

Course information sheets are available for all courses.
Please ask for details - visit our website thecollege.co.uk/adult-skills
or call The College Helpline on 01202 205205.



Part-Time Courses 2014/15

Business, Management and Professional Studies

Business and Administration

- Selling Skills and Styles
- Telephone Techniques
- Minute Taking
- Time Management
- Business and Administration Skills (Advanced) Level 3 Part-Time
- Business and Administration Skills (Advanced) Level 4 Part-Time Certificate or Diploma routes available

Management and Professional Studies

- Assertiveness
- Certificate in Team Leading Level 2
- ILM Award in Team Leading - Level 2
- ILM Award in Workplace Coaching - Level 3
- CMI Certificate in First Line Management - Level 3
- CMI Management Level 3 (WBL)
- CMI Certificate in Management and Leadership - Level 5
- CMI Diploma in Management and Leadership - Level 5
- CMI Diploma in Management and Leadership - Level 5 (Work Based Learning)
- CMI Certificate in Strategic Management and Leadership - Level 7
- Train the Trainer
- Motivating and Building your Team
- Report Writing Skills
- Creating the Right Impression
- The Write Stuff
- Presentation Skills
- Performance Management
- CIM Professional Certificate in Marketing
- Managing Marginal Performance
- Leadership for Health and Social Care and Children and Young People's Services - Level 5 Diploma

Human Resources

- CIPD Certificate in Human Resource Practice Level 3 - Evening
- CIPD Certificate in Human Resource Practice Level 3 - Day
- CIPD Diploma in Human Resource Practice Level 3 (DHRP)
- CIPD Intermediate Certificate in Human Resource Management Level 5
- Disciplinary and Grievance
- Recruitment, Interviewing and Selection
- Good Practice Appraisal
- Performance Management

Retail and Customer Care

- Telephone Techniques
- Diploma in Customer Service Level 3 (NVQ)
- Diploma in Sales
- Introduction to the Role of the Professional Taxi Driver - Unemployed
- Introduction to the Role of the Professional Taxi Driver

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Business, Management and Professional Studies continued

Finance and Accounting

- Finance for Non-Financial Managers
- Book Keeping IAB Level 1 Manual and Computerised

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- Certificate in Manual Book Keeping Level 2
- Certificate in Accounting Level 2 (Day & Evening options available)
- Diploma in Accounting Level 3 (Day & Evening options available)
- Financial Statements Level 4 Module (Day & Evening options available)
- Financial Performance Level 4 Module (Day & Evening options available)
- Internal Control and Systems Level 4 (Evening)
- Budgeting Level 4 Module (Day & Evening options available)
- Business Tax Level 4 (Day & Evening options available)
- Personal Tax Level 4 (Day & Evening options available)
- Credit Management and Control Level 4 Module
- Cash Management Level 4 Module (Evening)

Catering and Hospitality

Catering and Hospitality

- Cake Decoration - ABC Sugar Craft Level 1
- Cake Decoration - ABC Sugar Craft Level 2
- Cake Decoration - ABC Sugar Craft Level 3
- Cake Decoration - Hobby Icing and Piping
- Cake Decoration - Hobby Sugar Paste and Modelling
- Cake Decoration - Hobby Wired Sugar Flowers
- Patisserie - Hobby Patisserie and Baking
- Certificate in Professional Patisserie and Confectionery
- Creative Cookery Skills
- NVQ Level 2 in Professional Cookery
- Professional Cookery Level 3
- Food Safety in Catering - Level 2
- Supervising Food Safety - Level 3
- Managing Food Safety in Catering
- Personal Licence Holders

Courses for Under 16's

- Junior Chefs' Academy

Security and Loss Prevention

- Door Supervision - Level 2 Award

Computing and Information Technology

- Access Introduction - Intensive
- Access Intermediate - Intensive
- Access Advanced - Intensive
- Dreamweaver Introduction - Intensive
- Dreamweaver Advanced - Intensive
- Excel Introduction - Intensive
- Excel Intermediate - Intensive
- Excel Advanced - Intensive
- Photoshop Introduction - Intensive

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Construction, Renewable Technology and Health and Safety

Brickwork

- DIY Brickwork

Construction Crafts

- Building Regulations for Dwellings - City & Guilds 2393-10
- Painting and Decorating DIY Techniques
- Plastering and Skimming DIY

Cut Roofs

- College Certificate in Cut Roofs

Electrical

- EAL Initial Verification, Periodic Inspection & Testing - Level 3 Award
- Electrical - EAL Portable Appliance Testing
- Electrical - IEE Wiring Regulations 17th Edition City & Guilds 2382-12
- Electrical Installation - Diploma in Installing Electrotechnical Systems and Equipment

Gas Assessment and Training

- Gas ACS - NG Assessment (CCN1) NVQ Level 3
- Gas ACS - Core Gas Safety (LPG) Intensive - Training
- Gas ACS - Refresher Training in Core Natural Gas Safety
- Gas ACS - CCLP1 (PD/RPH/LAV) - Core Gas Safety Assessment (LPG) - Renewal
- Gas ACS - CCN1: NG Core Gas Safety Assessment - Renewal
- Gas ACS - CCN1: NG Core Gas Safety Assessment Only - Initial
- Gas ACS - CCN1: NG Core Gas Safety Training in Preparation for CCN1 Assessment - Initial
- Gas ACS - CENWAT1: NG Gas Appliances - Boilers & Water Heaters - Initial
- Gas ACS - CKR1: NG Gas Appliances - Cookers - Initial
- Gas ACS - CKR1: NG Gas Appliances - Cookers - Renewal
- Gas ACS - CONGLP1 (PD/RPH/LAV): NG TO LPG Changeover - Initial
- Gas ACS - CONGLP1 (PD/RPH/LAV): NG TO LPG Changeover - Renewal
- Gas ACS - CPA1: Gas Analyser Assessment
- Gas ACS - CPA1: Gas Analyser Training
- Gas ACS - HTR1: NG Gas Appliances - Fires - Initial
- Gas ACS - HTR1: NG Gas Appliances - Fires - Renewal
- Gas ACS - HTRLP2: LPG Gas Appliances - Closed Flue Fires - Initial
- Gas ACS - HTRLP2: LPG Gas Appliances - Closed Flue Fires - Renewal
- Gas ACS - LPG Boars Assessment - Initial
- Gas ACS - LPG Boars Assessment - Renewal
- Gas ACS - MET1: NG Gas Appliances - Meters - Initial
- Gas ACS - MET1: NG Gas Appliances - Meters - Renewal

Health and Safety

- Health and Safety
- Health and Safety Awareness
- Health and Safety - Risk Assessment
- IOSH Managing Safely
- IOSH Working Safely
- IOSH Working Safely - Workplace
- Personal Licence Holders
- NEBOSH General Certificate
- NEBOSH - Module A
- NEBOSH - Module B
- NEBOSH - Module C

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Construction, Renewable Technology and Health and Safety continued

Plumbing, Heating and Ventilation

- Energy Efficiency
- UHWS - Unvented Hot Water Assessment only - Initial
- UHWS - Unvented Hot Water Assessment only - Renewal
- UHWS - Unvented Hot Water Training & Assessment - Initial
- UHWS - Unvented Hot Water Training & Assessment - Renewal
- Water Regulations
- Diploma in Plumbing and Heating NVQ Level 2 6189-11 Year 1
- Diploma in Plumbing and Heating NVQ Level 2 6189-11 Year 2
- Plumbing (Heating) Level 3 Full Diploma City & Guilds 6189-43 Year 1
- Plumbing and Heating Level 3 Full Diploma City & Guilds 6189-33 Year 1
- Plumbing and Heating Level 3 Full Diploma City & Guilds 6189-33 Year 2

Renewable Technologies

- Renewable Technologies
- Diploma in Installation and Maintenance of Small Scale Solar PV City & Guilds 2399-12
- Renewables - Ascentis Environmental Awareness Level 1 (Evening & Day options available)
- Renewables - Ascentis Environmental Awareness Level 2 (Evening & Day options available)
- Conversion Upgrade for Solar Thermal Hot Water Systems City & Guilds 2399-23
- Electric Vehicle Charging Equipment City & Guilds 2919-01/02
- Installation of Heat Pump Systems City & Guilds 2399-33
- Installation of Solar Thermal Hot Water Systems City & Guilds 2399-23
- Maintenance of an Active Heat Pump System City & Guilds 2399-34
- Maintenance of an Active Solar Thermal Hot Water System City & Guilds 2399-24
- SMART Metering - Electrical City & Guilds 7428-21
- Solar Photovoltaic Conversion Course City & Guilds 2399
- Solar Photovoltaic Maintenance Course City & Guilds 2399-14
- Certificate in Sustainable Construction City & Guilds 4677-02
- Domestic and Non-Domestic Energy Assessors City & Guilds 6020
- Energy Awareness City & Guilds 6176-01
- Providing Energy Efficiency Services City & Guilds 6049
- Renewable Energy in the Home City & Guilds 6176-02

Woodwork and Furniture Crafts

- Restoration of Fine Furniture
- Wood Occupations - Level 1
- Wood Occupations - NVQ Level 1
- Wood Occupations - NVQ Level 2
- Wood Occupations - NVQ Level 3
- Carpentry and Joinery - Site Carpentry - Level 3 Diploma
- Carpentry and Joinery - Level 1 Diploma
- Carpentry and Joinery - Level 2 Diploma (Day & Evening options available)

Engineering, Marine and Motor Studies

Engineering

- Computer Aided Manufacturing: CNC Part Programming Level 2
- Computer Aided Manufacturing: CNC Part Programming Level 3
- Welding Introductory Skills MIG or TIG City & Guilds 3268 Level 1
- Welding Introductory Skills MIG or TIG City & Guilds 3268 Level 2
- Basic Introduction to Welding - MIG (Short Course)
- Machine Shop Practice
- AutoCAD Level 2 City & Guilds 7579
- AutoCAD Advanced Level 3 City & Guilds 7579
- Computer Aided Design (CAD) Introduction

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Engineering, Marine and Motor Studies continued

Marine

- Marine Engineering - City & Guilds 2463-03 Level 3 Technical Certificate "Electrical Pathway" in Marine Construction, Systems Engineering and Maintenance
- Level 2 Marine Engineering (Day-Release)

Mechanical and Motor Vehicle

- Abrasive Wheels Regulations
- Motor Vehicle Maintenance for the Terrified!

Hair and Beauty

Hairdressing

- Men's Haircutting and Cutting Facial Hair - Level 2 Award
- Award in Managing the Creation of a Hair Style Collection

Beauty and Holistic Therapies

- Beauty Specialist Techniques - Level 2 Certificate
- Nail Technology - Level 2 Certificate
- Indian Head Massage - Level 3 Certificate
- Reflexology - Level 3 Certificate
- Swedish Massage Techniques - Level 3 Certificate

Health, Care and Education

Care

- Children and Young People's Workforce Certificate - Level 2
- Children and Young People's Workforce Diploma - Level 3
- Community Interpreting
- Preparing to Work in Adult Social Care - Level 2 Certificate
- Health and Social Care (Adults) Level 2 Diploma
- Health and Social Care (Adults) Level 3 Diploma
- Leadership for Health and Social Care and Children and Young People's Services Level 5 Diploma
- Diploma in Dental Nursing

Counselling

- Counselling Skills - Introductory Certificate
- Counselling Skills - Level 2
- Counselling Skills - Level 3
- Level 4 Diploma in Therapeutic Counselling Year 1
- Level 4 Diploma in Therapeutic Counselling Year 2
- Level 5 Diploma in Cognitive Behavioural Therapeutic Skills and Theory
- Level 6 Certificate in Therapeutic Counselling Supervision
- Art Therapy

Education

- Supporting Teaching and Learning in Schools - Level 2 Certificate
- Supporting Teaching and Learning in Schools - Level 3 Diploma

Health

- Pre-Access to HE

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Maths, English and Foundation Studies

Maths

- Maths for Adults

English Language Training

- Preparation for FCE (First Certificate in English)
- Preparation for CAE (Certificate in Advanced English)
- IELTS Preparation
- Community Interpreting
- English for Adults
- ESOL: 3 Mornings
- ESOL: 2 Mornings
- ESOL: 2 Afternoons
- ESOL: 2 Evenings
- ESOL Work and Study Skills - Level 1 Award

Foundation Studies

- Access to Further Education
- STEPs Programme Year 4 - 1 day
- STEPs Programme Year 4 - 2 day
- STEPs Programme Year 4 - 3 day

Music and Performing Arts

Music

- The Centre for Wessex Young Musicians
- Music Foundation - Theory
- Music Technology
- DJ Technology

Performing Arts

- Level 2 Performing Arts/Dance After School

Photography

- Foundation to Distinction Licentiate Application to the Royal Photographic Society
- Foundation to Distinction: Associateship Application to the Royal Photographic Society
- Photography - Level 1
- Photography - Level 2

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We have made every effort to ensure the information contained in this guide was accurate at the time of going to print.