

**Be inspired**

**Choose** Chesterfield College

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Part-time course guide **2011-2012**  
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# Our Mission:

Equipping you with the skills and knowledge for progression and employment.

# Our Vision:

By 2015 we will become recognised nationally as an outstanding college by learners, employers, partners, regulators and the people who work for us

# Our Core Values:

We aim to fulfil our mission through striving to be outstanding in all we do by:

- Putting the learner at the centre of our activities by meeting their needs and developing their potential
- Providing a supportive, inclusive and welcoming environment
- Acting as a catalyst for economic development by working with employers, stakeholders and local communities
- Engaging, valuing and developing our colleagues
- Ensuring efficiency, effectiveness and sustainability
- Enhancing the College's profile and reputation locally, regionally and nationally

# CONTENTS

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<b>Fees and Costs</b>	<b>4</b>
<b>Advice and Guidance</b>	<b>6</b>
<b>Services to Employers</b>	<b>7</b>
<b>Using this Guide</b>	<b>8</b>
<b>Course Listing</b>	<b>9</b>
<b>Key to abbreviations</b>	<b>20</b>
<b>How to Find us</b>	<b>21</b>
<b>Important Information</b>	<b>22</b>



Whether you are looking to train for a new career, improve your prospects, or learn a new skill, Chesterfield College has the right part-time course for you.

We have courses to cater for all levels from beginners to post-graduate level, in a diverse range of subject areas from Hair and Beauty to Electrical Engineering.

### **Skills for Life**

We offer part-time Skills for Life courses for adults who feel they need support in English, Maths, Language or ICT skills.

English and Maths classes are offered at all levels, and at times and venues that are convenient for you.

Skills for Life courses are extremely flexible and can be tailored to your needs as well as to specific occupations.

To find out more, call the Education Helpline on 01246 500562  
or email [advice@chesterfield.ac.uk](mailto:advice@chesterfield.ac.uk)

# FEES AND COSTS

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## **Entry Level and Level 1 courses**

If you are 19 years or over and wish to study for an Entry Level or Level 1 programme and do not already have a Full Level 2 qualification<sup>†</sup> you may not have to pay for your tuition or exam fees. You will need to pay for any materials or trips associated with your course.

## **Level 2 courses**

If you are 19 years or over and wish to study for a first Full Level 2 qualification<sup>†</sup> you may not have to pay for your tuition or exam fees. You will need to pay for any materials or trips associated with your course.

## **Level 3 courses**

If you are aged 19 to 24 (on the 31st August 2011) and you enrol on your first full Level 3 qualification<sup>††</sup> you may not have to pay for your tuition or exam fees. You will need to pay for any materials or trips associated with your course.

<sup>†</sup>Learners aged under 19 at the beginning of the academic year will not be required to pay for first-time examination fees. For these learners the College will, where appropriate, pay for one examination attempt. Subsequent re-sits will normally be charged at the full cost. For some courses, examination fees and some tuition fees are not available at the time of going to press. Therefore, costs are not included in the prospectus (TBA). Learners are advised to budget for books and materials (e.g. paper, overalls and tools) which they may wish to purchase during their course. Please check at enrolment to see if your course qualifies.

If you are aged 25 or over and do not have a Full Level 2 or 3 qualification and enrol on a course which would lead to a Full Level 3 qualification<sup>††</sup> you may not have to pay for your tuition or exam fees. You will need to pay for any materials or trips associated with your course.

You will be entitled to 100% tuition fee and exam fee remission if you are on an Agency funded course and you are receiving one of the following benefits:

- Job Seeker's Allowance (JSA)\*
- Employment & Support Allowance (Work Related Activity Group)\*

You may also be entitled to apply through the Discretionary Fee Remission (DFR) policy for 100% tuition fee and exam fee remission if your joint household income is less than £19,000; and for a 50% reduction of tuition and exam fees if your joint household income is less than £24,000. To qualify for DFR an application must be made prior to enrolling.

You will need to pay for any materials or trips associated with your course.

Additional help may be available from the Learner Support Fund to help with other costs e.g. materials essential for course work, help with travel, childcare payment or emergency payments. To apply for Learner Support Funds please contact Learner Services on 01246 500535.

If you are studying a full-time Higher Education course you need to apply to the Student Finance England for your tuition fees to be paid.

### **Who do I contact for further advice about fees?**

Telephone 01246 500523

email: studentrecords@chesterfield.ac.uk

### **How can I pay?**

You can pay for your course by

- cash/cheque/Visa/MasterCard/Debit Card;
- instalments (payments will be collected by Standing Order – please have bank account details ready);
- invoice to your employer/sponsor (a copy of letter of authorisation will be required from your employer/provider).

<sup>††</sup>Please check at enrolment to see if your chosen course qualifies. We will need to ask you about your qualifications held to date. We may also be able to help you with your exam fees too - check with our Student Records Team (01246 500523).

\*You will need to produce current (i.e. not more than 3 months old) evidence of your entitlement to receive the benefit.

# ADVICE AND GUIDANCE

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## **Advice and Guidance Centre**

The Advice and Guidance team will provide you with the information you need to choose the right course for you, offering careers advice and possible progression routes.

Advice is available in a range of areas including:

- Higher/Further education information, guidance and applications
- Careers advice
- Higher education finance
- Referral links to various employment services
- Referral links to Connexions Derbyshire

If you need careers or course advice, please contact the Advice and Guidance team on the Education Helpline 01246 500562 or email: [advice@chesterfield.ac.uk](mailto:advice@chesterfield.ac.uk)

## **Learner Services**

The Learner Services team offer guidance and assistance on a range of issues including:

- Financial help/advice
- Advice on welfare rights
- Personal counselling
- Additional Learning Support (ALS)
- Support for learners with physical and learning disabilities

Contact the Learner Services team on 01246 500535.



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# APPRENTICESHIPS – EARN WHILE YOU LEARN

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## **What is an Apprenticeship?**

Apprenticeships are an excellent way of gaining qualifications and workplace experience. As an apprentice you can earn as you learn and gain practical skills from the workplace.

## **Earn while you learn**

Apprentices do real jobs for real employers, so apprentices are paid while they learn. If they are entering work for the first time, they will start earning from day one of their Apprenticeship.



## **A choice of industries and employers**

Apprenticeships have been developed by a wide range of industry sectors and are available with different types of employers from large national companies to small local businesses.

## **Apprenticeships available in:**

Business Administration / Hair and Beauty / Plumbing / Sales / Retail / Electrical Installation Catering / IT / Graphics / Customer Services Apprenticeship and many more!

For more information regarding the apprenticeship scheme please contact our team on 01246 500680.



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## SERVICES TO EMPLOYERS

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### **Tailor-made Training**

A service that offers choice, flexibility and effective training solutions for business in areas which include Health and Safety, First Aid, Management and Leadership Skills, Business and Creative Studies, ICT, Personal Development, Computer Aided Design and Engineering. Training packages can range from a one-day course to higher


level qualifications with flexible delivery times and locations.

To discuss your training needs, or for further information, please contact the Learning Unlimited Training Helpline on 01246 500682 or email [employers@chesterfield.ac.uk](mailto:employers@chesterfield.ac.uk).

# USING THIS GUIDE

EM	Course Code	Course Title	Start Date	Day(s) of the week*	No of wks	Location**	Start Time	End Time	Tuition Fee	Exam Fees	Mats	Course Cost 2010/2011
<b>Computing/Information Technology</b>												
	4361 1112-01	C++ Programming	26/01/12	Thur	18	IR	18:00	21:00	£379	£0	£0	£379
I	3988 1112-02	*Internet & Business Technologies Foundation Degree Yr1	13/09/11	Tue	35	TAP	14:00	21:00	£800	£250	£0	£1,050
I	4403 1112-01	IT User Skills ITQ Award L1	12/09/11	Mon	13	TAP	17:00	21:00	£189	£63	£0	£252

EM Enrolment Method

(, I or P) - The icons indicate that the course can be either booked by telephone () , whether or not an interview is required (I) or personal enrolment (P).

Full Cost Courses

**Coded pink** - All learners have to pay all the fees shown. No benefits apply.

Higher Education Courses

**Coded green** - Part-time Higher Education courses. All learners on these courses are required to provide evidence of funding at the point of enrolment e.g. Student Loans agreement, funding from an employer or declaration of payment method.

Tuition Fees

The main cost of your course.

Exam Fees

Learners aged under 19 at the beginning of the academic year will not be required to pay for first-time examination fees. For these learners the College will, where appropriate, pay for one examination attempt. Subsequent re-sits will normally be charged at the full cost. This does not apply to full cost provision.

Mats

Materials - essential equipment and consumables necessary for the course of study.

## Telephone Enrolments Call 01246 500682

Telephone enrolments may be placed from Thursday 28 July, lines open 09:00 – 16:00 Monday – Friday.

An operator will take your details and process your booking.

We accept most major credit/debit cards.



Payment by cheque – Once your enquiry has been registered a Provisional Booking Request will be sent out, payment must be returned within 10 working days for your place to be secured. Cheques should be made payable to “Chesterfield College”.

\*TBA – to be arranged; FLEX – flexible – dates/times to be agreed between the learner and College

\*\*IR = Infirmary Road; CC = Clowne Campus; TAP = Tapton House

EM	Course Code	Course Title	Start Date	Day(s) of the week	No of wks	Location	Start Time	End Time	Tuition Fee	Exam Fees	Mats	Course Cost
<b>English for Speakers of Other Languages</b>												
P	4043 1112-01	English for Speakers of Other Languages	14/09/11	Wed	35	IR	09:30	12:30	£306	£36	£0	£342
P	4043 1112-04	English for Speakers of Other Languages Entry Level	12/09/11	Mon	35	IR	09:30	12:30	£306	£36	£0	£342
P	4043 1112-20	English for Speakers of Other Languages Entry Level	15/09/11	Thur	35	IR	09:30	12:30	£306	£36	£0	£342
P	4043 1112-22	English for Speakers of Other Languages Entry Level	16/09/11	Fri	35	IR	09:30	12:30	£306	£36	£0	£342
P	4043 1112-13	English for Speakers of Other Languages L1 & 2	13/09/11	Tue	35	IR	09:30	12:30	£306	£36	£0	£342
P	4043 1112-11	English for Speakers of Other Languages L1 & 2	14/09/11	Wed	35	IR	09:30	12:30	£306	£36	£0	£342
P	4043 1112-14	English for Speakers of Other Languages L1 & 2	12/09/11	Mon	35	IR	16:00	18:00	£204	£36	£0	£240
P	4043 1112	English for Speakers of Other Languages L1 & 2	12/09/11	Mon	35	IR	18:00	20:30	£204	£36	£0	£240
If you wish to apply for one or more of the above courses you will need to attend one of the interview sessions taking place on the following dates: 15th & 30th August 10.00am - 4.00pm. Please bring with you proof of identification, such as a passport and proof of income. The fees shown above are for students who meet UK residency rules.												
P	4043 1112-23	UK Communities	13/09/11	Tue	35	IR	09:30	12:30	£306	£36	£0	£342
A course for adults interested in developing knowledge of their community within the UK. Topics will include history of Chesterfield, local and national politics, the law, what does being a good citizen mean plus a variety of interesting topics related to your community. Learners can take a qualification in English or Maths as part of the course to develop their skills.												
<b>Skills for Life - Literacy</b>												
P	4041 1112-10	Adult Literacy Certificate Entry Level	12/09/11	Mon	35	CC	09:30	12:30	FREE	FREE	FREE	FREE
P	4041 1112-17	Adult Literacy Certificate Entry Level	15/09/11	Thur	35	IR	09:30	12:30	FREE	FREE	FREE	FREE
P	4041 1112-08	Adult Literacy Certificate Entry Level	13/09/11	Tue	35	IR	13:00	15:30	FREE	FREE	FREE	FREE
P	4041 1112-11	Adult Literacy Certificate Entry Level	12/09/11	Mon	35	CC	18:00	20:30	FREE	FREE	FREE	FREE
P	4041 1112-04	Adult Literacy Certificate L1 & 2	13/09/11	Tue	35	IR	09:30	12:30	FREE	FREE	FREE	FREE
P	4041 1112-02	Adult Literacy Certificate L1 & 2	12/09/11	Mon	35	CC	13:00	15:30	FREE	FREE	FREE	FREE
P	4041 1112-07	Adult Literacy Certificate L1 & 2	14/09/11	Wed	35	IR	13:00	15:30	FREE	FREE	FREE	FREE
P	4041 1112-06	Adult Literacy Certificate L1 & 2	15/09/11	Thur	35	IR	18:00	20:30	FREE	FREE	FREE	FREE
<b>Numeracy</b>												
P	4042 1112-08	Adult Numeracy Certificate ESOL Entry Level	12/09/11	Mon	35	IR	13:00	15:30	FREE	FREE	FREE	FREE
P	4042 1112-01	Adult Numeracy Certificate Entry Level	12/09/11	Mon	35	IR	13:00	15:30	FREE	FREE	FREE	FREE
P	4042 1112-21	Adult Numeracy Certificate Entry Level	13/09/11	Tue	35	CC	09:30	12:30	FREE	FREE	FREE	FREE
P	4042 1112-06	Adult Numeracy Certificate Entry Level	15/09/11	Thur	35	IR	09:30	12:30	FREE	FREE	FREE	FREE

EM	Course Code	Course Title	Start Date	Day(s) of the week	No of wks	Location	Start Time	End Time	Tuition Fee	Exam Fees	Mats	Course Cost
P	4042 1112-11	Adult Numeracy Certificate Entry Level	13/09/11	Tue	35	CC	18:00	20:30	FREE	FREE	FREE	FREE
P	4042 1112-07	Adult Numeracy Certificate Entry Level	15/09/11	Thur	35	IR	18:00	20:30	FREE	FREE	FREE	FREE
P	4042 1112-22	Adult Numeracy Certificate ESOL L1 & 2	12/09/11	Mon	35	IR	09:30	12:30	FREE	FREE	FREE	FREE
P	4042 1112-12	Adult Numeracy Certificate L1 & 2	12/09/11	Mon	35	IR	09:30	12:30	FREE	FREE	FREE	FREE
P	4042 1112-14	Adult Numeracy Certificate L1 & 2	13/09/11	Tue	35	CC	13:00	15:30	FREE	FREE	FREE	FREE
P	4042 1112-09	Adult Numeracy Certificate L1 & 2	15/09/11	Thur	35	IR	13:00	15:30	FREE	FREE	FREE	FREE
P	4042 1112	Adult Numeracy Certificate L1 & 2	16/09/11	Fri	35	IR	09:30	12:30	FREE	FREE	FREE	FREE
P	4042 1112-05	Adult Numeracy Certificate L1 & 2	12/09/11	Mon	35	IR	18:00	20:30	FREE	FREE	FREE	FREE

### Access to Higher Education

I	3746 1112	Diploma for Progression (Access) Full Time L2	12/09/11	Flex All Week	32	IR	FLEX	FLEX	£1,048	£92	£0	£1,140
I	3743 1112	Diploma for Progression (Access) Full Time L3	12/09/11	Flex All Week	35	IR	FLEX	FLEX	£1,310	£92	£0	£1,402
I	3748 1112-02	Access English GCSE	15/09/11	Thur	32	IR	13:15	16:30	£291	£48	£0	£339
I	3748 1112-03	Access English GCSE	12/09/11	Mon	32	IR	18:00	21:00	£291	£48	£0	£339
I	3750 1112-02	Access Maths GCSE	12/09/11	Mon/Thur	32	IR	13:15	14:45	£291	£48	£0	£339

This class is split into two lessons: Monday 1.15pm - 2.45pm and Thursday 9.15am - 10.45am

I	3750 1112-03	Access Maths GCSE	13/09/11	Tue	32	TAP	18:00	21:00	£291	£48	£0	£339
I	3852 1112	Access Science GCSE	13/09/11	Tue	32	IR	09:15	12:30	£291	£48	£0	£339

### Accounting

I	4549 1112-01	Accounting Certificate AAT L2	12/09/11	Mon/Thur	35	IR	18:00	21:00	£623	£165	£0	£788
I	4549 1112	Accounting Certificate AAT L2	16/09/11	Fri	35	IR	09:00	16:30	£623	£165	£0	£788
I	4550 1112	Accounting Diploma AAT L3	13/09/11	Tue	35	IR	09:00	17:00	£975	£242	£0	£1,217
I	4550 1112-01	Accounting Diploma AAT L3	12/09/11	Mon/Thur	35	IR	17:30	21:00	£975	£242	£0	£1,217
I	4571 1112-02	Accounting Diploma AAT L4	14/09/11	Wed	35	TAP	09:00	16:30	£1,019	£257	£0	£1,276
I	4571 1112	Accounting Diploma AAT L4	13/09/11	Tue/Thur	35	TAP/IR	18:00	21:00	£1,019	£257	£0	£1,276
P	4551 1112	Computerised Accounts Award L1	12/09/11	Mon	11	IR	18:00	21:00	£87	£25	£0	£112
P	4551 1112-01	Computerised Accounts Award L1	05/12/11	Mon	11	IR	18:00	21:00	£87	£25	£0	£112
P	4551 1112-02	Computerised Accounts Award L1	19/03/12	Mon	11	IR	18:00	21:00	£87	£25	£0	£112
P	4838 1112	Computerised Accounts Award L2	15/09/11	Thur	13	IR	18:00	20:30	£130	£27	£0	£157
P	4838 1112-01	Computerised Accounts Award L2	15/09/11	Thur	13	IR	18:00	20:30	£130	£27	£0	£157

It is a requirement that all AAT learners attend a specialist enrolment session for assessment prior to starting the course. For further details please contact the Information Office on 01246 500562. Professional Registration fees payable directly to AAT may vary.

EM	Course Code	Course Title	Start Date	Day(s) of the week	No of wks	Location	Start Time	End Time	Tuition Fee	Exam Fees	Mats	Course Cost
<b>Art and Design</b>												
Ⓞ	4697 1112	Art & Design Diploma L2 (19+)	12/09/11	Mon/Tue/Wed	35	IR	09:00	16:30	£1,048	£92	£0	£1,140
Ⓞ	4617 1112-01	Art & Design Foundation L3 Year 1	12/09/11	Mon/Thur	35	IR	18:00	21:00	£1,043	£115	£0	£1,158
Ⓞ	4842 1112	*Art Hub - a workshop of creative disciplines	15/09/11	Thur	6	IR	18:00	21:30	£85	£0	£20	£105
Ⓞ	4842 1112-01	*Art Hub - a workshop of creative disciplines	03/11/11	Thur	6	IR	18:00	21:30	£85	£0	£20	£105
Ⓞ	4842 1112-02	*Art Hub - a workshop of creative disciplines	23/02/12	Thur	6	IR	18:00	21:30	£85	£0	£20	£105
Ⓞ	4842 1112-03	*Art Hub - a workshop of creative disciplines	26/04/12	Thur	6	IR	18:00	21:30	£85	£0	£20	£105
*This course provides an opportunity for those interested in Art & Design, practicing professionals or those wishing to enter the creative industries to extend and develop a wide range of skills across a selection of disciplines.												
P	2501 1112-13	Print Making Skills Professional Studies	12/09/11	Mon	20	IR	18:00	21:00	£360	£0	£0	£360
Ⓞ	2502 1112-22	Silversmithing & Jewellery	14/09/11	Wed	20	IR	13:15	16:30	£360	£0	£0	£360
Ⓞ	2502 1112-01	Silversmithing & Jewellery	14/09/11	Wed	20	IR	09:00	12:15	£360	£0	£0	£360
Ⓞ	2502 1112-28	Silversmithing & Jewellery	22/02/12	Wed	10	IR	09:00	12:15	£180	£0	£0	£180
Ⓞ	2502 1112	Silversmithing & Jewellery	12/09/11	Mon	20	IR	18:00	21:00	£360	£0	£0	£360
Ⓞ	2502 1112-02	Silversmithing & Jewellery	15/09/11	Thur	20	IR	18:00	21:00	£360	£0	£0	£360
Ⓞ	2502 1112-13	Silversmithing & Jewellery	23/02/12	Thur	10	IR	18:00	21:00	£180	£0	£0	£180
I	4860 1112	Animation using Stop Motion	12/09/11	Mon	10	IR	18:00	21:00	£224	£0	£0	£224
I	4858 1112	Digital Animation Techniques for Games and Interactive Media	12/09/11	Mon	10	IR	18:00	21:00	£224	£0	£0	£224
P	4830 1112	Digital Techniques using Illustrator	12/09/11	Mon	10	IR	18:00	21:00	£224	£0	£0	£224
<b>Beauty Therapy</b>												
P	4868 1112	Basic Aromatherapy Techniques Certificate L2	28/11/11	Mon	10	CC	18:00	21:00	£122	£103	£0	£225
P	4862 1112	Basic Reflexology Techniques Diploma L2	13/09/11	Tue	10	CC	18:00	21:00	£122	£103	£0	£225
P	4852 1112	Facial Treatment Certificate L2	15/09/11	Thur	9	IR	18:00	21:00	£115	£56	£45	£216
Ⓞ	4853 1112	Make-Up Certificate L2	24/11/11	Thur	9	IR	18:00	21:00	£115	£56	£45	£216
P	4848 1112	Manicure Certificate L2	12/09/11	Mon	9	IR	18:00	21:00	£115	£56	£0	£171
P	4851 1112	Nail Art Certificate L2	30/04/12	Mon	8	IR	18:00	21:00	£105	£56	£0	£161
P	4850 1112	Nail Technology Certificate L2	06/02/12	Mon	9	IR	18:00	21:00	£115	£56	£0	£171
P	4849 1112	Pedicure Certificate L2	21/11/11	Mon	9	IR	18:00	21:00	£115	£56	£0	£171
P	4854 1112	Waxing Techniques Certificate L2	09/02/12	Thur	9	IR	18:00	21:00	£115	£0	£45	£160

EM	Course Code	Course Title	Start Date	Day(s) of the week	No of wks	Location	Start Time	End Time	Tuition Fee	Exam Fees	Mats	Course Cost
<b>Brickwork</b>												
I	4257 1112	Bricklaying Diploma L2 Yr1	12/09/11	Mon	35	IR	09:00	18:30	£1,222	£65	£0	£1,287
I	4346 1112	Bricklaying Diploma L3 Yr 1	15/09/11	Thur	39	CC	09:00	19:30	£1,021	£68	£0	£1,089
<b>Business</b>												
I	4084 1112-03	*Business & Management Studies BA (Hons) - one year intensive	13/09/11	Tue	35	TAP	13:30	20:30	£960	£250	£0	£1,210
I	4084 1112-01	*Business & Management Studies BA (Hons) Yr1	13/09/11	Tue	35	TAP	17:30	20:30	£480	£125	£0	£605
I	4341 1112	*Business & Management Studies BA (Hons) Yr2	13/09/11	Tue	35	TAP	17:30	20:30	£435	£60	£0	£495
I	3617 1112-01	*Leadership & Management Foundation Degree Yr1	13/09/11	Tue	45	TAP	13:30	20:30	£960	£250	£0	£1,210
P	3618 1112-01	*Leadership & Management Foundation Degree Yr2	16/09/11	Fri	45	TAP	09:00	16:30	£870	£120	£0	£990
P	3618 1112-02	*Leadership & Management Foundation Degree Yr2	12/09/11	Mon/Tue	45	TAP	18:00	21:00	£870	£120	£0	£990
* Validated by Leeds Metropolitan University												
<b>CAD/CAM</b>												
I	4681 1112-03	AutoCAD 2D L2 Award C&G 7579-02	26/09/11	Mon	30	IR	19:00	21:00	£392	£72	£0	£464
I	4682 1112-01	AutoCAD 2D L3 Award C&G 7579-03	29/09/11	Thur	30	IR	19:00	21:00	£572	£72	£0	£644
I	4683 1112-02	AutoCAD 3D L3 Award C&G 7579-03	29/09/11	Thur	30	IR	18:00	21:00	£572	£72	£0	£644
I	4684 1112	AutoCAD Parametric L1 Award C&G 7579-01	06/10/11	Thur	30	IR	19:00	21:00	£392	£72	£0	£464
I	4685 1112	AutoCAD Parametric L2 Award C&G 7579-01	06/10/11	Thur	30	IR	18:00	21:00	£572	£72	£0	£644
I	4686 1112	AutoCAD Parametric L3 Award C&G 7579-01	06/10/11	Thur	30	IR	18:00	21:00	£572	£72	£0	£644
I	4857 1112	AutoCAD/CAM L2 Award	26/09/11	Thur	30	IR	18:00	20:00	£392	£72	£0	£464
<b>Carpentry and Joinery</b>												
I	4272 1112-09	Carpentry & Joinery Diploma L2	12/09/11	Mon	35	IR	09:00	19:30	£1,228	£68	£0	£1,296
I	4342 1112-04	Carpentry & Joinery Diploma L3	22/08/11	Mon	35	IR	09:00	19:30	£1,228	£68	£0	£1,296
<b>Childcare and Education</b>												
I	4140 1112	*Early Years Foundation Degree Yr1	12/12/11	Mon	24	IR	17:00	21:00	£870	£250	£0	£1,120
I	4217 1112	*Early Years Foundation Degree Yr2	12/09/11	Mon	33	IR	17:00	21:00	£670	£120	£0	£790
I	4218 1112	*Early Years Foundation Degree Yr3	15/09/11	Thur	33	IR	17:00	21:00	£650	£100	£0	£750
I	2812 1112	*Education & Learning Support Foundation Degree Yr1	13/12/11	Tue	24	CC	17:00	21:00	£960	£250	£0	£1,210

EM	Course Code	Course Title	Start Date	Day(s) of the week	No of wks	Location	Start Time	End Time	Tuition Fee	Exam Fees	Mats	Course Cost
I	4335 1112	*Education & Learning Support Foundation Degree Yr2	13/09/11	Tue	33	CC	17:00	21:00	£670	£120	£0	£790
I	4523 1112	*Education & Learning Support Foundation Degree Yr3	13/09/11	Tue	22	TAP	13:30	17:30	£650	£100	£0	£750

\*Validated by Sheffield Hallam University

I	4552 1112	Supporting Teaching & Learning CACHE Certificate L2	14/09/11	Wed	35	IR	09:30	12:30	£541	£71	£0	£612
I	4552 1112-01	Supporting Teaching & Learning CACHE Certificate L2	15/09/11	Thur	35	IR	18:00	21:00	£541	£71	£0	£612
I	4837 1112	Supporting Teaching & Learning in Schools CACHE Certificate L3	15/09/11	Thur	35	IR	17:00	21:00	£524	£86	£0	£610


### Civil Engineering

I	4687 1112	Civil Engineering BTEC HNC L4 Yr1	12/09/11	Mon	35	IR	09:00	17:30	£750	£150	£0	£900
I	4822 1112	Civil Engineering BTEC HNC L4 Yr2	16/09/11	Fri	35	IR	09:00	17:30	£670	£0	£0	£670

### Complementary Therapies

P	4628 1112-02	Body Massage Techniques Diploma L3	12/09/11	Mon	10	CC	18:00	21:00	£122	£112	£0	£234
I	4283 1112	Complementary Therapies Foundation Degree Year 1	13/09/11	Tue	34	CC	17:00	21:00	£960	£250	£0	£1,210

### Computing/Information Technology

	4361 1112-01	C++ Programming	26/01/12	Thur	18	IR	18:00	21:00	£379	£0	£0	£379
I	3988 1112-02	*Internet & Business Technologies Foundation Degree Yr1	13/09/11	Tue	35	TAP	14:00	21:00	£800	£250	£0	£1,050
I	4340 1112-01	*Internet & Business Technologies Foundation Degree Yr2	13/09/11	Tue	35	TAP	14:00	21:00	£670	£120	£0	£790
I	4564 1112	*Internet & Business Technologies Foundation Degree Yr3	13/09/11	Tue	25	TAP	15:00	21:00	£325	£50	£0	£375
I	3573 1112	*Applied Computing BSc (Honours) - e Top Up	13/09/11	Tue	30	TAP	FLEX	FLEX	£TBA	£TBA	£TBA	£TBA
I	4525 1112	*Networking Technologies Foundation Degree Yr 3	13/09/11	Tue	25	TAP	15:00	21:00	£325	£50	£0	£375

\*Validated by Sheffield Hallam University. Fee to be confirmed and paid directly to Sheffield Hallam University

I	4403 1112-01	IT User Skills ITQ Award L1	12/09/11	Mon	13	TAP	17:00	21:00	£189	£63	£0	£252
I	4404 1112-01	IT User Skills ITQ Certificate L2	19/12/11	Mon	21	IR	17:00	21:00	£343	£101	£0	£444
I	4570 1112	IT User Skills ITQ Certificate L3	15/09/11	Thur	35	IR	17:00	21:00	£562	£195	£0	£757
P	4360 1112-02	VB.Net Programming	31/10/11	Mon	18	IR	18:00	21:00	£379	£0	£0	£379

EM	Course Code	Course Title	Start Date	Day(s) of the week	No of wks	Location	Start Time	End Time	Tuition Fee	Exam Fees	Mats	Course Cost
<b>Construction</b>												
I	4598 1112	Construction & the Built Environment (Civil Engineering) BTEC HNC L4 Yr1	12/09/11	Mon	35	IR	09:00	17:30	£750	£150	£0	£900
I	4824 1112	Construction & the Built Environment (Civil Engineering) BTEC HNC L4 Yr2	16/09/11	Fri	35	IR	09:00	17:30	£670	£0	£0	£670
I	4599 1112	Construction & the Built Environment BTEC Diploma L3 Yr1	15/09/11	Thur	35	IR	09:00	19:15	£1,043	£102	£10	£1,155
I	4597 1112	Construction & the Built Environment BTEC Subsidiary Diploma L3	15/09/11	Thur	35	IR	09:00	19:15	£840	£102	£10	£952
<b>Dance</b>												
Ⓢ	4844 1112	Strictly Come Dancing for Beginners	12/09/11	Mon	6	IR	18:30	20:30	£70	£0	£0	£70
<b>Design</b>												
I	4390 1112-01	*Creative Art Practices Foundation Degree	21/09/11	Wed	34	IR	09:00	16:30	£960	£250	£0	£1,210
*Validated by Leeds Metropolitan University												
I	4863 1112	Design Crafts - Make Do and Mend	12/09/11	Mon	10	IR	18:00	21:00	£224	£0	£0	£224
I	4867 1112	Digital Illustration Techniques for Designers	12/09/11	Mon	10	IR	18:00	21:00	£224	£0	£0	£224
Ⓢ	4832 1112	Digital Imaging using Photoshop (Introduction)	12/09/11	Mon	10	IR	18:00	21:00	£224	£0	£0	£224
I	4864 1112	Digital Pattern Drafting and Adaption using Lektra (Introduction)	12/09/11	Mon	10	IR	18:00	21:00	£224	£0	£0	£224
I	4865 1112	Promotional and Marketing Design Techniques	12/09/11	Mon	10	IR	18:00	21:00	£224	£0	£0	£224
<b>3D Design</b>												
Ⓢ	4831 1112	3D Animation Using Maya	12/09/11	Mon	10	IR	18:00	21:00	£224	£0	£0	£224
<b>Electrical Engineering</b>												
I	4608 1112	*Electrical & Electronic Engineering BTEC HNC L4 Yr1	16/09/11	Fri	38	IR	09:00	16:30	£750	£150	£0	£900
I	4818 1112	*Electrical & Electronic Engineering BTEC HNC L4 Yr2	15/09/11	Thur	38	IR	09:00	16:30	£670	£0	£0	£670
* Validated by Leeds Metropolitan University												
I	3214 1112-02	Electrotechnical Technology Installation Certificate C&G 2330 L2 Yr1	16/09/11	Fri	35	IR	09:00	17:45	£600	£75	£10	£685
I	4511 1112-01	Electrotechnical Technology Installation Certificate C&G 2330 L3	13/09/11	Mon or Tue	35	IR	09:00	17:15	£624	£66	£10	£700

EM	Course Code	Course Title	Start Date	Day(s) of the week	No of wks	Location	Start Time	End Time	Tuition Fee	Exam Fees	Mats	Course Cost 2010/2011
I	3214 1112-05	Electrotechnical Technology Installation Certificate C&G 2330 L2 Yr1	12/09/11	Mon/Thur	35	IR	18:00	21:00	£600	£75	£10	£685
I	4511 1112-02	Electrotechnical Technology Installation Certificate C&G 2330 L3	12/09/11	Mon/Thur	35	IR	18:00	21:00	£624	£66	£10	£700
I	3214 1112-19	Electrotechnical Technology Installation Certificate C&G 2330 L2 (fast track)	16/09/11	Fri	35	IR	09:00	16:30	£699	£75	£0	£774
I	3214 1112-20	Electrotechnical Technology Installation Certificate C&G 2330 L2 (fast track)	12/09/11	Mon/Thur	35	IR	18:00	21:00	£699	£75	£0	£774
I	4606 1112	Electrical & Mechanical Engineering BTEC Diploma L3 Yr1	13/09/11	Tue	38	IR	09:00	16:30	£1,043	£157	£10	£1,210

### Engineering

I	4582 1112	Engineering BTEC Extended Certificate L2	16/09/11	Fri	35	IR	09:00	16:15	£524	£69	£0	£593
I	4581 1112	Manufacturing Engineering BTEC Diploma L3 Yr1	12/09/11	Mon	35	IR	09:00	20:00	£1,043	£102	£30	£1,175

### Fabrication and Welding

P	1030 1112-01	Fabrication & Welding Certificate L2	12/09/11	Mon	35	IR	09:00	19:30	£698	£64	£10	£772
I	4634 1112	Fabrication & Welding Award L2	12/09/11	Mon/Thur	13	IR	18:00	21:00	£299	£35	£0	£334

### Fashion

P	4724 1112	Garment Construction & Pattern Making	12/09/11	Mon	10	IR	18:00	21:00	£224	£0	£0	£224
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### Graphic Design

I	4866 1112	Graphic Design using Adobe In Design	12/09/11	Mon	10	IR	18:00	21:00	£224	£0	£0	£224
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### Hairdressing

I	4674 1112	Hairdressing NVQ Level 1	12/09/11	Mon/Thur	20	IR	18:00	21:00	£478	£60	£150	£688
I	4585 1112-02	Hairdressing NVQ Level 2	12/09/11	Mon/Thur	35	IR	18:00	21:00	£775	£99	£105	£979

Applicants must have successfully completed VRQ Level 2 Hairdressing prior to joining the programme. Progression from this programme is to NVQ Level 3 Hairdressing or employment.

I	1241 1112-02	Hairdressing NVQ Level 3	12/09/11	Mon	35	IR	09:00	21:00	£800	£120	£160	£1,080
I	4586 1112-01	Hairdressing VRQ Level 2	12/09/11	Mon/Thur	35	IR	18:00	21:00	£787	£101	£190	£1,078

Learners must have successfully completed NVQ Level 1 Hairdressing prior to joining the programme. Progression from this programme is to NVQ Level 2 Hairdressing.

### Logistics

I	3450 1112-01	*Logistics & Supply Chain Management Foundation Degree Yr1	13/09/11	Flex All Week	45	TAP	09:00	16:30	£960	£250	£0	£1,210
P	3700 1112	*Logistics & Supply Chain Management Foundation Degree Yr2	19/09/11	Flex All Week	45	TAP	09:00	16:30	£870	£120	£0	£990

\*Validated by Leeds Metropolitan University

EM	Course Code	Course Title	Start Date	Day(s) of the week	No of wks	Location	Start Time	End Time	Tuition Fee	Exam Fees	Mats	Course Cost 2010/2011
<b>Management</b>												
I	4720 1112-01	Diploma in Management & Leadership EdExcel L5	15/09/11	Thur	35	TAP	09:00	16:30	£698	£115	£0	£813
I	4720 1112	Diploma in Management & Leadership EdExcel L5	13/09/11	Tue	35	TAP	13:00	20:00	£698	£115	£0	£813
I	4721 1112	Strategic Management and Leadership EdExcel Advanced Diploma L7 Yr1	13/09/11	Tue	35	TAP	14:00	21:00	£1,275	£0	£0	£1,275
I	4143 1112	*Masters in Business Administration	20/10/11	Thur	35	TAP	13:00	21:00	£3,000	£0	£0	£3,000
*This is the University of Lincoln's course and is delivered by their staff. It is run on a flexible basis at Taptou House Campus. Fees are payable directly to the University of Lincoln.												
<b>Manufacturing</b>												
I	4701 1112	Fabrication & Welding Diploma L3	13/09/11	Tue	35	IR	09:00	18:00	£699	£135	£0	£834
I	4636 1112	Fabrication & Welding Award L3	12/09/11	Mon/Thur	13	IR	18:00	21:00	£299	£35	£0	£334
I	4847 1112	Performing Engineering Operations (Fabrication and Welding) NVQ Diploma L2	15/09/11	Thur	35	IR	09:00	17:15	£623	£105	£0	£728
<b>Mechanical Engineering</b>												
I	4207 1112	*Mechanical & Manufacturing Engineering Foundation Degree Yr1	13/09/11	Tue	34	IR	08:15	18:00	£960	£250	£10	£1,220
I	4235 1112	*Mechanical & Manufacturing Engineering Foundation Degree Yr2	13/09/11	Tue	34	IR	08:15	18:00	£870	£120	£50	£1,040
*Validated by Leeds Metropolitan University												
I	4562 1112	Operations Maintenance Diploma L3 Yr1	12/09/11	Mon	35	IR	09:00	20:00	£1,043	£102	£0	£1,145
I	4846 1112	Performing Engineering Operations (Mechanical) NVQ Diploma L2	15/09/11	Thur	35	IR	09:00	17:15	£623	£105	£0	£728
<b>Media Studies</b>												
Ⓢ	4843 1112	Home Video to Pro Video	12/09/11	Mon	10	IR	18:00	21:00	£145	£0	£0	£145
<b>Painting and Decorating</b>												
I	4274 1112-07	*Painting and Decorating Diploma L2	12/09/11	Mon	35	IR	08:30	18:30	£TBA	£TBA	£TBA	£TBA
I	4380 1112-02	*Painting and Decorating Diploma L3	12/09/11	Mon	35	IR	08:30	18:30	£TBA	£TBA	£TBA	£TBA
*In addition there will be 3 x 2 day blocks (12 hours in total) in December, April and June.												
<b>Performing Arts</b>												
Ⓢ	4845 1112	Voice and Presentation	12/09/11	Mon	6	IR	18:00	20:00	£80	£0	£0	£80
<b>Personnel</b>												
I	4840 1112	*Human Resource Management Certificate L5 CIPD	13/09/11	Tue	35	TAP	17:00	21:00	£1,200	£0	£0	£1,200

EM	Course Code	Course Title	Start Date	Day(s) of the week	No of wks	Location	Start Time	End Time	Tuition Fee	Exam Fees	Mats	Course Cost
I	4624 1112-01	*Human Resource Practice Certificate CIPD	12/09/11	Mon	35	TAP	09:00	13:00	£1,110	£0	£0	£1,110
I	4624 1112	*Human Resource Practice Certificate CIPD	15/09/11	Thur	35	IR	17:00	21:00	£1,110	£0	£0	£1,110
I	4623 1112	*Learning and Development Practice Certificate CIPD	12/09/11	Mon	35	TAP	09:00	13:00	£1,110	£0	£0	£1,110
I	4623 1112-01	*Learning and Development Practice Certificate CIPD	15/09/11	Thur	35	IR	17:00	21:00	£1,110	£0	£0	£1,110

All learners will need to be paid-up student members of CIPD (currently £125) and may also be liable for a joining fee if they are not current members. See CIPD website for full details.

### Plumbing

I	3522 1112-01	Certificate in Basic Plumbing Studies L2 Yr1	15/09/11	Thur	35	IR	09:00	18:45	£718	£215	£10	£943
I	3524 1112-01	Certificate in Plumbing Studies L3 Yr1	12/09/11	Mon	35	IR	09:00	17:15	£718	£217	£0	£935
I	1567 1112	NVQ in Mechanical Engineering Services - Plumbing L2 Yr1	15/09/11	Flex	35	Onsite	Flex	Flex	TBA	TBA	TBA	TBA
I	3524 1112-01	NVQ in Mechanical Engineering Services - Plumbing L3 Yr1	12/09/11	Flex	35	Onsite	Flex	Flex	£718	£217	£0	£935

### Public Services

I	4631 1112-01	Understanding Stewarding Edexcel Award L2	24/10/11	Full Week	1	IR	08:30	18:00	£270	£65	£20	£355
I	4631 1112	Understanding Stewarding Edexcel Award L2	13/02/12	Full Week	1	IR	08:30	18:00	£270	£65	£20	£355

Successful completion of both this course and the National Certificate for Door Supervisors (please see Short Course brochure) will enable the learner to apply for Security employment at the 2012 Olympics

### Sports Studies

I	TBA	Health Related Exercise and Fitness (BSc) (over 1 yr)	16/09/11	Fri	45	CC	09:30	16:30	£960	£250	£0	£1,210
I	4449 1112-01	*Health Related Exercise & Fitness BSc (Hons) (over 2 years)	16/09/11	Fri	45	CC	09:30	16:30	£480	£125	£0	£605
I	3623 1112-01	*Health Related Exercise & Fitness Foundation Degree Yr1	13/09/11	Tue	45	CC	09:30	19:00	£960	£250	£0	£1,210
I	3624 1112-01	*Health Related Exercise & Fitness Foundation Degree Yr2	13/09/11	Tue	45	CC	09:30	19:00	£870	£120	£0	£990

\*Validated by Leeds Metropolitan University

### Teacher Training

I	4400 1112-01	*Cert Ed in Teaching in the Lifelong Learning Sector Y2	13/09/11	Tue	35	TAP	16:00	21:00	£1200	£0	£0	£1200
I	4400 1112	*Cert Ed in Teaching in the Lifelong Learning Sector Y2	14/09/11	Wed	35	TAP	09:00	14:00	£1200	£0	£0	£1200
I	4402 1112-02	*Cert Ed in Teaching in the Lifelong Learning Sector Yr1	12/09/11	Mon	35	TAP	09:00	14:00	£1,200	£0	£0	£1,200
I	4402 1112-01	*Cert Ed in Teaching in the Lifelong Learning Sector Yr1	15/09/11	Thur	35	IR	16:00	21:00	£1,200	£0	£0	£1,200

EM	Course Code	Course Title	Start Date	Day(s) of the week	No of wks	Location	Start Time	End Time	Tuition Fee	Exam Fees	Mats	Course Cost
I	4399 1112-01	Professional Graduate Certificate in Education in Teaching in the Lifelong Learning Sector Yr2	13/09/11	Tue	35	TAP	16:00	21:00	£1,200	£0	£0	£1,200
I	4399 1112	Professional Graduate Certificate in Education in Teaching in the Lifelong Learning Sector Yr2	14/09/11	Wed	35	TAP	09:00	14:00	£1,200	£0	£0	£1,200
I	4401 1112-02	*Professional Graduate Certificate in Education in Teaching in the Lifelong Learning Sector Yr1	12/09/11	Mon	35	TAP	09:00	14:00	£1,200	£0	£0	£1,200
I	4401 1112	*Professional Graduate Certificate in Education in Teaching in the Lifelong Learning Sector Yr1	15/09/11	Thur	35	IR	16:00	21:00	£1,200	£0	£0	£1,200

\*Validated by Sheffield Hallam University. Fee to be paid directly to Sheffield Hallam University.

I	4392 1112-02	Preparing to Support Learning Award C&G 7320	15/09/11	Thur	10	TAP	09:00	12:00	£210	£49	£0	£259
I	4392 1112-01	Preparing to Support Learning Award C&G 7320	17/01/12	Tue	10	TAP	12:30	15:30	£210	£49	£0	£259
I	4392 1112	Preparing to Support Learning Award C&G 7320	25/06/12	Full Week	1	TAP	09:00	16:00	£210	£49	£0	£259
I	4085 1112-02	Preparing to Teach C&G 7303	19/09/11	Mon	10	IR	09:00	12:30	£210	£53	£0	£263
I	4085 1112-03	Preparing to Teach C&G 7303	22/09/11	Thur	10	IR	17:30	21:00	£210	£53	£0	£263
I	4085 1112-08	Preparing to Teach C&G 7303	05/12/11	Mon	10	IR	09:00	12:30	£210	£53	£0	£263
I	4085 1112-04	Preparing to Teach C&G 7303	08/12/11	Thur	10	IR	17:30	21:00	£210	£53	£0	£263
I	4085 1112-01	Preparing to Teach C&G 7303	12/03/12	Mon	10	IR	09:00	12:30	£210	£53	£0	£263
I	4085 1112	Preparing to Teach C&G 7303	15/03/12	Thur	10	IR	17:30	21:00	£210	£53	£0	£263
I	4085 1112-09	Preparing to Teach C&G 7303	05/09/11	Full Week	1	TAP	09:00	16:30	£210	£53	£0	£263
I	4085 1112-10	Preparing to Teach C&G 7303	02/07/12	Full Week	1	TAP	09:00	16:30	£210	£53	£0	£263

### Textiles

I	4861 1112	Textile Design	12/09/11	Mon	10	IR	18:00	21:00	£224	£0	£0	£224
I	4859 1112	Textile Design and Surface Pattern	12/09/11	Mon	10	IR	18:00	21:00	£224	£0	£0	£224

### Word Processing

P	3380 1112-02	Text Processing OCR Award L1	12/09/11	Mon	17	IR	18:00	21:00	£233	£27	£0	£260
P	3381 1112	Text Processing OCR Award L2	30/01/12	Mon	17	IR	18:00	21:00	£160	£29	£0	£189

All students start at Level 1 and take the Level 1 examination in January 2012, then progress onto Level 2. If students wish only to enrol for Level 2 they must have evidence of prior qualification.

## TAQA - TRAINING ASSESSMENT QUALITY ASSURANCE

Title	Unit	Tuition	Reg			Combinations
C&G L3 Understanding the Principles and Practices of Assessment	301 3 credits	£175 + Reg	25	A	Award	A = £175 B or C alone = £250 A+B £425 A+C £425 or A+B+C £675
C&G L3 Assess Occupational Competence in the Work Environment	302 6 credits	£250 + Reg	31	B	Award	
C&G L3 Assess Vocational Skills, Knowledge and Understanding	303 6 credits	£250 + Reg	31	C	Cert A+B+C	
C&G L4 Understanding the Principles and Practices of Internally Assuring the Quality of Assessment	401 6 credits	£175 + Reg	31	D	Award	D = £175 E or F alone = £250 D+E £425 D+F £425 or D+E+F £675
C&G L4 Internally Assure the Quality of Assessment	402 6 credits	£250 + Reg	31	E	Award	
C&G L4 Plan, Allocate and Monitor Work in Own Area of Responsibility	403 6 credits	£250 + Reg	31	F	Cert D+E+F	

- Please note the Registration for combinations of modules eg 9 credits = £45 and 15 credits = £60 or £75 for 17 credits.
- Individuals interested in a 'top-up' from A and V units to TAQA will need individual advice and guidance.
- Additional TAQA Groups can be arranged upon request.

TAQA - TRAINING ASSESSMENT QUALITY ASSURANCE			Date	Day	Time	Duration	Total Hours	One to One Flexible
C&G L3 Understanding the Principles and Practices of Assessment	301	Certificate in Assessing Vocational Achievement	26th Sep	Mon	6pm - 9pm	4 weeks	12	
C&G L3 Assess Occupational Competence in the Work Environment	302		31st Oct	Mon	6pm - 9pm	1 week	3	9 hours
C&G L3 Assess Vocational Skills, Knowledge and Understanding	303							
C&G L4 Understanding the Principles and Practices of Internally Assuring the Quality of Assessment	401	Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice	30th Sept	Fri	1pm - 4pm	4 Weeks	12	
C&G L4 Internally Assure the Quality of Assessment	402		4th Nov	Fri	1pm - 4pm	1 Week	3	9 hours
C&G L4 Plan, Allocate and Monitor Work in Own Area of Responsibility	403							
C&G L3 Understanding the Principles and Practices of Assessment	301	Certificate in Assessing Vocational Achievement	19th Oct	Wed	2.30pm - 5.30pm	4 weeks	12	
C&G L3 Assess Occupational Competence in the Work Environment	302		23rd Nov	Wed	2.30pm - 5.30pm	1 week	3	9 hours
C&G L3 Assess Vocational Skills, Knowledge and Understanding	303							
C&G L4 Understanding the Principles and Practices of Internally Assuring the Quality of Assessment	401	Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice	7th Nov	Mon	6pm -9pm	4 weeks	12	
C&G L4 Internally Assure the Quality of Assessment	402		5th Dec	Mon	6pm - 9pm	1 week	3	9 hours
C&G L4 Plan, Allocate and Monitor Work in Own Area of Responsibility	403							

TAQA - TRAINING ASSESSMENT QUALITY ASSURANCE			Date	Day	Time	Duration	Total Hours	One to One Flexible
C&G L3 Understanding the Principles and Practices of Assessment	301	Certificate in Assessing Vocational Achievement	10th Nov	Thu	6pm - 9pm	4 weeks	12	
C&G L3 Assess Occupational Competence in the Work Environment	302		15th Dec	Thu	6pm - 9pm	1 week	3	9 hours
C&G L3 Assess Vocational Skills, Knowledge and Understanding	303							
C&G L4 Understanding the Principles and Practices of Internally Assuring the Quality of Assessment	401	Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice	11th Jan	Wed	2.30pm - 5.30pm	4 weeks	12	
C&G L4 Internally Assure the Quality of Assessment	402		8th Feb	Wed	2.30pm - 5.30pm	1 Week	3	9 hours
C&G L4 Plan, Allocate and Monitor Work in Own Area of Responsibility	403							
C&G L3 Understanding the Principles and Practices of Assessment	301	Certificate in Assessing Vocational Achievement	19th and 26th Jan	Thurs	1pm - 9pm	2 weeks	12	
C&G L3 Assess Occupational Competence in the Work Environment	302		9th Feb	Thurs	6pm - 9pm	1 week	3	9 hours
C&G L3 Assess vocational Skills, Knowledge and Understanding	303							
C&G L4 Understanding the Principles and Practices of Internally Assuring the Quality of Assessment	401	Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice	15th and 22nd March	Thurs	1pm - 9pm	2 weeks	12	
C&G L4 Internally Assure the Quality of Assessment	402		29th March	Thurs	6pm - 9pm	1 week	3	9 hours
C&G L4 Plan, Allocate and Monitor Work in Own Area of Responsibility	403							

TAQA - TRAINING ASSESSMENT QUALITY ASSURANCE			Date	Day	Time	Duration	Total Hours	One to One Flexible
C&G L3 Understanding the Principles and Practices of Assessment	301	Certificate in Assessing Vocational Achievement	1st Feb	Wed	2.30pm - 5.30pm	4 weeks	12	9 hours
C&G L3 Assess Occupational Competence in the Work Environment	302		7th Mar	Wed	2.30pm - 5.30pm	1 week	3	9 hours
C&G L3 Assess Vocational Skills, Knowledge and Understanding	303							

## KEY TO ABBREVIATIONS

<b>AAT</b>	Association of Accounting Technicians
<b>AS</b>	Advanced Subsidiary
<b>CACHE</b>	Council for Awards in Children's Care and Education
<b>C&amp;G</b>	City & Guilds
<b>CIPD</b>	Chartered Institute of Personnel Development
<b>Edexcel</b>	Educational Excellence
<b>ESOL</b>	English for Speakers of Other Languages

**University Partners**  
**Chesterfield College offers courses validated by these university partners:**



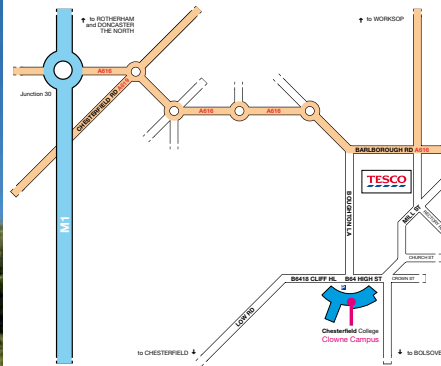
SHARPENS YOUR THINKING

<b>GCSE</b>	General Certificate of Secondary Education
<b>HNC</b>	Higher National Certificate
<b>HND</b>	Higher National Diploma
<b>NVQ</b>	National Vocational Qualifications
<b>OCR</b>	Oxford, Cambridge and Royal Society of Arts (Formerly known as RSAP)
<b>PGCE</b>	Post Graduate Certificate of Education
<b>VTCT</b>	Vocational Training Charitable Trust

# HOW TO FIND US

The College has 3 sites:

- Infirmary Road (Town Centre)
- Tapton House (1/2 mile from the station)
- Clowne Campus (1 mile from Junction 30)

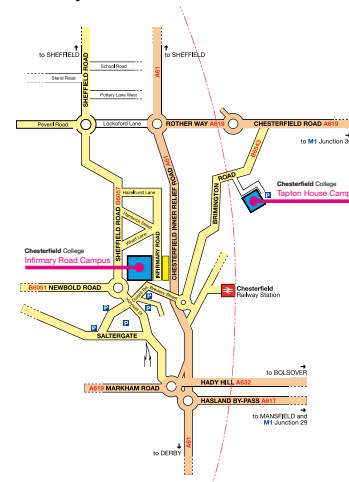


The Infirmary Road Campus is just a short walk from the town centre and is within easy reach of Chesterfield train station, which is on the Midland Mainline. By car the campuses are accessible from junctions 29, 29A and 30 of the M1.

A free shuttle bus service operates between Chesterfield Infirmary Road, Clowne and Tapton House Campuses.

Chesterfield College's Clowne Campus is situated on High Street, Clowne. The Campus is an ideal place to study, offering the same high quality teaching and support you can expect at the College's Tapton House and Infirmary Road Campuses, with all the advantages of industry standard facilities in a convenient location.

The Campus also offers a range of additional services including nursery care, fitness facilities, and a wide range of sports facilities.



**Key**

- Railway Line
- Car Parking
- Church of St Mary and All Saints "Crooked Spire"

# IMPORTANT INFORMATION

## Equality Policy

Chesterfield College has a commitment to equality of opportunity for all and seeks to eradicate discrimination by recognising the needs of each person as an individual. It undertakes to review its policies and practices on a regular basis to ensure that they are consistent with equality objectives, and to identify where action needs to be taken to improve.

The College's Equality Policy and Disability Equality Scheme (DES) relates to employment, education and training. All aspects of College provision, relating to both internal and external customers and staff, are covered by these documents.

For full details of the College policy and DES, please request a copy of the Student Handbook, or contact Learner Services on 01246 500535 or visit the website – [www.chesterfield.ac.uk](http://www.chesterfield.ac.uk).

The College is also part of Disabled Go, who independently assess organisations and their buildings for accessibility for people who are disabled. For more information visit [www.disabledgo.com](http://www.disabledgo.com)

## SENDA Statement

Chesterfield College has an open access policy and is committed to ensuring all members of the community including people with learning difficulties and those with disabilities are treated fairly. Reasonable adjustments will be made to ensure that disabled learners and other disabled people are not substantially disadvantaged.

## Safeguarding – Child Protection and Vulnerable Adults

Chesterfield College Corporation recognises its responsibilities under the Children Act 2004 and the Education Act 2002 for learners under the age of 18 years and the Human Rights Act 1998, for persons over the age of 18. Besides the statutory obligation, the College has a duty of care towards all learners and has a responsibility to have a Child and Vulnerable Adult Protection (Safeguarding) Policy in place and bring it to the attention of all staff. The College has a role to play, in partnership with other agencies, to provide the appropriate support and care for children under the age of 18 and vulnerable individuals who choose to disclose abuse.

### The College will:

- ensure that all staff are aware of their responsibilities in relation to child protection.
- provide clear procedures that will be implemented when a child protection issue is indicated.
- provide guidelines for staff to whom a disclosure is made The College will provide a copy of the policy and procedure upon request.

## Important

Every effort has been made to ensure that the information provided here and in all Chesterfield College publications, is correct.

However, from time to time it is necessary to alter and/or cancel classes and courses at short notice. Chesterfield College reserves the right to make such alterations and cancellations as and when required. Chesterfield College does not hold itself liable for any actions taken as a result of any information given in this prospectus. While it is expected that all programmes listed in this prospectus will be offered in 2011/2012, there is no guarantee that this will be the case.

Chesterfield College is a no smoking College.

Chesterfield College, Infirmary Road, Chesterfield S41 7NG  
Telephone 01246 500500.

## Data Protection Act

We never make your personal details available to other organisations for marketing purposes; however your data may be held by the College or our representative so that the enrolment process can be completed. You have a right to ask for a copy of the information we hold on you and to have inaccuracies corrected.

## Education Helpline

If you require any information about Chesterfield College, the courses in this guide, or support for learners please contact the Education Helpline on 01246 500562 or email [advice@chesterfield.ac.uk](mailto:advice@chesterfield.ac.uk).

## Useful Contacts

- For advice on course fees and methods of payment email [fees@chesterfield.ac.uk](mailto:fees@chesterfield.ac.uk).
- For advice on exams email [exams@chesterfield.ac.uk](mailto:exams@chesterfield.ac.uk).
- To apply for refunds, fee remission or to check the status of your student loan payments email [registrar@chesterfield.ac.uk](mailto:registrar@chesterfield.ac.uk).



**Chesterfield College, Infirmary Road, Chesterfield, S41 7NG**

**Telephone** 01246 500500

**Education Helpline** 01246 500562

**Fax** 01246 500587

**Web** [www.chesterfield.ac.uk](http://www.chesterfield.ac.uk)

**Email** [advice@chesterfield.ac.uk](mailto:advice@chesterfield.ac.uk)

