

Part-Time Course Guide

January 2011 to July 2011

www.bedford.ac.uk 01234 291000



Something
for everyone!

Professional qualifications
Vocational programmes
Accredited training courses
Degree-level qualifications



Whether you are looking to change your career, enhance your existing skills, improve your promotional prospects or return to work, we're sure to have something for you. We are proud of our friendly and supportive learning environment, quality teaching and dedicated staff, all of which are in place to help you succeed.

Key to our sites

BC: Bedford College, Cauldwell Street
 BLC: Bedford Learning Centre
 PTC: Plumbing Technology Centre, Kempston
 SC: Shuttleworth College, Biggleswade
 VTC: Vehicle Training Centre, Kempston

How to use this guide

To make it easy to find the right course(s) for you, we have grouped them by subject areas. For each course you will see:

Course Title	Course Length	Start Date	Day(s)	Time(s)	Fee	Conc. Fee	Location	Enrol Online	Course Code
Teaching Assistants Literacy for Teaching Assistants Level 2	15 weeks	26/01/2011	Wed	1.00pm-3.00pm	FREE	N/A	BLC	No	P777

Course length in days, weeks or years. Day(s) on which the course runs. Full course fee. Where the course is held, see key above. Course code.

What the course is called. An interview is required for this course. When the course starts. Start and finish times. Reduced course fee. To find out if you qualify visit www.bedford.ac.uk To enrol online visit www.bedford.ac.uk

How to enrol

Once you have found a course/courses you are interested in, you will need to enrol before the start date. You can do this by one of the following:

- Visiting our website www.bedford.ac.uk where you can enrol online for some of our courses.
- Calling our enquiries and guidance team on **01234 291000**.
- Popping into Reception at our main site in Cauldwell Street and asking to speak to our enquiries and guidance team who are available Monday-Thursday 8.30am-6.40pm and Friday 8.30am-4.30pm.

Interview required

If your course has a symbol next to the course title it means that you need to attend a short interview before we can offer you a place. In this instance visit www.bedford.ac.uk to complete an application form online or call us on 01234 291000 and we will send an application form out to you.

Course fees and discounts

Before your enrolment can be accepted you will need to pay the fee listed under the course entry. For further details about what the course fee includes, funding and discounts available, and the payment options open to you, visit www.bedford.ac.uk or call **01234 291000** to request a **FREE** copy of our Part-Time Learning & Training Guide.

Disclaimer

Whilst every effort is made to ensure the information within this guide is correct at the time of printing, some details may be subject to change. Bedford College reserves the right to make amendments to the courses, dates, fees and other details, and to make cancellations or changes if numbers are insufficient. In the unfortunate situation that we have to cancel a course, we will refund your fees in full, but we regret we are not able to refund if you withdraw from your course or fail to start, and you will be liable to pay any outstanding fees that may be due.

Course Title	Course Length	Start Date	Day(s)	Time(s)	Fee	Conc. Fee	Location	Enrol Online	Course Code
Agriculture									
Maintaining Farm Machinery	1 day	07/03/2011	Mon	6.30pm-8.30pm	£25	N/A	SC	Yes	B845S1
Pig Breeding									
Pig Production For Breeders – Beginners	1 day	12/03/2011	Sat	9.30am-3.30pm	£50	N/A	SC	Yes	B608
Pig Production For Breeders – Advanced	1 day	02/04/2011	Sat	9.30am-3.30pm	£50	N/A	SC	Yes	B609
Animal Sciences									
Animal Fun Days									
Exotic Encounters	1 day	02/07/2011	Sat	9.30am-12.30pm	£30	N/A	SC	Yes	B819
Lambing Sunday	1 day	19/02/2011	Sun	10.00am-4.00pm	£5	N/A	SC	Yes	B846
Small Furry Animals	1 day	02/04/2011	Sat	9.30am-12.30pm	£30	N/A	SC	Yes	B818
Animal Care & Welfare									
Animal First Aid	1 day	21/05/2011	Sat	9.30am-12.30pm	£30	N/A	SC	Yes	B822
Alpaca Handling & Care	1 day	11/06/2011	Sat	9.30am-12.30pm	£30	N/A	SC	Yes	B823
Improving Pet Welfare	1 day	23/03/2011	Wed	6.30pm-9.30pm	£30	N/A	SC	Yes	B821
Arboriculture									
Basic Tree Inspection (Lantra)	1 day	24/03/2011	Thu	9.30am-4.30pm	Call for details	N/A	SC	Yes	B550S2
	1 day	15/07/2011	Fri	9.30am-4.30pm	Call for details	N/A	SC	Yes	B550S3
Archaeology									
Archaeology Interpretation	10 weeks	13/01/2011	Thu	6.30pm-8.30pm	£100	N/A	BC	Yes	A5681
Archaeology of Religion & Ritual	10 weeks	28/04/2011	Thu	6.30pm-8.30pm	£100	N/A	BC	Yes	A5682
On the Rocks	10 weeks	04/05/2011	Wed	6.30pm-8.30pm	£100	N/A	BC	Yes	A5674
Art & Design									
Drawing & Painting									
Drawing & Painting: Introductory	6 weeks	23/02/2011	Wed	6.30pm-9.30pm	£68	N/A	BC	Yes	L779S2
Drawing Landscape Workshop: An Introduction	1 day	25/06/2011	Sat	9.30am-4.30pm	£24	N/A	SC	Yes	L1115
Life Drawing Workshop: An Introduction	½ day	25/06/2011	Sat	9.30am-4.30pm	£24	N/A	BC	Yes	L1114
Painting Landscape Workshop: An Introduction	½ day	27/04/2011	Wed	1.30pm-5.45pm	£20	N/A	SC	Yes	L1102
	½ day	26/06/2011	Sun	9.30am-4.30pm	£24	N/A	SC	Yes	L1116
Painting Landscape Workshop: Exploring Landscape Painting Level 1	½ day	04/05/2011	Wed	1.30pm-5.45pm	£20	N/A	SC	Yes	L1103
Painting Landscape Workshop: Exploring Landscape Painting Level 2	½ day	11/05/2011	Wed	1.30pm-5.45pm	£20	N/A	SC	Yes	L1104
Painting Landscape Workshop: Exploring Landscape Painting Level 3	½ day	18/05/2011	Wed	1.30pm-5.45pm	£20	N/A	SC	Yes	L1105
Graphic Design									
Digital Artworking Workshop: An Introduction	1 day	25/06/2011	Sat	9.30am-4.30pm	£24	N/A	BC	Yes	L1118
Photoshop: Introductory	6 weeks	02/02/2011	Wed	6.30pm-9.30pm	£68	N/A	BC	Yes	L728S2
	3 weeks	12/03/2011	Sat	10.00am-3.30pm	£66	N/A	BC	Yes	L791S2
Interior Design									
Interior Design: Colour	3 weeks	12/03/2011	Sat	10.00am-3.30pm	£66	N/A	BC	Yes	L693S2
Photography									
Digital Photography: Introductory	8 weeks	07/03/2011	Mon	6.30pm-9.30pm	£82	N/A	BC	Yes	L854
Digital Photography Workshop: An Introduction	1 day	25/06/2011	Sat	9.30am-4.30pm	£24	N/A	BC	Yes	L1117
Digital Photography: Advanced	6 weeks	10/01/2011	Mon	6.30pm-9.30pm	£68	N/A	BC	Yes	L1069S2
Practical Photography: Advanced	8 weeks	03/03/2011	Thu	6.30pm-9.30pm	£82	N/A	BC	Yes	L1070
Textiles & Fashion									
Jewellery Workshop: An Introduction	1 day	25/06/2011	Sat	9.30am-4.30pm	£24	N/A	BC	Yes	L1119
Printed Textiles Workshop: An Introduction	1 day	25/06/2011	Sat	9.30am-4.30pm	£24	N/A	BC	Yes	L1113
Surface Pattern Workshop: An Introduction	1 day	25/06/2011	Sat	9.30am-4.30pm	£24	N/A	BC	Yes	L1120
Astronomy									
The Night Sky	10 weeks	19/01/2011	Wed	6.30pm-8.30pm	£100	N/A	BC	Yes	A5678
British Sign Language									
British Sign Language Level 1 Introduction: Learn Some Basic Signs	3 hours	16/05/2011	Mon	6.00pm-9.00pm	£30	N/A	BC	Yes	P1416
Deaf Awareness									
	1 day	10/01/2011	Mon	10.00am-4.00pm	£45	N/A	BLC	Yes	P1408S2
	1 day	28/03/2011	Mon	10.00am-4.00pm	£45	N/A	BLC	Yes	P1408S3
	1 day	13/06/2011	Mon	10.00am-4.00pm	£45	N/A	BLC	Yes	P1408S4
Developing British Sign Language: Conversation Skills Level 1	1 day	29/01/2011	Sat	10.00am-4.00pm	£45	N/A	BLC	Yes	P1411
Developing British Sign Language: Conversation Skills Level 2	1 day	22/01/2011	Sat	10.00am-4.00pm	£45	N/A	BLC	Yes	P1412
Developing British Sign Language: Productive Skills Level 1	1 day	21/05/2011	Sat	10.00am-4.00pm	£45	N/A	BLC	Yes	P1413
Developing British Sign Language: Productive Skills Level 2	1 day	14/05/2011	Sat	10.00am-4.00pm	£45	N/A	BLC	Yes	P1414
Business, Management & Personal Development									
Accountancy & Finance									
Finance for Non-Financial People	1 day	08/02/2011	Tue	9.30am-4.30pm	£176	N/A	SC	Yes	W046
Using Sage Line 50*	1 day	22/02/2011	Tue	9.30am-4.30pm	£176	N/A	BC	Yes	E1284S1
	1 day	12/04/2011	Tue	9.30am-4.30pm	£176	N/A	BC	Yes	E1284S2
	1 day	11/07/2011	Mon	9.30am-4.30pm	£176	N/A	BC	Yes	E1284S3
Bookkeeping Award Level 1	15 weeks	08/02/2011	Tue	6.30pm-8.30pm	£308	£45	BC	No	E1896
Sage Computerised Accounts Level 1	8 weeks	25/01/2011	Tue	6.30pm-8.30pm	£238	£45	BC	No	E1891
	8 weeks	26/04/2011	Tue	6.30pm-8.30pm	£238	£45	BC	No	E1892
Sage Computerised Accounts Level 2	6 weeks	03/02/2011	Thu	6.30pm-8.30pm	£250	N/A	BC	No	E1893
	6 weeks	05/05/2011	Thu	6.30pm-8.30pm	£250	N/A	BC	No	E1894
Managing Financial Resources: HNC Degree-Level Unit	10 weeks	21/03/2011	Mon	6.00pm-9.00pm	£170	N/A	BC	No	E1215
Business									
Business BTEC HNC 	2 years	10/01/2011	Mon & Tue	6.00pm-9.00pm	£770	N/A	BC	No	E1221
University-Level Units									
Business Decision Making: HNC Degree Level Unit	10 weeks	21/03/2011	Mon	6.00pm-9.00pm	£170	N/A	BC	No	E1475
Contract & Negligence: Degree Level Unit	10 weeks	11/01/2011	Tue	6.00pm-9.00pm	£170	N/A	BC	No	E1214
European Business: Degree-Level Unit	10 weeks	10/01/2011	Mon	6.00pm-9.00pm	£170	N/A	BC	No	E1220
Human Resources Management: Degree Level Unit	10 weeks	11/01/2011	Tue	6.00pm-9.00pm	£170	N/A	BC	No	E1277
	10 weeks	22/03/2011	Tue	6.00pm-9.00pm	£170	N/A	BC	No	E1918
Organisations & Behaviour: Degree-Level Unit	10 weeks	10/01/2011	Mon	6.00pm-9.00pm	£170	N/A	BC	No	E1218
Managing Financial Resources: Degree Level Unit	10 weeks	21/03/2011	Mon	6.00pm-9.00pm	£170	N/A	BC	No	E1215
Marketing Planning: Degree-Level Unit	10 weeks	22/03/2011	Tue	6.00pm-9.00pm	£170	N/A	BC	No	E1916
Business Administration									
Minute Taking	1 day	15/02/2011	Tue	9.30am-4.30pm	£176	N/A	SC	No	W013S3
	1 day	10/05/2011	Tue	9.30am-4.30pm	£176	N/A	SC	No	W013S4
NVQ Certificate in Business & Administration Level 2	Up to 6 months	Flexible – delivered in the workplace			Call for details	N/A	Workplace	No	E1930
NVQ Diploma in Business & Administration Level 3	Up to 6 months	Flexible – delivered in the workplace			Call for details	N/A	Workplace	No	E1933
NVQ Diploma in Business & Administration Level 4	Up to 12 months	Flexible – delivered in the workplace			Call for details	N/A	Workplace	No	E1957

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Business Skills									
Appraisal Skills*	1 day	23/02/2011	Wed	9.30am-4.30pm	£176	N/A	SC	Yes	W015S2
	1 day	18/05/2011	Wed	9.30am-4.30pm	£176	N/A	SC	Yes	W015S3
Assertiveness & Communication Skills*	1 day	01/03/2011	Tue	9.30am-4.30pm	£176	N/A	SC	Yes	W021S3
	1 day	24/05/2011	Tue	9.30am-4.30pm	£176	N/A	SC	Yes	W021S4
Developing Self Confidence at Work*	2 days	15/02/2011	Tue & Wed	9.30am-4.30pm	£405	N/A	SC	Yes	W048S1
	2 days	07/06/2011	Tue & Wed	9.30am-4.30pm	£405	N/A	SC	Yes	W048S2
Modern Business Report Writing*	1 day	15/03/2011	Tue	9.30am-4.30pm	£176	N/A	SC	Yes	W043S1
Time Management*	1 day	25/01/2011	Tue	9.30am-4.30pm	£176	N/A	SC	Yes	W011S3
	1 day	17/05/2011	Tue	9.30am-4.30pm	£176	N/A	SC	Yes	W011S4
Business Skills Certificate Level 2	Up to 8 months	Flexible – delivered in the workplace			Call for details	N/A	BC	No	W132
*Fee includes lunch									
Customer Service									
Certificate in Customer Service Level 2	Up to 8 months	Flexible – delivered in the workplace			Call for details	N/A	Workplace	No	E1931
Diploma in Customer Service Level 3	Up to 9 months	Flexible – delivered in the workplace			Call for details	N/A	Workplace	No	E1934
Diploma in Customer Service Level 4	Up to 12 months	Flexible – delivered in the workplace			Call for details	N/A	Workplace	No	E1956
Management & Leadership									
Enhancing Your Leadership Approach with Emotional Intelligence	1 day	13/01/2011	Thu	9.30am-4.30pm	£176	N/A	SC	Yes	E1615S2
	1 day	05/05/2011	Thu	9.30am-4.30pm	£176	N/A	SC	Yes	E1615S3
Introduction to Supervising & Leading a Team	2 days	Various	Tue & Wed	9.30am-4.30pm	£405	N/A	SC	No	W017S3
Managing People & Performance	2 days	Various	Tue & Wed	9.30am-4.30pm	£405	N/A	SC	No	W047S3
<i>Chartered Management Institute Qualifications (CMI) Units</i>									
CMI Unit: Improving Team Performance Level 3	8 weeks	29/03/2011	Tue	6.00pm-9.00pm	£294	N/A	BC	No	E1693
CMI Unit: Meeting Stakeholder Needs Level 3	8 weeks	01/03/2011	Tue	6.00pm-9.00pm	£294	N/A	BC	No	E1498
CMI Unit: Recruitment & Selection Level 3	8 weeks	10/05/2011	Tue	6.00pm-9.00pm	£294	N/A	BC	No	E1501
CMI Unit: Resource Planning Level 3	8 weeks	25/01/2011	Tue	6.00pm-9.00pm	£294	N/A	BC	No	E1496
CMI Unit: Financial Control Level 5	8 weeks	27/04/2011	Wed	5.45pm-8.00pm	£363	N/A	BC	No	E1509
CMI Unit: Information Based Decision Making Level 5	8 weeks	09/02/2011	Wed	3.00pm-5.15pm	£363	N/A	BC	No	E1504
CMI Unit: Managing Recruitment & Selection Level 5	8 weeks	09/03/2011	Wed	5.45pm-8.00pm	£363	N/A	BC	No	E1511
CMI Unit: Marketing Planning Level 5	8 weeks	27/04/2011	Wed	3.00pm-5.15pm	£363	N/A	BC	No	E1510
<i>Management NVQs</i>									
Certificate in Management Level 3	Up to 7 months	Flexible – delivered in the workplace			Call for details	N/A	Workplace	No	E1932
NVQ Diploma in Management Level 5	Up to 8 months	Flexible – delivered in the workplace			Call for details	N/A	Workplace	No	E1964
NVQ Diploma in Management Level 7	Up to 8 months	Flexible – delivered in the workplace			Call for details	N/A	Workplace	No	TBC
NVQ Certificate in Team Leading Level 2	Up to 5 months	Flexible – delivered in the workplace			Call for details	N/A	Workplace	No	E1929
Sales & Marketing									
Best Practice for Account Managers	1 day	23/03/2011	Wed	9.30am-4.30pm	£176	N/A	SC	Yes	W060S1
Successful Telesales (Selling Skills)	1 day	02/03/2011	Wed	9.30am-4.30pm	£200	N/A	SC	Yes	W059S1
Marketing: An Introduction	10 weeks	02/03/2011	Wed	6.00pm-9.00pm	£350	N/A	BC	Yes	E1865
HNC Degree-Level Unit: Marketing Planning	10 weeks	22/03/2011	Tue	6.00pm-9.00pm	£170	N/A	BC	No	E1916
Chartered Institute of Marketing (CIM)									
CIM Professional Certificate Unit: Marketing Information*	12 weeks	01/02/2011	Tue	6.00pm-9.00pm	£300	N/A	BC	No	E1713
CIM Professional Certificate Unit: Stakeholder*	12 weeks	03/02/2011	Thu	6.00pm-9.00pm	£300	N/A	BC	No	E1711
* You will need to join the CIM and pay for your exams with them									
Care, Child Care & Counselling									
Child Care									
Working with Children &/or Young People Level 3 Unit 1: Individual Professional Development	15 weeks	10/01/2011	Mon	6.00pm-8.00pm	£225	N/A	BC	Yes	K1237
Certificate for the Children & Young People workforce Level 2	Up to 6 months	Flexible – delivered in the workplace			Call for details	N/A	BC	No	K1051
Diploma for the Children & Young People workforce Level 3	Up to 12 months	Flexible – delivered in the workplace			Call for details	N/A	BC	No	K1061
Counselling CPCAB									
Counselling Skills Introductory Award	10 weeks	10/01/2011	Mon	6.00pm-8.30pm	£320	N/A	BC	Yes	K475S5
	10 weeks	04/04/2011	Mon	6.00pm-8.30pm	£320	N/A	BC	Yes	K475S6
Counselling Young People									
Counselling Children & Young People	10 weeks	12/01/2011	Wed	6.00pm-8.00pm	£225	N/A	BC	Yes	K1106S2
	10 weeks	20/04/2011	Wed	6.00pm-8.00pm	£225	N/A	BC	Yes	K1106S3
Health Care & Social Care									
Equality & Diversity in the Care Sector	3 hours	27/06/2011	Mon	6.00pm-9.00pm	£40	N/A	BC	Yes	K1172S2
Health Trainers' Certificate Level 3	10 weeks	04/02/2011	Fri	9.30am-12.30pm	£350	N/A	BC	Yes	K1194
Hygiene in Health & Social Care	½ day	11/02/2011	Fri	9.30am-1.00pm	£40	N/A	BC	Yes	K1171S1
	½ day	29/04/2011	Fri	9.30am-1.00pm	£40	N/A	BC	Yes	K1171S2
Diploma in Health & Social Care Level 2	Up to 6 months	Flexible – delivered in the workplace			Call for details	N/A	Workplace	No	K1089/K998
Diploma in Health & Social Care Level 3	Up to 8 months	Flexible – delivered in the workplace			Call for details	N/A	Workplace	No	K1087/K999
Health & Social Care NVQ Level 4	Up to 12 months	Flexible – delivered in the workplace			Call for details	N/A	BC	No	K675
Leadership & Management for Care Services NVQ Level 4	Up to 12 months	Flexible – delivered in the workplace			Call for details	N/A	BC	No	K674S1
Youth Work									
Youth Work NVQ Level 2	Up to 6 months	Flexible – delivered in the workplace			Call for details	N/A	Workplace	No	K1164
Youth Work NVQ Level 3	Up to 9 months	Flexible – delivered in the workplace			Call for details	N/A	Workplace	No	K1165
Award in Dementia Awareness									
Award in Dementia Awareness Unit 1	4 weeks	12/01/2011	Wed	6.00pm-9.00pm	£170	N/A	BC	Yes	K1251S1
Award in Dementia Awareness Unit 2	4 weeks	09/02/2011	Wed	6.00pm-9.00pm	£170	N/A	BC	Yes	K1251S2
Award in Dementia Awareness Unit 3	4 weeks	16/03/2011	Wed	6.00pm-9.00pm	£170	N/A	BC	Yes	K1251S3
Award in Dementia Awareness Unit 4	4 weeks	27/04/2011	Wed	6.00pm-9.00pm	£170	N/A	BC	Yes	K1251S4
Teaching Assistants									
Literacy for Teaching Assistants Level 2	15 weeks	26/01/2011	Wed	1.00pm-3.00pm	FREE	N/A	BLC	No	P777
Numeracy for Teaching Assistants Level 2	15 weeks	24/01/2011	Mon	1.00pm-3.00pm	FREE	N/A	BLC	No	A607
CACHE Certificate in Supporting Teaching & Learning in Schools Level 2	Up to 7 months	Flexible – delivered in the workplace			Call for details	N/A	BC	No	K1235
CACHE Award & Certificate in Supporting Teaching & Learning in Schools Level 3	Up to 7 months	Flexible – delivered in the workplace			Call for details	N/A	BC	No	K1236

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Computing & IT									
Computer User Qualifications									
Award for IT Users (ITQ) Level 1	Up to 6 months	Flexible – delivered in the workplace			£308	£52	BC	No	F1576
Certificate for IT Users (ITQ) Level 2	Up to 12 months	Flexible – delivered in the workplace			Call for details	N/A	BC	No	F1600/ F1605
Certificate for IT Users (ITQ) Level 3	Up to 12 months	Flexible – delivered in the workplace			Call for details	N/A	BC	No	F1581
Computer Maintenance									
PC Maintenance Level 1*	16 weeks	09/02/2011	Wed	6.00pm-9.00pm	£308	£20	BC	No	F1658
Computer Maintenance & Installation (A+) Level 2**	16 weeks	10/02/2011	Thu	6.00pm-9.00pm	£288	N/A	BC	No	F1526S2
Microsoft Windows Server 2008	15 weeks	31/01/2011	Mon	6.00pm-9.00pm	£450	N/A	BC	No	F1699S2
Microsoft Certified Desk-top Support Technician (MCDST) 70-271	Up to 6 months	Flexible learning with workshops			£250	N/A	BC	No	F1678
Microsoft Certified Desk-top Support Technician (MCDST) 70-272	Up to 6 months	Flexible learning with workshops			£250	N/A	BC	No	F1680
IT Practitioners NVQ Level 2	Up to 12 months	Flexible – delivered in the workplace			Call for details	N/A	BC	No	F1485
IT Professionals NVQ Level 3	Up to 12 months	Flexible – delivered in the workplace			Call for details	N/A	BC	No	F1486
* As part of this course you can also study the Comptia Strata qualification for £84. ** As part of this course you can also study the Comptia Strata qualification for £128.									
Microsoft Office Applications									
Experience the Microsoft Office 2007 System	1 day	28/01/2011	Fri	9.30am-4.30pm	£168	N/A	BC	Yes	F1511S2
Microsoft Access 2007: Advanced	Up to 20 weeks	You can start any time. You will need to study a minimum of 1½ hours per week by dropping into one of our workshops on Wed or Thu 3.00pm to 4.30pm term-time only.			£90	N/A	BC	Yes	F1705
Microsoft Excel 2007: Introductory	1 day	10/02/2011	Thu	9.30am-4.30pm	£168	N/A	BC	Yes	F1536S2
Microsoft Excel 2007: Intermediate	1 day	15/03/2011	Tue	9.30am-4.30pm	£168	N/A	BC	Yes	F1538S2
Microsoft Excel 2007: Advanced	Up to 20 weeks	19/05/2011	Thu	9.30am-4.30pm	£168	N/A	BC	Yes	F1541S2
	Up to 20 weeks	You can start any time. You will need to study a minimum of 1½ hours per week by dropping into one of our workshops on Wed or Thu 3.00pm to 4.30pm term-time only.			£90	N/A	BC	Yes	F1703
Microsoft PowerPoint 2007: Introductory & Intermediate	1 day	21/01/2011	Fri	9.30am-4.30pm	£168	N/A	BC	Yes	F1539S1
	1 day	14/06/2011	Tue	9.30am-4.30pm	£168	N/A	BC	Yes	F1539S2
Microsoft PowerPoint 2007: Advanced	Up to 20 weeks	You can start any time. You will need to study a minimum of 1½ hours per week by dropping into one of our workshops on Wed or Thu 3.00pm to 4.30pm term-time only.			£90	N/A	BC	Yes	F1704
Microsoft Project 2007: Introductory	1 day	18/02/2011	Fri	9.30am-4.30pm	£188	N/A	BC	Yes	F1438S2
Microsoft Project 2007: Intermediate	1 day	29/04/2011	Fri	9.30am-4.30pm	£188	N/A	BC	Yes	F1528
Microsoft Word 2007: Advanced	Up to 20 weeks	You can start any time. You will need to study a minimum of 1½ hours per week by dropping into one of our workshops on Wed or Thu 3.00pm to 4.30pm term-time only.			£90	N/A	BC	Yes	F1705
Microsoft Office Training offered bespoke on request - call for details									
Networking									
Basic Network Admin Windows Server 2003	1 day	21/03/2011	Mon	9.30am-4.30pm	£128	N/A	BC	No	F1596
Basic Network Fault Finding in a Small to Medium Businesses	1 day	11/02/2011	Fri	9.30am-4.30pm	£128	N/A	BC	No	F1595
Set up Your Own Server	1 day	19/01/2011	Wed	9.30am-4.30pm	£128	N/A	BC	No	F1594
CISCO Academy: Working in a Small to Medium Sized Business or Internet Service Provider (CCNA Part 2)	16 weeks	31/01/2011	Mon	6.00pm-9.00pm	£288	N/A	BC	No	F784S1
CISCO Academy: Accessing the WAN (CCNA Part 4)	16 weeks	10/02/2011	Thu	6.00pm-9.00pm	£288	N/A	BC	No	F1638S2
Programming									
C# Programming Level 3	12 weeks	08/02/2011	Tue	6.00pm-9.00pm	£218	N/A	BC	No	F1478
VB.NET Level 3	12 weeks	08/02/2011	Tue	6.00pm-9.00pm	£218	N/A	BC	No	F436
System Analysis & Design									
System Analysis Using Modelling Language (UML)	12 weeks	28/02/2011	Mon	6.00pm-9.00pm	£128	N/A	BC	No	F1430
Website Design									
Cascading Style Sheets (CSS): Introductory	1 day	08/04/2011	Fri	9.30am-4.30pm	£128	N/A	BC	Yes	F1399S2
Cascading Style Sheets (CSS): Intermediate	1 day	13/05/2011	Fri	9.30am-4.30pm	£128	N/A	BC	Yes	F1437S2
Creating Database Driven Websites Using PHP & MySQL	12 weeks	02/03/2011	Wed	6.00pm-9.00pm	£218	N/A	BC	Yes	F1626
Dreamweaver CS3: Introductory	1 day	11/02/2011	Fri	9.30am-4.30pm	£128	N/A	BC	Yes	F1397S2
Dreamweaver CS3: Intermediate (Creating Database Driven Web Pages)	1 day	25/03/2011	Fri	9.30am-4.30pm	£128	N/A	BC	Yes	F1398S2
Dreamweaver Spry Framework for AJAX - Creating Interactive Web Pages	1 day	21/01/2011	Fri	9.30am-4.30pm	£128	N/A	BC	Yes	F1514S1
	1 day	24/06/2011	Fri	9.30am-4.30pm	£128	N/A	BC	Yes	F1514S2
HTML Introductory: Creating Standard Compliant Web Pages	1 day	11/03/2011	Fri	9.30am-4.30pm	£128	N/A	BC	Yes	F1512S2
Website Visibility & Search Engine Optimisation	1 day	07/01/2011	Fri	9.30am-4.30pm	£128	N/A	BC	Yes	F1435S1
	1 day	10/06/2011	Fri	9.30am-4.30pm	£128	N/A	BC	Yes	F1435S2
Website Design: Adobe Dreamweaver CS3 Level 2	12 weeks	07/02/2011	Mon	6.00pm-9.00pm	£218	N/A	BC	Yes	F411S2
Website Design: Adobe Dreamweaver CS3 Level 3	16 weeks	25/01/2011	Tue	6.00pm-9.00pm	£288	N/A	BC	Yes	F743S2
Construction & Building Services									
Bricklaying									
Brickwork NVQ Level 2	Up to 12 months	Flexible – delivered in the workplace			Call for details	N/A	BC	No	C996
Brickwork NVQ Level 3	Up to 12 months	Flexible – delivered in the workplace			Call for details	N/A	BC	No	C997
Carpentry & Joinery									
Wood Occupations (Bench Joinery or Site Carpentry) NVQ Level 2	Up to 12 months	Flexible – delivered in the workplace			Call for details	N/A	BC	No	C1000
Wood Occupations (Bench Joinery or Site Carpentry) NVQ Level 3	Up to 12 months	Flexible – delivered in the workplace			Call for details	N/A	BC	No	C999
General Construction & Building Services									
Construction Site Management NVQ Level 4	Up to 12 months	Flexible – delivered in the workplace			Call for details	N/A	Workplace	No	C982
Maintenance Operations NVQ Level 2	Up to 12 months	Flexible – delivered in the workplace			Call for details	N/A	Workplace	No	C1093
Occupational Work Supervision NVQ Level 3	Up to 12 months	Flexible – delivered in the workplace			Call for details	N/A	Workplace	No	C1094
Site Supervision NVQ Level 3	Up to 12 months	Flexible – delivered in the workplace			Call for details	N/A	Workplace	No	C1069
Electrical Installation									
Electrotechnical Services NVQ Level 3	Up to 12 months	Flexible – delivered in the workplace			Call for details	N/A	Workplace	No	C1072
17th Edition Wiring Regulations Certificate Update course (City & Guilds 2382)	1 day	Various	Mon	9.00am-4.30pm	£130	N/A	BC	No	C943S4
17th Edition Wiring Regulations Certificate (City & Guilds 2382)	3 days	Various	Tue to Thu	9.00am-4.30pm	£360	N/A	BC	No	C923S5
17th Edition Wiring Regulations Certificate (City & Guilds 2382)	6 weeks	Various	Mon	6.00pm-9.00pm	£360	N/A	BC	No	C957S3
Design, Erection & Verification of Electrical Installations Certificate (City & Guilds 2391-20)	5 days	21/02/2011	Mon to Fri	9.00am-4.30pm	£635	N/A	BC	No	C1225S2
	5 days	16/05/2011	Mon to Fri	9.00am-4.30pm	£635	N/A	BC	No	C1225S3
Domestic Installer's Certificate (Part P)	1 day	18/03/2011	Fri	9.00am-4.30pm	£330	N/A	BC	No	C447S2
	5 days	14/03/2011	Mon to Fri	9.00am-4.30pm	£720	N/A	BC	No	C442S2
Inspection, Testing & Certification of Electrical Installations Level 2 (City & Guilds 2392-10)	4 days	08/03/2011	Tue to Fri	9.00am-4.30pm	£490	N/A	BC	No	C938S3
	4 days	10/05/2011	Tue to Fri	9.00am-4.30pm	£490	N/A	BC	No	C938S4

Course Title	Course Length	Start Date	Day(s)	Time(s)	Fee	Conc. Fee	Location	Enrol Online	Course Code
Inspection, Testing & Certification of Electrical Installations Level 2 (City & Guilds 2392-10)	7 weeks	16/02/2011	Wed	6.00pm-9.00pm	£490	N/A	BC	No	C95952
Inspection, Testing & Certification of Electrical Installations Level 3 (City & Guilds 2391-10)	4 days	Various	Tue to Fri	9.00am-4.30pm	£590	N/A	BC	No	C35752
Inspection, Testing & Certification of Electrical Installations Level 3 (City & Guilds 2391-10)	8 weeks	27/04/2011	Wed	6.00pm-9.00pm	£590	N/A	BC	No	C95852
Installing & Testing Domestic Photovoltaic (PV) Systems Certificate	4 days	Various	Tue to Fri	9.00am-4.30pm	£690	N/A	BC	No	C430510
Portable Appliance Testing (PAT) Unit 1	2 days	01/02/2011	Tue & Wed	9.00am-4.30pm	£340	N/A	BC	No	C44552
	2 days	26/04/2011	Tue & Wed	9.00am-4.30pm	£340	N/A	BC	No	C44553
Portable Appliance Testing (PAT) Unit 2	2 days	03/02/2011	Thu & Fri	9.00am-4.30pm	£340	N/A	BC	No	C44652
	2 days	28/04/2011	Thu & Fri	9.00am-4.30pm	£340	N/A	BC	No	C44653
Wind Generation Certificate	3 days	29/03/2011	Tue to Thu	9.00am-4.30pm	£570	N/A	BC	No	C123853
Gas									
Core Domestic Gas Safety (CCN1) Certificate (Category 2)	5 days	Various		9.00am-4.30pm	£650	N/A	PTC	No	C1091
Core Domestic Gas Safety (CCN1) Certificate (Category 1)	4 days	Various		9.00am-4.30pm	£560	N/A	PTC	No	C418
Core Domestic Gas Safety (CCN1) Certificate Re-Test (Assessment Only)	2 days	Various		9.00am-4.30pm	£265	N/A	PTC	No	C684
Domestic Gas Central Heating Boilers & Circulators (CEN1) Certificate	1 day	Various		9.00am-4.30pm	£185	N/A	PTC	No	C419
Domestic Gas Cooking Appliances (CKR1) Certificate	1 day	Various		9.00am-4.30pm	£185	N/A	PTC	No	C424
Domestic Gas Ducted Air Heaters (DAH1) Certificate	1 day	Various		9.00am-4.30pm	£185	N/A	PTC	No	C421
Domestic Gas Fires & Wall Heaters (WAT1) Certificate	1 day	Various		9.00am-4.30pm	£185	N/A	PTC	No	C420
Domestic Gas Instantaneous Water Heating Appliances (WAT1) Certificate	1 day	Various		9.00am-4.30pm	£185	N/A	PTC	No	C423
Domestic Gas Meters (MET1) Certificate	1 day	Various		9.00am-4.30pm	£185	N/A	PTC	No	C422
Gas Flu Analysis (CPA1) Certificate	1 day	Various		9.00am-4.30pm	£185	N/A	PTC	No	C1085
Health & Safety									
CITB - Construction Skills Health & Safety Test	½ day	Various	Fri	9.30am-12.30pm	£70	N/A	BC	No	C98854
Painting & Decorating									
Painting & Decorating NVQ Level 2	Up to 12 months	Flexible – delivered in the workplace			Call for details	N/A	Workplace	No	C998
Painting & Decorating NVQ Level 3	Up to 12 months	Flexible – delivered in the workplace			Call for details	N/A	Workplace	No	C1001
Plumbing									
Plumbing NVQ Level 2	Up to 12 months	Flexible – delivered in the workplace			Call for details	N/A	Workplace	No	C567
Plumbing NVQ Level 3	Up to 12 months	Flexible – delivered in the workplace			Call for details	N/A	Workplace	No	C569
Air/Ground Source Heat Pumps (Logic)	3 days	03/05/2011	Tue to Thu	9.00am-4.30pm	£455	N/A	PTC	No	C108353
	3 days	20/06/2011	Mon to Wed	9.00am-4.30pm	£455	N/A	PTC	No	C108354
Domestic Heat Pumps (BPEC)	2 days	14/02/2011	Mon & Tue	9.00am-4.30pm	£390	N/A	PTC	No	C142753
	2 days	27/04/2011	Wed & Thu	9.00am-4.30pm	£390	N/A	PTC	No	C142754
Efficiency & Energy for Domestic Heating Certificate	2 days	10/01/2011	Mon & Tue	9.00am-4.30pm	£305	N/A	PTC	No	C42652
	2 days	23/05/2011	Mon & Tue	9.00am-4.30pm	£305	N/A	PTC	No	C42653
Heat Pumps (Dimplex)	4 days	Various	Mon to Thu	9.00am-4.30pm	£690	N/A	PTC	No	C143853
Rainwater Harvesting Systems	2 days	16/02/2011	Wed & Thu	9.00am-4.30pm	£350	N/A	PTC	No	C108452
	2 days	25/05/2011	Wed & Thu	9.00am-4.30pm	£350	N/A	PTC	No	C108453
Renewable Energy Certificate (BPEC)	3 days	28/02/2011	Mon to Wed	9.00am-4.30pm	£350	N/A	PTC	No	C122352
Solar Domestic Hot Water Installation Certificate	2 days	Various	Mon & Tue	9.00am-4.30pm	£290	N/A	PTC	No	C86852
Underfloor Heating (Design) Certificate	2 days	21/03/2011	Mon & Tue	9.00am-4.30pm	£295	N/A	PTC	No	C68552
Underfloor Heating (Installation) Certificate	2 days	21/03/2011	Mon & Tue	9.00am-4.30pm	£370	N/A	PTC	No	C68652
Underfloor Heating (Design & Installation) Certificate	3 days	21/03/2011	Mon to Wed	9.00am-4.30pm	£560	N/A	PTC	No	C143352
Unvented Hot Water Storage Systems Certificate	1 day	Various	Fri	9.00am-4.30pm	£225	N/A	PTC	No	C42853
Unvented Hot Water Storage Systems Re-Assessment	½ day	11/03/2011	Fri	9.00am-1.00pm	£130	N/A	PTC	No	C142753
	½ day	27/05/2011	Fri	9.00am-1.00pm	£130	N/A	PTC	No	C142754
Water Regulations Certificate	1 day	Various	Fri	9.00am-4.30pm	£225	N/A	PTC	No	C42954
Countryside									
Rural Pursuits									
Creatures of the Night	1 day	07/06/2011	Tue	6.30pm-9.30pm	£25	N/A	SC	Yes	B832
Encouraging British Wildlife	1 day	02/04/2011	Sat	10.00am-1.00pm	£30	N/A	SC	Yes	B834
Green Willow – An Introduction	1 day	05/03/2011	Sat	9.30am-12.30pm	£24	N/A	SC	Yes	B830
Hedge Laying & Fencing	1 day	26/02/2011	Sat	9.30am-2.30pm	£45	N/A	SC	Yes	B836
Practical Willow	1 day	11/06/2011	Sat	1.30pm-4.30pm	£30	N/A	SC	Yes	B833
UK Bats – An Introduction	1 day	08/02/2011	Tue	7.00pm-9.00pm	£17	N/A	SC	Yes	B831
Engineering									
Mechanical & Manufacturing Engineering									
Performing Engineering Operations NVQ Level 2	33 weeks	Flexible – delivered in the workplace			Call for details	N/A	Workplace	No	D829
Performing Manufacturing Operations NVQ Level 2	Up to 12 months	Flexible – delivered in the workplace			Call for details	N/A	Workplace	No	D782
English as a Second Language									
English as a Foreign Language (EFL) for international students visiting England									
English as a Foreign Language 🇬🇧	You will need to study a minimum of 3 hours per week during the day time or 4 hours per week in the evening.				On Application	N/A	BC	No	P836
English as a Foreign Language (EFL) Summer School 🇬🇧	3 weeks	25/07/2011	Mon to Fri	9.30am-12.45pm plus two afternoons per week for trips and visits	£351	N/A	BC	No	P836/P1026
International English Language Testing System (IELTS) Preparation 🇬🇧	6 weeks	28/02/2011	Tue & Fri	11.15am-12.45pm	£140	N/A	BC	No	P102552
International English Language Testing System (IELTS) Preparation 🇬🇧	6 weeks	26/04/2011	Tue & Fri	11.15am-12.45pm	£140	N/A	BC	No	P102553
English for Speakers of Other Languages (ESOL) for residents where English is not your first language									
English for Speakers of Other Languages (ESOL) Skills for Life 🇬🇧	You will need to study a minimum of 6 hours per week during the day time				On Application	N/A	BC	No	P611
English Literature									
Being Creative	10 weeks	19/01/2011	Wed	7.15pm-9.15pm	£100	N/A	BC	Yes	A5677
First Aid									
Emergency First Aid in the Workplace	1 day	16/02/2011	Wed	9.30am-4.00pm	£80	N/A	BC	Yes	K91652
	1 day	06/07/2011	Wed	9.30am-4.00pm	£80	N/A	BC	Yes	K91653
First Aid at Work (HSE)	3 days	21/02/2011	Mon to Wed	9.30am-4.30pm	£245	N/A	BC	Yes	K102651
	3 days	11/07/2011	Mon to Wed	9.30am-4.30pm	£245	N/A	BC	Yes	K102652
First Aid at Work Refresher (HSE)	2 days	04/01/2011	Tue & Wed	9.30am-4.30pm	£130	N/A	BC	Yes	K104153
Fisheries									
Aquatics: Caring for Marine Fish	1 day	22/03/2011	Tue	7.00pm-9.00pm	£25	N/A	SC	Yes	B849
Fly Fishing: An Introduction	1 day	11/06/2011	Sat	9.30am-12.30pm	£85	N/A	SC	Yes	B850
Floristry									
Floristry: An Introduction	1 day	29/01/2011	Sat	9.30am-4.00pm	£55	N/A	SC	Yes	B825
	5 weeks	27/04/2011	Wed	6.30pm-8.30pm	£85	N/A	SC	Yes	B86251
Simple Wedding Designs	1 day	23/04/2011	Sat	10.30am-3.30pm	£55	N/A	SC	Yes	B829
Fun With Flowers – Springtime	3 weeks	12/01/2011	Wed	6.30pm-8.30pm	£70	N/A	SC	Yes	B879

Course Title	Course Length	Start Date	Day(s)	Time(s)	Fee	Conc. Fee	Location	Enrol Online	Course Code
Hair, Beauty & Holistic Therapies									
Beauty									
All About Eyes Workshop	3 hours	28/03/2011	Mon	6.00pm-9.00pm	£45	N/A	BC	Yes	J768S2
Face Painting for Parties Workshop	3 hours	09/05/2011	Mon	6.00pm-9.00pm	£45	N/A	BC	Yes	J774S2
Lash Perming CPD Workshop	1 day	14/02/2011	Mon	9.30am-4.30pm	£90	N/A	BC	Yes	J764S2
	1 day	06/06/2011	Mon	9.30am-4.30pm	£90	N/A	BC	Yes	J764S3
Prepare for Your Prom Workshop	3 hours	07/03/2011	Mon	6.00pm-9.00pm	£45	N/A	BC	Yes	J775
Skin Care & Make Up Workshop	3 hours	11/05/2011	Wed	6.00pm-9.00pm	£45	N/A	BC	Yes	J617S2
Skin Care & Makeup Workshop for Black & Asian Skin	3 hours	07/02/2011	Mon	6.00pm-9.00pm	£45	N/A	BC	Yes	J776
Spray Tanning CPD Workshop	1 day	07/02/2011	Mon	9.30am-4.30pm	£90	N/A	BC	Yes	J763S2
	1 day	16/05/2011	Mon	9.30am-4.30pm	£90	N/A	BC	Yes	J763S3
Threading Workshop	3 hours	09/03/2011	Mon	6.00pm-9.00pm	£45	N/A	BC	Yes	J766S2
Health & Safety (Beauty & Holistic Therapies) Award	10 weeks	07/03/2011	Mon	6.00pm-9.00pm	£75	N/A	BC	Yes	J762S2
Make-Up Award Level 2 🟢	12 weeks	28/02/2011	Mon	6.00pm-9.00pm	£270	N/A	BC	No	J795
Nail Technology Award Level 2 🟢	16 weeks	02/02/2011	Wed	6.00pm-9.00pm	£290	N/A	BC	No	J761
Intimate Waxing (Female) CPD Award Level 3 🟢	10 weeks	03/03/2011	Thu	6.00pm-9.00pm	£240	N/A	BC	No	J757
Hairdressing									
Colour Confidence Refresher Workshop	1 day	07/02/2011	Mon	9.30am-5.30pm	£140	N/A	BC	Yes	J752S2
Colouring Refresher Workshop	1 day	07/02/2011	Mon	9.30am-5.30pm	£140	N/A	BC	Yes	J614S1
Creative Cutting Refresher Workshop	1 day	09/05/2011	Mon	9.30am-5.30pm	£140	N/A	BC	Yes	J754S2
Cutting Refresher Workshop	1 day	24/01/2011	Mon	9.30am-3.30pm	£140	N/A	BC	Yes	J613S1
	1 day	07/03/2011	Mon	9.30am-5.30pm	£140	N/A	BC	Yes	J753S2
Dressing Long Hair Refresher Workshop	1 day	10/01/2011	Mon	9.30am-5.30pm	£140	N/A	BC	Yes	J755S1
	1 day	14/03/2011	Mon	9.30am-5.30pm	£140	N/A	BC	Yes	J612S2
	1 day	06/06/2011	Mon	9.30am-5.30pm	£140	N/A	BC	Yes	J755S2
Gents Hairdressing: Barbering Techniques	1 day	24/01/2011	Mon	9.30am-5.30pm	£140	N/A	BC	Yes	J756S1
	1 day	21/03/2011	Mon	9.30am-5.30pm	£140	N/A	BC	Yes	J756S2
Pathway to Hairdressing: Styling	6 weeks	10/01/2011	Mon	6.30pm-9.30pm	£216	N/A	BC	Yes	J751
Holistic Therapies									
Back Massage Workshop	3 hours	21/03/2011	Mon	6.00pm-9.00pm	£45	N/A	BC	Yes	J767S2
Hands Free Massage CPD Workshop	3 hours	07/03/2011	Mon	6.00pm-9.00pm	£45	N/A	BC	Yes	J778S1
	3 hours	23/05/2011	Mon	6.00pm-9.00pm	£45	N/A	BC	Yes	J778S2
Henna Art Workshop	1 day	05/02/2011	Sat	9.30am-3.30pm	£58	N/A	BC	Yes	J461
Herbal Compress Massage CPD Workshop	3 hours	28/02/2011	Mon	6.00pm-9.00pm	£45	N/A	BC	Yes	J777S1
	3 hours	16/05/2011	Mon	6.00pm-9.00pm	£45	N/A	BC	Yes	J777S2
Hopi Ear Candles Workshop: An Introduction	1 day	14/02/2011	Mon	10.00am-4.00pm	£58	N/A	BC	Yes	J462S
Hot/Cold Stone Therapy CPD Workshop	1 day	07/03/2011	Mon	9.30am-4.30pm	£90	N/A	BC	Yes	J765S2
	1 day	23/05/2011	Mon	9.30am-4.30pm	£90	N/A	BC	Yes	J765S3
Massage Techniques (Back, Neck & Shoulder) Workshop: An Introduction	1 day	19/03/2011	Sat	9.30am-3.30pm	£58	N/A	BC	Yes	J467
Massage Techniques (Scalp) Workshop: An Introduction	1 day	12/03/2011	Sat	9.30am-3.30pm	£58	N/A	BC	Yes	J466
Reflexology Workshop: An Introduction	1 day	11/04/2011	Mon	9.30am-3.30pm	£58	N/A	BC	Yes	J623
Health & Safety (Beauty & Holistic Therapies) Award	10 weeks	07/03/2011	Mon	6.00pm-9.00pm	£75	N/A	BC	Yes	J762S2
Health & Safety									
Health & Safety									
Health & Safety in the Workplace Certificate (CIEH)	1 day	19/01/2011	Wed	9.00am-5.00pm	£78	N/A	BC	Yes	K444S3
	1 day	25/05/2011	Wed	9.00am-5.00pm	£78	N/A	BC	Yes	K444S4
Moving & Handling									
Basic Moving & Handling (Objects)	½ day	11/03/2011	Fri	9.00am-12.00pm	£40	N/A	BC	Yes	K976S2
Moving & Handling (NCFE)	3 days	11/04/2011	Mon to Wed	9.00am-4.00pm	£225	N/A	BC	Yes	K975S2
Food Safety									
Put Health & Safety on the Menu	1 day	16/03/2011	Wed	9.00am-5.00pm	£78	N/A	BC	Yes	H1279S2
	1 day	15/06/2011	Wed	9.00am-5.00pm	£78	N/A	BC	Yes	H1279S3
Food Safety Award (Food Hygiene) Level 2	1 day	Various	Thu	9.00am-5.00pm	£78	N/A	BC	Yes	H477S4
Supervising Food Safety in Catering Award Level 3	3 days	11/05/2011	Wed to Fri	9.00am-5.00pm	£478	N/A	BC	No	H486S2
Managing Food Safety in Catering Award Level 4	5 days	Various	Mon to Fri	9.00am-5.30pm	£708	N/A	BC	No	H470S1
Risk Assessment									
Risk Assessment	1 day	16/02/2011	Wed	9.00am-4.30pm	£110	N/A	SC	Yes	B604S1
	1 day	20/07/2011	Wed	9.00am-4.30pm	£110	N/A	SC	Yes	B604S2
Horse Management									
Riding & Stable Management Training									
Horse Knowledge, Riding & Care – An Introduction EQL Level 2 🟢	10 weeks	14/03/2011	Mon	7.00pm-9.15pm	£200	N/A	SC	No	B804
Horse Knowledge, Riding & Care – An Introduction EQL Level 3 🟢	10 weeks	17/03/2011	Thu	7.00pm-9.15pm	£200	N/A	SC	No	B806
Exam Preparation, EQL Level 1	1 day	05/03/2011	Sat	9.30am-12.30pm	£40	N/A	SC	Yes	B815
	1 day	21/05/2011	Sat	9.30am-12.30pm	£40	N/A	SC	Yes	B816
Horse Care & Welfare									
Horse Lower Leg Anatomy	1 day	12/03/2011	Sat	9.30am-12.30pm	£30	N/A	SC	Yes	B812
Practical Horse Massage: An Introduction	1 day	11/06/2011	Sat	9.30am-12.30pm	£30	N/A	SC	Yes	B814
Show Preparation (Top Turnout Tips)	1 day	28/05/2011	Sat	9.30am-12.30pm	£30	N/A	SC	Yes	B813
Horticulture									
Crops									
Sustainable Vegetable Crop Production for Small Holders	1 day	12/02/2011	Sat	9.30am-3.30pm	£50	N/A	SC	Yes	B612
Managing the Fertility of the Vegetable Garden	1 day	02/04/2011	Sat	9.30am-12.30pm	£50	N/A	SC	Yes	B610
General Gardening & Patios									
Planting Patios: An Introduction 🟢	1 day	11/05/2011	Wed	1.30pm-3.30pm	£18	N/A	SC	No	B584
Planting with Style: An Introduction 🟢	1 day	08/06/2011	Wed	1.30pm-3.30pm	£18	N/A	SC	No	B585
Propagation Seed Sowing 🟢	1 day	16/03/2011	Wed	1.30pm-3.30pm	£18	N/A	SC	No	B587
Pruning: An Introduction 🟢	1 day	16/02/2011	Wed	1.30pm-3.30pm	£18	N/A	SC	No	B586
Royal Horticultural Society Qualifications									
RHS Practical Horticulture Level 2 🟢	Up to 15 months	12/01/2011	Thu	1.30pm-4.30pm	£458	N/A	SC	No	B786
RHS Certificate in the Principles of Garden Planning, Establishment & Maintenance 🟢	16 weeks	16/02/2011	Wed	6.30pm-9.30pm	£360	N/A	SC	No	B788
	16 weeks	17/02/2011	Thu	9.15am-12.30pm	£360	N/A	SC	No	B790
RHS Certificate in the Principles of Garden Planning, Construction & Planting Level 3 🟢	16 weeks	18/02/2011	Fri	9.30am-4.30pm	£612	N/A	SC	No	B793
The Swiss Gardens									
Garden History & the Swiss Gardens in Summer 🟢	1 day	02/07/2011	Sat	10.00am-1.00pm	£45	N/A	SC	No	B843S1
	1 day	31/07/2011	Sat	10.00am-1.00pm	£45	N/A	SC	No	B843S2
Hospitality & Catering									
Beverages									
Barista Skills Level 2	2 days	14/02/2011	Mon	9.30am-3.30pm	£170	N/A	BC	No	H1136S2
	2 days	16/05/2011	Mon	9.30am-3.30pm	£170	N/A	BC	No	H1136S3
Wines Foundation Certificate Level 1	1 day	01/02/2011	Tue	9.00am-5.00pm	£116	N/A	BC	No	H1150S2
	1 day	06/06/2011	Mon	9.00am-5.00pm	£116	N/A	BC	No	H1150S3

Course Title	Course Length	Start Date	Day(s)	Time(s)	Fee	Conc. Fee	Location	Enrol Online	Course Code
Cookery Courses									
BBQ Tips*	3 weeks	15/06/2011	Wed	7.00pm-9.00pm	£78	N/A	BC	Yes	H912
Curries from Around the World*	3 weeks	Various	Wed	7.00pm-9.00pm	£78	N/A	BC	Yes	H916
Just Desserts*	3 weeks	Various	Wed	7.00pm-9.00pm	£78	N/A	BC	Yes	H918
Sugar Flowers*	3 weeks	Various	Wed	7.00pm-9.00pm	£78	N/A	BC	Yes	H920
* Fee includes all ingredients and equipment.									
Hospitality & Catering Professional Courses									
Front of House Champion	5 weeks	11/01/2011	Tue	9.30am-12.30pm	£218	N/A	BC	No	H1276
Masterchef of Main Courses	5 weeks	11/01/2011	Tue	9.30am-12.30pm	£218	N/A	BC	No	H1273
Masterchef of Sweets, Desserts & Pastries	5 weeks	01/03/2011	Tue	9.30am-12.30pm	£218	N/A	BC	No	H1274
Food & Drink Service NVQ Level 2	Up to 9 months	Flexible – delivered in the workplace			Call for details	N/A	Workplace	No	D1193
General Cookery Certificate NVQ Level 1	Up to 6 months	This course can be delivered in the workplace or you can attend College one day per week.			Call for details	N/A	Workplace	No	H1278
Hospitality Quick Service NVQ Level 1	Up to 6 months	Flexible – delivered in the workplace			Call for details	N/A	Workplace	No	H1190
Hospitality Supervision NVQ Level 3	Up to 12 months	This course can be delivered in the workplace or you can attend College one day per week.			Call for details	N/A	Workplace	No	H987
Multi Skilled Hospitality Services NVQ Level 2	Up to 9 months	Flexible – delivered in the workplace			Call for details	N/A	Workplace	No	H1191
Professional Cookery NVQ Level 2	Up to 12 months	This course can be delivered in the workplace or you can attend College one day per week.			Call for details	N/A	Workplace	No	H1194
Professional Cookery NVQ Level 3	Up to 15 months	This course can be delivered in the workplace or you can attend College one day per week.			Call for details	N/A	Workplace	No	H1192
Hospitality & Catering Training									
A1 Assessors Award	Up to 6 months	Flexible – delivered in the workplace			£458	N/A	Workplace	No	E793
Languages									
Arabic Beginners	10 weeks	13/01/2011	Thu	6.30pm-8.30pm	£100	N/A	BC	Yes	M451S2
Arabic Beginners Plus	10 weeks	11/01/2011	Tue	6.30pm-8.30pm	£100	N/A	BC	Yes	M463S1
	10 weeks	28/04/2011	Thu	6.30pm-8.30pm	£100	N/A	BC	Yes	M451S3
French Beginners	10 weeks	12/01/2011	Wed	6.30pm-8.30pm	£100	N/A	BC	Yes	M405S2
French Beginners Plus	10 weeks	12/01/2011	Wed	6.30pm-8.30pm	£100	N/A	BC	Yes	N362S1
	10 weeks	27/04/2011	Wed	6.30pm-8.30pm	£100	N/A	BC	Yes	N362S2
French Intermediate	10 weeks	27/04/2011	Wed	6.30pm-8.30pm	£100	N/A	BC	Yes	N432
Italian Beginners	10 weeks	13/01/2011	Thu	6.30pm-8.30pm	£100	N/A	BC	Yes	M435S2
Italian Beginners Plus	10 weeks	11/01/2011	Tue	6.30pm-8.30pm	£100	N/A	BC	Yes	N364S1
	10 weeks	28/04/2011	Thu	6.30pm-8.30pm	£100	N/A	BC	Yes	N364S2
Italian Intermediate	10 weeks	26/04/2011	Tue	6.30pm-8.30pm	£100	N/A	BC	Yes	N433
Polish Beginners	10 weeks	11/01/2011	Tue	6.30pm-8.30pm	£100	N/A	BC	Yes	N438S2
Spanish Beginners	10 weeks	11/01/2011	Tue	6.30pm-8.30pm	£100	N/A	BC	Yes	M408S2
Spanish Beginners Plus	10 weeks	13/01/2011	Thu	6.30pm-8.30pm	£100	N/A	BC	Yes	N365S1
	10 weeks	26/04/2011	Tue	6.30pm-8.30pm	£100	N/A	BC	Yes	N365S2
Spanish Intermediate	10 weeks	28/04/2011	Thu	6.30pm-8.30pm	£100	N/A	BC	Yes	N434
Motor Vehicle									
Air Conditioning									
Automotive Air Conditioning Refrigerant Handling (IMI) Level 3	1 day	21/02/2011	Mon	9.00am-4.30pm	£190	N/A	VTC	Yes	D856S2
	1 day	11/05/2011	Mon	9.00am-4.30pm	£190	N/A	VTC	Yes	D856S3
Motorcycle									
Basic Motorcycle Maintenance	6 weeks	28/04/2011	Thu	6.00pm-9.00pm	£120	N/A	VTC	Yes	D833S2
Motor Vehicle									
Basic Motor Vehicle Maintenance for Women	6 weeks	06/01/2011	Thu	6.00pm-9.00pm	£128	N/A	VTC	Yes	D656S1
	6 weeks	03/03/2011	Thu	6.00pm-9.00pm	£128	N/A	VTC	Yes	D656S2
Car Maintenance	6 weeks	28/04/2011	Thu	6.00pm-9.00pm	£128	N/A	VTC	Yes	D832S2
Performing Arts									
Acting									
Acting Intermediate	8 weeks	13/01/2011	Thu	6.30pm-8.30pm	£58	N/A	BC	Yes	L1164S1
Acting Advanced	8 weeks	21/04/2011	Thu	6.30pm-8.30pm	£58	N/A	BC	Yes	L1165S1
Dance for Adults									
Ballet	8 weeks	02/02/2011	Wed	6.30pm-8.30pm	£58	N/A	BC	Yes	L815S2
	8 weeks	27/04/2011	Wed	6.30pm-8.30pm	£58	N/A	BC	Yes	L815S3
Belly Dancing	8 weeks	27/04/2011	Wed	6.30pm-8.30pm	£58	N/A	BC	Yes	L880S2
Freestyle & Disco	8 weeks	12/01/2011	Wed	6.30pm-8.30pm	£58	N/A	BC	Yes	L809S2
Tap Dance for Fitness	8 weeks	13/01/2011	Thu	6.30pm-8.30pm	£58	N/A	BC	Yes	L810S2
Freestyle & Disco	8 weeks	12/01/2011	Wed	6.30pm-8.30pm	£58	N/A	BC	Yes	L809S2
Tap Dance for Fitness	8 weeks	13/01/2011	Thu	6.30pm-8.30pm	£58	N/A	BC	Yes	L810S2
Salsa	8 weeks	28/04/2011	Thu	6.30pm-8.30pm	£58	N/A	BC	Yes	L882S1
Music									
Guitar Group Intermediate	8 weeks	12/01/2011	Tue	6.30pm-8.30pm	£58	N/A	BC	Yes	L1167S1
Guitar Group Advanced	8 weeks	27/04/2011	Wed	6.30pm-8.30pm	£58	N/A	BC	Yes	L1168S1
Play Rock Guitar	8 weeks	10/01/2011	Mon	6.30pm-8.30pm	£78	N/A	BC	Yes	L1267
Music Technology									
Apple Logic Pro End-User I Certificate 101	3 days	04/04/2011	Mon to Wed	9.30am-4.30pm	£458	N/A	BC	Yes	L762S2
Digidesign Pro Tools Certificate 101	2 days	14/02/2011	Mon & Tue	9.30am-4.30pm	£368	N/A	BC	Yes	L763S2
Digidesign Pro Tools Certificate 110	3 days	16/02/2011	Wed to Fri	9.30am-4.30pm	£458	N/A	BC	Yes	L764S2
Sequencing: Intermediate	8 weeks	12/01/2011	Wed	6.30pm-8.30pm	£58	N/A	BC	Yes	L1170S1
Sequencing: Advanced	8 weeks	20/04/2011	Wed	6.30pm-8.30pm	£58	N/A	BC	Yes	L1171S1
Retirement Planning									
Planning Ahead	2 days	Various	Tue & Wed	9.30am-4.30pm	£362	N/A	SC	Yes	A562S2
Returning to Education									
Assertiveness for Continuing in Education	10 weeks	19/01/2011	Wed	6.30pm-8.30pm	£100	N/A	BC	Yes	A5676
Skills For Life									
Brush up your English: Entry Level, Level 1 & Level 2									
Brush up your English: Entry Level, Level 1 or Level 2 🟢	Various			1.00pm-3.00pm	FREE	FREE	BLC/BC	No	P1531
Brush up your English: Entry Level, Level 1 & Level 2 Summer School 🟢	2 weeks	11/07/2011	Mon to Fri	10.00am-1.00pm	FREE	FREE	BLC/BC	No	P1231
Brush up your Maths: Entry Level, Level 1 & Level 2									
Brush up your Maths: Entry Level, Level 1 or Level 2 🟢	Various			10.00am-12.00pm	FREE	FREE	BLC/BC	No	P1548
Brush up your Maths: Entry Level, Level 1 & Level 2 Summer School 🟢	2 weeks	11/07/2011	Mon to Fri	10.00am-1.00pm	FREE	FREE	BLC/BC	No	P1236
Teaching & Training									
Teaching & Training Adults									
Preparing to Teach in the Lifelong Learning Sector (PTLLS) 🟢	12 weeks	31/01/2011	Mon	5.45pm-9.00pm	£388	£102	BC	No	E1236S1
	12 weeks	02/02/2011	Wed	9.15am-12.30pm	£388	£102	BC	No	E1236S2
	2 weeks	3 days in June 2011 & 2 days in July 2011			£388	£102	BC	No	E1237
Teaching English as a Foreign Languages									
Introduction to Teaching English as a Foreign Language 🟢	10 weeks	10/03/2011	Thu	6.15pm-9.15pm	£288	N/A	BC	No	E570
Training in the Workplace									
Training Skills for the Trainer	2 days	03/05/2011	Tue & Wed	9.30am-4.30pm	£405	N/A	SC	Yes	W049S2