



NEW COURSES  
STARTING FROM  
SEPTEMBER 2024

# ADULT COURSE GUIDE FOR EMPLOYERS

Professional, short and  
online courses for adults

FOR ALL  
YOUR  
TRAINING  
NEEDS



# Welcome

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At Kirklees College, we understand the demands of today's workplace, which is why we are committed to supporting our employer partners secure suitable education and training opportunities for their workforce.

Whether you are looking to support your employees gain vital qualifications, upskill in sector and job specific skills, or offer wider CPD opportunities, we have a course for you.

We also offer a range of professional qualifications. These are accredited courses for upskilling in a career, or kick-starting a new one. We offer courses at Level 1 – 6 for a range of industries and careers and employers can help facilitate colleagues to undertake these qualifications with Kirklees College.

With courses available at one of our centres, online or in the workplace, you can benefit from flexible learning designed to fit around your needs.

Invest in your team and enrol now to secure a place for September 2024.

 01484 437100

 [info@kirkleescollege.ac.uk](mailto:info@kirkleescollege.ac.uk)







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## Business & Professional courses

Course	Level	Centre/ Online	Start	Duration	Fee	19+
<b>Preparing for AAT</b>	2	HC	10 September	2 weeks	£145	
<b>Association of Accounting Technicians (AAT) Certificate</b>	2	HC	w/c 23 September	10 months	£1,041	
<b>Association of Accounting Technicians (AAT) Diploma</b>	3	HC	w/c 9 September	10 months	£2,575	●
<b>Association of Accounting Technicians (AAT) Diploma</b>	4	HC	w/c 9 September	15 months	£2,575	●
<b>Certificate in Principles of Business Administration</b>	2	➤	September	10 weeks	FREE	
<b>Certificate in Principles of Customer Service</b>	2	➤	September	10 weeks	FREE	
<b>Certificate in Principles of Team Leading</b>	2	➤	September	10 weeks	FREE	
<b>CIM Professional Digital Marketing Certificate</b>	4	➤	September	9 months	£720	●
<b>CIM Managing Brands</b>	6	➤	September	3 months	£240	●
<b>CIM Professional Marketing Diploma</b>	6	➤	September	9 months	£720	●

### Delivery of course:

CENTRE KEY  
See page 22



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### How to join:



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RING  
01484 437070

19+

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## Business & Professional courses

Course	Level	Centre/ Online	Start	Duration	Fee	19+
<b>CMI Coaching and Mentoring Award</b>	3	HC	Flexible	12 weeks	£360	●
<b>CMI Coaching and Mentoring Certificate</b>	3	HC	Flexible	10-12 months	£760	●
<b>CMI Principles of Leadership and Management Award (In Year Start)</b>	3	HC	Flexible	12 weeks	£360	●
<b>CMI Principles of Leadership and Management Certificate (In Year Start)</b>	3	HC	Flexible	10-12 months	£835	●
<b>CMI Principles of Leadership and Management Diploma (In Year Start)</b>	3	HC	Flexible	12-15 months	£1,515	●
<b>CMI Principles of Leadership and Management Award (In Year Start)</b>	5	HC	Flexible	12 weeks	£360	●
<b>CMI Principles of Leadership and Management Certificate (In Year Start)</b>	5	HC	Flexible	10-12 months	£765	●
<b>CMI Principles of Leadership and Management Diploma (In Year Start)</b>	5	HC	Flexible	12-15 months	£1,635	●

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## Computing courses



Course	Level	Centre/ Online	Start	Duration	Fee	19+
<b>Essential Digital Skills for Work (Entry 3)</b>	Pre Entry/ Entry	HC	September	14 weeks	FREE	
<b>Essential Digital Skills for Work</b>	1	HC	September	14 weeks	FREE	
<b>Certificate in Understanding Data Protection and Data Security</b>	2	➡	September	10 weeks	FREE	
<b>CISCO IT Essentials</b>	3	➡	September	10 weeks	£460	
<b>Microsoft Office Specialist - Excel</b>	3	➡ HC	September	10 weeks	£75	
<b>Microsoft Office Specialist - Outlook</b>	3	➡ HC	September	10 weeks	£75	
<b>Microsoft Office Specialist - PowerPoint</b>	3	➡ HC	September	10 weeks	£75	
<b>Microsoft Office Specialist - Word</b>	3	➡ HC	September	10 weeks	£75	

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## Construction courses

Course	Level	Centre/ Online	Start	Duration	Fee	19+
<b>DIY Basics - Introduction to Coving</b>	N/A	BC	12 November	3 hours	FREE	
<b>DIY Basics - Safe Use of Power Tools</b>	N/A	BC	12 November	3 hours	FREE	
<b>DIY Brickwork</b>	N/A	BC	14 November	6 weeks	£35	
<b>DIY Joinery</b>	N/A	BC	14 November	6 weeks	£35	
<b>DIY Plastering</b>	N/A	BC	14 November	6 weeks	£35	
<b>DIY Plumbing</b>	N/A	BC	14 November	6 weeks	£35	
<b>Introduction to Tiling</b>	N/A	BC	5 November	3 hours	Free	
<b>Bricklaying Entry Level (Part Time)</b>	Pre Entry/ Entry	BC	September	72 hours	£305	
<b>Carpentry and Joinery Entry Level (Part Time)</b>	Pre Entry/ Entry	BC	September	72 hours	£305	
<b>BPEC Level 3 Award in the Installation and Maintenance of Heat Pumps Systems (Non-refrigerant Circuits)</b>	3	HC	Multiple starts - October, January and March	4 days over 4 weeks	£550	
<b>Introduction to Bricklaying</b>	N/A	BC	5 November	3 hours	FREE	

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## Construction courses



Course	Level	Centre/ Online	Start	Duration	Fee	19+
<b>Electricians Plus</b>	3	BC	Multiple starts from 4 November	2 weeks	£1,500	
<b>Introduction to Plastering</b>	N/A	BC	5 November	3 hours	FREE	
<b>Introduction to Joinery</b>	N/A	BC	5 November	3 hours	FREE	
<b>Introduction to Plumbing</b>	N/A	BC	5 November	3 hours	FREE	
<b>Introduction to Electrical</b>	N/A	BC	5 November	3 hours	FREE	
<b>18th Edition - second amendment</b>	3	BC	Multiple starts - October, January and March	3 days	£450 inc. exam fee	
<b>Fire Door Installation Awareness</b>	N/A	BC	Multiple starts - November and February	2 days	£215	
<b>Introduction to Domestic Tiling</b>	N/A	BC	19 November	3 hours	FREE	
<b>Level 1 Award in Tiling</b>	1	BC	7 January	15 weeks	£330	
<b>Women's DIY</b>	N/A	BC	11 October, 7 March, 6 June	1 day	FREE	
<b>Introduction to Stonemasonry</b>	N/A	BC	18 October	1 day	FREE	
<b>Introduction to Painting and Decorating</b>	N/A	BC	5 November	3 hours	FREE	

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## Creative Industry courses

Course	Level	Centre/ Online	Start	Duration	Fee	19+
<b>Introduction to Digital Photography and Editing</b>	N/A	PC HC	w/c/ 9 September	3 hours	FREE	
<b>Digital Photography and Editing for Beginners</b>	N/A	PC HC	w/c/ 16 September	7 weeks	£85	
<b>Introduction to Adobe Suite</b>	N/A	HC	10 September	3 hours	FREE	
<b>Adobe Suite for Beginners</b>	N/A	HC	17 September	7 weeks	£85	



## Counselling courses

Course	Level	Centre/ Online	Start	Duration	Fee	19+
<b>Certificate in Counselling Skills</b>	2	PC	9 September	12 weeks	£435	
<b>Certificate in Counselling Skills</b>	2	HC	5 / 10 September	12 weeks	£435	
<b>Certificate in Counselling Skills</b>	3	HC	3 September	36 weeks	£815	●
<b>Certificate in Counselling Skills</b>	3	PC	4 September	36 weeks	£815	●

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## Education & Early Years courses



Course	Level	Centre/ Online	Start	Duration	Fee	19+
<b>Certificate in Childcare</b>	1	PC HC	w/c 9 September	17 weeks	£560	
<b>Certificate in Supporting Teaching and Learning</b>	2	PC HC	w/c 16 September	35 weeks	£795	
<b>Diploma in Supporting Teaching and Learning</b>	3	PC HC	w/c 16 September	35 weeks	£2,225	•
<b>Early Years Practitioner</b>	2	HC	w/c 16 September	12 months	£1,000	

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## Engineering courses



Course	Level	Centre/ Online	Start	Duration	Fee	19+
<b>2D Computer Aided Design (CAD)</b>	2	EC	7 November	10 weeks	£295	
<b>HNC in Engineering (General Engineering) (Part Time)</b>	4	EC	19 September	2 years	£8000 (£4000 per year)	●
<b>HNC in Engineering (General Engineering) (Full Time)</b>	4	EC	19 September	1 year	£8,000	●
<b>HND in Engineering (General Engineering) (Part Time)</b>	5	EC	17 September	2 years	£8000 (£4000 per year)	●

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## ESOL courses



Course	Level	Centre/ Online	Start	Duration	Fee	19+
<b>ESOL (English For Speakers of Other Languages) (Part Time)</b>	Pre Entry -2	PC HC	Flexible	1 year	Variable fees (£4 per planned course hours)	

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## Health & Social Care courses



Course	Level	Centre/ Online	Start	Duration	Fee	19+
<b>Introduction to Adult Social Care</b>	N/A	HC	w/c 16 September	4 weeks	£150	
<b>Certificate in Introduction to Health, Social Care and Children and Young People's Settings</b>	1	HC	w/c 16 September	17 weeks	£640	
		PC	16 September			
<b>Certificate in Health and Social Care</b>	2	HC	w/c 16 September	15 weeks	£540	
		PC	11 September			
<b>Workplace Diploma in Adult Care</b>	2	HC	w/c 9 September	12 months	£1,380	
		PC				
<b>Workplace Diploma in Adult Care</b>	3	HC	w/c 16 September	18 months	£2,225	●
		PC	w/c 9 September			

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## Motor Vehicle courses



Course	Level	Centre/ Online	Start	Duration	Fee	19+
<b>Mobile Air Conditioning Unit - Handling Refrigerants</b>	2	EC	Multiple start dates from September	1 day	£540	



## Sport courses



Course	Level	Centre/ Online	Start	Duration	Fee	19+
<b>Understanding Nutrition and Health</b>	2	🖱️	2 October	10 weeks	FREE	

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## Teacher Education courses



Course	Level	Centre/ Online	Start	Duration	Fee	19+
<b>Award in Education and Training</b>	3	HC	24 September	16 weeks	£420	●
<b>Certificate in Assessing Vocational Achievement</b>	3	HC	17 October	Up to 12 months	£905	●
<b>Award in Internal Quality Assurance of Assessment Process and Practice</b>	4	HC	21 November	Up to 12 months	£995	●
<b>Certificate in Education</b>	5	HC	17 September	2 years	£7170 (includes both years)	●
<b>Certificate/Professional Graduate Certificate in Education (Lifelong Learning)</b>	6/7	HC	17 September	2 years	£7170 (includes both years)	●

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## English courses



Course	Level	Centre/ Online	Start	Duration	Fee	19+
<b>English / GCSE English</b>	L1+		w/c 9 September	1 year	FREE*	
<b>Get Ready for Fast Track GCSE English</b>	L1+		14 October	7 weeks	FREE	
			15 October			
<b>Fast Track GCSE English</b>	L1+		9 December	6 months	FREE*	
			10 December			
<b>Fast Track Functional Skills English</b>	Pre-Entry - Level 2		9 September	15 weeks	FREE*	
			11 September			
<b>Functional Skills English</b>	Pre-Entry - Level 2		w/c 9 September	31 weeks	FREE	
<b>Get Ready for Entry Level (Functional Skills) English</b>	Pre Entry		11 September	2 hours	FREE	
<b>Get Ready for Level 1/Level 2 English</b>	Pre L1 and Pre L2		11 September	2 hours	FREE	

Please note that for some courses there may be additional exam or material costs. \* Free to anyone who has not already completed the qualification.

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## Maths courses

Course	Level	Centre/ Online	Start	Duration	Fee	19+
<b>Get Ready for (Functional Skills) Maths</b>	Entry - Level 2		w/c 9 September	6 weeks	FREE*	
<b>Get Ready for Fast Track Functional Skills Maths</b>	N/A		w/c 9 September	6 weeks	FREE*	
<b>Functional Skills Maths</b>	Entry - Level 2		w/c 9 September	31 weeks	FREE*	
<b>GCSE Maths</b>	N/A		w/c 9 September	1 year	FREE*	
<b>Get Ready for Fast Track GCSE Maths</b>	L1+		14 October	6 weeks	FREE*	
			16 October			
<b>Fast Track GCSE Maths</b>	N/A		10 December	6 months	FREE*	
<b>Fast Track Functional Skills Maths</b>	Entry - Level 2		12 September	14 weeks	FREE*	

Please note that for some courses there may be additional exam or material costs. \* Free to anyone who has not already completed the qualification.

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## Access to Higher Education courses



Course	Level	Centre/ Online	Start	Duration	Fee	19+
<b>Progression to Access FE and Employment</b>	1	HC	September	2-3 days a week for 1 year	£1,750	
<b>Progression to Access To HE</b>	2	HU PC	September	2-3 days a week for 1 year	£1750 plus exam £123.90	
<b>Access to HE Art And Design</b>	3	PC	September	2-3 days a week for 1 year	£3,930	●
<b>Access to HE Business</b>	3	HU PC	September	2-3 days a week for 1 year	£3,020	●
<b>Access to HE Computing</b>	3	HU PC	September	2-3 days a week for 1 year	£3,385	●
<b>Access to HE Health Science Professions</b>	3	HU PC	September	2-3 days a week for 1 year	£3,385	●
<b>Access to HE Humanities &amp; Social Sciences</b>	3	HC	September	2-3 days a week for 1 year	£3,020	●
<b>Access to HE Science</b>	3	HC	September	2-3 days a week for 1 year	£3,385	●

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# Funding & Eligibility

The Adult programme is funded through the devolved Adult Skills Fund for West Yorkshire. The Mayor of West Yorkshire and the West Yorkshire Combined Authority are investing £65 million a year to improve skills across West Yorkshire – particularly among those who need it most.

## Am I eligible for financial support?

You may be entitled to fee remission on eligible courses through the Adult Skills Fund.

In particular, the following people may be entitled to fully funded access to training:

- Unemployed and seeking work
- Wanting to achieve Level 2 in maths or English for the first time
- Earning less than £25,000
- Wanting to achieve basic digital skills
- Wanting to achieve your first full Level 2 or Level 3 (GCSE or A-Level equivalent) qualification

If you meet the above criteria and want further information about funding your course, please contact the Course Information team.



## Advanced Learner Loans (19+)

An Advanced Learner Loan provides financial help for those studying Level 3 – 6 courses. 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 studies. For more information and to find out if you are eligible, please email [customerservices@kirkleescollge.ac.uk](mailto:customerservices@kirkleescollge.ac.uk)

# Apprenticeships available\*

## Business and Professional

- Accountancy
- Business Administration
- Customer Service Practitioner
- Human Resources Practitioner
- Team Leader/Supervisor
- Operations & Departmental Manager

## Construction

- Bricklaying
- Plastering
- Architectural Joinery
- Site Carpentry
- Electrical Installation
- Plumbing
- Furniture Manufacture

## Digital Development

- Information Communications Technician
- Multi Channel Marketer
- Cyber Security Technician
- Cyber Security Technologist
- Content Creator

## Education & Early Years

- Early Years Practitioner
- Early Years Educator

## Engineering

- Machining Technician
- Mechatronics Maintenance Technician
- Product Design and Development Technician
- Toolmaker and Tool Die Maintenance Technician
- Technical Support Technician
- Engineering Fitter
- Fabrication and Welding

## Hair and Beauty

- Beauty Therapy
- Hair Professional (Barbering)
- Hair Professional (Hairdressing)
- Advanced and Creative Hairdressing

## Health and Social Care

- Adult Care Worker\*\*
- Lead Adult Care Worker\*\*

## Hospitality and Catering

- Commis Chef
- Hospitality Team Member
- Chef de Partie

## Motor Vehicle

- Autocare Technician
- Light Vehicle Service and Maintenance Technician
- Heavy Vehicle Service and Maintenance Technician

## Process Manufacturing

- Food and Drink Engineering Maintenance
- Food and Drink Process Operative
- Engineering Operative
- Supply Chain Practitioner

## Science

- Laboratory Technician

## Teaching Education

- Teaching Assistant\*\*
- Learning and Skills Teacher\*\*

\* Correct at time of printing, subject to change.

\*\*18+ only





## Costs

When a company takes on an apprentice, there are various costs and funding opportunities depending on whether the company is a levy payer or a non-levy payer.

Every company can utilise their levy and/or Government funding to upskill their existing workforce through Apprenticeships.

### Levy Payers

**Levy Contribution:** Large employers with an annual payroll of over £3 million must pay the apprenticeship levy, which is 0.5% of their total payroll.

**Using the Levy:** The funds paid into the levy can be used to cover apprenticeship training costs for new apprentices and upskilling your current workforce. You will lose these funds if not used within 24 months.

**Cost to Employer:** Employers are responsible for paying the apprentice's wages.

**Incentives and Grants:** Employers receive a £1000 incentive payment for hiring apprentices aged 16-18, or those aged 19-24 who have been in care or have an Education, Health, and Care plan (EHCP). This payment is made around month 6 and then around month 15.

### Non-Levy Payers

**Co-Investment:** Smaller employers who do not pay the levy (those with an annual payroll under £3 million) for apprentices aged 16-21 the government covers 100% of the training costs, for apprentices aged 22+ employers pay only 5% of the training, with the government covering the remaining 95%.

**Cost to Employer:** Besides the 5% co-investment for apprentices aged 22+, employers are responsible for paying the apprentice's wages.

**Incentives and Grants:** Employers receive a £1000 incentive payment for hiring apprentices aged 16-18, or those aged 19-24 who have been in care or have an Education, Health, and Care plan. This payment is made around month 6 and then around 15.

Employers are responsible for paying the apprentice wage – Wage rates as of April 2024.

# Kirklees College Centres

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**BC**

## **BRUNEL CONSTRUCTION CENTRE**

Old Fieldhouse Lane, Off Leeds Road,  
Huddersfield, HD2 1AG  
01484 437141



**EC**

## **ENGINEERING CENTRE**

Turnbridge Road, Off St Andrew's Road,  
Huddersfield, HD1 6AG  
01484 437026



**HC**

## **HUDDERSFIELD CENTRE**

Waterfront Quarter, Manchester Road,  
Huddersfield, HD1 3LD  
01484 437000



**PC**

## **PIONEER HIGHER SKILLS CENTRE**

Halifax Road, Dewsbury, WF13 1BD  
01484 437000





# Open Days

We run Open Days at our Huddersfield and Dewsbury centres throughout the year. Open Days provide you with an opportunity to see what college life has to offer. You can find out more about our courses, chat to our tutors and take a tour of our industry-leading facilities.

For more information how to book your place, please visit our website. Doors are also open to everyone on the day.

## All Huddersfield Centres:

**Saturday 16 November, 10.30am - 1pm**

(Last entry 12.30pm)

**Saturday 18 January, 10.30am - 1pm**

(Last entry 12.30pm)

**Saturday 15 March, 10.30am - 1pm**

(Last entry 12.30pm)

**Tuesday 24 June, 5pm - 7pm**

(Last entry 6.30pm)

## All Dewsbury Centres:

**Saturday 23 November,**

**10.30am - 12.30pm**

(Last entry 12pm)

**Saturday 25 January,**

**10.30am - 12.30pm**

(Last entry 12pm)

**Saturday 22 March,**

**10.30am - 12.30pm**

(Last entry 12pm)

**Wednesday 25 June,**

**5pm - 7pm**

(Last entry 6.30pm)



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