

NEW COURSES STARTING FROM JANUARY 2025

# ADULT COURSE GUIDE

Professional, short and online courses for adults



**INVEST IN  
YOURSELF**

# WELCOME

At Kirklees College, we understand the demands of today's workplace, which is why we are committed to supporting you to gain the skills needed to succeed in your chosen career.

We are here to support you across all areas of your learning, whether you are looking to learn something new, upskill in your career or are thinking about returning to education following a break, we can help you to achieve your goals.

Ranging from one-day workshops to evening classes and professional qualifications, there is no better place to start than Kirklees College.

With courses available at one of our centres, online or as part of continued professional development in the workplace, you can benefit from flexible learning designed to fit around your lifestyle.

Invest in yourself and enrol now to secure your place for January 2025.

 **01484 437070**

 **info@kirkleescollege.ac.uk**



2025 is a momentous year for the college as we are celebrating 200 years of technical education in Kirklees. We will be celebrating throughout the year to mark this milestone and highlight the important work we do in the community.

DISCLAIMER The college makes every effort to provide up-to-date information but course particulars and supporting information could change at any time. Details are correct at the time of publication. The college reserves the right to make changes at any time. Courses run subject to sufficient numbers.

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# COMMUNITY COURSES



Course	Level	Centre/Online	Start Date	Duration	Fee*	How to join
IT Skills for Beginners	N/A	PC	16 January	6 weeks	£60	
Essential Digital Skills	E3 - L1	PC	23 January	13-15 weeks	£135**	
Progression to Advanced Sewing (Evening)	N/A	PC	14 January	5 weeks	£70	
Progression to Advanced Sewing (Day)	N/A	PC	15 January	5 weeks	£70	
Chop, Cook and Chatter	N/A	HC	25 February	6 weeks	£60	

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

\*\*Must not have previous qualifications \* All courses with a fee will be subject to fee assessment.

## DELIVERY OF COURSE:



**HUDDERSFIELD CENTRE**



**PIONEER HIGHER SKILLS CENTRE**

See page 26 for more information on our centres

## HOW TO JOIN:



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See page 25 for more information



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# ANIMAL CARE & LAND BASED COURSES



Course	Level	Centre/ Online	Start Date	Duration	Fee	How to join	19+
<b>Introduction to Dog Grooming</b>	1	TH	24 January and 1 February 15 March and 22 March	Two days	£30		
<b>Introduction to Garden Design</b>	1	TH	8 March	One day	£24		
<b>One Day Animal Experience</b>	1	TH	1 March	One day	£30		
<b>First Aid for Pets</b>	1	TH	1 March	One day	£30		

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

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# BUSINESS & PROFESSIONAL COURSES

Course	Level	Centre/ Online	Start	Duration	Fee	How to join	19+
<b>Bookkeeping for Beginners</b>	1	HC	W/C 6 January	6 weeks	£25		
<b>Association of Accounting Technicians (AAT) Diploma</b>	3	HC	W/C 6 January	10 months	£2,589		
<b>CMI Coaching and Mentoring Diploma</b>	3	HC	Flexible starts	1 year (self-led)	£1,214		
<b>CMI Coaching and Mentoring Certificate</b>	3	HC	Flexible starts	1 year (self-led)	£765		
<b>CMI Coaching and Mentoring Award</b>	3	HC	Flexible starts	15 weeks	£360		
<b>CMI Principles of Leadership and Management Award</b>	3	HC	Flexible starts	Up to 3 months (self-led)	£360		
<b>CMI Principles of Leadership and Management Certificate</b>	3		Flexible starts	9 months (self-led)	£840		
<b>CMI Principles of Leadership and Management Diploma</b>	3	HC	Flexible starts	1 year (self-led)	£1,528		
<b>CMI Principles of Leadership and Management Award</b>	5	HC	Flexible starts	12 weeks	£365		
<b>CMI Principles of Leadership and Management Certificate</b>	5	HC	Flexible starts	10 - 12 months	£765		
<b>CMI Principles of Leadership and Management Diploma</b>	5	HC	Flexible starts	12 - 15 months	£1,647		

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# BUSINESS & PROFESSIONAL COURSES

Course	Level	Centre/ Online	Start	Duration	Fee	How to join	19+
<b>CIM Award in Planning Campaigns</b>	4		Flexible starts	3 months	£246		
<b>CIM Award in Digital Marketing Techniques</b>	4		April	3 months	£246		
<b>CIM Professional Digital Marketing Certificate</b>	4		Flexible starts	9 months	£720		
<b>Marketing and Digital Strategy</b>	6		Flexible starts	3 months	£240		
<b>CIM Managing Brands</b>	6		Flexible starts	3 months	£240		
<b>CIM Professional Marketing Diploma</b>	6		Flexible starts	9 months	£720		
<b>Beginners Social Media, Web Design and Marketing</b>	N/A		Flexible starts	5 weeks	£30		
<b>Principles of Business Administration</b>	2		Flexible starts	10 weeks (self-led)	Free		
<b>Certificate in Principles of Team Leading</b>	2		Flexible starts	10 weeks (self-led)	Free		
<b>Certificate in Principles of Customer Service</b>	2		Flexible starts	10 weeks (self-led)	Free		

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# COMPUTING COURSES



Course	Level	Centre/ Online	Start	Duration	Fee	How to join	19+
<b>Microsoft Office Specialist - Access</b>	3	HC	Flexible starts	Self-led study (10 weeks)	£75		
<b>Essential Digital Skills (Entry Level)</b>	E3	HC	29 January	14 weeks	Free		
<b>Essential Digital Skills (Level 1)</b>	1	HC	29 January	14 weeks	Free		
<b>Certificate in Understanding Data Protection and Security</b>	2		Flexible starts	Self-led study (10 weeks)	Free		
<b>Microsoft Office Specialist - Excel</b>	3	HC	Flexible starts	Self-led study (10 weeks)	£75		
<b>Microsoft Office Specialist - Outlook</b>	3	HC	Flexible starts	Self-led study (10 weeks)	£75		
<b>Microsoft Office Specialist - Word</b>	3	HC	Flexible starts	Self-led study (10 weeks)	£75		
<b>Microsoft Office Specialist - PowerPoint</b>	3	HC	Flexible starts	Self-led study (10 weeks)	£75		
<b>Cisco IT Essentials</b>	3		Flexible starts	10 Weeks	£380		

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# CONSTRUCTION COURSES

Course	Level	Centre/ Online	Start	Duration	Fee	How to join	19+
<b>Brickwork</b>							
<b>Introduction to Stonemasonry</b>	N/A	BC	16 January	3 hours	£12		
<b>Introduction to Bricklaying</b>	N/A	BC	9 January	3 hours	£12		
<b>DIY Brickwork</b>	N/A	BC	16 January	6 weeks	£35		
<b>Plumbing</b>							
<b>Introduction to Plumbing</b>	N/A	BC	15 January	3 hours	£12		
<b>General Plumbing Maintenance</b>	N/A	BC	22 January	3 hours	£12		
<b>Central Heating Maintenance</b>	N/A	BC	29 January	3 hours	£12		
<b>Fixing a Tap</b>	N/A	BC	5 February	3 hours	£12		
<b>BPEC Level 3 Award in the Installation and Maintenance of Heat Pumps Systems (Non-refrigerant Circuits)</b>	3	BC	21 January	4 weeks	£550		
<b>Plastering</b>							
<b>Introduction to Tiling</b>	N/A	BC	14 January	3 hours	£12		
<b>Introduction to Domestic Tiling</b>	N/A	BC	21 January	3 hours	£12		
<b>Introduction to Commercial Tiling</b>	N/A	BC	18 January	3 hours	£12		
<b>Introduction to Plastering</b>	N/A	BC	9 January	3 hours	£12		
<b>Introduction to Painting and Decorating</b>	N/A	BC	9 January	3 hours	£12		
<b>DIY Plastering</b>	N/A	BC	16 January	6 weeks	£35		

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Course	Level	Centre/ Online	Start	Duration	Fee	How to join	19+
<b>Introduction to Coving</b>	N/A	BC	14 January	3 hours	£12		
<b>Plastering Entry Level (Part-Time)</b>	E3	BC	Flexible	72 hours	£305		
<b>Joinery</b>							
<b>Introduction to Joinery</b>	N/A	BC	9 January	3 hours	£12		
<b>Wood Machine Safety</b>	N/A	BC	14 January	3 hours	£12		
<b>DIY Joinery</b>	N/A	BC	16 January	6 weeks	£35		
<b>Carpentry and Joinery Entry Level (Part-Time)</b>	E3	BC	Flexible	72 hours	£305		
<b>Electrical</b>							
<b>Introduction to Electrical</b>	N/A	BC	8 January	3 hours	£12		
<b>Sockets, Switches and Light Fittings</b>	N/A	BC	15 January	3 hours	£12		
<b>DIY Electrical</b>	N/A	BC	16 January	6 weeks	£35		
<b>18th Edition - Second Amendment</b>	3	BC	22, 23 and 24 January and 2, 3 and 4 April	1 week	£450		
<b>Multi Trades</b>							
<b>International Women's Day - Introduction to Basic DIY</b>	N/A	BC	7 March	3 hours	£12		
<b>Introduction to the Construction Industry</b>	N/A	BC	23 January	3 hours	£12		
<b>Safe Use of Power Tools</b>	N/A	BC	9 January	3 hours	£12		

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# CREATIVE INDUSTRIES COURSES



Course	Level	Centre/ Online	Start	Duration	Fee	How to join	19+
<b>Introduction to Drawing and Painting</b>	N/A	PC	14 January	3 hours	£12		
<b>Introduction to Fused Glass Skills</b>	N/A	PC	10 January	3 hours	£12		
<b>Introduction to Intermediate Ceramics</b>	N/A	PC	10 January	3 hours	£12		
<b>Intermediate Ceramics</b>	N/A	PC	17 January	7 weeks	£85		
<b>Introduction to Drawing and Painting</b>	N/A	HC	17 January	3 hours	£12		
<b>Beginners Drawing and Painting</b>	N/A	PC	17 January	7 weeks	£85		
<b>Beginners Drawing and Painting</b>	N/A	HC	21 January	7 weeks	£85		
<b>Intermediate Fused Glass</b>	N/A	PC	17 January	7 weeks	£85		
<b>Intermediate Print Making</b>	N/A	PC	4 February	7 weeks	£85		
<b>Introduction to DJ Skills</b>	N/A	HC	16 January	3 hours	£12		
<b>DJ Skills</b>	N/A	HC	23 January	7 weeks	£85		

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# CREATIVE INDUSTRIES COURSES



Course	Level	Centre/ Online	Start	Duration	Fee	How to join	19+
<b>Introduction to Music Performance</b>	N/A	HC	14 January	3 hours	£12		
<b>Music Performance</b>	N/A	HC	21 January	7 weeks	£85		
<b>Intermediate Adobe Suite</b>	N/A	HC	14 January	7 weeks	£85		
<b>Intermediate Digital Photography</b>	N/A	HC	14 January	7 weeks	£85		
<b>Introduction to Beginners Applied Art Practice</b>	N/A	Globe Arts Studio	8 January, 10 January	3 hours	£12		
<b>Intermediate Applied Art Practice</b>	N/A	Globe Arts Studio	22 January, 24 January	7 weeks	£85		
<b>Introduction/Intermediate Fine Art Practice</b>	N/A	Globe Arts Studio	2 April, 4 April	3 hours	£12		
<b>Advanced Fine Art Practice</b>	N/A	Globe Arts Studio	30 April, 2 May	7 weeks	£85		

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# COUNSELLING COURSES



Course	Level	Centre/ Online	Start	Duration	Fee	How to join	19+
<b>Counselling Skills</b>	2	PC	24 February	14 weeks	£435		
<b>Counselling Skills (Day)</b>	2	HC	25 February	14 weeks	£435		
<b>Counselling Skills (Evening)</b>	2	HC	27 February	14 weeks	£435		

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## EDUCATION & EARLY YEARS COURSES

Course	Level	Centre/ Online	Start	Duration	Fee	How to join	19+
<b>Level 1 Certificate in Childcare</b>	1	HC	31 January	17 weeks	£695		



## ENGINEERING COURSES

Course	Level	Centre/ Online	Start	Duration	Fee	How to join	19+
<b>Award in Machining</b>	2	EC	14 January	10 weeks	£295		
<b>Award in Machining (Day)</b>	2	EC	16 January	3 weeks	£295		
<b>Award in 3D CAD</b>	2	EC	27 February	10 weeks	£295		
<b>Award in 2D Computer Aided Design</b>	2	EC	23 January	10 weeks	£295		

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# ESOL COURSES



Course	Level	Centre/ Online	Start	Duration	Fee	How to join	19+
<b>ESOL (English For Speakers of Other Languages) Entry Level upwards (Part Time)</b>	E3 - L1		Flexible start dates from January	6 months	Variable fees (£4 per planned course hours)		

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

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# HAIR & BEAUTY COURSES



Course	Level	Centre/ Online	Start	Duration	Fee	How to join	19+
<b>Level 2 Certificate in Barbering</b>	2	HC	21 January	20 weeks	£400	✉	
<b>Skin Needling</b>	4	HC	13 January	11 weeks	£1385	✉	
<b>Introduction to Hairdressing</b>	N/A	HC	14 January	7-10 weeks	£110	✉	
<b>Introduction to LGBT+ Inclusion in the Workplace</b>	N/A	📍	January	Self-led study (approx. 12 days)	£400*	✉	
<b>Award in Eye Treatments</b>	2	HC	14 January	10 weeks	£110	✉	

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

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# HEALTH & SOCIAL CARE COURSES



Course	Level	Centre/ Online	Start	Duration	Fee	How to join	19+
<b>Level 1 Certificate in Health and Social Care and Young People's Settings</b>	1	HC	3 February	15 weeks	£635		
		PC	14 or 15 January				
<b>Level 2 Certificate in Health and Social Care</b>	2	HC	31 January	15 weeks	£540		
		PC	3 February				

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# HOSPITALITY COURSES



Course	Level	Centre/ Online	Start	Duration	Fee	How to join	19+
<b>Introduction to Patisserie Taster</b>	N/A	HC	16 January	3 hours	£10		
<b>Introduction to Patisserie</b>	N/A	HC	23 January	5 weeks	£55		
<b>Street Food Taster</b>	N/A	HC	14 January	3 hours	£10		
<b>Street Food</b>	N/A	HC	21 January	5 weeks	£55		
<b>Culinary Masterclass Taster</b>	N/A	HC	14 January	3 hours	£10		
<b>Culinary Masterclass</b>	N/A	HC	21 January	5 weeks	£55		

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# SPORT COURSES



Course	Level	Centre/ Online	Start	Duration	Fee	How to join	19+
<b>Improving Personal Exercise, Health and Nutrition</b>	2		January	Self-led (10 weeks)	Free		
<b>Understanding Nutrition and Health</b>	2		January	Self-led (10 weeks)	Free		

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# TEACHER EDUCATION COURSES



Course	Level	Centre/ Online	Start	Duration	Fee	How to join	19+
<b>Internal Quality Assurance of Assessment Process and Practice Level 4 (In Year Start)</b>	4	HC	6 March	4 weeks	£620		•
<b>Level 3 Certificate in Assessing Vocational Achievement</b>	3	HC	21 January	1 year	£545		•
<b>Level 3 Award in Education and Training</b>	3	HC	4 February	16 weeks	£400		•
<b>Lead Internal Quality Assessment (IQA)</b>	3	HC	23 January	4 weeks	£811		•

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

**DELIVERY OF COURSE:**

**CENTRE KEY**  
See page 26



**ONLINE COURSE**

**HOW TO JOIN:**



**ENROL ONLINE**  
[kirkleescollege.ac.uk](http://kirkleescollege.ac.uk)



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



**APPLY ONLINE**  
[kirkleescollege.ac.uk](http://kirkleescollege.ac.uk)



**RING**  
01484 437070

**19+**

**ADVANCED LEARNER LOAN**





# ENGLISH COURSES

Course	Level	Centre/ Online	Start	Duration	Fee	How to join	19+
<b>Get Ready for Functional Skills English</b>	Entry - L2	HC	26 March	7 weeks	Free		
<b>Fast Track Functional Skills English</b>	Entry - L2	HC	5 March	14 weeks	Free		
<b>Get Ready for GCSE English</b>	2	HC	10 March	12 weeks	Free		



# MATHS COURSES



Course	Level	Centre/ Online	Start	Duration	Fee	How to join	19+
<b>Get Ready for Functional Skills Maths</b>	Entry - L2	HC	11 March	7 weeks	Free		
<b>Functional Skills Maths</b>	Entry - L2	HC	6 March	14 weeks	Free		
<b>Get Ready for GCSE Maths</b>	2	HC	10 March	12 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.

DELIVERY  
OF COURSE:

**CENTRE KEY**  
See page 26



**ONLINE  
COURSE**

HOW TO JOIN:



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**RING**  
01484 437070

**19+**

**ADVANCED  
LEARNER  
LOAN**

# 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.

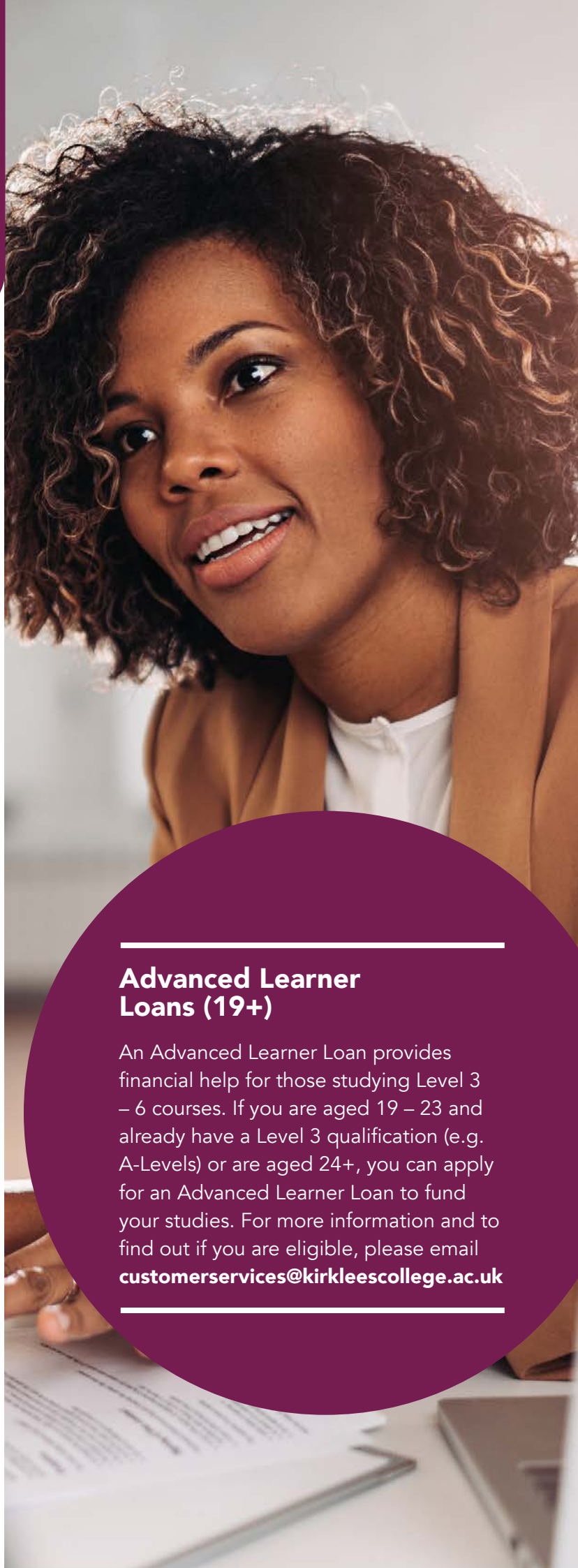
✉ [info@kirkleescollege.ac.uk](mailto:info@kirkleescollege.ac.uk)

☎ 01484 437070



West  
Yorkshire  
Combined  
Authority

Tracy  
Brabin  
Mayor of  
West Yorkshire



## 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@kirkleescollege.ac.uk](mailto:customerservices@kirkleescollege.ac.uk)

# ADULT COURSES EXPLAINED



## Community Courses

Our community courses are focused on equipping you with new skills for work and living, as well as building relationships and improving wellbeing. These courses are short, ranging from one-off sessions to a couple of weeks and are often free. Taught across our seven centres and in community centres in Kirklees, examples of our community courses include cookery, arts and crafts, DIY, digital skills and animal care.



## Professional Qualifications

Our professional qualifications are accredited courses for upskilling in your career, or kick-starting a new one. We offer courses at Level 1 – 6 for a range of industries and careers, that can be undertaken individually, or through your employer.

## Apprenticeships

Apprenticeships are for people of all ages and they are a fantastic way to get your foot in the door in a new career or industry if you have limited previous experience. To start an apprenticeship, you must first secure an employer, but our dedicated team can help you find a vacancy for the apprenticeship you want to do, as well as advise you on your CV and interview preparation, and help you go through the sign-up process.

We offer apprenticeships in the following areas:

- Business and Enterprise
- Education and Early Years
- Digital Development
- Construction
- Engineering
- Hair and Beauty
- Health and Social Care
- Hospitality and Catering
- Motor Vehicle
- Process Manufacturing
- Science
- Sport
- Teacher Education

To speak to a member of our team:

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

 0800 781 3020



# EMPLOYER COURSES

At Kirklees College, we partner with a variety of local employers to offer specialist courses for their workforce. Our employers courses range from tailored CPD opportunities, to nationally recognised qualifications that could help support career progression in your team.

## Functional Skills and Essential Digital Skills

Enrolling your staff onto a Level 2 Functional Skills English or maths course at Kirklees College has a range of personal and professional benefits. We have had some amazing success stories from employees at Kirklees Council, Polyseam and Northern Gas in recent years, who allowed their staff to complete these vital qualifications during work hours.

Our Essential Digital Skills course is also available for employers to enrol their teams on, and equips people with a complete set of computing skills to help them use technology and systems in the workplace and at home.

## Want to learn more?

Contact the team!

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

 0800 781 3020



### MARIE, SUPPORT WORKER AT KIRKLEES COUNCIL

Studying Maths and English Functional Skills Level 2 and Essential Digital Skills:

*"For me, coming back to college was all about empowering myself. I originally went back to education in 2013 to get my Science qualifications but unfortunately had to stop those courses due to an operation, so really I have come back to finish what I started and prove that you are never too old to learn."*

# HOW TO JOIN A COURSE

Have you seen a course you're interested in?

Contact us to find out when the next course is running.

There are three different ways you can enrol on one of our adult courses:



Enrol Online:

- 1 Visit **kirkleescollege.ac.uk/adult-learners/**
- 2 Click **Adult Courses** and use the filters to search for your chosen course
- 3 Click on your chosen course and click the **Enrol Now button**
- 4 Complete our online enrolment form and **submit** it to us



Telephone:

**01484 437070**



Email:

**info@kirkleescollege.ac.uk**



Apply Online:

**kirkleescollege.ac.uk**

Please note the college will be closed from 1pm on **Friday 20 December** until 8.30am on **Monday 6 January**. Any online applications or enrolments will be processed when the college reopens.

## ABBIE, LEVEL 4 DIPLOMA IN THERAPEUTIC COUNSELLING

*"I would recommend Kirklees College for the exceptional quality of teaching, and the very positive experience that I have had at the college. Being at a college offers a less intimidating setting in comparison to a university, but provides an ideal stepping stone for those wanting to move on to university."*

# KIRKLEES COLLEGE CENTRES



## **HUDDERSFIELD CENTRE**

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



## **BRUNEL CONSTRUCTION CENTRE**

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



## **ENGINEERING CENTRE**

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



## **PIONEER HIGHER SKILLS CENTRE**

Halifax Road, Dewsbury, WF13 1BD  
01484 437000



## **TAYLOR HILL ANIMAL CENTRE**

Close Hill Lane, Taylor Hill,  
Huddersfield, HD4 6LE  
01484 437184





# 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 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:

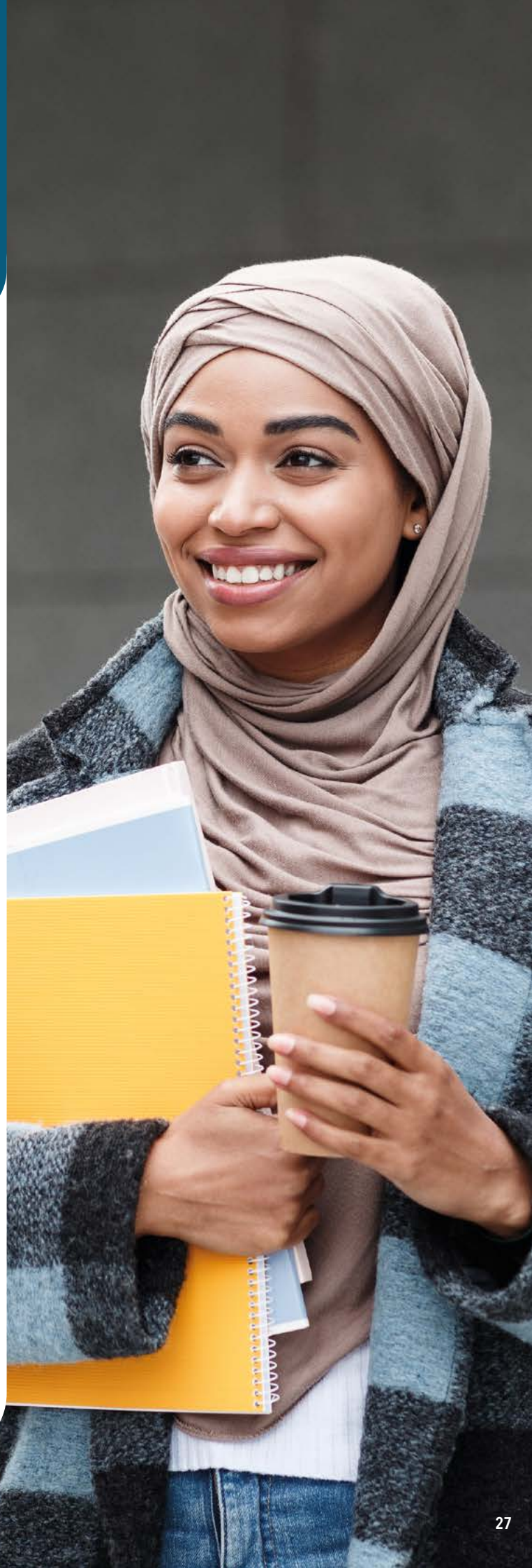
**Saturday 25 January, 10.30am - 12.30pm**  
(Last entry 12pm)

**Saturday 22 March, 10.30am - 12.30pm**  
(Last entry 12pm)

**Wednesday 25 June, 5pm - 7pm**  
(Last entry 6.30pm)



[kirkleescollege.ac.uk](http://kirkleescollege.ac.uk)





[kirkleescollege.ac.uk](http://kirkleescollege.ac.uk)

