



wakefield
college

Part-Time Course Guide 2011/12

01924 789111

www.wakefield.ac.uk

...always learning



Welcome

Choosing to study a part-time course can be a daunting prospect. Whether you're studying to improve your prospects, to upgrade your qualifications, to help you to change your job or simply studying for pleasure, there is a huge array of courses and many different qualifications on offer to you.

This guide contains brief details of all the part-time courses available at Wakefield College and instructions on how to obtain further information to help you make your choice. Depending on your other commitments, you can choose a course running in the daytime or in the evening, and if you need advice to help you to come to a decision, our advisers can be contacted by phone or by email.

Wakefield College is committed to supporting the Wakefield community and our courses are offered in the city centre at our Wakefield campus, at our Thornes Park campus on the edge of the city and at the skillsXchange at Glasshoughton. At the College you can brush up your skills in English and maths, study for GCSEs, A levels, BTECs, City & Guilds, Access

courses, HNCs, HNDs, Foundation degrees, Honours degrees and professional qualifications.

Whatever you choose to study, you'll be in good company. Thousands of people study at Wakefield College every year - our average student is 24 years old and our oldest is 84 years young! Come and join us - we can help you to achieve your goals.

ویکیفیلڈ کالج میں ہم آپکو بہترین اور معیاری تجربہ سیکھنے کے مواقع میسر کرتے ہیں۔ یہاں پر ہر ایک کیلئے مواقع موجود ہیں جو آپکو اپنے ذاتی مقاصد میں کامیاب ہونے کیلئے مدد دیتے ہیں۔

स्वागत

वेकफील्ड कॉलेज में हम आपको सीखने के सबसे अच्छे संभावित अनुभव प्रदान करते हैं। हमारे पास हर एक के लिए मौके हैं, यह सभी आपको अपने व्यक्तिगत उद्देश्य प्राप्त करने में सहायता करने के लिए तैयार किए गए हैं।



Further Information & Applications

If you'd like further information about any of the courses featured in this guide, details of any other courses offered by Wakefield College or details of how to apply please see www.wakefield.ac.uk or call **01924 789111**.

The courses featured in this guide are for part-time study. They are targeted at those wishing to improve their prospects, qualifications or simply those who'd like to study for pleasure.

Wakefield College has a wide range of full-time courses available at many different levels to suit your needs. You can undertake an Apprenticeship with us, re-train by studying vocational skills such as hospitality and catering, electrical, electronic or mechanical engineering, ICT, construction skills, plumbing, motor

vehicle maintenance and repair, electrical installation, carpentry or joinery. There are also courses in sport, public services, hair and beauty, science, childcare, health and social care and business and management, but our courses can take you into many different and exciting areas such as music, media, art design, the performing arts or travel and tourism.

If higher education is your ambition, you can also study for a degree, HND or HNC with us - the College has higher education courses which are vocationally focussed and can be studied on a part-time or full-time basis.

For further details please see www.wakefield.ac.uk and follow the links or call 01924 789111 for advice and to receive a copy of our Higher Education prospectus.

Enrolment Dates & Times

Please enrol at the Campus where your course is to be held, on the dates specified below.

Enrolment dates and times for each Campus.

JULY 13 **Wednesday 13th July**
Wakefield Campus 2pm - 7pm
Catering & Hospitality, Core Science, Counselling, GCSE English, GCSE Maths, Information Technology, A Level Sociology and Travel and Tourism.

JULY 13 **Wednesday 13th July**
skillsXchange 10am - 7pm
Engineering and Motor Vehicle courses.

JULY 14 **Thursday 14th July**
skillsXchange 10am - 7pm
Construction courses.

JULY 14 **Thursday 14th July**
Thornes Park Campus 10am - 7pm
Business, Management & Finance, Floristry, Fitness & Health Instruction and Sports Massage courses.

Additional enrolments days (all campuses)

Tuesday 30th August 9am - 4.30pm

Wednesday 31st August 9am - 4.30pm

Thursday 1st September 9am - 7.30pm

Friday 2nd September 9am - 4pm

For all other courses contact the College on 01924 789111 for details on how to apply.

Dates for Your Diary

OCT 6 **Wakefield Campus Open Evening**
6pm - 8pm, Thursday, 6th October 2011

OCT 13 **skillsXchange Open Evening**
6pm - 8pm, Thursday, 13th October 2011

OCT 20 **Thornes Park Campus Open Evening**
6pm - 8pm, Thursday, 20th October 2011

Course Information

Not sure which is the best course for you?
Need more information to help you decide?
Need advice about qualifications?

Phone: **01924 789111** or
eMail: courseinfo@wakefield.ac.uk

Course Information provides information, advice and guidance about our full range of courses.

Do you run a business or manage a team of people?

If you're looking to

- Upskill your team
- Increase productivity
- Enhance performance
- Improve efficiency & effectiveness

The Services to Business team is here to help you. Services to Business is the commercial division of Wakefield College offering a broad range of demand led training and development solutions.

Talk to us about your needs.

Call **01924 789715** or email servtobusiness@wakefield.ac.uk or visit www.servicesto.biz



Apprenticeships have changed!

They are no longer just for young people - now anyone in employment can do an Apprenticeship.

We offer Apprenticeships in the following areas:-

Accounts, Business & Administration, Brickwork, Carpentry & Joinery, Customer Service, Dental Nursing, Engineering, Electrical Installation, Hairdressing, Health & Social Care, Hospitality & Catering, Logistics, Motor Vehicle, Plumbing and Warehousing & Storage.

Interested?

Call the Apprenticeship Department: 01924 789469
eMail: apprenticeships@wakefield.ac.uk
Visit: www.wakefield.ac.uk/apprenticeships



Course Listings

Key

Level: In many subjects Wakefield College offers courses at various levels, dependent on the degree of difficulty of the course, e.g. a level 1 course is generally for someone seeking a first qualification in a subject and a level 5 course is a foundation degree qualification.

Location: **WC** Wakefield Campus **WP** Work Place **DL** Online/Distance Learning
TP Thornes Park Campus **CC** Community Centre
sXc skillsXchange **LTC** Logistics Training Centre

COURSE NAME	LEVEL	DURATION	LOCATION
Access to Higher Education			
Access to Higher Education	3	2 years	WC
Accounting & Book-keeping			
SAGE Payroll		1 day	WC
SAGE Accounts		1 day	WC
SAGE Further Accounts and Stock Control		1 day	WC
Award in Computerised Accounts (Using SAGE)	1	30 hours	WC
Award in Manual Book-keeping & Accounts	1	30 hours	WC
Award in Manual Book-keeping & Accounts	2	30 hours	WC
Award in Computerised Accounts (Using SAGE)	2	30 hours	WC
Award in Computerised Accounts (Using SAGE)	3	42 hours	WC
Apprenticeships in Accountancy	2,3	1 year	TP
Association of Accounting Technicians	2,3,4		TP
Administration			
See Business, Management & Administration on page 3, also see Customer Service on page 4.			
Art, Design & Media			
Using a Digital Camera	0	2 hours	WC, CC
Photography Workshop	0	6 weeks	TP
Using Photoshop: Repairing & Enhancing Photographic Images	1	5 weeks	CC
Foundation Degree in Commercial Photography	5	2 years	TP
Foundation Degree in Web Design	5	2 years	TP
Basic Skills/English & Maths			
English Workshops	Various	Various	WC, sXc, CC
Maths Workshops	Various	Various	WC, sXc, CC
GCSE English	2	1 year	WC, TP, sXc
GCSE Maths	2	1 year	WC, TP, sXc
Beauty Therapy, Holistics & Hairdressing			
Diploma in Barbering	2	1 year	sXc
Diploma in Nail Treatments	2	22 weeks	sXc
Apprenticeships in Hairdressing NVQ Diploma	2	18-24 mths	sXc
Beauty Specialist Techniques Diploma	2	1 year	sXc
Certificate/Diploma in Women's Hairdressing	2	2 years	sXc
Diploma in Aromatherapy Massage	3	1 year	sXc
Swedish Massage	3	1 year	sXc
Reflexology Diploma	3	1 year	sXc
Diploma in Massage Therapy	3	1 year	sXc
Beauty Therapy Treatments Diploma	3	1 year	sXc
Indian Head Massage Diploma	3	15 weeks	sXc
Diploma in Hairdressing	3	1 year	sXc
Nail Technology Diploma	3	1 year	sXc
Diploma in Stone Therapy	3	15 weeks	sXc
Diploma in Barbering	3	18 weeks	sXc
Business, Management & Administration			
Organising & Participating in Meetings		3 hours	TC, sXc, WP
NVQ Certificate in Business & Administration	2	9 months	WP
ILM NVQ Certificate in Team Leading	2	6-12 mths	WP
ILM Award in Team Leading	2	8 weeks	TP

COURSE NAME	LEVEL	DURATION	LOCATION
ILM Certificate for Professional Workplace Coaches	3	12 weeks	TC
ILM NVQ Certificate in Management	3	9-12 mths	WP
ILM First Line Management Award	3	12 weeks	TP
ILM Certificate in Leadership & Management Skills	3	14 weeks	TP
Access to Higher Education (Business Pathway)	3	2 years	WC
CMI Award in Project Management	3	5 days	TP
NVQ Diploma in Business & Administration	3	12 months	WP
HNC in Business	4	18 months	TP
Foundation Degree in Retail, Logistics or Business	4,5	3-4 years	TP
Foundation Degree in Management for Children's Care	4,5	3 years	TP
Foundation Degree in Management & Business Enterprise	4,5	2 years	TP
CMI Diploma in Management & Leadership	5	1 year	TP
ILM NVQ Diploma in Management	5	12-18 mths	WP
HND in Business	5	18 months	TP
BA (Hons) in Business & Management	6	12-18 mths	TP
BA (Hons) in Business & Management (Part-time)	6	18 mths	TP
CMI Diploma in Strategic Management & Leadership	7	1 year	TP
Childcare & Early Years			
Child Protection/Safeguarding Children and Young People		5 hours	
Certificate for the Children and Young People's Workforce	2	10 mths	WC, sXc
Diploma for the Children and Young People's Workforce	3	1 year	WC, sXc
Diploma in Playwork	3	16 mths	WC, TP, sXc
Foundation Degree in Young Children's Learning & Development	4,5	3 years	sXc
Foundation Degree in Management for Children's Care	4,5	3 years	TP
BA Early Years with EYPS	6	15 months	sXc
Classroom Assistants			
Certificate in Supporting the Wider Curriculum in Schools	2	6-8 mths	sXc
Certificate in Supporting Teaching and Learning in Schools	2	8 mths	sXc
Certificate in Supporting Teaching and Learning in Schools	3	8-10 mths	sXc
Certificate in Cover Supervision of Pupils in Schools	3	8-10 mths	sXc
Diploma in Specialist Support for Teaching & Learning in Schools	3	8-12 mths	sXc
Foundation Degree in Learning Support	5	3 years	WC
Computing & ICT			
First Steps with Your Computer		8 hours	WC, sXc, CC
IT Skills Development Workshop		10-20 hrs	WC, sXc, CC
Access 2007 Introductory/Intermediate Course		1 day	WC
Access Advanced Course		1 day	WC
Excel 2007 Introductory/Intermediate Course		1 day	WC
Excel 2007 Advanced Course		1 day	WC
PowerPoint 2007 Introductory/Intermediate Course		1 day	WC
PowerPoint 2007 Advanced Course		1 day	WC
Word 2007 Introductory/Intermediate Course		1 day	WC
Word 2007 Advanced Course		1 day	WC
Using a Digital Camera	0	2 hours	WC, CC
IT Foundations	0	30 hours	WC, sXc, CC
ECDL Essentials - ITQ Award	1	21 weeks	WC, sXc, DL
OCR ITQ Award/Certificate in IT User Skills	1	20-25 wks	WC, sXc, CC, DL
Keyboarding BCS e-Type	1,2	12-14 wks	DL
OCR Award in Text Processing	1,2,3	20-25 wks	DL
Award in Text Processing (Business Professionals)	1,2,3	60-90 hrs	WC, sXc

COURSE NAME	LEVEL	DURATION	LOCATION
QCF Award/Certificate/Diploma for IT Users (ITQ)	1, 2, 3	10-18 mths	WC
OCR ITQ Certificate in IT User Skills	2	40 weeks	WC, sXc, CC, DL
OCR Presentation Software	2	36 hours	WC, sXc
OCR Presentation Software	2	40 hours	DL
OCR Word Processing Software	2	36 hours	WC, sXc, CC
OCR Word Processing Software	2	13 weeks	DL
OCR Database Software	2	36 hours	WC, sXc, CC
OCR Spreadsheet Software	2	36 hours	WC, sXc, CC
OCR Spreadsheets Software	2	13 weeks	DL
OCR Database Software	2	13 weeks	DL
ECDL Extra - ITQ Certificate	2	40 weeks	WC, sXc, DL
IT Training Solutions	1, 2, 3	Flexible	DL
ECDL Advanced Word Processing	3	13 weeks	DL
ECDL Advanced Presentation	3	13 weeks	DL
ECDL ITQ Certificate in IT User Skills	3	60 weeks	DL
ECDL Advanced Spreadsheets	3	16 weeks	DL
ECDL Advanced Databases	3	16 weeks	DL
HNC Computing (General)	4	2 years	WC
Foundation Degree in Computing	5	2 years	WC
Construction			
Apprenticeship in Plumbing	2	2 years	sXc
Apprenticeships in Brickwork	2	24 months	sXc
Plumbing Level 2 Certificate (Part-time)	2	1 year	sXc
Portable Appliance Testing (PAT) City & Guilds 2377	3	2 weeks	sXc
Portable Appliance Testing	3	5 days	sXc
BTEC Diploma in Construction & Built Environment (QCF)	3	2 years	sXc
Advanced Apprenticeships in Electrical Installation NVQ	3	3 years	sXc
Apprenticeships in Carpentry & Joinery or Bench Joinery	2, 3	2-3 years	sXc
City & Guilds 2330 Electrotechnical Technology (Buildings & Structures) Certificate	2, 3	3 years	sXc
City & Guilds 2382: 17th Edition IEE Wiring Regulations BS7671	3	12 wks or 5 days	sXc
Advanced Apprenticeship in Bricklaying	3	1 year	sXc
BTEC Diploma in Construction and the Built Environment (Civil Engineering)	3	2 years	sXc
BTEC Diploma in Construction and the Built Environment (Building Services Engineering)	3	2 years	sXc
HNC Diploma in Construction and the Built Environment (Construction Pathway)	4	2 years	sXc
HNC Diploma in Construction and the Built Environment (Civil Engineering Pathway)	4	1-2 years	sXc
HNC Diploma in Construction and the Built Environment (Building Services Engineering Pathway)	4	1-2 years	sXc
HND Diploma in Construction and the Built Environment (Civil Engineering Pathway)	5	1-2 years	sXc
HND Diploma in Construction and the Built Environment (Construction Pathway)	5	2 years	sXc
Counselling Skills			
Award in Counselling Concepts	2	10 weeks	WC
Counselling Skills Certificate	3	150 hours	WC
Development in Counselling Skills	3	10 weeks	WC
Customer Service			
Professional Telephone Techniques		2 hours	WC, WP
Introductory Certificate in Customer Service	1	7 hours	WC, WP
Conflict Handling	1	1 or 2 days	WC, TP, WP
Customer Service NVQ Certificate/Diploma	2, 3	6-12 mths	WC, WP
Dance			
HND Diploma in Performing Arts (Performance) Dance	5	2 years	TP

Location Key: WC Wakefield Campus WP Work Place DL Online/Distance Learning
 TP Thornes Park Campus CC Community Centre
 sXc skillsXchange LTC Logistics Training Centre

COURSE NAME	LEVEL	DURATION	LOCATION
Dental Nursing			
Certificate in Orthodontic Nursing		6 days	WC
Certificate in Oral Health Education		6 days	WC
Certificate in Dental Radiography		6 days	WC, WP
Dental Nurse Operator/Infection Control Awareness	Other	3 hours	WC, WP
Advanced Apprenticeship in Dental Nursing	3	18 mths	WC, Other
Diploma in Dental Nursing (QCF)	3	12-18 mths	WC, WP
Digital Imaging			
Using Photoshop: Repairing & Enhancing Photographic Images	1	5 weeks	CC
Distribution			
See Warehousing on page 6 or Logistics on page 5.			
Drama			
HND Diploma in Performing Arts (Performance) Theatre	5	2 years	TP
Employability Skills			
Certificate in Employability and Personal Development (QCF)	2	4 weeks	WC
Engineering			
City & Guilds 3268 Introductory Award in Welding Skills	1	25 weeks	sXc
City & Guilds 4353-21 CAD Parametric Modelling	1	20 weeks	DL
City and Guilds 4353-21 CAD Parametric Modelling	1	17 Weeks	sXc
Performing Engineering Operations (Mechanical) NVQ	2	1 year	sXc
Apprenticeships in Engineering	2	2 years	sXc
NVQ Diploma in Business Improvement Techniques (QCF)	2	6 months	WP
City & Guilds 4353-22 CAD Parametric Modelling	2	30 weeks	sXc, DL
City & Guilds 3268 Award in Welding Skills	2	25 weeks	sXc
Performing Engineering Operations NVQ (Fabrication and Welding)	2	1 Year	sXc
Intermediate Certificate in Engineering & Technology (Fabrication & Welding)	2	1 year	sXc
Intermediate Certificate in Engineering & Technology (Maintenance)	2	1 year	sXc
City & Guilds 4353-01 The Principles & Practice of 2D Computer Aided Design	2	17 weeks	sXc
City & Guilds 4353-02 The Application of 2D Computer Aided Design	3	17 weeks	sXc
Diploma in Operations & Maintenance Engineering (QCF)	3	2 years	sXc
Advanced Apprenticeships in Engineering NVQ	3	3 years	sXc
Edexcel Diploma in Mechanical Engineering (QCF)	3	2 years	sXc
Diploma in Construction and the Built Environment (Building Services Engineering)	3	2 years	sXc
Advanced Diploma in Engineering & Technology	3	2 years	sXc
Diploma Electrical/Electronic Engineering (QCF)	3	2 years	sXc
Subsidiary Diploma in Engineering (QCF)	3	1 year	sXc
City & Guilds 3268 Award in Advanced Welding Skills (QCF)	3	25 weeks	sXc
NVQ Diploma in Engineering Maintenance (QCF)	3	12 months	WP
HNC Operations Engineering	4	2 years	sXc
HNC Electrical/Electronic Engineering	4	2 years	sXc
HNC Mechanical Engineering	4	2 years	sXc
HNC Diploma in Construction and the Built Environment (Building Services Engineering Pathway)	4	1-2 years	sXc
Foundation Degree in Engineering Technology	5	1 year	sXc
English			
English Workshops	Various	Various	WC, sXc, CC
GCSE English	2	1 year	WC, TP, sXc
English as a Second Language (ESOL)			
ESOL Courses	0, 1, 2	90-120 hrs	WC, sXc
Equality & Diversity			
NCFE Distance Learning Certificate in Equality & Diversity	2	16 weeks	DL

COURSE NAME	LEVEL	DURATION	LOCATION
Exercise & Fitness See Sport, Exercise & Fitness on page 6.			
First Aid See Health & Safety on page 5.			
Floristry Floristry		20 weeks	TP
Fork Lift Truck See Logistics on page 5.			
Hairdressing See Beauty, Holistics & Hairdressing on page 3.			
Health & Safety			
Emergency Aid Appointed Person (Paediatric)		12 hours	
Infection Control Awareness		2 hrs	WC, TP, WP
First Aid at Work		18 hours	WP
First Aid at Work Refresher		12 hours	WP
Emergency First Aid at Work		6 hours	WP
Severe Allergy Response		3 hours	WC, TP, sXc, WP
Award in the Principles of COSHH	2	3 hours	TPC, sXc
NCFE Award in the Prevention & Control of Infection	2	12 weeks	DL
NCFE Certificate in Understanding the Safe Handling of Medicines	2	20 weeks	DL
NCFE Distance Learning Certificate in Equality & Diversity	2	16 weeks	DL
NCFE Award in Awareness of Dementia	2	20 weeks	DL
NCFE Certificate in Occupational Health & Safety	2	16 weeks	DL
CIEH Certificate in Risk Assessment Principles & Practice	2	7 hours	TP
CIEH Certificate in Risk Assessment Principles & Practice	3	7 hours	TP
CIEH Award in Health & Safety in the Workplace	2	1 Day	TPC, WP
Award in Manual Handling (Principles & Practice)	2	3 hours	TPC, WP
Award in Environmental Principles & Best Practice	2	1 day	TP, WP
IOSH - Managing Safely	2	4 days	TP, WP
NEBOSH - General Certificate	3	14 days	TP
Occupational Health & Safety NVQ	3	9-12 Mths	WP
NVQ Diploma in Occupational Health & Safety Practice	5	12-18 mths	WP
Health & Social Care			
Recognising & Responding to Substance Misuse	2	1 day	WC, TP, sXc, WP
Certificate in Healthcare Support Services	2	8-10 mths	WC, sXc, WP
Diploma in Clinical Healthcare Support	2	8-10 mths	WC, sXc, WP
Apprenticeship in Health & Social Care	2	12 mths	WCC, WP
Diploma in Health & Social Care (Adults)	2	8-10 mths	WP
Diploma in Clinical Healthcare Support	3	8-12 mths	WC, sXc, WP
Diploma in Healthcare Support Services	3	8-12 mths	WC, sXc, WP
Diploma in Pathology Support	3	8-12 mths	WC, sXc, WP
Diploma in Allied Health Profession Support	3	8-12 mths	WC, sXc, WP
Diploma in Maternity and Paediatric Support	3	8-12 mths	WC, sXc, WP
Level 3 Diploma in Perioperative Support	3	8-12 mths	WC, sXc, WP
Diploma in Health & Social Care (Adults)	3	8-10 mths	WP
Health Trainer Certificate	3	Flexible	WC, TP, sXc, WP
Leadership & Management in Care NVQ	5	10 mths	WC
Hospitality & Catering			
Hospitality & Catering: Pastry Chefs & Patisseries ABC Certificate	2	1 year	WC
Food Safety in the Catering Industry	2	1-1.5 days	WC, Other
Apprenticeships in Professional Cookery	2	1 year	WC
Humanities Access			
Access to Business (Humanities Pathway)	3	2 years	WC

COURSE NAME	LEVEL	DURATION	LOCATION
Licencee Courses			
British Institute of Innkeeping - Award for Personal Licence Holders	2	1 day	WC
National Certificate for Door Supervisors	2	4 days	WC, WP
National Certificate for Designated Premises Supervisors	2	1 day	WC
Certificate for Licensees (Drug Awareness)	2	1 day	WC
Literacy & Numeracy			
English Workshops	Various	Various	WC, sXc, CC
Maths Workshops	Various	Various	WC, sXc, CC
GCSE English	2	1 year	WC, TP, sXc
GCSE Maths	2	1 year	WC, TP, sXc
Logistics			
Basic Novice Fork Lift Truck Operator		5 days	LTC, WP
Emergency Escape from Height		2.5 days	LTC, WP
Experienced Fork Lift Truck Operator		3 days	LTC, WP
Fork Lift Truck Team Leader Awareness		1 day	LTC, WP
Fork Lift Truck Instructor Course		10 days	LTC, WP
Fork Lift Truck Conversion (Counterbalance to Reach)		2 days	LTC, WP
Fork Lift Truck Conversion (Reach to Counterbalance)		1 day	LTC, WP
Fork Lift Truck Conversion (Counterbalance or Reach to Very Narrow Aisle)		3 days	LTC, WP
Fork Lift Truck Refresher Course (Counterbalance or Reach)		1 day	LTC, WP
Pedestrian Stacker Course		1 day	LTC, WP
Carriage of Dangerous Goods (ADR) Office Staff		1 day	WC
Digital Tachographs		Half day	WC
Safe and Fuel Efficient Driving (SAFED)		1 day	WP
Driver Certificate of Professional Competence (Driver CPC)		35 hrs	WC
Managing Occupational Road Risk		Half day	WP
Safer Driver and Risk Awareness		1 day	WP
In-Company Driver Recruitment Assessment		Half day	WP
On Road Risk Assessment		1 day	WP
Defensive Driver Training		1 day	WP
Driving Skills for Life Seminar		Half day	WP
Warehousing and Storage NVQ	1, 2	6 months	WP
Apprenticeships in Business and Administration	2	15 months	WC
Apprenticeships in Carry & Deliver Goods	2	12-18 mths	WC
Apprenticeships in Driving Goods Vehicles NVQ	2	12-18 mths	WC
Apprenticeships in Traffic Office	2	12-18 mths	WC
Logistics - Carry and Deliver Goods NVQ	2	6 months	WP
Certificate in Traffic Office (QCF)	2	6 months	WP
Certificate in Driving Goods Vehicles (QCF)	2	6 months	WP
NVQ Logistics - Lift Fork Truck Operations	2	Up to 1 year	WP
NVQ Diploma in Passenger Carrying Vehicle Driving (Bus and Coach) (QCF)	2	6 months	WP
Certificate of Professional Competence in National Road Haulage OCR	3	7 days	WC
Certificate of Professional Competence in International Road Haulage OCR	3	5 days	WC
Advanced Apprenticeships in Driving Goods Vehicles NVQ	3	18-24 mths	WC
NVQ Logistics Operations Management	3	Up to 2 yrs	WP
Foundation Degree in Retail, Logistics or Business	4, 5	3-4 years	TP
Foundation Degree in Logistics & Supply Chain Management	4, 5	3-4 years	TP
Management See Business, Management & Administration on page 3.			
Marketing			
Introductory Certificate in Marketing	3	15 weeks	TP
The Chartered Institute of Marketing Professional Certificate in Marketing	4	2 years	TP

COURSE NAME	LEVEL	DURATION	LOCATION
The Chartered Institute of Marketing Professional Diploma in Marketing	6	2 years	TP
Maths			
Maths Workshops	Various	Various	WC, sXc, CC
GCSE Maths	2	1 year	WC, TP, sXc
GCSE Mathematics - November Re-sit	2	8 weeks	WC
Motor Vehicle			
Motorcycle Maintenance City & Guilds 3991		10 weeks	sXc
Basic Motorcycle Maintenance Course	Other	10 weeks	sXc
Motorcycle Service & Repair Certificate	1	35 weeks	sXc
ABC Car Bodywork	1	30 weeks	sXc
ABC D.I.Y Car Maintenance	1	30 weeks	sXc
Apprenticeships in Motor Vehicle Body Repair	2	2 years	sXc
Apprenticeships in Motorcycle Service & Repair	2	2 years	sXc
Apprenticeships in Motor Vehicle Maintenance & Repair	2	2 years	sXc
City & Guilds 4291 Diploma in Accident Repair Body Principles VRQ (part time)	2	1-2 years	sXc
Motorcycle Service & Repair Certificate	2	2 years	sXc
Motorcycle Service & Repair NVQ	2	2 years	sXc
City & Guilds 4101 Body Repair & Paint Operations NVQ	2	2 years	sXc
Motor Vehicle Maintenance & Repair NVQ	2	2 years	sXc
Motor Vehicle Maintenance & Repair NVQ	3	1 year	sXc
City & Guilds 4290 Diploma in Mechanical Repair	3	1 year	sXc
Advanced Apprenticeships in Motor Vehicle Engineering	3	1 year	sXc
Motorcycle Service & Repair NVQ City & Guilds	3	35 weeks	sXc
City & Guilds 4271 Body Repair, Body & Paint Operations	3	1 year	sXc
Motorcycle Service & Repair Certificate	3	1 year	sXc
Music			
Music Technology		10 weeks	TP
Studio Production Techniques		11 weeks	TP
Live Sound Production		6 weeks	TP
HND in Music Performance (Popular Music)	5	2 years	TP
Nursing			
Access to Higher Education (Nursing Pathway)	3	2 years	WC
Personnel/HRM			
Certificate in Human Resource Practice	3	1 year	TP
Photography			
See Art, Design & Media courses on page 3.			
Purchasing & Supply			
Introductory Course to Foundation Degree in Logistics & Supply Chain Management	5	8 weeks	TP
Foundation Degree Logistics & Supply Chain Management	4, 5	3 years	TP
The Chartered Institute of Purchasing & Supply Graduate Diploma	4, 5, 6	Modular	TP
Retail			
Retail Works	1	5 days	TP, WC, sXc, WP
Introduction to Retail	1	1 day	TP, WC, sXc, WP
Customer Service in the Retail Sector	1	1 day	TP, WC, sXc, WP
Selling Skills	1	1 day	TP, WC, sXc, WP
Health, Safety and Security in the Retail Sector	1	1 day	TP, WC, sXc, WP
Interview Techniques for the Retail Sector	1	1 day	TP, WC, sXc, WP
Retail Skills - Award/Certificate/Diploma	1, 2	6 months	WC, WP
Retail Management - Diploma	3	12 months	WC, WP
Foundation Degree in Retail, Logistics or Business	4, 5	3-4 years	TP

Location Key: WC Wakefield Campus WP Work Place DL Online/Distance Learning
 TP Thornes Park Campus CC Community Centre
 sXc skillsXchange LTC Logistics Training Centre

COURSE NAME	LEVEL	DURATION	LOCATION
Science			
GCSE Core Science	2	1 year	WC
Access to Higher Education (Science Pathway)	3	2 years	WC
Security			
See Licence courses on page 5.			
Skills for Life			
English Workshops	Various	Various	WC, sXc, CC
Maths Workshops	Various	Various	WC, sXc, CC
Sociology			
AS/A Level Sociology Evening Class	3	1 year	WC
Sport, Exercise & Fitness			
CYQ Award in Fitness & Physical Activity	1	10 weeks	TP
Nutrition for a Healthy Lifestyle	2	10 weeks	TP
Indoor Cycling	2	10 weeks	TP
Circuit Training	2	10 weeks	TP
CYQ Certificate in Fitness Instructing - Gym Based Exercise	2	20 weeks	TP
Fitness & Health Instruction Level 2 (Exercise to Music)	2	20 weeks	TP
NVQ Diploma in Exercise & Fitness Instructing	2	1 year	TP
ITEC Certificate in Sports Massage	3	36 weeks	TP
Foundation Degree in Health Related Exercise & Fitness	5	2-4 years	TP
Foundation Degree in Sports Performance Coaching	5	2-4 years	TP
BSc (Hons) Health Related Exercise & Fitness	6	+1 year	TP
Storage			
See Warehousing on page 6.			
Teaching & Training			
Qualifications in Assessment	3	4 - 8 mths	WC, WP
Qualifications for Quality Assurance	4	4 - 8 mths	WC, WP
CIEH Certificate in Training Skills & Practice	3	3 days	TP, WCC
Award in Facilitating Learning and Development	3	4 - 8 mths	WC, WP
Certificate in Facilitating Learning and Development	3	4 - 8 mths	WC, WP
Award in Learning and Development	4	4 - 8 mths	WC, WP
Diploma in Learning and Development	4	4 - 8 mths	WC, WP
CIEH Award in Preparing to Teach in the Lifelong Learning Sector	3	2 days	WC, TP
City & Guilds 7303 Award in Preparing to Teach in the Lifelong Learning Sector	3, 4	7 wks (day) or 13 wks (eve)	WC
City & Guilds 7304 Certificate in Teaching in the Lifelong Learning Sector	3, 4	80 hours	WC
Foundation Degree in Learning Support	5	3 years	WC
Certificate in Education (Lifelong Learning), Professional Graduate Certificate in Education (Lifelong Learning) - In-Service Option	5, 6	2 yrs (1 year with APEL)	WC
Integrated CPD (Continuing Professional Development) for Literacy Teachers	5	102 hours	WC
Integrated CPD (Continuing Professional Development) for ESOL Teachers	5	102 hours	WC
BA/BA (Hons) in Education & Training	6	2-3 yrs	WC
Transport			
See Logistics on page 5.			
Travel & Tourism			
Certificate in Introduction to Cabin Crew	2	36 weeks	WC
NCFE Award for Resort Representatives	2	36 weeks	WC
Warehousing			
Apprenticeships in Warehousing & Storage	2	12-18 mths	WC
Warehousing and Storage NVQ	1, 2	6 months	WP

Money Matters/FAQs

How can I pay for my course?

You will be expected to pay for your course when you enrol. You can pay by cash, cheque or card, or if the total fee is £150 or more, by monthly standing order (incurs a £25 administration fee). If you choose to pay this way you will be required to pay one third of the fee at the time of enrolment, followed by a maximum of six monthly payments (contact Finance for details on 01924 789387).

If your employer, sponsor, student loan company or managing agent has agreed to pay for your course you will need to bring confirmation from them.

I am aged 16 - 18. Do I still have to pay fees?

Tuition and certification fees are not normally payable if you are aged 16-18 but you will be required to pay for materials.

N.B. You will be required to pay certification fees for a re-sit. You may also be required to pay certification fees if you withdraw from your course or fail to attend your examination without good reason.

Some courses offered by the College are not subsidised by our funding bodies which means you will have to pay all fees in full. N.B. exemption from fees may not apply if you are still in full time education at school or if you have been resident outside the UK within the last three years.

For more information telephone 01924 789188.

I am under 16 and still at school. Do I still have to pay fees?

Yes if you are under 16 on 31 August 2011. If you wish to attend, the fee is approximately £6.85 per hour

plus certification fees and any materials etc. You will need to bring a letter from your head teacher supporting your enrolment at College.

I am studying my first FULL level 2 qualification. Do I still have to pay?

If you do not already hold a higher qualification, then you are entitled to free tuition fees (additional fees will still be payable). You will need to complete a declaration form when you enrol.

For more information telephone 01924 789312.

I am studying my first FULL level 3 or first FULL level 4 qualification. Do I still have to pay?

If you are aged 19 - 24 at the start of your course and do not already hold a level 3 or higher qualification, then you may be entitled to free tuition fees (additional fees will still be payable). You will need to complete a declaration form when you enrol.

For more information telephone 01924 789312.

I am studying my first FULL level 3 or first FULL level 4 qualification but I am aged 25+.

Yes, unless you do not already hold a FULL level 2 or higher qualification or qualify for remission (see below) in which case you will be entitled to free tuition (additional fees will still be payable). You will need to complete a declaration form when you enrol.

For more information telephone 01924 789312.

I am on benefit. Do I still have to pay?

If you are receiving Jobseeker's Allowance (JSA) including the partner where the claim is joint or Employment Support Allowance (ESA) in the Work

Related Activity Group (WRAG) you may be entitled to fee remission for some courses. (Remission applies to tuition and certification fees only.)

Evidence of benefit will be required e.g. award notice, or official letter stating the type of benefit you are receiving. A Jobseekers card is NOT acceptable evidence. You will also need to provide your National Insurance Number.

I am on benefit but it is not JSA or ESA in the 'Work Related Activity Group based'. Do I still have to pay?

Yes, unless you qualify for fee remission based on low income - see below.

I am on low income and am not sure I can afford the fees.

On some courses where the tuition fee is over £150, the College operates a system of remitting some tuition fees for students who are not on JSA or ESA (WRAG) but are on a very low income (gross income of less than £16000 plus £1000 for each dependant child). N.B. Please be aware that even if your income is below this amount there is no guarantee that you will receive remission as funding is limited.

You will have to pay for certification fees, materials etc. Application must be made at least three weeks prior to the course start date.

For more information contact Financial Support on 01924 789517.

Is there any other financial support available?

Funds may be available if financial difficulties make it difficult for you to complete your course. As a

Further Education student you may apply for help towards the cost of books, equipment, childcare, residentials and travel. If you are a Higher Education student, you should apply online at www.direct.gov.uk/studentfinance.

For more information contact Financial Support 01924 789283 or 789517.

I have lived outside the UK. Will I be charged overseas fees?

If you have been resident outside the UK within the last three years you may be considered as an overseas student. Overseas students are required to pay overseas fees (even where a course is advertised as free), which are considerably higher than fees for home students (i.e. those resident in the EU).

For more information telephone 01924 789188.

I am an international student. What are the fees?

Please contact our International administrator on 01924 789554 for details of fees.

Can I get a refund of my fees if I withdraw from my course?

Refunds are not usually available. However, if the College closes a course, and no suitable alternative course is available, a refund will be given on request. For changes made to courses by the College which mean you are no longer able to attend, a refund may be available on request.

Decisions regarding refunds will be made by the College according to the circumstances of each application.

Learner Support

We provide appropriate support to every student who needs it, to ensure that they make the most of their learning opportunities at College.

Additional Support

Support for learners with medical conditions - dyslexia, dyspraxia, dyscalculia, autistic spectrum disorders, medical health issues, ADHD, mobility difficulties, visual impairment, learning difficulties or those who are Deaf or hard of hearing or have English as a second language - can be in and/or out of class e.g. on work placement or College trips.

If you need any extra help in exams, like extra time or a reader or scribe, the Exams Office can apply for access arrangements for you. Phone 01924 789247.

The College strongly urges you to disclose any disability or additional support need so we can make any reasonable adjustments necessary. Please contact the Additional Support Team before you enrol.

For more information (T) 01924 789158, (V) 01924 789262 or (F) 01924 789262.

Childcare

If you need help finding childcare phone 01924 789492 or visit <http://childcarefinder.direct.gov.uk/childcarefinder>.

Funding may be available to help with childcare costs depending on your age and circumstances.

For more information contact Financial Support on 01924 789304, 01924 789283, 01924 789517 or email student.finance@wakefield.ac.uk.

Counselling and Welfare Support

Professionally qualified Counsellors are available

to offer support to students on a range of issues. This service is strictly confidential, and complies with the British Association for Counselling and Psychotherapy Code of Ethics.

Financial Support

Depending on your circumstances, age and the course you wish to complete, there is a range of financial support available.

For more information contact Financial Support on 01924 789304, 01924 789283, 01924 789517 or email student.finance@wakefield.ac.uk.



Learner Agreement

We ask each student to sign a Learner Agreement which states what we will expect from them.

Learning Resources

Each of our Campuses has a Learning Centre, providing books, journals, multimedia IT facilities and access to the Internet.

Refectory Services

At each Campus a refectory service offers a selection of hot and cold meals, snacks, sandwiches and refreshments.

Safeguarding Children

Our Policy for Safeguarding Children and Vulnerable Adults ensures that everyone attending the College does so in a safe and secure environment. The Policy is published on the College website and the staff and student intranet.

Student Information

Student information can be found on the student intranet, and is a guide to the services and systems in place to support students during their time at College.

Students' Union

The Students' Union represents your interests within the College and nationally through the National Union of Students (NUS).

Tutor Support

The course tutor is a point of contact for any problems or concerns a student may encounter during their time at College.

Course Information

Not sure which is the best course for you?
Need more information to help you decide?
Need advice about qualifications?

Phone: **01924 789111** or
eMail: courseinfo@wakefield.ac.uk

Course Information provides information, advice and guidance about our full range of courses.

N.B. The information contained in this Prospectus is correct at the time of publication. Wakefield College Corporation reserves the right to alter or vary the details at any time.

While this Prospectus and other College publicity materials offer a guide and outline our provision, there may, from time to time, be changes which may alter this.

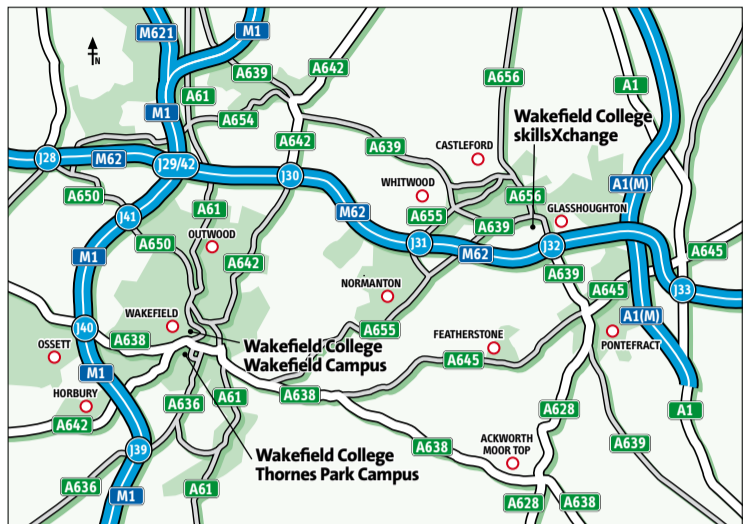
While every care has been taken in compiling this publication, Wakefield College accepts no liability for the accuracy or otherwise of statements appearing in it.

The College also reserves the right to withdraw any advertised class for which insufficient numbers of students enrol and close any class if low numbers attending make it no longer viable.

All Wakefield College Prospectuses are available in text format on the College website.

Alternative formats are available on request, such as large print, Braille, British Sign Language video, audio tape and CD Rom.

How to Find Us



General Telephone: **01924 789789**
 Course Information: **01924 789111**
 Minicom: **01924 789270**
 General Enquiries: **info@wakefield.ac.uk**
 Course Information: **courseinfo@wakefield.ac.uk**
 Website: **www.wakefield.ac.uk**

Wakefield Campus

Margaret Street
 Wakefield
 West Yorkshire
 WF1 2DH

Thornes Park Campus

Thornes Park
 Wakefield
 West Yorkshire
 WF2 8QZ (for SAT NAV users, use WF2 8TY to be directed to the correct side of Thornes Park)

Wakefield Campus

From M1 Northbound Leave the M1 at junction 39 and join the A636 towards Wakefield, turning left at the fourth roundabout.

Follow the signs for the city Centre/Westgate Train Station (A642). Continue past Westgate Train Station, turning left onto Mulberry Way.

Continue straight ahead at the second set of traffic lights, the Wakefield Campus is on the left.

From M1 Southbound Leave the M1 at junction 41 and join the A650 towards Wakefield.

Continue over three roundabouts onto the A61 for a short distance before rejoining the A650 for the city centre, the Wakefield Campus is then on the right hand side.

By Train Five minute walk from Westgate station.

Thornes Park Campus

From M1 Northbound Leave the M1 at junction 39 and join the A636 towards Wakefield.

At the second set of traffic lights turn left onto Thornes Road (B6475) and then turn right onto Gill Sike Road.

Turn right onto Horbury Road (A642) and take the first right onto the access drive to the Thornes Park Campus.

From M1 Southbound Leave the M1 at junction 40 and join the A638 towards Wakefield.

Turn right onto George-a-Green Road (B6475) and at Horbury Road (A642), turn left towards the city centre.

The access drive to the Thornes Park Campus is the second turning on the right.

By Train 15 minute walk or short taxi journey from Westgate station.

skillsXchange

From the A1 Leave the A1 at the M62 junction and join the M62 towards the M1 & Leeds. See from M62.

From the M1 Leave the M1 at junction 42 and join the M62 towards Hull. See from M62.

From the M62 Leave the M62 at junction 32.

Follow the signs for Outlet Village/Xscape. Continue straight ahead at first roundabout (A639). At the next roundabout take the first left onto Thunderhead Ridge, the skillsXchange is at the end of this road.

By Train Five minute walk from Glasshoughton station next to the Xscape complex.

skillsXchange

Thunderhead Ridge
 Castleford
 West Yorkshire
 WF10 4UA

Wakefield College is listed on the DisabledGo website. Use **www.DisabledGo.com** to make direct enquiries about access and find what is accessible for you.

All Wakefield College Guides and Prospectuses are available in text format on the College website.

Alternative formats are available on request, such as large print, Braille, British Sign Language video, audio tape and CD Rom.

Telephone **01924 789228** for details.

connectwithus

facebook
www.facebook.com/wakefieldcollege

twitter
www.twitter.com/wakefieldcolleg

wakefieldcollege
www.wakefield.ac.uk

OCT 6 Wakefield Campus Open Evening
6pm - 8pm, Thursday, 6th October 2011

OCT 13 skillsXchange Open Evening
6pm - 8pm, Thursday, 13th October 2011

OCT 20 Thornes Park Campus Open Evening
6pm - 8pm, Thursday, 20th October 2011

Gaskell's Restaurant

Gaskell's restaurant was named restaurant of the year by the Wakefield Civic Society in 2011

Gaskell's restaurant is open to the public during term-time on Tuesday, Wednesday and Thursday for lunch and dinner.

The restaurant is operated by our hospitality and catering students and provides some of the best value for money delicacies in Wakefield!

Phone **01924 789505** to book or visit www.wakefield.ac.uk/Gaskell

Gaskell's Travel

Gaskell's Travel agency is your one stop shop for all travel requirements. Our agency is based within the main Wakefield College Campus.

Our staff have over 30 years' experience in the travel industry, and their knowledge and advice will ensure that you make the best possible travel arrangements for your trip.

We offer a full range of travel services from Flights and Hotels for every occasion, Rail tickets, National Express Coach tickets, over 700 tour operators, over 23 Cruise lines and most worldwide airlines.

In short we aim to offer you the highest standards of service at the very lowest prices.

Telephone: **01924 789171**
email: gaskells.travel@wakefield.ac.uk

ELEMENTS HAIR & BEAUTY

Open to the public during term time for Hairdressing, Beauty Therapy and Holistic treatments.

For times of sessions, treatment details and appointments, please call **01924 789409**.

wakefield college sixthform

Wakefield College Sixth Form provides students with a distinctive learning environment for advanced level study.

Building on the success of the College, the Sixth Form focuses specifically on the needs of advanced level students aiming to progress into higher education or a career.

For more information about our AS/A Level and Level 3 Vocational Courses telephone **01924 789111** or email courseinfo@wakefield.ac.uk

wakefieldcollege