



**BUILD YOUR FUTURE SKILLS  
QUALIFICATIONS POTENTIAL**

QUALIFICATIONS TO HELP YOU  
**RETRAIN | UPSKILL | FIND WORK**

SUMMER 2022



Lancashire Adult Learning, alongside Nelson and Colne College, and Accrington and Rossendale College, are part of the Nelson and Colne College Group. Together we offer a wide range of qualifications, to help adults across Lancashire reach their full potential whether that is to upskill, retrain or find work.

We pride ourselves on providing qualifications to suit all abilities at different levels.

Whether you are pursuing education to improve your career opportunities or to find a profession you are passionate about; we can help you with your future aspirations.

We aim to open up possibilities by providing qualifications that fit around your home and work-life while giving you endless opportunities to build upon your current situation and help you on your chosen career path.

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**COURSES MAY EVEN BE FREE\***

\*Depending on your personal circumstances. Funding options and loans also available.



# BUILD YOUR FUTURE

and **retrain** to find  
your dream career

We offer a variety of qualifications at all levels, in a wide variety of subject areas. Whether you would like to try introductory courses, gain a degree or get hands-on with a vocation-based course such as Hair and Beauty; we can offer you the flexibility to find a career you enjoy that fits around your current home and work life.

NELSON & COLNE  
COLLEGE  
PROFESSIONAL SKILLS

Tom went from **feeling unmotivated**  
at his office job to a **career he loves!**

“I definitely made  
the right choice in  
switching from a  
job to a career. I’m  
constantly busy  
with regular clients,  
and I’m working  
in an industry that  
there will always  
be a need for.”

Tom Horne, Former Hairdressing and Barbering Student



## MATHS AND ENGLISH HOLDING YOU BACK?

We offer short, flexible FREE Maths and English courses online and across Lancashire at a wide range of venues.

### NEW ONLINE FUNCTIONAL SKILLS

Upgrade your skills in just 12 weeks and from the comfort of your own home!

(Available for Level 1 and 2 programmes) Assessment Required

### COMMUNITY LEARNING

Courses delivered in a range of venues across Lancashire.

(Available for Entry to Level 2 programmes) Assessment Required

Whichever programme you choose there will be a range of resources, tutorials and 1:1 support available to help you along the way.

Scan here to register  
your interest



## IS ENGLISH YOUR SECOND LANGUAGE?

Would you like to improve your skills?

We offer flexible courses in English for Speakers of Other Languages (ESOL).

Get in touch to find out more about our ESOL courses. Register your interest by calling **0333 003 1717**

## LOOKING TO GAIN EMPLOYMENT?

## WOULD YOU LIKE TO CHANGE YOUR CAREER?

Our expert team will work with you to develop an individualised plan to boost your employability skills.

We have a wide range of programmes to support those who are looking to gain employment, as well as those who would like a career change, to progress in existing careers or those who may be worried about facing redundancy.

We can provide help and advice with:

- Personalised action plan to gain employment and career enhancement
- CV and cover letter writing
- Searching and applying for the latest jobs via social media
- Online applications and successful job profiles
- Interview skills and practice to boost your confidence
- Matching your transferable skills to current vacancies
- Information and advice about training opportunities and courses

To view a full list of  
courses, scan here



## ARE YOU AN EMPLOYER?

We also work with employers in the following sectors to help support recruitment for your business: Business Administration | Customer Service | Digital and ICT | Facilities and Cleaning | Health Care | Health and Safety in Construction | Hospitality | Mental Health and Wellbeing | Team Leading | Plus more!

Enquire today by contacting **0333 003 1717** or emailing [enquiries.lal@nelsongroup.ac.uk](mailto:enquiries.lal@nelsongroup.ac.uk)



COURSES MAY EVEN BE **FREE\***

# BUSINESS AND PROFESSIONAL

APPLY NOW!



Gain the skills, knowledge and expertise you need to take your career to the next level.

Whether you decide to study Starting Your Own Business or Mentoring; our courses are designed to meet industry needs and give you the experience to upskill, retrain or find work in your chosen sector.

COURSE	CODE	VENUE	DAY	START DATE	TIME	WEEKS	COST	
Business Administration Level 1	BEYN1057	Online	THU	21st April	5:30pm - 7:30pm	8	£149	▲
Business Administration Level 2	BEYN1040B	Online	THU	21st April	5:30pm - 7:30pm	12	£295	▲
Information Advice and Guidance Level 2	BCVN1017D	Online	TUE	19th April	1:30pm - 4pm	11	£349	▲
Introduction to Mentoring Level 2	BCVN1026C	Online	THU	21st April	12:30pm - 3pm	1	FREE	
Mentoring Level 2	BCVN1034C	Online	THU	28th April	12:30pm - 3pm	9	£95	▲
Principles of Team Leading Level 2	BEYN1033C	Online	TUE	26th April	9:30am - 12pm	10	£295	▲
Starting Your Own Business	BEYN1014C	Online	THU	21st April	5:30pm - 7pm	11	£295	▲

▲ These courses may be free. ● Learner loan may be available. ● Lifetime Skills Guarantee **FREE** for Lancashire residents only \*For more information about fees and funding, see page 30

COURSES MAY EVEN BE **FREE\***

# CHILDCARE AND EDUCATION

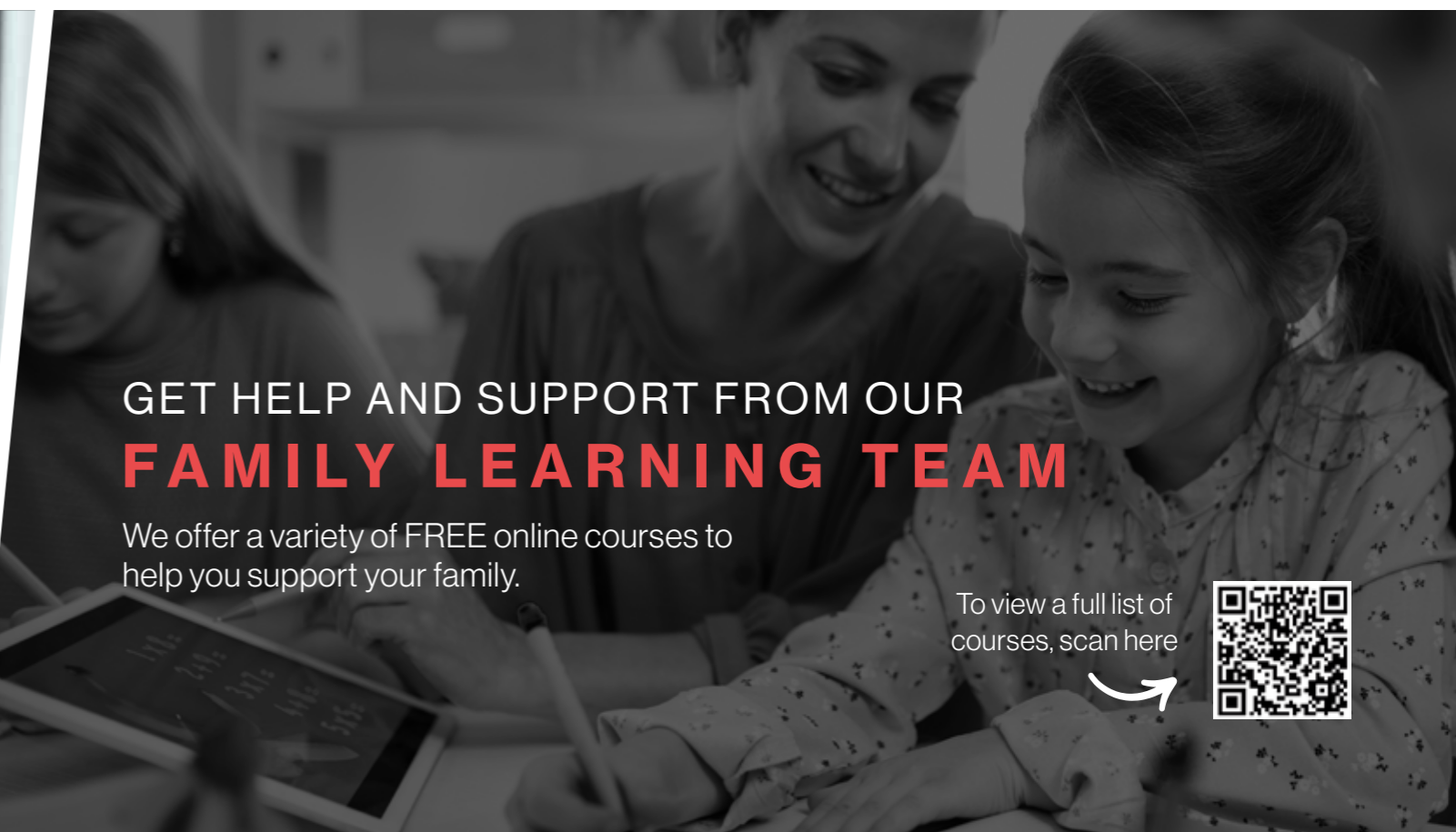
APPLY NOW!



You will not only benefit from programmes that have been designed to help you thrive within the Childcare and Education profession, but you will also join a group of Colleges that have a long track record of academic success and a history of outstanding quality – giving you an advantage in your career.

COURSE	CODE	VENUE	DAY	START DATE	TIME	WEEKS	COST	
Get Into Working in an Early Years Setting	BWDN1049	Lancashire Adult Learning	WED	4th May	10am - 12pm	4	FREE	
Get Into Working in an Early Years Setting	BWDN1049A	Online	THU	5th May	6pm - 8pm	4	FREE	
Get Into Working within Schools and Colleges	BWDN1050B	Online	WED	4th May	10am - 12pm	4	FREE	
Get Into Working within Schools and Colleges	BWDN1050A	Accrington and Rossendale College	FRI	10th June	10am - 12pm	4	FREE	
Get Into Working in an Early Years Setting	BWDN1049B	Accrington and Rossendale College	MON	6th June	1pm - 3pm	4	FREE	
Get Into Working within Schools and Colleges	BWDN1050	Online	TUE	7th June	6pm - 8pm	4	FREE	
Preparing to Work in Schools CACHE Level 1 Award	BWDN1000J	Online	FLEXIBLE	FLEXIBLE	FLEXIBLE	10	£149	▲

▲ These courses may be free. ● Learner loan may be available. ● Lifetime Skills Guarantee **FREE** for Lancashire residents only \*For more information about fees and funding, see page 30



## GET HELP AND SUPPORT FROM OUR **FAMILY LEARNING TEAM**

We offer a variety of FREE online courses to help you support your family.

To view a full list of courses, scan here





“Throughout the courses I have studied I have gained confidence, self-esteem and belief in my own worth that will help me on my journey to achieving my dream career.”

Danielle Hull, Former Health and Social Care Student



## BUILD YOUR SKILLS

to **find work** in a sector you are passionate about

If you would like to get back into education or would like to use studying as a way to secure your dream career; we offer a wide range of qualifications at all levels to get you started.

From 'Get Into' introductory courses to specialist courses; we have courses that are both flexible and attainable for a wide range of professions to fit around you.



Lancashire  
Adult Learning

Danielle went from a not **believing in herself** to a **exceeding** in her courses!



COURSES MAY EVEN BE **FREE\***

APPLY NOW!



# CLEANING SERVICES AND FACILITIES

If you would like to pursue a career within the Cleaning Services and Facilities industry, we have a range of courses to help you upskill, retrain or find work.

It has never been so important to ensure that buildings, premises and work-spaces are kept safe and hygienic and as such our courses have been designed to provide you with the practical skills and knowledge to work within general and more specialised roles in the Cleaning Services and Facilities industry.

COURSE	CODE	VENUE	DAY	START DATE	TIME	WEEKS	COST	
Basic Cleaning Skills	BFCN1014E	Accrington and Rossendale College	MON	26th May	9:30am - 4:30pm	1	£99	▲
Biohazard, Crime and Trauma Scene Cleaning	BFCN1003C	Accrington and Rossendale College	THU	28th April	9:30am - 4:30pm	1	£295	▲
Biohazard Crime and Trauma Scene Cleaning	BFCN1003D	Accrington and Rossendale College	THU	30th June	9:30am - 4:30pm	1	£295	▲
Introduction to Professional Hard Floor Maintenance	BFCN1026A	Accrington and Rossendale College	THU	16th June	9:30am - 4:30pm	1	£99	▲
Introduction to Working in the Facilities Industry	BFCN1013E	Accrington and Rossendale College	MON	5th May	9:30am - 3:30pm	3	£295	▲
Washroom Cleaning Skills	BFCN1023E	Accrington and Rossendale College	TUE	9th June	9:30am - 4:30pm	1	£99	▲

▲ These courses may be free. ● Learner loan may be available. ● Lifetime Skills Guarantee **FREE** for Lancashire residents only \*For more information about fees and funding, see page 30

COURSES MAY EVEN BE **FREE\***

APPLY NOW!



# CONSTRUCTION, ENGINEERING AND MOTOR VEHICLE

If you are looking to get started and specialise in a trade, we have a variety of courses available to start you on your path.

COURSE	CODE	VENUE	DAY	START DATE	TIME	WEEKS	COST	
Introduction to Bricklaying	ABCKP001B	Accrington and Rossendale College	TUE	19th April	5:30pm - 9pm	8	£249	▲
Introduction to Carpentry and Joinery	AWFCP001B	Accrington and Rossendale College	TUE	19th April	5:30pm - 9pm	8	£249	▲
Introduction to Motor Vehicle Maintenance	AMTRP001C	Accrington and Rossendale College	TUE	19th April	5:30pm - 9pm	8	£199	▲
Introduction to Painting and Decorating	APADP001B	Accrington and Rossendale College	TUE	19th April	5:30pm - 9pm	8	£249	▲
Parametric Modelling Level 1 Award	NENSP101	Nelson and Colne College	WED	27th April	5.30 pm - 9pm	12	£250	▲
Introduction to Plastering	APLAP001B	Accrington and Rossendale College	TUE	19th April	5:30pm - 9pm	8	£249	▲
Introductory Welding Skills - Tungsten Inert Gas (TIG) Welding Level 1	NENSP102	Nelson and Colne College	TUE	26th April	5.30 pm - 9pm	12	£250	▲
Introductory Welding Skills - Metal Inert Gas (MIG) Welding Level 1	NENSP103	Nelson and Colne College	MON	25th April	5.30 pm - 9pm	12	£250	▲

COURSES MAY EVEN BE **FREE\***

APPLY NOW!



# EMPLOYABILITY

Are you a jobseeker looking to improve your employability skills? We have a range of employability courses to help you find a job you love.

COURSE	CODE	VENUE	DAY	START DATE	TIME	WEEKS	COST
Get That Job Skills Camp	BEYN1056A	Lancashire Adult Learning	MULTIPLE	7th June	1pm - 3:30pm	2	FREE
Get That Job Skills Camp	BEYN1056	The Waterside Centre	MULTIPLE	9th May	9:30am - 12pm	2	FREE

**ENROL NOW!**

[www.nelson.ac.uk](http://www.nelson.ac.uk) | [www.accross.ac.uk](http://www.accross.ac.uk) | [www.lal.ac.uk](http://www.lal.ac.uk)

## GET SITE READY HEALTH AND SAFETY IN CONSTRUCTION TRAINING!

CSCS CARD INCLUDED

Runs most weeks throughout the year from The Waterside Centre, Accrington

Call **01254 354423** or email [enquires.lal@nelsongroup.ac.uk](mailto:enquires.lal@nelsongroup.ac.uk) to find out more.



# BUILD YOUR QUALIFICATIONS

and **upskill** to enhance  
your career prospects

We have a wide range of accessible and flexible programmes to help you fit studying around your current work commitments; giving you the opportunity to upskill and enhance your career prospects.

ACCRINGTON & ROSSENDALE  
**COLLEGE**  
PROFESSIONAL SKILLS

James went from **Mobile Mechanic**  
to a **Technician at Accrington and  
Rossendale College!**

“Getting back into  
education is the best  
decision I have  
ever made and  
I should have  
done it years ago.  
Maybe I could go  
into teaching  
one day.”

James Barlow, Former Motor Vehicle Student



COURSES MAY EVEN BE **FREE\***

APPLY NOW!



# HAIRDRESSING AND BEAUTY

If you are looking to upskill, retrain or start your career in the Hair and Beauty industry; our qualifications are tailored to meet current industry trends.

You will not only learn from specialist lecturers, but you will be taught in a modern and industry standard salon environment with clients from within the local community; giving you the first-hand experience to feel confident in your new skill set, and helping you thrive in your career.

COURSE	CODE	VENUE	START DATE	TIME	WEEKS	COST
Make-up Techniques Masterclass	ABTSP201B	Accrington and Rossendale College	19th April	TUE 5.30pm - 8.30pm	18	£565 + kit ▲
Tanning Techniques	NBTSP203	Nelson and Colne College	21st April	THU 5.30pm - 8.30pm	4	£120 + kit ▲
Eyelash and Brow Treatments	NBTSP204	Nelson and Colne College	25th April	MON 5.30pm - 8.30pm	4	£400 + kit ▲

▲ These courses may be free. ● Learner loan may be available. ● Lifetime Skills Guarantee. **FREE** for Lancashire residents only. For more information about fees and funding, see page 30

OUR COURSES ARE DELIVERED IN PARTNERSHIP WITH LOCAL AND NATIONAL EMPLOYERS SUCH AS



SHORT COURSES ARE ALSO AVAILABLE FOR THOSE CURRENTLY WORKING WITHIN A HAIRDRESSING AND BEAUTY SETTING.

**CONTACT:**  
**DISTINCTION@NELSONGROUP.AC.UK**



*Distinction*  
HAIR & BEAUTY

**LUXURY HAIR AND BEAUTY TREATMENTS AT DISCOUNT PRICES**

Contact us to find out more and book an appointment

**distinction@nelsongroup.ac.uk**  
Nelson and Colne College: **01282 440 330**  
Accrington and Rossendale College: **01254 389 933**

COURSES MAY EVEN BE **FREE\***

APPLY NOW!



# HEALTH AND SOCIAL CARE

Our qualifications are designed to introduce you to the Health and Social Care sector, providing the skills and knowledge needed to help you thrive in your chosen specialism.

COURSE	CODE	VENUE	DAY	START DATE	TIME	WEEKS	COST
Understanding Common Health Conditions Certificate Level 2	BHSN1028B	Lancashire Adult Learning	FRI	22nd April	9:30am - 12:30pm	11	£295 ▲
Drug and Alcohol Awareness Level 1	BHSN1018G	The Waterside Centre	FRI	4th May	9:30am - 12:30pm	4	£39 ▲
Drug and Alcohol Awareness Level 1	BHSN1018F	Online	FRI	17th June	9:30am - 12:30pm	4	£39 ▲
Get into Counselling	BHSN1031E	Online	WED	8th June	9:30am - 12:30pm	4	FREE
Get into Counselling	BHSN1031D	Online	SAT	18th June	9:30am - 12:30pm	4	FREE
Health and Social Care Level 1 Certificate	BHSN1054	The Waterside Centre	TUE	26th April	9:30am - 12:30pm	11	£95 ▲
Health and Social Care: Work Ready Skills Programme	BHSN1051	Lancashire Adult Learning	WED & FRI	29th April	9:30am - 3pm	5	£295 ▲
Health and Social Care: Work Ready Skills Programme	BHSN1051A	Lancashire Adult Learning	MON & TUE	13th June	9:30am - 3pm	5	£295 ▲
Introduction to ADHD Level 2	BHSN1009E	Online	MON	9th May	12:30pm - 3pm	3	£29 ▲
Introduction to Autism Spectrum Condition Level 1	BHSN1004E	Lancashire Adult Learning	MON	9th May	1pm - 3pm	3	FREE
Introduction to Autism Spectrum Condition Level 1	BHSN1004F	Online	FRI	10th June	9:30am - 12:30pm	3	FREE
Introduction to Care Planning Skills Level 2	BHSN1036D	The Waterside Centre	TUE	3rd May	1pm - 4pm	8	£45 ▲
Introduction to Dementia Level 1	BHSN1007C	Lancashire Adult Learning	FRI	17th June	9:30am - 12:30pm	4	£39 ▲
Introduction to Disability Level 1	BHSN1032C	Lancashire Adult Learning	FRI	22nd April	9:30am - 12:30pm	6	£45 ▲
Introduction to Disability Level 1	BHSN1032B	The Waterside Centre	THU	9th June	1pm - 4pm	6	£45 ▲
Introduction to Supporting End of Life Care Level 2	BHSN1034B	The Waterside Centre	WED	8th June	9:30am - 12:30pm	6	£95 ▲
Mental Health Awareness Level 1 Award	BHSN1005HG	Online	THU	28th April	1pm - 4pm	5	£39 ▲
Mental Health Awareness Level 1 Award	BHSN1005H	Online	WED	15th June	9:30am - 12:30pm	5	£39 ▲
Mental Wellbeing Minibite	BHSN1029U	Fulwood Library	THU	21st April	10am - 12pm	1	FREE
Preparing to Work in Adult Social Care Level 1 Award	BHSN1017C	The Waterside Centre	TUE	19th April	1pm - 4pm	12	£95 ▲
Principles of Dementia Care Level 2 Certificate	BHSN1021B	The Waterside Centre	THU	21st April	9:30am - 12:30pm	12	£295 ▲

**ENROL NOW!**

[www.nelson.ac.uk](http://www.nelson.ac.uk) | [www.accross.ac.uk](http://www.accross.ac.uk) | [www.lal.ac.uk](http://www.lal.ac.uk)



Understanding Children and Young People's Mental Health Level 2 Certificate	BHSN1014C	The Waterside Centre	TUE	19th April	9:30am - 12:30pm	13	£295	▲
Understanding Safeguarding and Prevent Level 2 Certificate	BHSN1012B	The Waterside Centre	THU	21st April	1pm - 4pm	13	£295	▲
Understanding Working with People with Mental Health Needs Level 2 Certificate	BHSN1015B	The Waterside Centre	THU	21st April	9:30am - 12:30pm	12	£295	▲

APPLY NOW!



COURSES MAY EVEN BE **FREE\***

# FIRST AID

Learn skills that could help you save a life, from Basic Lifesaving Skills to Lancashire Lifesavers.

APPLY NOW!



COURSE	CODE	VENUE	DAY	START DATE	TIME	WEEKS	COST	
Basic Awareness of Paediatric First Aid	BHSN1040O	Clayton Green Library	FRI	22nd April	9:30am - 12pm	1	FREE	
Basic Awareness of Paediatric First Aid	BHSN1040N	Chatburn Library	MON	25th April	1pm - 3:30pm	1	FREE	
Basic Awareness of Paediatric First Aid	BHSN1040P	Barrowford Library	FRI	20th May	12:30pm - 3pm	1	FREE	
Basic Awareness of Paediatric First Aid	BHSN1040Q	Coppull Library	MON	23rd May	1pm - 3:30pm	1	FREE	
Basic Awareness of Paediatric First Aid	BHSN1040L	Fulwood Library	THU	14th July	1pm - 3:30pm	1	FREE	
Emergency Paediatric First Aid Level 3 Award	BHSN1049	Accrington and Rossendale College	THU	21st April	9:30am - 4:30pm	1	£46.50	▲
Emergency Paediatric First Aid Level 3 Award	BHSN1049A	Lancashire Adult Learning	TUE	24th May	9:30am - 4:30pm	1	£46.50	▲
Emergency Paediatric First Aid Level 3 Award	BHSN1049B	Accrington and Rossendale College	FRI	17th June	9:30am - 4:30pm	1	£46.50	▲
Emergency Paediatric First Aid Level 3 Award	BHSN1049C	Accrington and Rossendale College	MON	4th July	9:30am - 4:30pm	1	£46.50	▲
Lancashire Lifesavers	BHSN102420AT	Barrowford Library	FRI	22nd April	1:30pm - 3pm	1	FREE	
Lancashire Lifesavers	BHSN102420AU	Coppull Library	MON	25th April	9:30am - 11am	1	FREE	
Lancashire Lifesavers	BHSN102420AW	Chatburn Library	TUE	3rd May	1:30pm - 3:30pm	1	FREE	
Lancashire Lifesavers	BHSN102420AX	Online	MON	9th May	9:30am - 11:30am	1	FREE	
Lancashire Lifesavers	BHSN102420AV	Online	THU	9th June	9:30am - 11am	1	FREE	
Lancashire Lifesavers	BHSN102420AY	Online	THU	10th June	9:30am - 11am	1	FREE	
Paediatric First Aid Level 3 Award	BHSN1050B	Lancashire Adult Learning	THU	19th May	9:30am - 4:30pm	2	£125	▲
Paediatric First Aid Level 3 Award	BHSN1050C	Accrington and Rossendale College	FRI	24th June	9:30am - 4:30pm	2	£125	▲
Paediatric First Aid Level 3 Award	BHSN1050D	Lancashire Adult Learning	MON	11th July	9:30am - 4:30pm	2	£125	▲

# HEALTH AND WELLBEING

Our professional Health and Wellbeing courses are designed to enhance your career in care, mental health and wellbeing.

COURSE	CODE	VENUE	DAY	START DATE	TIME	WEEKS	COST	
Planning and Facilitating Exercise with Older Adults	BHBN1148A	Online	Flexible	Flexible	Flexible	11	FREE	
Wellbeing NCFE CACHE Level 1 Certificate	BHBN1147A	Online	Flexible	Flexible	Flexible	13	£95	▲

APPLY NOW!



# HORTICULTURE

Would you like to enhance your existing Horticulture skills and knowledge?

Our Practical Horticulture Skills programme is designed to provide a basic foundation of skills and knowledge.

COURSE	CODE	VENUE	DAY	START DATE	TIME	WEEKS	COST	
Gardening and Growing for Health, Wellbeing and Pleasure	BHON1001I	Online	TUE	3rd May	10am - 12pm	4	FREE	
Gardening and Growing for Health, Wellbeing and Pleasure	BHON1001H	Nelson and Colne College	TUE	3rd May	1pm - 3pm	4	FREE	
Practical Horticulture Skills Entry 2 Award and Certificate	BHON1002B	Online	TUE	7th June	10am - 12pm	6	FREE	
Practical Horticulture Skills Entry 2 Award and Certificate	BHON1002A	Nelson and Colne College	TUE	7th June	1pm - 3pm	6	FREE	

## UPSKILL OR IMPROVE YOUR HEALTH AND WELLBEING

WITH HORTICULTURE

To register your interest, scan here



Some courses include a **FREE** resource pack!



COURSES MAY EVEN BE FREE\*

APPLY NOW!



# IT AND DIGITAL

Our qualifications in IT and Digital range from beginners to advanced and are designed to fit around your needs.

Whether you are looking to gain confidence, enhance your career prospects or retrain; our programmes are designed to help you thrive within this industry.

COURSE	CODE	VENUE	DAY	START DATE	TIME	WEEKS	COST
Create a Professional Wordpress Website	BICN1022D	Online	TUE	3rd May	6pm - 9pm	3	FREE
Cyber Security Level 1 Award	BICN1048	Accrington and Rossendale College	TUE	19th April	9:30am - 12:30pm	12	£95 ▲
Digital Development Level 2 Award	BICN1047	Accrington and Rossendale College	THU	21st April	1pm - 4pm	12	£95 ▲
Digital Promotion for Business Level 2 Award	BICN1037C	Online	THU	22nd April	6pm - 9pm	6	£95 ▲
Digital Promotion for Business Level 2 Award	BICN1037D	Online	TUE	7th June	1pm - 4pm	6	£95 ▲
Digital Skills for Work Level 2	BICN1042	Lancashire Adult Learning	THU	21st April	1pm - 4pm	6	£95 ▲
Digital Skills for Work Level 2	BICN1042A	Online	FRI	22nd April	9:30am - 12:30pm	6	£95 ▲
Extended Spreadsheet Software Use	BICN1055B	Online	WED	25th May	9:30am - 12:30pm	1	£45 ▲
Extended Spreadsheet Software Use	BICN1055A	Accrington and Rossendale College	MON	27th June	6pm - 9pm	1	£45 ▲
Extended Spreadsheet Software Use	BICN1055	Nelson and Colne College	WED	8th June	6pm - 9pm	1	£45 ▲
Get Started with Excel	BICN1024C	Online	Flexible	Flexible	Flexible	10	FREE
Get Started with Internet Safety	BICN1046	The Sanctuary, Chorley	WED	20th April	9:30am - 12:30pm	1	FREE
Get Started with Internet Safety	BICN1046A	Thursby Garden Community Action Group	WED	4th May	9:30am - 12:30pm	1	FREE
Get Started with: Microsoft PowerPoint	BICN1029C	Online	Flexible	Flexible	Flexible	8	FREE
Get Started with: Microsoft Publisher	BICN1030C	Online	Flexible	Flexible	Flexible	10	FREE
Get Started with: Microsoft Word	BICN1031B	Online	Flexible	Flexible	Flexible	12	FREE
ICT Functional Skills Fast Track Level 2	BICN1041	Online	THU	21st April	9:30am - 12:30pm	13	FREE
Next Steps in using: Excel	BICN1035B	Online	THU	21st April	6pm - 7:30pm	10	FREE
Next Steps in Using: Microsoft PowerPoint	BICN1051	Online	Flexible	Flexible	Flexible	12	FREE
Next Steps in Using: Microsoft Publisher	BICN1050	Online	Flexible	Flexible	Flexible	12	FREE
Next Steps in Using: Microsoft Publisher	BICN1050C	Online	Flexible	Flexible	Flexible	10	FREE

Next Steps in Using: Microsoft Word	BICN1049	Online	Flexible	Flexible	Flexible	12	FREE
Next Steps in using: Wordpress Website	BICN1036B	Online	TUE	14th June	6pm - 9pm	3	£37.80 ▲
Using Presentation Software Effectively	BICN1044	Nelson and Colne College	WED	27th April	6pm - 9pm	1	£45 ▲
Using Presentation Software Effectively	BICN1044B	Online	WED	11th May	9:30am - 12:30pm	1	£45 ▲
Using Presentation Software Effectively	BICN1044A	Accrington and Rossendale College	MON	13th June	6pm - 9pm	1	£45 ▲
Using Social Media	BICN1043	Nelson and Colne College	WED	20th April	6pm - 9pm	1	£45 ▲
Using Social Media	BICN1043B	Online	WED	4th May	9:30am - 12:30pm	1	£45 ▲
Using Social Media	BICN1043A	Accrington and Rossendale College	MON	6th June	6pm - 9pm	1	£45 ▲
Using Spreadsheet Software Effectively	BICN1045B	Online	WED	18th May	9:30am - 12:30pm	1	£45 ▲
Using Spreadsheet Software Effectively	BICN1045A	Accrington and Rossendale College	MON	20th June	6pm - 9pm	1	£45 ▲
Using Spreadsheet Software Effectively	BICN1045	Nelson and Colne College	WED	25th May	6pm - 9pm	1	£45 ▲

## NEED HELP WITH YOUR DIGITAL SKILLS?

With the world around us becoming ever more digitally focused, you can develop your Essential Digital Skills and become more confident in your abilities with our new range of FREE courses delivered both online and in a venue near you.

To find out more, scan here





“I have gained the confidence to go back out again and look to achieve my career ambition. My teachers lifted me up when I needed guidance and were there when I needed support.”

Autumn Farley, Former English and Maths Student

## BUILD YOUR POTENTIAL

and create **opportunities** that you didn't know existed

If you are undecided about what you would like to do and which career path you'd like to take, try one of our FREE courses; find your passion and explore the many opportunities that are available to you.

From taster sessions to qualifications, we can accommodate where you are in life, with what you need. Build your potential, find your passions and create the career you want.



Lancashire  
Adult Learning

Autumn achieved her **Maths and English** and is now employed as an **NHS Theatre Assistant!**



COURSES MAY EVEN BE FREE\*

# SUSTAINABILITY

APPLY NOW!



Be the driver of sustainable change at home or in your workplace, with a qualification that addresses climate change.

It will not only give you the knowledge you need to drive environmental awareness; but the ability to advocate for the reduction in carbon emissions and waste.

COURSE	CODE	VENUE	DAY	START DATE	TIME	WEEKS	COST
Understanding Climate Change and Environmental Awareness Level 2 Certificate	BEYN1055A	Online	THU	3rd May	10am - 12pm	8	£295 ▲
Understanding Climate Change and Environmental Awareness Level 2 Certificate	BEYN1055B	Online	THU	3rd May	6pm - 8pm	8	£295 ▲

▲ These courses may be free. ● Learner loan may be available. ● Lifetime Skills Guarantee ● FREE for Lancashire residents only \*For more information about fees and funding, see page 30

## VOLUNTEERING HAS NEVER BEEN SO IMPORTANT!

We deliver FREE\* online and face-to-face volunteer training for:

Individuals

Volunteering Groups

Organisations, Charities and Community Groups

Find out more online

To view a full list of courses, scan here



We work with a range of partners including Lancashire Volunteer Partnership (LVP) and Our Lancashire, to ensure that our programmes are highly relevant to both new and existing Volunteers.

Did you know that volunteering can boost your employment skills and make you more employable?

Scan here to register your interest and find out more!



## GET CREATIVE

### WITH ONE OF OUR ARTS AND MEDIA COURSES

Whether you decide to try something completely new or brush up on your current skills – there is something for everyone!

To register your interest, scan here



## ARE YOU INTERESTED IN LEARNING ABOUT HISTORY AND CULTURE?

Discover new topics of interest, delve into the past and even develop skills to share a story of your own. From the History of Lancashire to Creative Writing, why not learn something new today with one of our fascinating Humanities courses?

To register your interest, scan here



## LOOKING TO LEARN OR IMPROVE

### YOUR LANGUAGE SKILLS?

We have a wide range of Languages programmes available from beginners to post-intermediate in French, German, Italian or Spanish to enable you to become a more effective communicator.

To view a full list of courses, scan here





# FEES AND FINANCE

## FREE Courses

These courses are free for Lancashire residents. If you live outside the catchment area, a fee will apply. To find out more contact our Student Services team on **01282 440 209** or **01254 354 143**.

## ▲ Courses that may be FREE

For most of our Professional Qualifications fees do apply, however, you may be eligible to have your fees waived if you are in receipt of certain benefits (evidence must be provided). Eligible active benefits include:

- Jobseeker's Allowance
- Employment and Support Allowance
- Universal Credit (unemployed or earning less than £345 a month)
- Careers Allowance
- Child Tax Credit
- Disability Living Allowance
- Housing Benefit
- Income Support
- Unemployed and on another state benefit

Other fee waiver criteria may apply, including:

- Studying for your first full Level 1 or 2 qualification on an eligible course (aged 19-23)
- Studying for your first full Level 3 qualification on an eligible course (aged 19+)
- Those in employment with a gross annual income of less than £17,374

For more information on course fees including fee waivers please contact our Student Services team on **01282 440 209** or **01254 354 143**.

Eligible learners can attend a maximum of two fee remitted courses each year and must show proof of their benefits at enrolment. If you need help or would like to ask us a question contact us.

## ◆ Learner Loans

For some of our qualifications, learners can apply for loans to cover the costs of their course. The following loans may be available for you to apply for:

HE Loans (for Level 4 courses and above): [www.slc.co.uk](http://www.slc.co.uk)

Advanced Learner Loans (for Level 3/4 courses): [www.gov.uk/advancedlearner-loan](http://www.gov.uk/advancedlearner-loan)

Further details can be found on [www.gov.uk/studentfinance](http://www.gov.uk/studentfinance) or by contacting the HE Office on [he@nelsongroup.ac.uk](mailto:he@nelsongroup.ac.uk) or **01254 354047**.

## ● Lifetime Skills Guarantee

As part of the Lifetime Skills Guarantee, a new government initiative, adults in England who are aged 19 and over, and do not yet have A levels or equivalent can now take their first full Level 3 qualification for free (Courses can be subject to change).

## How to Pay

If you do need to pay for a course, you can pay by Visa, Mastercard, cheque, or cash. Payments in instalments may be available for some courses.

If you need any support, information or guidance about enrolling onto a course including your course fees, please contact our Student Services team on **01282 440 209**.

# ENROLLING, SUPPORT AND GUIDANCE

## Interested in studying a course with us?

Here's what you can do:

- Apply
- Register your interest
- Enrol online

For most of our courses you will need to apply online before you enrol; we will then be in touch to speak to you about the course you are interested in. You may be required to attend an interview.

Visit the adult courses section online at [www.nelson.ac.uk](http://www.nelson.ac.uk), [www.accross.ac.uk](http://www.accross.ac.uk) or [www.lal.ac.uk](http://www.lal.ac.uk); select the course you would like to study and it will give you one of the above options. Fill in your details and we will be in touch with your next steps.

## Need support and guidance?

You can get in touch with us at anytime:

**Nelson and Colne College**  
Phone: **01282 440 209**

**Accrington and Rossendale College**  
Phone: **01254 354 143**

**Lancashire Adult Learning**  
Phone: **0333 003 1717**  
Email: [enquiries.lal@nelsongroup.ac.uk](mailto:enquiries.lal@nelsongroup.ac.uk)

## Course Types

Our courses will be delivered in one of two ways which are explained below.

### Online Flexible Learning

These courses are accessed via our Virtual Learning Environment (Moodle) with learners working independently, at their own pace to complete. The time it takes to complete the courses will vary depending on the course and learners will receive support to complete the course where necessary.

### Live Online Classroom

The course is delivered over a set number of weeks or sessions and learners attend via an online platform on an allocated day and time. The sessions will be delivered live by the teacher and learners will be supported to work through the course content. In addition to this, learners will be given access to our Virtual Learning Environment (Moodle) so activities can be completed during and between sessions to record progress and achievement.

### Face to Face

Delivered at a College campus or in a community venue near you.



Part of the

NELSON & COLNE  
COLLEGE

GROUP



**Nelson and Colne College**  
Scotland Road  
Nelson, Lancashire  
BB9 7YT



**Accrington and Rossendale College**  
Sandy Lane  
Accrington, Lancashire  
BB5 2AR



**Lancashire  
Adult Learning**

**Lancashire Adult Learning**  
Glen Way  
Brierfield, Nelson  
BB9 5NH