Professional Skills
Course Guide
Spring 2020
Fee reduction may apply

Material fees may apply

Please book early to avoid disappointment. Courses are subject to cancellation, dependent upon demand.

Spring 2020 Professional Skills Course Guide
Build your qualifications.

Whether you are looking to develop your professional credentials for employment, want a change of career, or simply want to continue to invest in your professional development, we have a range of adult professional skills qualifications to meet your needs.

Our offer is broad, across a number of industry areas and varying levels, to include, professional and Technical qualifications such as Hairdressing or Health Awareness, university level qualifications such as HNC/Ds and degrees, as well as a wide range of Higher Apprenticeships.

We understand that every individual is different, with different needs and personal circumstances. This is why our approach is flexible, from entry requirements, funding options and ways to study. So be rest assured that, regardless of your circumstances, whether this is professional or personal, we have different options available to suit you and to help you on your career journey.

Our long history of quality and recognised delivery, with the industry facilities and expert teaching to match, means you can be satisfied that your professional development is in safe hands.

Start your next steps towards your career progression today with a professional qualification.

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Take the first step towards a career in the Hair and Beauty industry with one of our professional skills qualifications. We also have a range of Beauty and Hair masterclasses which can be studied for leisure or to help you develop your professional skillset.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CODE</th>
<th>VENUE</th>
<th>TIMES</th>
<th>DATE</th>
<th>DAY</th>
<th>WEEKS</th>
<th>COST</th>
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<tbody>
<tr>
<td>Hair Extensions Masterclass</td>
<td>ABTSP001</td>
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<td>9:30am-4pm</td>
<td>27 May</td>
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<td>AHASP202</td>
<td>ARC</td>
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<td>27 January</td>
<td>MON + TUE</td>
<td>18</td>
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<td>MON</td>
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<td>TUE</td>
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<td>11 February</td>
<td>TUES + WED</td>
<td>20</td>
<td>£1,810 + Kit</td>
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</table>

* Fee reduction may apply  * Material fees may apply

Call to Enrol: 0333 003 1717  Find out more: www.nelson.ac.uk | www.accross.ac.uk

Please book early to avoid disappointment. Courses are subject to cancellation, dependant upon demand.
We have a range of Construction and Motor Vehicle professional skills qualifications available to enhance and advance your knowledge and skillset within the industry, from CPCS courses to Motor Vehicle Maintenance, there’s a professional qualification to suit your needs.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CODE</th>
<th>VENUE</th>
<th>TIMES</th>
<th>DATE</th>
<th>DAY</th>
<th>WEEKS</th>
<th>COST</th>
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<tr>
<td>CPCS (CITB)</td>
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<td>TUE, THU + FRI</td>
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<td>Motor Vehicle General Maintenance</td>
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<td>TUE</td>
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<td>£150</td>
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</table>

Fee reduction may apply | Material fees may apply

Please book early to avoid disappointment. Courses are subject to cancellation, dependant upon demand.
Business and Professional Services

If you’re interested in learning how to set up your own business or would like to advance your skills in mentoring, one of our Business and Professional Services courses is sure to suit your needs.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CODE</th>
<th>VENUE</th>
<th>TIMES</th>
<th>DATE</th>
<th>DAY</th>
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<td>NCC</td>
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<td>25 February</td>
<td>TUE</td>
<td>5</td>
<td>£150</td>
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Engineering

Develop your professional skills within the Engineering sector with our Additive Manufacturing (3D printing) Award. This qualification is an introduction to Additive Manufacturing and 3D printing of polymers, resins, carbon fire composites and ceramics.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CODE</th>
<th>VENUE</th>
<th>TIMES</th>
<th>DATE</th>
<th>DAY</th>
<th>WEEKS</th>
<th>COST</th>
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<tr>
<td>Additive Manufacturing (3D printing) Award</td>
<td>NENSP201</td>
<td>NCC</td>
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<td>28 January</td>
<td>TUE</td>
<td>12</td>
<td>TBC - Enquire</td>
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Sport and Leisure

Open the door to a career within the Sport and Leisure industry by choosing our Fitness Instructor professional skills qualification.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CODE</th>
<th>VENUE</th>
<th>TIMES</th>
<th>DATE</th>
<th>DAY</th>
<th>WEEKS</th>
<th>COST</th>
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<tbody>
<tr>
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<td>6pm - 9pm</td>
<td>3 February</td>
<td>MON</td>
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<td>£315</td>
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</table>

Fee reduction may apply  Material fees may apply

Please book early to avoid disappointment. Courses are subject to cancellation, dependant upon demand.
COMING SOON
Introduction to Outdoor Cleaning and Window Cleaning - Enquire now!

From Advanced Cleaning to Biohazard, Crime and Trauma Scene Cleaning, our Facilities and Cleaning Services qualifications are suitable for those looking to advance their skills in this industry.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CODE</th>
<th>VENUE</th>
<th>TIMES</th>
<th>DATE</th>
<th>DAY</th>
<th>WEEKS</th>
<th>COST</th>
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<tr>
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<td>BFCN1000</td>
<td>ARC</td>
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<td>MON + TUE</td>
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<td>Facilities Services Principles Level 2</td>
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<td>ARC</td>
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<td>9 January</td>
<td>THU + FRI</td>
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<td>Biohazard, Crime and Trauma Scene Cleaning</td>
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<td>THU + FRI</td>
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<td>2 March</td>
<td>MON + TUE</td>
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<td>5 March</td>
<td>THU + FRI</td>
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<td>Biohazard, Crime and Trauma Scene Cleaning</td>
<td>BFCN1003A</td>
<td>ARC</td>
<td>9am - 4pm</td>
<td>26 + 27 March</td>
<td>THU + FRI</td>
<td>1</td>
<td>£295</td>
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</table>

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Please book early to avoid disappointment. Courses are subject to cancellation, dependant upon demand.
Whether you are looking to advance your knowledge within this sector to aid your career, or are interested in gaining more insight into a health or mental health condition for personal reasons, then our range of qualifications may be suitable for your needs.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CODE</th>
<th>VENUE</th>
<th>TIMES</th>
<th>DATE</th>
<th>DAY</th>
<th>WEEKS</th>
<th>COST</th>
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<td>Autism Spectrum Condition Level 1</td>
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<td>NCC</td>
<td>6pm - 9pm</td>
<td>16 January</td>
<td>THU</td>
<td>4</td>
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<td>TUE</td>
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<td>2 March</td>
<td>MON</td>
<td>14</td>
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Maths and English holding you back? Free Functional Skills Courses available - See page 13

Fee reduction may apply  Material fees may apply
<table>
<thead>
<tr>
<th>COURSE</th>
<th>CODE</th>
<th>VENUE</th>
<th>TIMES</th>
<th>DATE</th>
<th>DAY</th>
<th>WEEKS</th>
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<td>13 January</td>
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<td>Principles of Dementia Care Certificate Level 2</td>
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<td>22 January</td>
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<td>TUE</td>
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<td>Substance Misuse Award Level 2</td>
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<tr>
<td>Understanding Alcohol and Substance Misuse</td>
<td>BHBN1010</td>
<td>VET</td>
<td>9:30am - 12:30pm</td>
<td>22 January</td>
<td>WED</td>
<td>1</td>
<td>£15</td>
</tr>
<tr>
<td>Childcare Award Level 1</td>
<td>BHBN1033</td>
<td>WAT</td>
<td>9:30am - 12:30pm</td>
<td>9 January</td>
<td>THU</td>
<td>12</td>
<td>£95</td>
</tr>
<tr>
<td>Childcare Certificate Level 2</td>
<td>BHBN1044</td>
<td>WAT</td>
<td>1pm - 4pm</td>
<td>14 January</td>
<td>TUE</td>
<td>16</td>
<td>£230</td>
</tr>
</tbody>
</table>
The Pre-Access courses are ideal for those who would like to enter the Access to Higher Education course but haven’t got the necessary GCSE grades required. It is suited to those who have been out of education for some time and who need to re-learn how to study at a higher level before progressing onto the Access programme.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CODE</th>
<th>VENUE</th>
<th>TIMES</th>
<th>DATE</th>
<th>DAY</th>
<th>WEEKS</th>
<th>COST</th>
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</thead>
<tbody>
<tr>
<td>Health and Social Care Professions (Pre-Access) Level 2 Certificate</td>
<td>AAHEP201</td>
<td>ARC</td>
<td>9:30am - 4pm</td>
<td>21 January</td>
<td>TUE</td>
<td>15</td>
<td>£225</td>
</tr>
<tr>
<td>Health and Social Care Professions (Pre-Access) Level 2 Certificate</td>
<td>NAHEP201</td>
<td>NCC</td>
<td>9:30am - 4pm</td>
<td>W/C 20 January</td>
<td>TBC</td>
<td>15</td>
<td>£225</td>
</tr>
</tbody>
</table>

Interviews are required for these qualifications.
FAST-TRACK YOUR CAREER WITH A UNIVERSITY LEVEL QUALIFICATION

Gain a higher level qualification locally

Improve your promotion opportunities

Increase your earning potential

Learn more earn more, progress more

HIGHER LEVEL QUALIFICATIONS ON OFFER:

**Applied Sciences**
- HNC in Applied Biology
- HNC/D in Computing - January Start Available
- BSc (Hons) in Sports Science and Coaching Studies

**Building and Engineering**
- HNC/D in Construction - Built Environment
- HNC/D in Engineering
- BEng (Hons) Manufacturing Engineering (Top-Up) - January Start Available
- BEng (Hons) Electrical and Electronic Engineering (Top-Up) - January Start Available

**Business and Professional Services**
- HNC/D in Business - January Start Available
- Foundation Degree in Coaching and Mentoring - January Start Available
- Foundation Degree in Paralegal Services

**Education and Childcare**
- PGCE Certificate in Education

Foundation Degree in Early Years
- Foundation Degree in Early Years (Childhood Studies)
- Foundation Degree in Teaching and Learning Support
- BA (Hons) in Early Childhood Studies
- BA (Hons) in Education and Professional Development
- Postgraduate Diploma in Education (Advanced PGCE)

**Health and Social**
- Foundation Degree in Alcohol and Substance Misuse Work
- Foundation Degree in Counselling Studies
- Foundation Degree in Health and Social Care
- Foundation Degree in Mental Health Work
- Foundation Degree in Working with Children and Families
- BA (Hons) in Counselling and Psychotherapy Studies (Top-Up)
- BA (Hons) in Health and Applied Social Studies

**Humanities**
- Foundation Degree in Criminology and Criminal Justice - January Start Available

HE LOANS AVAILABLE*

*To apply for a HE loan, please visit www.gov.uk/student-finance

CALL TO ENROL: 0333 003 1717
FIND OUT MORE: www.nelson.ac.uk | www.accross.ac.uk

Please book early to avoid disappointment. Courses are subject to cancellation, dependant upon demand.

* Fee reduction may apply | Material fees may apply
APPRENTICESHIPS AREN'T JUST FOR YOUNG PEOPLE!
Each year hundreds of thousands of adults gain the skills and qualifications they need to progress and increase their earning power through an Adult Apprenticeship.

RECRUITING NOW
ACROSS A WIDE RANGE OF SECTORS INCLUDING

- Business and Professional Services
- Catering and Hospitality
- Education and Childcare
- Construction and Motor Vehicle
- Engineering and Manufacturing
- Hair and Beauty
- Health and Social Care
- Retail, Sales and Customer Services
- Sport and Leisure

Available from Levels 2 – 5

Speak to a member of our Apprenticeship Team today
01282 440 319  apprenticeships@nelson.ac.uk
Functional Skills

Do you need to improve your English, Maths or ICT skills?

Do you want to boost your employment prospects?
Our flexible, FREE courses will help you develop skills for home, work or if you are looking for employment - available across East Lancashire.

Do you need to improve your English, Maths or ICT skills?

Call us today on 0333 003 1717 to find your nearest introductory and assessment session!

Learn something new in 2020!

Start a new hobby or learn a new skill with Lancashire Adult Learning. We have a wide range of exciting courses running in a venue close to you...

Spring Course Guide OUT NOW!

Enrol Today 0333 003 1717 www.lal.ac.uk
Information, Advice and Guidance

Financial Support

Fee remission
Some learners may be entitled to fee remission where:
• They are unemployed and in receipt of qualifying benefits
• They have not studied a full equivalent Level 2/3 course previously (aged 19-23 only, subject to funding rules)
This is dependent on personal circumstances and subject to eligibility.

Loans
For some of our professional qualifications marked in this guide, 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: www.slc.co.uk
Advanced Learner Loans: www.gov.uk/advanced-learner-loan
Please contact Student Services for more information.

Childcare Support
If your household income is less than £30,000 (gross) per year, you may be eligible for help towards the cost of childcare.
If you are aged 19 (at the start of the course) you can apply for help with childcare costs through the government care to learn scheme. For more information visit www.gov.uk/care-to-learn
If you are aged 20 or above (at the start of the course) and you require support with childcare please contact Student Services.

College Bursary Funds
Assistance from our College Bursary Funds may be available if your household income is less than £30,000 (gross) per year, – please speak to our Student Services Team.
If you require support with childcare, please contact Student Services prior to this on:

Nelson and Colne College
Tel: 01282 440 209
or email studentservices@nelson.ac.uk

Accrington and Rossendale College
Tel: 01254 354 143
or email studentservices@accross.ac.uk

Advice and Guidance
Would you like some advice about a course or some guidance on starting a new career?
Our expert team provide FREE impartial and confidential support with:
• Choosing the right qualification
• Careers advice and CV development
• Understanding Labour Market Information
• Exploring career options, employment, Apprenticeship, university or volunteering opportunities

Our Careers Zone Team are here to help:
Appointments can be arranged to suit your needs and are available to all adults aged 19 years and over, in Lancashire. Please contact any of our Careers Zone advisers for further assistance:

Nelson and Colne College
Tel: 01282 440259
Email: careerszone@nelson.ac.uk

Accrington and Rossendale College
Tel: 01254 354037
Email: info@accross.ac.uk

Lancashire Adult Learning
Tel: 0333 003 1717
Email: iag&careers@lal.ac.uk

Additional Learning Support
We have a dedicated team of professionals who support students with any disability or learning support needs. Our team is committed to ensuring that every student has the support and resources to achieve their full potential.

Learning Support
Whether you have a special educational need or a disability, the ALS team will be there for you every step of the way, providing tailored support to help you get the most out of learning.
If you have a physical disability, visual impairment or hearing impairment, we will do our best to provide you with all the support, equipment, access and learning resources you might need throughout your time at College. This support is confidential and information provided will only be shared with the appropriate professionals to meet your individual needs.
Safeguarding and Welfare

We are committed to safeguarding and promoting the welfare of learners who attend our main sites. We operate zero tolerance to issues of discrimination, abuse, extremism, bullying and harassment and have a duty of care to respond immediately if there are any concerns that a learner may be at risk of these.

Report your concerns to the Safeguarding and Welfare Team immediately.

**Nelson and Colne College**  
call 07392 195338 or email staysafe@nelson.ac.uk.

**Accrington and Rossendale College**  
call 07803 658861.

Location Key to Course Venues

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

**OPE**  
Colne Open Door  
1 Great George Street, Colne, BB8 0SY

**LIN**  
Linkbridge Community Centre  
1 Swinless Street, Burnley, BB10 3NB

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

**VET**  
Veterans in Communities  
12 Bury Road, Haslingden, Rossendale, BB4 5PL

**WAT**  
The Waterside Centre  
St James Court West, Accrington, BB5 1NA

How to Enrol

Enrolling is simple and there are lots of ways you can sign up.

**BY TELEPHONE:** 0333 003 1717  
(option 3 for professional skills)

**IN PERSON AT:**

**Nelson and Colne College,**  
Scotland Rd, Nelson BB9 7YT

**Accrington and Rossendale College,**  
Broad Oak Campus, Broad Oak Road, Accrington BB5 2AS

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

Or at one of our Information and Advice Events (see back page for details).

Please note that this can only be done for courses that do not require an interview or assessment.

**Book early to avoid disappointment!**

**How to pay**

You can pay by VISA, Mastercard, cheque, or cash. Payments in instalments may be available for some courses. Please enquire for further details.

Please note an additional charge will be applied for courses which carry material costs.

**What you need to enrol**

- Details of the course(s) you are interested in
- Payment for your course
- Proof of benefits if you are applying for fee remission

**Can I get help with my fees?**

For some courses reduced fees or full fee remission may be available if you are in receipt of:

- Jobseeker’s Allowance
- Employment and Support Allowance (Work Related Activity Group)
- Universal Credit
- Another state benefit (conditions apply)

Eligible learners can attend a maximum of two fee remitted courses each year and must show proof of their benefits at enrolment.

To view our refund policy, please visit our websites at [www.nelson.ac.uk](http://www.nelson.ac.uk) or [www.accross.ac.uk](http://www.accross.ac.uk)

*All course information correct at time of print - December 2019.*
Adult Information and Advice Events

Nelson and Colne College
Tuesday 7 January
5pm - 7pm

The Waterside Centre, Accrington
Wednesday 8 January
11am - 3pm

Accrington and Rossendale College
Thursday 9 January
5pm - 7pm

All details are correct at the time of print. Courses may change or be cancelled subject to demand. For the latest information, please visit www.nelson.ac.uk or www.accross.ac.uk
Please book early to avoid disappointment.