

Business Training Solutions



2011/12



REDCAR &
CLEVELAND
COLLEGE

RAISING ASPIRATIONS
EXCEEDING EXPECTATIONS

Welcome to the new edition of the Business Training Solutions brochure. We are dedicated to responding to the needs of local employers, by providing a flexible approach to training and regularly receive positive feedback from employers who have worked with us to develop their employees' skills.

We have a wide range of courses to choose from, which are suitable for all organisations and have been specifically developed with the needs of local employers in mind.

What's more, if there's a specific area of training you require and can't find it in this brochure, then we can design a new course or adapt an existing course to suit you. Delivery is flexible in terms of time and location, either in college or in your work place, at a time appropriate to you.

Many business training courses are delivered in our newly opened Higher Education and Conference Centre, which provides a congenial environment for adults. These outstanding facilities, including a multi-use lecture theatre seating up to 250, are also available for organisations to hire for conferences, meetings or events. See our website for more details.

Please contact us for an initial discussion or, if you're unsure about your requirements, we can arrange to visit you and carry out a training needs analysis.

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Partnering businesses to success...

Graham Taylor
Training and Development Manager,
Semcorp at Wilton International, said:

“Our staff have attended various training programmes at Redcar and Cleveland College and overall our learning experience at the College is very satisfying. The College provides quality training with experienced tutors and we feel that the "modernised" college environment is comfortable and conducive to learning with friendly and supportive staff.”

Carl Dunning
Apprenticeships Officer, Construction Skills, said:

“It is reassuring to know that even during difficult times experienced by all and the current economic downturn faced by the construction industry, Redcar and Cleveland College continues to provide a standard of learning and training that not only meets peoples' expectations, but drives them to exceed them, this being borne out with the exceptional achievements.”

Paul Healy
HR Projects Officer, Redcar and Cleveland Council, said:

“Redcar & Cleveland College have played a crucial part in helping Redcar and Cleveland Borough Council lay the foundation stones in establishing our Apprenticeship Programme. The team at the College work extremely hard with our young people not only delivering in the classroom but undertaking regular reviews with apprentices and our managers to make sure everything is on track. As the biggest employer in the borough Redcar & Cleveland College is our training provider of choice working in partnership with us to grow local talent – we highly recommend Redcar & Cleveland College.”

John Burlaux
Manufacturing Training and Development Manager,
Olefins, Logistics South and UK Apprentice Scheme
for SABIC UK Petrochemicals, said:

“SABIC UK Petrochemicals works in partnership with Redcar & Cleveland College on an ongoing basis, from apprentice and technician up-skilling and development, to management skills development. The College has a very flexible approach and staff are always more than willing to adapt material or structure to meet business requirements. The relationship we have is mutually beneficial and I am sure will last long into the future. Many businesses in the Process and Engineering sectors use Redcar & Cleveland College and I would certainly recommend them to other businesses in or out of the Tees Valley area.”



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.**

BusinessTrainingSolutions

Work-based Learning

Redcar & Cleveland College offers a wealth of experience in delivering work-based learning programmes for employers. Many staff members at the college have years of industry knowledge, matched with years of teaching experience, and are able to offer an understanding of employers training needs.

Equipment and facilities in the new college are matched to the latest specifications required by industry and high levels of success and satisfaction have been achieved.



NVQs in the Workplace

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 some funding to train your employees. This applies to individuals who are 19 years or over and do not have five A-C GCSE qualifications or equivalent.

The following may be funded through NVQs in the workplace:

- First full NVQ level 2 qualification
- First full NVQ level 3 qualification for those aged 19-24 or ex-service personnel eligible under the Ministry of Defence Initiative
- First full level 3 qualification for those who start a level 3 without previously achieving a level 2 qualification
- Literacy and Numeracy qualifications
- Temporary Agency Workers undertaking a re-skilling qualification at either full level 2 or full level 3.



The College can deliver all NVQs that it has approval for at levels 2, 3 and 4. If the NVQ you require is not listed opposite, 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.

NVQs available:

Course	Level	Course	Level
Accountancy	2 & 3	Local Environmental Services	2 & 3*
Beauty Therapy	2 & 3	Multi-skilled Hospitality	2
Brickwork	2 & 3	Painting and Decorating	2 & 3
Business Administration	2 & 3	Performing Engineering Operations	2
Carry and Deliver Goods	2 & 3	Performing Manufacturing Operations	2
Chemical, Pharmaceutical and Petrochemical	2 & 3	Personnel Support and Management	3
Child Care and Learning Development	2 & 3	Plant Maintenance	1, 2 & 3
Cleaning and Support	2	Plant Operations – Plant Operator	2
Construction Maintenance Operations	2*	Plant Operations – Attachments	2
Construction Operations – Drainage Construction	2	Plastering	2 & 3
Construction Operations – Structural Concreting	2	Professional Cookery	2
Construction Site Management	6	Retail Skills	2 & 3
Construction Site Supervision	3	Road Building – Bituminous Paving (machine)	2
Construction Technicians	3	Road Building – Planing (machine)	2
Customer Service	2 & 3	Road Passenger Services	2
Driving Goods Vehicles	2 & 3	Skills for Life	1
Dry Lining	2	Spa Therapy*	
Fitted Interiors (kitchen and bedroom fitting)	2	Specialised Plant & Machinery Operations	2
Food and Drink Service	2	Sport and Recreation (instructing exercise and fitness)	2
Hairdressing	2 & 3	Surveying	3
Housing	2 & 3*	Vehicle Driving	2
ILM Management	3	Wall and Floor Tiling	2 & 3
ILM Team Leading	2	Warehousing	2
ITQ	2 & 3	Wood Machining	2
Joinery (site, bench and shop fitting)	2 & 3	Wood Occupations	2 & 3

* Subject to Approval

Real skills for the real world



Redcar & Cleveland College's Apprenticeship programme turns people into talented and skilled employees who can be a true asset to businesses. We work to support both the apprentice and employer to ensure the training meets the required standards to achieve success for all.

What is an Apprenticeship?

An Apprenticeship is a training programme that combines practical on-the-job training with technical instruction in a specific industry sector, leading to a qualification that is truly valued by employers.

Employees on an Apprenticeship programme spend most of their time working on-the-job with their employer, with off-the-job training completed at college on a day-release basis. The amount of hours spent at college and attendance times vary depending on the Apprenticeship and the needs of the employer.

The College has a flexible approach in supporting employers, meaning all our Apprenticeships are provided in a way that best suits the employer and their needs. This is achieved by developing a close relationship and a regular communication exchange with the employer.

Who are they for?

Apprenticeships are open to anyone aged over 16 years, whether school leavers starting out on a career or those currently employed and looking to progress and upgrade their skills. Equally, Apprenticeships can be a route towards a change of career and acquiring a whole new set of skills.

Employees must have a job that matches their chosen Apprenticeship and their employer must have agreed to give the employee the opportunity to fulfill the range of tasks necessary to achieve the NVQ qualification.

Whilst on an Apprenticeship programme, employees will earn at least the minimum wage. This could be either a weekly or an hourly rate, depending on the specific programme.

Our Apprenticeships make everyone a winner...

Advanced Apprenticeships

Advanced Apprenticeships provide a high-quality route into work for individuals aged 16 years and above. They are intended to offer an alternative to A levels.

A good choice for business...

Our Apprenticeship courses turn people into talented and skilled employees who can be a true asset to your business.

Apprenticeships and Advanced Apprenticeships are available in:

- Accountancy
- Beauty Therapy
- Brickwork
- Business Administration
- Children's Care, Learning & Development
- Construction Maintenance Operations
- Customer Service
- Electrical
- Hairdressing
- Health and Social Care
- Housing*
- IT
- Local Environmental Services
- Maintenance Operations

- Management
- Nail Services
- Painting & Decorating
- Plastering
- Plumbing
- Retail
- Spa Therapy
- Supporting Teaching and Learning in Schools
- Team Leading
- Wood Occupations

*Subject to approval

For full details on all our Apprenticeship Programmes, see our latest brochure, or visit the website.



Business Management & Administration

Course	Level	Start Date	Day	Time	Duration	Course fees	Other fees	Code
Accounting with Computers – SAGE	2	22/11/11	Tue	18.00-20.00	23 weeks	£138 ●	£42	FC062
Computerised Book-keeping Award IAB	1	22/11/11	Tue	18.00-20.00	10 weeks	£90	£32	BA066
Customer Service NVQ Diploma	4	By negotiation			1 year	Contact us ●	£150	FC087
Door Supervisors National Certificate	2	19/09/11 09/01/12 12/03/12	Mon Mon Mon	09.30-15.30	30 hours (1 week)	£160 ●	£45	FC063
Effective Team Building, Coaching and Mentoring UCCE TU*	4	11/01/12	Wed	18.00-21.00	12 weeks	£210 ●		BA034
Leadership & Management Diploma ILM	3	15/09/11	Thu	17.00-21.00	179 hours	£520	£158	BA053
Management Diploma ILM	5	13/09/11	Tue	17.00-21.00	220 hrs	£580 ●	£170	BA021
Managing People UCCE TU*	4	14/09/11 22/02/12	Wed Wed	18.00-21.00	12 weeks	£210 ●		BA033
Management NVQ Certificate	3	By negotiation			1 year	Contact us ●	£120	FC124
Management NVQ Diploma ILM	5	By negotiation			1 year	Contact us ●	£170	FC085
Management NVQ Diploma ILM	7	By negotiation			1 year	Contact us ●	£209	FC086
Managing Operations Award ILM	3	By negotiation			1 year	TBC ●		FC139
Minute Taking Introductory	CC	26/09/11 20/02/12 14/05/12	Mon Mon Mon	13.00-16.00	½ day	£50 ●		FC004
Minute Taking Advanced	CC	10/10/11	Mon	13.00-16.00	½ day	£50 ●		FC005
Team Building	CC	03/10/11	Mon	09.00-16.00	1 day	£60 ●		FC001

● Not eligible for college discounts or fee remission CC = College Certificate TU = In partnership with Teesside University
UCPD = University Certificate in Professional Development UCCE = University Certificate in Continuing Education

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Business Management & Administration Continued

Course	Level	Start Date	Day	Time	Duration	Course fees	Other fees	Code
Team Leading Certificate	2	14/09/11 29/02/12	Wed Wed	18.00-21.00	10 weeks	£220	£96	BA065
Telephone & Reception Skills	CC	19/09/11 27/02/12 21/05/12	Mon Mon Mon	09.00-12.00	½ day	£50 ●		FC003
Text & Word Processing (Business Professional)	1 & 2	14/09/11	Wed	18.00-20.00	33 weeks	Level 1: £230 ● Level 2: £300 ●	Level 1: £27 Level 2: £30	BA005 FC065
Executive Management Diploma ILM	7	13/09/11	Tue	17.00-21.00	30 weeks	TBC ●	£221	BA069
Dealing with Difficult People	CC	10/10/11 19/03/12 11/06/12	Mon Mon Mon	09.30-16.30	1 day	£40 ●		FC002

*Subject to approval

Childcare

Course	Level	Start Date	Day	Time	Duration	Course fees	Other fees	Code
Professional Development Portfolio UCAPD TU	4	04/10/11 17/01/12 24/04/12	Tue	17.00-20.00	12 weeks	£630 ●		CC017
Child Development UCCE TU	4	04/10/11 17/01/12 24/04/12	Tue	17.00-20.00	11 weeks	£210 ●		CC018
Enhancing Learning in Early Years UCCE TU	5	04/10/11 17/01/12 24/04/12	Tue	17.00-20.00	11 weeks	£210 ●		CC019
Introduction to Child Psychology & Child Development	CC	14/10/11 Other dates on demand	Fri	09.00-12.00	½ day	£25 ●	£10	FC119
Practical Awareness & Preventative Strategies for Dealing with Challenging Behaviour	CC	11/11/11 Other dates on demand	Fri	09.30-16.30	1 day	£50 ●	£10	FC116
Supporting Children with Disabilities & those with Special Needs TU*	4	Jan 2012	Tue	16.00-18.00	8 weeks	£105 ●		CC025

*Subject to approval

Extra start dates throughout the year – contact us for details 01642 513200

Computing Aided Design (CAD)

Course	Level	Start Date	Day	Time	Duration	Course fees	Other fees	Code
CAD 2D Award	2/3	14/09/11	Wed	18.30-20.30	30 weeks	£380 ●	£76	FC069 FC070
CAD 3D Award	3	14/09/11	Wed	18.30-20.30	30 weeks	£380 ●	£76	FC068
CAD Parametric Modelling (Inventor) Award	1	14/09/11	Wed	18.30-20.30	30 weeks	£380 ●	£76	FC132
CAD Parametric Modelling (Inventor) Award	2	14/09/11	Wed	18.30-20.30	30 weeks	£380 ●	£76	FC066
CAD Parametric Modelling (Inventor) Award	3	14/09/11	Wed	18.30-20.30	30 weeks	£380 ●	£76	FC067

Computing & IT

● Not eligible for college discounts or fee remission CC = College Certificate

Course	Level	Start Date	Day	Time	Duration	Course fees	Other fees	Code
Excel Basic 2007	CC	23/09/11 21/10/11 25/11/11 27/01/12	Fri	09.00-16.00	1 day	£95 ●		FC012
Excel Intermediate 2007	CC	07/10/11 11/11/11 18/11/11 02/12/11	Fri	09.00-16.00	1 day	£95 ●		FC013
Excel Advanced 2007	CC	30/09/11 25/11/11 20/01/12	Fri	09.00-16.00	1 day	£95 ●		FC036
PowerPoint Basic 2007	CC	14/09/11 02/12/11 03/02/12	Wed Fri Fri	09.00-16.00 09.00-16.00 09.00-16.00	1 day 1 day 1 day	£95 ● £95 ● £95 ●		FC014
Word Basic 2007	CC	21/09/11 09/12/11 10/02/12	Wed Fri Fri	09.00-16.00 09.00-16.00 09.00-16.00	1 day 1 day 1 day	£95 ● £95 ● £95 ●		FC010
Word Intermediate 2007	CC	11/11/11 14/12/11 10/02/12	Fri Wed Fri	09.00-16.00 09.00-16.00 09.00-16.00	1 day 1 day 1 day	£95 ● £95 ● £95 ●		FC011
Introduction to Web Development	CC	24/10/11 13/02/12 08/06/12	Mon Mon Fri	09.00-16.00 09.00-16.00 09.00-16.00	1 day 1 day 1 day	£75 ● £75 ● £75 ●		FC137

Counselling

Course	Level	Start Date	Day	Time	Duration	Course fees	Other fees	Code
Counselling Skills Certificate	3	14/09/11	Wed	17.00-21.00	24 weeks	TBC ●	£118	FC127

Electrical

Course	Level	Start Date	Day	Time	Duration	Course fees	Other fees	Code
IEE Wiring Regulations 17th Edition C&G 2382	3	06/09/11 03/01/12 13/03/12	Tue	18.00-20.00	12 weeks	£165 ●	£35	FC042
Inspection Testing & Certification of Electrical Installations C&G 2391	3	13/09/11 24/01/12	Tue	17.30-20.00	15 weeks	£275 ●	£62	FC043

Gas Centre



Course	Level	Start Date	Time	Duration	Course fees	Other fees	Code
CKR1 Reassessment		As required		½ day	£115 ●	£35	GC002
CKR1 Initial Assessment		As required		½ day	£150 ●	£35	GC002
CKR1 Training		As required		½ day	£95 ●		GC002
CCN1 / Reassessment		As required	09.00-17.00	2 days	£325 ●	£35	GC004
CCN1 / Appliances Reassessment Training		As required	09.00-17.00	1 day	£200 ●		GC004
CCN1 Initial Domestic Gas Safety Assessment		As required	09.00-17.00	2 days	£400 ●	£35	GC004
CCN1 Initial Core Domestic Gas Safety Training		As required	09.00-17.00	2 days	£340 ●		GC004
CENWAT Initial Assessment		As required		½ day	£150 ●	£35	GC018

Many Gas Centre courses run on a weekly or monthly basis with small student groups. See the Gas Centre section on our website, or contact us for further information.

continued

Extra start dates throughout the year – contact us for details 01642 513200

Gas Centre Continued

Course	Level	Start Date	Time	Duration	Course fees	Other fees	Code
CENWAT Reassessment		As required		½ day	£115 ●	£35	GC018
CENWAT Training		As required		½ day	£95 ●		GC018
CCN1 Reassessment Appliances Package		As required		2 days	POA ●	£70	GC004
Domestic Unvented Hot Water Storage Systems		As required	09.00-17.00	1 day	£220 ●		GC011
Domestic Unvented Hot Water Storage Systems Reassessment		As required		½ day	£85 ●	£27.50	GC011
COCDN1 Assessment Commercial Gas Changeover to Domestic		As required	09.00-17.00	2 days	£325 ●	£35	GC014
COCDN1 Training Commercial Gas Changeover to Domestic		As required	09.00-17.00	2 days	£200 ●		GC014
CPA1 Combustion Performance Analysis Assessment		As required		2 hours	£75 ●	£35	GC013
CPA1 Combustion Performance Analysis Training		As required		2 hours	£50 ●		GC013
DAH1 Initial Assessment		As required		½ day	£150 ●	£35	GC005
DAH1 Training		As required		½ day	£95 ●		GC005
DAH1 Reassessment		As required		½ day	£115 ●	£35	GC005
Water Regulations		As required	09.00-17.00	1 day	£170 ●		GC012
HTR1 Initial Assessment		As required		½ day	£150 ●	£35	GC006
HTR1 Reassessment		As required		½ day	£115 ●	£35	GC006
HTR1 Training		As required		½ day	£95 ●		GC006
Legionella Disinfection of Water Systems		As required	09.00-17.00	1 day	£240 ●		GC010

● Not eligible for college discounts or fee remission

Gas Centre Continued

Course	Level	Start Date	Day	Time	Duration	Course fees	Other fees	Code
Legionella Risk Assessment of Cold and Hot Water Systems in Residential Accommodation		As required		09.00-17.00	1 day	£240 ●		GC009
MET2 Initial Assessment		As required			½ day	£115 ●	£40	GC007
MET2 Reassessment		As required			½ day	£115 ●	£40	GC007
MET2 Training		As required			½ day	£95 ●		GC007
Part L Energy Efficiency		As required		09.00-17.00	1 day	£120 ●	£35	GC008
Renewables Awareness*		As required		09.00-17.00	2 days	£240 ●	£27.50	GC015
BPEC Domestic Gas Foundation*		As required			16 weeks	£1650 ●	£75	GC016

Many Gas Centre courses run on a weekly or monthly basis with small student groups. See the Gas Centre section on our website, or contact us for further information.

*Subject to approval

Hair, Beauty & Holistics

Course	Level	Start Date	Day	Time	Duration	Course fees	Other fees	Kit/uniform costs	Code
Indian Head Massage Certificate	3	13/09/11 20/03/12	Tue Tue	17.30-20.30	12 weeks	£230 ●	£36 + £16 lifetime	Uniform £44	FC071
Stone Therapy Massage Certificate	3	14/09/11	Wed	17.30-20.30	33 weeks	£610 ●	£41 + £16 lifetime registration		FC072
Thermal Auricular Therapy Award	2	02/11/11 28/03/12 16/05/12	Wed Wed Wed	17.30-20.30	6 weeks	£115 ●	£31 + £16 lifetime registration		FC019
Scalp Massage Award	2	27/09/11 21/02/12 17/04/12	Tue Tue Tue	9.30-15.30	2 days	£111 ●	£36 + £16 lifetime registration		FC112
Contact Dermatitis Award	2	20/09/11 28/02/12 24/04/12	Tue Tue Tue	9.30-16.30	1 day	£72 ●	£32		FC113

Extra start dates throughout the year – contact us for details 01642 513200

Health & Care

Course	Level	Start Date	Day	Time	Duration	Course fees	Other fees	Code
Food Safety in Catering	2	Various	Flexible		9 hours	£70 ●	£15	FC061
Introduction to Infection Control & Procedures	CC	13/12/11 07/02/12	Tue Tue	09.30-16.00	1 day	£49 ●		FC115
Recognising the Health Needs of Adults with a Disability	CC	17/11/11 01/03/12	Thu Thu	09.30-12.00	½ day	£15 ●		FC117
Employers Responsibilities in Promoting Public Health to Clients & Workforce	CC	11/10/11 17/01/12 10/07/12	Tue Tue Tue	13.00-16.00	½ day	£25 ●		FC118

Health & Safety

Course	Level	Start Date	Day	Time	Duration	Course fees	Other fees	Code
Abrasive Wheels	CC	09/09/11 13/01/12 20/04/12	Fri Fri Fri	09.00-12.00	½ day	£75 ●		FC027
CSCS Revision Day plus test		16/09/11 20/01/12 27/04/12	Fri Fri Fri	09.00-16.00	1 day	£100 ●	£35	FC029
Health and Safety Awareness – Working at Heights	CC	09/09/11 13/01/12 20/04/12	Fri Fri Fri	13.00-16.00	½ day	£50 ●		FC032
Health and Safety – Training for Operatives	CC	23/09/11 27/01/12 04/05/12	Fri Fri Fri	09.00-16.00	1 day	£95 ●		FC030
IOSH Working Safely		14/09/11 30/09/11 06/01/12 Plus additional dates throughout the year as required.	Wed Fri Fri	09.00-16.00 09.00-16.00 09.00-16.00	1 day 1 day 1 day	£115 ● £115 ● £115 ●		FC033
Manual Handling	CC	12/09/11 23/09/11 20/01/12 Plus additional dates throughout the year as required.	Mon Fri Fri	09.00-12.00 09.00-12.00 09.00-12.00	½ day ½ day ½ day	£40 ● £40 ●		FC031

● Not eligible for college discounts or fee remission CC = College Certificate

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Health & Safety Continued

Course	Level	Start Date	Day	Time	Duration	Course fees	Other fees	Code
NEBOSH National Certificate in Construction Health & Safety	3	06/09/11 21/02/12	Tue Tue	09.00-17.00	14 weeks	£1295 ●		FC075
NEBOSH National Certificate in Construction Health & Safety for holders of the General Certificate	3	11/10/11 27/03/12	Tue Tue	09.00-17.00	9 weeks	£845 ●		FC076
NEBOSH National Certificate in Fire Safety Risk Management	3	06/09/11 11/10/11	Tue Tue	14.00-21.00 5 weeks 14.00-18.15 8 weeks	13 weeks	£695 ●		FC077
NEBOSH National Certificate in Fire Safety & Management for holders of the General Certificate	3	11/10/11 27/03/12	Tue	14.00-18.15	8 weeks	£495 ●		FC078
NEBOSH National General Certificate in Occupational Health & Safety	3	06/09/11 21/02/12	Tue Tue	14.00-21.00	13 weeks	£745 ●		FC079
Occupational Health and Safety NVQ	3	By negotiation				Contact us	TBC	FC138
NEBOSH Award in Health & Safety at Work	2	07/09/11 Various	Wed Fri	09.00-12.00	4 days	£245 ●		FC049
NEBOSH Award in Health & Safety for the Process Industries	2	07/09/11 Various	Wed Fri	09.00-12.00	8 days	£450 ● (full programme) £250 ● (units 1 & 2)		FC048
NEBOSH National Diploma in Occupational Health & Safety	6	Year 1: 26/09/11 Year 2: 12/09/11	Mon Mon	13.30-18.00 13.00-18.00	2 years (30 weeks per year) 30 weeks	Year 1: £1500 ● Year 2: £1345 ●		FC080

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Extra start dates throughout the year – contact us for details 01642 513200

Health & Safety Continued

Course	Level	Start Date	Day	Time	Duration	Course fees	Other fees	Code
IOSH Managing Safety	2	23/09/11 18/11/11 13/01/12 02/03/12	Fri	09.00-16.30	4½ days	£265 ●	£25	FC122
NEBOSH National Certificate in the Management of Health & Well-Being at Work*	3	Sep 2011	Wed or Thu	09.00-12.00	12 weeks	TBC ●		FC140

*Subject to approval

First Aid

Course	Level	Start Date	Day	Time	Duration	Course fees	Other fees	Code
Emergency First Aid at Work	N/A	19/12/11 04/01/12 22/02/12 or as required	Mon Wed Wed	09.00-16.00	1 day	£55 ●		FC094
First Aid at Work Update	N/A	As required			3 hours	£25 ●		FC095
First Aid at Work	N/A	14-17/12/11 06, 13 & 20/01/12 14-17/02/12 or as required	Wed Fri Tue	09.00-16.00	3 days	£175 ●		FC096
First Aid at Work - Requalification	N/A	07-08/12/11 25-26/01/12 or as required	Wed Wed	09.00-16.00	2 days	£150 ●		FC097
Automated External Defibrillation (AED) Training	N/A	11/01/12 or as required	Wed	09.00-12.00	3 hours	£35 ●		FC098

Public Services

Course	Level	Start Date	Day	Time	Duration	Course fees	Other fees	Code
Security Guarding Award	2	15/09/11 26/01/12	Thu	18.00-21.00	8 weeks	£111 ●	£27	FC106

Sport

Course	Level	Start Date	Day	Time	Duration	Course fees	Other fees	Code
Personal Training (Gym) Certificate	3	15/09/11	Thu	18.00-21.00	25 weeks	£342 ●	£121	FC082
Community Sports Leader Award	2	14/09/11 & 25/01/12	Wed	18.00-21.00	12 weeks	£50 ●		FC103
Instructing Circuit Training Sessions Award*	2	13/09/11 & 24/01/12	Tue	18.00-21.00	12 weeks	£160 ●	£31 + £16 lifetime registration fee	FC128

*Subject to approval

Teaching & Assessing

Course	Level	Start Date	Day	Time	Duration	Course fees	Other fees	Code
Understanding Principles & Practices of Assessment Award	3	Flexible by negotiation				Contact us ●	£26	FC114
Preparing to Teach in the Lifelong Learning Sector (7303) BTEC Award	3	13/09/11 15/09/11 21/02/12 23/02/12	Tue Thu Tue Thu	18.00-21.00 10.00-13.00	10 weeks 10 weeks	£90 ●	£32	FC060
Assessing Vocational Achievement Certificate	3	Flexible by negotiation				£245	£63	TE008
Leading Internal Quality Assurance of Assessment Processes & Practices Award	4	Flexible by negotiation				£260	£63	TE009
Teaching Mathematics (Numeracy) in the Lifelong Sector UCPD TU	4 & 5	15/12/11	Thu	16.30-20.30	20 weeks	£525 ●		LS015
Teaching English (Literacy) in the Lifelong Learning Sector UCPD TU	4 & 5	29/11/11	Tue	16.30-20.30	20 weeks	£525 ●		LS014
Types of Learning Difficulty and/or Disability UCCE TU	5	Oct 2011	TBC	17.00-21.00	10 weeks	£210 ●		TE007

● Not eligible for college discounts or fee remission CC = College Certificate TU = In partnership with Teesside University
UCPD = University Certificate in Professional Development UCCE = University Certificate in Continuing Education

continued

Extra start dates throughout the year – contact us for details 01642 513200

Teaching & Assessing Continued

Course	Level	Start Date	Day	Time	Duration	Course fees	Other fees	Code
Analysing Practice Relating to Learning Difficulties and/or Disabilities UCCE TU	5	Jan 12	TBC	3 hours per week	11 weeks	£210 ●		CC024
Promoting Inclusion for Individuals with Learning Difficulties and/or Disabilities UCCE TU	5	Apr 12	TBC	3 hours per week	10 weeks	£210 ●		CC023

Travel & Tourism

Course	Level	Start Date	Day	Time	Duration	Course fees	Other fees	Code
Airline Cabin Crew Certificate	2	15/09/11	Thu	18.00-21.00	30 weeks	£354 ●	£48	FC129
Resort Representatives Award	2	14/09/11	Wed	18.00-20.00	20 weeks	£225 ●	£43	FC131

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Conference & Event Facilities – for hire

The College's recently opened Higher Education & Conference Centre incorporates the very best in conference, meeting and event facilities, including the latest ICT and audio-visual technology.

Featuring a multi-function lecture theatre seating up to 250, a range of meeting rooms and IT training facility, the Centre is easily accessible and has plentiful on-site parking.

An ideal location for:

- Conferences
- Award ceremonies
- Fashion shows
- Wedding & family celebration events
- Musical and dramatic performances
- Training events
- Exhibitions

For further details and hire rates, visit our website or ring 01642 473132.



Business Training Solutions

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