



Professional Training Solutions **2018**

leicestercollege.ac.uk



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The National Employer Skills Survey shows that employers invest £39bn a year in training in the UK.

Whilst every care has been taken to ensure that all of the information contained in this guide is accurate at the time of printing, Leicester College is continually evaluating its services to meet the needs of students. As a consequence, training, fees, timings, resources and facilities may be subject to change without prior notice.



Your business - Your training needs

As an established and successful further education college based in the heart of Leicester, we're well placed to understand the training needs of people of all ages. We offer a personalised, flexible approach to learning that will suit both your business' as well as your employees' needs and ambitions.

We offer training programmes in everything from basic maths and literacy to business and accounting qualifications; construction and engineering; teacher training; care work; digital skills, and more.

When it comes to delivery of courses, there are a variety of options. We can deliver sessions in the workplace; your staff can come to us in College; and some programmes are offered in the evenings or can be completed via a distance learning format in your employees' own time.

If you are interested in finding out more about the kind of training programmes we offer, call us today for a free consultation. Depending on the number of employees in need of training, we may be able to arrange a course just for you – delivered on your premises.

We work hard to foster our relationships with businesses across Leicester and Leicestershire, and it's important to us that you and your staff can access appropriate training in a way that's both cost effective and delivered in a convenient way.



We have strong links to industry and work with local employers and universities including De Montfort (our partner university); Boden; Seed Creativity; LCFC; Leicester Riders; Ragdale Hall; National Space Centre; Leicestershire Promotions, and more.



To arrange a training consultation or discuss your individual business training needs, contact our team on *0116 224 2240*.

Training/Courses

Course fees highlighted in pink = No government funding or fee reductions available for any age or eligibility criteria. Advanced Learner Loans may be available for courses levels 3 to 6.

Code	Course	Level	Start Date	Fees
Business and Accountancy				
C6327	Aviation Operations on the Ground Certificate	2	04/09/18	£615
C6090	Aviation Operations on the Ground Certificate	2	05/02/19	£615
C0283	Accounting AAT Certificate	2	06/09/18	£1,425
C0193	Accounting AAT Diploma	3	06/09/18	£2,716
C4602	CILEx Professional Certificate in Law and Practice	3	11/09/18	£1,305
C5215	Decision and Control AAT	4	10/01/19	£475
C5216	Personal Tax AAT	4	02/05/19	£475
C6006	Accountancy Financial Statements AAT	4	13/09/18	£475
C6007	Accountancy Credit Control AAT	4	10/01/19	£475
C6008	Accountancy Synoptic AAT	4	21/03/19	£475
C6011	Accountancy Budgeting AAT	4	13/09/18	£475
C1401	Business (Intensive) Higher National Certificate	4	11/09/18	£4,000
C1177	Information, Advice and Guidance Certificate	3	Various	£1,800
C1228	Information, Advice and Guidance NVQ Diploma	4	Various	£2,500
Childcare				
C5201	Healthy Living Award	1	Various	£65
C0483	Children's Learning and Development EYE Diploma	3	04/09/18	£4,670
C3142	Specialist Support in Teaching and Learning in Schools Diploma	3	03/09/18	£2,225
C1430	Supporting Teaching and Learning in Schools Diploma	3	Various	£0
C3451	Children's Learning and Development (Early Years Educator) Diploma	3	01/08/18	£0
Science				
C0100	Chemistry GCSE Adult Evening	2	04/09/18	£505
C0129	Biology GCSE Adult Evening	2	03/09/18	£505
Catering and Health and Safety				
C0801	Health and Safety Award	1	Various	£65
C5201	Health and Safety Award	1	Various	£65
C5205	Food Safety Award	2	Various	£65
C0434	Food Safety in Catering (group) Award	2	Various	£70
C1201	Spectator Safety Certificate	2	Various	£0
C1436	Pharmacy Services Skills Certificate	2	Various	£0
C3609	Health and Social Care Diploma	2	Various	£0
C0438	Food Safety Supervision for Manufacturing (group) Award	3	Various	£262
C0513	NEBOSH National General Certificate	3	31/10/18	£1,175
C0514	NEBOSH National General Certificate	3	01/03/19	£1,175

Training/Courses

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Code	Course	Level	Start Date	Fees
Computing				
C5650	Introduction to Networks Cisco CCNA	1	03/10/18	£330
C6118	IT User Skills (ITQ) Certificate	1	07/01/19	£195
C6345	Introduction to Networks Cisco CCNA	1	21/03/19	£330
C0214	CompTIA IT Fundamentals	1	18/09/18	£295
C4122	CompTIA A+	2	05/02/19	£495
C5460	CompTIA Security +	2	04/02/19	£495
C5465	HTML5 and CSS	2	25/06/19	£275
C5467	Introduction to ASP.Net Web Forms	2	24/04/19	£270
C5651	Routing and Switching Essentials Cisco CCNA	2	09/01/19	£330
C6346	Routing and Switching Essentials Cisco CCNA	2	06/06/19	£330
C5653	Connecting Networks Cisco CCNA 4	3	05/06/19	£330
C6348	Connecting Networks Cisco CCNA 4	3	08/11/18	£330
C6349	Routing and Switching Cisco CCNA 1-4	3	21/03/19	£1,200
Construction				
Built Environment				
C0368	CAD Manufacturing Award	2	23/10/18	£850
C0011	Construction in the Built Environment Higher National Certificate	4	12/09/18	£2,040
C0013	Building Engineering Services Higher National Certificate	4	11/09/18	£2,040
C3385	Construction and the Built Environment Higher National Diploma	5	10/09/18	£2,720
C5134	Construction and the Built Environment Higher National Diploma	5	10/09/18	£2,720
C3925	BSc (Hons) Construction Management	6	14/09/18	£4,280
Carpentry and Joinery				
C0335	Carpentry and Joinery Diploma	2	04/09/18	£2,470
C3858	Site Carpentry Diploma	3	04/09/18	£3,615
Electrical				
C0510	Electrical Installation Diploma	2	04/09/18	£2,520
C0497	Initial Verification Periodic Inspection Testing and Certification of Electrical Installations	3	Various	£975
C3895	17th Edition Wiring Regulations Award	3	Various	£425
C0357	Electrical Installation Diploma	3	04/09/18	£3,655
Plumbing and Gas				
C0508	Plumbing Diploma	2	04/09/18	£2,640
C0399	BPEC Domestic Gas Foundation Certificate of Achievement	2	10/09/18	£2,760
C0370	CKR1 Assessment Gas Cooking Appliances	3	Various	£205
C0371	HTR1 Assessment Gas Fires and Water Heaters	3	Various	£205
C0372	ACS Met 1 Assessment	3	Various	£205
C0378	Gas ACS CCN1 (Core Re-Assessment)	3	Various	£340
C0379	ACS CCN1 Plus 3/4 Elements (Re-Assess)	3	Various	£475
C0380	BPEC/Core Gas Safety CCN1 Assessment Certificate	3	Various	£440
C0382	Gas ACS Elements (Reassessment) Extra Certificate	3	Various	£165
C0383	ACS Core Gas Safety Reassessment Training 2 Days	3	Various	£155
C0389	Unvented Hot Water Storage Systems Certificate	3	Various	£170
C0395	CONGLP1 Reassessment Changeover Assessment Certificate	3	Various	£195
C0704	Gas Central/Water Heating Boilers CENWAT	3	Various	£205
C0705	Unvented Hot Water Reassessment	3	Various	£140

Training/Courses

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Code	Course	Level	Start Date	Fees
Digital Arts				
C0026	Graphic Design and Emedia Foundation Degree	5	07/09/18	£2,666
C0748	BA (Hons) Professional Studies (Creative Industries)	6	27/09/18	£2,666

Engineering

C0691	Introductory Welding Skills City & Guilds Award	1	17/09/18	£650
C0680	CAM and CNC City & Guilds Award	2	11/09/18	£750
C0685	Computer Aided Design City & Guilds Certificate	2	04/09/18	£ 850
C5340	Advanced Welding Skills Award	3	10/09/18	£1,080
C5523	Mechanical/Electrical Engineering Higher National Diploma	5	10/09/18	£4,110

Teacher Education

C0706	Preparing to Teach in Education and Training Award	3	17/01/19	£395
C0710	Preparing to Teach in Education and Training Award	3	18/01/19	£395
C0711	Preparing to Teach in Education and Training Award	3	20/03/19	£395
C0722	English for Language and Literacy Teaching Award	3	08/11/18	£395
C0723	Mathematics for Numeracy Teaching Award	3	01/11/18	£395
C3020	Preparing to Teach in Education and Training Award	3	17/09/18	£395
C3876	E-Learning and Digital Technology Award	3	14/01/19	£325
C5763	Preparing to Teach in Education and Training (blended approach) Award	3	06/11/18	£395
C5764	Preparing to Teach in Education and Training Award	3	06/03/19	£395
C5762	Teaching Mathematics: Numeracy Diploma	5	09/10/18	£1,750
C0735	English (Literacy or ESOL) University Subject Specialist Diploma	5	04/10/18	£1,900
C6239	Education and Training University Diploma (intensive)	5	17/09/18	£4,900
C6245	Education and Training University Diploma	5	19/09/18	£2,900
C6246	Education and Training University Diploma	5	19/09/18	£2,900
C6260	Education and Training Professional Graduate Certificate	6	19/09/18	£2,900
C6238	Education and Training Professional Graduate Certificate (intensive)	6	17/09/18	£4,600
C6244	Education and Training Professional Graduate Certificate	6	19/09/18	£2,900



Distance Learning

We run a variety of distance learning courses – where learning is completed at home or work instead of coming into College. All learning materials are provided, and many of the courses on offer are low cost or free. We offer courses in subjects such as customer service, business admin, team leadership, and more.

Code	Course	Level	Start Date	Fees
Childcare				
C5542	Introducing Caring for Children and Young People Certificate	2	Various	£0
C6303	Understanding Children and Young People's Mental Health Certificate	2	Various	£0

Health and Social Care

C0478	Preparing to Work in Adult Social Care BTEC Certificate	2	Various	£0
C0479	Principles of Dementia Care NCFE Certificate	2	Various	£0
C2679	Understanding the Care and Management of Diabetes NCFE Certificate	2	Various	£0
C2682	Principles of the Prevention and Control of Infection in HSC Settings NCFE Certificate	2	Various	£0
C4333	Understanding Autism Certificate	2	Various	£0
C4340	Principles of End of Life Care Certificate	2	Various	£0
C4342	Understanding Dignity and Safeguarding Adult Health and Social Care NCFE Certificate	2	Various	£0
C4343	Common Health Conditions Certificate	2	Various	£0
C4348	Awareness of Mental Health Problems Certificate	2	Various	£0
C4349	Understanding Working with People with Mental Health Issues Certificate	2	Various	£0
C4633	Care Planning Certificate	2	Various	£0
C4882	Understanding the Safe Handling of Medication in Health and Social Care Certificate	2	Various	£0
C5179	Principles of Working with Individuals with Learning Disabilities Certificate	2	Various	£0
C4336	Understanding Nutrition and Health Certificate	2	Various	£0
C5197	Principles of End of Life Care NCFE Certificate	3	Various	£399
C5580	Understanding Behaviour that Challenges CACHE Certificate	2	Various	£0
C6096	Understanding Specific Learning Difficulties Certificate	2	Various	£0
C6205	Falls Prevention Awareness Certificate	2	Various	£0
C6206	Understand Mental Health Certificate	3	Various	£399
C6302	Counselling Skills Certificate	2	Various	£0
C6304	Understanding Safeguarding and Prevent Certificate	2	Various	£0
C5554	Customer Service for Health and Social Care Settings NCFE Certificate	2	Various	£0

Business and Customer Service

C3140	Information, Advice or Guidance Certificate	2	Various	£0
C3417	Equality and Diversity Certificate	2	Various	£0
C4636	Principles of Customer Services Certificate	2	Various	£0
C3920	Lean Business Techniques Certificate	2	Various	£0
C4634	Team Leading Certificate	2	Various	£0
C4635	Business Administration Knowledge Certificate	2	Various	£0

Sport and Uniformed Public Service

C5515	NCFE Extended Certificate in Understanding Stewarding at Spectator Events	Various	Various	£0
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NVQs: Achieving Workplace Qualifications

NVQs are National Vocational Qualifications. They are designed to demonstrate a worker's occupational competence.

An NVQ offers an existing employee the opportunity to gain a nationally-recognised qualification which shows that they are able to perform a role to a recognised standard. NVQs are available at different competency levels, meaning that employees can progress and achieve higher-level qualifications over time.

NVQs are developed with industry needs in mind, so they are specific to a certain job role or industry. They are assessment-based qualifications, which are generally delivered at work. Employees are assessed on a combination of practical tasks and a portfolio of evidence. During the course of the NVQ, one of our team will visit your employee to offer them guidance as they complete their qualification.

We offer NVQs in a range of sectors.



74% of smaller firms who employ an apprentice see an improvement in their productivity.



Apprenticeships

Apprenticeships are jobs which come with inbuilt professional training, and often a recognised qualification too. Apprenticeships are open to individuals who are 16 or over, including adults looking to retrain or gain a qualification in the industry in which they already work. They are an ideal way to retain, retrain or upskill your existing staff in a cost-effective way. We're the largest provider of apprenticeships in Leicester – contact us if this option may be of interest to you.



Course Fee Payment Options

A lot of the time cost is a big barrier for adults looking to return to learning – and we know that this includes training options for adults in employment too. At Leicester College, we're committed to widening access to education and there are a variety of options open to you and your employees which can make study more affordable.

Take a free course with us

Many Leicester College courses for adults are totally free, although in some cases certain criteria will apply. Speak to us first to check that individuals are eligible.

Examples of our free courses include:

- Adult maths and English courses
- A large selection of our distance learning courses
- Courses at entry, level 1 or a first full level 2 course if the student is aged between 19 – 23
- Work skills and other courses at our City Skills Centre.

Pay for training with an Advanced Learner Loan or student Loan

Advanced Learner Loans are government loans to help the student pay for the cost of a course at a college or training provider in England. Personal circumstances (such as income) aren't taken into account, and there are no credit checks.

This loan is only paid back when the course has finished and the student is earning over £21,000 a year.

The loan is to pay course fees. The minimum amount you can get is £300 and it's paid directly to the college or course provider. If employees prefer, they can pay part of the course fee themselves and use a loan to pay the remainder. They don't have to borrow the full amount.

The loans will cover the cost of courses at levels 3, 4, 5, or 6, and the student has to be at least 19 at the start of the course to be eligible. To find out more, see gov.uk/advanced-learner-loan

For some of our university-level courses, you may be eligible for a student loan, which includes a maintenance loan. You can check your eligibility and apply at gov.uk/studentfinance

Get a discount for multiple courses, or pay in instalments

If the course fee is over £150, the person who pays the fee is entitled to pay it in instalments to help spread the cost.

If an individual studies more than one course with us in a single academic year, they get a discount of 10% on any subsequent courses they study at Leicester College that year.

All qualifications we offer are nationally recognised and valid in industry.

How to apply

For individual employees

Apply online via the College website. Applicants will be contacted to attend a welcome event if required, or they will be sent a conditional offer according to the entry requirements for the course. They will then be invited in to enrol for the chosen course of study. For distance learning courses, materials can be sent electronically or by post, meaning a visit to College will not be necessary.

For groups of employees

Contact us for a personalised arrangement. Depending on numbers and your requirements, we may run a course just for you in College, or else send a qualified trainer into your workplace to deliver the chosen course(s).

Call us on 0116 224 2240 to discuss these arrangements, or to make an enquiry.

We're a highly-ranked training provider. In January 2018, Ofsted rated us Good, while in 2017 our higher education provision was awarded Gold by the new TEF survey – meaning we outstripped many traditional universities.



Abbey Park Campus

Painter Street
Leicester
LE1 3WA

St Margaret's Campus

St John Street
Leicester
LE1 3WL

Freemen's Park Campus

Welford Road
Leicester
LE2 7LW

📞 For all enquiries call **0116 224 2240**

🌐 visit **leicestercollege.ac.uk** or

✉ email **info@leicestercollege.ac.uk**

Join the Conversation **#LeicesterCollege**

