

EAST RIDING COLLEGE

# PART-TIME COURSE GUIDE

SPRING 2010



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text 'erc ask' to 60999

0845 120 0037

**East Riding College**

BEVERLEY • BRIDLINGTON • HULL



# PART-TIME COURSE GUIDE SPRING 2010

## Services for learners

### Choosing the right course

East Riding College has qualified guidance officers to help you if you're having difficulty identifying your career aims, understanding the different qualifications and levels, returning to study if you have been out of education for some time, and choosing the right course for you. Please call and ask to speak to one of our guidance staff who are available at all sites.

### Personal support

Guidance officers can also help with lots of personal issues, such as:

- The way to study without affecting any benefits you may receive
- The help which may be available to lone parents who want to study
- Possible assistance with childcare costs
- Other sources of support
- If you're a carer, how to become a student without affecting your allowances

## Support for learners

### Childcare

The Bridlington site is a partner in the East Riding Children's Centre – Bridlington, providing a safe, stimulating and challenging environment supervised by qualified and experienced people.

The College will consider financial support from its Learner Support Fund (depending on individual circumstances) towards the costs of nursery fees or recognised and approved child-minding care facilities.

All College sites have access to a recommended child-minding network.

### Disabled access

All our main centres have ramped access and the sites at Beverley and Bridlington have automatic doors. All main sites have a disabled toilet.

### Other support

A wide range of additional support is available, including help with numeracy, portfolio building, literacy and study skills tailored to individual needs, to help learners successfully complete their course.

- Learning Resource Centres: these are libraries with computer and internet access as well as reading materials
- Support for people with disabilities with accessibility or providing additional equipment. We can also meet a range of personal care needs
- A welfare and counselling service to support you if you have any worries
- A free learner handbook that tells you all you need to know about the College

Please let us know what your additional needs are and we will do our best to meet them.

## Fees

### How much will my course cost?

There are two main fee bands for the majority of courses - full and reduced. These fees are clearly listed next to each course. See below for a list of people who qualify for reduced fees. People aged 16 to 18 are not charged tuition fees but will have to pay expenses for their

### Disclaimer

Every care has been taken to ensure the accuracy of the information in this course guide, which was correct at the time of going to press. East Riding College can accept no responsibility for the consequences of any error or omission in this course guide. If, in the opinion of the College authorities, circumstances necessitating a change to the course provision occur, an advertised course may be changed, or its contents modified.

course, such as uniforms and kit, or if they re-sit exams.

All fees are payable at the time of enrolment. Please make cheques payable to East Riding College (postdated cheques will not be accepted).

### Do I qualify for reduced fees?

The following learners may be entitled to pay the reduced fee:

- People in receipt of:
  - Jobseeker's Allowance
  - Income Support
  - Working Tax Credit if household income is less than £15,276
  - Pension Credit (Guarantee Credit only)
  - Housing Benefit
  - Council Tax Benefit
  - Income-related Employment and Support Allowance (ESA)
- Unwaged dependants (as defined by Jobcentre Plus) of those listed above
- Offenders who are serving their sentence in the community
- Learners studying programmes where the course is Basic Skills (does not include ESOL)
- Asylum seekers in receipt of the equivalent of an income-related benefit, and their dependants
- Learners studying their first full level two qualification
- 19 to 25-year-old learners studying their first full level three qualification

It is important to bring evidence of entitlement with you as you enrol. The College also has a Learner Support Fund which may be able to assist with expenses related to your studies.

For higher education, such as foundation degrees, PGCE, and Cert Ed, you may be entitled to apply for a fee grant, maintenance grant and student loan. Ask to speak to a guidance officer for full details.

Reduced fees **DO NOT APPLY TO ALL COURSES**. Learners who are not British citizens, do not come from the European Union or are returning from living abroad should phone for details of overseas fees. If your employer is paying your fees, you must have written confirmation from your employer at the time of enrolment.

### Refund policy

All fee refund requests need to be made in the first instance to the learner services department. Fees will only be refunded in specific circumstances. Call 0845 120 0037 for details of our refund policy.

### How to enrol

You can enrol throughout the summer at our Beverley and Bridlington sites. We are open for enrolment Monday to Friday between 10am and 4pm.

If you would like to talk to someone in more detail about a course, please come to one of our open events (see page 4 for details) when there will be a range of staff available to help you make the right choice.

### Exam dates

The examination dates and times are co-ordinated by the individual examination boards and not East Riding College. This may result in your exam being held on a different day and time from your normal class.

You may therefore be expected to attend during the day.

**Please note:** The College reserves the right to close classes at the Principal's discretion.

## BUSINESS AND ADMINISTRATION

	DURATION	START DATE	DAY-TIME	VENUE	FULL FEE	REDUCED FEE	TRAIN TO GAIN FEE	CODE
<b>NVQ level two Business Administration (i)*</b>	Flexible	Flexible	Flexible	Workplace	£555	£105	£0	TBC
<b>NVQ level three Business Administration (i)</b>	Flexible	Flexible	Flexible	Workplace	£555	£105	£0	TBC
<b>NVQ level two Distribution, Warehouse and Storage (i)*</b>	Flexible	Flexible	Flexible	Workplace	£555	£105	£0	TBC
<b>NVQ level two Retail Skills (i)</b>	Flexible	Flexible	Flexible	Workplace	£555	£105	£0	TBC
<b>NVQ level three Retail Skills (i)</b>	Flexible	Flexible	Flexible	Workplace	£555	£105	£0	TBC
<b>NVQ level two Customer Service (i)*</b>	Flexible	Flexible	Flexible	Workplace	£555	£105	£0	TBC
<b>NVQ level three Customer Service (i)</b>	Flexible	Flexible	Flexible	Workplace	£555	£105	£0	TBC
<b>NVQ level two Cleaning and Support Services (i)</b>	Flexible	Flexible	Flexible	Workplace	£555	£105	£0	TBC

\* e-learning available

## CONSTRUCTION

<b>Further Brickwork Skills (i)</b>	TBC	TBC	TUE & WED 6pm to 9pm	Bridlington	£600*	TBC	n/a	TBC
<b>Woodworking Machine Competency Training (i)</b>	One day	Flexible	Flexible	Bridlington	£600*	TBC	n/a	TBC
<b>Abrasive Wheels Training (i)</b>	One day	Flexible	Flexible	Bridlington	£600*	TBC	n/a	TBC
	One day	Flexible	Flexible	Workplace	£600*	TBC	n/a	TBC
<b>Mobile Scaffold Training (i)</b>	One day	Flexible	Flexible	Bridlington	£600*	TBC	n/a	TBC
<b>Construction Skills Certification Scheme (Course and test) (i)</b> For experienced workers For beginners	One day	Flexible	Flexible	Bridlington	£450*	n/a	n/a	TBC
	Two days	Flexible	Flexible	Bridlington	£800*	n/a	n/a	TBC
	One hour	Flexible	Flexible	Bridlington	£35	n/a	n/a	TBC
<b>Construction Skills Certification Scheme (Test only) (i)</b>	One hour	Flexible	Flexible	Bridlington	£35	n/a	n/a	TBC
<b>NVQ level two Brickwork (i)</b>	Flexible	Flexible	Flexible	Workplace	£555	n/a	£0	TBC
<b>NVQ level three Brickwork (i)</b>	Flexible	Flexible	Flexible	Workplace	£583	n/a	£0	TBC
<b>NVQ level two Industrial Building Systems OSAT (i)</b>	Flexible	Flexible	Flexible	Workplace	£555	n/a	£0	05NVIBS2A-E3
<b>NVQ level two Joinery (i)</b>	Flexible	Flexible	Flexible	Workplace	£555	n/a	£0	TBC
<b>NVQ level three Joinery (i)</b>	Flexible	Flexible	Flexible	Workplace	£555	n/a	£0	TBC
<b>Multi-skills Construction Units (i)</b>	Flexible	Flexible	MON & THU 6pm to 9pm	Bridlington	TBC	n/a	n/a	TBC

\* Per group. Individual costs are subject to group size and demand

## EARLY YEARS

<b>BTEC First Diploma in Children's Care, Learning and Development (i)</b>	Flexible	Flexible	Flexible	Beverly	£631	£108	n/a	01FDCLD21-G2
	Flexible	Flexible	Flexible	Bridlington	£631	£108	n/a	01FDCLD21-S2
<b>BTEC National Certificate in Children's Care, Learning and Development (i)</b>	Flexible	Flexible	Flexible	Beverly	TBC	TBC	n/a	TBC
<b>NVQ level two Children's Care, Learning and Development (i)</b>	One year	Flexible	Flexible	Workplace	£375	£106	£0	01NVCLD21-G3
<b>NVQ level three Children's Care, Learning and Development (i)</b>	18 months	Flexible	Flexible	Workplace	£555	£131	£0	01NVCLD31-G3
<b>NVQ level two Supporting Teaching and Learning in Schools (i)</b>	Flexible	Flexible	Flexible	Beverly	£375	£106	£0	13NVSTL21-G3
	Flexible	Flexible	Flexible	Bridlington	£375	£106	£0	13NVSTL21-S3
<b>Level two Certificate in Supporting Teaching and Learning in Schools (i)</b>	One year	Flexible	Flexible	Beverly	TBC	TBC	n/a	TBC
	One year	Flexible	Flexible	Bridlington	TBC	TBC	n/a	TBC
<b>NVQ level three Supporting Teaching and Learning in Schools (i)</b>	18 months	Flexible	Flexible	Beverly	£555	£131	£0	01NVPLY21-G3
	18 months	Flexible	Flexible	Bridlington	£555	£131	£0	01NVPLY21-S3
<b>NVQ level two Play Work (i)</b>	One year	Flexible	Flexible	Workplace	£375	£106	£0	01NVPLY21-G3
<b>NVQ level three Play Work (i)</b>	18 months	Flexible	Flexible	Workplace	£555	£131	£0	01NVPLY31-G3
<b>NVQ level four Play Work (i)</b>	Two years	Flexible	Flexible	Workplace	£865	n/a	n/a	01NVPLY41-G3

## ENGINEERING

	DURATION	START DATE	DAY-TIME	VENUE	FULL FEE	REDUCED FEE	TRAIN TO GAIN FEE	CODE
<b>NVQ level two Performing Engineering Operations (i)</b> This course is available with a focus on electrical, mechanical, marine, welding and manufacturing trades	Flexible	Flexible	Flexible	Workplace	£565	£109	£0	TBC
<b>NVQ level two Performing Manufacturing Engineering (i)</b>	Flexible	Flexible	Flexible	Workplace	£565	£109	£0	TBC
<b>NVQ level two Vehicle Maintenance and Repair (i)</b>	Flexible	Flexible	Flexible	Workplace	£622	£122	£0	TBC
<b>NVQ level three Vehicle Maintenance and Repair (i)</b>	Flexible	Flexible	Flexible	Workplace	£555	£105	£0	TBC
<b>NVQ level two Motor Cycle Maintenance and Repair (i)</b>	Flexible	Flexible	Flexible	Workplace	£622	£122	£0	TBC
<b>Diploma Electrical Installations 17th Edition (i)</b>	17 weeks 17 weeks	Flexible Flexible	Flexible Flexible	Beverley Bridlington	£330 £330	£130 £130	n/a n/a	04DPEIN3A-G2 04DPEIN3B-S2
<b>Electrical Installations 17th Edition Update (i)</b>	One day One day	Flexible Flexible	Flexible Flexible	Beverley Bridlington	£205 £205	n/a n/a	n/a n/a	04OTEIU3A-G3 04OTEIU3B-S3
<b>Diploma in Automotive Air Conditioning and Climate Control (i)</b>	18 weeks 18 weeks	05/01/10 06/01/10	TUE 6.30pm to 9pm WED 6.30pm to 9pm	Beverley Bridlington	£385 £385	n/a n/a	n/a n/a	04DPCCC3A-G2 04DPCCC3B-S2

## HAIRDRESSING, BEAUTY AND HOLISTIC THERAPIES

<b>Level two Certificate in Nail Art*</b> You must hold level two manicure qualification. Plus kit	13 weeks 13 weeks	03/02/10 03/02/10	WED 6pm to 9pm WED 6pm to 9pm	Beverley Bridlington	£110+ £110+	£30+ £30+	n/a n/a	07CTNAI2A-G2 07CTNAI2B-S2
<b>Level three Artificial Nail Techniques*</b> You must hold level two manicure qualification. Plus kit	20 weeks 20 weeks	26/01/10 26/01/10	TUE 6pm to 9.30pm TUE 6pm to 9.30pm	Beverley Bridlington	£200+ £200+	£32+ £32+	n/a n/a	07UNANT3A-G2 07UNANT3B-S2
<b>Hot Stone Massage</b> You must hold level three body massage qualification	Three weeks Three weeks	25/01/10 24/02/10	MON 6pm to 9pm WED 6pm to 9pm	Beverley Bridlington	£80 £80	n/a n/a	n/a n/a	070THSMIA-G2 070THSMIB-S2
<b>Reiki One</b>	One day One day	16/02/10 15/02/10	TUE 9.30am to 4pm MON 9.30am to 4pm	Beverley Bridlington	£75 £75	n/a n/a	n/a n/a	070TRK11B-G3 070TRK11A-S3
<b>Reiki Two</b> You must hold Reiki One certificate	One day	30/03/10	TUE 9.30am to 4pm	Bridlington	£95	n/a	n/a	070TRK22A-S3
<b>Thermal Auricular Ear Candling</b>	Three hours Three hours	14/04/10 14/04/10	WED 6pm to 9pm WED 6pm to 9pm	Beverley Bridlington	£55 £55	n/a n/a	n/a n/a	070TAECIB-G2 070TAECIA-S2

\* You must also complete the Certificate in Working in the Beauty Industry (fee £45) during or before these courses. † Plus £30 materials ‡ Plus £10 materials

All the above courses will require the purchase of an East Riding College uniform, except for students on Thermal Auricular Ear Candling and Reiki. Some will also require additional specialist kits. This information will be given during induction. Call 01482 306677 for further details.

## HEALTH AND SOCIAL CARE

<b>BTEC First Diploma in Health and Social Care (i)</b>	Flexible	January	Flexible	Beverley	£631	£108	£0	01FDCLD21-G3
<b>NVQ level two Health and Social Care (i)</b>	One year	Flexible	Flexible	Workplace	£375	£106	£0	01NVHSC21-G3
<b>NVQ level three Health and Social Care (i)</b>	18 months	Flexible	Flexible	Workplace	£555	£131	£0	01NVHSC31-G3
<b>NVQ level four Health and Social Care (i)</b>	Two years	Flexible	Flexible	Workplace	£840	n/a	n/a	01NVHSC41-G3
<b>NCFE level two Award in Helping Skills (i)</b>	14 weeks 14 weeks	13/01/10 13/01/10	WED 6pm to 9pm WED 6pm to 9pm	Beverley Bridlington	£200 £200	£48 £48	n/a n/a	01CTCOU2D-G2 01CTCOU2C-S2
<b>NCFE level three Award in Counselling Skills and Theory (i)</b>	23 weeks	04/01/10	MON 5.30pm to 9pm	Bridlington	£320	£77	n/a	01CTCOU3B-S2



Come to one of our open events and talk to a tutor about full-time, part-time and higher education courses. See what the College looks like and have a walk round the buildings

**Beverley, Gallows Lane site**

Wednesday, 3 February 2010, 4pm to 7pm  
and Saturday, 13 March 2010, 10am to 1pm

**Bridlington, St Mary's Walk site**

Wednesday, 10 February 2010, 4pm to 7pm  
and Saturday, 20 March 2010, 10am to 1pm

# Unemployed? Get the skills you need to get back into work with our specially designed courses. Call 0845 120 0037 and ask for employer engagement.

If you're unemployed, we can help you get back into employment by boosting your existing skills or giving you skills in a new work area.

With the help of employers throughout the region, we have developed a series of short courses which will improve your job prospects and give you the confidence you need to secure work.

These courses give you essential skills in 12 different areas of work and you will get an East Riding College certificate of achievement if you successfully complete them. Some include qualifications which are directly relevant to the area of work and which employers look for in potential staff.

Courses range from three days to eight weeks long and all are designed to ensure they don't affect your benefit payments.

If you are interested in more than one area of work, let us know - you

may be eligible to take more than one course. Courses are held mostly in Beverley and Bridlington but can be held anywhere in the East Riding and Hull if there is enough demand.

They are available in the following areas of work:

- Administration**
- Care**
- Catering**
- Cleaning**
- Construction**
- Early Years / Child Care**
- Food Manufacture**
- Hospitality**
- Information Technology**
- Teacher / Trainer (Learning and Development)**
- Management / Team Leading**
- Retail and Customer Service**

To find out more or to register on a course, call East Riding College on 0845 120 0037. Alternatively, text "erc work" to 60999 and we'll call you back.

## HOSPITALITY, CATERING AND FOOD MANUFACTURE

	DURATION	START DATE	DAY-TIME	VENUE	FULL FEE	REDUCED FEE	TRAIN TO GAIN FEE	CODE
<b>NVQ level two Food Manufacture (i)</b>	Flexible	Flexible	Flexible	Workplace	£555	£105	£0	TBC
<b>NVQ level three Food Manufacture (i)</b>	Flexible	Flexible	Flexible	Workplace	£555	£105	£0	TBC
<b>NVQ level one Food Preparation and Cooking (i)</b>	33 weeks	Flexible	Flexible	Beverley	£472	£100	£0	07NVFPC11-G3
	33 weeks	Flexible	Flexible	Bridlington	£472	£100	£0	07NVFPC11-S3
	33 weeks	Flexible	Flexible	Workplace	£472	£100	£0	TBC
<b>NVQ level two Food Preparation and Cooking (i)</b>	33 weeks	Flexible	Flexible	Beverley	£472	£99	£0	07NVFPC21-G3
	33 weeks	Flexible	Flexible	Bridlington	£472	£99	£0	07NVFPC21-S3
	33 weeks	Flexible	Flexible	Workplace	£472	£99	£0	TBC
<b>NVQ level three Food Preparation and Cooking (i)</b> Two year programme, details are per year	33 weeks	Flexible	Flexible	Beverley	£472	£99	£0	07NVFPC31-G3
	33 weeks	Flexible	Flexible	Bridlington	£472	£99	£0	07NVFPC31-S3
	33 weeks	Flexible	Flexible	Workplace	£472	£99	£0	TBC
<b>NVQ level two Food and Drink Service (i)</b>	33 weeks	Flexible	Flexible	Beverley	£441	£99	£0	07NVFDS21-G3
	33 weeks	Flexible	Flexible	Bridlington	£441	£99	£0	07NVFDS21-S3
	33 weeks	Flexible	Flexible	Workplace	£441	£99	£0	TBC
<b>NVQ level two Food Processing and Cooking (i)</b>	Flexible	Flexible	Flexible	Workplace	£441	£99	£0	TBC
<b>NVQ level three Hospitality Supervision (i)</b>	Flexible	Flexible	Flexible	Workplace	£472	£99	£0	TBC
<b>NVQ level two Multi-skilled Hospitality (i)</b>	Flexible	Flexible	Flexible	Workplace	£555	£105	£0	TBC

## KEY AND BASIC SKILLS



**Move on Literacy, Numeracy and ESOL Skills for life qualifications.** From entry level to level two. Enrolling throughout the year, available at our Beverley, Bridlington and Hull sites. Flexible training in the workplace is also available. Call us on 0845 120 0037 for further information.

<b>Level one Adult Numeracy – Blended Learning (i)</b>	One week	Flexible	Flexible	Beverley	£0	n/a	n/a	TBC
	One week	Flexible	Flexible	Bridlington	£0	n/a	n/a	TBC
	One week	Flexible	Flexible	Hull	£0	n/a	n/a	TBC
	One week	Flexible	Flexible	Workplace	£0	n/a	n/a	TBC
<b>Level one Adult Literacy – Blended Learning (i)</b>	One week	Flexible	Flexible	Beverley	£0	n/a	n/a	TBC
	One week	Flexible	Flexible	Bridlington	£0	n/a	n/a	TBC
	One week	Flexible	Flexible	Hull	£0	n/a	n/a	TBC
	One week	Flexible	Flexible	Workplace	£0	n/a	n/a	TBC

## LANGUAGES

<b>Entry three ABC Beginners Spanish</b>	20 weeks	04/01/10	MON 1pm to 3pm	Beverley	£130	£45	n/a	12OTSPAIE-G3
	20 weeks	06/01/10	WED 6pm to 8pm	Beverley	£130	£45	n/a	12OTSPAIEG-G2
	20 weeks	07/01/10	THU 6.45pm to 8.45pm	Beverley	£130	£45	n/a	12OTSPAIEH-G2
	20 weeks	06/01/10	WED 1pm to 3pm	Bridlington	£130	£45	n/a	12OTSPAIEJ-S3
<b>Entry three ABC Beginners French</b>	20 weeks	04/01/10	MON 7pm to 9pm	Beverley	£130	£45	n/a	12OTFREED-G2
<b>Entry three ABC Beginners Italian</b>	20 weeks	07/01/10	THU 7pm to 9pm	Beverley	£130	£45	n/a	12OTITAEB-G2

Courses marked (i) you will need an interview (either in person or by phone) with the tutor for this course. Please contact learner services for further details. N.B. Train to Gain fee relates to course available fully funded under the Train to Gain initiative, subject to availability.

MANAGEMENT	DURATION	START DATE	DAY-TIME	VENUE	FULL FEE	REDUCED FEE	TRAIN TO GAIN FEE	CODE
<b>NVQ level two Team Leading</b>	Flexible	Flexible	Flexible	Workplace	£555	£105	£0	TBC
<b>ILM level two Award in Team Leading</b>	22 hours	Flexible	Flexible	Workplace	Subject to numbers			TBC
<b>ILM level two Certificate in Team Leading</b>	65 hours	Flexible	Flexible	Workplace	Subject to numbers			TBC
<b>ILM level three Award in First Line Management</b>	12 weeks	Flexible	Flexible	Workplace	£145	n/a	n/a	TBC
<b>ILM level three Certificate in First Line Management</b>	120 hours	Flexible	Flexible	Workplace	Subject to numbers			TBC
<b>NVQ level three Management</b>	30 weeks	Flexible	Flexible	Bridlington	£1195	n/a	£0	15NVMAN31-S4
<b>NVQ level four Management</b>	30 weeks	Flexible	Flexible	Bridlington	£1245	n/a	n/a	15NVMAN41-S4
<b>NVQ level five Management</b>	30 weeks	Flexible	Flexible	Bridlington	£1295	n/a	n/a	15NVMAN51-S4
PROFESSIONAL								
<b>Professional Trainer Certificate</b>	Three weeks	January	Flexible TBC	Beverley	£322	£62	n/a	13CTPTC2A-G4
<b>NEBOSH National General Certificate</b> * Plus exam fee	13 weeks Flexible	08/02/10 Flexible	MON 9am to 4.30pm Flexible	Beverley Workplace	£550* Subject to numbers	n/a	n/a	01NGNEB3A-G4 TBC
<b>NEBOSH level six National Diploma in Health and Safety</b> † Plus registration and exam fee	44 weeks	11/01/10	THU TBC	Beverley	£1,750†	n/a	n/a	01NDNEB41-G4
<b>NEBOSH Certificate in Fire Safety and Risk Management</b> † Plus registration and exam fee	Eight weeks	06/01/10	WED 9am to 1pm	Beverley	£185†	n/a	n/a	01NCFRM3B-G4
<b>IOSH Managing Safely Certificate</b>	10 weeks	January	TBC	Beverley	£295	£35	£0	TBC
<b>IOSH Working Safely</b>	One day	TBC	TBC	Beverley	TBC	TBC	n/a	TBC
TRAINING AND DEVELOPMENT								
<b>City and Guilds 7317 V1 Award in Conducting IQA of Assessment (NVQ Internal Verifier Award)</b>	Flexible	Flexible	Flexible	Workplace	£680	n/a	n/a	13OTVER4A-S3
<b>City and Guilds 7317 A1 Award in Assessing Candidates (NVQ Assessor Award)</b>	Flexible	Flexible	Flexible	Workplace	£550	n/a	n/a	13OTA1A3A-S3
<b>City and Guilds 7317 A2 Award in Assessing Candidates Performance through Observation</b>	Flexible	Flexible	Flexible	Workplace	£420	n/a	n/a	13OTA2A3A-S3
<b>Level two Certificate in Learning Support</b>	24 weeks	Flexible	Flexible	Workplace	£300	n/a	n/a	TBC
<b>City and Guilds 7318 Learning and Development (units 9,11,12, and 13)</b>	Flexible	Flexible	Flexible	Workplace	£680	n/a	n/a	TBC
<b>City and Guilds 7318 D Unit three Learning and Development</b>	Flexible	Flexible	Flexible	Workplace	£550	n/a	n/a	TBC
<b>City and Guilds 7318 NVQ level three Learning and Development</b>	Flexible	Flexible	Flexible	Workplace	£1195	n/a	£0	TBC
<b>City and Guilds 7318 NVQ level three Direct Training and Support</b>	Flexible	Flexible	Flexible	Workplace	£1195	n/a	£0	TBC
<b>City and Guilds 7318 NVQ level four Learning and Development</b>	Flexible	Flexible	Flexible	Workplace	£1245	n/a	n/a	TBC
<b>City and Guilds 7318 NVQ level four Co-ordination of Learning and Development Provision</b>	Flexible	Flexible	Flexible	Workplace	£1245	n/a	n/a	13NVCLD41-E4
<b>City and Guilds 7318 NVQ level four Management of Learning and Development Provision</b>	Flexible	Flexible	Flexible	Workplace	£1245	n/a	n/a	13NVMLD41-E4
<b>Preparing to Teach in the Lifelong Learning Sector (PTLLS) (i)</b>	12 weeks 12 weeks 12 weeks	13/01/10 13/01/10 14/01/10	WED 9.30am to noon WED 6pm to 8.30pm THU 6pm to 8.30pm	Beverley Beverley Bridlington	£165 £165 £165	£67 £67 £67	n/a n/a n/a	13OTPTL3F-G3 13OTPTL3G-G2 13OTPTL3H-S2

Courses marked (i) you will need an interview (either in person or by phone) with the tutor for this course. Please contact learner services for further details.  
N.B. Train to Gain fee relates to course available fully funded under the Train to Gain initiative, subject to availability.

## SHORT COURSES

	DURATION	START DATE	DAY-TIME	VENUE	FULL FEE	REDUCED FEE	TRAIN TO GAIN FEE	CODE
<b>BIAB level two National Certificate for Personal Licence Holders</b>	One day	14/04/10	WED 9am to 5pm	Beverley	£129	n/a	n/a	07CTPLH2C-G3
	One day	05/02/10	FRI 9am to 5pm	Bridlington	£129	n/a	n/a	07CTPLH2B-S3
<b>CIEH level two Award Food Safety in Catering</b> Retail and Manufacturing options also available when delivering this course in the workplace	One day	12/01/10	TUE 9am to 4.30pm	Beverley	£49	n/a	n/a	01OTFSC2D-G3
	One day	25/03/10	THU 9am to 4.30pm	Beverley	£49	n/a	n/a	01OTFSC2F-G3
	One day	07/05/10	FRI 9am to 4.30pm	Beverley	£49	n/a	n/a	01OTFSC2H-G3
	One day	10/02/10	WED 9am to 4.30pm	Bridlington	£49	n/a	n/a	01OTFSC2E-S3
	One day	26/04/10	MON 9am to 4.30pm	Bridlington	£49	n/a	n/a	01OTFSC2G-S3
	One day	25/06/10	FRI 9am to 4.30pm	Bridlington	£49	n/a	n/a	01OTFSC2I-S3
	One day	Flexible	Flexible	Workplace	Subject to numbers			TBC
<b>CIEH level three Supervising Food Safety - Retail</b> *Over three weeks	Three days*	11/01/10	MON 9am to 4.30pm	Beverley	£149	n/a	n/a	01OTFSR3C-G3
	Three days*	04/05/10	TUE 9am to 4.30pm	Beverley	£149	n/a	n/a	01OTFSR3D-G3
<b>CIEH level three Supervising Food Safety - Catering</b> *Over three weeks	Three days*	11/01/10	MON 9am to 4.30pm	Beverley	£149	n/a	n/a	01OTSFC3C-G3
	Three days*	04/05/10	TUE 9am to 4.30pm	Beverley	£149	n/a	n/a	01OTSFC3D-G3
<b>CIEH level three Supervising Food Safety - Manufacturing</b> *Over three weeks	Three days*	11/01/10	MON 9am to 4.30pm	Beverley	£149	n/a	n/a	01OTFSM3C-G3
	Three days*	04/05/10	TUE 9am to 4.30pm	Beverley	£149	n/a	n/a	01OTFSM3D-G3
<b>CIEH level four Managing Food Safety - Manufacturing</b> *Over seven weeks	Seven days*	04/02/10	THU 9am to 4pm	Beverley	£299	n/a	n/a	01OTFMM4B-G3
	Seven days*	28/04/10	WED 9am to 4pm	Beverley	£299	n/a	n/a	01OTFMM4C-G3
<b>CIEH level four Managing Food Safety - Catering</b> *Over seven weeks	Seven days*	04/02/10	THU 9am to 4pm	Beverley	£299	n/a	n/a	01OTMFC4B-G3
	Seven days*	28/04/10	WED 9am to 4pm	Beverley	£299	n/a	n/a	01OTMFC4C-G3
<b>Emergency First Aid College Certificate</b>	One day	14/01/10	THU 9am to 4pm	Beverley	£49	n/a	n/a	01OTEFA1C-G3
	One day	15/03/10	MON 9am to 4pm	Beverley	£49	n/a	n/a	01OTEFA1E-G3
	One day	16/06/10	WED 9am to 4pm	Beverley	£49	n/a	n/a	01OTEFA1G-G3
	One day	17/02/10	WED 9am to 4pm	Bridlington	£49	n/a	n/a	01OTEFA1D-S3
	One day	19/04/10	MON 9am to 4pm	Bridlington	£49	n/a	n/a	01OTEFA1F-S3
	One day	Flexible	Flexible	Workplace	Subject to numbers			TBC
<b>First Aid at Work Certificate</b>	Three days	26/01/10	TUE 9am to 4.30pm	Beverley	£239	n/a	n/a	01CTFAWXB-G3
	Three days	24/05/10	MON 9am to 4.30pm	Bridlington	£239	n/a	n/a	01CTFAWXC-S3
	Three days	Flexible	Flexible	Workplace	Subject to numbers			TBC
<b>First Aid at Work Refresher</b>	Two days	02/02/10	TUE 9am to 4.30pm	Beverley	£149	n/a	n/a	01OTFAR1B-G3
	Two days	29/04/10	THU 9am to 4.30pm	Bridlington	£149	n/a	n/a	01OTFAR1C-S3
	Two days	Flexible	Flexible	Workplace	Subject to numbers			TBC
<b>Award in Health and Safety in the Workplace</b>	One day	24/02/10	WED 9am to 4.30pm	Beverley	£49	n/a	n/a	01OTHSW2C-G3
	One day	06/05/10	THU 9am to 4.30pm	Bridlington	£49	n/a	n/a	01OTHSW2D-S3
	One day	Flexible	Flexible	Workplace	Subject to numbers			TBC
<b>CIEH Principles of Manual Handling</b>	Half day	Flexible	Flexible	Workplace	Subject to numbers			TBC
<b>Paediatric First Aid Certificate – OFSTED/Surestart approved</b>	Two days	Flexible	Flexible	Workplace	Subject to numbers			TBC
<b>CIEH level three Award in Implementing Food Safety Management Procedures</b>	One day	Flexible	Flexible	Workplace	Subject to numbers			TBC
<b>Safer Food Better Business – College Certificate</b>	Half day	Flexible	Flexible	Workplace	Subject to numbers			TBC
<b>CIEH level two Award Health and Safety and Hygiene in Health and Social Care</b>	One day	Flexible	Flexible	Workplace	Subject to numbers			TBC
<b>CIEH Certificate in Stress Awareness</b>	One day	Flexible	Flexible	Workplace	Subject to numbers			TBC

## TRADE UNION STUDIES

**unionlearn** All courses run at the St James Centre, Hull. Elected trade union representatives have a statutory right to paid release from work to attend these courses. For more information contact the team on 01482 382545

<b>Disability Champions at Work</b>	Five weeks	22/02/10	MON 9am to 4pm	Hull	£0	n/a	n/a	TBC
	Five weeks	07/06/10	MON 9am to 4pm	Hull	£0	n/a	n/a	TBC
<b>Next Steps for Safety Reps – TUC stage two course</b>	12 weeks	14/04/10	THU 9am to 4pm	Hull	£0	n/a	n/a	TBC
<b>Health &amp; Safety Stage one</b>	12 weeks	04/01/10	MON 9am to 4pm	Hull	£0	n/a	n/a	TBC
	12 weeks	12/04/10	MON 9am to 4pm	Hull	£0	n/a	n/a	TBC
<b>Stepping Up – the advanced course for union reps</b>	12 weeks	07/01/10	THU 9am to 4pm	Hull	£0	n/a	n/a	TBC
<b>Union Learning Representatives</b>	Five weeks	13/01/10	WED 9am to 4pm	Hull	£0	n/a	n/a	TBC
	Five weeks	03/03/10	WED 9am to 4pm	Hull	£0	n/a	n/a	TBC
	Five weeks	14/04/10	WED 9am to 4pm	Hull	£0	n/a	n/a	TBC
	Five weeks	09/06/10	WED 9am to 4pm	Hull	£0	n/a	n/a	TBC
<b>Union Representatives</b>	12 weeks	05/01/10	TUE 9am to 4pm	Hull	£0	n/a	n/a	TBC
	12 weeks	13/04/10	TUE 9am to 4pm	Hull	£0	n/a	n/a	TBC
<b>Apprenticeship Awareness</b>	Three weeks	29/01/10	FRI 9am to 4pm	Hull	£0	n/a	n/a	TBC
<b>Apprenticeship Mentoring</b>	Two weeks	12/03/10	FRI 9am to 4pm	Hull	£0	n/a	n/a	TBC

## DISCOVER COURSES

	DURATION	START DATE	DAY-TIME	VENUE	FULL FEE	REDUCED FEE	TRAIN TO GAIN FEE	CODE
<b>10 Things You Didn't Know Your Computer Could Do</b>	10 weeks	13/01/10	WED 7pm to 9pm	Beverley	£65	£32.50	n/a	PCSP001
<b>Computers Don't Byte - Computers for Beginners, stage two</b>	10 weeks	11/01/10	MON 1pm to 3pm	Beverley	£65	£32.50	n/a	PCSP002
<b>Computers Don't Byte - Computers for Beginners, stage one</b>	10 weeks	12/01/10	TUE 3pm to 5pm	Beverley	£65	£32.50	n/a	PCSP003
<b>Photoshop for Beginners - step one</b>	10 weeks	12/01/10	TUE 4.30pm to 6.30pm	Beverley	£65	£32.50	n/a	PCSP057
<b>- step two</b>	10 weeks	12/01/10	TUE 6.45pm to 8.45pm	Beverley	£65	£32.50	n/a	PCSP007
<b>Introduction to Powerpoint</b>	Five weeks	11/01/10	MON 3pm to 5pm	Beverley	£32.50	n/a	n/a	PCSP004
<b>E-Mail and Internet Surfing Safely</b>	10 weeks	14/01/10	THU 3pm to 5pm	Beverley	£65	£32.50	n/a	PCSP005
<b>Photoshop</b>	10 weeks	12/01/10	TUE 1pm to 3pm	The Hinge	£65	£32.50	n/a	PCSP056
	10 weeks	13/01/10	WED 1pm to 3pm	West Hill	£65	£32.50	n/a	PCSP006
	10 weeks	12/01/10	TUE 7pm to 9pm	Driffield	£65	£32.50	n/a	PCSP008
<b>Drawing and Painting Using Various Media - Beginners and Improvers</b>	10 weeks	13/01/10	WED 9.30am to 11.30am	Minster Parish Hall	£65	£32.50	n/a	PCSP012
<b>Introduction to Dressmaking</b>	10 weeks	14/01/10	THU 7pm to 9pm	Bridlington	£65	£32.50	n/a	PCSP054
<b>Upholstery - Beginners</b>	10 weeks	12/01/10	TUE 9.30am to 11.30am	Beverley	£65	£32.50	n/a	PCSP015
<b>Upholstery - Beginners and Improvers</b>	10 weeks	15/01/10	FRI 9.30am to 11.30am	Beverley	£65	£32.50	n/a	PCSP016
<b>Drawing and Watercolour - Mixed Ability</b>	10 weeks	15/01/10	FRI 9am to 11am	Lund Village Hall	£65	£32.50	n/a	PCSP017
	10 weeks	15/01/10	FRI 11am to 1pm	Lund Village Hall	£65	£32.50	n/a	PCSP018
<b>Child Psychology - stage one</b>	10 weeks	12/01/10	TUE 6pm to 8pm	Beverley	£65	£32.50	n/a	PCSP019
<b>- stage two</b>	10 weeks	13/01/10	WED 7pm to 9pm	Beverley	£65	£32.50	n/a	PCSP055
<b>Introduction to the Theories of Counselling</b>	10 weeks	14/01/10	THU 7pm to 9pm	Bridlington	£65	£32.50	n/a	PCSP029
	10 weeks	14/01/10	THU 7pm to 9pm	Toll Gavel	£65	£32.50	n/a	PCSP031
<b>Introduction to Counselling</b>	10 weeks	14/01/10	THU 1.30pm to 3.30pm	Toll Gavel	£65	£32.50	n/a	PCSP033
	10 weeks	15/01/10	FRI 1.30pm to 3.30pm	Bridlington	£65	£32.50	n/a	PCSP030
<b>French Beginners</b>	10 weeks	13/01/10	WED 7pm to 9pm	Beverley	£65	£32.50	n/a	PCSP020
<b>French Improvers - stage one</b>	10 weeks	14/01/10	THU 7pm to 9pm	Beverley	£65	£32.50	n/a	PCSP022
<b>- stage two</b>	10 weeks	14/01/10	THU 7pm to 9pm	Beverley	£65	£32.50	n/a	PCSP023
<b>French Advanced - level three</b>	10 weeks	14/01/10	THU 1pm to 3pm	Beverley	£65	£32.50	n/a	PCSP024
<b>- stage one</b>	10 weeks	13/01/10	WED 10am to noon	Beverley	£65	£32.50	n/a	PCSP025
<b>- stage two</b>	10 weeks	13/01/10	WED 10am to noon	Beverley	£65	£32.50	n/a	PCSP026
<b>German Beginners</b>	10 weeks	12/01/10	TUE 7pm to 9pm	Beverley	£65	£32.50	n/a	PCSP027
<b>German Improvers - stage one</b>	10 weeks	13/01/10	WED 7pm to 9pm	Beverley	£65	£32.50	n/a	PCSP027
<b>German Advanced</b>	10 weeks	18/01/10	WED 3pm to 5pm	Beverley	£65	£32.50	n/a	PCSP058
<b>Italian Beginners</b>	10 weeks	12/01/10	TUE 7pm to 9pm	Beverley	£65	£32.50	n/a	PCSP028
<b>Spanish Beginners</b>	10 weeks	12/01/10	TUE 6pm to 8pm	Beverley	£65	£32.50	n/a	PCSP032
	10 weeks	11/01/10	WED 10am to noon	Bridlington	£65	£32.50	n/a	PCSP034
<b>Spanish Improvers - stage one and two</b>	10 weeks	12/01/10	TUE 6.30pm to 8.30pm	Beverley	£65	£32.50	n/a	PCSP037
<b>Spanish Conversation - advanced level three</b>	10 weeks	11/01/10	MON 6pm to 8pm	Beverley	£65	£32.50	n/a	PCSP038
	10 weeks	13/01/10	WED 1pm to 3pm	Beverley	£65	£32.50	n/a	PCSP039
	10 weeks	15/01/10	FRI 10am to noon	Beverley	£65	£32.50	n/a	PCSP040
<b>Introduction to British Sign Language</b>	10 weeks	12/01/10	TUE 7pm to 9pm	Bridlington	£65	£32.50	n/a	PCSP041
<b>Model Engineering Stages one and two</b>	10 weeks	12/01/10	TUE 7pm to 9pm	Beverley	£65	£32.50	n/a	PCSP042
<b>Basic Motor Vehicle Maintenance</b>	10 weeks	12/01/10	TUE 6.30pm to 8.30pm	Beverley	£65	£32.50	n/a	PCSP043
	10 weeks	13/01/10	WED 6.30pm to 8.30pm	Bridlington	£65	£32.50	n/a	PCSP044
<b>Basic Motor Cycle Maintenance</b>	10 weeks	TBC	TBC	Beverley	£65	£32.50	n/a	PCSP060
<b>Archaeology in the East Riding</b>	10 weeks	12/01/10	TUE 6pm to 8pm	Treasure House	£65	£32.50	n/a	PCSP045
<b>History of the East Riding</b>	10 weeks	12/01/10	TUE 6pm to 8pm	Treasure House	£65	£32.50	n/a	PCSP046
<b>Tracing your Family History</b>	10 weeks	12/01/10	TUE 7pm to 9pm	Beverley	£65	£32.50	n/a	PCSP047
<b>Criminology</b>	10 weeks	14/01/10	THU 7pm to 9pm	Beverley	£65	£32.50	n/a	PCSP051
<b>The Philosopher's Guide to the Galaxy</b>	10 weeks	13/01/10	WED 7pm to 9pm	Toll Gavel	£65	£32.50	n/a	PCSP048
<b>Managing Staff Effectively</b>	10 weeks	14/01/10	THU 6pm to 8pm	Beverley	£65	£32.50	n/a	PCSP052
<b>Guitar for Beginners and Improvers</b>	10 weeks	15/01/10	FRI 10am to noon	Beverley	£65	£32.50	n/a	PCSP053
<b>Dementia Awareness</b>	10 weeks	13/01/10	WED 1pm to 3pm	Beverley	£65	£32.50	n/a	PCSP059

Discover courses are delivered at the following locations: East Riding College, Gallows Lane, Beverley and St Mary's Walk, Bridlington, West Hill Community Centre, Bridlington, The Hinge Centre, Bridlington, Driffield School, Driffield, Lund Village Hall, Lund, Minster Parish Hall, Beverley, Toll Gavel United Church, Beverley and The Treasure House, Beverley.

## All our courses are enrolling now

Gallows Lane, Beverley, East Riding of Yorkshire. HU17 7DT

St Mary's Walk, Bridlington, East Riding of Yorkshire. YO16 7JW

St James Centre, 24-30 St James Street, Hull. HU3 2DH

0845 120 0037 [www.eastridingcollege.ac.uk](http://www.eastridingcollege.ac.uk) [info@eastridingcollege.ac.uk](mailto:info@eastridingcollege.ac.uk) text 'erc ask' to 60999

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