge of page layout, importing and manipulating images, typography and printing.

| Day & Time      | Start-End Date  | Duration | Course Code |
|-----------------|-----------------|----------|-------------|
| Wed 18:00-21:00 | 14/1/15-25/3/15 | 10 weeks | DEPUINEAUC  |
| Full Fee        | Discounted Fee  | FREE     | Campus      |
| £100.50         | N/A             | N/A      | UC          |

## Desktop Publishing, Advanced Level 1

This course is aimed at students with a good understanding of desktop publishing. You will develop and enhance your skills using the industry standard software, InDesign, on an Apple Macintosh platform. You will learn how to produce detailed document layouts, import and manipulate images, as well as develop a detailed knowledge of typography and clearly understand all elements of preparing documents for print.

| Day & Time      | Start-End Date  | Duration | Course Code |
|-----------------|-----------------|----------|-------------|
| Wed 18:00-21:00 | 15/4/15-24/6/15 | 10 weeks | DEPUADEAUC  |
| Full Fee        | Discounted Fee  | FREE     | Campus      |
| £112.50         | N/A             | N/A      | UC          |

## Adobe Creative Suite for Businesses Level 3

Our flexible, professional courses in Adobe Creative Suite are tailored to meet the needs of your business. To discuss your course requirements and costs, please contact **01934 411 627** and we will set up a professional meeting.

| Day & Time                    | Start-End Date | Duration | Course Code |
|-------------------------------|----------------|----------|-------------|
| On demand throughout the year |                | Flexible | NF2L2NEDUC  |
| Full Fee                      | Discounted Fee | FREE     | Campus      |
| Please call                   | N/A            | N/A      | UC          |

## Adobe Illustrator for Businesses Level 3

Our flexible, professional courses in Adobe Illustrator are tailored to meet the needs of your business. To discuss your course requirements and costs, please contact **01934 411 627** and we will set up a professional meeting.

| Day & Time                    | Start-End Date | Duration | Course Code |
|-------------------------------|----------------|----------|-------------|
| On demand throughout the year |                | Flexible | NF1X1EBUC   |
| Full Fee                      | Discounted Fee | FREE     | Campus      |
| Please call                   | N/A            | N/A      | UC          |

## Adobe InDesign for Businesses Level 3

Our flexible, professional courses in Adobe InDesign are tailored to meet the needs of your business. To discuss your course requirements and costs, please contact **01934 411 627** and we will set up a professional meeting.

| Day & Time                    | Start-End Date | Duration | Course Code |
|-------------------------------|----------------|----------|-------------|
| On demand throughout the year |                | Flexible | NF1X1EAUC   |
| Full Fee                      | Discounted Fee | FREE     | Campus      |
| Please call                   | N/A            | N/A      | UC          |



### Adobe Photoshop for Businesses Level 3

Our flexible, professional courses in Adobe Photoshop are tailored to meet the needs of your business. To discuss your course requirements and costs, please contact **01934 411 627** and we will set up a professional meeting.

| Day & Time                    | Start-End Date | Duration | Course Code |
|-------------------------------|----------------|----------|-------------|
| On demand throughout the year |                | Flexible | NF1P1ECUC   |
| Full Fee                      | Discounted Fee | FREE     | Campus      |
| Please call                   | N/A            | N/A      | UC          |

### Final Cut Pro for Businesses, Apple Authorised Qualification Level 3

We can tailor courses in Final Cut Pro to meet your business needs. To discuss your course requirements and costs, please contact **01934 411 627** and we will set up a professional meeting. Final Cut Pro has rapidly become the standard video editing software for the film and TV industry. It is used in Hollywood and throughout the BBC for all video editing requirements. On successful completion of this course, individuals will receive an official Apple authorised qualification that is recognised by employers and Higher Education.

| Day & Time                    | Start-End Date | Duration | Course Code |
|-------------------------------|----------------|----------|-------------|
| On demand throughout the year |                | Flexible | NF2L1ECUC   |
| Full Fee                      | Discounted Fee | FREE     | Campus      |
| Please call                   | N/A            | N/A      | UC          |

### Final Cut Pro, Apple Authorised Qualification Level 3

Final Cut Pro has rapidly become the standard video editing software for the film and TV industry. It is used in Hollywood and the BBC for all video editing requirements. This is a ten-week course and may include two additional full-day sessions. 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-End Date   | Duration | Course Code |
|-----------------|------------------|----------|-------------|
| Wed 18:00-21:00 | 10/9/14-19/11/14 | 10 weeks | NF2L1EAUC   |
| Wed 18:00-21:00 | 14/1/15-25/3/15  | 10 weeks | NF2L1EBUC   |
| Full Fee        | Discounted Fee   | FREE     | Campus      |
| £240            | N/A              | N/A      | UC          |

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**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.

### Logic Studio for Businesses, Apple Authorised Qualification Level 3

We can tailor courses in Logic Studio to meet your business needs. To discuss your course requirements and costs, please contact **01934 411 627** and we will set up a professional meeting. Logic Studio is the Apple authorised software programme that has become the music industry standard for all creative sequencing and audio work. On successful completion of this course you will receive an official Apple authorised qualification that is recognised by employers and Higher Education.

| Day & Time                    | Start-End Date | Duration | Course Code |
|-------------------------------|----------------|----------|-------------|
| On demand throughout the year |                | Flexible | NF2L2ECUC   |
| Full Fee                      | Discounted Fee | FREE     | Campus      |
| Please call                   | N/A            | N/A      | UC          |

### Logic Studio, Apple Authorised Qualification Level 3

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-End Date   | Duration | Course Code |
|-----------------|------------------|----------|-------------|
| Wed 18:00-21:00 | 10/9/14-19/11/14 | 10 weeks | NF2L2EAUC   |
| Wed 18:00-21:00 | 14/1/15-25/3/15  | 10 weeks | NF2L2EBUC   |
| Full Fee        | Discounted Fee   | FREE     | Campus      |
| £240            | N/A              | N/A      | UC          |



## Construction and Building Services

Between now and 2018, the South West as a whole will see average annual construction output grow 3.5% – the highest of any UK region – ahead of the national average of 2.2%. With 6,370 new employees required each year to fulfil planned projects, the region's construction workforce will hit 229,600 in 2018. Key projects at a local level that are expected to contribute to this rise include the new nuclear build at Hinkley Point.



## Bricklaying

### Bricklaying, Diploma

Level 1

This one-year course in bricklaying is designed to provide you with the basic practical skills and knowledge 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-End Date | Duration | Course Code |
|----------------|----------------|----------|-------------|
| Mon 9:00-17:00 | 8/9/14-20/7/15 | 1 year   | D1BRCD1TM   |
| Full Fee       | Discounted Fee | FREE     | Campus      |
| N/A            | £1,547         | Yes      | CECE        |



### Bricklaying, Diploma

Level 2

This one-year course will provide you with the practical skills and knowledge to progress to a Level 3 Diploma or a career as a bricklayer. Units include interpreting working drawings to set-out masonry structures; building solid walling, isolated and attached piers; and constructing cavity walling forming masonry structures. An element of self-study will be required to complete this course.

| Day & Time     | Start-End Date | Duration | Course Code |
|----------------|----------------|----------|-------------|
| Fri 9:00-17:30 | 8/9/14-20/7/15 | 1 year   | D2BRCD1TM   |
| Full Fee       | Discounted Fee | FREE     | Campus      |
| N/A            | £2,072         | Yes      | CECE        |



### Trowel Occupations, Experienced Worker Practical Assessment Route (EWPARG), 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 usually consists of a two-day assessment involving a skills competency test, professional discussion, job knowledge questions and a health and safety test. You will need to prove you have at least five years' experience in the industry before assessment can take place.

| Day & Time                    | Start-End Date | Duration | Course Code |
|-------------------------------|----------------|----------|-------------|
| On demand throughout the year |                | 2 weeks  | NQ2TRODATM  |
| Full Fee                      | Discounted Fee | FREE     | Campus      |
| N/A                           | £1,443         | Yes      | 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.



### Trowel Occupations, Intermediate Apprenticeship

Level 2

This Apprenticeship is suitable if you are employed as a bricklayer on a construction site and working to given specifications, setting out basic structures, building brick and block walling, laying domestic drainage and placing and finishing concrete and render surfaces. You will be required to attend College sessions to complete this Apprenticeship. In addition, we will assess your practical skills and observe you at work to ensure you are on target to achieve your qualifications. After gaining experience, there are opportunities to progress into occupational work supervision, management or technical support areas. Bricklaying and craft masonry have a wide range of opportunities that apprentices can be involved with, in a structured career path, such as new builds and refurbishments. You could also progress to the Construction Building – Trowel Occupations (Bricklaying), Advanced Apprenticeship.

| Day & Time                    | Start-End Date | Duration     | Course Code |
|-------------------------------|----------------|--------------|-------------|
| On demand throughout the year |                | 12-18 months | APTRPF1MA   |
| Full Fee                      | Discounted Fee | FREE         | Campus      |
| Phone for details             |                | N/A          | ATC         |



### Bricklaying, Diploma

Level 3

This course is designed to develop your skills and knowledge in bricklaying and provide you with an advanced qualification. You will require a Level 2 qualification for entry on to this section. Units include constructing radial and battered brickwork, building a segmental arch, building curved brickwork, building decorative reinforced brickwork and building an obtuse quoin. Candidates who are employed in the industry can also 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-End Date | Duration | Course Code |
|----------------|----------------|----------|-------------|
| Mon 9:00-17:30 | 8/9/14-20/7/15 | 1 year   | D3BRCD1TM   |
| Full Fee       | Discounted Fee | FREE     | Campus      |
| £5,421         | £2,783         | Yes      | CECE        |



### Trowel Occupations, Advanced Apprenticeship

Level 3

This Apprenticeship follows a pattern of vocational training to meet the requirements of a Construction Skills-approved framework. This will enable you to develop skills and knowledge which you can then demonstrate and evidence in a construction environment. The qualification is suitable for those who are working as bricklayers on a construction site, to given specifications, setting out structures and carrying out complex building work. You may be required to attend College one day a week and your practical skills will be assessed and observed 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. After gaining work experience in your chosen area, there are also opportunities to progress to occupational work supervision, management or technical support areas.

| Day & Time                    | Start-End Date | Duration     | Course Code |
|-------------------------------|----------------|--------------|-------------|
| On demand throughout the year |                | 12-18 months | AVPTRPF1MA  |
| Full Fee                      | Discounted Fee | FREE         | Campus      |
| Phone for details             |                | N/A          | CECE        |



## Carpentry

### Carpentry, Diploma

Level 1

This one year course in carpentry and joinery is 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-End Date | Duration | Course Code |
|----------------|----------------|----------|-------------|
| Mon 9.00-16.00 | 8/9/14-20/7/15 | 1 year   | D1CARD1TM   |
| Full Fee       | Discounted Fee | FREE     | Campus      |
| N/A            | £1,364         | Yes      | 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-End Date | Duration | Course Code |
|----------------|----------------|----------|-------------|
| Fri 8.30-17.15 | 8/9/14-20/7/15 | 1 year   | D2CARD1TM   |
| Full Fee       | Discounted Fee | FREE     | Campus      |
| N/A            | £2,72          | Yes      | CECE        |



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

Level 2

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

| Day & Time                    | Start-End Date | Duration | Course Code |
|-------------------------------|----------------|----------|-------------|
| On demand throughout the year |                | 2 weeks  | NQ2FORDATM  |
| Full Fee                      | Discounted Fee | FREE     | Campus      |
| N/A                           | £1,443         | Yes      | CECE        |



### Wood Occupations, Intermediate Apprenticeship

Level 2

This Apprenticeship enables you to learn on-the-job as a site carpenter. You will be working on a construction site or in domestic and commercial premises, to given specifications, carrying out site carpentry to first and second fixing (door frames, hanging doors, boxing pipes, window frames and floor joists). You could also be employed as a bench joiner, producing wood products to given specifications, for use by the site carpenter, such as doors, window frames and stair cases. You will attend College one day per week and be taught the technical side of the trade. An assessor will visit you in the workplace to support your learning, review your progress and check you are on target to achieve your qualification. On completion, you could progress to an Advanced Apprenticeships and develop your career as a carpenter or joiner.

| Day & Time                    | Start-End Date | Duration     | Course Code |
|-------------------------------|----------------|--------------|-------------|
| On demand throughout the year |                | 12-18 months | APPWOPF1MA  |
| Full Fee                      | Discounted Fee | FREE         | Campus      |
| Phone for details             |                | N/A          | ATC         |





## Carpentry, Diploma

Level 3

This course is designed to develop your skills and knowledge and provide you with an advanced qualification. You will require a Level 2 qualification for entry onto this section and can follow either the site carpentry or bench joinery route with this qualification. Site carpentry units include first fix roofing and stairs, second fixing double doors and mouldings. Bench joinery units include manufacturing shaped doors, frames and stairs with turns. Candidates who are employed in the industry can also 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-End Date | Duration | Course Code |
|-----------------|----------------|----------|-------------|
| Mon/Tue 9-17:00 | 8/9/14-20/7/15 | 1 year   | D3CARPD1TM  |
| Full Fee        | Discounted Fee | FREE     | Campus      |
| £5,421          | £2,783         | Yes      | CECE        |



## Wood Occupations, Advanced Apprenticeship

Level 3

This Apprenticeship provides you with the complex skills and knowledge required to work on a construction site or in domestic and commercial premises. You will be working to given specifications, carrying out first and second fixing, erecting complex structural carcassing components (trussed rafter roofs, traditional cut roofs) or, as a bench joiner, working in a joiner's shop using drawings to produce complex wood products, such as doors, frames, linings, staircases and hand rails. Your practical skills will be assessed and observed at work and you will attend College one day per week. Your personal assessor will visit you at work to review your progress and make sure you are on target to achieve your qualifications. You could progress to a Higher Apprenticeships in Construction Engineering or a Foundation Degree.

| Day & Time                    | Start-End Date | Duration     | Course Code |
|-------------------------------|----------------|--------------|-------------|
| On demand throughout the year |                | 12-18 months | AVPWOPF1MA  |
| Full Fee                      | Discounted Fee | FREE         | Campus      |
| Phone for details             |                | N/A          | ATC         |



## Electrical Installation

### Electrical Installations, Diploma Level 2

This Level 2 qualification is aimed at new entrants to the electrical industry and is designed for candidates who want to work as electricians or in electrical-related disciplines in the building services engineering sector. This qualification forms the first part of the technical requirements required to become fully qualified as a JIB-registered electrician. It provides individuals with the basic skills and experience to progress within the electrical sector.

| Day & Time     | Start-End Date | Duration | Course Code |
|----------------|----------------|----------|-------------|
| TBC 9:00-17:00 | 8/9/14-10/7/15 | 1 year   | D2ELECDBTM  |
| Full Fee       | Discounted Fee | FREE     | Campus      |
| N/A            | £1,803.50      | Yes      | CECE        |



### Electrical Installations, Advanced Apprenticeship Level 3

This three-year qualification is suitable for those with responsibility for electrical installation, inspection, testing and commissioning of electrical systems, devices, appliances and equipment in domestic, industrial, commercial, leisure and agricultural buildings, structures and environments. You will come into College one day per week for support and to learn the technical side of the job. An assessor will visit you in the workplace to support your learning, review your progress and check you are on target to achieve your qualification. This Apprenticeship will enable you to pursue a career in electrical installation.

| Day & Time                    | Start-End Date | Duration     | Course Code |
|-------------------------------|----------------|--------------|-------------|
| On demand throughout the year |                | 12-18 months | AVPEIPF1MA  |
| Full Fee                      | Discounted Fee | FREE         | Campus      |
| Phone for details             |                | N/A          | CECE        |



### Electrical Installations, Diploma Level 3

This course provides the underpinning knowledge in electro-technology required to take up a career in this industry. It is ideally suited to learners who have previously completed Level 2. This Diploma covers a combination of inspection, fault finding, diagnostic and commissioning practices in conjunction with the advanced technical theory required to complete an Advanced Electro-technical Apprenticeship. The course provides the skills and knowledge required of a competent electrician, electrical engineer or electro-technical installer.

| Day & Time                    | Start-End Date | Duration | Course Code |
|-------------------------------|----------------|----------|-------------|
| On demand throughout the year |                | 1 year   | D3ELECDBTM  |
| Full Fee                      | Discounted Fee | FREE     | Campus      |
| £3,345                        | £1,828         | Yes      | CECE        |



## Electrical Regulations, City and Guilds 2382

Level 3

This course enables Level 3-qualified electricians to remain up-to-date with the latest IEE wiring regulations and provides them with a Certificate in the Requirements for Electrical Installations. It is also suitable for anyone who requires a basic working knowledge of the 17th Edition Wiring Regulations, including design, supervision and specifications associated with electrical installation.

| Day & Time                    | Start-End Date | Duration | Course Code |
|-------------------------------|----------------|----------|-------------|
| On demand throughout the year |                | 1 week   | AWREI3DATM  |
| Full Fee                      | Discounted Fee | FREE     | Campus      |
| £261                          | N/A            | N/A      | CECE        |



## Environmental Technologies

### Construction Skills Certification Scheme (CSCS)

The Construction Skills Certification Scheme (CSCS) card is the industry's leading scheme and covers 220 occupations, including trades, technical, supervisory and management positions. CSCS cards list the holder's qualifications and are valid for either three or five years. It provides proof of competence and that you have health and safety awareness, as all cardholders have to pass the appropriate CITB-Construction Skills Health and Safety Test as part of the course.

| Day & Time                    | Start-End Date | Duration | Course Code |
|-------------------------------|----------------|----------|-------------|
| On demand throughout the year |                | 1 day    | CSCSHSDATM  |
| Full Fee                      | Discounted Fee | FREE     | Campus      |
| £87                           | N/A            | N/A      | CECE        |

### Rainwater Harvesting and Grey Water Recycling, BPEC

This BPEC course will introduce installers to the different types of rainwater harvesting and grey water recycling system configurations that most installers are likely to encounter within the UK marketplace. The syllabus covers the information required by qualified building services engineers or plumbers to install these systems and includes legal and safety issues to ensure installers comply with the Code for Sustainable Homes.

| Day & Time                    | Start-End Date | Duration | Course Code |
|-------------------------------|----------------|----------|-------------|
| On demand throughout the year |                | 1 week   | AIMWH3DATM  |
| Full Fee                      | Discounted Fee | FREE     | Campus      |
| £515                          | N/A            | N/A      | CECE        |



## Safety Passport Scheme (CCNSG)

The CCNSG Safety Passport Scheme is a nationally recognised qualification that many companies require their personnel to hold before allowing them to access a site or premises. The course provides basic knowledge of health and safety and complements on-site induction, enabling employees to work more safely and with lower risk to themselves and others. The course meets the statutory requirements of the Health and Safety Executive and is essential for those working on the construction of the new Hinkley Point C power station.

| Day & Time                    | Start-End Date | Duration | Course Code |
|-------------------------------|----------------|----------|-------------|
| On demand throughout the year |                | 1 week   | CCNSGDATM   |
| Full Fee                      | Discounted Fee | FREE     | Campus      |
| £155                          | N/A            | N/A      | CECE        |

## Woody Biomass, BPEC

The course is designed for experienced and/or qualified heating engineers and plumbers who wish to specify, install and maintain biomass domestic heating systems. It will introduce installers to the different types of solid biomass heating systems that they may encounter in the UK marketplace. The syllabus covers information required by heating engineers or plumbers to install biomass heating systems including legal and safety issues.

| Day & Time                    | Start-End Date | Duration | Course Code |
|-------------------------------|----------------|----------|-------------|
| On demand throughout the year |                | 1 week   | AIMBI3DATM  |
| Full Fee                      | Discounted Fee | FREE     | Campus      |
| £515                          | N/A            | N/A      | CECE        |



## Domestic Energy Assessor, Certificate

Level 3

This course allows you to become a Domestic Energy Assessor (DEA), certified to collect data on the dimensions, construction, lighting, heating and hot water provision of a property and to enter the information into an approved software programme. This, in turn, will produce an Energy Performance Certificate (EPC), the first part of which is a benchmarked measure of the home's energy performance.

| Day & Time                    | Start-End Date | Duration | Course Code |
|-------------------------------|----------------|----------|-------------|
| On demand throughout the year |                | 6 weeks  | C3DEADATM   |
| Full Fee                      | Discounted Fee | FREE     | Campus      |
| £1,300                        | N/A            | 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.

## Environmental Technology Systems, Award

Level 3

This course is aimed at individuals working in the building services sector and provides an overview of the fundamental working principles of the environmental technologies and their applications. The environmental technologies covered include solar thermal hot water systems, small-scale solar photovoltaic systems, water harvesting and re-use systems.

| Day & Time                    | Start-End Date | Duration | Course Code |
|-------------------------------|----------------|----------|-------------|
| On demand throughout the year |                | 3 weeks  | AETS3DATM   |
| Full Fee                      | Discounted Fee | FREE     | Campus      |
| £256                          | N/A            | N/A      | CECE        |

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## Installation and Maintenance of Heat Pump Systems (Non-refrigerant Circuits), Award

Level 3

This course is aimed at plumbers with a Level 3 qualification and covers the installation, testing and commissioning of heat pump systems. You will gain the fundamental principles and requirements of environmental technology systems, including installation, commissioning and handover of heat pumps; inspection, service and maintaining of heat pump installations. This five-day course includes practical and theoretical knowledge.

| Day & Time                    | Start-End Date | Duration | Course Code |
|-------------------------------|----------------|----------|-------------|
| On demand throughout the year |                | 1 week   | AIMHP3DATM  |
| Full Fee                      | Discounted Fee | FREE     | Campus      |
| £608                          | N/A            | N/A      | CECE        |

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

Level 3

This course is aimed at practising electricians, qualified to Level 3 in Electrical Installation, and 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 help companies seeking MCS registration to demonstrate the competency of their workforce in this area of environmental technology.

| Day & Time                    | Start-End Date | Duration | Course Code |
|-------------------------------|----------------|----------|-------------|
| On demand throughout the year |                | 4 weeks  | AISS3DATM   |
| Full Fee                      | Discounted Fee | FREE     | Campus      |
| £522                          | N/A            | N/A      | CECE        |

## Installation of Solar Thermal Systems EAL, Award

Level 3

This course is aimed at practising plumbers and heating engineers, qualified to Level 3 in plumbing or heating, ventilation and air conditioning. It covers the fundamental working principles of a solar thermal system and the regulatory, installation, commissioning and servicing requirements. This qualification will help companies seeking MCS registration, to demonstrate the competency of their workforce in this area of environmental technology.

| Day & Time                    | Start-End Date | Duration | Course Code |
|-------------------------------|----------------|----------|-------------|
| On demand throughout the year |                | 1 week   | ASOTH3DATM  |
| Full Fee                      | Discounted Fee | FREE     | Campus      |
| £608                          | N/A            | N/A      | CECE        |

## Multi-skills

### Construction Multi-skills

Level 1

This six-week course is designed to give you a taste of the construction industry and includes elements of plastering, bricklaying, painting and decorating, carpentry, plumbing and wall tiling. The course involves a series of practical training activities that allow you to demonstrate your practical skills. This multi-skills course is extremely hands-on and can lead to a Level 1 course in a specific trade or employment.

| Day & Time                    | Start-End Date | Duration | Course Code |
|-------------------------------|----------------|----------|-------------|
| On demand throughout the year |                | 6 weeks  | C1CONDATM   |
| Full Fee                      | Discounted Fee | FREE     | Campus      |
| N/A                           | £543           | Yes      | 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.



## Painting and Decorating

### Painting and Decorating, Diploma Level 1

This is a one year course in Painting and Decorating designed to provide you with the basic practical skills and knowledge to progress to a level 2 Diploma and a career in the construction industry. Units include: applying basic paint systems, prepare common surface types for decoration, produce decorative finishes. An element of self-study will be required to complete this course.

| Day & Time         | Start-End Date     | Duration | Course Code |
|--------------------|--------------------|----------|-------------|
| Mon-Wed 8:30-17:00 | 1/9/2014-19/6/2015 | 1 year   | D1PDWPF1TM  |
| Full Fee           | Discounted Fee     | FREE     | Campus      |
| N/A                | £1,364             | Yes      | CECE        |

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### Painting and Decorating – Decorative Finishing and Painting, Intermediate Apprenticeship

Level 2

This Apprenticeship is suitable for painters and those working in domestic and commercial premises, to given specifications. Your tasks will include preparing background surfaces for painting, applying paint by brush and roller and hanging standard wall coverings – depending on ability and company training. This qualification requires day-release College attendance and enables you to achieve a Level 2 NVQ Diploma in Decorative Finishing and Industrial Painting Occupations, a technical certificate in painting and decorating and an employment rights and responsibilities qualification. These qualifications will enable you to meet the industry standards of a painter and decorator.

| Day & Time                    | Start-End Date | Duration     | Course Code |
|-------------------------------|----------------|--------------|-------------|
| On demand throughout the year |                | 12-18 months | APPCBPF1MA  |
| Full Fee                      | Discounted Fee | FREE         | Campus      |
| Phone for details             |                | N/A          | ATC         |

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### Painting and Decorating – Experienced Worker Practical Assessment Route (EWPAP), NVQ

Level 2

This course enables workers with no formal qualifications, but a wealth of experience in the painting and decorating industry, to gain an NVQ Level 2 qualification. It usually consists of a two-day assessment involving a skills competency test, professional discussion, job knowledge questions and a health and safety test. You will need to prove you have at least five years experience in the industry before assessment can take place.

| Day & Time                    | Start-End Date | Duration | Course Code |
|-------------------------------|----------------|----------|-------------|
| On demand throughout the year |                | 2 weeks  | NQ2PDDATM   |
| Full Fee                      | Discounted Fee | FREE     | Campus      |
| N/A                           | £1,443         | Yes      | CECE        |

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### Painting and Decorating – Decorative Finishing and Painting, Advanced Apprenticeship

Level 3

This Apprenticeship is designed for those who are working in domestic and commercial premises, to given specifications. You will have responsibility for preparing background surfaces for painting and decorating, applying paint to complex surfaces by brush and roller and hanging wall coverings to complex surfaces. You will be required to attend College to study a Level 3 Construction Diploma and complete a portfolio of work. An assessor will visit you in the workplace to support your learning, review your progress and check you are on target to achieve your qualification. You could progress to a Higher Apprenticeship or Foundation Degree in Construction Engineering.

| Day & Time                    | Start-End Date | Duration | Course Code |
|-------------------------------|----------------|----------|-------------|
| On demand throughout the year |                | 2 weeks  | AVPCBPF1MA  |
| Full Fee                      | Discounted Fee | FREE     | Campus      |
| N/A                           | £1,443         | Yes      | ATC         |

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## Plastering

### Plastering, Diploma

Level 1

This 16-week Plastering course provides the basic practical skills and knowledge required to progress to a Level 2 Diploma and a career as a plasterer. Units include plaster boarding, two-coat skimming of walls and ceilings, making effective patches in plaster walls, wet plaster skim finish and external render. The course is designed to be suitable for those claiming Jobseeker's Allowance.

| Day & Time      | Start-End Date | Duration | Course Code |
|-----------------|----------------|----------|-------------|
| Mon/Tue 9-17:30 | 8/9/14-20/1/15 | 16 weeks | D1PLPADTM   |
| Mon/Tue 9-17:30 | 2/2/15-23/6/15 | 16 weeks | D1PLAPDBTM  |
| Full Fee        | Discounted Fee | FREE     | Campus      |
| N/A             | £1312.50       | Yes      | CECE        |

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### Plastering, Experienced Worker Practical Assessment Route (EWPAP), NVQ

Level 2

This course enables workers with no formal qualifications, but a wealth of experience in the plastering industry, to gain an NVQ Level 2 qualification. It usually consists of a two-day assessment involving a skills competency test, professional discussion, job knowledge questions and a health and safety test. You will need to prove you have at least five years experience in the industry before assessment can take place.

| Day & Time                    | Start-End Date | Duration | Course Code |
|-------------------------------|----------------|----------|-------------|
| On demand throughout the year |                | 2 weeks  | NQ2PLADATM  |
| Full Fee                      | Discounted Fee | FREE     | Campus      |
| N/A                           | £1,443         | Yes      | CECE        |

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### Plastering, Diploma

Level 2

This 16-week plastering course provides the practical skills and knowledge required to move into a career as a plasterer and builds on the developed skills of Level 1. Units include laying sand and cement screeds, applying plastering materials to external backgrounds, producing reverse moulds for fibrous work, casting and fixing fibrous plasterwork. The course is designed to be suitable for those claiming Jobseeker's Allowance.

| Day & Time      | Start-End Date  | Duration | Course Code |
|-----------------|-----------------|----------|-------------|
| Wed/Thu 9-17:30 | 10/9/14-22/1/15 | 16 weeks | D2PLAPFATM  |
| Wed/Thu 9-17:30 | 4/2/15-18/6/15  | 16 weeks | D2PLAPFBTM  |
| Full Fee        | Discounted Fee  | FREE     | Campus      |
| N/A             | £1,765.50       | Yes      | CECE        |

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### Plastering, Intermediate Apprenticeship

Level 2

This Apprenticeship is suitable for those working as a solid plasterer – working on a construction site or domestic and commercial premises applying wet finishes to walls, ceilings and floors to given specifications – or a fibrous plasterer – working on a construction site or domestic and commercial premises, installing fibrous plaster elements. You will be required to attend College and 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. You will be able to progress onto the Construction Specialist Plastering, Advanced (Level 3) Apprenticeship. After gaining work experience in the chosen occupational area there are also opportunities to progress into occupational work supervision, management or technical support areas.

| Day & Time                    | Start-End Date | Duration     | Course Code |
|-------------------------------|----------------|--------------|-------------|
| On demand throughout the year |                | 12-18 months | APPPLPF1MA  |
| Full Fee                      | Discounted Fee | FREE         | Campus      |
| Phone for details             |                | N/A          | CECE        |

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### Plastering, Advanced Apprenticeship

Level 3

This Apprenticeship is suitable if you are employed on a construction site, commercial or domestic premises. As a solid plasterer, your responsibilities will include applying wet finishes to walls, ceilings and floors and carrying out complex work to given specifications. Fibrous plasterers will install fibrous plaster elements to complex specifications.

| Day & Time                    | Start-End Date | Duration     | Course Code |
|-------------------------------|----------------|--------------|-------------|
| On demand throughout the year |                | 12-18 months | AVPCPPF1MA  |
| Full Fee                      | Discounted Fee | FREE         | Campus      |
| Phone for details             |                | N/A          | CECE        |

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**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

### Water Regulations England and Wales, BPEC1

Level 1

This course has been developed in collaboration with the Water Regulations Advisory Scheme (WRAS) for England and Wales and is targeted at individuals who wish to carry out work with their local water company. Successful candidates can join WIAPS – WRA's approved plumbers scheme – which enables them to carry out work without having to be approved by their local water company.

| Day & Time                    | Start-End Date | Duration | Course Code |
|-------------------------------|----------------|----------|-------------|
| On demand throughout the year |                | 1 week   | BPWAT3DATM  |
| Full Fee                      | Discounted Fee | FREE     | Campus      |
| N/A                           | £192           | N/A      | CECE        |

### Plumbing Studies, Diploma

Level 2

The course is designed to enable those seeking basic plumbing skills and knowledge to gain entry into the plumbing and building services industry. The course contains a balance of workshop and technical theory, and is assessed through a multitude of methods, including multiple-choice online exams, practical skills assessments and the creation of a portfolio of work in College. This qualification is the industry-recognised route into the plumbing, heating and environmental technologies sector and can lead to the Level 3 Diploma in Plumbing Studies.

| Day & Time     | Start-End Date | Duration | Course Code |
|----------------|----------------|----------|-------------|
| TBC 9:00-17:00 | 8/9/14-10/7/15 | 1 year   | D2PSDBTM    |
| Full Fee       | Discounted Fee | FREE     | Campus      |
| N/A            | £1,673         | Yes      | CECE        |

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#### Ofsted said:

*“Plumbing students work to very fine tolerances in designing complex pipework systems using a wide variety of materials.”*



### Plumbing, Intermediate Apprenticeship

Level 2

This Apprenticeship will enable you to gain the skills required to become a plumber under minimal supervision. You will learn the skills to complete the installation and maintenance of domestic hot water, cold water, sanitation, drainage, rainwater systems, central heating systems and components. You will be required to attend College sessions to complete this Apprenticeship. Your personal assessor will visit you at work to review your progress and make sure you are on target to achieve your qualifications. On successful completion, you will have the skills, knowledge and qualifications to register on an appropriate certification scheme and progress to relevant Level 3 qualifications and/or Advanced Level Apprenticeship in Domestic Plumbing and Heating. With further training, you can progress to roles such as technician, designer estimator, project manager, site/workshop supervisor/manager, chartered engineer, sales engineer or commercial manager.

| Day & Time                    | Start-End Date | Duration     | Course Code |
|-------------------------------|----------------|--------------|-------------|
| On demand throughout the year |                | 12-18 months | APPPHPF1MA  |
| Full Fee                      | Discounted Fee | FREE         | Campus      |
| Phone for details             |                | N/A          | ATC         |

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### Plumbing Installations, Diploma

Level 3

This course provides advanced skills and knowledge of the plumbing and building services industry and builds on the Level 2 Plumbing Studies Diploma. It contains a balance of workshop and technical theory, and is assessed through a multitude of ways, including multiple-choice on-line 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-End Date | Duration | Course Code |
|----------------|----------------|----------|-------------|
| TBC 9:00-17:00 | 8/9/14-10/7/15 | 1 year   | D3PSDBTM    |
| Full Fee       | Discounted Fee | FREE     | Campus      |
| £3,430         | £1828          | Yes      | CECE        |

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### Unvented Hot Water Systems

Level 3

This course is aimed at plumbers and heating engineers interested in working with unvented and open-vented hot water systems. It provides the knowledge and understanding required to install, commission or service unvented cylinders or any mains water-fed appliance as well as self-certify work in accordance with building regulations.

| Day & Time                    | Start-End Date | Duration | Course Code |
|-------------------------------|----------------|----------|-------------|
| On demand throughout the year |                | 1 week   | AW3UHWDTM   |
| Full Fee                      | Discounted Fee | FREE     | Campus      |
| N/A                           | £185           | N/A      | CECE        |

# English and Maths

Whatever career path you choose to pursue, chances are you are going to need at least a reasonable knowledge of English and Maths. We have specifically tailored courses to help you at Entry Level, Level 1 and Level 2.

If English is not your first language and you are looking for employment, or wanting to improve your English, these courses are for you.

## English for Speakers of Other Languages (ESOL) Entry Level

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 (basic) to Level 2 (upper intermediate). 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. It is important that you are able to commit for the duration of the course.

Please call 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. You will be enrolled on to the course that best suits your needs, circumstance and starting point. All details regarding when and where the courses take place will be discussed with you at interview.

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

**To allow for interviews please note our classes start week commencing 22nd September 2014 and week commencing 12th January 2015.**

If you are working towards an entry level to a Level 2 qualification, including GCSE, these English courses are for you.

## English Entry Level + Level 1

You will need to be able to commit to a programme of study, which includes an assessment in order to achieve a nationally recognised qualification.

The course will:

- Increase your confidence with English
- Improve your employment skills and prospects
- Give you a nationally recognised qualification / certificate
- Help you to support your children with their school work.

Please call **01934 411 481** 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. Alternatively come to our Knightstone Campus and visit our enrolment team who would be happy to organise an interview appointment for you. If you are in receipt of benefits, you will need to bring all your documentation.

Daytime and evening courses start in September and January. You will be enrolled on the course that best suits your needs, circumstance and starting point. All details regarding when and where the courses take place will be discussed with you at interview.

**To allow for interviews, please note our Functional Skills classes start week commencing 22nd September 2014 and week commencing 12th January 2014.**



### Ofsted said:

*"The excellent approach to helping learners to improve their English is supported by a number of best-practice innovations."*

If you need help preparing for an entry level to a Level 2 qualification, including GCSE, these Maths courses are for you.

## Maths Entry Level + Level 1

You will need to be able to commit to a programme of study, which includes an assessment in order to achieve a nationally recognised qualification.

The course will:

- Increase your confidence with Maths
- Improve your employment skills and prospects
- Give you a nationally recognised qualification / certificate
- Help you to support your children with their school work.

Please call **01934 411 481** 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. Alternatively come to our Knightstone Campus and visit our enrolment team who would be happy to organise an interview appointment for you. If you are in receipt of benefits, you will need to bring all your documentation.

Daytime and evening courses start in September and January. You will be enrolled on to the course that best suits your needs, circumstance and starting point. All details regarding when and where the courses take place will be discussed with you at interview.

**To allow for interviews please note our Functional Skills classes start week commencing 22nd September 2014 and week commencing 12th January 2015.**

If you need help or more information on any of these courses, just give us a call on **01934 411 481**

Many of our courses require a minimum of GCSE Maths and English. Here are the GCSEs we offer.

## English Language, GCSE Level 2

This course is suitable for those adult learners who do not hold a GCSE grade C or above. Entry by informal interview and diagnostic assessment. Previous qualifications considered.

GCSE English language syllabus includes:

- Understanding and producing non-fiction texts
- Understanding spoken and written texts and writing creatively
- Speaking and listening
- There are three controlled assessments and a reading and writing exam which takes place in June.

| Day & Time      | Start-End Date | Duration | Course Code |
|-----------------|----------------|----------|-------------|
| Tue 18:00-21:00 | 16/9/14-9/6/15 | 30 weeks | GELAE1KN    |
| Full Fee        | Discounted Fee | FREE     | Campus      |
| N/A             | £391.70        | Yes      | KC          |



## Maths, GCSE Level 2

This course is suitable for adults who do not hold a Maths GCSE at grade C or above. To study this course you will need to attend an informal interview and diagnostic assessment – previous qualifications will be considered. The syllabus includes number and algebra, geometry and measures, statistics and probability.

| Day & Time      | Start-End Date  | Duration | Course Code |
|-----------------|-----------------|----------|-------------|
| Thu 18:00-21:00 | 18/9/14-11/6/15 | 30 weeks | GMATE1KN    |
| Full Fee        | Discounted Fee  | FREE     | Campus      |
| N/A             | £391.70         | Yes      | KC          |



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.

**Please note GCSE classes start week commencing 15th September 2014.**



## Facilities Management

Professional qualifications can add considerable value to your role in this sector. Facilities Management is one of the fastest growing professions in the UK. It supports and improves the effectiveness of a company's primary activities.

### Facilities Management, Intermediate Apprenticeship

Level 2

As a Facilities Management Intermediate Apprentice, you will provide quality and cost-effective maintenance and care services for a wide range of commercial and public buildings, such as hotels, hospitals, office and shopping complexes, arenas, educational or convention centres. You will ensure that facilities such as security, catering and cleaning (referred to as 'soft services'), maintenance and building services (referred to as 'hard services') run smoothly, so that customers can run their businesses efficiently. The sector is also responsible for property and estates management, including energy management and environmental protection. An assessor will visit you in the workplace to support your learning, review your progress and check you are on target to achieve your qualification. Once you have completed the course, you can move onto the Advanced Apprenticeship.

| Day & Time                    | Start-End Date | Duration     | Course Code |
|-------------------------------|----------------|--------------|-------------|
| On demand throughout the year |                | 12-18 months | APPFMPF1MA  |
| Full Fee                      | Discounted Fee | FREE         | Campus      |
| Phone for details             |                | N/A          | CECE        |

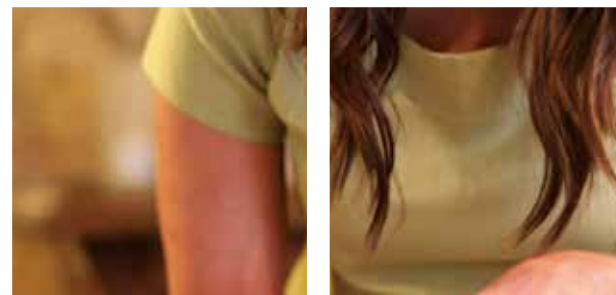
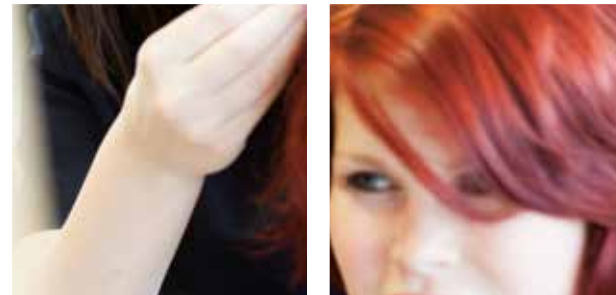


### Maintenance Operations, Intermediate Apprenticeship

Level 2

This Apprenticeship will provide you with the basic skill levels to become a multi-skilled tradesperson. This will open up a number of employment opportunities in a number of areas, including property maintenance and facilities management. There are also opportunities to specialise by gaining an Apprenticeship in a trade, such as brickwork, and progressing to an Advanced Apprenticeship (Level 3) in bricklaying, plastering, carpentry and joinery, wall and floor tiling, painting and decorating. You will need to be employed and attend College to complete this qualification. Your personal assessor will visit you at work to review your progress and make sure you are on target to achieve your qualifications. After gaining experience in the chosen occupational area you could progress into occupational work supervision, management or technical support areas.

| Day & Time                    | Start-End Date | Duration     | Course Code |
|-------------------------------|----------------|--------------|-------------|
| On demand throughout the year |                | 12-18 months | APPMOPF1MA  |
| Full Fee                      | Discounted Fee | FREE         | Campus      |
| Phone for details             |                | N/A          | CECE        |



## Hairdressing, Barbering, Beauty, and Holistic Therapies

Besides High Street salons, hairdressers and barbers can work in all manner of locations such as spas, health farms, care homes, hospitals, holiday resorts, cruise liners, film and TV sets, theatre, or operate as self-employed freelancers, running their own business and visiting clients in their own homes. The same variety is available to beauticians and therapists. With the South West very much on the tourist map, customers are often made up of both regulars and those passing through.

### Beauty, Certificate

Level 1

This introduction to the beauty sector has been specifically designed to develop your practical skills and provide an understanding of how to present a professional image in the salon. To further enhance your practical skills you will achieve the following units – introduction to the hair and beauty sector; hand care; skin care; presenting a professional image in a salon; basic make-up application; and nail art application. The purpose of this qualification is to develop your skills and provide you with the foundation for further learning.

| Day & Time | Start-End Date | Duration | Course Code |
|------------|----------------|----------|-------------|
| TBC        | 8/9/14-12/6/15 | 1 year   | BEA1PFMKN   |
| Full Fee   | Discounted Fee | FREE     | Campus      |
| N/A        | £774           | Yes      | KC          |



### Photographic Make-Up, Certificate

Level 1

This Level 1 qualification has been specifically designed to develop your practical skills by introducing you to the beauty industries and how you should present a professional image in the salon. To enhance your practical skills you will study the following units – introduction to the hair and beauty sector, presenting a professional image in a salon, basic make-up application, nail art application and photographic make-up. This qualification will develop your skills in beauty and provide you with the foundation for further learning. It will also enable you to perform your own services and to assist others in the salon.

| Day & Time      | Start-End Date   | Duration | Course Code |
|-----------------|------------------|----------|-------------|
| Thu 18:00-21:00 | 11/9/14-11/12/14 | 13 weeks | C1PMNTEAKN  |
| Full Fee        | Discounted Fee   | FREE     | Campus      |
| N/A             | £521             | Yes      | KC          |



## Beauty Therapy, Diploma

Level 2

This qualification has been specifically designed to develop your practical skills. You will have the opportunity to choose from the following practical units: instruction on make-up application, eye treatments, the creative skill of nail art, client care, manicure and pedicure, facials, and waxing.

You will develop a sound knowledge of health and safety practice in a salon environment, understand how to contribute to the effective running of a beauty business, how to carry out effective salon reception duties and display retail stock to promote sales in the salon. You will also develop a knowledge and understanding of the practical skills learned throughout this qualification.

The purpose of this qualification is to develop your skills in beauty therapy to a high level of occupational ability, to enable you to perform your own salon services.

| Day & Time | Start-End Date   | Duration | Course Code |
|------------|------------------|----------|-------------|
| TBC        | 8/9/2014-12/6/15 | 20 weeks | D2BEAPF1KN  |
| Full Fee   | Discounted Fee   | FREE     | Campus      |
| N/A        | £3,249           | Yes      | KC          |



### Beauty Therapy, Intermediate Apprenticeship

Level 2

This Apprenticeship provides you with the opportunity to select a programme of study in Beauty Therapy General or Beauty Therapy Make-Up, at Intermediate Level. You may be working as a junior beauty therapist or skin care and make up consultant. You will be required to attend College one day per week to learn a wide range of skills. Practical skills will be assessed at College and at your workplace, where your personal College assessor will review your progress and support you to reach your target and goals to achieve your qualifications. Progression onto an Advanced Level Beauty Therapy Apprenticeship is advised, via three pathways: general, make-up or massage routes. You will be able to enter employment as a beauty therapist or in other beauty therapy-related roles in spas, hospitals, care homes, department stores, hotels, airlines and holiday resorts.

| Day & Time                    | Start-End Date | Duration     | Course Code |
|-------------------------------|----------------|--------------|-------------|
| On demand throughout the year |                | 12-18 months | APPBEPF1MA  |
| Full Fee                      | Discounted Fee | FREE         | Campus      |
| Phone for details             |                | N/A          | ATC         |



**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.

## Nail Technology, Certificate Level 2

This course has been specifically designed to develop your practical skills in providing and maintaining gel nail enhancements, and manicure and pedicure treatments. The qualification is underpinned with a sound knowledge of health and safety practices in a salon environment and how to promote client care and communications in beauty-related sectors.

| Day & Time      | Start-End Date | Duration | Course Code |
|-----------------|----------------|----------|-------------|
| Tue 17:00-21:00 | 9/9/14-24/2/15 | 20 weeks | C2NTECEAKN  |
| Full Fee        | Discounted Fee | FREE     | Campus      |
| N/A             | £524           | Yes      | KC          |



## Photographic Make-Up and Dressing Hair, Award Level 2

This Award has been specifically designed to develop your practical skills in the creative art of dressing hair and imaginative application of photographic make-up. You will learn a variety of artistic techniques which will allow you to create a range of hairdressing and beauty designs using professional products and tools. The purpose of this qualification is to develop your skills in hairdressing and provide you with the foundation for further learning, and to enable you to perform your own salon services. Learners who wish to undertake this course need to hold a Level 1 qualification in a similar field. Upon completion, learners can progress to a Level 2 hairdressing or beauty qualification.

| Day & Time      | Start-End Date | Duration | Course Code |
|-----------------|----------------|----------|-------------|
| Mon 18:00-21:00 | 5/1/15-2/3/15  | 8 weeks  | AW2PMDEAKN  |
| Full Fee        | Discounted Fee | FREE     | Campus      |
| £327            | N/A            | Yes      | KC          |

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

This Diploma will advance your beauty therapy skills enabling you to work within this diverse industry and carry out a full range of treatments. You will study body massage, face and body electrotherapy. Combined with relevant health and safety and client care, you will study workplace practices and retail skills, and have the opportunity to study gel and acrylic nail enhancements. To study this course, you must show a mature and professional attitude as well as a passion for working with clients. A uniform and full beauty kit are required.

| Day & Time     | Start-End Date | Duration | Course Code |
|----------------|----------------|----------|-------------|
| TBC 9:00-18:00 | 8/9/14-12/6/15 | 1 year   | D3BEAPF1KN  |
| Full Fee       | Discounted Fee | FREE     | Campus      |
| £3,345         | £2,151.50      | Yes      | KC          |



## Beauty Therapy, Subsidiary Diploma, with a Diploma in Business Level 3

This course has been specifically designed to develop your practical beauty therapy skills such as face and body electrotherapy, and body massage. You will complete the following practical units – massage using aromatherapy oils, electrical epilation, facials, make-up, manicure, pedicure eye treatments, waxing, and nail enhancements.

You will also develop a sound knowledge of health and safety, client care and communication, and an underpinning knowledge and understanding of the practical skills learned. The purpose of this qualification is to develop your skills as a beauty therapist to enable you to provide beauty therapy treatments. In the second year, you will also develop skills to support you in running your own business.

| Day & Time | Start-End Date   | Duration | Course Code |
|------------|------------------|----------|-------------|
| TBC        | 1/9/2014-19/6/15 | 2 years  | BTSCIPF1KN  |
| Full Fee   | Discounted Fee   | FREE     | Campus      |
| £2,710.50  | £1,379           | Yes      | KC          |



## Beauty Therapy, Advanced Apprenticeship Level 3

This Apprenticeship takes your learning a step further and enables you to select discrete beauty therapy pathways, including general, make-up or massage at advanced level. You may work as a beauty therapist, masseur/masseuse, make-up artist, or carry out electrolysis. You will be required to attend College one day per week to learn a wide range of skills. In addition, we will assess your practical skills and observe you at work to ensure you are on target to achieve your qualifications. Once you have completed the qualification, you will have the skills to design and create fashion and photographic make-up and camouflage services, airbrush make-up, eyelash extension treatments and tanning services. You could also progress to a Foundation Degree in Beauty Therapy and Salon Management.

| Day & Time                    | Start-End Date | Duration     | Course Code |
|-------------------------------|----------------|--------------|-------------|
| On demand throughout the year |                | 12-18 months | AVPBEPF1MA  |
| Full Fee                      | Discounted Fee | FREE         | Campus      |
| Phone for details             |                | N/A          | ATC         |



### Ofsted said:

*“The well-established beauty therapy apprenticeship is particularly effective, resulting in exceptionally well-trained therapists who are highly valued by local employers.”*

## Holistic Therapy, Diploma Level 3

This course is designed to advance your beauty therapy skills and enable you to carry out a full range of treatments within this diverse industry. You will study body massage, aromatherapy, Indian head massage, stone therapy, health and well-being and origins of complementary therapy, alongside relevant health and safety, client care and retail skills. You must show a mature and professional attitude and a passion for working with clients. A uniform and full beauty kit are required.

| Day & Time     | Start-End Date | Duration | Course Code |
|----------------|----------------|----------|-------------|
| TBC 9:00-18:00 | 8/9/14-12/6/15 | 1 year   | D3HOLPF1KN  |
| Full Fee       | Discounted Fee | FREE     | Campus      |
| £3,345         | £1,789.50      | Yes      | KC          |



## Nail Technology, Diploma Level 3

This qualification has been specifically designed to develop your practical skills in providing manicure and pedicure treatments, applying nail art and maintaining gel and acrylic nail enhancements. You will also develop a sound knowledge of health and safety practices in a salon environment and learn how to promote client care and communications in beauty-related sectors. You will also develop an underpinning knowledge and understanding of the practical skills learned throughout this qualification. The purpose of this qualification is to develop your skills in beauty therapy to a high level of occupational ability, to enable you to perform your own salon services.

| Day & Time     | Start-End Date | Duration | Course Code |
|----------------|----------------|----------|-------------|
| TBC 9:00-18:00 | 8/9/14-12/6/15 | 1 year   | D3NATPFMKN  |
| Full Fee       | Discounted Fee | FREE     | Campus      |
| £3,345         | £2,590         | Yes      | KC          |



## Swedish Massage, Certificate Level 3

This course has been specifically designed to develop practical skills in providing the relaxing and stress relieving treatment of body massage. Underpinning this qualification is a sound knowledge of health and safety, and client care and communication. You will also develop a knowledge and understanding of practical skills such as anatomy and physiology. The purpose of this qualification is to develop your skills in providing body massage treatments to a high level of occupational ability, to enable you to provide your own services for clients.

| Day & Time      | Start-End Date   | Duration | Course Code |
|-----------------|------------------|----------|-------------|
| Wed 18:00-21:00 | 10/9/14-10/12/14 | 13 weeks | C3SWMAEAKN  |
| Full Fee        | Discounted Fee   | FREE     | Campus      |
| £941            | £514             | Yes      | KC          |



## Barbering, Certificate, (VRQ) VTCT Level 2

This course is aimed at those who hold a Level 2 or 3 ladies hairdressing qualification and has been designed to develop your practical skills in the creative art of cutting men's hair, the specialist work of cutting facial hair and how to offer an excellent consultation service for clients. You will also develop a sound knowledge of health and safety whilst working in the barbering industry. The purpose of this qualification is to develop your practical skills to a high level of occupational ability to enable you to perform your own salon services. Learners will need to provide their own kit and models.

| Day & Time      | Start-End Date | Duration | Course Code |
|-----------------|----------------|----------|-------------|
| Mon 18:00-21:00 | 8/9/14-1/12/14 | 12 weeks | C2BARBEAKN  |
| Full Fee        | Discounted Fee | FREE     | Campus      |
| N/A             | £513.50        | Yes      | KC          |



## Barbering, Diploma Level 2

This Vocational Training Charitable Trust Diploma focuses on the development of a broad range of barbering skills supported by relevant, underpinning theoretical knowledge. You will develop practical skills in the creative art of cutting men's hair, the specialist work of cutting facial hair, providing effective shampooing, conditioning or styling services, and offering consultation service for clients. The course provides a sound knowledge of health and safety and what it is like to work in the hairdressing industry. It will develop your practical skills to a high level of occupational ability, enabling you to perform your own salon services. You will gain experience working in a realistic environment created within the College salon and provide services to members of the public and other paying clients. A kit and uniform will need to be purchased.

| Day & Time | Start-End Date | Duration | Course Code |
|------------|----------------|----------|-------------|
| TBC        | 8/9/14-12/6/15 | 1 year   | D2BARPF1KN  |
| Full Fee   | Discounted Fee | FREE     | Campus      |
| N/A        | £2,554         | Yes      | 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.



## Barbering, Intermediate Apprenticeship

Level 2

This course requires you to be working as a junior barber. You will be required to attend College one day per week to learn a wide range of basic barbering skills. Practical skills will be assessed at College and at your workplace, where your personal assessor will review your progress and ensure you are on target to achieve your qualifications. You will be able to progress to employment as a junior barber or other barbering-related job roles in barber shops, hairdressing salons, hospitals, care homes, department stores, and holiday resorts. Once you have completed the course, you can move onto the Advanced Apprenticeship in Barbering.

| Day & Time                    | Start-End Date | Duration     | Course Code |
|-------------------------------|----------------|--------------|-------------|
| On demand throughout the year |                | 12-18 months | APPBAPF1MA  |
| Full Fee                      | Discounted Fee | FREE         | Campus      |
| Phone for details             |                | N/A          | ATC         |

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## Barbering, Advanced Apprenticeship

Level 3

This Apprenticeship will support you in your role as a barber or senior barber, which you might be carrying out in a barber shop, hairdressing salon, spa, hospital, care home, prison, department store, hotel, airline or holiday resort. You will be required to attend College one day per week to learn a wide range of basic barbering skills. In addition, 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. On completion, you could move into employment as a senior barber or other job roles in the barbering-related industries. You may also consider progressing to a Foundation Degree in Hairdressing and Salon Management.

| Day & Time                    | Start-End Date | Duration     | Course Code |
|-------------------------------|----------------|--------------|-------------|
| On demand throughout the year |                | 12-18 months | AVPBAPF1MA  |
| Full Fee                      | Discounted Fee | FREE         | Campus      |
| Phone for details             |                | N/A          | ATC         |

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**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.



## Women's Hairdressing, Diploma

Level 2

This Diploma has been designed to develop practical skills in the cutting or dressing women's hair. It will enable you to: provide effective shampooing and conditioning services, colour and lighten hair, and give clients an excellent consultation service. You will develop a sound knowledge and understanding of each unit, including health and safety and what it is like to work in the hairdressing industry.

The purpose of this qualification is to develop your practical skills to a high level of occupational ability to enable you to perform your own salon services. You will gain experience working and training in a real salon environment and provide services to members of the public and other paying clients. A kit and uniform will need to be purchased.

| Day & Time | Start-End Date   | Duration | Course Code |
|------------|------------------|----------|-------------|
| TBC        | 8/9/2014-12/6/15 | 1 year   | D2HADPF1KN  |
| Full Fee   | Discounted Fee   | FREE     | Campus      |
| N/A        | £2,453           | Yes      | KC          |

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## Hairdressing, Intermediate Apprenticeship

Level 2

This qualification is suitable for those employed as junior stylists, carrying out treatments including basic cutting, styling, drying and finishing. This course requires you to be working in a hair salon and will provide you with the skills needed to be a professional hairdresser and offer a wide range of treatments to clients. You will also gain a clear understanding of how your performance is directly related to the success of the business. You will attend College one day per week, while your personal assessor will visit you at work to review your progress and ensure you are on target to achieve your qualifications. On completion you can progress onto an Advanced Apprenticeship in Hairdressing or Barbering, enter employment as a junior stylist or another job role within the hairdressing sector.

| Day & Time                    | Start-End Date | Duration     | Course Code |
|-------------------------------|----------------|--------------|-------------|
| On demand throughout the year |                | 12-18 months | APPHAPF1MA  |
| Full Fee                      | Discounted Fee | FREE         | Campus      |
| Phone for details             |                | N/A          | ATC         |

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## Hairdressing, Advanced Apprenticeship

Level 3

This Apprenticeship will enable you to develop cutting techniques, including creatively cutting hair, colouring, colour correction, creatively styling and dressing hair, creating a variety of permed looks and providing hair extension services. You will be required to attend College one day per week and submit a portfolio of evidence. An assessor will visit you in the workplace to support your learning, review your progress and check you are on target to achieve your qualification. You can progress into employment as a hairdresser, stylist or other roles in the hairdressing-related industries, or to a Foundation Degree in Hairdressing and Salon Management. You may even consider running your own business.

| Day & Time                    | Start-End Date | Duration     | Course Code |
|-------------------------------|----------------|--------------|-------------|
| On demand throughout the year |                | 12-18 months | AVPHAPF1MA  |
| Full Fee                      | Discounted Fee | FREE         | Campus      |
| Phone for details             |                | N/A          | ATC         |

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## Women's Hairdressing, Diploma

Level 3

This course is designed as progression from a Level 2 qualification or for experienced stylists and covers advanced aspects of hairdressing to provide you with confidence and enhance your creativity. This qualification has been specifically designed to develop your practical skills to an advanced level through a variety of techniques. You will gain a sound knowledge of monitoring health and safety whilst working in the hairdressing industry and develop practical skills to an advanced level of occupational ability to enable you to perform your own salon services and support others. A kit and uniform will need to be purchased.

| Day & Time | Start-End Date | Duration | Course Code |
|------------|----------------|----------|-------------|
| TBC        | 8/9/14-12/6/15 | 1 year   | D3HADPF1KN  |
| Full Fee   | Discounted Fee | FREE     | Campus      |
| £3,345     | £1,757.50      | Yes      | KC          |

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## Creative Hair Extensions, Award

Level 3

This qualification is ideal for those who are unemployed and hold a Level 2 qualification in hairdressing. You will gain skills required to create a variety of styles using different techniques for attaching hair extensions as well as developing knowledge required within the industry. Learners undertaking this course will be required to purchase a kit.

| Day & Time      | Start-End Date  | Duration | Course Code |
|-----------------|-----------------|----------|-------------|
| TBC 18:00-21:00 | 10/9/14-3/12/14 | 12 weeks | AW3HEXEAKN  |
| Full Fee        | Discounted Fee  | FREE     | Campus      |
| £601            | N/A             | Yes      | KC          |

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## Salon Management, Certificate

Level 3

This qualification has been specifically designed for stylists and therapists working in the hair and beauty-related industry, who want to move into first-line salon management. You will research, monitor and recommend improvements to the health and safety practices in a salon, the running of a business and the all-important areas of human resource management. This qualification is suitable for hairdressers, barbers, beauty therapists and nail technicians.

| Day & Time      | Start-End Date  | Duration | Course Code |
|-----------------|-----------------|----------|-------------|
| Thu 18:00-21:00 | 6/11/14-26/4/15 | 20 weeks | C3SMNGEAKN  |
| Full Fee        | Discounted Fee  | FREE     | Campus      |
| £941            | £513.50         | Yes      | KC          |

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## Hospitality & Professional Cookery

Hotel and restaurant businesses are successful in the South West region, due partly to the coastal resorts in the areas, where tourism and hospitality are extremely important to the local economy.

### Cake Decoration, Certificate Level 1

This exciting course provides an introduction to cake decoration, sugar-craft and basic design principles. This nationally recognised qualification provides learners with the skills and techniques of piping, crimping and embossing, giving licence to be creative with their chosen designs. It is appropriate as a basis for self-employment, or can be a route for culinary or bakery learners to further develop their skills. While general equipment will be provided, specialist equipment and protective clothing will need to be purchased.

| Day & Time      | Start-End Date  | Duration | Course Code |
|-----------------|-----------------|----------|-------------|
| Thu 18:00-21:00 | 25/9/14-18/6/15 | 1 year   | C1CAKEE1KN  |
| Full Fee        | Discounted Fee  | FREE     | Campus      |
| £510.50         | N/A             | Yes      | KC          |

### Hospitality – Food and Beverage, Intermediate Apprenticeship Level 2

As an intermediate apprentice, you will learn while working in a hotel, restaurant or other catering outlets. This qualification is most suitable for those in the following job areas – food and beverage service; waiter or silver service waiter; food and beverage, food services or bar/cellar person. You may come in to College one day per week for practical training, theory and demos. An assessor will visit you in the workplace to support your learning, review your progress and check you are on target to achieve your qualification. You will have the chance to learn about your area of hospitality and catering and learn the skills you need for your career. As a qualified apprentice you could work as a chef or progress to higher-level programmes within the hospitality industry.

| Day & Time                    | Start-End Date | Duration     | Course Code |
|-------------------------------|----------------|--------------|-------------|
| On demand throughout the year |                | 12-18 months | APPFBPF1MA  |
| Full Fee                      | Discounted Fee | FREE         | Campus      |
| Phone for details             |                | N/A          | ATC         |

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### Award in Food Safety Level 2

This Chartered Institute of Environmental Health-awarded qualification is aimed at newcomers to the hospitality, retail and manufacturing industries; those wanting to refresh their knowledge; and for home-owners who want to learn how to prepare and cook food safely. This one-day course is available to all ages and learners are advised to book early. Learners will undertake a multiple-choice assessment at the end of the day.

| Day & Time     | Start-End Date | Duration | Course Code |
|----------------|----------------|----------|-------------|
| Tue 9:00-17:00 | 7/10/14        | 1 day    | FOSAF2DAKN  |
| Tue 9:00-17:00 | 6/1/15         | 1 day    | FOSAF2DBKN  |
| Tue 9:00-17:00 | 5/5/15         | 1 day    | FOSAF2DCKN  |
| Full Fee       | Discounted Fee | FREE     | Campus      |
| £64            | N/A            | Yes      | KC          |

### Barista Skills, Award Level 2

This qualification provides the specialist skills and knowledge required to work as a barista in one of the major growth areas of the hospitality industry. It provides knowledge of the products that make up the beverages, along with techniques to correctly handle and store them. You will learn about safety aspects and how to operate specialist equipment, as well as bring together the knowledge and skills acquired to produce good quality drinks consistently and be able to identify and correct problems. The unit covers the importance of presenting a positive personal image and the use of effective communication techniques.

| Day & Time      | Start-End Date | Duration | Course Code |
|-----------------|----------------|----------|-------------|
| Mon/Tue 9-17:00 | 27-28/10/14    | 2 days   | AWBARDAKN   |
| Mon/Tue 9-17:00 | 16-17/02/15    | 2 days   | AWBARDBKN   |
| Mon/Tue 9-17:00 | 25-26/05/15    | 2 days   | AWBARDCKN   |
| Full Fee        | Discounted Fee | FREE     | Campus      |
| £163            | N/A            | N/A      | KC          |

### Cake Decorating – Festive Cakes Level 2

This College-certificated taster course is ideal for anyone interested in cake decoration either as a hobby or future career opportunity. Previous experience is not necessary as the course is designed to provide opportunities for learners to develop their creative skills and design techniques. You are expected to have a general interest in the principles of cake decoration and to produce a festive cake by the end of the taster course. Learners will need to bring their own cake equipment, colours and apron.

| Day & Time      | Start-End Date   | Duration | Course Code |
|-----------------|------------------|----------|-------------|
| Thu 18:00-21:00 | 6/11/14-11/12/14 | 6 weeks  | CADEF2ECKN  |
| Thu 18:00-21:00 | 26/2/15-26/3/15  | 5 weeks  | CADEF2EDKN  |
| Full Fee        | Discounted Fee   | FREE     | Campus      |
| £144            | N/A              | N/A      | KC          |

### Cake Decorating – Mini Cakes Level 2

This College-certificated course is ideal for anyone interested in cake decoration either as a hobby or future career opportunity. Previous experience is not necessary as the course is designed to provide opportunities for learners to develop their creative skills and design techniques. You are expected to have a general interest in the principles of cake decoration and to produce a range of mini cakes by the end of the taster course. Learners will need to bring their own cake equipment, colours and apron.

| Day & Time      | Start-End Date   | Duration | Course Code |
|-----------------|------------------|----------|-------------|
| Thu 18:00-21:00 | 18/9/14-23/10/14 | 6 weeks  | CADEM2EAKN  |
| Full Fee        | Discounted Fee   | FREE     | Campus      |
| £144            | N/A              | N/A      | KC          |

### Cake Decorating – Cup Cakes Level 2

This College-certificated taster course is ideal for anyone interested in cake decoration either as a hobby or future career opportunity. Previous experience is not necessary as the course is designed to provide opportunities for learners to develop their creative skills and design techniques. You are expected to have a general interest in the principles of cake decoration and to produce a range of cupcakes by the end of the taster course. Learners will need to bring their own cake equipment, colours and apron.

| Day & Time      | Start-End Date  | Duration | Course Code |
|-----------------|-----------------|----------|-------------|
| Thu 18:00-21:00 | 16/4/15-21/5/15 | 6 weeks  | CADEC2EBKN  |
| Full Fee        | Discounted Fee  | FREE     | Campus      |
| £144            | N/A             | N/A      | KC          |

### Chef Masterclass – Fish Level 2

Sustainably sourced fish are not only delicious, they are also good for the environment. This course teaches you about sustainable fish and introduces you to a range of fish dishes for the family or for entertaining. No previous chef experience is required.

| Day & Time      | Start-End Date | Duration | Course Code |
|-----------------|----------------|----------|-------------|
| Wed 10:00-16:00 | 29/10/14       | 1 day    | CHMAF2DAKN  |
| Full Fee        | Discounted Fee | FREE     | Campus      |
| £48             | N/A            | N/A      | KC          |

#### Ofsted said:

*“Catering students use their skills well to create well-presented dishes to a very high standard.”*



### Chef Masterclass – Kitchen Technology Level 2

This course, delivered by a Michelin-experienced chef, will introduce professional chefs to the exciting technological advancements in hospitality and professional cookery. You will be introduced to the techniques of sous vide, centrifuge and freeze drying, producing fine dining dishes most commonly found on a Michelin-star menu. You must be currently working as a professional chef to be considered at interview. Places are limited to 10.

| Day & Time      | Start-End Date | Duration | Course Code |
|-----------------|----------------|----------|-------------|
| Tue 10:00-16:00 | 26/05/15       | 1 day    | CHMAK2DDKN  |
| Full Fee        | Discounted Fee | FREE     | Campus      |
| £300            | N/A            | N/A      | KC          |

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### Chef Masterclass – Meat Level 2

Meat prices have risen considerably in recent years, and with this trend looking set to continue, knowing how to get the best cuts from your meat has never been so important. This course teaches you how to get the most from your commodities and transform ‘forgotten’ cuts of meat into wholesome and delicious meals for the family or entertaining. The forgotten cuts that you will be using include shin of beef, neck of lamb and pork belly.

| Day & Time      | Start-End Date | Duration | Course Code |
|-----------------|----------------|----------|-------------|
| Wed 10:00-16:00 | 27/05/15       | 1 day    | CHMAM2DCKN  |
| Full Fee        | Discounted Fee | FREE     | Campus      |
| £48             | N/A            | N/A      | KC          |

### Chef Masterclass – Poultry Level 2

Poultry prices have risen considerably in recent years, and with this trend looking set to continue into the future, knowing how to get the best cuts from your meat has never been so important. This course teaches you how to get the most from your poultry cuts and transform leftover meat into wholesome and delicious meals for the family or entertaining. Learning how to cut chicken for sauté, you will develop the skills to make soups, curries and terrines.

| Day & Time      | Start-End Date | Duration | Course Code |
|-----------------|----------------|----------|-------------|
| Wed 10:00-16:00 | 18/02/15       | 1 day    | CHMAP2DBKN  |
| Full Fee        | Discounted Fee | FREE     | Campus      |
| £48             | N/A            | 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.



## Food and Drink, Intermediate Apprenticeship

Level 2

This Apprenticeship is most suitable for those working in food and beverage service, as a waiter/silver service waiter or bar/cellar person. An assessor will visit you in the workplace to support your learning, review your progress and check you are on target to achieve your qualification. The qualification is awarded through continuous assessment of a portfolio and observation of your skills in the workplace. Following successful completion of this course, you could progress to the Advanced Apprenticeship in Food and Drink on any suitable pathway, a different role at the same level, or development in-house.

| Day & Time                    | Start-End Date | Duration     | Course Code |
|-------------------------------|----------------|--------------|-------------|
| On demand throughout the year |                | 12-18 months | APPFIPF1MA  |
| Full Fee                      | Discounted Fee | FREE         | Campus      |
| Phone for details             |                | N/A          | ATC         |

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## Food Production and Cooking, Intermediate Apprenticeship

Level 2

This Apprenticeship is ideal if you are already working as a cook or chef and wish to gain your first professional qualification. Your personal assessor will visit you in the workplace to support your learning, review your progress and check you are on target to achieve your qualification. Following successful completion of the Intermediate Apprenticeship you could progress onto the Advanced Apprenticeship in Food and Drink.

| Day & Time                    | Start-End Date | Duration     | Course Code |
|-------------------------------|----------------|--------------|-------------|
| On demand throughout the year |                | 12-18 months | APPFCPF1MA  |
| Full Fee                      | Discounted Fee | FREE         | Campus      |
| Phone for details             |                | N/A          | ATC         |

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## Hospitality – Front of House Reception, Intermediate Apprenticeship

Level 2

This Apprenticeship is ideal if you are currently working in the hotel and hospitality industry and wish to study for your first qualification or enhance your skills. You will greet guests, deal with reservations, use office equipment and systems, prepare guest bills, and ensure that information goes to the housekeeping, restaurant, maintenance and management departments. This qualification involves completing the Level 2 NVQ in Hospitality. An assessor will visit you in the workplace to support your learning, review your progress and check you are on target to achieve your qualification. After completing the course, you can progress to an Advanced Apprenticeship.

| Day & Time                    | Start-End Date | Duration     | Course Code |
|-------------------------------|----------------|--------------|-------------|
| On demand throughout the year |                | 12-18 months | APPFRPF1MA  |
| Full Fee                      | Discounted Fee | FREE         | Campus      |
| Phone for details             |                | N/A          | ATC         |

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## Hospitality and Catering, Intermediate Apprenticeship

Level 2

This Apprenticeship is ideal if you are new to the sector, or already work in hospitality and would like to up-skill. You will work in a range of settings and undertake a range of duties including serving customers, preparing and cooking food, serving drinks, working on reception, cleaning and preparing rooms. An assessor will visit you in the workplace to support your learning, review your progress and check you are on target to achieve your qualification. This qualification is awarded through continuous assessment of an NVQ portfolio and involves study to Level 2 NVQ in Hospitality. On completion, you can progress to an Advanced Apprenticeship.

| Day & Time                    | Start-End Date | Duration     | Course Code |
|-------------------------------|----------------|--------------|-------------|
| On demand throughout the year |                | 12-18 months | APPHCPF1MA  |
| Full Fee                      | Discounted Fee | FREE         | Campus      |
| Phone for details             |                | N/A          | ATC         |

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## Professional Cookery, Diploma (part-time)

Level 2

This course is ideal if you are currently working in the industry and wish to study for your first professional qualification, or would like to enhance your current skills by learning about contemporary styles of cuisine. It is also suited to those thinking about a changing career and becoming a professional chef. The course involves skills development sessions and 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 and portfolio building. You will need to purchase chef whites prior to the start of the course.

| Day & Time      | Start-End Date  | Duration | Course Code |
|-----------------|-----------------|----------|-------------|
| Tue 15:00-21:00 | 23/9/14-16/6/15 | 1 year   | NQ2PCKD1KN  |
| Full Fee        | Discounted Fee  | FREE     | Campus      |
| N/A             | £1,739          | Yes      | KC          |

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**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, Advanced Apprenticeship

Level 3

This Apprenticeship opens up a range of pathways within the hospitality industry, such as craft chef (fine or casual dining), progressing to chef de partie, sous chef or team supervisor. 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. You could eventually progress to the head chef position or to food and general management. You can also progress onto other qualifications such as an Advanced Apprenticeship in Hospitality Supervision and Leadership.

| Day & Time                    | Start-End Date | Duration     | Course Code |
|-------------------------------|----------------|--------------|-------------|
| On demand throughout the year |                | 12-18 months | AVPRPF1MA   |
| Full Fee                      | Discounted Fee | FREE         | Campus      |
| Phone for details             |                | N/A          | ATC         |

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## Professional Cookery, Diploma (part-time)

Level 3

This course is suitable if you are already employed as a professional chef or have completed a Level 2 professional chef qualification. It 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 and portfolio building.

| Day & Time      | Start-End Date  | Duration | Course Code |
|-----------------|-----------------|----------|-------------|
| Wed 15:00-21:00 | 24/9/14-17/6/15 | 1 year   | NQ3PCKD1KN  |
| Full Fee        | Discounted Fee  | FREE     | Campus      |
| £3,345          | £1,751          | Yes      | KC          |

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## Hospitality Management, Higher Apprenticeship

Level 4

This Higher Apprenticeship is designed for learners who are employed in senior hospitality management positions. Higher apprentices will train in a range of hospitality management job roles, such as deputy general manager, front-office manager, operations or unit manager. An assessor will visit you in the workplace to support your learning, review your progress and check you are on target to achieve your qualification. On completion, you will be competent to work as deputy general manager, front-office manager, operations manager or unit manager. Higher apprentices may be able to progress to a senior management, director or chief executive role.

| Day & Time                    | Start-End Date | Duration     | Course Code |
|-------------------------------|----------------|--------------|-------------|
| On demand throughout the year |                | 12-18 months | AVPHMPF1MA  |
| Full Fee                      | Discounted Fee | FREE         | Campus      |
| Phone for details             |                | N/A          | ATC         |

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## Professional Cookery, Intermediate Apprenticeship

Level 2

To complete this Apprenticeship you will be employed in a role such as kitchen assistant, cook or chef in large volume, fine and casual dining, or working in a range of cuisines, including craft, Asian and Oriental cuisine. An assessor will visit you in the workplace to support your learning, review your progress and check you are on target to achieve your qualification. You may be required to attend College one day per week to develop your skills and knowledge to become a top chef and hospitality professional. This Apprenticeship can open up a range of pathways within the hospitality industry such as craft chef (fine or casual dining), progressing to chef de partie, sous chef or team supervisor, and, eventually, head chef. You could also progress to a related Advanced Apprenticeship.

| Day & Time                    | Start-End Date | Duration     | Course Code |
|-------------------------------|----------------|--------------|-------------|
| On demand throughout the year |                | 12-18 months | APPPCPF1MA  |
| Full Fee                      | Discounted Fee | FREE         | Campus      |
| Phone for details             |                | N/A          | ATC         |

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## Hospitality Supervision and Leadership, Advanced Apprenticeship

Level 3

This Apprenticeship advances your learning, enabling you to gain the skills required for supervision and leadership roles. 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 acts as a progression route for staff in the sector to up-skill in careers such as head housekeeper, head receptionist, team leader in hospitality retail outlets, supervisor of hospitality retail outlets, or as managers of hotels, restaurants, pubs, bars and clubs.

| Day & Time                    | Start-End Date | Duration     | Course Code |
|-------------------------------|----------------|--------------|-------------|
| On demand throughout the year |                | 12-18 months | AVPSLPF1MA  |
| Full Fee                      | Discounted Fee | FREE         | Campus      |
| Phone for details             |                | N/A          | ATC         |

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## Lab Technicians

### Laboratory Technician – Education Science, Intermediate Apprenticeship

Level 2

This Apprenticeship is ideal if you are currently working as a laboratory and science technician. It covers a broad range of occupational roles, from those who support scientists and engineers in research and development work, to those who provide quality assurance or analytical science services. You may be working in schools, colleges and universities supporting teachers of science and technical learning. It will give you the opportunity to gain the skills and experience that are needed for a laboratory technician or science technician role. An assessor will visit you in the workplace to support your learning, review your progress and check you are on target to achieve your qualification. It also incorporates progression opportunities to Advanced Apprenticeships, specialising in education science or analytical and process science.

| Day & Time                    | Start-End Date | Duration     | Course Code |
|-------------------------------|----------------|--------------|-------------|
| On demand throughout the year |                | 12-18 months | APPLAPF1MA  |
| Full Fee                      | Discounted Fee | FREE         | Campus      |
| Phone for details             |                | N/A          | ATC         |

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### Laboratory and Science Technicians (Industrial Science), Intermediate Apprenticeship

Level 2

This Apprenticeship is suitable for those working in roles such as laboratory technician and laboratory maintenance. 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. Once qualified, you might find yourself working in a research laboratory, hospital laboratory, environmental science laboratory, or laboratory within an educational establishment.

| Day & Time                    | Start-End Date | Duration     | Course Code |
|-------------------------------|----------------|--------------|-------------|
| On demand throughout the year |                | 12-18 months | APPLTPF1MA  |
| Full Fee                      | Discounted Fee | FREE         | Campus      |
| Phone for details             |                | N/A          | ATC         |

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**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.



### Laboratory Advanced Technician – Education Science, Advanced Apprenticeship

Level 3

This Apprenticeship covers a broad range of occupational roles. You may be working in a school, college or university with teachers, lecturers and other staff to develop apparatus, equipment and resources for research and experimentation, as well as supporting teachers of science and technical learning. Working in maintenance, you will be developing and advising requirements for apparatus, resources and equipment to be used for experimental research and new designs with their associated maintenance. An assessor will visit you in the workplace to support your learning, review your progress and check you are on target to achieve your qualification.

| Day & Time                    | Start-End Date | Duration     | Course Code |
|-------------------------------|----------------|--------------|-------------|
| On demand throughout the year |                | 12-18 months | AVPLAPF1MA  |
| Full Fee                      | Discounted Fee | FREE         | Campus      |
| Phone for details             |                | N/A          | ATC         |

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## Media, Music & Theatre

According to the Arts Council England, the performing arts and music sector is expected to grow by 40% so a skilled workforce that will ensure high industry standards will prove crucial. Film-making in the UK enjoys world acclaim with the South West playing an active role.

### Introduction to a Career in Music Level 1

This course is designed as a 'taster' for people considering a career in music. It is a practical course that will develop your skills in the studio and is aimed at both music performance and music technology students. You will work with highly qualified staff – who have extensive professional experience – in state-of-the-art facilities. You will produce a body of work that you could present and discuss at an interview for a full-time or part-time course in music.

| Day & Time      | Start-End Date  | Duration | Course Code |
|-----------------|-----------------|----------|-------------|
| Wed 19:00-21:00 | 10/9/14-8/10/14 | 5 weeks  | CARMUSEAUC  |
| Wed 19:00-21:00 | 14/1/15-11/2/15 | 5 weeks  | CARMUSEBUC  |
| Full Fee        | Discounted Fee  | FREE     | Campus      |
| £100            | N/A             | Yes      | UC          |

### Introduction to a Career in Animation and Special Effects for Film and Video Level 1

This course is designed to equip you with an introduction to the broad range of skills required for a career in computer animation. Animation is one of the most rapidly expanding areas of the creative arts. It offers the opportunity to ultimately work at the cutting edge of new technology and there is significant demand for highly creative and skilled animators within the game and film industries. Using basic animation packages you will explore visual storytelling and develop skills and abilities that will prepare you for higher-level study.

| Day & Time      | Start-End Date | Duration | Course Code |
|-----------------|----------------|----------|-------------|
| Wed 18:00-21:00 | 10/9/14-4/2/15 | 18 weeks | ANSEFVEAUC  |
| Full Fee        | Discounted Fee | FREE     | Campus      |
| £1,280          | N/A            | Yes      | UC          |



### Making a Short Film, Introduction Level 1

This course will allow you to explore the use of HD cameras and industry-standard editing software to capture footage and create an end product. You will learn the basic techniques needed to film and edit your own short movies. It 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 equipment and the use of a film studio, this is the perfect introduction to the filming and editing process, and will enable you to create your first short film. You will work with highly qualified staff, who have extensive professional experience, and produce a body of work that you could present at an interview for a full time or part time course in media or art and design.

| Day & Time      | Start-End Date   | Duration | Course Code |
|-----------------|------------------|----------|-------------|
| Wed 18:00-21:00 | 10/9/14-19/11/14 | 10 weeks | INTFILEAUC  |
| Full Fee        | Discounted Fee   | FREE     | Campus      |
| £100.50         | N/A              | Yes      | UC          |

### Making a Short Film, Intermediate Level 1

As a follow on from the introductory course or as a separate course of study, you will learn to competently use HD cameras to capture footage. You will use industry-standard editing software to create an end product and learn more advanced techniques needed to film and edit your own short movies. 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. You will work with highly qualified staff who have extensive professional experience within state-of-the-art facilities. During the course you will produce a body of work that you could present at an interview for a full time or part time course in media or art and design.

| Day & Time      | Start-End Date  | Duration | Course Code |
|-----------------|-----------------|----------|-------------|
| Wed 18:00-21:00 | 14/1/15-25/3/15 | 10 weeks | FILMINEAUC  |
| Full Fee        | Discounted Fee  | FREE     | Campus      |
| £112.50         | N/A             | Yes      | UC          |

### Making a Short Film, Advanced Level 1

You will learn more advanced techniques required to film and edit your own short movies, including multi-camera, green screen and after effects. The course uses Apple Operating Systems and provides 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 showreel to put onto the Internet and show off to the world. You will work with highly qualified staff who have extensive professional experience within state-of-the-art facilities. During the course you will produce a body of work that you could present at an interview for a full time or part time course in media or art and design.

| Day & Time      | Start-End Date  | Duration | Course Code |
|-----------------|-----------------|----------|-------------|
| Wed 18:00-21:00 | 15/4/15-24/6/15 | 10 weeks | FILMADEAUC  |
| Full Fee        | Discounted Fee  | FREE     | Campus      |
| £101            | N/A             | Yes      | UC          |



## Making Movies in Final Cut Pro, Introduction Level 1

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-End Date   | Duration | Course Code |
|-----------------|------------------|----------|-------------|
| Wed 18:00-21:00 | 10/9/14-19/11/15 | 10 weeks | NF2L2NEEUC  |
| Full Fee        | Discounted Fee   | FREE     | Campus      |
| £240            | N/A              | Yes      | UC          |

## Making Movies in Final Cut Pro, Intermediate Level 2

As a follow on or separate course of study, you will learn to use high-definition cameras and industry-standard editing software to capture footage and 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 and provides you with access to industry-standard HD cameras, editing equipment and a film studio for live multi-camera productions.

| Day & Time      | Start-End Date  | Duration | Course Code |
|-----------------|-----------------|----------|-------------|
| Wed 18:00-21:00 | 14/1/15-25/3/15 | 10 weeks | NF2L2NEFUC  |
| Full Fee        | Discounted Fee  | FREE     | Campus      |
| £240            | N/A             | Yes      | UC          |

## Making Movies in Final Cut Pro, Advanced Level 3

Following on from the Intermediate course, you will learn more advanced techniques to film and edit your own short movies (including multi-camera, green screen and after effects). The course uses Apple Operating Systems and provides 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 showreel to put onto the Internet and show off to the world!

| Day & Time      | Start-End Date  | Duration | Course Code |
|-----------------|-----------------|----------|-------------|
| Wed 18:00-21:00 | 15/4/15-24/6/15 | 10 weeks | NF2L2NEGUC  |
| Full Fee        | Discounted Fee  | FREE     | Campus      |
| £240            | N/A             | Yes      | 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.

## Media Make-up for beginners Level 1

From creating the walking wounded for hospital dramas to working with leading ladies in film, make-up artists for stage and screen carry out an exciting role. This course provides an introduction to practical skills and techniques in make-up for theatre, film, television and photography. You will work with highly qualified staff who have extensive professional experience within state-of-the-art facilities. You will produce a body of work that you could present and discuss at an interview for a full-time or part-time course in Production Arts.

| Day & Time      | Start-End Date  | Duration | Course Code |
|-----------------|-----------------|----------|-------------|
| Wed 19:00-21:00 | 14/1/15-25/3/15 | 10 weeks | NF1X1NEAKN  |
| Full Fee        | Discounted Fee  | FREE     | Campus      |
| £160            | N/A             | Yes      | KC          |

## Theatre Performance Level 1

This is an innovative course for aspiring actors, dancers and performers of all kinds. It will enable you to develop skills in a professional environment with directors and choreographers who have worked, or are working, in the performing arts industry. You will take skills classes in movement, voice, improvisation, physical theatre and character creation, and develop networking skills through meeting people and by using digital media. The course will also enable you to 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 tour, educate, create and be a fixed part of an exciting and vibrant area of the creative arts.

| Day & Time      | Start-End Date   | Duration | Course Code |
|-----------------|------------------|----------|-------------|
| Wed 18:00-20:00 | 10/9/14-19/11/14 | 10 weeks | NF4Z1NEAKN  |
| Full Fee        | Discounted Fee   | FREE     | Campus      |
| £160            | N/A              | Yes      | KC          |

## Music Performance, Diploma Level 3

This intensive, one-year programme requires a passion for music performance and a commitment to study. It focuses on performing, writing and recording in different styles, and has an emphasis on practical work using our recording studios, rehearsal and performance space. You will also receive instrument and vocal tuition and learn computer skills. Following successful completion of this course, you will be able to progress onto our highly prestigious Foundation Degree in Popular Music, offered in partnership with Bath Spa University.

| Day & Time      | Start-End Date | Duration | Course Code |
|-----------------|----------------|----------|-------------|
| Mon-Thu 9-16:30 | 8/9/14-26/6/15 | 1 year   | D3MUSPF1UC  |
| Full Fee        | Discounted Fee | FREE     | Campus      |
| £4,670          | £2,492.50      | Yes      | UC          |



## Music Technology, Diploma Level 3

This intensive, one-year programme requires a passion for music technology and a commitment to study. It focuses on sequencing, sampling, recording studio techniques, mixing, production techniques, sound design, synthesis and music for sound and television. Following successful completion of this course, you will be able to progress to our highly prestigious Foundation Degree in Music Production, offered in partnership with Bath Spa University.

| Day & Time      | Start-End Date | Duration | Course Code |
|-----------------|----------------|----------|-------------|
| Mon-Thu 9-16:30 | 8/9/14-27/6/15 | 1 year   | D3MUTPF1UC  |
| Full Fee        | Discounted Fee | FREE     | Campus      |
| £6,671          | £3,509.15      | Yes      | UC          |

## Film and Media Arts Production, FdA Level 4 + 5

This intensive and exciting course has a strong production ethos and has been created in response to the demands of the South West creative industries. You will gain hands-on experience of the key aspects, roles and skills involved in film production and learn from practicing creative professionals. The course provides opportunities for independent creative practice alongside collaborative projects involving work-based experience and live industrial briefs. As an active crew member of our 'in-house' production company you will participate in projects, events and festivals on location throughout the UK and beyond. Experimental media arts workshops will explore video installation, reactive media, VJ, expanded cinema, and new emerging formats. You will also have access to industry-standard equipment and software. If you would like to apply for this course, please contact our HE Unit on **01934 411 409**.

| Day & Time     | Start-End Date | Duration | Course Code |
|----------------|----------------|----------|-------------|
| TBC 9:30-16.30 | 8/9/14-23/6/17 | 3 years  | FDWFMPDZUC  |
| Full Fee       | Discounted Fee | FREE     | Campus      |
| £5,000         | N/A            | N/A      | ATC         |



## Motor Vehicle

### Vehicle and Maintenance Repair, Intermediate Apprenticeship Level 2

This Apprenticeship provides learners with the opportunity to carry out an in-depth study of vehicle systems. You will attend College one day a week to achieve the Technical Certificate and develop English and Maths skills, with rest of the week spent becoming qualified at work, while getting paid. An assessor will visit you in the workplace to support your learning, review your progress and check you are on target to achieve your qualification. On completion, you could work for a dealership and focus on a particular manufacturer, or work for an independent garage that deals with many different makes of vehicles.

| Day & Time                    | Start-End Date | Duration     | Course Code |
|-------------------------------|----------------|--------------|-------------|
| On demand throughout the year |                | 12-18 months | APPLVPF1MA  |
| Full Fee                      | Discounted Fee | FREE         | Campus      |
| Phone for details             |                | N/A          | ATC         |



### Vehicle and Maintenance Repair, Advanced Apprenticeship Level 3

This Apprenticeship is high in practical diagnostic content and covers the diagnosis of modern complex motor vehicle systems, including advanced systems operation and their faults. You will study a technical certificate on the theory and practical aspects of diagnosis and rectification of light vehicles. The Technical Certificate is achieved by attending College one day a week – the rest of the time is spent gaining experience at work, while getting paid. An assessor will visit you in the workplace to support your learning, review your progress and check you are on target to achieve your qualification. You can progress to a Higher Apprentices at Level 4 (Master/Senior Technician or Workshop Controller).

| Day & Time                    | Start-End Date | Duration     | Course Code |
|-------------------------------|----------------|--------------|-------------|
| On demand throughout the year |                | 12-18 months | AVPMVPF1MA  |
| Full Fee                      | Discounted Fee | FREE         | Campus      |
| Phone for details             |                | N/A          | ATC         |



**Ofsted said:**  
*"The vast majority of apprenticeship programmes have very high success rates."*



## Photography

The creative industry sector is one of the largest wealth generators for Bristol, Bath and the surrounding areas. Commercial photography has an important role both online and in print.

### Digital Photography, Introduction Level 1

This is an introduction to the mysteries of digital photography. It provides a basic, practical understanding of image capture, digital camera control and technique, subject composition and exposure. The course also covers downloading to a computer, basic editing (cropping, colour enhancement, filters, toning and contrast control), basic printing and paper finishes. No previous experience is required. Any digital camera may be used, but some materials will need to be purchased during the course.

| Day & Time      | Start-End Date   | Duration | Course Code |
|-----------------|------------------|----------|-------------|
| Wed 18:00-21:00 | 10/9/14-19/11/14 | 10 weeks | NF1P1EAUC   |
| Full Fee        | Discounted Fee   | FREE     | Campus      |
| £240            | N/A              | Yes      | UC          |

### Digital Photography, Intermediate Level 1

This course is ideal if you have a passion for photography and want to discover the creative potential of your digital SLR camera. It will enable you to take control of your camera, enhance your pictures and is designed to cover the fundamentals of photography such as image capture, camera control, subject composition, and exposure. You will be introduced 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-End Date  | Duration | Course Code |
|-----------------|-----------------|----------|-------------|
| Wed 18:00-21:00 | 14/1/15-25/3/15 | 10 weeks | NF1P2EAUC   |
| Full Fee        | Discounted Fee  | FREE     | Campus      |
| £240            | N/A             | Yes      | 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.

### Introduction to a Career in Photography Level 1

This course is designed as a 'taster' for people who wish to consider a career in photography. The programme includes both silver-based and digital photography. You will work with highly qualified staff, who have extensive professional experience, within state-of-the-art facilities. During the course you will produce a portfolio of work that you could present at an interview for a full-time or part-time course in photography or art and design.

| Day & Time      | Start-End Date  | Duration | Course Code |
|-----------------|-----------------|----------|-------------|
| Wed 18:00-21:00 | 10/9/14-11/2/15 | 18 weeks | C1CTPHEAUC  |
| Full Fee        | Discounted Fee  | FREE     | Campus      |
| N/A             | £518            | Yes      | UC          |

### Photography, Advanced Experimental Level 3

Enhance your photographs by treating them with a variety of traditional processes in our state-of-the-art facilities. The course teaches post-camera techniques, such as toning, tinting, hand colouring, cropping, texture screens, photograms, mounting and presentation skills, as well as providing 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-End Date  | Duration | Course Code |
|-----------------|-----------------|----------|-------------|
| Wed 18:00-21:00 | 15/4/15-24/6/15 | 10 weeks | NF1P2EBUC   |
| Full Fee        | Discounted Fee  | FREE     | Campus      |
| £240            | N/A             | Yes      | UC          |

### Photography in Practice, FdA Level 4 + 5

The programme is designed to equip ambitious and well-motivated students with the practical, intellectual and commercial skills required to develop their professional photographic practice. It provides the opportunity to engage with and explore a wide range of genres and disciplines within photography. You will address major themes, including documentary photography, landscape, 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 HE Unit on **01934 411 409**.

| Day & Time     | Start-End Date | Duration | Course Code |
|----------------|----------------|----------|-------------|
| TBC 9:30-16:30 | 8/9/14-23/6/17 | 3 years  | FDWPHPDZUC  |
| Full Fee       | Discounted Fee | FREE     | Campus      |
| £5,000         | N/A            | N/A      | UC          |

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## Public and Environmental Health

A career in this field provides the opportunity to help ensure that everyone has the same chance of a better quality of life in a healthier society. Research into public health is highly respected in the region as highlighted by the South West Public Health Scientific Conference held in Weston-super-Mare in February 2014.

### Public and Environmental Health, FdSc 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.

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

| Day & Time | Start-End Date | Duration | Course Code |
|------------|----------------|----------|-------------|
| TBC        | 8/9/14-23/6/17 | 3 years  | FDUPEPDZKN  |
| Full Fee   | Discounted Fee | FREE     | Campus      |
| £5,000     | N/A            | N/A      | KC          |

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#### Ofsted said:

*"The laboratories provide a modern and safe environment, and have a good range of resources and equipment."*



### Public and Environmental Health (top-up), BSc (Hons) Level 6

This course provides professional progression to students who have completed a Chartered Institute of Environmental Health-accredited Foundation Degree. The format of the top-up Honours degree recognises that public health practice skills are considered central to the role of the environmental health practitioners (EHP). With the transfer of the public health portfolio to local government, EHPs may find themselves involved in the strategic development of public health initiatives surrounding issues such as smoking cessation, nutritional awareness and obesity control. They will require an understanding of these matters, including an appreciation of health inequalities, the benefits of partnership working, the value of leadership skills, the challenge of discovering novel approaches to difficult problems, and ultimately practising the role of a 'health advocate'.

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

| Day & Time | Start-End Date | Duration | Course Code |
|------------|----------------|----------|-------------|
| TBC        | 8/9/14-24/6/16 | 2 years  | BAUPEPDZKN  |
| Full Fee   | Discounted Fee | FREE     | Campus      |
| £3,750     | N/A            | N/A      | KC          |

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## Science

### Biology, GCSE

Level 2

This course will develop your interest in, and enthusiasm for, biology. It will help you develop a critical approach to scientific evidence and methods as well as helping you to acquire and apply skills, knowledge and understanding of how science works and its essential role in society. Topics covered include – you and your genes, keeping healthy, life on earth, processes of life, growth and development, the brain and mind.

| Day & Time      | Start-End Date | Duration | Course Code |
|-----------------|----------------|----------|-------------|
| Tue 17:30-20:00 | 9/9/14-9/6/15  | 1 year   | GBIOE1KN    |
| Full Fee        | Discounted Fee | FREE     | Campus      |
| N/A             | £468           | N/A      | KC          |



### Applied Science – Forensics/Medical Sciences, Extended Diploma

Level 3

This course provides an applied science base from which to pursue your interest in forensics or medical sciences. You will cover core science topics in chemistry, biology, physics and maths before following your specialist route. The course is delivered through class and small group sessions in science laboratories, as well as through talks and presentations by visiting speakers. You won't just stay in the lab, though. If you follow the forensics pathway you will visit Avon and Somerset Police HQ, the fingerprinting bureau and work with crime investigators. Those studying medical science will visit Weston and Bristol hospitals to work with practitioners from a range of medical fields.

| Day & Time | Start-End Date | Duration | Course Code |
|------------|----------------|----------|-------------|
| Mon-Fri    | 1/9/14-12/6/15 | 2 years  | ED3FOPF1UC  |
| Full Fee   | Discounted Fee | FREE     | Campus      |
| £7,396     | £2,023         | Yes      | 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.

## Sign language

### 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-End Date | Duration | Course Code |
|-----------------|----------------|----------|-------------|
| Tue 18:30-20:30 | 9/9/14-7/7/15  | 1 year   | SIGOEBKN    |
| Full Fee        | Discounted Fee | FREE     | Campus      |
| N/A             | £242.50        | Yes      | KC          |



### Introduction to British Sign Language for Frontline Staff

Level 1

This course provides a nationally accredited unit of British Sign Language (BSL) skills for people who work in frontline services and who may come into contact with Deaf people. These may be colleagues, customers, clients, service users, or any member of the general public. The course can be taken without any previous BSL experience and is designed to teach learners to communicate with Deaf people in BSL on a range of basic topics.

| Day & Time      | Start-End Date  | Duration | Course Code |
|-----------------|-----------------|----------|-------------|
| Mon 15:00-17:00 | 23/2/15-15/6/15 | 12 weeks | SIGINTDAKN  |
| Full Fee        | Discounted Fee  | FREE     | Campus      |
| £172            | N/A             | N/A      | KC          |



## 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, professional qualification is for those employed or volunteering to support people with learning difficulties and/or disabilities (LDD). You must be working or volunteering for at least 10 hours per week to study this course, which is designed to give you an introduction to the role and enable you to consider how to empower people with LDD and differentiate effectively. You will also learn about the historical context. This qualification also enables you to progress to Higher Education courses. You will be assessed through observations and a portfolio of evidence.

| Day & Time      | Start-End Date  | Duration | Course Code |
|-----------------|-----------------|----------|-------------|
| Thu 17:00-20:00 | 29/1/15-25/6/15 | 18 weeks | AWSLDEAKN   |
| Full Fee        | Discounted Fee  | FREE     | Campus      |
| £507            | N/A             | N/A      | KC          |



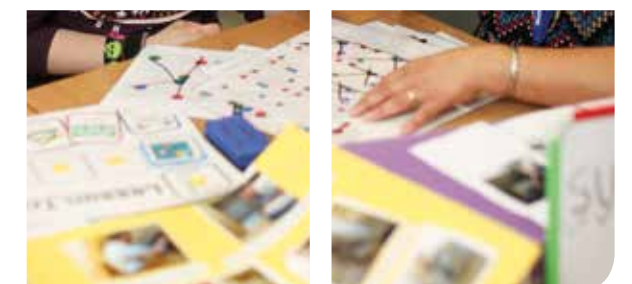
### Inclusive Practice, FdA

Level 4 + 5

This work-related degree run in partnership with the University of West of England, will enhance the ability of professionals working with people who have learning difficulties and/or disabilities (LDD). On successful completion, you may have the opportunity to progress to the BA (Hons) Education in Professional Practice or prepare for a variety of careers working with people with LDD. Topics include – contributing to the support for people on the autism spectrum; positive interactions with learners; thinking and learning; the voice of the learner; issues of mental health; inclusive professional practice; autism spectrum and communications skills. To study this course, you will need – through paid or voluntary work – access to an educational/social context for children/young people/adults who have additional support requirements.

For more information on funding and scholarships, or to apply for this course, please contact our Higher Education Unit on **01934 411 409**.

| Day & Time      | Start-End Date | Duration | Course Code |
|-----------------|----------------|----------|-------------|
| TBC 13:00-21:00 | 8/9/14-24/6/16 | 2 years  | FDUIPPFZKN  |
| Full Fee        | Discounted Fee | FREE     | Campus      |
| £5,000          | N/A            | N/A      | KC          |





## Sport and Public Services

Sport (including Culture) are the occupational sectors that are predicted to grow the most over the next six years in the South West according to the National Careers Service forecast. The security industry is also expanding, partly by taking on more of the non-core functions that were previously undertaken by the police service.

## Fitness

### Fitness and Physical Activity, Award

Level 1

This qualification provides an introduction to exercise and fitness, both on a personal level, and as an introduction to employment opportunities within the fitness industry. The individual will look at the basic skills, knowledge and understanding required by today's fitness and leisure industry. Areas covered are exercise and fitness knowledge, exploring personal fitness, assisting in delivery of exercise sessions, and healthy eating. This award will give you all the basics needed to ensure a smooth progression onto the Fitness Instructing Certificate Level 2.

| Day & Time      | Start-End Date  | Duration | Course Code |
|-----------------|-----------------|----------|-------------|
| Mon/Tue 9-17:00 | 8/9/14-16/9/14  | 2 weeks  | FITPACDAKN  |
| Mon/Thu 9-17:00 | 15/6/15-18/6/15 | 1 week   | FITPACDBKN  |
| Full Fee        | Discounted Fee  | FREE     | Campus      |
| £252            | N/A             | N/A      | KC          |

### Certificate in Fitness Instructing, CYQ Level 2 (Summer School)

Level 2

This industry-recognised qualification is the standard entry route for anyone wanting to work as a freelance fitness instructor or as an instructor employed 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 Level 2 Register of Exercise Professionals (REPs) and is a pre-requisite for access to Level 3 CYQ qualifications.

| Day & Time      | Start-End Date  | Duration | Course Code |
|-----------------|-----------------|----------|-------------|
| Mon-Fri 9-17:00 | 22/6/15-10/7/15 | 3 weeks  | FITSUMDAKN  |
| Full Fee        | Discounted Fee  | FREE     | Campus      |
| N/A             | £478            | Yes      | KC          |

### Fitness Instructing, Certificate, CYQ Award

Level 2

This industry-recognised qualification is the standard entry route for anyone wanting to work as a freelance fitness instructor or as an instructor employed 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 Level 2 Register of Exercise Professionals (REPs) and is a pre-requisite qualification to gain access to Level 3 CYQ qualifications.

| Day & Time          | Start-End Date   | Duration | Course Code |
|---------------------|------------------|----------|-------------|
| Mon/Wed 18:00-21:00 | 8/9/14-14/1/15   | 15 weeks | FTIN2EAKN   |
| Mon/Tue 9:00-17:00  | 22/9/14-18/11/14 | 8 weeks  | FTIN2DBKN   |
| Mon/Wed 18:00-21:00 | 26/1/15-10/6/15  | 15 weeks | FTIN2EBKN   |
| Full Fee            | Discounted Fee   | FREE     | Campus      |
| N/A                 | £478             | Yes      | KC          |

### Personal Training, Certificate

Level 3

The qualification will enable you to recognise the skills, knowledge and competence required 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 Level 3 Register of Exercise Professionals (REPS). You are able to pay by direct debit for the 30 week course.

| Day & Time          | Start-End Date   | Duration | Course Code |
|---------------------|------------------|----------|-------------|
| Tue/Thu 18:00-21:00 | 9/9/14-21/5/15   | 30 weeks | CL3PTE1KN   |
| Mon/Tue 9:00-17:00  | 24/11/14-14/4/15 | 15 weeks | CL3PTE5KN   |
| Full Fee            | Discounted Fee   | FREE     | Campus      |
| £1,417              | £709             | Yes      | KC          |

i 24+ ELC



## Security and Policing

### CCTV Operations, Award

Level 2

This qualification is essential for anyone wishing to be employed as a CCTV operator. The Security Industry Authority (SIA) states that all CCTV (public space surveillance) operators must have undergone a structured programme of training. To work in public space surveillance a person has to be in possession of a licence issued to them by the SIA. Successful completion of this qualification will enable you to apply for a licence to practice within the CCTV (public space surveillance) industry.

| Day & Time         | Start-End Date  | Duration | Course Code |
|--------------------|-----------------|----------|-------------|
| Mon/Thu 9:00-18:00 | 20/7/15-23/7/15 | 1 week   | AWCCODAKN   |
| Full Fee           | Discounted Fee  | FREE     | Campus      |
| £287               | N/A             | N/A      | KC          |

### Door Supervision, Award

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 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-End Date   | Duration | Course Code |
|---------------------|------------------|----------|-------------|
| Mon/Wed 18:00-21:00 | 15/9/14-22/10/14 | 6 weeks  | DORSU2EAKN  |
| Mon/Wed 18:00-21:00 | 26/1/15-11/3/15  | 6 weeks  | DORSU2EBKN  |
| Mon/Wed 18:00-21:00 | 13/4/15-18/5/15  | 6 weeks  | DORSU2ECKN  |
| Mon-Fri 9:00-17:30  | 13/7/15-17/7/15  | 1 week   | DORSU2DAKN  |
| Full Fee            | Discounted Fee   | FREE     | Campus      |
| £319                | N/A              | N/A      | KC          |

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### Security Guarding, Award

Level 2

Anyone wishing to be employed as a security guard must be in possession of a licence issued 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 licence to practise. Modules covered include working in the private security industry, working as a security officer and conflict management.

| Day & Time           | Start-End Date    | Duration | Course Code |
|----------------------|-------------------|----------|-------------|
| Mon/Wed 18:00-21:00  | 17/11/14-10/12/14 | 4 weeks  | SECGA2EAKN  |
| Mon/Wed 18:00-21:00  | 1/6/15-24/6/15    | 4 weeks  | SECGA2EBKN  |
| Mon, Wed/Thu 9-17:00 | 3/8/15-6/8/15     | 1 week   | SECGA2DAKN  |
| Full Fee             | Discounted Fee    | FREE     | Campus      |
| £223                 | N/A               | N/A      | KC          |

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### Certificate in Knowledge of Policing

Level 3

The Certificate in Knowledge of Policing (CKP) will help prepare those seeking recruitment to the Police Service as a Police Constable in England or Wales. The qualification is also relevant to related roles within the Criminal Justice Sector. It covers subjects that include supporting victims, interviewing witnesses and suspects, searching people and property, gathering information, conducting investigations, criminal law, conflict management and arrest procedures. Achievement of the Certificate in Knowledge of Policing does not in itself provide a guarantee of recruitment as a trainee Police Constable. Each police force within England and Wales sets out its own recruitment process and selection policy and entry requirements vary from force to force.

| Day & Time          | Start-End Date  | Duration | Course Code |
|---------------------|-----------------|----------|-------------|
| Mon 9:00-17:00      | 8/9/14-5/1/15   | 14 weeks | C3POLDAKN   |
| Mon/Tue 18:00-21:00 | 8/9/14-6/1/15   | 14 weeks | C3POLEAKN   |
| Mon 9:00-17:00      | 19/1/15-20/4/15 | 14 weeks | C3POLDBKN   |
| Mon-Tue 18:00-21:00 | 19/1/15-21/4/15 | 14 weeks | C3POLEBKN   |
| Full Fee            | Discounted Fee  | FREE     | Campus      |
| £724                | £457.50         | Yes      | KC          |

24+ ELC

**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.



## Teaching and Education

The teaching and education sector is the third-largest employment sector in the UK and North Somerset alone has 74 state schools. Supporting roles are vitally important to the education of children and Weston College excels at providing first-rate courses for those looking to increase their skills or start a career in the sector.

### Supporting Teaching and Learning in Schools, Certificate

Level 2

This course is suitable if you have recently been appointed as a teaching assistant, learning support assistant, 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. An online initial assessment for this will be completed in induction week. Part of your course will be supported through online learning. Upon completion, 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-End Date | Duration | Course Code |
|-----------------|----------------|----------|-------------|
| Tue 9:30-13:00  | 23/9/14-9/6/15 | 30 weeks | CTEA2D1KN   |
| Tue 17:30-21:00 | 23/9/14-9/6/15 | 30 weeks | CTEA2E5KN   |

| Full Fee | Discounted Fee | FREE | Campus |
|----------|----------------|------|--------|
| N/A      | £790           | Yes  | KC     |



#### Ofsted said:

*“Teaching is engaging, active and purposeful... learners attend a wide range of enrichment activities.”*



**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.

### Supporting Teaching and Learning in Schools, Intermediate Apprenticeship

Level 2

This Apprenticeship is for members of the school workforce who directly support the teaching and learning of pupils. Learning support staff, such as teaching assistants, play a vital role in today's classrooms by making sure learners get the most out of their lessons. In this role you could help plan, carry out and evaluate a wide range of learning activities. You may be required to attend College sessions to complete this Apprenticeship. In addition, 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. You will be able to enter employment as teaching assistant, classroom assistant or learning support assistant, or progress to the Advanced Apprenticeship.

| Day & Time                    | Start-End Date | Duration     | Course Code |
|-------------------------------|----------------|--------------|-------------|
| On demand throughout the year |                | 12-18 months | APPTAPF1MA  |

| Full Fee          | Discounted Fee | FREE | Campus |
|-------------------|----------------|------|--------|
| Phone for details |                | N/A  | ATC    |



### Supporting Teaching and Learning in Schools Advanced Apprenticeship

Level 3

This Apprenticeship is designed for teaching assistants working within a school setting. Your practical skills will be assessed and observed at work, and attendance at College may also be required. Your personal assessor will visit you at work to review your progress and make sure you are on target to achieve your qualifications. On completion, you could progress to a Foundation Degree or apply for a teaching assistant role in schools.

| Day & Time                    | Start-End Date | Duration     | Course Code |
|-------------------------------|----------------|--------------|-------------|
| On demand throughout the year |                | 12-18 months | AVPTAPF1MA  |

| Full Fee          | Discounted Fee | FREE | Campus |
|-------------------|----------------|------|--------|
| Phone for details |                | N/A  | ATC    |



### Supporting Teaching and Learning in Schools, Certificate

Level 3

This course is ideal if you're looking to pursue a career as a teaching assistant and provides the opportunity to develop the skill and knowledge gained from the Level 2 Certificate. 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 professional and technical skills whilst gaining an understanding of the importance of positive relationships within the classroom. You will need to have achieved the Level 2 Certificate (or equivalent) and be in paid employment or voluntary placement for two days a week (or equivalent).

| Day & Time      | Start-End Date  | Duration | Course Code |
|-----------------|-----------------|----------|-------------|
| Wed 9:15-14:45  | 24/9/14-10/6/15 | 30 weeks | CTEA3D1KN   |
| Thu 16:30-21:00 | 25/9/14-11/6/15 | 30 weeks | CTEA3E1KN   |

| Full Fee | Discounted Fee | FREE | Campus |
|----------|----------------|------|--------|
| £1,417   | £795.50        | Yes  | KC     |



## Teacher Training

### Planning and Delivering a Training Session, Award

Level 3

This qualification allows learners to learn, develop and practice the skills required for employment and/or career progression as a trainer in different sectors. The course focuses on the planning cycle which is then applied to the planning and delivery of a session. It is aimed at learners who wish to gain an understanding of how to plan and deliver a learning session, incorporating assessment. It is also designed to develop learners' confidence in using these skills. The course is made up of two mandatory units: planning and delivering a training session – which must both be passed in order to achieve the qualification. The course is assessed via a multiple-choice exam, assignment and delivery of a micro-teach session. This course is for learners who may be looking to progress into a career in teaching or training.

| Day & Time              | Start-End Date    | Duration | Course Code |
|-------------------------|-------------------|----------|-------------|
| Tue, Wed/Thu 9:30-16:30 | 23/9/14-25/9/14   | 3 days   | AW3PDTDAKN  |
| Tue, Wed/Thu 9:30-16:30 | 21/10/14-23/10/14 | 3 days   | AW3PDTDBKN  |
| Tue, Wed/Thu 9:30-16:30 | 20/1/15-22/1/15   | 3 days   | AW3PDTDCKN  |
| Tue, Wed/Thu 9:30-16:30 | 24/2/15-26/2/15   | 3 days   | AW3PDTDDKN  |

| Full Fee | Discounted Fee | FREE | Campus |
|----------|----------------|------|--------|
| £222     | N/A            | N/A  | KC     |



### Education and Training, Award

Level 3

The Level 3 Award is a knowledge-based introduction to teaching – not a teaching qualification – and is relevant to all curriculum areas of teaching and learning. It is the starting point for anyone who is thinking of entering the teaching profession and for those who are already involved in some form of adult learning and assessment but have no formal teaching qualifications. The course is suitable for new or unqualified teachers in the Further Education and skills sector, assessors, work-based learning practitioners or those involved in some delivery of training. This course is not suitable if you wish to teach children in schools (pre-16). The qualification covers the knowledge and skills required by teachers/trainers in the Further Education and skills sectors.

| Day & Time         | Start-End Date  | Duration | Course Code |
|--------------------|-----------------|----------|-------------|
| Mon-Fri 9:00-17:00 | 1/12/14-5/12/14 | 1 week   | AW3EDTDAKN  |
| Mon-Fri 9:00-17:00 | 23/3/15-27/3/15 | 1 week   | AW3EDTDBKN  |

| Full Fee | Discounted Fee | FREE | Campus |
|----------|----------------|------|--------|
| £369.50  | N/A            | N/A  | KC     |





## Education and Training, Certificate **Level 4**

This is a first-stage teaching qualification which has a teaching practice requirement. The course provides a fundamental understanding of the roles and responsibilities of a teacher/trainer to meet the needs of different learners. It looks in detail at assessment of learners and the effective use of resources. The qualification is suitable for those delivering education and training in any learning environment within the Further Education or skills sector. This course is not suitable if you wish to teach children in schools (pre-16). Prospective learners must be 19 or over, be qualified and experienced in the subject they intend to teach (minimum Level 3) and have access to a minimum of 30 teaching practice hours.

| Day & Time      | Start-End Date  | Duration | Course Code |
|-----------------|-----------------|----------|-------------|
| Fri 13:30-16:30 | 19/9/14-12/6/15 | 30 weeks | C4EDTRD1KN  |
| Full Fee        | Discounted Fee  | FREE     | Campus      |
| £820            | N/A             | N/A      | KC          |



## Education and Training, Diploma **Level 5**

This teaching qualification has a teaching/training practice requirement. Successful candidates will take an analytical approach to all aspects of their teaching and embed these principles into their teaching practice. The course also looks at wider issues in education including professionalism and quality improvement. The qualification is suitable for those delivering education and training in any learning environment within the Further Education or skills sector. This course is not suitable if you wish to teach children in schools (pre 16). Prospective learners must be over 19, qualified and experienced in the subject they are teaching (minimum Level 3) and have access to a minimum of 100 teaching practice hours.

| Day & Time     | Start-End Date  | Duration | Course Code |
|----------------|-----------------|----------|-------------|
| Wed 9:00-12:00 | 17/9/14-22/6/16 | 2 years  | D5EDTRD1KN  |
| Full Fee       | Discounted Fee  | FREE     | Campus      |
| £965           | N/A             | 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.

## Specialist Teaching – Literacy, Diploma **Level 5**

This course is designed for candidates who want to work as teachers or trainers of English, and qualified teachers who wish to become qualified specialist teachers. There is a teaching practice requirement and candidates must have access to 50 hours of English teaching. Candidates must also hold a minimum of a Level 3 qualification in English. The programme takes an analytical and practical approach to all aspects of delivering and assessing inclusive teaching and learning within English. Candidates are assessed via assignments, observations of teaching practice and a teaching portfolio. No evidence can be transferred from previous qualifications.

| Day & Time      | Start-End Date | Duration | Course Code |
|-----------------|----------------|----------|-------------|
| TBC 18:00-21:00 | Oct-Jun        | 1 year   | D5STENE1KN  |
| Full Fee        | Discounted Fee | FREE     | Campus      |
| £814            | N/A            | N/A      | KC          |



## Specialist Teaching: Mathematics, Diploma **Level 5**

This course is designed for candidates who want to work as teachers or trainers of Maths and for qualified teachers who wish to become qualified specialist teachers. There is a teaching practice requirement and candidates must have access to 50 hours of maths teaching. Candidates must also hold a minimum of a Level 3 qualification in Maths. The programme takes an analytical and practical approach to all aspects of delivering and assessing inclusive teaching and learning within Maths. Candidates are assessed via assignments, observations of teaching practice and a teaching portfolio. No evidence can be transferred from previous qualifications.

| Day & Time      | Start-End Date | Duration | Course Code |
|-----------------|----------------|----------|-------------|
| TBC 18:00-21:00 | Oct-Jun        | 1 year   | D5STMAE1KN  |
| Full Fee        | Discounted Fee | FREE     | Campus      |
| £814            | N/A            | N/A      | KC          |



## Tourism

Tourism, hospitality and leisure play an important part in the region's economy, with National Parks, heritage attractions and several hundred miles of coastline attracting large numbers of visitors every year. And the future is looking good – in the 3rd quarter of 2013 the number of visitors to attractions in the West of England was up on the same quarter for 2012 by 19.2%. (West of England Local Enterprise Partnership).

## Travel and Tourism, BTEC Diploma **Level 3**

This course is ideal if you would like a career within the travel and tourism industry or already work in the industry and want a nationally-recognised qualification. You will study a range of topics which include UK and European destinations, marketing, customer service, event management, holiday representatives, retail travel and cruising. The qualification is equivalent to one A Level at grade A-E. You will be assessed via coursework.

| Day & Time      | Start-End Date  | Duration | Course Code |
|-----------------|-----------------|----------|-------------|
| Fri 11:30-15:00 | 19/9/14-10/7/15 | 1 year   | DS3TRAD1KN  |
| Full Fee        | Discounted Fee  | FREE     | Campus      |
| £2,573          | £1,410          | Yes      | KC          |



## Tourism Management, FdA **Level 4 + 5**

This degree course provides a total package of professional knowledge and skills giving you a passport to the fastest growing industry in the world today. It has been designed with employability in mind enabling you to engage with the issues and developments affecting the tourism industry. Its vocational focus allows you to spend a significant amount of time within the workplace in order for you to gain experience, manage a variety of small projects and develop a range of skills. This course will provide you with the transferable skills and experience to work in a variety of careers in this vibrant sector.

If you would like to apply for this course, please contact the HE unit on **01934 411 409**.

| Day & Time | Start-End Date | Duration | Course Code |
|------------|----------------|----------|-------------|
| TBC        | 8/9/14-23/6/17 | 3 years  | FDWTOPDZKN  |
| Full Fee   | Discounted Fee | FREE     | Campus      |
| £5,000     | N/A            | N/A      | KC          |





## Unemployed? Courses for those looking to get into the job market

### Choices

Entry Level

If you are unemployed, looking for work and need some support and direction, then this two-day course will help you identify your strengths, review potential barriers and help you plan your next steps.

| Day & Time         | Start-End Date    | Duration | Course Code |
|--------------------|-------------------|----------|-------------|
| Tue/Wed 9:30-14:30 | 2/9/14-3/9/14     | 2 days   | CHOICEDABV  |
| Tue/Wed 9:30-14:30 | 30/9/14-1/10/14   | 2 days   | CHOICEDBBV  |
| Tue/Wed 9:30-14:30 | 28/10/14-29/10/14 | 2 days   | CHOICEDCBV  |
| Tue/Wed 9:30-14:30 | 25/11/14-26/11/14 | 2 days   | CHOICEDDBV  |
| Tue/Wed 9:30-14:30 | 6/1/15-7/1/15     | 2 days   | CHOICEDEBV  |
| Tue/Wed 9:30-14:30 | 3/2/15-4/2/15     | 2 days   | CHOICEDFBV  |
| Tue/Wed 9:30-14:30 | 3/3/15-4/3/15     | 2 days   | CHOICEDGBV  |
| Tue/Wed 9:30-14:30 | 31/3/15-1/4/15    | 2 days   | CHOICEDHBV  |
| Tue/Wed 9:30-14:30 | 28/4/15-29/4/15   | 2 days   | CHOICEDIBV  |
| Tue/Wed 9:30-14:30 | 26/5/15-27/5/15   | 2 days   | CHOICEDJBV  |
| Tue/Wed 9:30-14:30 | 23/6/15-24/6/15   | 2 days   | CHOICEDKBV  |
| Tue/Wed 9:30-14:30 | 21/7/15-22/7/15   | 2 days   | CHOICEDLBV  |
| Full Fee           | Discounted Fee    | FREE     | Campus      |
| N/A                | N/A               | Yes      | BEC         |

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### English Development

Entry Level

Employers are looking for strong English skills, so if your literacy levels are not up to scratch, you might be being held back from the job you want. This course will improve your English skills and provide you with a qualification that is recognised by employers.

| Day & Time      | Start-End Date    | Duration | Course Code |
|-----------------|-------------------|----------|-------------|
| Wed 15:00-19:00 | 3/9/14-24/10/14   | 8 weeks  | FSEE3D11D   |
| Wed 15:00-19:00 | 29/10/14-19/12/14 | 8 weeks  | FSEE3D11E   |
| Wed 15:00-19:00 | 7/1/15-27/2/15    | 2 months | FSEE3D11F   |
| Wed 15:00-19:00 | 4/3/15-24/4/15    | 2 months | FSEE3D11G   |
| Full Fee        | Discounted Fee    | FREE     | Campus      |
| N/A             | N/A               | Yes      | BEC         |

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### English Development

Level 1

Employers are looking for strong English skills, so if your literacy levels are not up to scratch, you might be being held back from the job you want. This course will improve your English skills and provide you with a qualification that is recognised by employers.

| Day & Time      | Start-End Date    | Duration | Course Code |
|-----------------|-------------------|----------|-------------|
| Wed 15:00-19:00 | 3/9/14-24/10/14   | 8 weeks  | FSE1D11F    |
| Wed 15:00-19:00 | 29/10/14-19/12/14 | 8 weeks  | FSE1D11G    |
| Wed 15:00-19:00 | 7/1/15-27/2/15    | 8 weeks  | FSE1D11H    |
| Wed 15:00-19:00 | 4/3/15-24/4/15    | 8 weeks  | FSE1D11J    |
| Full Fee        | Discounted Fee    | FREE     | Campus      |
| N/A             | N/A               | Yes      | BEC         |

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### Functional Skills – Maths

Entry Level

Employers are looking for strong numeracy skills – are your Maths levels holding you back from the job you want? This Functional Skills course will help you improve these skills and provide you with a qualification that is recognised by employers.

| Day & Time      | Start-End Date    | Duration | Course Code |
|-----------------|-------------------|----------|-------------|
| Wed 15:00-19:00 | 3/9/14-24/10/14   | 8 weeks  | FSME3D11D   |
| Wed 15:00-19:00 | 29/10/14-19/12/14 | 8 weeks  | FSME3D11E   |
| Wed 15:00-19:00 | 7/1/15-27/2/15    | 8 weeks  | FSME3D11F   |
| Wed 15:00-19:00 | 4/3/15-24/4/15    | 8 weeks  | FSME3D11G   |
| Full Fee        | Discounted Fee    | FREE     | Campus      |
| N/A             | N/A               | Yes      | BEC         |

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### Functional Skills – Maths

Level 1

Employers are looking for strong numeracy skills – are your Maths levels holding you back from the job you want? This Functional Skills course will help you improve these skills and provide you with a qualification that is recognised by employers.

| Day & Time      | Start-End Date    | Duration | Course Code |
|-----------------|-------------------|----------|-------------|
| Wed 15:00-19:00 | 3/9/14-24/10/14   | 8 weeks  | FSM1D11E    |
| Wed 15:00-19:00 | 29/10/14-19/12/14 | 8 weeks  | FSM1D11F    |
| Wed 15:00-19:00 | 7/1/15-27/2/15    | 8 weeks  | FSM1D11G    |
| Wed 15:00-19:00 | 4/3/15-24/4/15    | 8 weeks  | FSM1D11H    |
| Full Fee        | Discounted Fee    | FREE     | Campus      |
| N/A             | N/A               | Yes      | BEC         |

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### ASPIRE, Developing Skills for Employment, Certificate

Level 1

This two-week, work-ready, programme will sharpen your job searching and interview skills. It will identify your transferable skills, help you discover the hidden job market and generally prepare you to apply for work. Week one is focused on employability skills, including searching online for jobs, and week two is all about producing a good CV, and also includes elements of personal money management.

| Day & Time         | Start-End Date    | Duration | Course Code |
|--------------------|-------------------|----------|-------------|
| Mon-Fri 9:30-14:30 | 1/9/14-12/9/14    | 2 weeks  | APODSPDABV  |
| Mon-Fri 9:30-14:30 | 22/9/14-3/10/14   | 2 weeks  | APODSPDBV   |
| Mon-Fri 9:30-14:30 | 13/10/14-24/10/14 | 2 weeks  | APODSPDCBV  |
| Mon-Fri 9:30-14:30 | 3/11/14-14/11/14  | 2 weeks  | APODSPDBV   |
| Mon-Fri 9:30-14:30 | 24/11/14-5/12/14  | 2 weeks  | APODSPDEBV  |
| Mon-Fri 9:30-14:30 | 8/12/14-19/12/14  | 2 weeks  | APODSPDFBV  |
| Mon-Fri 9:30-14:30 | 12/1/15-23/1/15   | 2 weeks  | APODSPDGBV  |
| Mon-Fri 9:30-14:30 | 2/2/15-13/2/15    | 2 weeks  | APODSPDHBV  |
| Mon-Fri 9:30-14:30 | 23/2/15-6/3/15    | 2 weeks  | APODSPDIBV  |
| Mon-Fri 9:30-14:30 | 16/3/15-27/3/15   | 2 weeks  | APODSPDJBV  |
| Mon-Fri 9:30-14:30 | 6/4/15-17/4/15    | 2 weeks  | APODSPDKBV  |
| Mon-Fri 9:30-14:30 | 27/4/15-8/5/15    | 2 weeks  | APODSPDLBV  |
| Mon-Fri 9:30-14:30 | 18/5/15-29/5/15   | 2 weeks  | APODSPDMBV  |
| Mon-Fri 9:30-14:30 | 8/6/15-19/6/15    | 2 weeks  | APODSPDNBV  |
| Mon-Fri 9:30-14:30 | 29/6/15-10/7/15   | 2 weeks  | APODSPDOBV  |
| Mon-Fri 9:30-14:30 | 20/7/15-31/7/15   | 2 weeks  | APODSPDPBV  |
| Full Fee           | Discounted Fee    | FREE     | Campus      |
| N/A                | £562.50           | Yes      | BEC         |

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#### Ofsted said:

*“The College makes very good use of its employer links, the National Careers Service and Jobcentre Plus to place students into jobs.”*



**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.

### Changes

Level 1

Are you making the transition from Incapacity Benefit (IB) or Employment Support Allowance (ESA) to Job Seeker's Allowance (JSA)? This four-week course will help you focus on building your confidence, improving your use of IT, developing employability skills and working in a team. The course will end with an event, organised by you and other team members.

| Day & Time         | Start-End Date    | Duration | Course Code |
|--------------------|-------------------|----------|-------------|
| Mon-Wed 9:30-16:15 | 1/9/14-24/9/14    | 4 weeks  | CHANGPDGBV  |
| Mon-Wed 9:30-16:15 | 27/10/14-19/11/14 | 4 weeks  | CHANGPDHBV  |
| Mon-Wed 9:30-16:15 | 5/1/15-28/1/15    | 4 weeks  | CHANGPDIBV  |
| Mon-Wed 9:30-16:15 | 2/3/15-25/3/15    | 4 weeks  | CHANGPDJBV  |
| Mon-Wed 9:30-16:15 | 27/4/15-20/5/15   | 4 weeks  | CHANGPDKBV  |
| Mon-Wed 9:30-16:15 | 22/6/15-15/7/15   | 4 weeks  | CHANGPDLBV  |
| Full Fee           | Discounted Fee    | FREE     | Campus      |
| N/A                | £412.50           | Yes      | BEC         |

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### CV Workshop

Level 1

A good CV can be your passport to job interviews and a new career. This monthly workshop will help you identify the information you need to include and choose a suitable layout and template using IT. By the end of the course you will be able to produce CVs tailored to the positions and job vacancies you are applying for.

| Day & Time         | Start-End Date  | Duration | Course Code |
|--------------------|-----------------|----------|-------------|
| Tue/Wed 9:30-14:30 | 9/9/14-10/9/14  | 2 days   | CVWK1DABV   |
| Tue/Wed 9:30-14:30 | 7/10/14-8/10/14 | 2 days   | CVWK1DBBV   |
| Tue/Wed 9:30-14:30 | 4/11/14-5/11/14 | 2 days   | CVWK1DCBV   |
| Tue/Wed 9:30-14:30 | 2/12/14-3/12/14 | 2 days   | CVWK1DDBV   |
| Tue/Wed 9:30-14:30 | 13/1/15-14/1/15 | 2 days   | CVWK1DEBV   |
| Tue/Wed 9:30-14:30 | 10/2/15-11/2/15 | 2 days   | CVWK1DFBV   |
| Tue/Wed 9:30-14:30 | 10/3/15-11/3/15 | 2 days   | CVWK1DGBV   |
| Tue/Wed 9:30-14:30 | 7/4/15-8/4/15   | 2 days   | CVWK1DHBV   |
| Tue/Wed 9:30-14:30 | 5/5/15-6/5/15   | 2 days   | CVWK1DIBV   |
| Tue/Wed 9:30-14:30 | 2/6/15-3/6/15   | 2 days   | CVWK1DJBV   |
| Tue/Wed 9:30-14:30 | 30/6/15-1/7/15  | 2 days   | CVWK1DKBV   |
| Tue/Wed 9:30-14:30 | 28/7/15-29/7/15 | 2 days   | CVWK1DLBV   |
| Full Fee           | Discounted Fee  | FREE     | Campus      |
| £73                | N/A             | Yes      | BEC         |

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## Interview Techniques

Level 1

If you are unemployed and looking for work, this two-day course will improve your interview techniques. It will help you consider how to prepare before an interview and provide tips and advice to ensure you perform to your best on the day.

| Day & Time         | Start-End Date    | Duration | Course Code |
|--------------------|-------------------|----------|-------------|
| Tue/Wed 9:30-14:30 | 16/9/14-17/9/14   | 2 days   | INTERVDABV  |
| Tue/Wed 9:30-14:30 | 14/10/14-15/10/14 | 2 days   | INTERVDDBV  |
| Tue/Wed 9:30-14:30 | 11/11/14-12/11/14 | 2 days   | INTERVDCBV  |
| Tue/Wed 9:30-14:30 | 9/12/14-10/12/14  | 2 days   | INTERVDDBV  |
| Tue/Wed 9:30-14:30 | 20/1/15-21/1/15   | 2 days   | INTERVDEBV  |
| Tue/Wed 9:30-14:30 | 17/2/15-18/2/15   | 2 days   | INTERVDFBV  |
| Tue/Wed 9:30-14:30 | 17/3/15-18/3/15   | 2 days   | INTERVDGBV  |
| Tue/Wed 9:30-14:30 | 14/4/15-15/4/15   | 2 days   | INTERVDHBV  |
| Tue/Wed 9:30-14:30 | 12/5/15-13/5/15   | 2 days   | INTERVDIBV  |
| Tue/Wed 9:30-14:30 | 9/6/15-10/6/15    | 2 days   | INTERVDJBV  |
| Tue/Wed 9:30-14:30 | 7/7/15-8/7/15     | 2 days   | INTERVDKBV  |
| Full Fee           | Discounted Fee    | FREE     | Campus      |
| £98                | N/A               | Yes      | BEC         |

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## Money Management

Level 1

This two-day course will provide you with essential money management skills by helping you understand simple budgets and income/expenditure management.

| Day & Time         | Start-End Date    | Duration | Course Code |
|--------------------|-------------------|----------|-------------|
| Tue/Wed 9:30-14:30 | 23/9/14-24/9/14   | 2 days   | AW1MONDABV  |
| Tue/Wed 9:30-14:30 | 21/10/14-22/10/14 | 2 days   | AW1MONDBBV  |
| Tue/Wed 9:30-14:30 | 18/11/14-19/11/14 | 2 days   | AW1MONDCBV  |
| Tue/Wed 9:30-14:30 | 16/12/14-17/12/14 | 2 days   | AW1MONDDBV  |
| Tue/Wed 9:30-14:30 | 27/1/15-28/1/15   | 2 days   | AW1MONDEBV  |
| Tue/Wed 9:30-14:30 | 24/2/15-25/2/15   | 2 days   | AW1MONDFBV  |
| Tue/Wed 9:30-14:30 | 24/3/15-25/3/15   | 2 days   | AW1MONDGBV  |
| Tue/Wed 9:30-14:30 | 21/4/15-22/4/15   | 2 days   | AW1MONHGBV  |
| Tue/Wed 9:30-14:30 | 19/5/15-20/5/15   | 2 days   | AW1MONDIBV  |
| Tue/Wed 9:30-14:30 | 16/6/15-17/6/15   | 2 days   | AW1MONDJBV  |
| Tue/Wed 9:30-14:30 | 14/7/15-15/7/15   | 2 days   | AW1MONDKBV  |
| Full Fee           | Discounted Fee    | FREE     | Campus      |
| £98                | N/A               | Yes      | BEC         |

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## Ngage

Level 1

Ngage 19+ is designed for people aged 19-24 who are unemployed and seeking to update and improve their skills, experiences and confidence with employment. The programme will boost personal and social development, build enterprise and teamwork skills, and increase awareness of the various 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 local industry mentors, a final event will be held to showcase your project to the client.

| Day & Time         | Start-End Date  | Duration | Course Code |
|--------------------|-----------------|----------|-------------|
| Wed-Fri 9:30-16:15 | 3/9/14-24/10/14 | 8 weeks  | NGAGPDABV   |
| Wed-Fri 9:30-16:15 | 7/1/15-27/2/15  | 8 weeks  | NGAGPDCBV   |
| Wed-Fri 9:30-16:15 | 4/3/15-10/4/15  | 8 weeks  | NGAGPDBBV   |
| Wed-Fri 9:30-16:15 | 15/4/15-5/6/15  | 8 weeks  | NGAGPDEBV   |
| Wed-Fri 9:30-16:15 | 10/6/15-17/7/15 | 8 weeks  | NGAGPDFBV   |
| Full Fee           | Discounted Fee  | FREE     | Campus      |
| N/A                | £475            | Yes      | BEC         |

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## Ngage 24+

Level 1

This six to eight-week course develops team work, social and employability skills, and provides the opportunity to take part in a volunteering or enterprise project. During this unique programme you will work on a live project set by a local employer, and get the opportunity to be coached or mentored by an employer. The course ends with a group final presentation of your live project.

| Day & Time         | Start-End Date   | Duration | Course Code |
|--------------------|------------------|----------|-------------|
| Wed-Fri 9:30-16:15 | 29/10/14-5/12/14 | 6 weeks  | NGAGPDBBV   |
| Full Fee           | Discounted Fee   | FREE     | Campus      |
| N/A                | £475             | Yes      | BEC         |

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**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.

## Returning 2 Work

Level 1

This is a free motivational course for people who have undertaken the Department for Work and Pensions (DWP) Work Programme but have yet to find employment. This four-week course provides help, support and motivation to get you back into work. You will take part in a team enterprise project and experience a 'live interview' which will provide you with valuable feedback.

| Day & Time         | Start-End Date    | Duration | Course Code |
|--------------------|-------------------|----------|-------------|
| Mon-Fri 9:30-16:15 | 29/9/14-22/10/14  | 4 weeks  | RETWRPDABV  |
| Mon-Fri 9:30-16:15 | 24/11/14-17/12/14 | 4 weeks  | RETWRPDBBV  |
| Mon-Fri 9:30-16:15 | 2/2/15-25/2/15    | 4 weeks  | RETWRPDCBV  |
| Mon-Fri 9:30-16:15 | 30/3/15-22/4/15   | 4 weeks  | RETWRPDBBV  |
| Mon-Fri 9:30-16:15 | 25/5/15-17/6/15   | 4 weeks  | RETWRPDEBV  |
| Mon-Fri 9:30-16:15 | 13/7/15-6/8/15    | 4 weeks  | RETWRPDFBV  |
| Full Fee           | Discounted Fee    | FREE     | Campus      |
| N/A                | £412.50           | Yes      | BEC         |

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## Sector-based Work Academy

Level 1

This programme is made up of three key elements. It starts with a two-week employability and vocational training course, followed by work experience or a taster and finishes with a guaranteed interview with an employer who has job vacancies. We work with a wide range of local, regional and national employers to deliver these intensive programmes and help you get into work.

| Day & Time         | Start-End Date    | Duration | Course Code |
|--------------------|-------------------|----------|-------------|
| Mon-Fri 9:30-14:30 | 1/9/14-12/9/14    | 2 weeks  | SBWAPDABV   |
| Mon-Fri 9:30-14:30 | 22/9/14-3/10/14   | 2 weeks  | SBWAPDBBV   |
| Mon-Fri 9:30-14:30 | 13/10/14-24/10/14 | 2 weeks  | SBWAPDCBV   |
| Mon-Fri 9:30-14:30 | 3/11/14-14/11/14  | 2 weeks  | SBWAPDBBV   |
| Mon-Fri 9:30-14:30 | 24/11/14-5/12/14  | 2 weeks  | SBWAPDEBV   |
| Mon-Fri 9:30-14:30 | 8/12/14-19/12/14  | 2 weeks  | SBWAPDFBV   |
| Mon-Fri 9:30-14:30 | 12/1/15-23/1/15   | 2 weeks  | SBWAPDGBV   |
| Mon-Fri 9:30-14:30 | 2/2/15-13/2/15    | 2 weeks  | SBWAPDHBV   |
| Mon-Fri 9:30-14:30 | 23/2/15-6/3/15    | 2 weeks  | SBWAPDIBV   |
| Mon-Fri 9:30-14:30 | 16/3/15-27/3/15   | 2 weeks  | SBWAPDJBV   |
| Mon-Fri 9:30-14:30 | 6/4/15-17/4/15    | 2 weeks  | SBWAPDKBV   |
| Mon-Fri 9:30-14:30 | 27/4/15-8/5/15    | 2 weeks  | SBWAPDLBV   |
| Mon-Fri 9:30-14:30 | 18/5/15-29/5/15   | 2 weeks  | SBWAPDMBV   |
| Mon-Fri 9:30-14:30 | 8/6/15-19/6/15    | 2 weeks  | SBWAPDNBV   |
| Mon-Fri 9:30-14:30 | 29/6/15-10/7/15   | 2 weeks  | SBWAPDOBV   |
| Mon-Fri 9:30-14:30 | 20/7/15-31/7/15   | 2 weeks  | SBWAPDPBV   |
| Full Fee           | Discounted Fee    | FREE     | Campus      |
| N/A                | £458              | Yes      | BEC         |

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## Executive ASPIRE

Level 3

Set your sights on a new career with our three-day executive programme. If you are from a professional background and unemployed, facing redundancy or returning to work after a break, this course will provide you with inspiration and help you develop your career ideas. We will help you recognise your key attributes, work with you on giving and receiving feedback, strengthen your job applications and provide strategies to improve interview techniques.

| Day & Time            | Start-End Date    | Duration | Course Code |
|-----------------------|-------------------|----------|-------------|
| Tue, Wed, Thu 9-17:00 | 16/9/14-18/9/14   | 3 days   | APOEXPDABV  |
| Tue, Wed, Thu 9-17:00 | 28/10/14-30/10/14 | 3 days   | APOEXPDBBV  |
| Tue, Wed, Thu 9-17:00 | 27/1/15-29/1/15   | 3 days   | APOEXPDCBV  |
| Tue, Wed, Thu 9-17:00 | 17/2/15-19/2/15   | 3 days   | APOEXPDBBV  |
| Tue, Wed, Thu 9-17:00 | 31/3/15-2/4/15    | 3 days   | APOEXPDEBV  |
| Tue, Wed, Thu 9-17:00 | 21/4/15-23/4/15   | 3 days   | APOEXPDFBV  |
| Tue, Wed, Thu 9-17:00 | 2/6/15-4/6/15     | 3 days   | APOEXPDGBV  |
| Tue, Wed, Thu 9-17:00 | 23/6/15-25/6/15   | 3 days   | APOEXPHGBV  |
| Full Fee              | Discounted Fee    | FREE     | Campus      |
| N/A                   | £170.50           | Yes      | BEC         |

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## F

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|--------------------------------------------------------------|----|
| Facilities Management, Intermediate Apprenticeship           | 66 |
| Fashion Design, Intermediate                                 | 34 |
| Film and Media Arts Production, FdA                          | 79 |
| Final Cut Pro, Apple Authorised Qualification                | 54 |
| Final Cut Pro for Businesses, Apple Authorised Qualification | 54 |
| Finance for Non-Finance Managers                             | 30 |
| Financial Services, Intermediate Apprenticeship              | 39 |
| Fitness and Physical Activity, Award                         | 84 |
| Fitness Instructing, Certificate, CYQ Award                  | 84 |
| Fitness Instructing, CYQ Level 2 (Summer School) Certificate | 84 |
| Floristry Taster – Spring Flowers                            | 35 |
| Food and Drink, Intermediate Apprenticeship                  | 74 |
| Food Production and Cooking, Intermediate Apprenticeship     | 74 |
| Functional Skills – Maths                                    | 90 |

## G

|                                                |    |
|------------------------------------------------|----|
| Graphic Design, FdA                            | 35 |
| Graphic Design (top-up; work-based), BA (Hons) | 35 |

## H

|                                                                     |    |
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| Hairdressing, Advanced Apprenticeship                               | 71 |
| Hairdressing, Intermediate Apprenticeship                           | 70 |
| Health and Social Care, Advanced Apprenticeship                     | 49 |
| Health and Social Care, Higher Apprenticeship                       | 49 |
| Health and Social Care, Intermediate Apprenticeship                 | 49 |
| Health and Social Care Practice, FdSc                               | 50 |
| Holistic Therapy, Diploma                                           | 69 |
| Home-based Childcare Services                                       | 48 |
| Horse Management, BTEC Diploma                                      | 31 |
| Hospitality – Food and Beverage – Intermediate Apprenticeship       | 72 |
| Hospitality – Front of House Reception, Intermediate Apprenticeship | 74 |
| Hospitality and Catering, Intermediate Apprenticeship               | 74 |
| Hospitality Management, Higher Apprenticeship                       | 75 |
| Hospitality Supervision and Leadership, Advanced Apprenticeship     | 75 |
| How to set up a Creative Business                                   | 39 |
| HR Practice, CIPD, Certificate                                      | 43 |

## I

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| Inclusive Practice, FdA                                                             | 83 |
| Installation and Maintenance of Heat Pump Systems (Non-refrigerant Circuits), Award | 60 |
| Installation of Small-scale Solar PV Systems EAL, Award                             | 60 |
| Installation of Solar Thermal Systems EAL, Award                                    | 60 |
| Internet Safety                                                                     | 51 |
| Introduction to a Career in Animation and Special Effects for Film and Video        | 77 |
| Introduction to a Career in Fashion Design                                          | 34 |
| Introduction to a Career in Music                                                   | 77 |
| Introduction to a Career in Photography                                             | 80 |
| Introduction to British Sign Language for Frontline Staff                           | 82 |
| IT Practitioners, BTEC Diploma                                                      | 52 |

## K

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|------------------------------------|----|
| Knowledge of Policing, Certificate | 85 |
|------------------------------------|----|

## L

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|----------------------------------------------------------------------------------|----|
| Laboratory Advanced Technician – Education Science, Advanced Apprenticeship      | 76 |
| Laboratory Science Technicians (Industrial Science), Intermediate Apprenticeship | 76 |
| Laboratory Technician – Education Science, Intermediate Apprenticeship           | 76 |
| Leadership and Management, ILM Certificate                                       | 44 |
| Legal Services, Advanced Apprenticeship                                          | 41 |
| Legal Services, Intermediate Apprenticeship                                      | 39 |
| Lettings of Residential Property, Advanced Apprenticeship                        | 45 |
| Life Drawing, Improve your skills                                                | 33 |
| Logic Studio, Apple Authorised Qualification                                     | 54 |
| Logic Studio for Businesses, Apple Authorised Qualification                      | 54 |

## M

|                                                      |    |
|------------------------------------------------------|----|
| Make your own Christmas Cards and Decorations        | 33 |
| Making a Short Film, Advanced                        | 77 |
| Making a Short Film, Intermediate                    | 77 |
| Making a Short Film, Introduction                    | 77 |
| Making Movies in Final Cut Pro, Advanced             | 78 |
| Making Movies in Final Cut Pro, Intermediate         | 78 |
| Making Movies in Final Cut Pro, Introduction         | 78 |
| Making Sense of Financial Documents                  | 30 |
| Maintenance Operations, Intermediate Apprenticeship  | 66 |
| Management, Advanced Apprenticeship                  | 44 |
| Management, Higher Apprenticeship                    | 44 |
| Management, ILM Certificate                          | 44 |
| Managing Cash Flow and Keeping your Business Healthy | 30 |
| Maths                                                | 65 |
| Maths, GCSE                                          | 65 |
| Media Make-up for beginners                          | 78 |
| Mental Health Awareness, Award                       | 48 |
| Music Performance, Diploma                           | 78 |
| Music Technology, Diploma                            | 79 |

## N

|                              |    |
|------------------------------|----|
| Nail Technology, Certificate | 68 |
| Nail Technology, Diploma     | 69 |

## P

|                                                                                          |       |
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| Painting and Decorating – Decorative Finishing and Painting, Advanced Apprenticeship     | 61    |
| Painting and Decorating – Decorative Finishing and Painting, Intermediate Apprenticeship | 61    |
| Painting and Decorating, Diploma                                                         | 61    |
| Painting and Decorating – Experienced Worker Practical Assessment Route (EDPAR), NVQ     | 61    |
| Personal Training, Certificate                                                           | 84    |
| Photographic Make-up and Dressing Hair, Award                                            | 68    |
| Photographic Make-up, Certificate                                                        | 67    |
| Photography, Advanced Experimental                                                       | 80    |
| Photography in Practice, FdA                                                             | 80    |
| Planning and Delivering a Training Session, Award                                        | 87    |
| Plastering, Advanced Apprenticeship                                                      | 62    |
| Plastering, Diploma                                                                      | 62    |
| Plastering – Experienced Worker Practical Assessment Route (EDPAR), NVQ                  | 62    |
| Plastering, Intermediate Apprenticeship                                                  | 62    |
| Plumbing Installations, Diploma                                                          | 63    |
| Plumbing, Intermediate Apprenticeship                                                    | 63    |
| Plumbing Studies, Diploma                                                                | 63    |
| Professional Cookery, Advanced Apprenticeship                                            | 75    |
| Professional Cookery, Diploma (part-time)                                                | 74/75 |
| Professional Cookery, Intermediate Apprenticeship                                        | 75    |
| Public and Environmental Health, FdSc                                                    | 81    |
| Public and Environmental Health (top-up), BSc (Hons)                                     | 81    |

## R

|                                                     |    |
|-----------------------------------------------------|----|
| Rainwater Harvesting and Grey Water Recycling, BPEC | 59 |
| Retail Management, Higher Apprenticeship            | 43 |
| Retail, Intermediate Apprenticeship                 | 40 |
| Retail, NOCN Award                                  | 41 |
| Retail Operations, Advanced Apprenticeship          | 41 |
| Robotics (Introduction)                             | 51 |

## S

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| Safety Passport Scheme (CCNSG)                                           | 59 |
| Sale of Residential Property, Advanced Apprenticeship                    | 45 |
| Sale of Residential Property, Intermediate Apprenticeship                | 45 |
| Salon Management, Certificate                                            | 71 |
| Security Guarding, Award                                                 | 85 |
| Setting up an Online Business, BTEC Award                                | 52 |
| Silver Jewellery, Advanced                                               | 36 |
| Silver Jewellery, Beginner                                               | 36 |
| Silver Jewellery, Intermediate                                           | 36 |
| Specialist Teaching – Literacy, Diploma                                  | 88 |
| Specialist Teaching: Mathematics, Diploma                                | 88 |
| Starting your own Business                                               | 42 |
| Substance Misuse, Award                                                  | 49 |
| Substance Misuse Awareness, Award                                        | 48 |
| Supporting People with Learning Difficulties and/or Disabilities, Award  | 83 |
| Supporting Teaching and Learning in Schools, Advanced Apprenticeship     | 86 |
| Supporting Teaching and Learning in Schools, Certificate                 | 87 |
| Supporting Teaching and Learning in Schools, Intermediate Apprenticeship | 86 |
| Swedish Massage, Certificate                                             | 69 |

## T

|                                                                                |    |
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| Taxation and Ethics, Certificate                                               | 30 |
| Team Leading, Intermediate Apprenticeship                                      | 40 |
| Theatre Performance                                                            | 78 |
| Tourism Management, FdA                                                        | 89 |
| Travel and Tourism, BTEC Diploma                                               | 89 |
| Trowel Occupations, Advanced Apprenticeship                                    | 57 |
| Trowel Occupations, Experienced Worker Practical Assessment Route (EWPAP), NVQ | 56 |
| Trowel Occupations, Intermediate Apprenticeship                                | 56 |

## U

|                                                                                 |    |
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| University of Arts London, Art and Design, Diploma (adult full-time)            | 33 |
| University of Arts London, Art and Design, Foundation Diploma (adult full-time) | 33 |
| Unvented Hot Water System                                                       | 63 |

## V

|                                                             |    |
|-------------------------------------------------------------|----|
| Vehicle and Maintenance Repair, Advanced Apprenticeship     | 79 |
| Vehicle and Maintenance Repair, Intermediate Apprenticeship | 79 |

## W

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|------------------------------------------------------------------------------|----|
| Water Regulations England and Wales, BPEC1                                   | 63 |
| Watercolour for all abilities                                                | 33 |
| Web Design using Dreamweaver, Advanced                                       | 51 |
| Web Design using Dreamweaver, for Beginners                                  | 51 |
| Women's Hairdressing, Diploma                                                | 70 |
| Wood Occupations, Advanced Apprenticeship                                    | 58 |
| Wood Occupations, Experienced Worker Practical Assessment Route (EWPAP), NVQ | 57 |
| Wood Occupations, Intermediate Apprenticeship                                | 57 |
| Woody Biomass, BPEC                                                          | 59 |
| Working in Community Mental Health, Certificate                              | 49 |

# We're outstanding, you can be too

There's never been a better time to choose Weston College to help create your brighter future.

### Outstanding choice

- A Levels
- Apprenticeships
- Vocational courses
- Traineeships
- Degrees

### Outstanding results

- **97%** A-level pass rate
- **99%** degree level pass rate
- **90%+** Weston College apprentices offered permanent jobs by their employers at the end of their programmes

### Vocational pass rates

- Level 3: **98%**
- Level 2: **99%**
- Level 1: **98%**



### Outstanding rating from Ofsted

"Learners enjoy their time at College and almost all of them progress to employment or further study."

"All learners receive exceptionally strong support."

[www.weston.ac.uk](http://www.weston.ac.uk) @enquiries@weston.ac.uk 01934 411 411



## 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
- Local supermarket
- Other (please specify)

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

- Yes
- Please state which course

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

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

- Yes  No
- Any comments?

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

- Yes  No  Unsure

If yes, which course(s)?

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

- Yes  No

Any comments?

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

- Yes  No

Any comments?

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

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

Fill in your name and contact details on the form overleaf, and send your feedback to the freepost address provided.





# 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: \_\_\_\_\_

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.

iTunes Voucher 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 31st December, 2014. The first entry drawn out after the closing date will be awarded the prize.

Don't forget to give us your feedback overleaf for you chance to win an iTunes voucher.

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.**

# A step-by-step guide to completing your enrolment form

All sections must be completed.

## A. Personal details

Please complete details in full, including your employment status and if you are already studying at another college/training provider. This is so we can complete your enrolment here in College.

**A. Personal details**

Have you attended this college before? (tick appropriate) Yes  No

Title (Mr/Mrs/Miss) MRS Female  Male

Surname/Family name WISEMAN

Forename(s) in full EMMA LOUISE

Preferred to be known as \_\_\_\_\_

Age at 31st August 2014 32 Date of birth 21 03 77

Nationality ENGLISH National Insurance No ET7 B 11 6 5 A

\*Mandatory requirement for students claiming benefits

Are you studying at any other institution? Yes  No

If so, please provide the other institution's name and how many total hours study you are doing with them. \_\_\_\_\_

Title \_\_\_\_\_

Total hours of course: \_\_\_\_\_ Qualification Type: \_\_\_\_\_

Have you done any previous studies in the area you are enrolling on today? Yes  No

If so, please provide details of whom you studied this with for example, Job Centre Plus or work related Programme. \_\_\_\_\_

Title \_\_\_\_\_ Total hours studied: \_\_\_\_\_

Have you been a resident of the UK/EEA for the last 3 years? Yes  No

If NO, please state where you lived, and your date of entry to the UK/EEA \_\_\_\_\_

UK home address \_\_\_\_\_ Postcode \_\_\_\_\_

Time at address \_\_\_\_\_

Mobile \_\_\_\_\_

Tel (day) \_\_\_\_\_

Email \_\_\_\_\_

Emergency contact name \_\_\_\_\_ Relationship to you \_\_\_\_\_

Emergency contact tel. \_\_\_\_\_

Enrolment and learning agreement 2014/2015

## A. Personal details (continued)

Do you consider yourself to have a learning difficulty that the College should be aware of and/or may need to support?

Yes  No  If YES please state the nature of your learning difficulty

Moderate learning difficulty  Dyscalculia  Multiple learning difficulties

Severe learning difficulty  Other specific learning difficulty  Other

Dyslexia  Autism spectrum disorder

Do you consider yourself to have a disability/health problem that the College should be aware of and/or may need to support?

Yes  No  If YES please state the nature of your disability

Visual impairment  Emotional/behavioural difficulties  Multiple disabilities

Hearing impairment  Mental health difficulty  Other

Disability affecting mobility  Temporary disability after illness (for example post-viral) or accident  Other

Other physical disability  Profound complex disabilities

Other medical condition (e.g. epilepsy, asthma, diabetes)  Asperger's syndrome

**Ethnicity (please tick one)**

**White**  English/Welsh/Scottish/Northern Irish/British  Irish  Gypsy or Irish traveller  Any other white background

**Black/African/Caribbean/Black British**  African  Caribbean  Any other Black/African/Caribbean background

**Mixed/Multiple ethnic group**  White and Black Caribbean  White and Black African  White and Asian  Any other mixed/multiple ethnic background

**Asian/Asian British**  Indian  Pakistani  Bangladeshi  Chinese  Any other Asian background

**Other**  Arab  Any other ethnic group  Not provided

**Employment status** Please indicate your status (tick one box)

**Employment prior to starting this course**

Self employment  Not in paid employment; looking for work and available to start work

Paid employment  Unemployed for less than six months  I was in full-time education/training prior to enrolment

Less than 16 hours per week  Unemployed for between six and 11 months  I am aged 16-15 and am not in education, employment or training, prior to enrolment

Between 16-19 hours per week  Unemployed for between 12 and 23 months  I am aged over 16 and am not in education, employment, or training prior to enrolment

20 hours or more per week  Unemployed for between 24 and 35 months  I am aged over 16 and am not in education, employment, or training prior to enrolment

More than 12 months  Unemployed for more than 36 months

**How long have you been in paid employment?**

Up to three months  Between four and six months  Between seven and 12 months  More than 12 months

**Religion (please tick one)**

Buddhist  Hindu  Sikh

Jewish  Islam  No religion

Muslim  Any other religion (please state) \_\_\_\_\_

Christian

NB: The religions/faths listed are the categories used in the 2011 UK population census.

**Sexual orientation (please tick one)**

Bisexual  Other  Unsure

Heterosexual/straight  Gay man  Prefer not to say

Gay woman/lesbian

NB: Categories recommended by Stonewall, a national organisation that campaigns for lesbian, gay and bisexual equality.

**Pregnancy and maternity**

Are you a new or expectant mother? Yes  No

NB: A new or expectant mother is a woman who is pregnant, who has given birth within the previous six months, or who is breast-feeding.

## B. Details of the course(s) you would like to study

Please complete the details of your chosen course(s) as found in this guide.

**B. Details of the course(s) you would like to study**

| Course Title                 | Venue | Course code | Day/Time      | Your fee(s)        |
|------------------------------|-------|-------------|---------------|--------------------|
| Making a Short Film Advanced | UC    | FLMADEAUC   | Wed 8.00-2.00 | £101               |
|                              |       |             |               | Total payable £101 |

## C. Who is paying for the course?

Please tick just ONE box which best describes your situation. For guidance on this section please call **01934 411 481**, or come along to our Knightstone Campus.

**C. Who is paying for the course? (please tick one)**

I am **NOT** paying tuition fees because I am under 19 on the first day of learning.

I am **NOT** paying tuition fees for an Entry Level or Level 1 qualification (excluding ESOL) because I am aged 19-23 on the first day of learning and I do **NOT** already hold a full Level 2 or higher and to progress on to a Level 2 course e.g. 5 GCSEs grade A\*-C, an NVQ 2, or a Level 2 Diploma.

I am **NOT** paying tuition fees for a full Level 2 qualification because I am aged 19-23 on the first day of learning inclusive on the first day of learning and I do **NOT** already hold a full Level 2 (e.g. 5 or more GCSEs grade A\*-C/CSE at grade 1, an NVQ 2, First Diploma or GNVQ Intermediate).

I am **NOT** paying tuition fees for a full Level 3 qualification because I am aged 19-23 on the first day of learning and I do **NOT** already hold a full Level 3 (e.g. 2 or more A Levels, an NVQ 3 or BTEC National).

I am **NOT** paying tuition fees as I am 19-23 on the first day of learning and am studying a Level 4 without previously achieving a full Level 3.

I am **NOT** paying tuition fees as I receive the following active benefit and am seeking employment (NI number and evidence must be provided at time of enrolment):

Job Seekers Allowance (income-based)

Employment Support Allowance (work-related activity group)

I am asking Weston College to meet my tuition fees as I am unemployed, receiving the means tested benefit below and undertaking the course to gain the skills for employment and am actively seeking work. Please tick the appropriate box below:

Universal Credit

Income support

Unwaged dependant of someone receiving Working Tax Credits (WTC)

I am studying English or Maths that is part of the new suite of English and Maths qualifications (you will be internally assessed prior to the start of this course).

I am not paying tuition fees as the qualification I am studying is GCSE Maths or English and I do not already hold an A-C grade in this subject area. (You will be required to produce your previous exam certificate if you have already studied this qualification before).

I am being sponsored to study this qualification

Name of Sponsor/Employer \_\_\_\_\_

Relationship to you i.e. Employer/Charity \_\_\_\_\_

I have been awarded an Adult Learner Loan

I am **PAYING FULL** tuition fees because none of the above apply to me. Assessment/Exam, Kit/Uniform and professional/personal memberships will also be payable.

In cases (1-5) kit/uniform and professional/personal membership fees are still payable.





All sections must be completed.

#### D. Qualifications

Please tell us about the qualifications you currently hold.

**D. Qualifications**

If you hold any qualifications already, please provide details below:

| 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)  Date 23rd June 2014

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

**Appendix 1**

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

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.

## 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 of it.

#### Now send it to:

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



# 99% degree pass rate

## Your ticket to a brighter future

Weston College's degree programmes boast an outstanding 99% pass rate and 100% at Honours level. In addition, 22% graduate with First Class Honours, which is an impressive 6% above the national average.

This is one of many reasons why you could benefit from studying a degree at Weston College. Here are more:

- Great employment prospects – 99% of our graduates from 2013 were employed within six months of completing their degree.
- Best in the South West – The Quality Assurance Agency (the body responsible for academic quality in UK Higher Education) recognised us as the top-performing college in the South West and among the top five nationally.
- Job-focussed degrees – We work with businesses to blend academic study with work-based learning to make you more employable.
- Industry-experienced staff – Our passionate staff have all been employed within their relevant sectors and the majority remain active. This means you can be confident your teaching will be informed by the latest industry developments.

#### Degrees include:

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


Want to find out more?

Call **01934 411 409**

Email [he.unit@weston.ac.uk](mailto:he.unit@weston.ac.uk)





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

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

 **01934 411 411**

**Weston College University Campus**  
Loxton Road, Weston-super-Mare BS23 4QU

 **01934 411 600**

**Weston College South West Skills Campus**  
Locking Road, Weston-super-Mare BS22 8NL

**Automotive Technology Centre**

 **01934 411 777**

**Business Enterprise Centre**

 **01934 411 594**

**Construction and Engineering Centre of Excellence**

 **01934 411 777**

## Open evenings

**Wed 8th October 2014 // 5pm-8pm**  
(Degree-level only)

**Wed 15th October 2014 // 5pm-8pm**

**Tues 11th November 2014 // 5pm-8pm**

**Tues 13th January 2015 // 5pm-8pm**

**Wed 7th October 2015 // 5pm-8pm**  
(Degree-level only)

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



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