



LEISURE AND INTEREST
**PART-TIME
COURSES
2016/17**



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BUSINESS

C3841	Basic Word Processing College Certificate	Entry	Flexible	£18
C3837	Basic Spreadsheet College Certificate	Entry	Flexible	£0
C3836	Positive Attitudes and Behaviours at Work	1	Flexible	£31
C0857	Volunteer Training	2	Flexible	£0
Customer Service				
C4537	Customer Service Certificate	1	Flexible	£0
C2879	Customer Service Award	2	Flexible	£0

JOB SEARCH/WORK SKILLS

C0069	Confidence Building College Certificate	Entry	Flexible	£54
C3840	Online Searching for Jobs College Certificate	Entry	Flexible	£18
C3943	Information Technology for Job Search College Certificate	Entry	Flexible	£75
C3844	Working in a Team Award	Entry	Flexible	£31
C3842	Workskills 6 Credit Award	Entry	Flexible	£77
C3835	Workskills 9 Credit Award	Entry	Flexible	£150
C3839	Workskills 13 Credit Certificate	Entry	Flexible	£724
C4541	Workskills Award	1	Flexible	£0
C4542	Workskills Award	1	Flexible	£0
C4532	Skills for Employment Award	1	Flexible	£0
C4608	Skills for Employment and Further Learning Award	1	Flexible	£0
C4609	Skills for Employment and Further Learning Extended Award	1	Flexible	£0
C0063	Preparing for an Interview and Interview Skills Certificate	1	Flexible	£0
C3834	CVs and Covering Letters (2 credit unit)	1	Flexible	£18
C0798	Setting Goals (Self Assessment) Award	1	Flexible	£39



COMPUTING

C3845	Using Outlook College Certificate	Entry	Flexible	£18
C4016	Basic Computing College Certificate	Entry	Flexible	£18
C4530	Digital Skills Award	Entry	Flexible	£0
C0214	IT Fundamentals College Certificate	1	28/09/16	£375
C4533	ECDL IT User Skills Certificate	1	Flexible	£0
C4535	ECDL IT User Skills Award	1	Flexible	£0
C4531	IT User Skills Award	1	Flexible	£0
C3131	Web Design using CMS College Certificate	2	28/09/16	£375
C3127	Android App Development College Certificate	2	27/01/17	£550
C4122	CompTIA A+ College Certificate	3	11/01/17	£675
C3128	Android Games Development College Certificate	3	01/02/17	£375
C3132	PHP/My SQL	3	14/09/16	£375

CREATIVE ARTS

C4723	Introduction to Adobe Photoshop	Entry	03/11/16	£75
C2722	Just Jewellery	Entry	03/11/16	£75
C2720	Introduction to Fine Art Print Making	1	04/05/17	£75
C3209	Starting Ceramics	1	01/06/17	£75
C2723	Starting Ceramics	2	03/11/16	£75
C2727	Laser Cutting – Design and Illustration	2	04/05/17	£75

CONSTRUCTION

C0503	Professional Approaches to Home Maintenance Tasks – Plumbing	1	Flexible	£150
C0502	Professional Approaches to Home Maintenance Tasks – Home Decorating	1	Flexible	£199
C3885	Professional Approaches to Home Maintenance Tasks – Floor and Wall Tiling	1	Flexible	£250
C0501	Professional Approaches to Home Maintenance Tasks – Carpentry and Joinery	1	Flexible	£199
C0500	Plastering Trade Skills	1	Flexible	£299
C3929	Boarding and Skimming	1	Flexible	£400
C3931	Moulding	2	01/08/16	£300
C3930	External Render	2	Flexible	£300
C3932	External Insulation (Finishes)	2	Flexible	£150
C3956	Basic Electrical Installation	2	Flexible	£500

ENGLISH AND MATHS FOR ADULTS

C4278	GCSE English - APC	2	12/09/16	£0
C3325	GCSE Maths – Braunstone Open Learning Centre	2	12/09/16	£0
C2042	Summer Intensive – Functional Skills Maths – APC	2	27/06/17	£0
C2043	Summer Intensive – Functional Skills English – APC	2	27/06/17	£0
C3114	Intensive Functional Skills Maths – Apex	2	29/09/16	£0
C3113	Intensive Functional Skills English – Apex	2	27/09/16	£0
P0181	Functional Skills Maths – Freeman’s Park Campus	2	Flexible	£0
P0179	Functional Skills Maths – City Skills Centre, Apex House	2	Flexible	£0
P0173	Functional Skills Maths – Braunstone Open Learning Centre	2	Flexible	£0
P0177	Functional Skills Maths – Bede Island Centre	2	Flexible	£0
P0136	Functional Skills Maths – Abbey Park Campus	2	Flexible	£0
P0174	Functional Skills English – Layton Road	2	Flexible	£0
P0180	Functional Skills English – Freeman’s Park Campus	2	Flexible	£0
P0178	Functional Skills English – City Skills Centre, Apex House	2	Flexible	£0
P0172	Functional Skills English – Braunstone Open Learning Centre	2	Flexible	£0
P0176	Functional Skills English – Bede Island Centre	2	Flexible	£0
P0139	Functional Skills English – Abbey Park Campus	2	Flexible	£0

FIRST AID, HEALTH AND SAFETY

C0801	Health and Safety Award	1	Flexible	£70
C4536	Getting on at Work Award	1	Flexible	£0
C4534	Health and Safety HABC Award	2	Flexible	£0
C0803	Food Safety Award	2	Flexible	£70
C0061	Emergency First Aid Award	2	Flexible	£75
C2396	Emergency First Aid Award	2	Flexible	£75

SECURITY

C3838	Door Supervision Award	2	Flexible	£225
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DISTANCE LEARNING

BUSINESS

C4635	Business Administration Knowledge Certificate	2	Flexible	£20
C3920	Lean Business Techniques NCFE Certificate	2	Flexible	£75
C3417	Equality and Diversity Certificate	2	Flexible	£20
C4634	Team Leading Certificate	2	Flexible	£0
C4636	Principles of Customer Services Certificate	2	Flexible	£0
C3140	Information Advice or Guidance NCFE Certificate	2	Flexible	£20

COMPUTING

C0791	IT User Skills Certificate	2	Flexible	£20
C3921	ITQ NCFE Certificate	2	Flexible	£75
C4416	ITQ NCFE Certificate	2	Flexible	£20

ELDERLY CARE

C4342	Understanding Dignity and Safeguarding Adult Health and Social Care NCFE Certificate	2	Flexible	£0
C0479	Principles of Dementia Care NCFE Certificate	2	Flexible	£20
C4340	The Principles of End of Life Care Certificate	2	Flexible	£20

HEALTHCARE

C4633	Care Planning Certificate	2	Flexible	£0
C2973	Cardiopulmonary Resuscitation and Automated External Defibrillation Award	2	31/07/17	£0
C4343	Common Health Conditions Certificate	2	Flexible	£20
C2681	Nutrition and Health NCFE Certificate	2	Flexible	£20
C4336	Understanding Nutrition and Health NCFE Certificate	2	Flexible	£20
C2679	Understanding the Care and Management of Diabetes NCFE Certificate	2	Flexible	£20
C4341	Understanding Working in the Health Sector Certificate	2	Flexible	£20
C0478	Preparing to Work in Adult Social Care BTEC Certificate		Flexible	£20

MENTAL HEALTH

C4333	Understanding Autism Certificate	2	Flexible	£20
C4348	Awareness of Mental Health Problems Certificate	2	Flexible	£20
C3233	Understanding Working in Mental Health Certificate	2	Flexible	£20
C4349	Understanding Working with People with Mental Health Issues Certificate	2	Flexible	£20
C2651	Principles of Working with Individuals with Learning Difficulties (QCF) Certificate	2	Flexible	£20

SAFEGUARDING/INFECTION CONTROL

C0461	Understanding the Safe Handling of Medicines Certificate	2	Flexible	£20
C2682	Principles of the Prevention and Control of Infection in HSC Settings NCFE Certificate	2	Flexible	£20
C4342	Understanding Dignity and Safeguarding Adult Health and Social Care NCFE Certificate	2	Flexible	£20



TASTER SESSIONS

P0189 Basic First Aid Awareness	Flexible	£0*
P0182 Beauty Tips for Personal Use	Flexible	£0*
P0191 Cooking	Flexible	£0*
P0187 Cake Decorating/Sugarcrafts	Flexible	£0*
P0192 DIY Around the Home	Flexible	£0*
P0194 Dance – Waltz and Cha	Flexible	£0*
P0186 Flower Arranging	Flexible	£0*
P0188 Food Safety Around the Home	Flexible	£0*
P0184 Garment Making	Flexible	£0*
P0183 Healthy Lifestyles and Wellbeing	Flexible	£0*
P0190 Information Technology	Flexible	£0*
P0195 Jewellery Making	Flexible	£0*
P0185 Upholstery and Soft Furnishings	Flexible	£0*

*If you are unemployed and looking to return to work the tuition is free, as long as all funding criteria is met.



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Abbey Park Campus

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**St Margaret's
Campus**

St John Street
Leicester
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**Freemen's Park
Campus**

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