

NELSON AND COLNE
COLLEGE

Adult Centre of Excellence

Nelson and Colne College
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New Year Prospectus 2012



A LONG-STANDING TRADITION OF EXCELLENCE



Index



Nelson and Colne College Adult Centre of Excellence

Prospectus New Year 2012



I am delighted to welcome you to our new Adult Centre of Excellence Prospectus.

We are very proud of the quality of education and support we provide for our students and the excellent results that they achieve.

Nelson and Colne College has a long-standing reputation for providing outstanding academic and training programmes for adults. Our excellent results have confirmed this reputation and made us the College of choice in Pendle and beyond. We have been judged as 'Outstanding' by Ofsted in two full inspections since 2005. We have also been awarded Beacon College status, which means that you have one of the country's best colleges on your doorstep.

Our students are at the centre of everything that we do at Nelson and Colne College. We have a single ambition - we want all our students to reach their full potential during their time with us. If you want to improve your skills and qualifications to help your employment and career prospects, please contact Student Services for any advice you need and to discuss your options.

I look forward to welcoming you to our College this year.

Lyn Surgeon
Principal

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Welcome to our Adult Centre of Excellence

Returning to education and training can change your life...

Learning can be enjoyable and it's a great way to catch up on anything you missed out on at school - or prepare for your next career move. Skills are important in today's workplace; by returning to education you can improve your prospects within your existing job or make a fresh start for a totally new career. We offer a range of programmes for adults to help you reach your goals in life or work.

Choose from a range of courses to improve your Professional Skills in areas such as **Teaching** or **Beauty Therapy**.

Courses for Personal Development include, **French, Spanish, Art and Design, Photography** and a range of courses within our **School of Culinary Arts**.

Essential Skills for life and work are included with our 'Get Started' and 'Move On' programmes for **English** and **Maths**.

We work with many local employers to offer high quality training and development including **Apprenticeships, NVQs, Professional Skills, Legislative qualifications** and **Leadership and Management** programmes.

To enrol on one of our programmes please call **Student Services** on **01282 440220**
(Open 9.00am – 5.00pm Monday to Thursday and 9.00am – 4.30pm on Friday)
Or come along to our Advice Event:

Thursday 12th January 2012 5.30pm-7.30pm

If your course requires an interview contact **Student Services** for an appointment.

If you are unsure which programme will suit your needs, please contact **Student Services** for a guidance interview on **01282 440220**.



How to enrol



By Telephone

You can enrol by telephone for some of our courses. Payment can be made over the telephone and we accept most major credit and debit cards. Alternatively you can call in person with a cheque or cash.

Call Student Services on 01282 440209

(Open 9.00am – 5.00pm Monday to Thursday and 9.00am – 4.30pm on Friday)

Please note, you will not be able to enrol over the telephone if your course requires an interview or if you are entitled to claim a discount.

At an Advice Event

Come along to our Advice Event:

Thursday 12th January 2012..... 5.30pm-7.30pm

If your course requires an interview contact **Student Services** for an appointment.

Things you need to bring when you enrol

- If you receive a means tested benefit you may be able to claim a discount. You will need to provide us with evidence of your benefits. Please contact Student Services for more information.
- If your employer is paying for your course, please bring a letter authorising us to invoice them, or a cheque.

Need advice before you enrol?

Contact Student Services to make an appointment for an informal discussion with one of our advisors. Student Services can help you with a wide range of issues and help you access the information you need to get started:

- Choosing the right course for you
- Help with fees
- Progression to university

Student Services 01282 440209

How to pay

Fee information

You can pay for your course by credit and debit card, cheque or cash. If your course costs over £100 you can pay by installments or by Direct Debit. Call Student Services on 01282 440209 for information regarding the evidence you will need to bring.

Assisted Fees

If you are in receipt of means tested benefits or a dependant of someone who is, you may be eligible to pay the assisted fee only. You will be required to provide proof of your benefit.

Higher Education courses

Tuition fees for higher education programmes will depend on the course you have applied for. Please contact Student Services for more information 01282 440209.

Self financing courses

Some courses do not attract Government funding; students pay the full course fees for these programmes. There are no assisted fees for these courses.

Help with Fees

You may be able to receive financial support towards the cost of your course. Eligibility will depend on the course you enrol on or your personal circumstances. Please see below for more information or call Student Services on 01282 440209.

• Learner Support Funds

If your household income is less than £21,000 you may be eligible for help through our College Learner Support Fund. The fund can be used to help towards the cost of your course equipment or child care if you are studying during the day. Please call Student Services on 01282 440209 for more information.

The courses listed below are FREE or subsidised subject to eligibility. Contact Student Services for further information on **01282 440209**.

Option	Entitlement	Notes for Guidance
Skills for Life Courses	100% discount	If you choose a Skills for Life course in Literacy or Numeracy at Pre-entry, Level 1 or 2 it will be free of charge.
Foundation or Full Level 2 courses	100% discount off the tuition fee	If you do not already hold a full Level 2 qualification*, you may only have to pay the assisted fee.
Full Level 3 courses	100% discount off the tuition fee	If you are aged 19 to 24 and do not already hold a full Level 3 qualification*, you may only have to pay the assisted fee.

*If you are unsure what a Level 2 or 3 qualification is, please call Student Services on **01282 440209** for more information.

If your personal circumstances are listed in the table below, you may be eligible for FREE or subsidised course fees. Contact Student Services for further information **01282 440220**.

Option	Entitlement	Notes for Guidance
Means tested Benefits**	100% discount off the tuition fee	If you are in receipt of a means tested benefit, or are an unwaged dependant of someone who is, you may only have to pay the assisted fee.
Aged 16-18 years old	100% discount off the tuition fee	If you are under 19 on 31/8/2011, you may be able to enrol onto a part-time course FREE of charge.

** Means tested benefits include: Job Seekers Allowance, Employment and Support Allowance (Income-based and Work-related Activity Group), Income Support and Working Tax Credits (where household income is less than £15,276).

Extra help at Nelson and Colne College

If you would like to know more about the help available or if you think you may need extra help whilst studying, please contact our **Additional Learning Support Team** on **01282 440310**.

Courses

Art and Design

Course Title	Start Date	Wks	Day	Time	Fee	Assisted
Introduction to Textiles	17/01/2012	10	Tue	18:00-21:00	£120	N/A
Machine Embroidery (Weeks 1 and 2)	17/01/2012	2	Tue	18:00-21:00	£30	N/A
Felt Making (Weeks 3 and 4)	31/01/2012	2	Tue	18:00-21:00	£30	N/A
Batik and Wax Manipulation (Weeks 5 and 6)	21/02/2012	2	Tue	18:00-21:00	£30	N/A
Paper-making (Weeks 7 and 8)	06/03/2012	2	Tue	18:00-21:00	£30	N/A
Screen-printing (Weeks 9 and 10)	20/03/2012	2	Tue	18:00-21:00	£30	N/A
Introduction to Art and Design	17/01/2012	10	Tue	18:00-21:00	£120	N/A
Charcoal painting (Weeks 1 and 2)	17/01/2012	2	Tue	18:00-21:00	£30	N/A
Pastels (Weeks 3 and 4)	31/01/2012	2	Tue	18:00-21:00	£30	N/A
Watercolour painting (Weeks 5 and 6)	21/02/2012	2	Tue	18:00-21:00	£30	N/A
Mono-print (Weeks 7 and 8)	06/03/2012	2	Tue	18:00-21:00	£30	N/A
Acrylic painting (Weeks 9 and 10)	20/03/2012	2	Tue	18:00-21:00	£30	N/A

These programmes run for 10 weeks and cover a range of creative techniques. You can book the full 10 week programme for £120 or book individual disciplines which run for 2 weeks each for £30. These programmes are aimed at beginners or more experienced artists.

Introduction to Photography/Digital Imaging	17/01/2012	10	Tue	19:00-21:00	£100	N/A
Learn to use your digital camera's various modes, aperture and shutter settings. (Weeks 1-5)	17/01/2012	5	Tue	19:00-21:00	£50	N/A
Post production and image correction using Photoshop and an introduction to studio lighting. (Weeks 5-10)	28/02/2012	5	Tue	19:00-21:00	£50	N/A
Creative Art Graduate Club	18/01/2012	10	Wed	18:00-21:00	£100	N/A
Ideal for anyone with an interest in developing their personally directed artwork with a group of like minded people using the excellent Art facilities at College.						

Beauty Therapy

Our Beauty Academy is offering a range of exciting, professional development programmes for Beauty practitioners. For more information contact Student Services on 01282 440209 or come along to our Advice Event on Thursday 12th January 2012.

Course Title	Start Date	Wks	Day	Time	Fee	Assisted
Level 2 Award in Dermatitis Prevention 	15/02/2012	1 day	Wed	09.30-16.00	£65	N/A
Level 2 Award in Dressing Hair 	13/02/2012	1	Mon-Fri	09.30-15.30	£150	£48
Level 2 Award in Lash and Brow treatments 	13/02/2012	1	Mon-Fri	09.30-16.00	£150	£48
Lash Extensions 	10/02/2012	1 day	Fri	09.30-16.30	£120*	N/A
Level 2 Award in Nail Art 	13/2/2012	1	Mon-Thu	09.30-15.30	£130	£48
Embedded Nail Art 	14/02/2012	1 day	Tue	10.00-16.00	£60	N/A
Level 2 Award in Beauty Consultancy 	24/1/2012	19	Tue Thu	15.00-21.30 16.30-21.30	£484	£84
Threading 	06/06/2012	1 day	Wed	9.30-16.30	£90	N/A

* College may order kit on behalf of the students when enrolled.

For more information or to book onto a course, please contact Student Services on **01282 440209** or come along to our Advice Event on **Thursday 12th January 2012**.

Catering



Course Title	Start Date	Wks	Day	Time	Fee	Assisted
Speciality Breads made easy Learn how to bake a variety of breads using different methods. e.g. Walnut, Focaccia, Ciabatta	26/01/2012	3	Thu	18.00-20.00	£30	N/A
Soups of the world Improve your basic cooking skills whilst creating classic soups from around the world.	26/01/2012	3	Wed	18.00-20.00	£30	N/A
Winter Warmers Learn how to cook casseroles, stews and one-pot wonders	23/02/2012	4	Thu	18.00-20.30	£50	N/A
Junior Chef Sunday Dinner Are you a young aspiring Chef? Learn some general cooking skills whilst creating the perfect Sunday roast.	22/03/2012	4	Thu	18.00-20.30	£50	N/A
5 From Scratch Learn to cook 5 favourite family meals from scratch	03/05/2012	5	Thu	18.00-21.00	£75	N/A
Parent and Child Perfect Pizza Have fun creating your favourite pizza.	11/06/2012	1	Mon	18.00-20.00	£10*	N/A

* Price is per person and includes ingredients

Languages

Course Title	Start Date	Wks	Day	Time	Fee	Assisted
Beginners French	17/01/2012	10	Tue	19.00-21.00	£60	£30
Beginners Spanish	17/01/2012	10	Tue	19.00-21.00	£60	£30

Teaching

Course Title	Start Date	Wks	Day	Time	Fee	Assisted
PTLLS (Preparing to Teach in the Lifelong Learning Sector) 	10/01/2012	10	Tue	18:00-21:00	£180	£60
PTLLS (Preparing to Teach in the Lifelong Learning Sector) 	17/04/2012	12	Tues	18:00-21:00	£220	£80



Employers



A skilled and highly trained workforce is the most valuable asset of any successful business. Nelson and Colne College is a leading provider of training, our dedicated and highly qualified team will work closely with you to develop and enhance the skills of your employees.

We know that each business is unique. Our training and development programmes have been designed to meet the specific needs of your business and can be delivered at a time and place to suit your needs. We offer a wide range of high quality training solutions and services aimed at improving the performance of your business.

For more information call Barbara from our Business Centre on 01282 440317

Transform your business by improving the skills of your workforce...

If you want to keep up to date with latest developments in your industry sector, keep abreast of legislative changes or improve the skill levels of your staff then take a look at our range of training and development programmes for employers.

NVQs (QCF)

NVQ (QCF)s are designed to improve the skills of your workforce. We deliver NVQ (QCF)s in your workplace at a time that is convenient to meet your business needs. Funding may be available to wholly or partly subsidise the cost of these programmes.

A wide range of qualifications is offered including:

- Accounting (AAT)
- Advanced Health and Safety
- Advice and Guidance
- Beauty Therapy
- Business Administration
- Business Improvement Techniques (BIT)
- Call Handling Operations
- Catering and Hospitality
- Child Care
- Customer Service
- Engineering
- Hairdressing
- Health and Safety in the Workplace
- Health and Social Care
- IT
- Management
- Manufacturing
- Occupational Health and Safety
- Retail
- Teaching Assistant
- Team Leading (ILM)
- Warehousing and Distribution

Apprenticeships

Apprenticeships are taking the lead on employee development, and for good reason. An Apprentice can benefit your organisation in many ways by helping improve productivity, innovation and competitiveness.

If you are considering recruiting a new Apprentice we offer a highly successful Apprentice matching service to help you recruit new Apprentices to any Apprenticeship vacancies you may have.

Do you have an existing employee who you feel would benefit from the structured training programme and qualifications an Apprenticeship offers? There are significant financial benefits available for employers who support an Apprentice through their business and there is no upper age limit so anyone aged 16 to 60+ can become an Apprentice.

We offer high quality training and development programmes across a range of business sectors and our dedicated Apprenticeship Team offers outstanding support for your business and employees.

- Engineering Technical Support
- Lift Maintenance (Recognised by LEIA)
- Process Design Engineering
- Manufacturing - Industrial Applications
- Logistics - Warehouse and Storage
- Leadership and Management
- Team Leading
- Business Improvement Techniques
- ITQ For Computer Users
- Business and Administration
- Accountancy
- Customer Service
- Contact Centres
- Retail
- Child Care Learning and Development
- Supporting Teaching and Learning for Teaching Assistants
- Health and Social Care
- Hairdressing/Barbering
- Beauty Therapy (Nails/Massage)
- Professional Cookery
- Food Service
- Hospitality Supervision
- Multi-Skilled Hospitality Service
- Food Processing and Cooking

Support for Employers

The Government has made additional funding available to enable employers to support new employees through an Apprenticeship programme.

This will be in the form of two grant payments up to a maximum of £2,500 for every new Apprenticeship start.

For eligibility please call our Business Centre on 01282 440317

The Employer Apprenticeship Incentive Scheme (age 16-18)

Employers – Are you aware that you may be eligible to receive a wage subsidy for training an Apprentice?

Perhaps you have an existing employee between the age of 16-18 years old, and your business would benefit if they received a professional qualification? If so, Nelson and Colne College could offer you a wage subsidy of £20 per week for 20 weeks!

For more information call our Business Centre on 01282 440317

Management and professional qualifications

Leadership and Management at Level 5

Level 5 Diploma in Leadership for Health and Social Care
Level 5 Diploma in Children and Young People's Services
Level 5 Diploma in Management
Level 5 Diploma in Health and Safety

The Level 5 qualifications in Management and Leadership are designed for practising middle managers who wish to develop their core management skills and practices.

All our leadership and management programmes are delivered to individual needs. Each delegate will be provided with a support assessor who will manage the assessment process in the workplace.

Programmes run throughout the year. Please contact the Business Centre for details, **01282 440317**

Qualifications for Assessors (previously A1 Assessor qualification)

Edexcel - Award in Internal Quality Assurance of Assessment Processes and Practice (QCF)

Short Courses

Fire Safety Principles (CIEH Level 2 Award) - 1 Day

Paediatric First Aid – 2 Day

HSE First Aid at Work – 2 Day

HSE First Aid at Work (Appointed Person) – 1 Day

HSE First Aid at Work Annual Update – ½ Day

Food Safety (CIEH Level 2/3 Award) - 1 Day

CIEH Health and Safety in the Workplace Level 2 – 1 Day

CIEH Health and Safety in the Workplace Level 3 – 3 Day

COSHH Awareness Level 2 – ½ Day

Introduction to Barbering Techniques – 1 Day

Introduction into Gents Shaving Services and Creating Patterns in Hair – 1 Day

Information Technology Workshops or 1:1 Training 1 day introductory/intermediate programmes:

• Internet • Access • PowerPoint • Excel • Managing Outlook

CIEH Principles of Manual Handling – ½ Day

EDI Certificate in Safe Moving and Handling – 1 Day

Personal Licence Holders (BIIAB Level 2 Award) - 1 Day

Principles of Risk Assessment Level 2 – ½ Day

Risk Assessment Principles and Practice Level 3 – 2 Day

Developing professional skills

To survive in a competitive environment, your organisation needs a complete set of business skills. We are able to offer one day programmes to support your organisation in its development or you can choose a selection to create your own tailored programme.

Starting your own business

There's a lot to think about when starting your own business so you may need some support and guidance. That's why we're here to help. Our new one day programme will guide you through the initial stages of starting your own successful business.

Making staff redundant?

Our **RESPONSE TO REDUNDANCY** programme can offer you and employees funded advice, guidance and training opportunities to help prepare for new careers or new business start ups.

RESPONSE TO REDUNDANCY provides:

- One to one advice and guidance
- Employability skills training including CV writing and interview techniques
- Funded training in areas such as Business and Administration, IT, Customer Service, Business Improvement Techniques, Team Leading and Retail.

Numeracy and Literacy Workshops

'Get on at Work' focuses on employees improving their Literacy/Numeracy skills to Level 2 (GCSE A*- C Level equivalent) and gaining a nationally recognised qualification. However, not all employees will be ready for Level 2. Employees with less confidence in their skills are able to take a lower level qualification (Entry 3 or Level 1).

Who is it for?

- Employees who missed out on an English or Maths qualification at school.
- Employees who have higher level qualifications but who still have gaps in the English and Maths needed at work.
- Supervisors and Junior Managers, especially those promoted internally, who may want to brush-up on some areas of Literacy and Numeracy.

How does it work?

We come to you and hold classes in the workplace at a time convenient to yourselves. Courses last between 10 and 15 weeks.

For more information, please contact the Business Centre on **01282 440317**

Essential Skills for Life and Work

English and Maths

By improving your skills and gaining qualifications in English and Maths you will enhance your job prospects, improve your confidence and get ahead in life.

Learning can be fun – give it a go!

We will ensure that our English and Maths courses meet your individual needs:

Before you start a programme with us you will meet one of our specialist advisors who will take you through a short assessment and find the right course for you.

Get started with English:

Do you lack confidence in reading and writing?
Have you been out of education for some time?
This course will give you a gentle return to learning.

Get started with Maths:

Do you lack confidence in basic Maths?
Have you been out of education for some time?
This course will give you a gentle return to learning.



Move on English and Maths (Level 2)

Do you really need a GCSE? Level 2 Adult Literacy and Numeracy programmes are designed for adults and are Government backed alternatives to GCSEs.

What is a Level 2 Adult Literacy and Numeracy qualification?

- A nationally recognised qualification for adults
- Equivalent to GCSE/O Level (a pass is equal to grades A-C)
- Completely FREE.

Who is it for?

- Adults who missed out on English and/or Maths qualifications in school.

How can it help me?

- You will improve your skills and confidence in English and/or Maths
- The qualification will enhance your job prospects and CV.

Where and when do courses take place?

- Classes are on-going throughout the year
- Classes last for 2-3 hours
- Classes take place at College, in the community and in the workplace.

Drop In Advice and Guidance Sessions

Nelson and Colne College Skills for Life department, September 2011 - June 2012

English – Monday 13:00-14:00
Wednesday 10:00-12:00
Thursday 17:30-19:30

Maths – Tuesday 13:00-14:30
Wednesday 10:15-11:45
Thursday 18:00-19:30

Please arrive at any time between the allotted times stated above.

For more information on any of our Skills for Life courses please contact our Skills for Life Team: by telephone on **01282 440229** or by email at **s.smith@nelson.ac.uk**



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Student Services on **01282 440220**
(Open 9.00am – 5.00pm Monday to Thursday and 9.00am – 4.30pm on Friday)
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If your course requires an interview contact **Student Services**
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If you are unsure which programme will suit your needs, please
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Judged
‘OUTSTANDING’
by Ofsted
A Learning and Skills Beacon College