

Adult Learning Guide

Personal and Professional Development

YORK
COLLEGE

2010-2011

Professional programmes



Part-time courses



University level courses



www.yorkcollege.ac.uk

York College, Sim Balk Lane, York, YO23 2BB

Tel: 01904 770400

email: customer-services@yorkcollege.ac.uk

Welcome to the York College 2010-11 Adult Learning Guide

At York College we offer a wide range of study for adults, including many part-time courses. You can study to improve your chance of promotion at work, retrain for a new career or develop a new passion to enhance your life. I hope the following courses will inspire you to try something new or further develop your current skills.

I look forward to welcoming you to York College in the near future.

Dr Alison Birkinshaw
Principal, York College



Much more than a college ...

York College is the largest education provider in the region and we have wonderful facilities in our state-of-the-art building, described by Ofsted as an 'Outstanding environment for teaching and learning'.

York College offers state-of-the-art teaching and learning facilities including:

- Alan Ayckbourn Theatre
- Ashfields Restaurant
- York College Hair & Beauty Spa and Nail Bar
- 3G Sports Pitch
- Engineering and Construction workshops
- Art & Design studios
- Learning Centre on three floors equipped with the latest technology
- York College Day Nursery
- Membership of the Students' Union
- Duets Food Court and vending available for refreshments.

'As a way of fostering learning, York College values:

- all our students and their individual achievements
- the commitment and professionalism of our staff
- the highest standards in all that we do
- working together to meet the needs of our college and the wider community
- effective, efficient and appropriate use of resources
- respect, equality and honesty.'

The safeguarding of young people and vulnerable adults is fully embraced by all York College staff and underpins the college's values.



Photo credit: Lyn Bailey

Look out for our events and 'taster' days for adult learners held throughout the year.

www.yorkcollege.ac.uk

Your personal and professional development with York College ...

How to enrol and what support is available

York College offers adult learners both personal and professional development opportunities in a superb learning environment. It's a place where you can gain the right knowledge and qualifications to help you seek a new career or get back into the workplace.

Whether you are facing unemployment or redundancy, or starting a new business, York College can support you to prepare for the future.

When you have decided which course you would like to do ...

Please call us on 01904 770400 and have the following information ready:

- full name and postal address
- date of birth
- daytime and mobile telephone number
- details of the course you wish to enrol on
- how you want to pay.

**To enrol call
01904 770400**

Helping you to pay

You may be able to get help meeting the costs of your course depending upon your circumstances. The Adult Learning Grant and Subsidised Childcare can offset some costs. Courses may be free for people on benefits. If you are studying for your first Level 2 or Level 3 qualification then these courses may be free for you. Please call us on 01904 770400 for further information.

Paying for your course

If you need to pay for your course you can do so by cheque or debit/credit card as a one off payment or by instalments if your course costs more than £100.

Will I need to speak to a tutor?

Only if there is an 'A' present at the right hand side of the list of courses. This 'A' means that we would like you to submit an application form, which you can print from www.yorkcollege.ac.uk or call us on 01904 770400 to request one.

Helpful Information

If you choose to pay by instalments this commits you to paying for the course in full, even if you are unable to complete the course.

Fees must be paid within ten working days of your enrolment, if you are paying in full.

To receive a reduced fee on your course you will need to provide proof of any benefits that you are claiming at enrolment.

To be eligible for a full refund of fees paid you must cancel your registration within ten days of enrolling.

If a course is cancelled by York College, then a full refund of any tuition fees paid will be made. York College cannot provide financial assistance with any full cost courses.

Some courses may have additional professional fees payable directly to the awarding body, please ask us for more information.

All fees quoted in this brochure are for E.U. residents who meet eligibility criteria. Non E.U. residents may be subject to international fees.



**If you can't see what you're looking
for give us a call on 01904 770400**

Higher Education courses

Whether you are considering starting a new career, continuing or getting back into learning, or would like to progress further in your current employment, we can help you achieve your ambitions by helping you gain a higher education qualification.

Even if you thought that you had missed your chance to study for a degree because you do not have the right qualifications, York College could have the ideal route for you with an Access to HE Diploma, or an Extended Degree with a "Foundation Year".

Extended Degrees are ideal for adults with few or no formal qualifications and are also an option for students who do not have the required subjects/grades at A-level (or equivalent) to be able to progress on to a Degree/Foundation Degree programme.

The college has well-developed links with other higher education institutions in York, including the University of York and with local businesses. It also offers opportunities to work on live projects or undertake work placements with local and national organisations.

See www.yorkcollege.ac.uk for further details.

If you are interested in a York College course but don't have the English or maths qualifications you need, we can help!

If you need help improving your English and maths we can help. We have courses that run on a daytime or evening for two hours once a week and you can do these at college or at a community centre near you. The courses usually run from September to July but check with us as you might be able to start at any time during the year. At the end of the course you will get a nationally recognised adult literacy or numeracy qualification.

For further details contact the Skills for Life team on 01904 770429.

Skills Account

If you are thinking about learning a new skill, already in learning or planning to change jobs and need new skills, there is a personalised online service that can help you.

The Skills Account service is tailored to give you greater choice and support as you enter and progress in learning and work. By using your Skills Account you will have access to information to help you plan your studies, find out what's the best course for you and see if you can get any help with funding your studies.

Visit www.direct.gov.uk/skillsaccounts or call the Careers Advice Service on 0800 100900.



Call 01904 770400 for more information and to enrol

Experiencing and enjoying learning at York College

Determined to be a Sports Therapist

Vicky had a tough time at school, achieving limited formal qualifications, and regretted that she didn't do better so she could realise her dream of a career in sport.

In 2008, despite being a mother and full-time worker, Vicky decided to return to education. She enrolled on a nutrition course and really enjoyed the learning experience, this led her to study for a Foundation Degree in Sports Therapy.

This year Vicky administered sports massage at the London Marathon, she has also been nominated for a National Adult Learners Award and a VQ Learner of the Year Award and she hopes to become a qualified sports therapist.



Nathan's Nursing Practice

Nathan was inspired to enrol on the BSc Extended Degree in Evidence-based Nursing Practice at York College after the experience of being a birthing partner for a friend. He said: "I used to work in the area of mental health and had an initial interest in nursing. This is a good general nursing course, giving me a broad feel for the different areas of nursing. I am enjoying being back in a classroom with like-minded people who really want to learn."

I am looking forward to spending a week at the University of York's Clinical Simulation Unit, in preparation for a work placement at York District Hospital, where I will be using medical equipment and carrying out routine procedures. I will then continue my degree at the University of York next year."

Law School Looming

Sarah studied A Levels but her results were disappointing. She decided to continue her education and studied a part-time two year Foundation Degree in Business Management at York College, whilst still at work.

Currently Sarah is a full-time student studying the Business Management top-up degree, furthermore she is on track to achieve a first class honours degree! She wants to be a solicitor and has been offered a place at BPP Law School in Leeds.

Sarah says: "After my A Levels I was quite downhearted but now I'm pleased to have gained a degree by going down the Foundation Degree route. The course worked well for me because I could earn whilst studying. Over the last three years the tutors on my course have been so supportive, helping me to grow in confidence."



If you can't see what you're looking for give us a call on 01904 770400

Courses start here

Key to courses

A	Application/interview required	R	Reduced price available	NRM	National Railway Museum
TBC	To be confirmed	Var	Various	BSCC	Burton Stone Community College
+	Means both days (Mon & Fri)	YC	York College	CG	Clarence Gardens

Course Code	Course Title	Venue	Day	Start Time	End Time	Start Date	Duration (wks)	Full Cost	Reduced Fee	Key
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Art, Design & Crafts

Whether you are an absolute beginner wanting to start a hobby, or want to further your artistic skills, there's a range of creative courses available to satisfy all levels of competency. More information at enrolment or contact 01904 770400.

APASADA10	Art School - Art & Design	YC	Thu	09:15	12:15	23-Sep-10	10	£250	£250	
APASADB10	Art School - Art & Design	YC	Thu	09:15	12:15	13-Jan-11	10	£250	£250	
APASADC10	Art School - Art & Design	YC	Thu	09:15	12:15	28-Apr-11	10	£250	£250	
AEASCEA10	Art School - Ceramics	YC	Thu	18:00	21:00	23-Sep-10	10	£250	£250	
APASCEA10	Art School - Ceramics	YC	Thu	12:30	15:30	23-Sep-10	10	£250	£250	
APASCEB10	Art School - Ceramics	YC	Thu	12:30	15:30	13-Jan-11	10	£250	£250	
APASCEC10	Art School - Ceramics	YC	Thu	12:30	15:30	28-Apr-11	10	£250	£250	
AEASJEA10	Art School - Jewellery	YC	Wed	18:00	21:00	22-Sep-10	10	£250	£250	
AEASKFA10	Art School - Kiln Formed Glass	YC	Wed	18:00	21:00	22-Sep-10	10	£250	£250	
AEASKFB10	Art School - Kiln Formed Glass	YC	Wed	18:00	21:00	12-Jan-11	10	£250	£250	
AEASKFC10	Art School - Kiln Formed Glass	YC	Wed	18:00	21:00	27-Apr-11	10	£250	£250	
AEASLGA10	Art School - Leaded Glass	YC	Tue	18:00	21:00	21-Sep-10	10	£250	£250	
AEASLGB10	Art School - Leaded Glass	YC	Tue	18:00	21:00	11-Jan-11	10	£250	£250	
AEASLGC10	Art School - Leaded Glass	YC	Tue	18:00	21:00	26-Apr-11	10	£250	£250	
AEASLDA10	Art School - Life Drawing	YC	Thu	18:00	21:00	23-Sep-10	10	£250	£250	
AEASLDB10	Art School - Life Drawing	YC	Thu	18:00	21:00	13-Jan-11	10	£250	£250	
AEASLDC10	Art School - Life Drawing	YC	Thu	18:00	21:00	28-Apr-11	10	£250	£250	
AEASPHA10	Art School - Photography	YC	Thu	18:00	21:00	23-Sep-10	10	£250	£250	
AEASPHB10	Art School - Photography	YC	Thu	18:00	21:00	13-Jan-11	10	£250	£250	
AEASPHC10	Art School - Photography	YC	Thu	18:00	21:00	28-Apr-11	10	£250	£250	
AEASPMA10	Art School - Printmaking	YC	Wed	18:00	21:00	22-Sep-10	10	£250	£250	
AEASPMB10	Art School - Printmaking	YC	Wed	18:00	21:00	12-Jan-11	10	£250	£250	
AEASPMC10	Art School - Printmaking	YC	Wed	18:00	21:00	27-Apr-11	10	£250	£250	

Art Studios



Art School

If you are passionate about Art and Crafts and want to enjoy an art class run by experts why not try Art School?

A team of expert tutors, artists and craftspeople will be on hand to share their knowledge in excellent, well equipped studios.

- Courses run for a single term
- All levels welcome
- Cost includes tuition and general materials for the lessons

For more information call us on 01904 770400

www.yorkcollege.ac.uk

Course Code	Course Title	Venue	Day	Start Time	End Time	Start Date	Duration (wks)	Full Cost	Reduced Fee	Key
APASSCA10	Art School - Stone Carving	YC	Fri	12:30	15:30	24-Sep-10	10	£250	£250	
APASSCB10	Art School - Stone Carving	YC	Fri	12:30	15:30	14-Jan-11	10	£250	£250	
APASSCC10	Art School - Stone Carving	YC	Fri	12:30	15:30	29-Apr-11	10	£250	£250	
AEND11A10	NCFE Life Drawing - Level 1	YC	Wed	18:00	21:00	8-Sep-10	13	£170	R	
AEND11B10	NCFE Life Drawing - Level 1	YC	Wed	18:00	21:00	5-Jan-11	13	£170	R	
AENG11A10	NCFE Leaded Glass - Level 1	YC	Thu	18:00	21:00	9-Sep-10	13	£170	R	
AENG11B10	NCFE Leaded Glass - Level 1	YC	Thu	18:00	21:00	6-Jan-11	13	£170	R	
AENH11A10	NCFE Kiln Formed Glass - Level 1	YC	Tue	18:00	21:00	7-Sep-10	13	£170	R	
AENH11B10	NCFE Kiln Formed Glass - Level 1	YC	Tue	18:00	21:00	4-Jan-11	13	£170	R	
AENJ11A10	NCFE Jewellery - Level 1	YC	Tue	18:00	21:00	7-Sep-10	13	£170	R	
AENJ11B10	NCFE Jewellery - Level 1	YC	Tue	18:00	21:00	4-Jan-11	13	£170	R	
AENK11A10	NCFE Photography - Level 1	YC	Wed	18:00	21:00	8-Sep-10	13	£170	R	
AENK11B10	NCFE Photography - Level 1	YC	Wed	18:00	21:00	5-Jan-11	13	£170	R	
AENM11A10	NCFE Printmaking - Level 1	YC	Tue	18:00	21:00	7-Sep-10	13	£170	R	
AENM11B10	NCFE Printmaking - Level 1	YC	Tue	18:00	21:00	4-Jan-11	13	£170	R	

Business - Personal & Professional Development

Our business courses are taught by industry professionals in a superb learning environment using the latest technology. These courses offer you the opportunity to change career direction, gain promotion at work through further development of your professional knowledge and realise your ambitions.

Whether you are starting a new business, facing redundancy or are unemployed, York College can support you to prepare for your future.

BEABKAA10	City & Guilds Award in Book-keeping & Accounts	YC	Tue	18:00	20:00	28-Sep-10	15	£250	£250	A
BEAATCA10	AAT Certificate for Accounting Technicians - Level 2	YC	Mon+Thu	18:00	21:15	6-Sep-10	33	£620	R	A
BPAATCB10	AAT Certificate for Accounting Technicians - Level 2	YC	Thu or Fri	09:00	14:45	9-Sep-10	33	£620	R	A
BPFAAC210	AAT Certificate for Accounting Technicians - Level 2	YC	Thu or Fri	09:00	14:45	9-Sep-10	33	£620	R	A
BEAATDA10	AAT Diploma for Accounting Technicians - Level 3	YC	Mon+Wed	18:00	21:15	6-Sep-10	34	£700	R	A
BPA AAC310	AAT Diploma for Accounting Technicians - Level 3	YC	Tue	09:00	15:00	7-Sep-10	34	£700	R	A
BPAATDB10	AAT Diploma for Accounting Technicians - Level 3	YC	Tue	09:00	15:00	7-Sep-10	34	£700	R	A
BEDAC4B10	AAT Diploma for Accounting Technicians - Level 4	YC	Tue+Thu	18:00	21:15	7-Sep-10	34	£700	R	A
BPDAC4A10	AAT Diploma for Accounting Technicians - Level 4	YC	Wed	09:00	15:30	8-Sep-10	34	£700	R	A
BPBA11X10	BA (Hons) in Business Management (Top-up)	YC	Wed	12:30	21:00	22-Sep-10	30	£1,000	£1,000	A
BEAMPCA10	CIM Assessing the Marketing Environment - Professional Certificate	YC	Mon	18:00	21:15	6-Sep-10	15	£400	£400	A
BEMEPCB10	CIM Marketing Essentials - Professional Certificate	YC	Wed	18:00	21:15	8-Sep-10	15	£400	£400	A
BEMRPE10	CIM Marketing Research & Information - Professional Certificate	YC	Mon	18:00	21:15	10-Jan-11	15	£400	£400	A
BESMPCC10	CIM Stakeholder Marketing - Professional Certificate	YC	Wed	18:00	21:15	5-Jan-11	15	£400	£400	A
BPMD11X10	CIM Professional Certificate in Marketing	YC	Mon+Wed	18:00	21:15	6-Sep-10	30	£1,600	£1,600	A
BPME11X10	CIM Professional Diploma in Marketing	YC	Tue+Thu	18:00	21:15	7-Sep-10	30	£1,600	£1,600	A

Apprenticeships available in:

Accountancy	Customer Service	Fabrication and Welding
Business Administration	Decorating	Hairdressing
Bricklaying	Dental Nursing	Motor Vehicle
Carpentry & Joinery	Engineering	Plumbing
Childcare	Electrical	Stonemasonry

From 1 August 2010 there will be an annual charge of £200 to employers of new Apprenticeship, Advanced Apprenticeship and Higher Apprenticeship students who are aged 19 or over when they start the programme.

Please call 01904 770368 for more information.

**To enrol call
01904 770400**

Course Code	Course Title	Venue	Day	Start Time	End Time	Start Date	Duration (wks)	Full Cost	Reduced Fee	Key
BEMPPDA10	CIM Marketing Planning Process - Professional Diploma	YC	Tue	18:00	21:15	7-Sep-10	15	£400	£400	A
BEPMPDE10	CIM Project Management - Professional Diploma	YC	Thu	18:00	21:15	6-Jan-11	15	£400	£400	A
BECVPDB10	CIM Creating Customer Value - Professional Diploma	YC	Thu	18:00	21:15	9-Sep-10	15	£400	£400	A
BEMMPDC10	CIM Marketing Management - Professional Diploma	YC	Tue	18:00	21:15	4-Jan-11	15	£400	£400	A
BEEOE1A10	CIMA - Enterprise Operations	YC	Wed	18:00	21:15	8-Dec-10	20	£650	£650	A
BEFOF1A10	CIMA - Financial Operations	YC	Mon+Wed	18:00	21:15	6-Sep-10	10	£650	£650	A
BEPOP1A10	CIMA - Performance Operations (P1)	YC	Mon	18:00	21:15	6-Dec-10	20	£650	£650	A
BPEOPE110	CIMA - Enterprise Operations	YC	Mon	09:00	12:15	6-Dec-10	20	£650	£650	A
BPFOPF110	CIMA - Financial Operations	YC	Mon	09:00	16:30	6-Sep-10	10	£650	£650	A
BPPOPP110	CIMA - Performance Operations	YC	Mon	13:10	16:20	6-Dec-10	20	£650	£650	A
BPMDL3A10	CMI Diploma in First Line Management - Level 3	YC	Mon	17:00	20:45	13-Sep-10	34	£550	R	A
BEAMLSB10	CMI Level 4 Management & Leadership Influencing Skills	YC	Tue	18:00	21:15	1-Feb-11	8	£395	£395	A
BEAMTDA10	CMI Level 4 Managing Team Dynamics	YC	Tue	18:00	21:15	5-Oct-10	8	£395	£395	A
BPMDL5A10	CMI Diploma in Management & Leadership - Level 5	YC	Wed	14:00	21:00	22-Sep-10	30	£800	R	A
BEMCP6A10	CMI Level 6 Managing the Change Process	YC	Thur	18:00	21:15	3-Feb-11	8	£415	£415	A
BEMOC6A10	CMI Level 6 Managing Organisational Culture	YC	Thur	18:00	21:15	7-Oct-10	9	£300	£300	A
BPASMAL10	CMI Award in Strategic Management & Leadership	YC	Sat	09:15	16:00	18-Sep-10	2	Made up of Level 7 units (see below)		A
BPCSMAL10	CMI Certificate in Strategic Management & Leadership	YC	Sat	09:15	16:00	18-Sep-10	4			A
BEMDSML10	CMI Diploma in Strategic Management & Leadership	YC	Sat	09:00	16:00	11-Sep-10	60			A
BPFML7A10	CMI Level 7 Financial Management	YC	Sat	09:00	16:00	4-Dec-10	2	2 classes in a 3 month period	£330	A
BPFPL7B10	CMI Level 7 Financial Planning	YC	Sat	09:00	16:00	12-Mar-11	2		£330	A
BPHRL7A10	CMI Level 7 Human Resource Planning	YC	Sat	09:00	16:00	11-Dec-10	2		£330	A
BPMCL7A10	CMI Level 7 Managing Organisational Change	YC	Mon	09:00	16:00	9-Oct-10	2		£330	A
BPPDL7A10	CMI Level 7 Personal Development as a Strategic Manager	YC	Sat	09:00	16:00	25-Sep-10	1		£330	A
BPPDL7B10	CMI Level 7 Personal Development (with induction)	YC	Sat	09:00	16:00	26-Feb-11	1		£330	A
BPPML7B10	CMI Level 7 Strategic Performance Management	YC	Sat	09:00	16:00	26-Mar-11	2		£330	A
BPPRL7B10	CMI Level 7 Conducting a Strategic Management Project	YC	Sat	09:00	16:00	21-May-11	2		£330	A
BPSDL7B10	CMI Level 7 Strategic Direction	YC	Sat	09:00	16:00	7-May-11	2		£330	A
BPSML7A10	CMI Level 7 Strategic Marketing	YC	Sat	09:00	16:00	30-Oct-10	2		£330	A

Fine tune your skills with York College short courses

Professional and Management:

- Effective Minute Taking - one day £170
- Time Management & Delegation - two days £210
- Effective Supervision - two days £280
- Assertiveness Training - one day £170
- Presentation Skills - two days £200
- Customer Care on the Telephone - one day £170

Electrical

- 17th Edition Wiring Regs - one evening per week for 12 weeks £515

IT:

- Intro to Office 2007 - one day £135
- Excel Spreadsheets - one day £135
- PowerPoint - one day £135

Food Safety:

- CIEH Level 2 Award in Food Safety in Catering - one day £65
- CIEH Level 3 Award in Supervising Food Safety in Catering - three days £280

First Aid:

- First Aid at Work - three days £205
- First Aid at Work Refresher - two days £130
- Emergency First Aid - one day £115

Health and Safety:

- NEBOSH National General Certificate - one day per week for 15 weeks £890

For more information please call 01904 770368

Course Code	Course Title	Venue	Day	Start Time	End Time	Start Date	Duration (wks)	Full Cost	Reduced Fee	Key
BPMG11X10	CIPD - Certificate In Personnel Practice	YC	Mon	14:00	21:15	15-Sep-10	34	£700	R	A
BPCLS2A10	City & Guilds Certificate for Legal Secretaries	YC	Thu	13:10	21:15	16-Sep-10	34	£830	R	A
BEBN11X10	Foundation Degree in Business Management	YC	Tue+Thu	18:00	21:15	21-Sep-10	30	£1,000	£1,000	A
BPBN11X10	Foundation Degree in Business Management	YC	Tue	13:15	21:00	21-Sep-10	30	£1,000	£1,000	A
BPFDHAX10	Foundation Degree in Health Services Management	YC	Wed	09:00	17:00	22-Sep-10	30	£1,000	£1,000	A
BESAGEA10	Introduction to Sage	YC	Fri	09:00	12:15	24-Sep-10	10	£220	£220	A

Child Care & Early Years

Opportunities exist for different types of work in Child Care and Early Years settings. York College staff can advise on suitability of courses and progression routes for anyone interested in finding out more.

CPCST2A10	CACHE Certificate in Supporting Teaching & Learning in Schools - Level 2	YC	Thu	10:30	14:45	30-Sep-10	30	£364	R	A
CPCST2B10	CACHE Certificate in Supporting Teachers & Learning in Schools - Level 2	YC	Mon	10:30	14:45	27-Sep-10	30	£364	R	A
CPCST3A10	CACHE Certificate in Supporting Teaching & Learning in Schools - Level 3	YC	Fri	10:30	14:45	1-Oct-10	30	£364	R	A
CPDA11X10	BTEC NC in Children's Care Learning & Development - Level 3	YC	Tues	12:30	19:30	7-Sep-10	34	£955	R	A
BEBAHET10	BA (Hons) in Education & Training	YC	Mon	17:00	21:00	20-Sep-10	36	£1,000	£1,000	A

Computing

These courses offer you the chance to enhance your existing skills and translate them into real qualifications.

BEATPL110	OCR Award in Text Processing - Level 1	YC	Tue	18:30	20:30	14-Sep-10	35	£235	R	
BECTPL210	OCR Award in Text Processing - Level 2	YC	Tue	18:30	20:30	14-Sep-10	35	£270	R	
BEATPL310	OCR Award in Text Processing - Level 3	YC	Tue	18:30	20:30	14-Sep-10	35	£455	£455	
BEBT10010	Introductory Web Page Design - ITQ Unit	YC	Thu	18:00	21:00	23-Sep-10	10	£105	R	
BEBT10710	Intermediate Web Page Design - ITQ Unit	YC	Wed	18:00	21:00	19-Jan-11	10	£210	£210	
BEBT10810	Intermediate Web Page Design - ITQ Unit	YC	Wed	18:00	21:00	27-Apr-11	10	£210	£210	
BEBT60410	City & Guilds Advanced Diploma in ICT Systems Support - Level 3	YC	Tue+Thu	18:00	21:00	14-Sep-10	33	£730	R	A
BEDG11A10	C&G7266-26 Diploma in ICT Systems Support	YC	Tue +Thu	18:00	21:00	28-Sep-10	30	£655	R	A
BPMCDST10	Microsoft Certified Desktop Support Technician (MCDST)	YC	Mon	09:00	12:00	13-Sep-10	33	£850	£850	A
BPMCSAA10	MCSA - Microsoft Certified Systems Administrator	YC	Mon+Fri	13:00	16:30	13-Sep-10	34	£2,500	£2,500	A

Flexible Learning Courses

NVQs offered through the workplace in a range of vocational areas, including:

- Accounting
- Business & Administration
- Care
- Customer Service
- Engineering
- Information & Library Services
- Laboratory Technicians
- Management
- Painting & Decorating
- Professional Cookery
- Team Leading

Distance Learning Programmes:

We offer a range of courses, which can be studied in the workplace or at home.

- Equality & Diversity
- Dementia Awareness
- Healthy Eating
- Palliative Care
- Safe Handling of Medicines

All of the above courses, plus an additional course in 'Infection Control', are available in two half-day training sessions.

Additional support may be available for those already working in the industry they wish to train in, or those who have been unemployed for six months or more.

For more information visit www.yorkcollege.ac.uk
or call 01904 770368

Course Code	Course Title	Venue	Day	Start Time	End Time	Start Date	Duration (wks)	Full Cost	Reduced Fee	Key
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Construction & Engineering

As the economy continues to come out of recession the forecasted growth in construction means that there will be job opportunities for people with the right skills. Skills shortages are expected and those who decide to take a construction course could be rewarded in the future. These qualifications in engineering are designed to assist you in industry and can be used to upskill or gain new skills to change career.

TPAD11X10	Advanced Diploma in Engineering Technology	YC	Mon	09:00	17:30	13-Sep-10	35	£830	R	A
KPDL31X10	BTEC Diploma in Construction & the Built Environment - Level 3	YC	Tue	09:00	20:30	7-Sep-10	36	£1,245	R	A
TPBA11X10	BTEC National Certificate Electrical/Electronic Engineering	YC	Mon	08:45	19:00	13-Sep-10	36	£1,130	R	A
KPSD31X10	BTEC Subsidiary Diploma in Construction & the Built Environment - Level 3 QCF	YC	Thu	09:00	20:30	6-Sep-10	36	£1,210	R	A
KPHC41X10	BTEC Level 4 HC in Construction and the Built Environment	YC	Wed	09:00	18:00	22-Sep-10	32	£1,000	R	A

Counselling & Caring

CEEK11X10	CPCAB Certificate in Counselling Skills - Level 3	YC	Wed	18:00	21:00	15-Sep-10	36	£1,120	£1,120	A
CPCS3A10	CPCAB Certificate in Counselling Skills - Level 3	YC	Tue	09:30	16:00	1-Feb-11	15	£754	£754	A
CEEM11B10	Certificate in Introduction to Counselling Skills - Level 2	YC	Tue	18:00	21:00	21-Sep-10	12	£280	£280	
CEEM11F10	Certificate in Introduction to Counselling Skills - Level 2	YC	Tue	18:00	21:00	4-Jan-11	12	£280	£280	
CPCS2A10	CPCAB Introductory Certificate in Counselling Skills - Level 2	YC	Tue	09:30	16:00	21-Sep-10	15	£750	£750	

Professional Workshops



www.yorkcollege.ac.uk

Course Code	Course Title	Venue	Day	Start Time	End Time	Start Date	Duration (wks)	Full Cost	Reduced Fee	Key
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Food, Wine & Hospitality

For professionals and just for fun. Find out how to cook and discover new culinary delights. These courses provide an opportunity to learn about specific types of food and try out new cooking skills.

CEAC12S10	Can't Cook Won't Cook - Cooking for Beginners	YC	Wed	18:30	21:30	6-Oct-10	6	£150	£150	
CECPFBS10	City & Guilds Certificate in Professional Food & Beverage Service - Level 1	YC	Wed	18:00	21:30	15-Sep-10	0	£800	£800	A
CEAD21X10	City & Guilds Diploma in Professional Cookery - Level 2	YC	Mon+Tue	16:30	21:30	4-Oct-10	34	£2,300	£2,300	A
CEAC11R10	Introduction to Indian Cuisine	YC	Thu	18:30	21:30	6-Oct-10	6	£150	£150	
CEAC11S10	Introduction to Pastry & Dessert Making	YC	Mon	18:30	21:30	4-Oct-10	6	£150	£150	
CEAC11P10	Introduction to Thai Cuisine	YC	Thu	18:30	21:30	7-Oct-10	6	£150	£150	
CEAC11N10	Italian Cookery - Mamma's Cooking	YC	Tue	18:30	21:30	5-Oct-10	6	£150	£150	
CEAC12A10	Junior Chefs' Academy	YC	Sat	09:30	12:30	19-Mar-11	10	£212	£212	
CPAB21X10	Level 2 NVQ Diploma in Professional Cooking	YC	Mon	09:00	16:00	20-Sep-10	34	£1,788	£1,788	A
CPAJ21X10	Level 2 NVQ Diploma in Food Service	YC	Wed	09:00	16:00	8-Sep-10	36	£1,600	£1,600	A
CPAP11A10	Level 3 NVQ Diploma in Professional Cookery	YC	Tue	09:00	16:00	14-Sep-10	34	£1,600	£1,600	A

GCSEs

It is important to have the core GCSE subjects under your belt. It is never too late to achieve your goals.

BGELAEB10	GCSE English	YC	Tue	18:00	21:00	16-Nov-10	24	£245	R	
GCNT2LX10	Pre-GCSE Adult Literacy - Level 2 (Precursor for GCSE if successfully completed)	YC	Tue	18:00	21:00	7-Sep-10	9	FREE	FREE	
TGMATDB10	GCSE Mathematics (Foundation)	YC	Wed	13:15	15:45	8-Sep-10	32	£245	R	A
TGMATEA10	GCSE Mathematics (Foundation)	YC	Thu	18:30	21:00	9-Sep-10	32	£245	R	A
TGMATEB10	GCSE Mathematics (Foundation)	YC	Wed	18:30	21:00	8-Sep-10	32	£245	R	A



Ashfields Restaurant

Ashfields Restaurant is the perfect choice for great food and attentive service by students studying a range of catering and hospitality courses.

Daytime and evening menus are available offering fine food and service for a fraction of the cost.

To book, please call: 01904 770253

Course Code	Course Title	Venue	Day	Start Time	End Time	Start Date	Duration (wks)	Full Cost	Reduced Fee	Key
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Hair, Beauty & Holistic Therapies

Hair, beauty, holistic therapies and spa treatments are growing industries. York College offers a full range of courses to equip you with the right skills to be part of them.

CEGD11B10	City & Guilds Level 2 Beauty Therapy NVQ	YC	Tue+Thu	18:00	21:00	7-Sep-10	36	£750	R	
CEGD11X10	City & Guilds Level 2 Beauty Therapy NVQ	YC	Mon+Wed	18:00	21:00	6-Sep-10	36	£758	R	
CEGT11E10	City & Guilds Level 2 Nail Services - NVQ	YC	Tue+Sat	18:00	21:00	7-Sep-10	36	£750	R	
CPGT11F10	City & Guilds Level 2 Nail Services NVQ	YC	Wed+Fri	18:00	21:00	8-Sep-10	36	£750	R	
CEGK11B10	VTCT Diploma in Body Massage for Complementary Therapies - Level 3	YC	Wed	18:00	21:00	8-Sep-10	36	£820	£820	
CPGC31A10	VTCT Diploma in Complementary Therapies	YC	Tue+Sat	09:00	15:45	7-Sep-10	36	£830	R	
CPGD21X10	NVQ Level 3 Beauty Therapy	YC	Sat	09:30	16:15	11-Sep-10	35	£790	R	
CFGB11A10	Level 2 Diploma in Hairdressing	YC	VAR	VAR	VAR	6-Sep-10	36	£1,480	R	A
CPGB31X10	NVQ 3 Hairdressing for Work-based Learners	YC	Mon	10:00	21:00	13-Sep-10	34	£1,050	R	A

Improve Your Writing & Number Skills

York College offers you the chance to improve your skills in a relaxed atmosphere, with understanding tutors to guide and advise.

LPLR03210	Improving English Entry 2 to 3 - Workshop	CL	Mon	12:30	15:00	20-Sep-10	33	FREE	FREE	A
LELR01510	Entry 3 to Level 1 English - Improving Literacy Workshop	YC	Tue	18:00	20:30	21-Sep-10	34	FREE	FREE	A
LELR01610	Level 1 to Level 2 English Improving Literacy Workshop	YC	Wed	18:00	20:30	22-Sep-10	34	FREE	FREE	A
LPHC00910	Level 1 English Skills	YC	Thu	09:00	12:00	13-Jan-11	22	FREE	FREE	A
LPHC08010	Improving English Level 1 to Level 2	YC	Thu	13:10	16:10	13-Jan-11	24	FREE	FREE	A
LPLR02010	Improving English - Level 1 to Level 2 - Start Reading & Writing Workshop	YC	Wed	09:00	12:10	22-Sep-10	33	FREE	FREE	A
LPHC11410	Level 1 English	NRM	Fri	12:30	15:00	24-Sep-10	34	FREE	FREE	A
LPHC11510	Level 2 Literacy	YC	Thu	12:25	15:25	23-Sep-10	33	FREE	FREE	A
LPLR01810	Start English Workshop	YC	Tue	14:00	16:30	21-Sep-10	34	FREE	FREE	A
LPHC01710	Entry 3 to Level 1 Maths	YC	Thu	18:10	20:35	23-Sep-10	34	FREE	FREE	A
LPHC09210	Entry 3 to Level 1 Improving Maths	YC	Wed	18:10	20:30	12-Jan-11	22	FREE	FREE	A
LPLR03610	Improving Maths Entry 3 to Level 1 - Workshop	CL	Mon	09:30	12:00	20-Sep-10	33	FREE	FREE	A

Hair and Beauty Spa

Why not relax and be pampered in one of our training salons.

Offering hair, beauty, holistic therapies and spa treatments at competitive prices.

To book an appointment, please call:
01904 770254



To enrol call 01904 770400

Course Code	Course Title	Venue	Day	Start Time	End Time	Start Date	Duration (wks)	Full Cost	Reduced Fee	Key
LPHC11310	Level 1 to Level 2 Maths	YC	Fri	09:30	12:00	24-Sep-10	34	FREE	FREE	A
LPLR02410	Level 1 to Level 2 Maths - Workshop	YC	Wed	12:25	15:25	22-Sep-10	33	FREE	FREE	A
LELR02310	Level 1 to Level 2 Maths Improving Numeracy Workshop	YC	Tue	18:00	20:30	21-Sep-10	34	FREE	FREE	A
LPHC00810	Level 1 Maths Skills	YC	Thu	12:35	15:35	13-Jan-11	22	FREE	FREE	A
LPHC11210	Level 2 Maths	YC	Thu	09:00	12:00	23-Sep-10	33	FREE	FREE	A
LPLR02210	Start Maths - Workshop	YC	Mon	14:00	16:30	21-Sep-10	34	FREE	FREE	A

Languages & Communication

LPESOLJ10	ESOL Entry 1	CL	Tue+Thu	12:45	15:15	14-Sep-10	27	£340	R	A
LPESOLK10	ESOL Entry 2	CL	Tue+Thu	09:30	12:00	14-Sep-10	27	£340	R	A
LPESOLL10	ESOL Entry 3	CL	Tue+Thu	09:30	12:00	14-Sep-10	27	£340	R	A
LPESOLM10	ESOL Level 1	CL	Tue+Thu	12:45	15:15	14-Sep-10	27	£340	R	A
LPESOLG10	ESOL Level 2	CL	Fri	10:00	13:00	10-Sep-10	37	£340	R	A
BESPSTA10	Spanish for Starters	YC	Wed	19:00	21:15	22-Sep-10	10	£150	£150	A
BESPSTB10	Spanish for Starters	YC	Wed	19:00	21:00	19-Jan-11	10	£150	£150	
BESPST210	Spanish for Continuers	YC	Wed	19:00	21:00	27-Apr-11	10	£150	£150	
CEBSLIA10	Introduction to British Sign Language	YC	Thu	18:30	20:30	9-Sep-10	6	£90	£90	
CEBSLIB10	Introduction to British Sign Language	YC	Thu	18:30	20:30	4-Nov-10	6	£90	£90	
CECK11B10	CACDP Level 1 British Sign Language	YC	Thu	18:00	20:30	6-Jan-11	22	£390	R	A

Learning Centre

All students have access to the Learning Centre, which includes computer terminals, specialist equipment for students with disabilities, books and periodicals, and places to study.

Learning Centre Opening times

Term time	During holidays
Mon-Thurs 8.30am to 9.00pm	Mon-Fri 9.00am to 5.00pm
Fri 8.30 to 5.00pm	



If you can't see what you're looking for give us a call on
01904 770400

Course Code	Course Title	Venue	Day	Start Time	End Time	Start Date	Duration (wks)	Full Cost	Reduced Fee	Key
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Return to Learning

These courses are designed for those who have been out of education for some time and would like to return to brush up on study skills, gain confidence and improve career prospects.

LPHC00610	Summer Upskill	YC	Wed+Thu	09:00	15:30	4-Aug-10	6	FREE	FREE	A
CPVE11A10	Upskill	YC	Mon	09:00	12:00	20-Sep-10	33	FREE	FREE	A
CPVE11B10	Upskill	YC	Wed	13:10	15:10	22-Sep-10	33	FREE	FREE	A
CEVE11A10	Upskill	YC	Wed	18:00	21:00	3-Nov-10	30	FREE	FREE	A
CPVE11X10	Upskill	TBC	Wed	09:30	15:00	12-Jan-11	20	FREE	FREE	A
CPVE11G10	Upskill	BSCC	Tue+Thu	09:30	15:00	26-Apr-11	10	FREE	FREE	A
CPVE11H10	Upskill	YC	Mon+Wed	09:00	12:00	4-May-11	9	FREE	FREE	A
LPHC04510	Returning to Learning	YC	Mon	09:30	15:00	20-Sep-10	33	FREE	FREE	A

Teacher Training & Education (Teaching Adults)

The education sector needs trained and motivated individuals to bring teaching to life. Make sure you have the right qualifications to make it happen.

BPMTS4010	Assessor Award (Level A1)	YC	Var	09:30	12:20	1-Sep-10	0	£1,000	£1,000	A
BPMTS4110	Assessor Award (Level A1)	YC	Tue	09:30	12:20	18-Jan-11	0	£1,000	£1,000	A
CGPTLTR10	Award in Preparing to Teach in the Lifelong Learning Sector CG7303 (PTLLS)	YC	Mon	18:00	21:00	20-Sep-10	10	£160	R	A
CGPTLTK10	Award in Preparing to Teach in the Lifelong Learning Sector CG7303 (PTLLS)	YC	Tue	18:00	21:00	21-Sep-10	10	£160	R	A
CGPTLTS10	Award in Preparing to Teach in the Lifelong Learning Sector CG7303 (PTLLS)	YC	Tue	09:00	12:00	21-Sep-10	10	£160	R	A
CGPTLTJ10	Award in Preparing to Teach in the Lifelong Learning Sector CG7303 (PTLLS)	YC	Thu	18:00	21:00	23-Sep-10	10	£160	R	A
CGPTLWD10	Award in Preparing to Teach in the Lifelong Learning Sector CG7303 (PTLLS)	YC	Thu	09:00	12:00	23-Sep-10	10	£160	R	A
CGPTLTE10	Award in Preparing to Teach in the Lifelong Learning Sector CG7303 (PTLLS)	YC	Wed	14:00	17:00	5-Jan-11	10	£160	R	A
CGPTLTD10	Award in Preparing to Teach in the Lifelong Learning Sector CG7303 (PTLLS)	YC	Thu	09:00	12:00	6-Jan-11	10	£160	R	A
CGPTLTA10	Award in Preparing to Teach in the Lifelong Learning Sector CG7303 (PTLLS)	YC	Mon	18:00	21:00	10-Jan-11	10	£160	R	A

Nursery Facilities

Day Nursery and Out of School Club

If you have children aged 0 to 5 years and would like to make arrangements for their care you could consider our on-site day nursery. For children aged 5 to 14 years, we also have an Out of School Club, which is available in normal school holidays from 8am to 6pm.

The nursery is open from 8am to 6pm each week day and is available for staff, students and public use. Contact the nursery direct for details of fees and bookings on: 01904 770344.

You may be eligible for assistance towards your childcare costs: further information is available from the InfoZone on: 01904 770397.



Course Code	Course Title	Venue	Day	Start Time	End Time	Start Date	Duration (wks)	Full Cost	Reduced Fee	Key
CGPTLTB10	Award in Preparing to Teach in the Lifelong Learning Sector CG7303 (PTLLS)	YC	Tue	18:00	21:00	26-Apr-11	10	£160	R	A
CGPTLTF10	Award in Preparing to Teach in the Lifelong Learning Sector CG7303 (PTLLS)	YC	Wed	14:00	17:00	27-Apr-11	10	£160	R	A
CGPTLTH10	Award in Preparing to Teach in Lifelong Learning Sector CG7303 (PTLLS)	YC	Wed	18:00	21:00	27-Apr-11	10	£160	R	A
CGCTLWE10	Certificate in Teaching In The Life Long Learning Sector CG7304 (CTLLS)	YC	Wed	17:00	21:00	22-Sep-10	23	£433	R	A
CGCTLWB10	City & Guilds Certificate in Teaching in the Lifelong Learning Sector (CTLLS)	YC	Tue	17:00	21:00	4-Jan-11	24	£433	R	A
CGCTLWA10	City & Guilds Certificate in Teaching in the Lifelong Learning Sector (CTLLS)	YC	Thu	13:10	17:00	6-Jan-11	24	£433	R	A
CEDTLLS10	City & Guilds Diploma in Teaching in the Lifelong Learning Sector (DTLLS)	YC	Tue	17:00	21:00	21-Sep-10	36	£1,000	£1,000	A
CPADTEL10	City & Guilds Additional Diploma in Teaching English (Literacy) in the Lifelong Learning Sector	YC	Mon	14:00	18:00	20-Sep-10	30	£695	£695	A
CUTA11B10	Cert Ed / PGCE Certificate in Education (University of Huddersfield)	YC	Thu	17:00	21:00	23-Sep-10	36	£870	£870	A
CUTA11C10	Cert Ed / PGCE Certificate in Education - Year 1 (University of Huddersfield)	YC	Tue	17:00	21:00	21-Sep-10	36	£870	£870	A
CUTA11H10	Cert Ed / PGCE (University of Huddersfield)	YC	Tue	09:00	13:00	21-Sep-10	36	£870	£870	A
BPMTS4910	Verifier Award (Level VI)	YC	Var	09:30	12:20	2-Sep-10	0	£1,000	£1,000	A
BPMTS5010	Verifier Award (Level VI)	YC	Var	09:30	12:20	20-Jan-11	0	£1,000	£1,000	A

Travel & Tourism

Gain professional qualifications to enable you to enter the exciting world of travel and tourism.

CEARRL210	NCFE Award for Resort Representatives - Level 2	YC	Tue	18:30	21:30	14-Sep-10	0	£470	£470	
CECACC210	NCFE Certificate for Airline Cabin Crew - Level 2	YC	Wed	18:30	21:30	6-Oct-10	30	£665	£665	

Access to Higher Education Courses @ York College

- Art & Design
- Humanities
- Healthcare
- Midwifery
- Nursing
- Guidance & Social Work
- Science

Call 01904 770400

www.yorkcollege.ac.uk

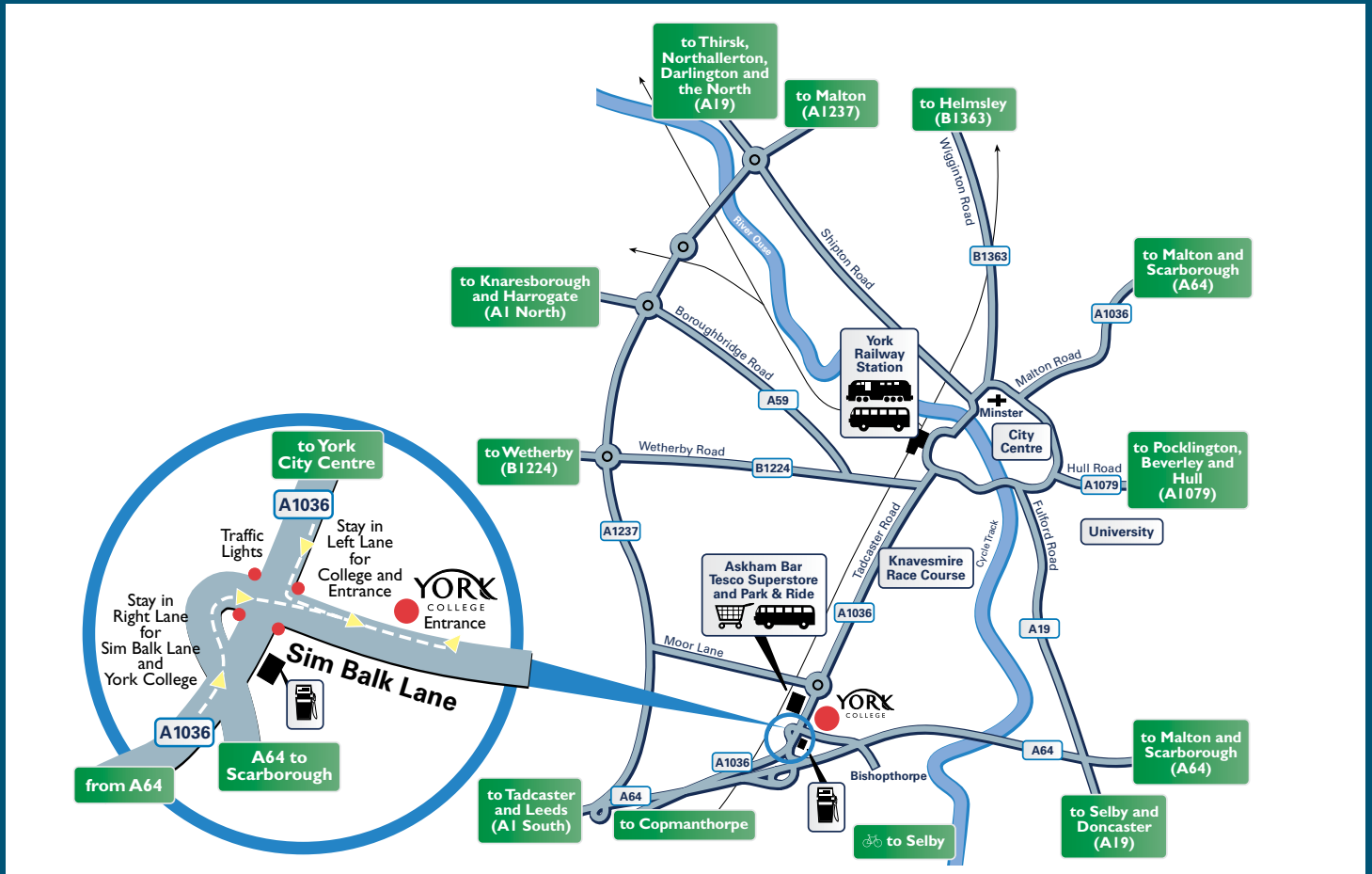
If you can't see what you're looking for give us a call on 01904 770400



How to find us

York has direct rail links with all parts of the country. There are frequent buses between York College, York Railway Station and the city centre.

Parking on the campus is restricted and permits are required. You are encouraged where possible to use public transport or cycle. For further information visit www.york.gov.uk/transport or the 'Contact Us' section of www.yorkcollege.ac.uk.



Equal opportunities & support for learning

York College is committed to an equality of opportunity intended to be an integral part of college life. The aim is to create an environment in which people treat each other with mutual respect, regardless of age, disability, family responsibility, marital status, race, colour, ethnicity, nationality, religion or belief, gender, sexual orientation, trade union activity, unrelated criminal convictions, other irrelevant criteria.

For more information visit www.yorkcollege.ac.uk/equalityanddiversity

York College is committed to ensuring that disabled people, including those with learning difficulties can access, participate and succeed in their learning. We will make sure all reasonable adjustments are made to ensure that people are not substantially disadvantaged. Please make sure that we know what you need so that we can make reasonable adjustments to help you succeed.

Please note

We cannot guarantee that all courses listed in this brochure will run. Course details including costs, times and days are published subject to change. Please confirm all details prior to the commencement of your course.

This document can be made available in alternative formats. Please telephone 01904 770397. York College Minicom number: 01904 770303.

Course enquiries

Telephone: 01904 770400

Email: customer-services@yorkcollege.ac.uk

General enquiries

Telephone: 01904 770200

Website: www.yorkcollege.ac.uk



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