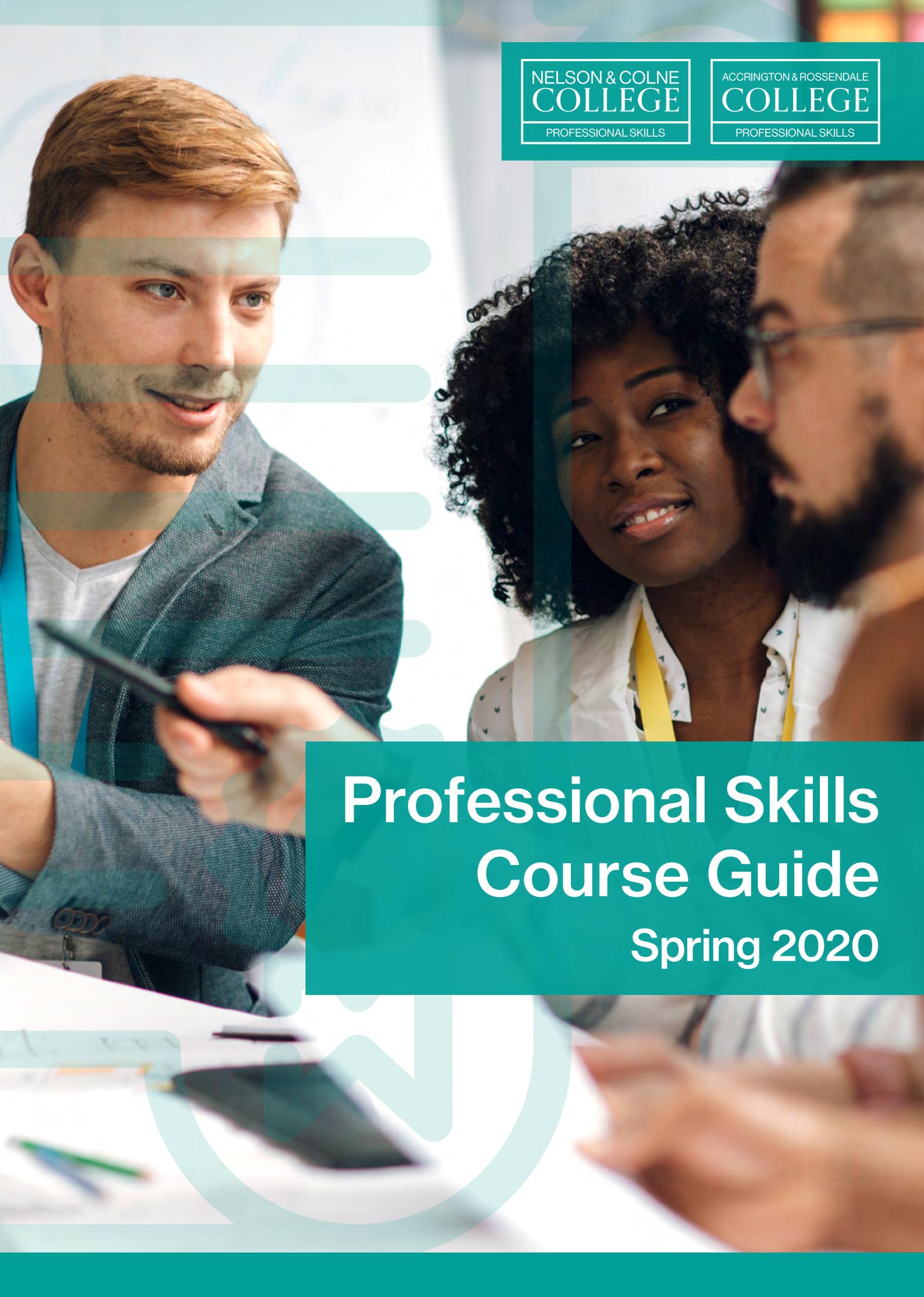


NELSON & COLNE
COLLEGE

PROFESSIONAL SKILLS

ACCRINGTON & ROSSENDALE
COLLEGE

PROFESSIONAL SKILLS



Professional Skills Course Guide Spring 2020



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.

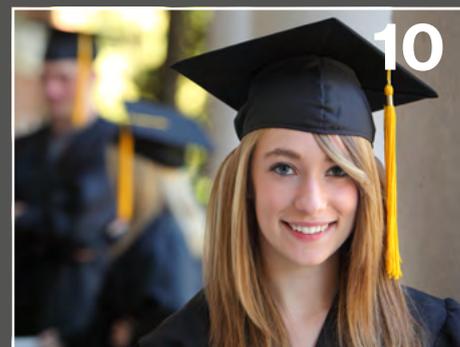
We understand that every individual is different, with different needs and personal circumstances. This is why our approach is flexible, from entry requirements, funding options and ways to study. So be rest assured that, regardless of your circumstances, whether this is professional or personal, we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

Contents

Hairdressing and Beauty	4
Construction and Motor Vehicle	5
Business and Professional Services	6
Engineering	6
Sport and Leisure	6
Facilities and Cleaning Services	7
Health, Social Care, Childcare and Education	8
Higher Education	10
Improving your Maths, English and ICT Functional Skills	13
Information, Advice and Guidance	14
Financial Support	14
Additional Learning Support	14
Location Key to Course Venues	15
How to Enrol	15



Hairdressing and Beauty



Interviews are required for these qualifications

Looking to start your own business? See page 6 for details

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.

COURSE	CODE	VENUE	TIMES	DATE	DAY	WEEKS	COST	
Hair Extensions Masterclass	ABTSP001	ARC	9:30am-4pm	27 May	WED	1	£75 + Kit	●
Hair Techniques (Hair or Barbering) Level 2 Certificate	AHASP202	ARC	5:30pm - 9:30pm + 6:30pm - 8:30pm	27 January	MON + TUE	18	£550 + Kit	▲ ●
Hair Techniques (Hair or Barbering) Level 2 Certificate	NHASP202	NCC	6:30pm - 8:30pm + 5:30pm - 9:30pm	29 January	WED + THU	18	£550 + Kit	▲ ●
Individual Lashes Masterclass	ABTSP001	ARC	9:30am - 5pm	6 April	MON	1	£70 + optional kit	●
Individual Lashes Masterclass	NBTSP001	NCC	9:30am - 5pm	17 February	MON	1	£70 + optional kit	●
Introduction to Body Massage Masterclass	NBTSP001	NCC	6pm - 9pm	28 January	TUE	10	£250	
Make Up Techniques Masterclass (including Eye Treatments)	ABTSP201	ARC	5:30pm - 9:30pm	11 February	TUE	18	£550 + Kit	▲ ●
Make Up Techniques Masterclass (including Eye Treatments)	NBTSP201	NCC	5:30pm - 9:30pm	12 February	WED	18	£550 + Kit	▲ ●
Self Tanning Masterclass	ABTSP001	ARC	9:30am - 12pm	17 February	MON	1	£30	
Self Tanning Masterclass	ABTSP001	ARC	9:30am - 12pm	26 May	TUE	1	£30	
Self Tanning Masterclass	NBTSP001	NCC	9:30am - 12pm	6 April	MON	1	£30	
Twinkle Toes Masterclass	ABTSP001	ARC	9:30am - 4pm	17 February	MON	1	£60	
Twinkle Toes Masterclass	NBTSP001	NCC	9:30am - 4pm	6 April	MON	1	£60	
Women's and Men's Hairdressing Level 2 Diploma	AHASP201	ARC	5:30pm - 9:30pm + 6:30pm - 8:30pm	11 February	TUES + WED	20	£1,810 + Kit	▲ ●
Women's and Men's Hairdressing Level 2 Diploma	NHASP201	NCC	6:30pm - 8:30pm + 5:30pm - 9:30pm	11 February	TUES + WED	20	£1,810 + Kit	▲ ●

▲ Fee reduction may apply ● Material fees may apply

Construction and Motor Vehicle



Maths and English holding you back?
Free Functional Skills Courses available - See page 13

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 CSCS courses to Motor Vehicle Maintenance, there's a professional qualification to suit your needs.

COURSE	CODE	VENUE	TIMES	DATE	DAY	WEEKS	COST
CSCS (CITB)	BCSP1000	WAT	9:30am - 3:30pm	Various	TUE, THU + FRI	1	From £95 ▲
CSCS (CITTB) Exam Only	BCSF1001	WAT	3:30pm - 5:30pm	Various	FRI	1	From £40
Electric and Hybrid Vehicle Level 2/3	AMTRP002	ARC	6:30pm - 9pm	21 January	TUE	9	£800
Garden Improvement for Beginners	ABCKP003	ARC	5:30pm - 9pm	22 January	WED	9	£150 ▲
Motor Vehicle General Maintenance	AMTRP003	ARC	5:30pm - 9pm	20 January	MON	9	£150 ▲
Multiskills in Construction	ABCKP001A	ARC	5:30pm - 9pm	21 January	TUE	12	£150 ▲

▲ 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.

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.

COURSE	CODE	VENUE	TIMES	DATE	DAY	WEEKS	COST	
Award in Mentoring Level 2	BEYT1030A	WAT	9:30am - 12:30pm	27 January	MON	7	£230	▲
Award in Setting Up Your Own Business Level 2	BEYT1031	NCC	6pm - 9pm	25 February	TUE	5	£150	▲

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 fibre composites and ceramics.



COURSE	CODE	VENUE	TIMES	DATE	DAY	WEEKS	COST	
Additive Manufacturing (3D printing) Award	NENSP201	NCC	6pm - 8pm	28 January	TUE	12	TBC - Enquire	

Looking to start your own business? See above in Business and Professional Services for details

Sport and Leisure

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



COURSE	CODE	VENUE	TIMES	DATE	DAY	WEEKS	COST	
Level 2 Fitness Instructor	ASPOP201	ARC	6pm - 9pm	3 February	MON	20	£315	▲

▲ Fee reduction may apply ● Material fees may apply

Facilities and Cleaning Services

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.

COURSE	CODE	VENUE	TIMES	DATE	DAY	WEEKS	COST	
Facilities and Building Cleaning Level 1	BFCN1000	ARC	9:30am - 3pm	6 January	MON + TUE	4	£200	▲
Facilities Services Principles Level 2	BFCN1001	ARC	9:30am - 3pm	9 January	THU + FRI	2	£250	▲
Biohazard, Crime and Trauma Scene Cleaning	BFCN1003	ARC	9am - 4pm	23 + 24 January	THU + FRI	1	£295	▲
Advanced Cleaning Level 2	BFCN1002A	ARC	9:30am - 3pm	30 January	THU + FRI	3	£250	▲
Facilities and Building Cleaning Level 1	BFCN1000A	ARC	9:30am - 3pm	2 March	MON + TUE	4	£200	▲
Facilities Services Principles Level 2	BFCN1001A	ARC	9:30am - 3pm	5 March	THU + FRI	2	£250	▲
Biohazard, Crime and Trauma Scene Cleaning	BFCN1003A	ARC	9am - 4pm	26 + 27 March	THU + FRI	1	£295	▲

▲ 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.

Health, Social Care, Childcare and Education



Maths and English holding you back?
Free Functional Skills Courses available - See page 13

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.

COURSE	CODE	VENUE	TIMES	DATE	DAY	WEEKS	COST	
Autism Spectrum Condition Level 1	BHBN1026	NCC	6pm - 9pm	16 January	THU	4	£45	▲
Autism Spectrum Condition Level 1	BHBN1026	NCC	6pm - 9pm	3 March	TUE	4	£45	▲
Bitsize into Substance Misuse Awareness	BHBN1043	WAT	9:30am - 3pm	10 January	FRI	1	£15	▲
Bitsize into Substance Misuse Awareness	BHBN1043	VET	9:30am - 12.30pm	29 January	WED	2	£15	▲
Certificate in Common Health Conditions Level 2	BHBN1047	WAT	9:30am - 12:30pm	15 January	WED	17	£230	▲
Certificate in Counselling Skills Level 2	AHESH201	ARC	10am - 2pm	22 January	WED	18	£405	▲
Certificate in Understanding Autism Level 2	BHBN1042	WAT	1pm - 4pm	9 January	THU	12	£230	▲
Certificate in Understanding Children and Young Peoples Mental Health Level 2	BHBN1049	WAT	9:30am - 12:30pm	2 March	MON	14	£230	▲

▲ Fee reduction may apply ● Material fees may apply

COURSE	CODE	VENUE	TIMES	DATE	DAY	WEEKS	COST	
Certificate in Understanding Children and Young Peoples Mental Health Level 2	BHBN1033	OPE	9:30am - 12:30pm	7 January	TUE	14	£230	▲
Education and Training Level 3	AAHEP303	ARC	9:30am - 12:30pm	14 January	TUE	12	£425	
Health and Social Care Certificate Level 1	BHBN1034	NOR	9:30am - 12:30pm	8 January	WED	12	£125	▲
Introduction to Autism Condition	BHBN1027	NCC	6pm - 9pm	9 January	THU	1	FREE	
Introduction to Autism Condition	BHBN1027	NCC	6pm - 9pm	25 February	TUE	1	FREE	
Introduction to Autism Level 1	BHBN1038	OPE	9:30am - 12:30pm	15 January	WED	5	£45	▲
Introduction to Autism Level 1	BHBN1038	WAT	9:30am - 12:30pm	28 February	FRI	5	£45	▲
Introduction to Dementia Level 1	BHBN1078	WAT	9:30am - 12:30pm	8 January	WED	2	£45	▲
Introduction to Learning Disabilities	BHBN1037	WAT	1:30pm - 4pm	5 March	THU	4	£45	▲
Mental Health Awareness Certificate Level 2	BHBN1040	WAT	9:30am - 12:30pm	7 January	TUE	20	£230	▲
Personal and Social Wellbeing Award Level 1	BHBN1035	WAT	9:30am - 12:30pm	14 January	TUE	10	£95	▲
Preparing to Work in Adult Care Award Level 1	BHBN1035	LIN	9:30am - 12:30pm	10 January	FRI	10	£95	▲
Preparing to Work in Adult Care Award Level 1	BHBN1046	WAT	1pm - 4pm	14 January	TUE	10	£95	▲
Preparing to Work in Adult Care Award Level 1	BHBN1035	OPE	9:30am - 12:30pm	16 January	THU	10	£95	▲
Preparing to Work in Adult Care Certificate Level 2	BHBN1036	WAT	1pm - 4pm	6 January	MON	14	£230	▲
Preparing to Work in Adult Care Certificate Level 2	BHBN1036	WAT	6pm - 9pm	13 January	MON	14	£230	▲
Principles of Dementia Care Certificate Level 2	BHBN1078	WAT	9:30am - 12:30pm	22 January	WED	10	£230	▲
Substance Misuse Award Level 2	BHBN1048	ARC	6pm - 9pm	14 January	TUE	10	£230	▲
Substance Misuse Award Level 2	BHBN1048	WAT	9:30am - 12:30pm	17 January	FRI	10	£230	▲
Understanding Alcohol and Substance Misuse	BHBN1010	VET	9:30am - 12:30pm	22 January	WED	1	£15	▲
Childcare Award Level 1	BHBN1033	WAT	9:30am - 12:30pm	9 January	THU	12	£95	▲
Childcare Certificate Level 2	BHBN1044	WAT	1pm - 4pm	14 January	TUE	16	£230	▲



▲ 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.

First steps into Higher Education



Interviews
are required
for these
qualifications

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.

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

▲ Fee reduction may apply ● Material fees may apply

Higher Education

FAST-TRACK

ACCRINGTON & ROSSENDALE
COLLEGENELSON & COLNE
COLLEGE

UNIVERSITY CENTRE

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:

September
starts
also
available**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*

Working in partnership with

APPLY NOW! Call 0333 033 1717

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

▲ 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.

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

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.



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

Learn something new in 2020!



Lancashire
Adult Learning

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

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.

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.

Learning Support

If you have a learning difficulty or disability, for example, Dyslexia, Dyspraxia or Asperger Syndrome, we have specialist teams of staff who will be able to support you throughout your time at College.

If you have learning support needs, please mention this on your application to College, to your teacher, or during your interview. A member of our Additional Learning Support Team will then contact you to discuss your needs and ensure that the appropriate support is in place for the start of your course.

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

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



*All course information correct at time of print - December 2019.

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** or **www.accross.ac.uk**

Adult Information and Advice Events

Enrol now!

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

Part of the

NELSON & COLNE
COLLEGE

GROUP

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.