ADULT COURSE GUIDE 2020

Invest in yourself, gain qualifications and learn new skills

NEW Remote learning and online courses

STARTING FROM SEPTEMBER 2020 – ADULT 19+ LEARNING AND COMMUNITY COURSES

Includes FREE courses; flexible learning and professional qualifications
Welcome to our NEW Adult courses running from September through to December 2020

Whatever your ambitions, our Adult Courses can help you achieve your goals, whether that’s a new job, a change of career, general self-improvement or even exploring an interest. Ranging from one day courses, to evening classes and professional recognised certificates, we have something for everyone.

As a result of the COVID-19 pandemic, we are also offering a number of remote learning and online courses this year to enable you to study and learn from home. Some of the courses offer a combination of practical and online learning that can fit your studies around your commitments to give you greater flexibility and peace of mind. The courses running from our centres will adhere to social distancing and Health and Safety guidelines put in place by Kirklees College, so class sizes may be smaller. Please sign up for a course as soon as possible to reserve your place.

Unlock your potential...

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We offer courses both in college and in the heart of our communities designed to help you improve your work prospects, develop important skills for life or for personal enjoyment and mental wellbeing.

Here is a small selection of what is on offer:

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>DESCRIPTION</th>
<th>CENTRE</th>
<th>START DATE</th>
<th>DURATION, DAY AND TIME</th>
<th>DELIVERY METHOD</th>
<th>FEES</th>
<th>HOW TO ENROL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christmas Crafting</td>
<td>Create your own Christmas themed designs each week.</td>
<td>Huddersfield Centre</td>
<td>25 November</td>
<td>4 weeks 6pm - 8pm</td>
<td>Online/ Classroom</td>
<td>£25</td>
<td></td>
</tr>
<tr>
<td>Computer Confidence</td>
<td>Learn more about email, the internet and file management and build your skills using Microsoft packages, such as Word and Excel. This is a basic skills refresher course for all abilities.</td>
<td>Huddersfield Centre</td>
<td>September</td>
<td>10 weeks Wednesday 9.30am - 12.00pm</td>
<td>Online/ Classroom</td>
<td>Free</td>
<td></td>
</tr>
<tr>
<td>Craft and Chat</td>
<td>Join our friendly group of crafters and learn fun techniques each week whilst having a cuppa and good old chat.</td>
<td>Huddersfield Centre</td>
<td>September</td>
<td>5 weeks Wednesday 5.30pm - 8.00pm</td>
<td>Online/ Classroom</td>
<td>£5 per week</td>
<td></td>
</tr>
<tr>
<td>Family History through ICT</td>
<td>Learn about the tools available to research your family history and begin a journey into the past.</td>
<td>Huddersfield Centre</td>
<td>September</td>
<td>5 weeks Thursday 6pm - 8.30pm</td>
<td>Online/ Classroom</td>
<td>Free</td>
<td></td>
</tr>
<tr>
<td>Jewellery Making</td>
<td>Learn how to make beautiful bespoke jewellery items from basic materials.</td>
<td>Huddersfield Centre</td>
<td>September</td>
<td>5 weeks Tuesday 5.30pm - 8.00pm</td>
<td>Online/ Classroom</td>
<td>£5 per week</td>
<td></td>
</tr>
<tr>
<td>Learn to Draw</td>
<td>Have you ever wanted to draw but don’t have the confidence? Join our beginners group and learn some basic techniques.</td>
<td>Huddersfield Centre</td>
<td>September</td>
<td>5 weeks Thursday 6pm - 8.30pm</td>
<td>Online/ Classroom</td>
<td>£25</td>
<td></td>
</tr>
<tr>
<td>Pyrography</td>
<td>Learn how to make unique decorations and patterns in wood using a heated tool. Ideal for crafters wanting to improve their skills.</td>
<td>Huddersfield Centre</td>
<td>September</td>
<td>5 weeks Tuesday 5.30pm - 8pm</td>
<td>Online/ Classroom</td>
<td>£5 per week</td>
<td></td>
</tr>
<tr>
<td>Upcycling</td>
<td>Save money by learning how to transform old clothes and materials into new useable items.</td>
<td>Huddersfield Centre</td>
<td>September</td>
<td>5 weeks Thursday 6pm - 8.30pm</td>
<td>Online/ Classroom</td>
<td>Free</td>
<td></td>
</tr>
<tr>
<td>Wreath Making</td>
<td>Design and make your own stunning wreath to welcome guests this Christmas.</td>
<td>Huddersfield Centre</td>
<td>December</td>
<td>1 week 6pm - 8pm</td>
<td>Classroom</td>
<td>£40</td>
<td></td>
</tr>
<tr>
<td>Wreath Making</td>
<td>Design and make your own stunning wreath to welcome guests this Christmas.</td>
<td>Huddersfield Centre</td>
<td>December</td>
<td>1 week 6pm - 8pm</td>
<td>Classroom</td>
<td>£40</td>
<td></td>
</tr>
<tr>
<td>Yoga for Beginners</td>
<td>Are you new to yoga? Join us to learn the basics of this gentle form of exercise.</td>
<td>Huddersfield Centre</td>
<td>September</td>
<td>10 weeks Tuesday 6.30pm - 8pm</td>
<td>Online</td>
<td>Free</td>
<td></td>
</tr>
<tr>
<td>Yoga for Improvers</td>
<td>Join us to build your knowledge of this gentle form of exercise.</td>
<td>Huddersfield Centre</td>
<td>September</td>
<td>10 weeks Wednesday 3.30pm - 4.30pm</td>
<td>Online</td>
<td>Free</td>
<td></td>
</tr>
</tbody>
</table>

To find out more about our 2020 community courses offer, please get in touch on 01484 437000 ext 7431 or email ace@kirkleescollege.ac.uk

Like our Facebook page for the latest news: www.facebook.com/acekirkleescollege

Huddersfield Centre
Oldroyd Centre, Dewsbury
Online store https://store.kirkleescollege.ac.uk
ace@kirkleescollege.ac.uk

Oldroyd Centre, Dewsbury
ace@kirkleescollege.ac.uk

www.kirkleescollege.ac.uk
This course will give you an understanding of

- The importance of how taking a visionary approach and embedding innovation can help organisations deal with the challenges of a fast-moving marketplace.

- The core skills needed to deal with management responsibilities.

- How to build your certification towards achieving the full certificate. The award structure allows you to complete bite-sized management qualifications. You should already be working towards or in a management role.

- Testing units: £65
- Course fee: £750
- How to Enrol: Online/Casual

For the course on ____________, you can sign up for study modules individually, which will allow you to enrol on the course and manage your own learning.

- *Eligible for a reduction in fees if you are in receipt of benefits.

- Taylor Hill Centre
  - info@kirkleescollege.ac.uk
  - 01484 4373070

Please note that for some courses there may be additional exam or materials costs.
**AAT in Accounting and Mentoring**

This course is ideal if you are a manager with significant responsibility for coaching and mentoring as part of your everyday role. It will also support you if you are planning to move into a development or freelance role.

- **Start Date:** 23 September (Flexible)
- **DURATION:** Online flexible course with tutor support
- **Fees:** £565.90

**Certificate in Coaching and Mentoring**

This is ideal if you are a manager with significant responsibility for coaching and mentoring as part of your everyday role.

- **Start Date:** 23 September (Flexible)
- **DURATION:** Online flexible course with tutor support
- **Fees:** £724

**Diploma in Coaching and Mentoring**

This in-depth course is ideal if you are a manager with significant responsibility for coaching and mentoring as part of your everyday role.

- **Start Date:** 23 September (Flexible)
- **DURATION:** Online flexible course with tutor support
- **Fees:** £1,570

**Diploma in Business Administration**

This qualification will enable you to develop your business administration skills and offer greater contributions to your manager and team.

- **Start Date:** 23 September (Flexible)
- **DURATION:** Online flexible course with tutor support
- **Fees:** £2,573

**Preparing for AAT**

This course prepares you for the AAT Level 2 course. It delivers a solid foundation in double entry bookkeeping to trip balance for those wishing to explore the possibility of an Accounting career.

- **Start Date:** 7 September or 17 September
- **DURATION:** 1 day Mon 9am - 4.45pm or evening class on 8 September, 5.45 - 8.45pm
- **Fees:** £96

**AAT Foundation Certificate in Accounting**

This course is ideal for those wishing to start a career in accounting. It covers aspects of financial, management accounting and computerised accounting. Underpinning knowledge gained for all levels of AAT.

- **Start Date:** 21 September
- **DURATION:** 10 months, Monday 9am - 4.45pm 1 day per week or 2 evenings per week
- **Fees:** £1,032

**AAT – Accounting Diploma**

On this course, you will cover higher accounting tasks, including drafting financial statements, managing budgets and evaluating financial performance, as well as optional specialist units.

- **Start Date:** 8 September (Flexible)
- **DURATION:** Online flexible course with tutor support
- **Fees:** £2,573

**AAT – Accounting Diploma (Modular Approach)**

On this course, you will cover higher accounting tasks, including drafting financial statements, managing budgets and evaluating financial performance. Modular route working through one element at a time towards a diploma.

- **Start Date:** 8 September (Flexible)
- **DURATION:** Online flexible course with tutor support
- **Fees:** £565.90

**Diploma in Caring for Children**

This qualification is suitable for anyone who is managing budgets and evaluating financial statements, including drafting financial statements, managing budgets and evaluating financial performance. Modular route working through one element at a time towards a diploma.

- **Start Date:** 15 September
- **DURATION:** 2.30pm
- **Fees:** £363 to £587 depending on module

**Caring for Children and Young People**

This qualification will support your awareness and understanding of caring for Children and Young People if employed or seeking employment in the Childcare sector. You will need access to a device, as this course cannot be completed using a mobile phone.

- **Start Date:** 16 September
- **DURATION:** 9.30am - 2.30pm
- **Fees:** £1,018.30

**Diploma in Childhood Illness**

This qualification is suitable for anyone who is managing budgets and evaluating financial statements, including drafting financial statements, managing budgets and evaluating financial performance. Modular route working through one element at a time towards a diploma.

- **Start Date:** 17 September (Flexible)
- **DURATION:** 10 weeks
- **Fees:** £1,032

**Certificate in Supporting Teaching and Learning**

This qualification will enable you to develop the knowledge and skills needed to support teaching and learning in primary, secondary schools or college environment. You will need access to a device, as the course cannot be completed using a mobile phone. You will also need appropriate employment or placement in an educational setting.

- **Start Date:** 14 September (Flexible)
- **DURATION:** Online
- **Fees:** £1,032

**Diploma for the Early Years Practitioner**

On this course, you will study health and wellbeing, legislation, children's play and development in preparing for school, recognising emerging English and Maths skills, alongside speech, language and cognitive skills. You will need access to a device, as the course cannot be completed using a mobile phone. You will also need appropriate employment or placement in an educational setting.

- **Start Date:** 14 September (Flexible)
- **DURATION:** Online
- **Fees:** £1,032

**Diploma for the Early Years Workforce (Early Years Educator)**

This qualification is suitable for anyone who is managing budgets and evaluating financial statements, including drafting financial statements, managing budgets and evaluating financial performance. Modular route working through one element at a time towards a diploma.

- **Start Date:** 14 September (Flexible)
- **DURATION:** Online
- **Fees:** £1,032

**Diploma in Leadership in Children and Young People Settings**

Completion of a range of mandatory units, and a selection of optional units according to your role and responsibilities are required to be achieved in this qualification. The qualification also includes a research unit relevant to your area of practice in Child Care.

- **Start Date:** 17 September (Flexible)
- **DURATION:** 2 years
- **Fees:** £2,882

* Eligible for a reduction in fees if you are in receipt of benefits.

**Children and Families Courses:**

- **Centre:** Huddersfield
- **Online store:** https://store.kirkleescollege.ac.uk
- **Email:** info@kirkleescollege.ac.uk

Please note that for some courses there may be additional exam or materials costs.
### COMPUTING COURSES

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>LEVEL</th>
<th>DESCRIPTION</th>
<th>CENTRE</th>
<th>START DATE</th>
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<th>FEES</th>
<th>HOW TO ENROL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Cyber Security</td>
<td>Entry</td>
<td>This course covers the importance of internet safety, cyber security, awareness, data confidentiality and good practices when using the internet and social media. It will introduce cybersecurity in an easy to understand way.</td>
<td>Huddersfield Centre</td>
<td>23 September (Flexible)</td>
<td>1 week Wednesday 3.00 - 5.30pm</td>
<td>Classroom</td>
<td>Free</td>
<td></td>
</tr>
<tr>
<td>Digital Basics for Remote Learning</td>
<td>1</td>
<td>This is an introductory course to using and working with online software for communicating, sharing and collaborating in a group environment.</td>
<td>Oldroyd Centre, Dewsbury</td>
<td>9 September (Flexible)</td>
<td>3 weeks Wednesday 11.00am - 12.00pm</td>
<td>Online</td>
<td>Free</td>
<td></td>
</tr>
<tr>
<td>Digital Basics for Remote Working</td>
<td>2</td>
<td>This is an introductory course to using and working with online software for communicating, sharing and collaborating in a group environment. These groups could be employment or community based.</td>
<td>Oldroyd Centre, Dewsbury</td>
<td>23 September (Flexible)</td>
<td>5 weeks Wednesday 1.30 - 2.30pm</td>
<td>Online</td>
<td>Free</td>
<td></td>
</tr>
<tr>
<td>Introduction to using Online Applications in the Workplace</td>
<td>1</td>
<td>This is an introductory course to using online applications for your workplace tasks, including general online use of specific application software to process documents, spreadsheets and more.</td>
<td>Oldroyd Centre, Dewsbury</td>
<td>30 September (Flexible)</td>
<td>5 weeks Wednesday 11.00am - 12.00pm</td>
<td>Online</td>
<td>Free</td>
<td></td>
</tr>
<tr>
<td>CISCO IT Essentials</td>
<td>3</td>
<td>Imagine building a computer then connecting it securely to a network. This exciting first step could lead to a rewarding IT career. This course covers skills needed for entry-level IT jobs.</td>
<td>Oldroyd Centre, Dewsbury</td>
<td>23 September (Flexible)</td>
<td>3 weeks Flexible</td>
<td>Online</td>
<td>£350</td>
<td></td>
</tr>
<tr>
<td>Microsoft Office Specialist – Word</td>
<td>3</td>
<td>This course is certified by Microsoft and will provide you with the skills required to use Word efficiently and become proficient in the use of the software package.</td>
<td>Oldroyd Centre, Dewsbury</td>
<td>23 September (Flexible)</td>
<td>3 weeks Flexible</td>
<td>Online</td>
<td>£50</td>
<td></td>
</tr>
<tr>
<td>Microsoft Office Specialist – Excel</td>
<td>3</td>
<td>This course is certified by Microsoft and will provide you with the skills required to use Excel spreadsheets efficiently and become proficient in the use of the software package.</td>
<td>Oldroyd Centre, Dewsbury</td>
<td>23 September (Flexible)</td>
<td>3 weeks Flexible</td>
<td>Online</td>
<td>£50</td>
<td></td>
</tr>
<tr>
<td>Microsoft Office Specialist – Outlook</td>
<td>3</td>
<td>This course is certified by Microsoft and will provide you with the skills required to use email systems efficiently and become proficient in the use of the software package.</td>
<td>Oldroyd Centre, Dewsbury</td>
<td>23 September (Flexible)</td>
<td>3 weeks Flexible</td>
<td>Online</td>
<td>£50</td>
<td></td>
</tr>
<tr>
<td>Microsoft Office Specialist – PowerPoint</td>
<td>3</td>
<td>This course is certified by Microsoft and will provide you with the skills required to use presentation software efficiently and become proficient in the use of the software package.</td>
<td>Oldroyd Centre, Dewsbury</td>
<td>23 September (Flexible)</td>
<td>3 weeks Flexible</td>
<td>Online</td>
<td>£50</td>
<td></td>
</tr>
</tbody>
</table>

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### CONSTRUCTION COURSES

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>LEVEL</th>
<th>DESCRIPTION</th>
<th>CENTRE</th>
<th>START DATE</th>
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<th>FEES</th>
<th>HOW TO ENROL</th>
</tr>
</thead>
<tbody>
<tr>
<td>City &amp; Guilds 16th Edition 2382-18 (Award in the requirements for Electrical Installations)</td>
<td>3</td>
<td>The course will ensure you are up to date with the latest industry regulations. Progression can lead to the Level 3 award in the Initial Verification and Certification of Electrical Installations (2394) and Level 3 Award in the Periodic Inspection, Testing and Certification of Electrical Installations (2395).</td>
<td>Oldroyd Centre, Dewsbury</td>
<td>23 September 11 November</td>
<td>7 weeks Wednesday 5.30pm to 8.30pm</td>
<td>Training Workshop</td>
<td>£228</td>
<td></td>
</tr>
<tr>
<td>DIY Bricklaying</td>
<td>N/A</td>
<td>Develop your basic bricklaying skills by understanding of basic bricklaying tasks such as: spreading mortar, building a right angled corner, walling to a line and levelling and plumbing brickwork.</td>
<td>Oldroyd Centre, Dewsbury</td>
<td>23 September 10 November</td>
<td>7 weeks Tuesday 5.30pm to 8.30pm</td>
<td>Training Workshop</td>
<td>Free</td>
<td></td>
</tr>
<tr>
<td>DIY Joinery</td>
<td>N/A</td>
<td>Develop your basic joinery skills by learning how to fit skirting boards, install locks and hinges, as well as erect shelving.</td>
<td>Oldroyd Centre, Dewsbury</td>
<td>22 September 10 November</td>
<td>7 weeks Tuesday 5.30pm to 8.30pm</td>
<td>Training Workshop</td>
<td>Free</td>
<td></td>
</tr>
<tr>
<td>DIY plastering</td>
<td>N/A</td>
<td>Develop your basic plastering skills by developing an understanding of plastering tasks such as: identifying tools and equipment, preparing resources for plastering walls and preparing background surfaces and plaster materials.</td>
<td>Oldroyd Centre, Dewsbury</td>
<td>24 September 12 November</td>
<td>7 weeks Thursday 5.30pm to 8.30pm</td>
<td>Training Workshop</td>
<td>Free</td>
<td></td>
</tr>
<tr>
<td>DIY Electrical and Plumbing</td>
<td>Entry</td>
<td>This short course is based upon the areas of electrical and plumbing vocations and is an ideal starter course to give you the knowledge and skills to complete small projects and repairs.</td>
<td>Oldroyd Centre, Dewsbury</td>
<td>22 September 10 November</td>
<td>7 weeks Tuesday 5.30pm to 8.30pm</td>
<td>Training Workshop</td>
<td>Free</td>
<td></td>
</tr>
<tr>
<td>Entry Level Bricklaying</td>
<td>Entry</td>
<td>This bricklaying qualification has been developed for delivery in a training environment, which means that you do not need to be employed to study this qualification. It has been designed to develop your skills, knowledge and understanding.</td>
<td>Oldroyd Centre, Dewsbury</td>
<td>22 September 10 November</td>
<td>7 weeks Tuesday 5.30pm to 8.30pm</td>
<td>Training Workshop</td>
<td>£425</td>
<td></td>
</tr>
<tr>
<td>Entry Level Joinery</td>
<td>Entry</td>
<td>This carpentry and joinery qualification has been developed for delivery in a training environment, which means that you do not need to be employed to study this qualification. It has been designed to develop your skills, knowledge and understanding.</td>
<td>Oldroyd Centre, Dewsbury</td>
<td>22 September 10 November</td>
<td>7 weeks Tuesday 5.30pm to 8.30pm</td>
<td>Training Workshop</td>
<td>£425</td>
<td></td>
</tr>
<tr>
<td>Entry Level Plastering</td>
<td>Entry</td>
<td>This plastering qualification has been developed for delivery in a training environment, which means that you do not need to be employed to study this qualification. It has been designed to develop your skills, knowledge and understanding.</td>
<td>Oldroyd Centre, Dewsbury</td>
<td>22 September 10 November</td>
<td>7 weeks Tuesday 5.30pm to 8.30pm</td>
<td>Training Workshop</td>
<td>£425</td>
<td></td>
</tr>
<tr>
<td>Entry Level Plumbing</td>
<td>Entry</td>
<td>This plumbing qualification has been developed for delivery in a training environment, which means that you do not need to be employed to study this qualification. It has been designed to develop your skills, knowledge and understanding.</td>
<td>Oldroyd Centre, Dewsbury</td>
<td>22 September 10 November</td>
<td>7 weeks Tuesday 5.30pm to 8.30pm</td>
<td>Training Workshop</td>
<td>£425</td>
<td></td>
</tr>
</tbody>
</table>

* * Eligible for a reduction in fees if you are in receipt of benefits.

Please note that for some courses there may be additional exam or materials costs.
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### CREATIVE INDUSTRIES COURSES

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>LEVEL</th>
<th>DESCRIPTION</th>
<th>CENTRE</th>
<th>START DATE</th>
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<th>DELIVERY METHOD</th>
<th>FEES</th>
<th>HOW TO ENROLL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printmaking Chine Collé Paper</td>
<td>Beginners</td>
<td>A fabulously traditional technique to introduce bold colour and shape to your prints. Layers of delicate paper are bonded to a heavier substrate during the printing process. Perfect for beginners and those wanting to further develop their printmaking skills.</td>
<td>Online store</td>
<td>1 October</td>
<td>1 Day Workshop Thursday 10am – 3.30pm</td>
<td>Workshop</td>
<td>Free</td>
<td></td>
</tr>
<tr>
<td>Printmaking</td>
<td>Beginners</td>
<td>Use a range of printmaking techniques, such as relief, intaglio and screen to create your own print designs. This is suitable for beginners and improvers.</td>
<td>Online store</td>
<td>5 November</td>
<td>7 weeks Thursday 10am – 4pm</td>
<td>Workshop</td>
<td>£20</td>
<td></td>
</tr>
<tr>
<td>Introduction to Drawing Natural Forms in Still Life</td>
<td>Beginners</td>
<td>Draw and explore still life using a range of creative drawing materials and techniques. Learn to develop your existing knowledge in a relaxed environment.</td>
<td>Online store</td>
<td>23 September</td>
<td>4 weeks Wednesday 1.00 – 3.30pm</td>
<td>Workshop</td>
<td>£20</td>
<td></td>
</tr>
<tr>
<td>Textile Crafts</td>
<td>Beginners</td>
<td>Learn to use a range of resist, dye, print and fabric manipulation techniques to create beautiful textile designs. Suitable for complete beginners, as well as those wishing to extend their textile skills.</td>
<td>Online store</td>
<td>6 November</td>
<td>7 weeks Friday 1.00 – 3.30pm</td>
<td>Workshop</td>
<td>£50</td>
<td></td>
</tr>
<tr>
<td>Introduction to Textile Techniques</td>
<td>Beginners</td>
<td>An introduction to textile techniques, such as silk printing, wet and needle felting and weaving. Suitable for beginners and those wanting to refresh or improve their skills.</td>
<td>Online store</td>
<td>11 September and 9 October</td>
<td>3 weeks, Friday 1.00 – 3.30pm</td>
<td>Workshop</td>
<td>£20</td>
<td></td>
</tr>
<tr>
<td>Introduction to Dance</td>
<td>Beginners</td>
<td>This online course content is delivered via text documents, images and videos.</td>
<td>Online store</td>
<td>20 September</td>
<td>Flexible</td>
<td>Workshop</td>
<td>£50 course fee and £20 for certificate</td>
<td></td>
</tr>
<tr>
<td>Introduction to Digital Photography</td>
<td>Beginners</td>
<td>The course offers an introduction to photography techniques and will include the fundamental techniques of photography, such as DSLR camera functions and operation and basics of composition. It is aimed at beginners and those who have some knowledge and would like to improve their skills.</td>
<td>Online store</td>
<td>5 November</td>
<td>3 weeks</td>
<td>Workshop</td>
<td>£20</td>
<td></td>
</tr>
<tr>
<td>Digital Photography for Beginners</td>
<td>Beginners</td>
<td>Learn to improve your photography by learning the key techniques to create great photographs. You will participate in practical exercises and projects and be introduced to some basic photo editing techniques.</td>
<td>Online store</td>
<td>5 November</td>
<td>7 weeks</td>
<td>Workshop</td>
<td>£50</td>
<td></td>
</tr>
<tr>
<td>Intermediate Digital Photography</td>
<td>Intermediate</td>
<td>The course is ideal for those who have completed a Digital Photography for Beginners course or those who feel they have a good understanding of some of the basics elements of using a DSLR camera and wish to take their photography to the next level.</td>
<td>Online store</td>
<td>5 November</td>
<td>7 weeks</td>
<td>Workshop</td>
<td>£50</td>
<td></td>
</tr>
<tr>
<td>Ceramics for Beginners</td>
<td>19+</td>
<td>Learn the basics of ceramic hand-building techniques and leave with your own ceramic piece.</td>
<td>Online store</td>
<td>1 October</td>
<td>9 hours over 3 weeks, Thursdays 10am</td>
<td>On site</td>
<td>Free</td>
<td></td>
</tr>
<tr>
<td>Decorating Ceramics</td>
<td>19+</td>
<td>Develop your ceramic hand-building techniques and learn the basics of throwing.</td>
<td>Online store</td>
<td>5 November</td>
<td>9 hours over 3 weeks, Thursdays 10am</td>
<td>On site</td>
<td>Free</td>
<td></td>
</tr>
</tbody>
</table>

** Creative Industries Courses

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>LEVEL</th>
<th>DESCRIPTION</th>
<th>CENTRE</th>
<th>START DATE</th>
<th>DURATION, DAY AND TIME</th>
<th>DELIVERY METHOD</th>
<th>FEES</th>
<th>HOW TO ENROLL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drawing and Painting</td>
<td>Beginners</td>
<td>Discover a range of techniques, processes and materials to create portraits with confidence. This course is for beginners and improvers.</td>
<td>Online store</td>
<td>5 November</td>
<td>7 weeks, Thursday 10am – 12.30pm</td>
<td>Workshop</td>
<td>£50</td>
<td></td>
</tr>
<tr>
<td>Drawing and Painting</td>
<td>Beginners</td>
<td>This course will introduce the basic techniques, methods and materials of drawing and painting using a range of wet and dry media. This course is for beginners and those wanting to refresh or improve their skills.</td>
<td>Online store</td>
<td>10 September and 8 October</td>
<td>3 weeks, Thursday 10am – 12.30pm</td>
<td>Workshop</td>
<td>£20</td>
<td></td>
</tr>
<tr>
<td>Fused Glass</td>
<td>Beginners</td>
<td>Discover how to use metal inclusions, such as copper foil, aluminium, copper wire, copper oxide and mica powders to create dramatic changes of colour during firing. Create a set of 4, including a coaster, platter and window hanging.</td>
<td>Online store</td>
<td>2 October</td>
<td>1 Day Workshop Friday 10am – 3.30pm</td>
<td>Workshop</td>
<td>Free</td>
<td></td>
</tr>
<tr>
<td>Fused Glass Basics</td>
<td>Beginners</td>
<td>This beginners course offers an introduction to fused glass techniques using coloured frit, stringer and confetti accessory glass. You will also learn about various firing processes and basic glass cutting techniques.</td>
<td>Online store</td>
<td>11 September, 8 October and 6 November</td>
<td>3 weeks, Friday 10am – 12.30pm</td>
<td>Workshop</td>
<td>£20</td>
<td></td>
</tr>
<tr>
<td>Life Drawing Basics</td>
<td>Beginners</td>
<td>Have you always wondered how you could draw the human form but don’t know how to start? Discover the fundamentals of figure drawing and gain confidence in your skills.</td>
<td>Online store</td>
<td>27 November</td>
<td>4 weeks, Friday 10am – 12.30pm</td>
<td>Workshop</td>
<td>£20</td>
<td></td>
</tr>
<tr>
<td>Printmaking Basics</td>
<td>Beginners</td>
<td>An introduction to printmaking techniques by hand and by press, including monoprint and drypoint etching. For beginners and those wanting to refresh or improve their skills.</td>
<td>Online store</td>
<td>10 September and 8 October</td>
<td>3 weeks, Thursday 1.30 – 4pm</td>
<td>Workshop</td>
<td>£20</td>
<td></td>
</tr>
</tbody>
</table>

** Award in Construction Skills

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>LEVEL</th>
<th>DESCRIPTION</th>
<th>CENTRE</th>
<th>START DATE</th>
<th>DURATION, DAY AND TIME</th>
<th>DELIVERY METHOD</th>
<th>FEES</th>
<th>HOW TO ENROLL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate in Skills for Working in the Construction Industry</td>
<td>1</td>
<td>This qualification combines core employability skills with some of the essential requirements of the construction industry. This includes fulfilling the Health and Safety knowledge requirements for the construction skills certification scheme. Space and trade skills including bricklaying, joinery, wall and floor tiling, painting and decorating, carpentry, plastering, plumbing and electrical.</td>
<td>Online store</td>
<td>Flexible starts and end dates</td>
<td>Flexible Training Workshop</td>
<td>£470 plus exam fee</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

** FEES

- £20
- £50
- £100
- £200
- £500

** Course Start Dates

- 1 October
- 5 November
- 23 September
- 6 November
- 11 September and 9 October
- 20 September
- 5 November
- 5 November
- 1 October
- 5 November

** Course End Dates

- 12.30pm
- 3.30pm
- 3.00pm
- 3 weeks, 10am – 3.00pm
- 3 weeks, 10am – 3.00pm
- 3 weeks, 10am – 3.00pm
- 3 weeks
- 1.00 – 3.00pm
- 10 November – 30 November
- 1 October – 30 November
- 12.30pm
- 3.30pm
- 3 weeks
- 1 Day Workshop Thursday 10am – 3.30pm
- 7 weeks Thursday 10am
- 4 weeks
- 7 weeks
- 3 weeks
- 3 weeks
- 3 weeks
COURSE TITLE | LEVEL | DESCRIPTION | CENTRE | START DATE | DURATION, DAY AND TIME | DELIVERY METHOD | FEES | HOW TO ENROL
--- | --- | --- | --- | --- | --- | --- | --- | ---
Ceramic Glazing | 19+ | Further develop your ceramic building techniques and learn to develop bespoke glazes. | Oldroyd Centre, Dewsbury | 26 November | 9 hours over 3 weeks, Thursdays 10am | On site | Free | 📦
Drawing and Illustration | 19+ | Learn the basics of Illustration, including the use various techniques and materials. | Oldroyd Centre, Dewsbury | 1 October | 9 hours over 3 weeks, Thursdays 10am | On site | Free | 📦
Paper Cutting and Collage | 19+ | Learn the basics of image making through collage, paper cutting and print. | Oldroyd Centre, Dewsbury | 5 November | 9 hours over 3 weeks, Thursdays 10am | On site | Free | 📦
Drawing and Illustration | 19+ | Develop your image making skills through illustration, collage, paper cutting and print. | Oldroyd Centre, Dewsbury | 26 November | 9 hours over 3 weeks, Thursdays 10am | On site | Free | 📦
Introduction to Textiles | 19+ | Learn the basics of Textile production including sewing machine operation to create your own bag. | Oldroyd Centre, Dewsbury | 28 September | 9 hours over 3 weeks, Mondays 1pm | On site | Free | 📦

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**ENGINEERING COURSES**

| COURSE TITLE | LEVEL | DESCRIPTION | CENTRE | START DATE | DURATION, DAY AND TIME | DELIVERY METHOD | FEES | HOW TO ENROL
--- | --- | --- | --- | --- | --- | --- | --- | ---
Award in 2D Computer-Aided Design (CAD) | 2 | This course provides comprehensive training on CAD software. It will help you develop your career in Manufacturing or Engineering Design. Our Level 2 CAD course is for those who already have some experience in computing and want to develop their knowledge and skills. | Huddersfield Centre | 17 September | 30 weeks Thursday 4pm – 8pm | Online/ Classroom | £840 | 📦
Award in Computer-Aided Manufacture (CAM) | 2 | On this course, you will learn how to write and prove programs for CNC milling machines and lathes. You will also learn how to use CAM software to write programs using ISO G&M codes. You will learn advanced manufacturing techniques. | Huddersfield Centre | 17 September | 30 weeks Thursday 4pm – 9pm | Online/ Classroom | £760 | 📦

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**ESOL COURSES**

| COURSE TITLE | LEVEL | DESCRIPTION | CENTRE | START DATE | DURATION, DAY AND TIME | DELIVERY METHOD | FEES | HOW TO ENROL
--- | --- | --- | --- | --- | --- | --- | --- | ---
English for Speakers of Other Languages (ESOL) | - | ESOL adult students primarily study English with the opportunity to also study Maths, ICT and a variety of other skills for life and work in the UK. Students start at Entry Level and work upwards. | Huddersfield Centre | 14 September | 34 weeks the day time 2-3 days per week 9.30am - 3pm Evenings 2 per week 6.00pm – 8.30pm | Online/ Classroom | Free | 📦

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**ENGLISH AND MATHS COURSES**

| COURSE TITLE | LEVEL | DESCRIPTION | CENTRE | START DATE | DURATION, DAY AND TIME | DELIVERY METHOD | FEES | HOW TO ENROL
--- | --- | --- | --- | --- | --- | --- | --- | ---
Functional Skills English Entry Level 1 | 1 | Functional Skills qualifications are designed for those wanting to build confidence with their English skills. The course will provide you with the essential knowledge and skills to operate confidently, effectively and independently in life and work. You will need access to a device, as this course cannot be completed using a mobile phone. | Huddersfield Centre | 17 September | 34 weeks Tuesday 12.30pm to 3.00pm | Classroom/ Online | Free | 📦
Functional Skills English Entry Level 1 | 1 | Functional Skills qualifications are designed for those wanting to build confidence with their English skills. The course will provide you with the essential knowledge and skills to operate confidently, effectively and independently in life and work. You will need access to a device, as this course cannot be completed using a mobile phone. | Huddersfield Centre | 14 September | 24 weeks A range of daytime and evening classes are available | Classroom/ Online | Free | 📦
Functional Skills Maths Entry Level 1 | 1 | Functional Skills qualifications are designed for those wanting to build confidence with their Maths skills. The course will provide you with the essential knowledge and skills to operate confidently, effectively and independently in life and work. You will need access to a device, as this course cannot be completed using a mobile phone. | Huddersfield Centre | 14 September | 34 weeks Friday 9.30am to 12.00pm | Classroom/ Online | Free | 📦
Functional Skills Maths Entry Level 1 | 1 | Functional Skills qualifications are designed for those wanting to build confidence with their English and Maths skills. The course will provide you with the essential knowledge and skills to operate confidently, effectively and independently in life and work. You will need access to a device, as this course cannot be completed using a mobile phone. | Huddersfield Centre | 14 September | 34 weeks A range of daytime and evening classes are available | Classroom/ Online | Free | 📦
GCSE English | 2 | GCSE English is a qualification which is crucial to gain employment and access further education. It is ideal for adults who wish to improve their reading, writing and verbal skills. You will need access to a device, as this course cannot be completed using a mobile phone. | Huddersfield Centre | 14 September | 32 weeks with exam- inations in June. A range of daytime and evening classes are available | Classroom/ Online | Free | 📦
GCSE Maths | 2 | GCSE Maths is a qualification which is crucial to gain employment and access further education. It is ideal for adults who wish to improve their Maths skills to facilitate progression and build confidence. You will need access to a device, as this course cannot be completed using a mobile phone. | Huddersfield Centre | 14 September | 32 weeks with exam- inations in June. A range of daytime and evening classes are available | Classroom/ Online | Free | 📦

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* Eligible for a reduction in fees if you are in receipt of benefits.

Please note that for some courses there may be additional exam or materials costs.
<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>LEVEL</th>
<th>DESCRIPTION</th>
<th>CENTRE</th>
<th>START DATE</th>
<th>DURATION, DAY AND TIME</th>
<th>DELIVERY METHOD</th>
<th>FEES</th>
<th>HOW TO ENROL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Massage</td>
<td>2</td>
<td>This short course leads to a qualification in Head Massage. Suitable for new learners aged 19 and over, it involves Health and Safety and client care alongside completing three assessments of a head massage on real clients.</td>
<td>Huddersfield</td>
<td>25 September</td>
<td>6 weeks Friday 9.00am – 12.00pm</td>
<td>Training Salon</td>
<td>£118.05</td>
<td></td>
</tr>
<tr>
<td>Massage Techniques</td>
<td>3</td>
<td>This short course leads to a qualification in Massage. Suitable for new learners aged over 19, it involves Health and Safety and client care alongside completing three assessments of massage treatment on real clients.</td>
<td>Huddersfield</td>
<td>21 September</td>
<td>7 weeks</td>
<td>Training Salon</td>
<td>£168</td>
<td></td>
</tr>
<tr>
<td>Hairdressing Saturday Course</td>
<td>1</td>
<td>This practical course introduces you to Hairdressing including Health &amp; Safety and other core units to prepare you for work, shampoo and conditioning, temporary colour, styling men’s and women’s hair, art of dressing hair, create a hair and beauty image and plaiting and twisting hair. This course is the entry requirement to level 2 in Hairdressing.</td>
<td>Huddersfield</td>
<td>19 September</td>
<td>34 weeks Saturday 9.00am – 3.30pm</td>
<td>Training Salon</td>
<td>£1072.10</td>
<td></td>
</tr>
<tr>
<td>Hairdressing Saturday Course</td>
<td>2</td>
<td>This is a practical course in hairdressing to get you ready to work in a salon or for yourself, including, consultation, shampooing and conditioning, colouring/cutting hair, styling, setting/finishing hair, promoting other services and products. This course is the entry requirement to level 3 in Hairdressing.</td>
<td>Huddersfield</td>
<td>19 September</td>
<td>34 weeks Saturday 9.00am – 3.30pm</td>
<td>Training Salon</td>
<td>£1071.58</td>
<td></td>
</tr>
<tr>
<td>Beauty Therapy with make-up</td>
<td>2</td>
<td>This practical course including elements to help you work effectively as a Beautician or make-up Artist including: core Health and Safety units, facial skin care, eyebrows, lashes treatments, make-up for evening, bridal and special occasions, teaching a client how to apply make-up and camouflage make-up. This course will also include demonstrations of how to complete a treatment with opportunity to practice.</td>
<td>Huddersfield</td>
<td>15 September</td>
<td>34 weeks Tuesday 3.30 – 8.30pm</td>
<td>Training Salon</td>
<td>£612.10</td>
<td></td>
</tr>
<tr>
<td>Hairdressing Evening Course</td>
<td>1</td>
<td>A practical course to introduce you to Hairdressing including Health &amp; Safety and other core units to prepare you for work, shampoo and conditioning, temporary colour, styling men’s and women’s hair, art of dressing hair, create a hair and beauty image and plaiting and twisting hair. This course is the entry requirement to Level 2 in Hairdressing.</td>
<td>Huddersfield</td>
<td>16 September</td>
<td>34 weeks Wednesday 3.30 – 8.30pm</td>
<td>Training Salon</td>
<td>£1,189.45</td>
<td></td>
</tr>
<tr>
<td>Hairdressing Evening Course</td>
<td>1</td>
<td>A practical course to introduce you to Hairdressing including: Health &amp; Safety and other core units to prepare you for work, shampoo and conditioning, temporary colour, styling men’s and women’s hair, art of dressing hair, create a hair and beauty image and plaiting and twisting hair. This course is the entry requirement to Level 3 in Hairdressing.</td>
<td>Huddersfield</td>
<td>15 September</td>
<td>34 weeks Tuesdays 3.30 – 8.30pm and Thursday 5.30 – 8.30pm</td>
<td>Training Salon</td>
<td>£1,189.45</td>
<td></td>
</tr>
<tr>
<td>Hairdressing Evening Course</td>
<td>2</td>
<td>This practical Hairdressing course is designed to prepare you for work in a salon or for yourself, including: consultation, shampooing and conditioning, colouring and cutting hair, styling, setting and finishing hair and promote other services and products. This course is the entry requirement to Level 3 in Hairdressing.</td>
<td>Huddersfield</td>
<td>15 September</td>
<td>34 weeks Tuesday 5.30 – 8.30pm and Thursday 5.30 – 8.30pm</td>
<td>Training Salon</td>
<td>£1,188.90</td>
<td></td>
</tr>
<tr>
<td>Hairdressing Evening Course</td>
<td>2</td>
<td>This practical Hairdressing course is designed to prepare you for work in a salon or for yourself, including: consultation, shampooing and conditioning, colouring and cutting hair, styling, setting and finishing hair and promote other services and products. This course is the entry requirement to Level 3 in Hairdressing.</td>
<td>Huddersfield</td>
<td>15 September</td>
<td>34 weeks Tuesday 5.30 – 8.30pm and Thursday 5.30 – 8.30pm</td>
<td>Training Salon</td>
<td>£1,188.90</td>
<td></td>
</tr>
<tr>
<td>Barbering</td>
<td>3</td>
<td>A practical course aimed at Hairdressers that leads to a qualification in Hairdressing including Health &amp; Safety and client care alongside completing three assessments of hairdressing treatment on real clients.</td>
<td>Huddersfield</td>
<td>8 September</td>
<td>34 weeks Saturday 12.15 – 5.00pm</td>
<td>Training Salon</td>
<td>£1192.35</td>
<td></td>
</tr>
<tr>
<td>Hairdressing Evening Course</td>
<td>3</td>
<td>A practical course aimed at Hairdressers wanting to expand their skills including: Health and Safety, consultation services, promotion and selling of products, cutting and colouring women’s hair to achieve a variety of looks, hair colour correction services and bridal hairstyling, including styling and dressing hair.</td>
<td>Huddersfield</td>
<td>15 September</td>
<td>34 weeks Tuesday 5.30 – 8.30pm and Thursday 5.30 – 8.30pm</td>
<td>Training Salon</td>
<td>£1217.00</td>
<td></td>
</tr>
<tr>
<td>Hairdressing Evening Course</td>
<td>3</td>
<td>A practical course aimed at Hairdressers wanting to expand their skills including: Health and Safety, consultation services, promotion and selling of products, cutting and colouring women’s hair to achieve a variety of looks, hair colour correction services and bridal hairstyling, including styling and dressing hair.</td>
<td>Huddersfield</td>
<td>15 September</td>
<td>34 weeks Tuesday 5.30 – 9.00pm</td>
<td>Training Salon</td>
<td>£1223.00</td>
<td></td>
</tr>
<tr>
<td>Nail Techniques</td>
<td>2</td>
<td>A short course that leads to a qualification in manicure and pedicure treatments. Suitable for new learners aged over 19, it involves Health and Safety and client care alongside completing three assessments of these treatments on real clients.</td>
<td>Huddersfield</td>
<td>21 September</td>
<td>8 weeks</td>
<td>Training Salon</td>
<td>£172</td>
<td></td>
</tr>
<tr>
<td>Hairdressing Evening Course</td>
<td>4</td>
<td>This is a vocational related qualification that will prepare you to gain employment as a nail technician as the units contained in this qualification cover all the skills and knowledge required for this role. Entry on to this qualification can be via previous attainment of a Hair or Beauty qualification at level 3.</td>
<td>Huddersfield</td>
<td>14 September</td>
<td>34 weeks Monday 11.15 am – 5.00pm</td>
<td>Training Salon</td>
<td>£3345</td>
<td></td>
</tr>
<tr>
<td>* Eligible for a reduction in fees if you are in receipt of benefits</td>
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</tbody>
</table>

HAIR AND BEAUTY COURSES

**Barbering**

- A practical Barbering course is designed to prepare you to work in a salon or for yourself, including: consultation, shampooing and conditioning the hair and cutting men’s and women’s hair and facial hair. This course is the entry requirement to Level 3 in Barbering.

**Hairdressing**

- A practical Hairdressing course is designed to prepare you for work in a salon or for yourself, including: consultation, shampooing and conditioning, colouring and cutting hair, styling, setting and finishing hair and promote other services and products. This course is the entry requirement to Level 3 in Hairdressing.

**Massage Techniques**

- This short course leads to a qualification in Massage. Suitable for new learners aged over 19, it involves Health and Safety and client care alongside completing three assessments of massage treatment on real clients.

**Hairdressing Saturday Course**

- This practical course introduces you to Hairdressing including Health & Safety and other core units to prepare you for work, shampoo and conditioning, temporary colour, styling men’s and women’s hair, art of dressing hair, create a hair and beauty image and plaiting and twisting hair. This course is the entry requirement to level 2 in Hairdressing.

**Hairdressing Saturday Course**

- This practical course includes elements to help you work effectively as a Beautician or Make-Up Artist including: core Health and Safety units, facial skin care, eyebrows, lashes treatments, make-up for evening, bridal and special occasions, teaching a client how to apply make-up and camouflage make-up. This course will also include demonstrations of how to complete a treatment with opportunity to practice.

**Hairdressing Evening Course**

- A practical course to introduce you to Hairdressing including Health & Safety and other core units to prepare you for work, shampoo and conditioning, temporary colour, styling men’s and women’s hair, art of dressing hair, create a hair and beauty image and plaiting and twisting hair. This course is the entry requirement to Level 2 in Hairdressing.

**Hairdressing Evening Course**

- A practical course to introduce you to Hairdressing including: Health & Safety and other core units to prepare you for work, shampoo and conditioning, temporary colour, styling men’s and women’s hair, art of dressing hair, create a hair and beauty image and plaiting and twisting hair. This course is the entry requirement to Level 3 in Hairdressing.

**Hairdressing Evening Course**

- A practical course aimed at Barbers wanting to expand their skills including: consultation, cutting men’s hair, designing and creating a range of facial hair shapes, providing shaving and facial massage services, colouring and thinning men’s hair. This course is the entry requirement to Level 3 in Barbering.

**Hairdressing Evening Course**

- A practical course aimed at Hairdressers wanting to expand their skills including: Health and Safety, consultation services, promotion and selling of products, cutting and colouring women’s hair to achieve a variety of looks, hair colour correction services and bridal hairstyling, including styling and dressing hair.

**Hairdressing Evening Course**

- A practical course aimed at Hairdressers wanting to expand their skills including: Health and Safety, consultation services, promotion and selling of products, cutting and colouring women’s hair to achieve a variety of looks, hair colour correction services and bridal hairstyling, including styling and dressing hair.

**Nail Techniques**

- A short course that leads to a qualification in manicure and pedicure treatments. Suitable for new learners aged over 19, it involves Health and Safety and client care alongside completing three assessments of these treatments on real clients.

**Nail Techniques**

- A practical course including elements to work effectively as a Nail Technician including: providing and maintaining nail enhancements, effectively as a Nail Technician including: Health and Safety and client care alongside completing three assessments of these treatments on real clients.

**Level 4 in Salon Management**

- This is a vocationally related qualification that will prepare you to gain employment as a salon manager, as the units contained in this qualification cover all the skills and knowledge required for this role. Entry on to this qualification can be via previous attainment of a Hair or Beauty qualification at level 3.

* Eligible for a reduction in fees if you are in receipt of benefits

Please note that for some courses there may be additional exam or materials costs.
On this course, you will gain an awareness of health and social care. In this qualification you will learn to understand the importance of personalisation, positive risk taking and safeguarding individuals with learning disabilities. You will need access to a device, as this course cannot be completed using a mobile phone.

Certificate in Understanding Autism
- If you work with individuals with Autism or have an interest in this area, you will learn about how to communicate with those with Autism and the importance of person-centred care. You will need access to a device, as this course cannot be completed using a mobile phone.

Certificate in Understanding Children and Young People’s Mental Health
- On this course, you will learn about awareness of children and young people’s mental health and support available to maintain positive mental wellbeing in children and young people. You will need access to a device, as this course cannot be completed using a mobile phone.

Certificate in Understanding Dignity and Safeguarding in Adult Health and Social Care
- On this course, you will learn about safeguarding vulnerable adults, signs and symptoms of abuse, duty of care, dilemmas and actions to take if abuse is suspected. You will need access to a device, as this course cannot be completed using a mobile phone.

Award in Preparing to Work in Adult Social Care
- This qualification is suitable for anyone who is considering a career in Adult Social Care. It can also support progressing into employment in the Health and Social Care sector.

Certificate in Awareness of Mental Health Problems
- On this course, you will learn about anxiety, depression, phobias, stress, post-natal depression, attention deficit hyperactivity disorder and obsessive compulsive disorder. You will need access to a device, as this course cannot be completed using a mobile phone.

Certificate in Awareness of Mental Health Problems
- If you work with individuals with Dementia or have an interest in this area, you will learn about different types of Dementia and how to best support an individual with Dementia. You will need access to a device, as this course cannot be completed using a mobile phone.

Certificate in Principles of End of Life Care
- This course is designed for those who want to learn about End of Life Care, care planning, pain management and the loss and grief process. You will need access to a device, as this course cannot be completed using a mobile phone.

Certificate in Principles of End of Life Care
- If you work with individuals with Dementia or have an interest in this area, you will learn about different types of Dementia and how to best support an individual with Dementia. You will need access to a device, as this course cannot be completed using a mobile phone.

Certificate in Principles of Prevention and Control of Infection in Health and Social Care Settings
- This course is designed for those who want to learn about infection, prevention and control. You will need access to a device, as this course cannot be completed using a mobile phone.

Certificate in the Principles of Working with Individuals with Learning Disabilities
- On this course, you will learn how to support individuals with learning disabilities and the importance of personalisation, positive risk taking and safeguarding individuals with learning disabilities. You will need access to a device, as this course cannot be completed using a mobile phone.

Certificate in the Principles of Working with Individuals with Learning Disabilities
- If you work with individuals with Autism or have an interest in this area, you will learn about how to communicate with those with Autism and the importance of person-centred care. You will need access to a device, as this course cannot be completed using a mobile phone.

Certificate in the Principles of Prevention and Control of Infection in Health and Social Care Settings
- This course is designed for those who want to learn about infection, prevention and control. You will need access to a device, as this course cannot be completed using a mobile phone.

Certificate in Understanding Behaviour That Challenges
- On this course, you will learn about understanding challenging behaviours, its effects and ways to support individuals with challenging behaviour. You will need access to a device, as this course cannot be completed using a mobile phone.

Certificate in Understanding Behaviour That Challenges
- If you work with individuals with Autism or have an interest in this area, you will learn about how to communicate with those with Autism and the importance of person-centred care. You will need access to a device, as this course cannot be completed using a mobile phone.

Certificate in Understanding Dignity and Safeguarding in Adult Health and Social Care
- On this course, you will learn about safeguarding vulnerable adults, signs and symptoms of abuse, duty of care, dilemmas and actions to take if abuse is suspected. You will need access to a device, as this course cannot be completed using a mobile phone.

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Certificate in Understanding Dignity and Safeguarding in Adult Health and Social Care
- If you work with individuals with Dementia or have an interest in this area, you will learn about different types of Dementia and how to best support an individual with Dementia. You will need access to a device, as this course cannot be completed using a mobile phone.

Certificate in Principles of End of Life Care
- This course is designed for those who want to learn about End of Life Care, care planning, pain management and the loss and grief process. You will need access to a device, as this course cannot be completed using a mobile phone.

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Certificate in Principles of End of Life Care
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Certificate in Understanding the Care and Management of Diabetes
2
This course is designed for those who work or want to work as a Social Care Worker or Healthcare Support Worker. You will need access to a device, as this course cannot be completed using a mobile phone.
- 17 September (Flexible)
10 weeks
Online
Free

Certificate in Understanding the Safe Handling of Medication in Health and Social Care
2
This course is for people employed in Health and Care settings who want to learn about how to safely process, store, administer and dispose of medication. You will need access to a device, as this course cannot be completed using a mobile phone.
- 17 September (Flexible)
10 weeks
Online
Free

Diploma in Care (Adults)
2
This course provides a structured programme of learning and assessment to support you in demonstrating your required job role competence as a Social Care Worker or Healthcare Support Worker. You will need access to a device, as this course cannot be completed using a mobile phone.
- 17 September (Flexible)
9 months
Online portfolio
£2,225*

Diploma in Adult Care (Adults)
3
This qualification provides a structured programme of learning and assessment to support you to demonstrate competence in a Senior Lead Adult Care Worker role.
- 17 September (Flexible)
12 months
Online portfolio
£2,882*

Certificate in Understanding Specific Learning Difficulties
2
On this course, you will gain knowledge and awareness of specific learning difficulties from diagnosis to how individuals can be supported. You will need access to a device, as this course cannot be completed using a mobile phone.
- 17 September (Flexible)
10 weeks
Online
Free

Diploma in Leadership in Health and Social Care Settings
5
Completion of a range of mandatory units, and a selection of optional units according to your role and responsibilities are required to be achieved in this qualification. The qualification also includes a research unit relevant to your area of practice in adult social care.
- 17 September (Flexible)
2 years
Online
£2,882

HOSPITALITY AND CATERING COURSES

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>LEVEL</th>
<th>DESCRIPTION</th>
<th>CENTRE</th>
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<th>FEES</th>
<th>HOW TO ENROL</th>
</tr>
</thead>
<tbody>
<tr>
<td>NVO. Diploma in Professional Cookery</td>
<td>2</td>
<td>Our chef lecturers will develop your practical skills in food preparation and cooking. Lessons take place in our industry standard kitchens and in Landings 72 restaurant.</td>
<td>-</td>
<td>7 September</td>
<td>34 weeks, Monday - Friday</td>
<td>Training Kitchens</td>
<td>£725.30</td>
<td></td>
</tr>
<tr>
<td>Modern Bistro Cookery</td>
<td>1</td>
<td>Get dinner party ready with this introductory course to modern British and continental fayres to tantalise the tastebuds and enable you to cook up a storm like the professionals.</td>
<td>-</td>
<td>18 November</td>
<td>5 weeks, 3 hours per week Wednesday 5.30 - 8.30pm</td>
<td>Training Kitchens</td>
<td>£121</td>
<td></td>
</tr>
<tr>
<td>Basic Bread Workshop</td>
<td>1</td>
<td>Learn how to prepare doughs for basic bread making, from the humble bread roll to enriched and flavoured doughs. Ideal for anyone wanting to start making their own bread.</td>
<td>-</td>
<td>17 November</td>
<td>5 weeks, 3 hours per week Tuesday 5.30 - 8.30pm</td>
<td>Training Kitchens</td>
<td>£72</td>
<td></td>
</tr>
<tr>
<td>Hospitality Kitchen Management</td>
<td>4</td>
<td>This qualification is for those who work or want to work as a Hospitality Manager, Head of Department, Kitchen Manager, Head Chef, or Executive Chef in the Hospitality and Catering sector. It allows you to learn, develop and practise the skills required for employment and/or career progression in the hospitality and catering sector. The programme also aims to enable you to develop a wider knowledge of principles and methodology, supported by the development of analytical and research skills through extensive group and individual projects.</td>
<td>-</td>
<td>7 September</td>
<td>34 weeks, Tuesday - Thursday and Fridays</td>
<td>Training Kitchens</td>
<td>£3345</td>
<td></td>
</tr>
</tbody>
</table>

* Eligible for a reduction in fees if you are in receipt of benefits.

- Online store https://store.kirkleescollege.ac.uk 
- 01484 437070

Please note that for some courses there may be additional exam or materials costs.

* Online store https://store.kirkleescollege.ac.uk 
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## MOTOR VEHICLE COURSES

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<tr>
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<th>FEES</th>
<th>HOW TO ENROLL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Car Care and Basic Mechanical Skills</td>
<td>-</td>
<td>Interested in learning more about cars? Would you like to work in a garage? Why not step up a gear and improve your skills with a car care course at Kirklees College! You could save yourself £££'s by learning how to carry out basic repairs on your car and offers the opportunity to progress on to one of our a full-time courses and a career in the Motor Vehicle industry.</td>
<td>Huddersfield Centre</td>
<td>September</td>
<td>13 hours (Flexible)</td>
<td>Training Workshop</td>
<td>£130</td>
<td></td>
</tr>
<tr>
<td>Vehicle Maintenance</td>
<td>1</td>
<td>This engaging and motivating course is aimed at people who have a keen interest in maintenance of various types of transport and want to pursue employment in the sector. The course will allow you to gain mechanical skills and form the foundation for a career in the Motor industry or further study.</td>
<td>Huddersfield Centre</td>
<td>September</td>
<td>34 weeks, 1 day per week</td>
<td>Training Workshop</td>
<td>£330</td>
<td></td>
</tr>
</tbody>
</table>

## SCIENCE COURSES

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>GCSE Biology</td>
<td>GCSE</td>
<td>This qualification will provide a solid grounding for those considering a career in Health or Applied Sciences and Primary Teaching.</td>
<td>Huddersfield Centre</td>
<td>17 September</td>
<td>32 weeks, 6pm to 8.30pm</td>
<td>Classroom Online</td>
<td>£376 tuition + £48.83 exam fee</td>
<td></td>
</tr>
</tbody>
</table>

## SPORT COURSES

<table>
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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Award in Emergency First Aid at Work (RQF)</td>
<td>2</td>
<td>This qualification is ideal if you wish to become an emergency first aider in the workplace. This qualification meets the requirements for training emergency first-aiders in organisations that have identified that staff need to be trained to this level.</td>
<td>Huddersfield Centre</td>
<td>7 September (Flexible)</td>
<td>1 Day Course</td>
<td>Classroom</td>
<td>£60</td>
<td></td>
</tr>
</tbody>
</table>

## TEACHING COURSES

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<tr>
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<th>DELIVERY METHOD</th>
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</tr>
</thead>
<tbody>
<tr>
<td>TQUK Award in Education and Training</td>
<td>3</td>
<td>This is an ideal qualification if you are planning to enter teaching in the Lifelong Learning sector. It will help you build confidence in your teaching skills and provide you with a solid foundation for progression into teaching.</td>
<td>Huddersfield Centre</td>
<td>September</td>
<td>Flexible</td>
<td>Classroom/Online</td>
<td>£445</td>
<td></td>
</tr>
<tr>
<td>Assessors' Qualifications (CAVA)</td>
<td>3</td>
<td>The CAVA scheme trains Assessors and those carrying out quality assurance to attain current assessment and quality assurance standards together with the competence to deliver these functions.</td>
<td>Huddersfield Centre</td>
<td>September</td>
<td>Flexible</td>
<td>Classroom/Online</td>
<td>£811</td>
<td></td>
</tr>
<tr>
<td>Certificate in English Language Teaching to Adults (CELTA)</td>
<td>5</td>
<td>This course enables you to acquire essential subject knowledge and familiarity with the principles of effective teaching, as well as gain a range of practical skills for teaching English to adult learners and how to apply your learning in a real life context.</td>
<td>Huddersfield Centre</td>
<td>September</td>
<td>Flexible</td>
<td>Classroom/Online</td>
<td>£1426</td>
<td></td>
</tr>
<tr>
<td>Certificate/Professional Graduate/Post Graduate Certificate/Post Graduate Diploma in Education (Lifelong Learning)</td>
<td>5</td>
<td>These courses lead to a professional qualification from Levels 5-7 for people who are already teaching or wanting to teach in Further Education colleges, Adult Education or Higher Education and a wide range of other training and educational settings outside the School sector. However, those in the School sector can undertake the qualifications as long as they are teaching outside the School sector.</td>
<td>Huddersfield Centre</td>
<td>September</td>
<td>Flexible</td>
<td>Classroom/Online</td>
<td>£3585</td>
<td></td>
</tr>
<tr>
<td>TQUK Diploma in Education and Training</td>
<td>5</td>
<td>Develop the skills you need to work as a Teacher in the Lifelong Learning sector, including designing your own curriculum and teaching a range of levels, subjects and learner types.</td>
<td>Huddersfield Centre</td>
<td>September</td>
<td>Flexible</td>
<td>Classroom/Online</td>
<td>£1550 + £190 registration fee in year 1</td>
<td></td>
</tr>
<tr>
<td>Certificate in Observation of Teaching and Learning</td>
<td>5</td>
<td>This Level 5 Teaching Observation of Teaching and Learning course is accredited and regulated by TQUK. It combines a mixture of online and classroom taught sessions. The course is suitable for both qualified and experienced teachers who undertake formal observations of colleagues, delivering teaching or training sessions.</td>
<td>Huddersfield Centre</td>
<td>September</td>
<td>Flexible</td>
<td>Classroom/Online</td>
<td>£336</td>
<td></td>
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### ACCESS TO HE COURSES

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<tr>
<td>Access to HE Art and Design</td>
<td>3</td>
<td>Develop the required Art and Design skills needed for degree study and gain the experience to increase your confidence. Experienced lecturers and industry practitioners will give fantastic support and guidance throughout the course. You will also learn digital and technical skills and improve your portfolio of work.</td>
<td>Huddersfield Centre</td>
<td>September</td>
<td>34 weeks</td>
<td>Online/Classroom</td>
<td>£3928</td>
<td></td>
</tr>
<tr>
<td>Access to HE Humanities</td>
<td>3</td>
<td>This diploma is a qualification which prepares you for study at degree level. This course will enable you to work towards a career in Humanities and develop your skills and self-confidence to progress. This is the perfect course if you would like to study History, Teaching (primary and secondary) or English/ Creative Writing plus many other humanities related disciplines at university.</td>
<td>Oldroyd Centre, Dewsbury</td>
<td>September</td>
<td>34 weeks</td>
<td>Online/Classroom</td>
<td>£3022</td>
<td></td>
</tr>
<tr>
<td>Access to HE Health Science Professionals</td>
<td>3</td>
<td>Develop your skills and self-confidence to progress to university with unrivalled levels of support from experienced and skilled tutors. Begin your path to a Higher Education course in Health Science Professionals with us. This is the perfect course for you if you would like to study Midwifery, Nursing, Paramedic Science, Radiography or other Health Science related disciplines at university.</td>
<td>Huddersfield Centre</td>
<td>September</td>
<td>34 weeks</td>
<td>Online/Classroom</td>
<td>£3384</td>
<td></td>
</tr>
<tr>
<td>Access to HE Social Sciences</td>
<td>3</td>
<td>Access to HE Social Sciences is aimed at those who wish to go onto further study in areas such as Social Work, Psychology and Law. Improve your skills and self-confidence with high levels of support from our experienced and skilled tutors.</td>
<td>Kirklees College</td>
<td>September</td>
<td>34 weeks</td>
<td>Online/Classroom</td>
<td>£3022</td>
<td></td>
</tr>
<tr>
<td>Access to HE Childhood Studies</td>
<td>3</td>
<td>Access to (HE) Diploma Childhood Studies is an ideal route to progress to degree/higher level study at Kirklees College, or other universities regardless of previous grades or qualifications. It is ideal for those pursuing a career in Early Years or Teaching.</td>
<td>Huddersfield Centre</td>
<td>September</td>
<td>34 weeks</td>
<td>Online/Classroom</td>
<td>£3384</td>
<td></td>
</tr>
<tr>
<td>Access to HE Business</td>
<td>3</td>
<td>The course covers a wide range of business areas, such as Human Resources Management, Marketing, Finance, Business Strategy, Research and Enterprise. There is a predominant focus on building academic skills, including researching, studying and writing academically to strengthen your confidence of coming back to the classroom.</td>
<td>Huddersfield Centre</td>
<td>September</td>
<td>34 weeks</td>
<td>Online/Classroom</td>
<td>£3022</td>
<td></td>
</tr>
<tr>
<td>Access to HE Computing</td>
<td>3</td>
<td>You will study a broad and varied range of subjects alongside developing your academic and study skills to prepare you for studying at HE Level on our HNC Computing programme, which in turn can lead to jobs within the Software Development, Networking and Technical Support areas.</td>
<td>Huddersfield Centre</td>
<td>September</td>
<td>34 weeks</td>
<td>Online/Classroom</td>
<td>£3928</td>
<td></td>
</tr>
<tr>
<td>Progression to Access HE</td>
<td>2</td>
<td>Do you want to change career or need a path to university after time away from education? This course prepares you for a level 3 access course. You will study relevant units across humanities, health sciences and social sciences at level 2 to prepare you for your chosen level 3 access course. We will also support you to complete GCSE Maths or English if required alongside this course.</td>
<td>Kirklees College</td>
<td>September</td>
<td>34 weeks</td>
<td>Online/Classroom</td>
<td>£1734</td>
<td></td>
</tr>
<tr>
<td>Access to Further Education or Employment</td>
<td>1</td>
<td>This course builds skills and behaviours to enable you to get back into employment or education. You may have had time out due to having children, illness or would now like a change in career. This course also allows progression onto level 2 and 3 access courses if your desired destination is further education and university. We will support you to achieve GCSE’s in Maths and English if required within this course.</td>
<td>Kirklees College</td>
<td>September</td>
<td>34 weeks</td>
<td>Online/Classroom</td>
<td>£1734</td>
<td></td>
</tr>
<tr>
<td>Access to HE Social Sciences</td>
<td>3</td>
<td>Access to HE Social Sciences is aimed at those who wish to go onto further study in areas such as Social Work, Psychology and Law. Improve your skills and self-confidence with high levels of support from our experienced and skilled tutors.</td>
<td>Kirklees College</td>
<td>September</td>
<td>34 weeks</td>
<td>Online/Classroom</td>
<td>£3384</td>
<td></td>
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### NEW SHORT CPD COURSES

**Flexible, online learning to suit your needs**

Official CPD certified course - certificate received upon completion. Auto-enrolment with an immediate start.

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<tr>
<td>Alcohol Awareness</td>
<td>CFD</td>
<td>This course aims to raise awareness of the harmful effects of alcohol use and the possible health issues surrounding its consumption, as well as where to seek help if needed.</td>
<td>-</td>
<td>Anytime</td>
<td>4 hours</td>
<td>Online</td>
<td>£30</td>
<td></td>
</tr>
<tr>
<td>Conflict Management</td>
<td>CFD</td>
<td>This course will allow you to develop knowledge and understanding of managing conflict and supporting individuals as required by a practising or potential first line manager.</td>
<td>-</td>
<td>Anytime</td>
<td>4 hours</td>
<td>Online</td>
<td>£30</td>
<td></td>
</tr>
<tr>
<td>COSHH Risk Assessment</td>
<td>CFD</td>
<td>This short, auto-marked programme will provide you with the knowledge you need to undertake a COSHH risk assessment and to classify different hazardous substances and how they cause harm to the body.</td>
<td>-</td>
<td>Anytime</td>
<td>4 hours</td>
<td>Online</td>
<td>£30</td>
<td></td>
</tr>
<tr>
<td>Dementia Awareness</td>
<td>CFD</td>
<td>This course will provide you with the vital knowledge needed to begin tackling dementia, through understanding what it is and how to support those who are affected by it.</td>
<td>-</td>
<td>Anytime</td>
<td>4 hours</td>
<td>Online</td>
<td>£30</td>
<td></td>
</tr>
<tr>
<td>Discipline in the Workplace</td>
<td>CFD</td>
<td>This course aims to give you the knowledge needed to understand discipline in the workplace, including tribunals, grievances and disciplinary procedures.</td>
<td>-</td>
<td>Anytime</td>
<td>4 hours</td>
<td>Online</td>
<td>£30</td>
<td></td>
</tr>
<tr>
<td>DSE Risk Assessment</td>
<td>CFD</td>
<td>This short, auto-marked programme will give you the knowledge you need to understand workplace risks and how to identify and remove any likely hazards.</td>
<td>-</td>
<td>Anytime</td>
<td>4 hours</td>
<td>Online</td>
<td>£30</td>
<td></td>
</tr>
<tr>
<td>Explore the Principles of Healthy Eating</td>
<td>CFD</td>
<td>This course will give you the knowledge you need to understand a wide variety of health issues and consider the key aspects of healthy eating when you are preparing meals for yourself and other people. You will become more aware of your own diet and the methods you can use to ensure you manage a healthy diet.</td>
<td>Anytime</td>
<td>4 hours</td>
<td>Online</td>
<td>£30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Safety Principles</td>
<td>CFD</td>
<td>This short, auto-marked programme will give you the knowledge you need to understand fire hazards and risks and how to effectively identify and control any hazards.</td>
<td>-</td>
<td>Anytime</td>
<td>4 hours</td>
<td>Online/learning materials with online assessment</td>
<td>£30</td>
<td></td>
</tr>
<tr>
<td>Food Safety Awareness</td>
<td>CFD</td>
<td>This course will give you the knowledge you need to understand the key aspects of food safety and will increase your awareness of the risks and diverse health issues relating to food safety. You will learn about hygiene, food poisoning, food safety responsibilities, illnesses, contamination and protective clothing and equipment that is necessary when preparing food.</td>
<td>-</td>
<td>Anytime</td>
<td>4 hours</td>
<td>Online</td>
<td>£30</td>
<td></td>
</tr>
<tr>
<td>Health and Safety in the Workplace</td>
<td>CFD</td>
<td>This short, auto-marked programme will give you the knowledge you need to carry out risk assessments and to identify and control the risks from common workplace hazards.</td>
<td>-</td>
<td>Anytime</td>
<td>4 hours</td>
<td>Online</td>
<td>£30</td>
<td></td>
</tr>
<tr>
<td>Induction Essentials</td>
<td>CFD</td>
<td>This qualification aims to give fundamental training to new starters, or to update existing employees’ training, in essential areas such as rights and responsibilities, manual handling, Health and Safety, fire safety and DSE risk assessment.</td>
<td>-</td>
<td>Anytime</td>
<td>4 hours</td>
<td>Online</td>
<td>£30</td>
<td></td>
</tr>
</tbody>
</table>

**ENROL & START YOUR COURSE TODAY ONLINE**

https://kirkleescollege.theskillsnetwork.com
<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>LEVEL</th>
<th>DESCRIPTION</th>
<th>CENTRE</th>
<th>START DATE</th>
<th>DURATION, DAY AND TIME</th>
<th>DELIVERY METHOD</th>
<th>FEES</th>
<th>HOW TO ENROL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Induction of New Staff CPD</td>
<td>CPD</td>
<td>This course aims to provide you with knowledge of the induction process for new staff. It is ideal for anyone who is or is aspiring to become a line manager.</td>
<td>-</td>
<td>Anytime</td>
<td>4 hours</td>
<td>Online learning materials with online assessment</td>
<td>£30</td>
<td></td>
</tr>
<tr>
<td>Introduction to First Aid - Zone 1 CPD</td>
<td>CPD</td>
<td>This course provides you with the knowledge you need to understand the key areas of first aid. The course will enable you to increase the safety of yourself and others in the workplace and in other everyday environments.</td>
<td>-</td>
<td>Anytime</td>
<td>4 hours</td>
<td>Online learning materials with online assessment</td>
<td>£30</td>
<td></td>
</tr>
<tr>
<td>Introduction to First Aid - Zone 2 CPD</td>
<td>CPD</td>
<td>This course provides you with the knowledge you need to understand the key areas of first aid. The course will enable you to increase the safety of yourself and others in the workplace and in other everyday environments.</td>
<td>-</td>
<td>Anytime</td>
<td>4 hours</td>
<td>Online learning materials with online assessment</td>
<td>£30</td>
<td></td>
</tr>
<tr>
<td>Introduction to First Aid - Zone 3 CPD</td>
<td>CPD</td>
<td>This course provides you with the knowledge you need to understand the key areas of first aid. The course will enable you to increase the safety of yourself and others in the workplace and in other everyday environments.</td>
<td>-</td>
<td>Anytime</td>
<td>4 hours</td>
<td>Online learning materials with online assessment</td>
<td>£30</td>
<td></td>
</tr>
<tr>
<td>Leading and Motivating a Team CPD</td>
<td>CPD</td>
<td>This course aims to give you the knowledge needed to understand how to lead and motivate a team, through effective communication, motivation and individual and team development.</td>
<td>-</td>
<td>Anytime</td>
<td>2 hours</td>
<td>Online learning materials with online assessment</td>
<td>£30</td>
<td></td>
</tr>
<tr>
<td>Manual Handling Safety at Work CPD</td>
<td>CPD</td>
<td>This short, auto-marked programme will give you the knowledge you need to understand the risks associated with manual handling and how to deal with these risks.</td>
<td>-</td>
<td>Anytime</td>
<td>4 hours</td>
<td>Online learning materials with online assessment</td>
<td>£30</td>
<td></td>
</tr>
<tr>
<td>Mental Capacity Act CPD</td>
<td>CPD</td>
<td>This course is ideal for anyone who wishes to gain or improve their knowledge of the Mental Capacity Act (2005) and how this affects the care provided to individuals who lack capacity. Anyone who currently works in, or is looking to work in, a health and social care setting would benefit from this course, as would anyone who would like to improve their understanding of the Act for personal reasons.</td>
<td>-</td>
<td>Anytime</td>
<td>5 hours</td>
<td>Online learning materials with online assessment</td>
<td>£30</td>
<td></td>
</tr>
<tr>
<td>Mental Health Awareness CPD</td>
<td>CPD</td>
<td>This course will increase your knowledge and understanding of mental health and covers the social and personal effects of mental illness, cultural diversity and mental health issues, responses to mental health issues and looks into the skills needed when working in mental health. This course can help you to achieve a career in the Health and Social Care sector.</td>
<td>-</td>
<td>Anytime</td>
<td>8 hours</td>
<td>Online learning materials with online assessment</td>
<td>£30</td>
<td></td>
</tr>
<tr>
<td>Organising and Delegating CPD</td>
<td>CPD</td>
<td>This short, auto-marked programme will give you the knowledge you need to understand the core skills required to deal with management responsibilities and to develop as a leader.</td>
<td>-</td>
<td>Anytime</td>
<td>4 hours</td>
<td>Online learning materials with online assessment</td>
<td>£30</td>
<td></td>
</tr>
<tr>
<td>Performance Management CPD</td>
<td>CPD</td>
<td>This short, auto-marked programme will build your knowledge of the core skills needed to manage performance and underperformance and to give feedback in the workplace.</td>
<td>-</td>
<td>Anytime</td>
<td>4 hours</td>
<td>Online learning materials with online assessment</td>
<td>£30</td>
<td></td>
</tr>
<tr>
<td>Personal Money Management CPD</td>
<td>CPD</td>
<td>This course will enable you to think about your money more carefully and will help you to budget more specifically. You will become more aware of what you are spending daily, weekly, monthly, and yearly, as the course encourages you to evaluate your spending and how necessary this is.</td>
<td>-</td>
<td>Anytime</td>
<td>4 hours</td>
<td>Online learning materials with online assessment</td>
<td>£30</td>
<td></td>
</tr>
<tr>
<td>Planning and Allocating Work CPD</td>
<td>CPD</td>
<td>This short, auto-marked programme will build your knowledge of the core skills needed to plan projects and to monitor and manage performance.</td>
<td>-</td>
<td>Anytime</td>
<td>4 hours</td>
<td>Online learning materials with online assessment</td>
<td>£30</td>
<td></td>
</tr>
<tr>
<td>Prepare to Deliver Excellent Customer Service CPD</td>
<td>CPD</td>
<td>This course provides you with key knowledge in relation to the principles of customer service and what it takes to deliver good customer service. You will look at how customer’s needs and expectations are identified and the importance of customer service in an organisation.</td>
<td>-</td>
<td>Anytime</td>
<td>4 hours</td>
<td>Online learning materials with online assessment</td>
<td>£30</td>
<td></td>
</tr>
<tr>
<td>Prevention and Control of Infection CPD</td>
<td>CPD</td>
<td>By completing this course, you will be equipped with a greater understanding of how to prevent and control the spread of infection, both in the workplace and in the home. You will also gain knowledge of how to identify infections, as well as the different types of infection.</td>
<td>-</td>
<td>Anytime</td>
<td>4 hours</td>
<td>Online learning materials with online assessment</td>
<td>£30</td>
<td></td>
</tr>
<tr>
<td>Principles of Internet Safety CPD</td>
<td>CPD</td>
<td>This course aims to increase awareness of e-safety and improve knowledge of the dangers online when using the internet. This course is designed to highlight areas of concern for internet users, such as sharing personal information online and grooming online.</td>
<td>-</td>
<td>Anytime</td>
<td>4 hours</td>
<td>Online learning materials with online assessment</td>
<td>£30</td>
<td></td>
</tr>
<tr>
<td>Principles of Weight Management CPD</td>
<td>CPD</td>
<td>Online content and assessments make this course accessible for anyone, anywhere. This short introductory programme of study will give you the knowledge you need to understand health issues and how to control and manage a healthy diet.</td>
<td>-</td>
<td>Anytime</td>
<td>4 hours</td>
<td>Online learning materials with online assessment</td>
<td>£30</td>
<td></td>
</tr>
<tr>
<td>Rights and Responsibilities CPD</td>
<td>CPD</td>
<td>This course covers all the key information needed to understand the key roles, rights and responsibilities of both employees and employers in the workplace. You will learn who is responsible for specific things in the workplace, and the legislation that supports rights and responsibilities in the workplace.</td>
<td>-</td>
<td>Anytime</td>
<td>4 hours</td>
<td>Online learning materials with online assessment</td>
<td>£30</td>
<td></td>
</tr>
<tr>
<td>Safeguarding Adults and Children CPD</td>
<td>CPD</td>
<td>This course aims to give you the knowledge you need to understand the impact of and key issues surrounding the safeguarding of adults and children. This includes how to recognise, respond to and reduce the likelihood of abuse.</td>
<td>-</td>
<td>Anytime</td>
<td>4 hours</td>
<td>Online learning materials with online assessment</td>
<td>£30</td>
<td></td>
</tr>
<tr>
<td>Sexual Health Awareness CPD</td>
<td>CPD</td>
<td>This course provides a wealth of information that will increase your understanding of sexual health issues. It is a great way to enhance your knowledge if you are looking to begin a career within this field or simply want to increase your awareness of the different types of STIs.</td>
<td>-</td>
<td>Anytime</td>
<td>4 hours</td>
<td>Online learning materials with online assessment</td>
<td>£30</td>
<td></td>
</tr>
<tr>
<td>Solving Problems and Making Decisions CPD</td>
<td>CPD</td>
<td>This short, auto-marked programme will build your knowledge of how to define, investigate and analyse problems and how to evaluate your options.</td>
<td>-</td>
<td>Anytime</td>
<td>4 hours</td>
<td>Online learning materials with online assessment</td>
<td>£30</td>
<td></td>
</tr>
</tbody>
</table>
Distance learning means that all of our courses are available to anyone, anywhere. This short, auto-marked programme will give you the knowledge you need to deal with management responsibilities and to develop as a leader.

This short, auto-marked programme will develop your knowledge on the important, contemporary issue of substance misuse and equip you with a highly transferable skill set.

This short, auto-marked programme will give you the knowledge you need to understand the causes and effects of anxiety, along with its management.

This course aims to give you the knowledge required to understand the impact of and key issues surrounding depression and anxiety – an essential skill for anyone who works with individuals who have depression and anyone who would like more information on this subject for personal reasons.

This course introduces you to the key aspects of equality and diversity and the importance of equality and diversity in the workplace, in society and in communities. You will look at the main principles of equality and diversity, the rights and responsibilities of both employers and employees in the workplace, diverse communities and the importance of working or learning in a place that promotes diversity.

This course aims to give you the knowledge required to understand the impact of and key issues surrounding eating disorders, as well as an awareness of the harmful effects eating disorders can have on individuals and those closest to them. The course is ideal for anyone who would like more information on this subject for personal reasons, or anyone who would like to work with, and support, individuals with eating disorders.

This course covers legislation associated with handling medication; procedures for receiving, administering, handling, storing and disposing of medication, as well as looking at the most common types of medication that are administered to individuals in a Care setting.

This short programme of learning is a great addition to your CV to show your commitment to health and fitness and is also ideal for heightening your awareness of positive lifestyle changes and the benefits they can have.

**Higher Skills**

Kirklees College is ranked alongside some of the country’s top universities when it comes to Higher Education.

Maybe you’re considering your next educational move, or maybe you’ve decided to step back into education after a bit of a break. Whatever the reason, Kirklees College is a place of opportunity and offers a guiding hand to make the transition as smooth as possible.

We offer a range of HNC and HND courses delivered from our state-of-the-art centres, conveniently located to make studying your degree-level course that much easier and ideal if you need to fit in your learning around your family or other commitments.

You can choose to do a Higher National Certificate over one-year full-time or two years part-time. On completion you will gain a Level 4 qualification and can go on to a further year’s study at Kirklees College for a Higher National Diploma (HND).

For more information visit: [https://www.kirkleescollege.ac.uk/higher-skills/](https://www.kirkleescollege.ac.uk/higher-skills/)

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**Advanced Learner Loan**

If you are aged 19-23 and already have a Level 3 qualification (e.g. A-Levels) or are aged 24+, you can apply for an Advanced Learner Loan to fund your Level 3 or 4 course.

Our Higher Education Centre fees are lower than university fees. We are able to offer financial support to help with costs.

Apply for an Advanced Learner Loan if you’re aged 19+, email: [finsupp@kirkleescollege.ac.uk](mailto:finsupp@kirkleescollege.ac.uk)

**tél:** 0800 804 6134

**email:** [finsupp@kirkleescollege.ac.uk](mailto:finsupp@kirkleescollege.ac.uk)

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**HIGHER SKILLS COURSE GUIDE 2021-22**

**PIONEER HIGHER SKILLS CENTRE DEWSBURY OPENING 2020**
Kirklees College train around 2,000 apprentices in 30 occupational areas every year. Our apprentices are employed at over 1,000 companies throughout West Yorkshire.

Apprenticeships are work-based training programmes which help you learn and earn at the same time.

Apprenticeships help you gain the right skills, knowledge and hands-on experience that you need to get into the career of your choice. Apprenticeships combine work, studying and training whilst also getting paid.

They’re a great alternative to university but without the debt!

We have a wide range of apprenticeships available right now.

Tel 01484 437070
Email info@kirkleescollege.ac.uk

Find out more:
www.kirkleescollege.ac.uk/apprenticeships

Going down the apprenticeship route is definitely the best decision I have made in my life. My career journey has gone from strength to strength. I would encourage anyone to take the apprenticeship pathway.

Elliot Smith, System Support Advisor at Kirklees Neighbourhood Housing

There are many different ways to enrol for one of our Adult Courses:

- Telephone: 01484 437070
- Email: info@kirkleescollege.ac.uk
- Online store: https://store.kirkleescollege.ac.uk

If you have seen something that interests you, your next step is to contact us to find out when the course is next running.

Check the ‘How To Enrol’ key for the course and sign up as soon as possible.

Study Now and Pay Later with an Advanced Learner Loan

If you are you 19 or over and considering a Further Education course at Kirklees College you may be eligible for help towards the cost of your studies. An Advanced Learner Loan provides financial help for those studying a Level 3, 4, 5 or 6 course. Look out for the 19+ symbol throughout this guide.

If you need any information or help with paying course fees, contact our Financial Support Team on:

T: 0800 804 6134
E: finsupp@kirkleescollege.ac.uk

Virtual Open Days

We are also holding a series of Virtual Open Days for you to find out more about our Adult courses. Check out www.kirkleescollege.ac.uk for more details.

For more information and enquiries please call
01484 437070
KIRKLEES COLLEGE CENTRES

HUDDERSFIELD CENTRE
Waterfront Quarter, Manchester Road, Huddersfield, HD1 3LD
② 01484 437000

BRUNEL CONSTRUCTION CENTRE
Old Fieldhouse Lane, Off Leeds Road, Huddersfield, HD2 1AG
② 01484 437141

ENGINEERING CENTRE
Technology Quarter, Turnbridge Road, Off St Andrew’s Road, Huddersfield, HD1 6RA
② 01484 437000

TAYLOR HILL CENTRE
Close Hill Lane, Taylor Hill, Huddersfield, HD4 6LE
② 01484 437184

DEWSBURY CENTRE (OLDROYD BUILDING)
Halifax Road, Dewsbury, WF13 2AS
② 01484 437000

SPRINGFIELD SIXTH FORM CENTRE
Bradford Road, Dewsbury, WF13 2NP
② 01484 437141

PIONEER HIGHER SKILLS CENTRE
Northgate, Dewsbury WF13 1AP
② 01484 437000

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Invest in yourself, gain qualifications, learn new skills.

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October 2020