

Save 50%
on many
course
fees



Raising aspirations | Exceeding expectations

Part-time
PROSPECTUS 2009/10



REDCAR &
CLEVELAND
COLLEGE

Contents

Welcome	3	Open Evenings 09/10	9	Course index	32
Specialist facilities	4	Business Training Solutions	10	How to enrol	33
Student services	6	Train to Gain	11	Courses in the Community	33
Work-based learning	8	Training offer for the unemployed	12	Other publications	34
Apprenticeships	8	Financial assistance	14	Travel Information	35
e2e	8				
Elite Project	9				

Course listings

Built Environment	16	Engineering and Chemical Science	22	Health & Safety	28
Business, Management & Administration	17	Gas Centre	23	Humanities & Social Sciences	29
Computing & IT	20	GSCEs	25	Skills for Life	30
Counselling	21	Hair, Beauty & Holistics	25	Sport	30
Early Years	21	Health & Care	27	Teaching & Assessing	31

We're a **Good** College

Just twelve months ago we opened the new Redcar & Cleveland College and welcomed a new era of learning for the town of Redcar. What a terrific year we have had since then.

The college's offer is better than it has ever been with many courses benefitting from 100% pass rates.

More students than ever before have been making Redcar & Cleveland College their first choice to update their skills and knowledge to higher levels, or move into completely new areas of learning and associated employment opportunities.

A recent and full Ofsted inspection has shown how much the college has improved over the four years since the

last inspection, so much so that the college is now officially graded as a '**Good College**'.

In their report, the Ofsted inspectors commented that the new college building provides outstanding accommodation and resources are excellent.

We're very proud of this result and hope that you will see the results of our hard work to achieve this when you visit the college.

Come and take a look for yourself and speak to one of our many expert members of staff to see what is on offer. It's all here waiting for you and we look forward to seeing you soon.

Gary Groom
Principal

Ofsted report 2009



Enrolment dates 2009/10

Beat the rush!

Enrol throughout the summer including late evenings **Tuesday and Thursday until 7.00pm.**

Main enrolment:

Saturday 22 August
10.00am to 3.00pm

Tuesday 25th August
9.00am – 8.00pm

Wednesday 26th August
9.00am – 8.00pm

Thursday 27th August
9.00am – 8.00pm

Friday 28th August
9.00am – 4.00pm

Tuesday 1st September
9.00am – 8.00pm

A **Good** reason to enrol

We're offering some fantastic course fee reductions for 2009/10.

Save 50% on many course fees advertised

If you live within the following areas, you are eligible for our **Fantastic offer of 50% reduction on many course fees advertised in our brochure.**

Brotton, Dormanstown, Eston, Grangetown, Lazenby, Lingdale, Liverton, Loftus, Marske, New Marske, Normanby, Skelton, Ormesby, Redcar, Saltburn, South Bank.

Your area not listed? Just ask, and you may still be eligible.

Good college – Great facilities



Hair, Beauty and Holistics

TS10 Hair & beauty
Our staff are all professionals who have had experience working in all aspects of the industry. Therefore, all teaching and learning is based on real life experience and focuses on the skills needed to gain employment within the Hair, Beauty and Holistic world. Our facilities are second to none. Hair, Beauty and Holistics students can benefit from not

only learning their skills in our fully equipped state-of-the-art training salons, but also get to experience real work in TS10 Hair Salon and Beauty Spa. This offers a stylish, luxurious, five star commercial salon environment, which enables the learner to gain real work experience, as well as gaining invaluable skills in using and retailing high quality professional products such as L’Oreal, Eve Taylor, Creative and St Tropez.



Built Environment

Our construction craft programmes benefit from new, fully equipped workshops within the Built Environment area, giving you access to a wide range of resources covering construction crafts and technical/professional programmes. There is a specialist gas training and assessment centre along with modern classroom facilities for conventional qualifications and programmes for employer engagement.



Learning Resource Centre

Our experienced staff are available to assist you in finding the materials you need in the Learning Resource Centre. There are quiet study booths as well as small tables for group discussion. The resources include 56 PCs with the latest software to help you with your study, including specialist software packages for your course.



All PCs have internet, email and Microsoft packages plus electronic resources allowing you to access the relevant and up-to-date information, online databases, e-books and online reference material.



All students attend an induction that is tailored to your learning needs and studying/research you will be undertaking. Daily newspapers and journals are available plus photocopying, scanning and printing facilities.



Engineering

Up-to-date engineering workshops and science laboratories are available within the college to support full-time and part-time programmes, including a new fabrication, welding and machinery facility.



Sports facilities

Sport and exercise students will have full use of the fitness suite, full sized sports hall, new changing facilities

and modern fitness testing. Students will also be offered the opportunity to take part in a variety of sporting activities (over lunch, or after college) with a view to improving their fitness level, muscle tone and exercise technique. Activities include body toning, circuit training and 5-a-side football. Students who demonstrate a keen interest in football may wish to join the college football team.



“The new college building provides outstanding accommodation and resources are excellent.”

Ofsted report 2009

Good advice to help you get the most out of college

Student Services

Student Services is open all year and will provide you with a wide range of information and support services. Make this your first port of call for course information, welfare advice, financial support and childcare support.

Careers Guidance and Welfare Advice

Staff can also offer information, advice and guidance relating to careers, job search, training, further and higher education. All students have access to computerised careers information, and paper-based resources.

Call us now for an appointment on **01642 473132**

Student Services Opening Times

Monday & Wednesday
8.30am – 5.00pm

Tuesday & Thursday
8.30am – 7.00pm

Friday 8.30am – 4.30pm

Appointments can be made outside of these hours by request.

Student Counselling Services

You may experience difficulties or problems at some time while you are studying with us. Our counsellors offer confidential advice for anyone who wants to talk over a matter that is upsetting them or interfering with their studies. Whether it's about personal relationships, study problems or practical financial troubles, we can help you to look for solutions and hopefully help you to resolve your difficulty.

You may make an appointment with Student Services or by contacting the counsellors directly. Information about our services is displayed in leaflets on the student notice boards.

Student Mentoring Service

The mentor team can help students work through any problems which may be preventing them from achieving at college, and will give support and encouragement to help students succeed and reach their potential. Students can self refer or be referred. The mentors can be contacted through Student Services.

“Students receive good support to address personal and academic issues.”

Ofsted report 2009



Good news for school leavers

It's not too late to enrol for courses starting in September.

Don't worry if you've not fully decided what you would like to do in September, or are concerned about your GCSE results. Come and talk to our friendly staff about the dazzling range of full-time vocational courses and Apprenticeships available to you at Redcar & Cleveland College. With our fantastic new facilities and lots of support, we'll help you gain the skills you need to achieve your goal.

See our Full-time Prospectus for all courses.

Results Open Day

27 August

9.00am to 8.00pm

An opportunity for you to come into college to get more information on any of the course areas you are interested in.

Our course tutors and guidance staff will be on hand to talk through all your options in detail.

Apprenticeships

Start out on a rewarding career path aimed at young people with practical skills or an interest in a particular vocational area. Enrol on an Apprenticeship programme and you'll work for four days a week in your chosen industry and study in college for one day.

Choose from Apprenticeships and Advanced Apprenticeships in: Accountancy, Brickwork, Business Administration, Hairdressing, IT, Joinery, Plastering, Plumbing, Painting & Decorating.



“The college has a ‘can do’ culture that supports the raising of staff and student aspirations.”

Ofsted report 2009

e2e

The Entry to Employment Programme offers learners a fantastic opportunity to develop their employability skills. Learners have the chance to experience a variety of interesting work placements at places such as Redcar and Cleveland Council, local hairdressers, shops and garages. They also have the opportunity to study on a variety of accredited courses that will help them to develop their skills for life, eg Literacy, Numeracy, the BTEC Award in Work Skills, Health and Safety and the CIEH Food Hygiene programme. There are also regular trips, events, and visiting speakers to further enhance the learning experience and to ensure progression onto exciting courses or into employment.



Elite for young people aged 16 -19

If you are aged between 16 and 19 and are not in education, training or employment or you know someone in this situation, then the Elite Project, run in partnership with Connexions, could be of help. The project is designed to help young people get back in education, training or employment.

You will take part in activities, which are fun and varied and will give you the opportunity to develop team building, communication and work related organisational skills in a very flexible environment. You will get a chance to try out different work-related areas if you are not sure what you would like to do. Or maybe you have problems that are preventing you from getting where you want to be? Through the Elite programme we will link up with other agencies and work with you as an individual to help you to overcome any difficulties you have so that you can move on to a career path that suits you.

For further details contact:

Student Services
01642 473132

or your local Connexions
01642 490870



Open evenings 2009/10

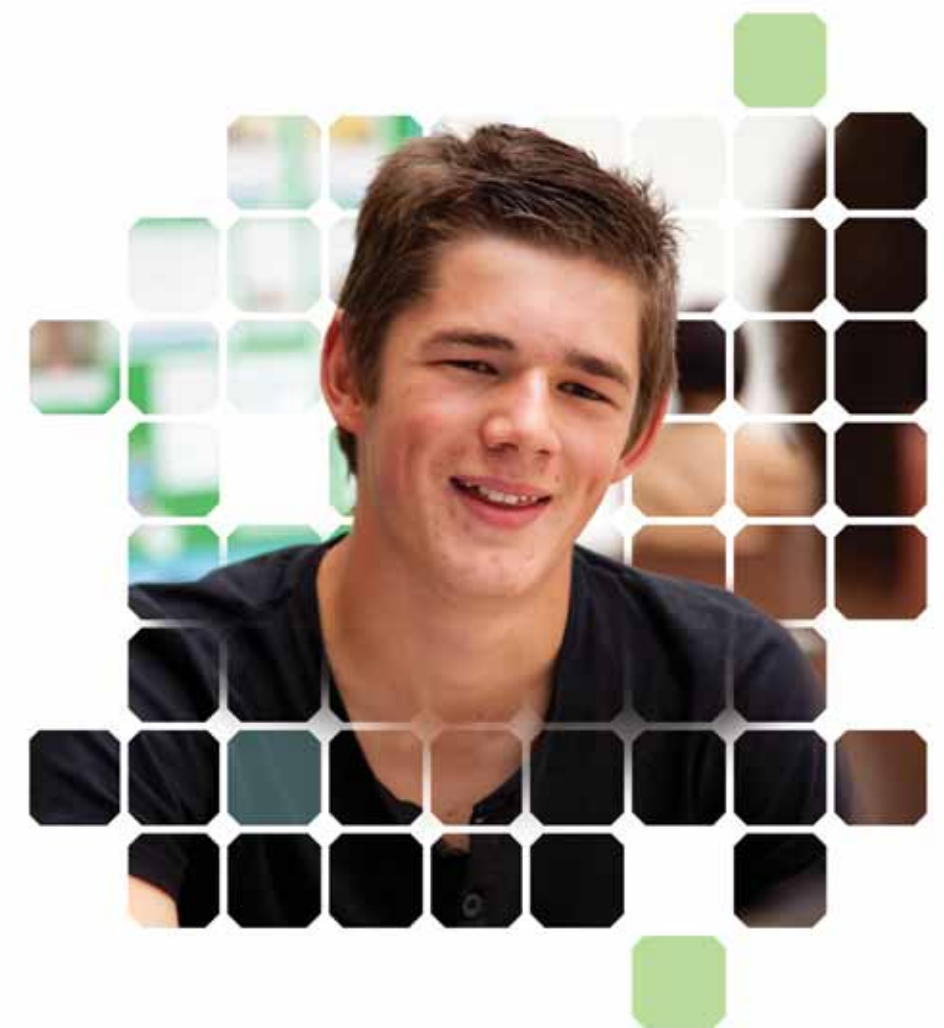
A great opportunity to come and speak to tutors and current students, find out about our wide range of courses, and see our excellent new facilities.

Wednesday
21st October 2009
5.00pm – 8.00pm

Wednesday
10th February 2010
5.00pm – 8.00pm

Free coach link or bus pass to college... you choose.

If you are a full-time student under the age of 19, you can travel to and from college FREE OF CHARGE. Choose from the NEW college coach link, or local bus pass. See page 35 for full details.



Good support for businesses



“The college responds flexibly and innovatively with a growing number of employees”

Ofsted report 2009

Business

Redcar & Cleveland College Business Training Solutions can offer the support that you need. Whether your business is large or small we have an extensive range of courses that will benefit you.

We can improve your business by providing business training and help with identifying staff training needs. Whether you require a course from our Business Training Portfolio or require a more customised training programme, please contact:

Business Training Solutions
01642 513200



Train to Gain

Develop your staff, invest in their training, build your business and be more competitive.

If you are based in the North East region, you may be entitled to funding through the Train to Gain programme to train your employees, volunteers or self employed workers, which provides:

- FREE NVQ level 2 or 3 training to those who do not already hold a level 2, or above, qualification in any subject.
- FREE literacy and numeracy courses if initial assessment demonstrates a need. Wage compensation if you release your employees for training and your company has 50 employees or less.
- FREE training for employees who are 19 years or over and have less than 5 GCSE grades A*-C, or equivalent.

NVQs currently offered through Train to Gain are:

- **Accountancy** L2 & L3
- **Beauty Therapy** L2 & L3
- **Brickwork** L2 & L3
- **Business Administration** L2 & L3
- **Carry and Deliver Goods** L2 & L3
- **Chemical, Pharmaceutical and Petrochemical** L2 & L3

- **Child Care and Learning Development** L2 & L3
- **Cleaning and Support** L2
- **Customer Service** L2 & L3
- **Driving Goods Vehicles** L2 & L3
- **Dry Lining** L2
- **Fitted Interiors (kitchen and bedroom fitting)** L2
- **Food and Drink Service** L2
- **Hairdressing** L2 & L3
- **Health and Social Care** L2 & L3
- **ILM Management** L3
- **ILM Team Leading** L2
- **ITQ** L2 & L3
- **Joinery (site and bench)** L2 & L3
- **Local Environmental Services** L2 & L3
- **Multi-skilled Hospitality** L2
- **Painting and Decorating** L2 & L3
- **Performing Engineering Operations** L2
- **Performing Manufacturing Operations** L2
- **Personnel Support and Management** L3
- **Plant Operations** L2
- **Plastering** L2 & L3
- **Plumbing** L2 & L3
- **Professional Cookery** L2
- **Retail Skills** L2 & L3
- **Road Passenger Services** L2
- **Skills for Life** L1
- **Sport and Recreation (instructing exercise and fitness)** L2

- **Supporting Teaching and Learning in Schools** L2 & L3
- **Surveying** L2 & L3
- **Vehicle Driving** L2
- **Wall and Floor Tiling** L2 & L3
- **Waste Management** L2 & L3
- **Wood Machining** L2
- **Wood Occupations** L2 & L3

Through Train to Gain we can deliver all NVQs that the college has approval for at levels 2, 3 and 4. If the NVQ you require is not listed above, and you qualify for Train to Gain, please contact us to see if we can deliver it for you. However, for some qualifications at higher levels, an employer contribution may be required.

All Train to Gain qualifications can be offered in the work place.

Even if you're not eligible for Train to Gain, then the qualifications can still be offered to you with a course fee payable. For more information please ring:

01642 513200



Good training offers for the unemployed

This is a new scheme which has been specifically designed to help people who have been unemployed for six months or more get back into work.

The scheme aims to enhance your confidence and develop your employability skills, meaning that you will be well prepared to enter or re-enter the employment market.

Working with you, we will aim to identify what specific training needs you have, and offer you impartial advice and guidance throughout the process – with the aim of your re-entering the employment market with a new set of desirable skills.

The college offers a range of exciting opportunities to study for qualifications that employers in the local region have identified as being relevant to requirements they have now and will have in the future.

These include courses in the following sectors:

- Construction
- Finance and Business Services
- Health Care and Early Years
- Hospitality, Retail Distribution and Storage
- Transport and Logistics

All of the courses are delivered in a flexible manner – which means you will get the most from your time at Redcar & Cleveland College, whilst also complying with benefit conditions.

As well as this, we work with you to develop a programme of learning that fits around your needs, ensuring that your course is delivered to you using the most up-to-date and appropriate methods for you.

The college also offers a range of accredited qualifications, for example:

- First Aid
- CIEH Food Hygiene
- Manual Handling
- BTEC Level 1 Award in Workskills
- Foundation Certificate in Personal Finance
- Level 2 Award in the Prevention and Control of Infection
- Level 1 Introduction to Basic Construction Skills

All students are fully supported throughout their time at the college and are also able to access additional support, should it be required, from our Learner Support Services Team.

For further details contact:
Student Services
01642 473132

“Students progress successfully to employment, higher education and further education.”

Ofsted report 2009



Good advice on fees and financial assistance

How much will it cost?

Fees are given alongside each course in this guide, including: course, registration, exam and certificate fees. Course fees and charges may vary for overseas students – please contact us for advice.



Will I have to pay for my course?

Tuition fee remission (excluding exam and other fees) may be available if you receive certain benefits (please see list below).

- Jobseekers Allowance
- Income Support
- Housing Benefit
- Council Tax Benefit
- Learners who are unwaged (dependants of those listed above)
- Working Tax Credit
- Disabled Persons Tax Credit
- Learners who are asylum seekers in receipt of the equivalent means tested benefit and their dependants
- Learners taking a programme where the learning aim is basic skills

Evidence of the above must be presented at enrolment.

“Good information and guidance ensure students are on the right course ”

Ofsted report 2009

Level 2 entitlement (over 19s)

Whatever your personal or financial circumstances some courses may still be free of charge. If you are aged 19 and over and are studying for a first full level 2 qualification you will not need to pay any tuition fees.

19-24 year old first full level 3

If you are aged 19-24 and following a first full level 3 qualification you will not need to pay any tuition fees.

If you are studying full time you may also qualify for an Adult Learning Grant.

Army FE Bursary

If you see your future career in the Army, find out about the new financial rewards available through the bursary scheme.

Learner Support Funds

The college has learner support funds which can provide financial support if you are on a low income. Funds can be made available to help with the cost of registration and/or examination fees, books, equipment, travel and childcare. As these funds are limited, we recommend that you apply as early as possible in your course if you think you could benefit from this support.

Please note that awards are means tested and that we require evidence of household income.

Adult Learning Grant

The Adult Learning Grant (ALG) is a means tested grant of up to £30 per week for eligible students aged 19 and over who are studying full time (150 hours per term) for a first full level 2 qualification, or for a first full level 3 qualification.

**Don't miss out.
Save 50% on many course fees**

Fees

You will be required to pay courses, registration and exam fees at the time of enrolment. This can be in cash, by cheque, credit or debit card. If your employer is paying your fees the college will need to see a letter of authorisation at enrolment.

Easier payment

We want to make it as easy as possible for you to pay for your studies. Instalments can be paid in three equal amounts if your fee is more than £150. The first payment plus a £10 administration charge must be paid at the point of enrolment. Two further payments will become due on the following dates: 1st October and 1st November. Please note that this service does not include registration or exam fees, which must be paid at enrolment.

For further information please contact:

**Student Services
01642 473132**

Nursery Provision

Redcar & Cleveland College offers nursery provision in partnership with local day nurseries, as well as other childcare providers.

We may be able to offer a number of free or partly funded places to students who are in receipt of certain benefits or who are experiencing financial hardship.

Note that awards are means tested and subject to applicants meeting eligibility criteria.

Care to Learn

This scheme aims to meet the childcare and additional travel costs of young parents under the age of 20 years. For more information about this fund or to request an application form, call Care to Learn helpline **0800 121 8989**, or visit **www.direct.gov.uk** for more information.

Course	Level	Start Date	Day	Time	Duration	Course fees	Other fees
Basic Setting Out and Levelling	CC	15/10/09 16/10/09	Thu & Fri	09.00-16.00	2 days	£200 ●	
		04/02/10 05/02/10	Thu & Fri	09.00-16.00	2 days	£200 ●	
		10/06/10 11/06/10	Thu & Fri	09.00-16.00	2 days	£200 ●	
Brickwork NVQ	2	08/09/09	Tue	09.00-18.00	2 years	■ T2G	
Brickwork NVQ	3	10/09/09	Thu	09.00-18.00	1 year	▲ T2G	
Building Services Building Studies UT	HNC	10/09/09	Thu	09.00-18.15	2 years	Year 1: £456 ● Year 2: £570 ●	
Building Services Engineering UT	HNC	10/9/09	Thu	09.00-18.15	2 years	Year 1 £456 ● Year 2 £570 ●	
Certificate in Site Supervisory Studies	3	07/09/09	Mon	18.00-21.00	1 year	£535	£89
Certificate and Diploma in Site Management UT	4	10/09/09	Thu	15.30-21.00	2 years	£475 ●	£95
Civil Engineering	3	08/09/09	Tue	09.00-19.30	2 years	£1,340 ▲	£78
Construction Diploma Brickwork	2	08/09/09	Tue	09.00-17.00	2 years	£640 ■	£80
Construction Diploma Brickwork	3	10/09/09	Thu	09.00-17.00	1 year	£1,250	£80
Construction Diploma Painting & Decorating	2	08/09/09	Tue	09.00-17.00	2 years	£715 ■	£80
Construction Diploma Painting & Decorating	3	10/09/09	Thu	09.00-17.00	1 year	£1,545	£80
Construction Diploma Plastering	2	08/09/09	Tue	09.00-17.00	2 years	£880 ■	£80
Construction Diploma Plastering	3	10/09/09	Thu	09.00-17.00	1 year	£1,755	£80
Construction Diploma Wood Occupations	2	08/09/09	Tue	09.00-17.00	2 years	£775 ■	£80
Construction Diploma Wood Occupations	3	10/09/09	Thu	09.00-17.00	1 year	£1,575	£80
Construction (Building Studies) BTEC National Award	3	08/09/09	Tue	09.00-19.30	1 year	£1,340 ▲	£113
Construction (Building Studies) BTEC National Certificate	3	08/09/09	Tue	09.00-19.30	1 year	£1,340 ▲	£78
DIY Brickwork	1	16/09/09	Wed	18.00-20.00	24 weeks	£160	
DIY Painting and Decorating	1	16/09/09	Wed	18.00-20.00	24 weeks	£160	
DIY Plastering	1	15/09/09	Tue	18.00-20.00	24 weeks	£160	
DIY Plumbing	1	16/09/09	Wed	18.00-20.00	12 weeks	£175 ●	

continued

Course	Level	Start Date	Day	Time	Duration	Course fees	Other fees
DIY Wood Occupations	1	15/09/09	Mon	18.00-20.00	24 weeks	£160	
Painting and Decorating NVQ	2	08/09/09	Tue	09.00-18.00	2 years	■ T2G	£105
Painting and Decorating NVQ	3	10/09/09	Thu	09.00-18.00	1 year	▲ T2G	£105
Solid Plastering NVQ	2	08/09/09	Tue	09.00-18.00	2 years	■ T2G	£105
Solid Plastering NVQ	3	08/09/09	Tue	09.00-18.00	1 year	▲ T2G	£105
Plumbing Advanced Technical Certificate	3	09/09/09	Wed	09.00-18.00	2 years	£690	£190
Plumbing NVQ	2	10/09/09	Thu	09.00-18.00	2 years	■ T2G	£103
Plumbing NVQ	3	09/09/09	Wed	09.00-18.00	2 years	▲ T2G	£554
Plumbing Technical Certificate	2	10/09/09	Thu	09.00-18.00	2 years	£735 ■	£168
Wood Occupations NVQ	2	08/09/09	Tue	09.00-18.00	2 years	■ T2G	£105
Wood Occupations NVQ	3	10/09/09	Thu	09.00-18.00	1 year	▲ T2G	£105

“Enthusiasm and motivation levels are high”

Ofsted report 2009

Business Management & Administration

Course	Level	Start Date	Day	Time	Duration	Course fees	Other fees
AAT Accounting Foundation Stage	2	09/09/09	Wed	9.15-16.15	33 weeks	£590 ■*	£258
	2	07/09/09	Mon & Wed	18.00-21.00	33 weeks		
AAT Accounting Intermediate Stage	3	08/09/09	Tue	9.15-16.15	33 weeks	£635 ▲*	£241
	3	08/09/09	Tue & Thu	18.00-21.00	33 weeks		
AAT Accounting Technician Stage UT	4	10/09/09	Thu	9.15-16.15	33 weeks	£475 ●	£264
Accounting with Computers - SAGE	2	16/11/09	Mon	18.00-20.00	23 weeks	£140	£32
Adult Returners Administration NVQ	2	07/09/09	Mon-Fri	09.30-15.00	33 weeks	£620 ■*	£154

continued

■ Level 2 entitlement (see page 14)

● Not eligible for fee discount or remission (see page 14)

* Not eligible for fee discount

▲ Level 3 entitlement (see page 14)

T2G Train to Gain (see page 11)

Course	Level	Start Date	Day	Time	Duration	Course fees	Other fees
Business and Administration NVQ	1	By negotiation			1 year	T2G	£60
Business and Administration NVQ	2	By negotiation			1 year	■ T2G	£63
Business and Administration NVQ	3	By negotiation			1 year	▲ T2G	£89
Customer Service NVQ	2	By negotiation			1 year	■ T2G	£79
Customer Service NVQ	3	By negotiation			1 year	▲ T2G	£115
Customer Service NVQ	4	By negotiation			1 year	T2G	£132
Dealing with Difficult People		7/10/09 9/12/09 10/02/10 19/05/10	Wed	13.00-16.00	1/2 day	£45 ●	
Door Supervisors	2	Various			30 hours	£90	£45
Effective Team Building, Mentoring and Coaching UT	4	06/01/10	Wed	18.00-21.00	12 weeks	£190 ●	
First Line Management Certificate	3	10/09/09	Thu	18.00-21.00	120 hours	£390	£270
Legal Secretary's Certificate	2	10/09/09	Thu	09.15-13.15	33 weeks	£1,040 ■	£98
Legal Secretary's Diploma	3	10/09/09	Thu	09.15-13.15	33 weeks	£1,040	£158
Management NVQ	3	By negotiation			1 year	▲ T2G	£132
Management NVQ	4	By negotiation			1 year	T2G	£156
Management NVQ	5	By negotiation			1 year	T2G	£158
Management Diploma UT	5	08/09/09	Tue	17.00-21.00	220 hours	£475 ●	£321
Managing People UT	4	09/09/09	Wed	18.00-21.00	12 weeks	£190 ●	
Medical Audio/Wordprocessing (Business Professional)	2	09/09/09	Wed	18.00-20.00	33 weeks	£270	£29
Medical Reception	2	08/09/09	Tue	09.00-13.00	33 weeks	£360	£160
Medical Secretarial	3	09/09/09	Wed	13.00-17.00	33 weeks	£1,015	£200
Minute Taking Introductory	CC	23/09/09 18/11/09 10/03/10	Wed	13.00-16.00	1/2 day	£45 ●	
Minute Taking Advanced	CC	30/09/09 02/12/09 17/03/10	Wed	13.00-16.00	1/2 day	£45 ●	
Personnel Management NVQ	4	By negotiation			1 year	T2G	£234
Personnel Strategy NVQ	5	By negotiation			1 year	T2G	£246

■ Level 2 entitlement (see page 14)

● Not eligible for fee discount or remission (see page 14)

▲ Level 3 entitlement (see page 14)

T2G Train to Gain (see page 11)

continued

Course	Level	Start Date	Day	Time	Duration	Course fees	Other fees
Primary Care Management	5	10/09/09	Thu	13.00-19.00	4 terms	£475 ●	TBC
Shorthand Teeline Beginners	CC	16/09/09 21/04/10	Wed	13.00-16.00	12 weeks	£420 ●	
Shorthand Speed Building Teeline	CC	04/01/10	Wed	13.00-16.00	12 weeks	£420 ●	
Spanish	1	07/09/09 09/09/09	Mon Wed	18.00-20.30 18.00-20.30	30 weeks 30 weeks	£223 £223	£30 £30
Team Building		08/09/09 13/10/09 23/02/10	Tue	09.00-16.00	1 day	£90 ●	
Team Leading NVQ	2	By negotiation			1 year	■ T2G	£105
Telephone and Reception Skills		05/11/09	Thu	09.00-16.00	1 day	£90 ●	
Text & Word Processing (Business Professional)	1 and 2	09/09/09	Wed	18.00-20.00	33 weeks	Level 1: £240 Level 2: £270	Level 1: £25 Level 2: £29

100% pass rate:
NVQ level 2 Accounting



100% success rate:
BTEC level 2
Administration

Course	Level	Start Date	Day	Time	Duration	Course fees	Other fees
2D Computer Aided Design CGLI 4353-01	2	09/09/09	Wed	18.30-20.30	33 weeks	£225	£70
2D Computer Aided Design CGLI 4353-02	3	09/09/09	Wed	18.30-20.30	33 weeks	£270	£70
3D Computer Animation Introduction UT	4	05/10/09	Mon	18.00-21.00	24 weeks	£250 ●	
Computer Maintenance and Installation	2	10/09/09	Thu	18.00-20.00	24 weeks	£300 ●	
ECDL Workshop	1	07/09/09	Mon	18.00-21.00	33 weeks	£125	£51
ECDL Workshop	1	09/09/09	Wed	09.00-12.00	33 weeks	£125	£51
ECDL Workshop	1	09/09/09	Wed	18.00-21.00	33 weeks	£125	£51
ECDL Workshop	2	07/09/09	Mon	18.00-21.00	33 weeks	£270	£52
ECDL Workshop	2	09/09/09	Wed	09.00-12.00	33 weeks	£270	£52
ECDL Workshop	2	09/09/09	Wed	18.00-21.00	33 weeks	£270	£52
ECDL Advanced	3	10/09/09	Thu	18.00-21.00	33 weeks	£410	£79
Excel Basic 2007	CC	18/11/09 10/03/10	Wed Wed	09.00-16.00 09.00-16.00	1 day 1 day	£90 ● £90 ●	
Excel Intermediate 2007	CC	20/01/10 12/05/10	Wed Wed	09.00-16.00 09.00-16.00	1 day 1 day	£90 ● £90 ●	
Excel Advanced 2007	CC	20/01/10 12/05/10	Wed Wed	09.00-16.00 09.00-16.00	1 day 1 day	£90 ● £90 ●	
Games Level Design UT	4	06/10/09	Tue	18.00-21.00	24 weeks	£250 ●	
Information Technology Applications UT	4	07/10/09	Wed	18.00-21.00	24 weeks	£250 ●	
IT for Beginners	Entry	08/09/09	Tue	18.00-21.00	16 weeks	£145	£22
ITQ NVQ	1	By negotiation			1 year	T2G	
ITQ NVQ	2	By negotiation			1 year	■ T2G	
ITQ NVQ	3	By negotiation			1 year	▲ T2G	
PowerPoint	CC CC	14/10/09 17/03/10	Wed Wed	09.00-16.00 09.00-16.00	1 day 1 day	£90 ● £90 ●	
Principles of Maintaining Computer Systems UT	4	07/10/09	Wed	18.00-21.00	24 weeks	£250 ●	
Process Technology Certificate	2	07/09/09 10/09/09	Mon Thu	13.00-17.00 17.00-21.00	32 weeks 32 weeks	£850 ■ £850 ■	£161 £161
Word Basic 2007	CC	21/10/09 24/03/10	Wed Wed	09.00-16.00 09.00-16.00	1 day 1 day	£90 ● £90 ●	
Word Intermediate 2007	CC	09/12/09 21/04/10	Wed Wed	09.00-16.00 09.00-16.00	1 day 1 day	£90 ● £90 ●	

Course	Level	Start Date	Day	Time	Duration	Course fees	Other fees
Counselling Concepts Certificate	2	07/09/09 08/09/09 10/09/09 04/01/10 20/04/10 22/04/10	Mon Tue Thu Mon Tue Thu	18.00-21.00 18.00-21.00 09.00-12.00 18.00-21.00 18.00-21.00 09.00-12.00	10 weeks	£90	£36
Counselling Foundation Degree (including 2 weekend workshops) UT	4	07/09/09 08/09/09	Year 1 Mon Year 2 Tue	13.00-21.00 13.00-21.00	30 weeks 30 weeks	Year 1: £1,020 ● Year 2: £1,140 ●	£56 £56
Counselling Skills Certificate (inc 2 weekend workshops)	3	07/09/09	Mon	17.00-21.00	24 weeks	£445	£128
Counselling Skills Certificate (inc 2 weekend workshops)	3	04/01/10	Wed	17.00-21.00	24 weeks	£445	£128

Early Years

Course	Level	Start Date	Day	Time	Duration	Course fees	Other fees
Children's Care Learning and Development NVQ	2	By negotiation			1 year	■ T2G	£109
Children's Care Learning and Development NVQ	3	By negotiation			1 year	▲ T2G	£127
Children's Care Learning and Development NVQ	4	By negotiation			1 year	T2G	
Early Years Sector Endorsed Foundation Degree UT		08/09/09 09/09/09	Year 1 Tue Year 2 Wed	16.00-20.00 13.00-17.00	30 weeks 30 weeks	Year 1: £1,020 ● Year 2: £1,140 ●	TBA
Supporting Teaching and Learning in Schools NVQ	2	By negotiation			1 year	■ T2G	£109
Supporting Teaching and Learning in Schools NVQ	3	By negotiation			1 year	▲ T2G	£127
Playwork NVQ	2	By negotiation			1 year	■ T2G	£86
Playwork NVQ	3	By negotiation			1 year	▲ T2G	TBA
Playwork NVQ	4	By negotiation			1 year	T2G	TBA
Children's Care Learning and Development BTEC Certificate (Adult Returners)	2	10/09/09	Thu	09.00-12.00 13.00-16.00	32 weeks	£625	£65

■ Level 2 entitlement (see page 14)

▲ Level 3 entitlement (see page 14)

● Not eligible for fee discount or remission (see page 14)

T2G Train to Gain (see page 11)

Course	Level	Start Date	Day	Time	Duration	Course fees	Other fees
Chemical Engineering Part-time	HNC	09/09/09	Wed	09.00-17.15	2 years	Year 1: £456 Year 2: £570 ●	
Chemical Science Foundation Degree UT	Level 4/5	15/09/09	Tue	09.00-19.00	3 years	£720 ●	
Defined Scope Electrical Competence Scheme BPEC		26/10/09 15/02/10	Mon to Fri	09.00-17.00	5 days	Contact us ●	
Electrical and Electronic Engineering BTEC National Certificate	3	07/09/09	Mon & Tue	09.00-16.00	2 years	Year 1: £1,340 ▲ Year 2: £1,340 ▲	£151
Electrical & Electronic Engineering Part-time UT	HNC	07/09/09	Year 1 Mon Thu	18.00-20.30 09.00-17.15	2 years	Year 1: £456 ● Year 2: £570 ●	
Electrotechnical Technology Certificate C&G 2330	2	08/09/09	Tue	08.30-16.00	2 years	Year 1: £670 ■ Year 2: £670 ■	£97
Engineering Certificate C&G 2800	3	07/09/09	Mon	08.30-16.00	2 years	Year 1: £715 Year 2: £715	£79
Engineering BTEC National Award	3	08/09/09 11/09/09	Tue Fri	17.00-20.15 08.30-15.45	1 year	£1,340	£118
IEE Wiring Regulations 17th Edition C&G 2382	3	07/09/09 10/09/09	Mon Thu	18.00-20.00 18.00-20.00	12 weeks 12 weeks	£175 £175	£33.60 £33.60
IEE Wiring Regulations 17th Edition C&G 2382: Top up course	3	09/09/09	Wed	18.00-20.00	4 weeks	£110	£31.10
Inspection Testing & Certification of Electrical Installations CGLI 2391	3	08/09/09 02/02/10	Tue Tue	17.30-20.00 17.30-20.00	15 weeks 15 weeks	£255 ● £255 ●	£30 £30
Installing & Testing Domestic Photovoltaic Systems	3	26/10/09 15/02/10	Mon to Fri	09.00-17.00	1 week	£600 inclusive ●	
Instrumental & Control Engineering Part-Time UT	HNC	07/09/09 10/09/09	Year 1 Mon Thu	18.00-20.30 09.00-17.15	2 years	Year 1: £456 ● Year 2: £570 ●	
Mechanical, Electrical and Instrument Flexi (Unit Based) BTEC National	3	By negotiation	Flexible	Evening		Contact us ●	
Mechanical, Electrical and Instrument Flexi (Unit Based) UT	HNC	By negotiation	Flexible	Evening	2/3 years	Contact us ●	
Mechanical Engineering BTEC National Certificate	3	07/09/09 08/09/09	Mon & Tue	09.00-16.00	2 years	Year 1: £1,340 ▲ Year 2: £1,340 ▲	£151

continued

■ Level 2 entitlement (see page 14)

● Not eligible for fee discount or remission (see page 14)

▲ Level 3 entitlement (see page 14)

T2G Train to Gain (see page 11)

Course	Level	Start Date	Day	Time	Duration	Course fees	Other fees
Mechanical Engineering Part-time UT	HNC	07/09/09 08/09/09	Mon & Tue	18.00-20.30 09.00-17.15	2 years	Year 1: £456 ● Year 2: £570 ●	
Operations and Maintenance Engineering (Instrument/Process) BTEC National	3	09/09/09 10/09/09	Wed & Thu	09.00-16.00	2 years	Year 1: £1,340 ▲ Year 2: £1,340 ▲	£151
Plant & Process Engineering Part-time UT	HNC	07/09/09 10/09/09	Year 1 Mon Thu	18.00-20.30 09.00-17.15	2 years	Year 1: £456 ● Year 2: £570 ●	

95% success rate:
Level 3 Certificate in Engineering

Gas Centre

Course	Level	Start Date	Day	Time	Duration	Course fees	Other fees
BPEC Gas CCN1/ Specialist Subjects		Every two weeks		09.00-17.00	Variable depending on the options	Contact us ●	
BPEC Part L Energy Efficiency		22/09/09 20/10/09 17/11/09 15/12/09 19/01/10 23/02/10 16/03/10 04/05/10 08/06/10 06/07/10	Tue	09.00-17.00	1 day	Contact us ●	
BPEC Legionella Risk Assessment & Disinfection of Water Systems		16/09/09 04/11/09 13/01/10 03/03/10 12/05/10 14/07/10	Wed	09.00-17.00	1 day	Contact us ●	
BPEC Legionella Risk Assessment		30/09/09 25/11/09 27/01/10 24/03/10 26/05/10	Wed	09.00-17.00	1 day	Contact us ●	
BPEC Legionella Disinfection		07/10/09 09/12/09 10/02/10 21/04/10 16/06/10	Wed	09.00-17.00	1 day	Contact us ●	

continued

Course	Level	Start Date	Day	Time	Duration	Course fees	Other fees
BPEC Domestic Unvented Hot Water Systems		23/09/09	Wed	09.00-12.00	1/2 day	Contact us ●	
		21/10/09					
		18/11/09					
		16/12/09					
		20/01/10					
		24/02/10					
		17/03/10					
		05/05/10					
		09/06/10					
		07/07/10					
BPEC Reassessment of Domestic Unvented Hot Water Systems		24/09/09	Thu	09.00-17.00	1 day	Contact us ●	
		22/10/09					
		19/11/09					
		17/12/09					
		21/01/10					
		25/02/10					
		18/03/10					
		06/05/10					
		10/06/10					
		08/07/10					
BPEC Water Regulation		23/09/09	Wed	09.00-17.00	1 day	Contact us ●	
		21/10/09					
		18/11/09					
		16/12/09					
		20/01/10					
		24/02/10					
		17/03/10					
		05/05/10					
		09/06/10					
		07/07/10					
BPEC CPA1		29/09/10	Tue	By negotiation	4.5 hours	Contact us ●	
		13/10/09					
		24/11/09					
		08/12/09					
		26/01/10					
		23/03/10					
		11/05/10					
		15/06/10					
		13/07/10					

“Success rates have improved year-on-year”

Ofsted report 2009

GCSEs

Course	Level	Start Date	Day	Time	Duration	Course fees	Other fees
Biology	GCSE	10/09/09	Thu	13.00-16.00 or 18.00-21.00	32 weeks	Day: £300 Evening: £180	£27
Chemistry	GCSE	08/09/09	Tue	13.00-16.00 or 18.00-21.00	32 weeks	Day: £300 Evening: £180	£27
English	GCSE	07/09/09 08/09/09	Mon Tue	09.00-12.00 or 18.00-21.00	31 weeks 31 weeks	Day: £300 Evening: £180	£27
Mathematics	GCSE	09/09/09	Wed	09.00-12.00 or 18.00-21.00	32 weeks	Day: £300 Evening: £180	£27

Hair, Beauty & Holistics

Course	Level	Start Date	Day	Time	Duration	Course fees	Other fees	Kit/uniform costs
Aromatherapy Diploma	3	07/09/09	Mon	17.30-20.30	33 weeks	£440	£47	£13
Barbering NVQ	2	By negotiation			33 weeks	£620 ■*	£70	£30
Beauty Therapy NVQ	1	By negotiation			33 weeks	£620 *	£111	£122
Beauty Therapy NVQ	2	By negotiation			33 weeks	£620 ■*	£70	£245
Beauty Therapy NVQ	3	By negotiation			33 weeks	£620 ▲*	£94	£129
Body Massage Certificate	3	By negotiation			24 weeks	£270	£47	£13
Eyelash Perming	CC	16/11/09	Mon	09.30-16.30	1 day	£35 ●		
Gel/Acrylic Nail Extensions	CC	23/11/09	Mon	09.30-16.30	2 days	£65 ●		
Hairdressing NVQ	1	By negotiation			33 weeks	£620 *	£111	£227
Hairdressing NVQ	2	By negotiation			33 weeks	£620 ■*	£119	£30
Hairdressing NVQ	3	By negotiation			33 weeks	£620 ▲*	£128	£96
Hairdressing NVQ	3	07/09/09	Mon	13.00-19.00	1 year	T2G	£128	
Health Safety Security and Employment Standards Diploma	3	07/09/09	Embedded in short courses		12 weeks	£60	£18	
Holistic Crystal Therapy Diploma	3	14/09/09	Mon	17.30-20.30	12 weeks	£200 ●	£65	
Holistic Therapies Diploma	3	By negotiation			33 weeks	£620 *	£150	TBA
Hot Stone Massage	CC	18/01/10	Mon	09.30-16.30	2 days	£65 ●		
Indian Head Massage for Hairdressers	CC	05/10/09	Mon	09.30-16.30	1 day	£35 ●		

continued

■ Level 2 entitlement (see page 14)

● Not eligible for fee discount or remission (see page 14)

* Not eligible for fee discount

▲ Level 3 entitlement (see page 14)

T2G Train to Gain (see page 11)

Course	Level	Start Date	Day	Time	Duration	Course fees	Other fees	Kit/uniform costs
Indian Head Massage Diploma	3	09/09/09	Wed	17.30-20.30	12 weeks	£180	£47	£13
Intimate Waxing	CC	26/10/09	Mon	09.30-16.30	1 day	£35 ●		
Nail Art	CC	19/10/09	Mon	09.30-16.30	1 day	£35 ●		
Nail Services NVQ	2	By negotiation			33 weeks	£620 ■*	£70	£110
Nail Treatments (Manicure) Certificate	2	08/09/09	Tue	17.30-20.30	12 weeks	£200	£41	£63
Nail Treatments (Nail Art) Certificate	2	08/09/09	Tue	17.30-20.30	12 weeks	£75	£36	£56
Nail Treatments (Nail Technology) Certificate	2	08/09/09	Tue	17.30-20.30	12 weeks	£265	£41	£78
Reflexology Diploma	3	10/09/09	Thu	17.30-20.30	24 weeks	£440	£47	£13
Semi Permanent Eyelash Extensions	CC	09/11/09	Mon	09.30-16.30	1 day	£35 ●		
Slimming Body Wrap and Detox Body Mask	CC	02/11/09	Mon	09.30-16.30	2 days	£65 ●	N/A	
Stone Therapy Diploma	3	09/09/09	Wed	17.30-20.30	33 weeks	£420	£41	TBA
Tai Style Massage	CC	12/10/09	Mon	09.30-16.30	2 days	£65 ●		
Thermal Auricular Therapy Diploma	2	16/09/09	Wed	17.30-20.30	6 weeks	£100 ●	£65	

100% pass rate:
NVQ level 1 Hairdressing



Health & Care

Course	Level	Start Date	Day	Time	Duration	Course fees	Other fees
Aromatherapy for Carers Diploma	3	17/09/09	Thu	17.30-20.30	33 weeks	£550	£65
Food Safety in Catering	2	Various	Various	Various	9 hours	£45	£13
Health and Social Care NVQ	2	By negotiation			1 year	■ T2G	£105
Health and Social Care NVQ	3	By negotiation			1 year	▲ T2G	£122
Health and Social Care NVQ	4	By negotiation			1 year	T2G	£125
Health & Social Care (Adult Returners) BTEC Certificate	2	08/09/09	Tue	09.00-12.00 12.30-15.00	32 weeks	£535	£65
Leadership and Management for Care Services NVQ	4	By negotiation			1 year	£475 ●	£144
Nursing and Health Studies Access to Higher Education Health	3	02/11/09 03/11/09 04/11/09	Mon & Tue & Wed	09.00-17.00	30 weeks	£575 ▲	£90 ●
Nursing and Health Studies Access to Higher Education Health	3	04/11/09 05/11/09 06/11/09	Wed & Thu & Fri	09.00-17.00	30 weeks	£575 ▲	£90 ●
Progression in Health Pre-Access Course NOCN Level 2 Award	2	07/09/09 08/09/09 09/09/09	Mon & Tue & Wed	09.00-17.00	6 weeks	FREE	
Progression in Health Pre-Access Course NOCN Level 2 Award	2	09/09/2009 10/09/2009 11/09/2009	Wed or Thu or Fri	09.00-17.00	6 weeks	FREE	
Prevention and Control of Infection Award	2	10/9/09	Thu	18.00-20.00 or by employer led negotiation	30 weeks	£210	£45
Prevention and Control of Infection Award	2	09/09/09	Wed	12.30-15.00 or by employer led negotiation	32 weeks	£210	£45
Primary Care Management	5	10/09/09	Thu	13.00-19.00	4 terms	£475 ●	TBC
Understanding the Health Care Environment Diploma	3	15/09/09	Tue	17.30-20.30	33 weeks	£360	£65
Workplace Massage Diploma	3	16/09/09	Wed	09.30-16.30	20 weeks	£655	£65

95% success rate:
NVQ level 3 Health & Social Care

■ Level 2 entitlement (see page 14)

● Not eligible for fee discount or remission (see page 14)

* Not eligible for fee discount

▲ Level 3 entitlement (see page 14)

T2G Train to Gain (see page 11)

Course	Level	Start Date	Day	Time	Duration	Course fees	Other fees
Abrasive Wheels	CC	13/11/09	Fri	09.00-12.00	1/2 day	£70 ●	
		05/03/10	Fri	09.00-12.00	1/2 day	£70 ●	
		14/05/10	Fri	09.00-12.00	1/2 day	£70 ●	
CCNSG Safety Passport		03/12/09-04/12/09	Thu & Fri	09.00-16.00	2 days	£110 inc ●	
		25/03/10-26/03/10	Thu & Fri	09.00-16.00	2 days	£110 inc ●	
		17/06/10-18/06/10	Thu & Fri	09.00-16.00	2 days	£110 inc ●	
CCSNG Safety Passport Refresher		As required		09.00-16.00	1 day	£53 ●	
Construction Design and Management Regulations Update	CC	16/10/09 15/01/10 02/04/10	Fri	09.00-12.00	1/2 day	£50 ●	
CSCS Revision day plus test		06/11/09 12/03/10 21/05/10	Fri	09.00-16.00	1 day	£100 ●	£35
Health and Safety Awareness - Working at Heights	CC	20/11/09 05/03/10 04/06/10	Fri	13.00-16.00	1/2 day	£50 ●	
Health and Safety - Training for Operatives	CC	23/10/09 05/02/10 07/05/10	Fri	09.00-16.00	1 day	£90 ●	
IOSH Working Safely		27/11/09 29/01/10 19/03/10	Fri	09.00-16.00	1 day	£135 inc ●	
Manual Handling	CC	20/11/09 05/03/10 04/06/10	Fri	09.00-12.00	1/2 day	£40 ●	
NEBOSH Certificate in Construction Safety & Health	3	26/08/09	Wed	09.00-17.00	14 weeks	£1,050 inc	
NEBOSH Certificate in Construction Safety & Health	3	10/02/10	Wed	09.00-17.00	14 weeks	£1,050 inc	
NEBOSH Certificate in Construction Health & Safety for holders of the General	3	30/09/09	Wed	09.00-17.00	9 weeks	£725 inc	
NEBOSH Certificate in Construction Health & Safety for holders of the General	3	24/03/10	Wed	09.00-17.00	9 weeks	£725 inc	
NEBOSH Certificate in Fire Safety and Management	3	01/09/09	Tue	14.00-21.00	13 weeks	£690 inc ●	
				5 weeks			
				14.00-18.15	8 weeks		

continued

■ Level 2 entitlement (see page 14)

● Not eligible for fee discount or remission (see page 14)

* Not eligible for fee discount

▲ Level 3 entitlement (see page 14)

T2G Train to Gain (see page 11)

Course	Level	Start Date	Day	Time	Duration	Course fees	Other fees
NEBOSH Certificate in Fire Safety and Management	3	23/02/10	Tue	14.00-21.00	13 weeks	£690 inc ●	
				5 weeks			
				14.00-18.15	8 weeks		
NEBOSH Certificate in Fire Safety and Management for holders of the General	3	06/10/09	Tue	14.00-18.15	8 weeks	£490 inc ●	
NEBOSH Certificate in Fire Safety and Management for holders of the General	3	30/03/10	Tue	14.00-18.15	8 weeks	£490 inc ●	
NEBOSH General Occupational Safety & Health	3	01/09/09	Tue	14:00-21.00	13 weeks	£600 inc	
NEBOSH General Occupational Safety & Health	3	23/02/10	Tue	14:00-21.00	13 weeks	£600 inc	
Health and Safety NVQ	3 and 4	By negotiation				£1,600 ●	

Humanities & Social Sciences

Course	Level	Start Date	Day	Time	Duration	Course fees	Other fees
Humanities & Social Sciences Access to Higher Education	3	By negotiation			30 weeks	£575 *	£90
Pre-Access Course NOCN Level 2 Award for Progression to Humanities & Social Sciences	2	By negotiation			6 weeks	FREE	



Skills For Life

Course	Level	Start Date	Day	Time	Duration	Course fees	Other fees
Autism Awareness	CC	04/11/09	Wed	09.30-16.30	1 day	£90 ●	
Dyslexia Awareness	CC	17/03/10	Wed	09.30-16.30	1 day	£90 ●	
Literacy Workshop	1 & 2	21/09/09	Mon	10.00-12.00	32 weeks	FREE	
	1 & 2	22/09/09	Tue	13.00-15.00			
	1 & 2	22/09/09	Tue	18.00-20.00			
	1 & 2	23/09/09	Wed	13.00-15.00			
	1 & 2	24/09/09	Thu	13.00-15.00			
Numeracy Workshop	1 & 2	21/09/09	Mon	18.00-20.00	32 weeks	FREE	
	1 & 2	22/09/09	Tue	10.00-12.00			
	1 & 2	23/09/09	Wed	10.00-12.00			
	1 & 2	24/09/09	Thu	10.00-12.00			
	1 & 2	25/09/09	Fri	10.00-12.00			
Key Skills Communication (Workshop)	3	23/09/09	Wed	16.30-18.30	30 weeks	£105 ●	£10
Key Skills Application of Number (Workshop)	3	23/09/09	Wed	16.30 - 18.30	30 weeks	£105 ●	£10
UCCE Personal Skills in English (Literacy) UT	4	21/09/09	Mon	16.30-19.30	12 weeks	£190 ●	
UCCE Personal Skills in Mathematics (Numeracy) UT	4	21/09/09	Mon	16.30-19.30	12 weeks	£190 ●	

Sport

Course	Level	Start Date	Day	Time	Duration	Course fees	Other fees
Coaching Gym Certificate	2	10/09/09	Thu	18.00-21.00	18 weeks	£360	£76
Community Sports Leaders Award	2	08/09/09	Tue	18.00-21.00	12 weeks	£105	TBA
Instructing Exercise and Fitness NVQ	2	07/09/09	By negotiation		33 weeks	£620 ■ *	£67
Instructing Physical Activity and Exercise NVQ	3	07/09/09	By negotiation		33 weeks	£620 ▲ *	£75
Sports Coaching and Exercise Foundation Degree UT	4	10/09/09	Thu	12.00-20.00	30 weeks	£1,020 ●	
Sport, Recreation and Allied Occupations NVQ	1	07/09/09	By negotiation		33 weeks	£620 *	£60

■ Level 2 entitlement (see page 14)

● Not eligible for fee discount or remission (see page 14)

* Not eligible for fee discount

▲ Level 3 entitlement (see page 14)

T2G Train to Gain (see page 11)

Teaching & Assessing

Course	Level	Start Date	Day	Time	Duration	Course fees	Other fees
BA Hons Education Studies UT		07/09/09	Year 1 Mon	17.00-21.00	30 weeks	Year 1: £1,020 ●	
		09/09/09	Year 2 Wed	17.00-21.00	30 weeks	Year 1: £1,140 ●	
Training and Developing Competences CGL1 7318 (A1 & V1)	3	By negotiation			1 year	£115	£23
7303 Award in Preparing to Teach in the Lifelong Learning Sector	3	07/09/09	Mon	18.00-21.00	10 weeks	£90	£72
7303 Award in Preparing to Teach in the Lifelong Learning Sector	3	08/09/09	Tue	18.00-21.00	10 weeks	£90	£72
7303 Award in Preparing to Teach in the Lifelong Learning Sector	3	09/09/09	Wed	10.00-13.00	10 weeks	£90	£72
7304 Certificate in Teaching in the Lifelong Learning Sector	3	09/09/09	Wed	18.00-21.00	20 weeks	£360	£86
PGCE Certificate in Education: Teaching in the Lifelong Learning Sector UT		07/09/09	Mon or Thu	18.00-21.00	30 weeks	£570	
		10/09/09		15.00-18.00	30 weeks	£570	
UCPD in Teaching Mathematics in the Lifelong Learning Sector UT	4/5	11/01/10	Mon	16.30-20.30	20 weeks	£475 ●	
UCPD in Teaching English in the Lifelong Learning Sector UT	4/5	11/01/10	Mon	16.30-20.30	20 weeks	£475 ●	

Abbreviations

used within course listings

Fee

This is the fee you will pay for the course **annually**.

Level

This is the level of qualification you will achieve:

- CC** College Certificate
- NA** BTEC National Award
- NC** BTEC National Certificate

- FC** Foundation Certificate
- FD** Foundation Degree
- HNC** Higher National Certificate
- Adv** Advanced
- Cert** Certificate
- Dip** Diploma
- Exec** Executive Diploma
- Inter** Intermediate



UT In partnership with the University of Teesside

Unless otherwise stated, all courses commence during the week of 7 September 2009.

2D Computer Aided Design	20	Education Studies BA Hons	31	Medical Audio/Wordprocessing (Business Professional)	18
3D Computer Animation Introduction	20	Effective Team Building, Mentoring and Coaching	18	Medical Reception/Secretarial	18
A1 Award	31	Electrical and Electronic Engineering BTEC National Certificate/HNC Part-time	22	Minute Taking Introductory/Advanced	18
AAT Accounting Foundation/ Intermediate/Technician Stage	17	Electrotechnical Technology Certificate	22	Nail Art	26
Accounting with Computers - SAGE	17	Engineering BTEC National Award	22	Nail Services NVQ	26
Abrasive Wheels	28	Energy Efficiency	23	Nail Treatment Certificates	26
Administration NVQ Adult Returners	17	Engineering Certificate	22	NEBOSH Courses	28/29
Aromatherapy Diploma	25	English GCSE	25	Numeracy Workshop L1 & L2	30
Aromatherapy for Carers Diploma	27	Excel Basic/Intermediate/Advanced 2007	20	Nursing and Health Studies Access to Higher Education Health	27
Autism Awareness	30	Eyeshadow Perming	25	Operations and Maintenance Engineering (Instrument/Process) BTEC National	23
Barbering NVQ	25	First Line Management Certificate	18	Painting and Decorating NVQ	17
Basic Setting Out and Levelling	16	Food Safety in Catering	27	Personnel Management NVQ	18
Beauty Therapy NVQ	25	Games Level Design	20	Personal Skills in English (Literacy) UCCE	30
Biology GCSE	25	Gas Couses	23	Personal Skills in Mathematics (Numeracy) UCCE	30
Body Massage Certificate	25	Gel/Acrylic Nail Extensions	25	Personnel Strategy NVQ	18
BPEC courses	23/24	Hairdressing NVQ	25	Plant & Process Engineering Part-time	23
Brickwork NVQ	16	Health and Safety Awareness – Working at Heights	28	Playwork NVQ	21
Building Services Engineering	16	Health and Safety NVQ	28	Plumbing Advanced Technical Certificate	17
Building Services Building Studies HNC	16	Health and Safety – Training for Operatives	28	Plumbing NVQ	17
Business and Administration NVQ	18	Health Safety Security and Employment Standards Diploma	25	Plumbing Technical Certificate	17
CCNSG Safety Passport	28	Health and Social Care (Adult Returners) BTEC Certificate	27	PowerPoint	20
CCNSG Safety Passport Refresher	28	Health and Social Care NVQ	27	Pre-Access Course NOCN Level 2 Award for Progression Humanities and Social Sciences	29
Certificate and Diploma in Site Management	16	Holistic Crystal Therapy Diploma	25	Preparing to Teach in the Lifelong Learning Sector Award	31
Certificate in Site Supervisory Studies	16	Holistic Therapies Diploma	25	Prevention and Control of Infection Award	27
Chemical Engineering Part-time	22	Hot Stone Massage	25	Primary Care Management	27
Chemical Science Foundation Degree	22	Hot Water Systems	24	Principles of Maintaining Computer Systems	20
Chemistry GCSE	25	Humanities and Social Sciences Access to Higher Education	29	Process Technology Certificate	20
Children's Care Learning and Development BTEC Certificate (Adult Returners)	21	IEE Wiring Regulations 17th Edition/Top up course	22	Progression in Health Pre-Access Course	27
Children's Care Learning and Development NVQ	21	Indian Head Massage Diploma	26	Reflexology Diploma	26
Civil Engineering	16	Indian Head Massage for Hairdressers	25	Semi-Permanent Eyelash Extensions	26
Coaching Gym Certificate	30	Information Technology Applications	20	Shorthand Teeline Beginners	19
Community Sports Leaders Award	30	Inspection Testing & Certification of Electrical Installations	22	Shorthand Speed Building Teeline	19
Computer Maintenance and Installation	20	Installing and Testing Domestic Photovoltaic Systems	22	Slimming Body Wrap and Detox Body Mask	26
Construction (Building Studies) BTEC National Award/National Certificate	16	Instrumental & Control Engineering Part-time	22	Solid Plastering NVQ	17
Construction Design and Management Regulations Update	28	Instructing Exercise and Fitness NVQ	30	Spanish	19
Construction Diploma Brickwork	16	Instructing Physical Activity and Exercise NVQ	30	Sports Coaching and Exercise Foundation Degree	30
Construction Diploma Painting and Decorating	16	Intimate Waxing	26	Sport, Recreation and Allied Occupations NVQ	30
Construction Diploma Plastering	16	IOSH Working Safely	28	Stone Therapy Diploma	26
Construction Diploma Wood Occupations	16	IT for Beginners	20	Supporting Teaching and Learning in Schools NVQ	21
Counselling Concepts Certificate	21	ITQ NVQ	20	Tai Style Massage	26
Counselling Foundation Degree	21	Key Skills Communication L3 (Workshop)	30	Teaching English in the Lifelong Learning Sector UCPD	31
Counselling Skills Certificate	21	Key Skills Application of Number L3 (Workshop)	30	Teaching Mathematics in the Lifelong Learning Sector UCPD	31
CPA1	24	Leadership and Management for Care Services NVQ	27	Teaching in the Lifelong Learning Sector – PGCE Certificate in Education	31
CSCS Revision Day plus test	28	Legal Secretary's Certificate	18	Team Building	19
Customer Service NVQ	18	Legal Secretary's Diploma	18	Team Leading NVQ	19
Dealing with Difficult People	18	Legionella Risk Assessment/Disinfection	23	Telephone and Reception Skills	19
Defined Scope Electrical Competence Scheme BPEC	22	Literacy Workshop L1 & L2	30	Text and Word Processing (Business Professional)	19
DIY Brickwork	16	Management Diploma	18	Thermal Auricular Therapy Diploma	26
DIY Painting and Decorating	16	Management NVQ	18	Training and Developing Competences (A1 and V1)	31
DIY Plastering	16	Managing People	18	Understanding the Health Care Environment Diploma	27
DIY Plumbing	16	Manual Handling	28	V1 Award	31
DIY Wood Occupations	17	Mathematics GCSE	25	Water Regulations	24
Door Supervisors	18	Mechanical, Electrical and Instrument Flexi BTEC National/HNC	22	Wood Occupations NVQ	17
Dyslexia Awareness	30	Mechanical Engineering BTEC National Certificate	22	Word Basic 2007	20
Early Years Sector Endorsed Foundation Degree	21	Mechanical Engineering Part-time	23	Word Intermediate 2007	20
ECDL Workshops	20			Workplace Massage Diploma	27

Every effort has been made to make this prospectus as accurate as possible. However, it should only be used as a general guide to course and fee information. Redcar & Cleveland College reserves the right to make amendments in the spirit of implementing improvements or to withdraw a course in the event of insufficient demand at any time. **All fees are subject to review.**

How to enrol

Fast-track your way through enrolment by completing the Enrolment Form contained in this prospectus (see centre pages) and bring the completed form to any of our enrolment days. Don't worry if you are unsure of any areas as our friendly staff will help you on the day.

Beat the rush

Enrol throughout the summer, including late evenings on Tuesdays and Thursdays until 7.00pm.

Main enrolment days:

Saturday 22 August
10.00am to 3.00pm

Tuesday 25th August
9.00am – 8.00pm

Wednesday 26th August
9.00am – 8.00pm

Thursday 27th August
9.00am – 8.00pm

Friday 28th August
9.00am – 4.00pm

Tuesday 1st September
9.00am – 8.00pm

Courses in the community

Redcar and Cleveland College will be working in partnership with local schools and will be delivering a range of courses at Redcar Community College, Sacred Heart School, Bydales School and Ryehills School.

Courses will include:

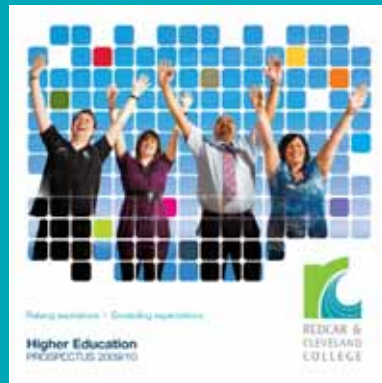
- Literacy and Numeracy
- Supporting teaching and learning in schools
- Conversational Spanish
- Medical terminology
- ECDL
- Basic IT
- Security for your computer
- Dealing with control and emotion of children and young people and lots more.

Details will be in the schools' newsletters and college leaflets.

Watch out for more locations in the new year.



Other publications



HE Prospectus

We have over 400 enrolments each year for higher level qualifications. We offer Degrees, Foundation Degrees and Degree level equivalent qualifications, across a wide range of subject areas, just take a look at the courses on offer.

There is a highly experienced, dedicated and friendly team of staff at the college waiting to meet you and get you started.



Full-time Prospectus

We offer a full range of full time courses, whether you want to learn, earn and work at the same time or join the University Expressway programme.

Whatever you are looking for there is something for everyone. We are still taking applications for full time courses for 2009/10.



Business Training Solutions

See our brochure for a range of courses developed to meet the training needs of local organisations.

We can also offer tailored training to meet employers' specific needs – just ask and we'll try to help.



Part-time prospectuses throughout the year



Keep up to date... with news and events throughout the year – visit our website

www.cleveland.ac.uk

FREE coach link or bus pass to college... you choose

If you are a full-time student under the age of 19, you can travel to and from college **FREE OF CHARGE**.

from college easier for you. Contact us for a detailed timetable.

The college will then refund you for all bus fares relating to travel to and from college – which makes your travel free! *Subject to Local Authority approval.

OR

New for 2009, college coaches

Coaches will be running daily during term time. Depending on where you live, the coach link could make getting to and

Local Bus Pass

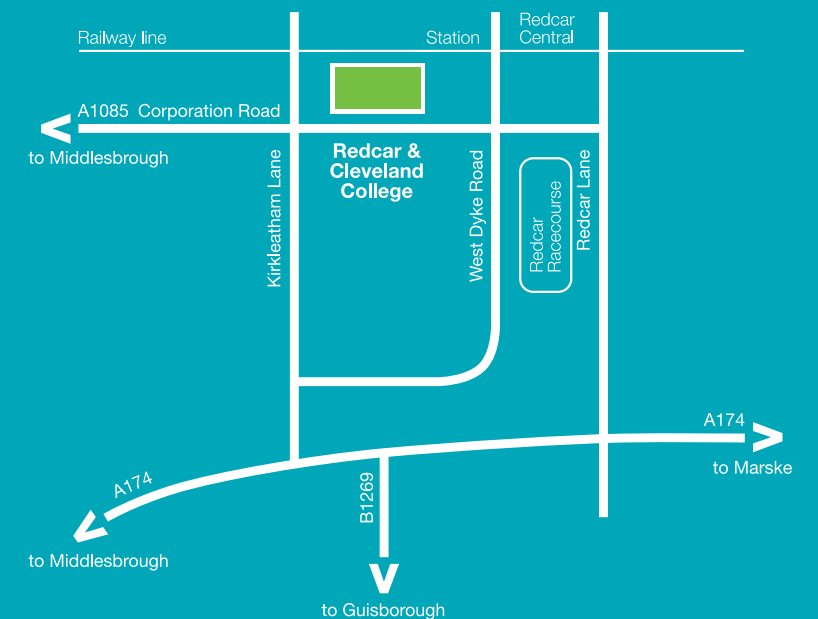
If you decide the local bus service suits you better, you can apply for a half-price bus pass from your Local Authority*.

For further help and information contact: **Student Services 01642 473132**



How to find us

The campus is based on Corporation Road, Redcar. It is a 5 minute walk from the Town Centre and Redcar Central Station. It is situated within easy access from Middlesbrough and East Cleveland either via road, rail or bus. The campus is open 8.30am to 9.00pm most week days during term time.



Are you **Good** to enrol?

Beat the rush!

Enrol throughout the summer including late evenings on Tuesdays and Thursdays until 7.00pm.

Main enrolment:

Saturday 22 August
10.00am to 3.00pm

Tuesday 25th August
9.00am – 8.00pm

Wednesday 26th August
9.00am – 8.00pm

Thursday 27th August
9.00am – 8.00pm

Friday 28th August
9.00am – 4.00pm

Tuesday 1st September
9.00am – 8.00pm

“The college provides a safe welcoming environment for students and staff.”

Ofsted report 2009

Results Open Day

Still unsure about your next step...? Come in and talk to our friendly staff.

Thursday 27 August
9.00am to 8.00pm

Worried about your GCSE results, or still not sure which direction to go in? Then Results Open Day is your opportunity to get further information and discuss your options in detail with our Course Tutors and Guidance Staff. Let us help you in your choice.

Confused about which direction to take?

With so many courses on offer, you may need some help in making your choice. Whether you are considering a complete change of career, want to learn some new skills or want to build on existing qualifications, we can help.

For further information contact **Student Services**
01642 473132

