






Part-time Courses for Adults
2009/10

The College
of West Anglia 

www.col-westanglia.ac.uk

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KEY:

-  = Course requires an interview
-  = Course may be free of charge for registered unemployed
-  = Commercial Training Unit

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The College of West Anglia is an outstanding college, according to Ofsted, the Government's inspection body for schools and colleges. In February 2008, an Ofsted report rated the College as outstanding in all areas inspected, putting us in the top 10% of colleges in the country and making us the first general further education college in Norfolk and Cambridgeshire to receive such an accolade. The inspection report noted, in particular, the outstanding success and achievement of our students.

As one of the largest and most successful further education and training providers in the Eastern Region, the College plays a vital and important role for individuals, communities and commercial organisations in Norfolk, Cambridgeshire, Lincolnshire and Suffolk.

The College is based on four campuses, King's Lynn in Norfolk and Isle, Milton and Wisbech, in Cambridgeshire. In addition, CWA Business Services, our employer training division based at Downham Market, offers a wide range of training and qualifications delivered in the workplace.

Every year, thousands of students of all ages enjoy studying with us on courses ranging from short "tasters" through to full-time degrees. We believe it is never too late to learn something new, change career or gain additional qualifications.

To find out how the College can help you reach your educational or career goals, please spend a few minutes reading through this guide or alternatively contact our Student Support team on 01553 761144.



David Pomfret, Principal.

Disclaimer: Changes to the published programme - The information contained in this guide is correct as far as can be ascertained at the time of publication. You are, therefore, advised when making an application to The College to satisfy yourself as to any amendments or alterations, which may affect your particular course. Whilst The College will make every effort to provide all courses as planned it is obliged to reserve the right to cancel a course, amend a course delivery or reduce the student numbers thereon, and this could result in the withdrawal of a place at The College. Any offer of a place is, therefore, conditional on The College being able to provide the course and, in the unlikely event that it is not able to do so, applicants will be informed individually and the offer will lapse.



If you require this guide in a different format please contact our Student Services Department on 01553 761144.

If you are hearing impaired, want to get in contact but prefer to text, please make use of the exclusive text service with our Additional Support Co-ordinator on 07825 5402578.

The College caters for a wide range of disabilities and learning difficulties (including dyslexia) and we welcome applications from students with disabilities or other additional needs. All applications from such students are considered fairly and against the same academic criteria as other applicants.

If you consider your needs to be significant and will require substantial additional support, please contact our additional support co-ordinator on 01553 815483 at your earliest convenience.

Will I get help with funding?

If the College does not already have the equipment or facilities that your assessment has shown you need to complete your studies, financial help may be available via our Learner Support Fund.

For further details please contact our Student Services team on 01553 761144.

Additional Student Support Policy

The College is committed to the concept of additional Student Support via identification, assessment and provision. This is to ensure that students follow appropriate education or training programmes.

For further details please contact our Student Services team on 01553 761144.



College Charter

The College Charter outlines the provision that every student can expect and the level of service we provide. Copies of the charter are on display throughout the College.

Equality & Diversity Policy

We are committed to ensuring equality of opportunity for learners, clients and employees. We are also committed to acknowledging the diversity of the society in which we work. No applicant, employee, student or client will receive less favourable treatment on the grounds of ethnicity, gender, race, nationality, disability, marital status, sexual orientation, age or trade union activity. We will ensure that, wherever possible, our practices match the diverse community we serve.

Information, Advice and Guidance

The College Student Services Department has obtained the Matrix Standard for information, advice and guidance, and are committed to providing free and impartial information, advice and guidance on all the education and training opportunities available at the college.

You can also expect information on financial support possibilities. If we do not have the information you require, or we are not able to meet your needs, then we will endeavour to refer you to organisations that may be better able to help. A full copy of our Statement of Service is available from Student Services.

Suggestions / Complaints

The College is committed to providing the highest possible standard of service and we aim to satisfy all our clients and customers. However, we recognise that sometimes things go wrong or you may have a suggestion on how to make improvements to our service.

In this regard, we operate a "Putting Things Right" service and complaints, compliments and suggestion forms are freely available at all our centres. Alternatively, you may contact Andrew England by email at:

aengland@col-westanglia.ac.uk

or by telephone on King's Lynn 01553 761144
or Isle 01945 582561. We promise to respond to any complaint within 10 working days.



Enrolment

For further information on how to enrol on any course please see the enrolment form in the centre of this guide.

Back to Work

Have you been unemployed for 6 months or more? If so, we can offer you free training to help you get back to work. Working in partnership with Job Centre Plus, the College of West Anglia is offering a 3 stage training programme to help you improve your job prospects. For further information please call:

King's Lynn: 01553 815271
Wisbech: 01945 582561 ext 604
Or visit: www.col-westanglia.ac.uk

Training at work

If you are taking a qualification at your work place, different fees may apply to those printed in this guide. All level 1 work based NVQ's are fully-funded (i.e. no cost to you). Where candidates are taking their first full Level 2 qualification and they meet Train to Gain eligibility criteria, there are no fees attached. If candidates do not meet these criteria there is a heavily subsidised fee. Where candidates are taking their first full Level 3 qualification and are aged between 18 and 25 the only costs are awarding body registration fees, which will vary depending on the qualification. For all other Level 3 work-based, employers should contact the College for further information.

L2E First Level 2 Qualifications Level 2 Entitlement

If you are over 19 and have not yet achieved a full Level 2 qualification (i.e. you do not have 5 GCSE grades A* - C, an NVQ2 or equivalent), you may be eligible for a discounted fee on some courses - these are marked with the L2E symbol in this guide.

L3E First Level 3 Qualifications Level 3 Entitlement

If you are aged between 19 and 25 and have not yet achieved a full level 3 qualification (i.e. you do not have 2 or more A levels, an NVQ3 or equivalent), you may be eligible for a discounted fee on some 3 courses - these are marked with the L3E symbol in this guide.

Open Day dates 2009

King's Lynn

Sat 28th November 2009
9:30 - 13:00

Sat 6th March 2010
9:30 - 12:00

Isle Campus

Sat 21st November 2009
9:30 - 13:00

Sat 27th February 2010
9:30 - 12:00

Wisbech Campus

Sat 21st November 2009
9:30 - 13:00

Sat 27th February 2010
9:30 - 12:00

Cambridge Campus

Sat 7th November 2009
9:30 - 13:00

Sat 13th March 2010
9:30 - 12:00



Higher education

The College of West Anglia now has the broadest range of Higher Education courses it has ever offered. Our recent partnership agreement with Anglia Ruskin University ensures that our programme will continue to grow in response to local needs.

The College attracts a diverse range of students onto our Higher Education programmes, proving we offer a course for everyone, regardless of age, background or circumstances. Studying can be full-time or part-time to fit around jobs, families and other commitments. If you do not feel ready to launch straight into higher level study, then there are Access courses to prepare you for the challenge ahead.

- Subjects offered:**
- Access/Pre-degree
 - Arts
 - Beauty
 - Business
 - Childcare
 - Computing
 - Construction
 - Engineering
 - Equine Studies
 - Health and Care
 - Humanities
 - Outdoor pursuits
 - Sport
 - Psychology & Sociology
 - Public Services
 - Teacher Training
 - Veterinary & Animal behaviour

Please call Student Services on 01553 761144 for more details or to request a Higher education prospectus

Adult community learning leisure courses

Adult community learning courses are held at many different centres throughout Fenland, commencing in September 2009.

Courses are divided into six main categories:

- Arts and Crafts
- Computers and Computing
- Dance
- Home, Hobbies and Interests
- Keep Fit and Health
- Languages

If you have ever thought about learning a new skill, losing a few pounds, or just need to find a way to relax then NOW is a good time to do something about it!!!

All of the courses are taught by qualified instructors and every effort is made to ensure that all those attending have an enjoyable, yet educational experience. Courses last for as little as 3 hours or as long as 20. Many are taught in the evenings, others during the day at community centres, village halls or at centres across Fenland run by the College of West Anglia.

For more information on courses available please visit: www.col-westanglia.ac.uk or call 01945 582561 to request a prospectus

Facilities

King's Lynn Campus

- Learning Centre (LRC)
- College shop
- The Print Centre
- Pulse8 Sports Centre
- Applewood Childrens Nursery
- Hair and Beauty Salons
- Endeavour Restaurant
- Student Union

Isle Campus

- Learning Centre (LRC)
- Tots to Teens Childcare Centre
- Hair and Beauty Salons
- Refectory
- Student Association
- Use of sports facilities at Thomas Clarkson Community College
- College Shop

Wisbech Campus

- Animal Unit
- Learning Centre

Cambridge (Milton) Campus

- Learning Centre (LRC)
- Student Union
- K9 Grooming Centre
- Animal Unit
- Farms and Estates
- Indoor and Outdoor Riding Arena and Stables
- Brand new Discovery building - Opening September 2009



1 Access to Art & Design L3E i

This course is designed specifically for mature students, and allows you to explore a wide range of art and craft areas. The course includes modules in fine art, ceramics, textiles, printmaking and history of art.

2 Black & White Photography & Dark Room Skills

A course that caters for complete beginners through to experienced photographers. Learn and develop skills in technical aspects of photography including composition, exposure, depth of field, wet processing and dark room skills.

3 Ceramics

This course caters for complete beginners through to experienced ceramicists, from hand to wheel work. Learn skills in creating, firing and glazing ceramic work.

4 Contemporary Jewellery & Silversmithing

A course that caters for complete beginners through to experienced jewellers and includes silver-smithing and stone setting.

5 Digital Photography

A course that caters for complete beginners through to experienced photographers. Learn and develop skills in using your digital camera and how to enhance your photographs using Photoshop.

for more information on courses visit:
www.col-westanglia.ac.uk or call us on 01553 761144

Course	Code	Location	Start Date	Duration	Weekday	Times	Inclusive Fees	Discounted Fees	Interview
1	1261	King's Lynn	08/09/2009	35 Weeks	Tuesday, Wednesday & Thursday	10:00 - 15:00	£230	£81	Yes
2	31582	King's Lynn	22/09/2009 & 19/01/2010	8 Weeks	Tuesday	18:00 - 21:00	£148	£40	No
3	31584 & 31583 & 31684	King's Lynn	22/09/2009 & 19/01/2010 & 20/04/2010	8 Weeks	Tuesday	18:00 - 21:00	£148	£40	No
4	31623	King's Lynn	02/02/2010 & 20/04/2010	8 Weeks	Tuesday	18:00 - 21:00	£148	£40	No
5	7602	King's Lynn	24/09/2009 & 21/01/2010	8 Weeks	Thursday	18:00 - 21:00	£128	£20	No

Key i = Course requires an interview

L3E = Level 3 Entitlement

Please note: Course prices relate to first year only

6 Drawing & Painting

A course that caters for complete beginners to the more experienced, covering drawing and painting techniques, including mark making and media. This course may be taken for personal interest or as a preparation for art and design studies at a higher level.

7 Life Drawing

This course offers an opportunity to draw directly from a model and is suitable for students of all abilities.

8 Photoshop

Learn and develop your Adobe Photoshop skills and gain a deeper understanding of this powerful software program. Prior computer skills are essential.

9 Printmaking

This course caters for complete beginners through to experienced printmakers. You will use industry standard facilities to create prints through a range of processes.

10 Promotional Design

You'll be given a practical and detailed introduction to the design and production of promotional and advertising materials from raw copy and images through to final print-ready PDF. The course will allow you to learn and develop skills using Quark software.



Enrolment

For further information on how to enrol on any course please see the enrolment form in the centre of this guide.

Course	Code	Location	Start Date	Duration	Weekday	Times	Inclusive Fees	Discounted Fees	Interview
6	31586	King's Lynn	24/09/2009 & 21/01/2010	8 weeks	Thursday	13:00 - 16:00	£128	£20	No
7	31585	King's Lynn	22/09/2009 & 19/01/2010	8 weeks	Tuesday	18:00 - 21:00	£128	£20	No
8	7605	King's Lynn	22/09/2009 & 19/01/2010	8 Weeks	Tuesday	18:00 - 21:00	£128	£20	No
9	31578 & 31577	King's Lynn	22/09/2009 & 19/01/2010	8 weeks	Tuesday	18:00 - 21:00	£138	£30	No
10	7604	King's Lynn	23/09/2009 & 20/01/2010	8 weeks	Wednesday	18:00 - 21:00	£128	£20	No



If you are over 19 and currently registered as unemployed with Job Centre Plus, these part-time courses marked with a **U** may be free of charge. Please enquire for further information.

1 Introduction to Brickwork **U**

On this course, you will learn basic bricklaying techniques so that you can carry out minor repair work or even build your own barbecue or garden wall. It will provide you with the confidence to tackle jobs at home yourself and give you a taste of what it would be like to work in this industry.

2 Introduction to Carpentry & Joinery **U**

On this course, you will learn how to hang a door, change your skirting board or tackle other minor jobs around your house, as well as giving you a taste of what it would be like to work in this industry.

3 Introduction to Painting & Decorating **U**

On this course, you will learn how to get that professional finish to your decorating by learning professional techniques.

4 Introduction to Plumbing **U**

This course will cover lots of routine household tasks such as changing tap washers, re-seating taps, changing taps and solving ball valve leaks.

5 Introduction to Vehicle Maintenance **U**

Learn the basics to keep your car on the road. This course will cover simple servicing checks and techniques.

6 Introduction to Welding **U**

Learn the basic welding skills which will enable you to carry out simple welding functions and get a taste of what it takes to become a qualified welder.

Course	Code	Location	Start Date	Duration	Weekday	Times	Inclusive Fees	Discounted Fees	Interview
1	7593/FEN & 7593	King's Lynn & Isle	17/09/09 (King's Lynn) & 16/09/09 (Isle)	13 weeks	Thursday (King's Lynn) Wednesday (Isle)	18:00 - 21:00	£90	£40	No
2	7594/FEN & 7594	King's Lynn & Isle	15/09/09 (King's Lynn) & 14/09/09 (Isle)	13 weeks	Tuesday (King's Lynn) Monday (Isle)	18:00 - 21:00	£90	£40	No
3	7595/FEN	Isle	16/09/2009	13 weeks	Wednesday	18:00 - 21:00	£90	£40	No
4	7598	King's Lynn	16/09/2009	13 weeks	Wednesday	18:00 - 21:00	£90	£40	No
5	7597	King's Lynn	17/09/2009	13 weeks	Thursday	18:00 - 21:00	£90	£40	No
6	7596	King's Lynn	16/09/2009	13 weeks	Wednesday	18:00 - 21:00	£90	£40	No

Key **U** = Course may be free of charge for registered unemployed

Please note: Course prices relate to first year only

1 Animation and Interactive Design in Flash

An introduction to animation and the creation of interactive projects for the web and video, using Macromedia Flash for both new and established designers, animators, photographers, film-makers and fine-art practitioners. Basic Mac familiarity is expected.

2 Camera Operators Workshop

This course will allow you to develop your moving image camera skills, working with an experienced professional using both DV and HD cameras.

3 Creating a Short Film

You will learn the technical and theory basics of short film production. The course will include pre-production research, plan and structure, techniques of video format camera shooting and crewing, as well as post-production editing technical basics, technique and final output to DVD and mastering to tape.

4 Editing Techniques in Final Cut Pro

This hands-on course is suitable for beginners and those with some experience of the Final Cut Pro software. You will learn to perform basic editing functions including capturing video and audio, basic editing techniques and short cuts. Editing tools used include: razorblade, trim, ripple, roll, slip and slide and audio editing. It also covers mastering and encoding for DVD and tape formats.

5 Make a TV Programme in a Day

You will learn the technical and theory basics of broadcast TV programme production. The course includes pre-production research, plan and structure, production - video camera shoot techniques - and post-production - capture and edit footage, output to DVD and master to tape.



Course	Code	Location	Start Date	Duration	Weekday	Times	Inclusive Fees	Discounted Fees	Interview
1	7607	King's Lynn	20/01/2010	8 weeks	Wednesday	18:00 - 21:00	£128	£20	No
2	7608	King's Lynn	22/09/2009 & 19/01/2010	8 weeks	Tuesday	18:00 - 21:00	£128	£20	No
3	7603	King's Lynn	24/09/2009 & 21/01/2010	8 Weeks	Thursday	18:00 - 21:00	£128	£20	No
4	7601	King's Lynn	19/01/2010	8 Weeks	Tuesday	18:00 - 21:00	£128	£20	No
5	7606	King's Lynn	17/10/2009 & 23/01/2010 & 20/03/2010 & 17/07/2010 & 14/08/2010	1 Week	Saturday	09:00 - 16:00	£47	£20	No

Please note: Course prices relate to first year only



Enrolment
For further information on how to enrol on any course please see the enrolment form in the centre of this guide.

1&2 French for Beginners - evenings

This class is the natural choice for complete beginners or for anyone wishing to go back to basics and brush up.

3 Improve your French

This class is ideal for anyone with some knowledge of the language and is a logical progression from the beginners course.

4&5 Spanish for Beginners - Evenings

6 Spanish for Beginners - Daytime

This class is the natural choice for complete beginners or for anyone wishing to go back to basics and brush up.

7 Improve Your Spanish - Daytime

8 Improve Your Spanish - Evenings

This class is ideal for anyone with some knowledge of the language and is a logical progression from the beginners course.

Course	Code	Location	Start Date	Duration	Weekday	Times	Inclusive Fees	Discounted Fees	Interview
1	31588/DM & 31589/DM & 31590/DM	Downham	16/09/2009 & 13/01/2010 & 21/04/2010	10 Weeks	Wednesday	18:30 - 20:30	£74	£20	No
2	31589 & 31590	King's Lynn	15/09/2009 & 12/01/2010 & 20/04/2010	10 Weeks	Tuesday	18:30 - 20:30	£74	£20	No
3	31591 & 31592 & 31593	King's Lynn	15/09/2009 & 12/01/2010 & 20/04/2010	10 Weeks	Tuesday	18:30 - 20:30	£74	£20	No
4	31594 & 31595 & 31596	King's Lynn	16/09/2009 & 13/01/2010 & 21/04/2010	10 Weeks	Wednesday	18:30 - 20:30	£74	£20	No
5	31594/DM & 31595/DM & 31596/DM	Downham	14/09/2009 & 11/01/2010 & 19/04/2010	10 Weeks	Monday	18:30 - 20:30	£74	£20	No
6	31597/DM & 31598/DM & 31599/DM	Downham	14/09/2009 & 11/01/2010 & 19/04/2010	10 Weeks	Monday	14:00 - 16:00	£74	£20	No
7	31621/DM & 31622/DM & 31620/DM	Downham	18/09/2009 & 15/01/2010 & 23/04/2010	10 Weeks	Friday	10:00 - 12:00	£74	£20	No
8	31621/DM & 31622/DM & 31620/DM	Downham	19/04/2010	10 Weeks	Monday	18:30 - 20:30	£74	£20	No

1 Guitar for Beginners

A broad introduction and step-by-step guide to the fundamental skills required to play most styles of guitar. A prior knowledge of the instrument and music reading skills are not necessary.

2 Song Writing

This course will study the art of songwriting through group discussion and analysing the craft of wordplay and musical composition. Through case studies of the greatest songwriters, you will see the different approaches taken by composers. You will then be encouraged to create your own songs!




Course	Code	Location	Start Date	Duration	Weekday	Times	Inclusive Fees	Discounted Fees	Interview
1	7610	King's Lynn	22/09/2009 & 19/01/2010	8 weeks	Tuesday	18:00 - 20:00	£92	£20	No
2	7609	King's Lynn	23/09/2009	4 weeks	Wednesday	18:00 - 20:00	£56	£20	No

for more information on courses visit:
www.col-westanglia.ac.uk or call us on 01553 761144

Please note: Course prices relate to first year only



1 Access to HE Humanities and Social Sciences 

This course is for anyone who wants to achieve a Higher National Diploma or degree, but does not have the appropriate qualifications to gain entry to such a programme.

2&3 GCSE English Language

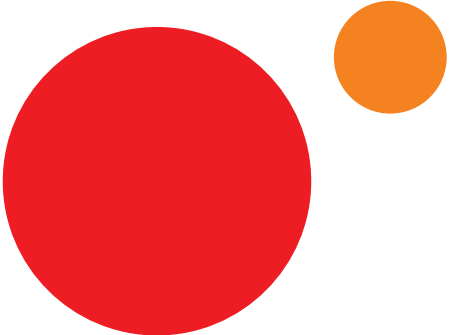
Designed to help you succeed in this examination.

4&5 Routes to Learning

This is a 10 week return-to-study course for mature students. It meets for 4 hours a day, 3 days a week and prepares students for further study at the College such as an Access to Higher Education course. Subjects studied include maths and communication, IT and science or history or technology, sociology and psychology.

6&7 GCSE Maths

Designed to help you succeed in this examination.



for more information on courses visit: www.col-westanglia.ac.uk or call us on 01553 761144

Course	Code	Location	Start Date	Duration	Weekday	Times	Inclusive Fees	Discounted Fees	Interview
1	3488	King's Lynn	16/09/2009	36 Weeks	Wednesday	18:30 - 21:30	£500	£73	Yes
2	3121	King's Lynn	16/09/2009	36 Weeks	Wednesday	19:00 - 21:00	£353	£59	No
3	3121/FEN	Isle	15/09/2009	36 Weeks	Tuesday	19:00 - 21:00	£353	£59	No
4	3439/FEN	Isle	19/04/2010	10 Weeks	Please Enquire	09:30 - 14:30	£402	£45	No
5	3439	King's Lynn	19/04/2010	10 Weeks	Please Enquire	09:30 - 14:30	£267	£45	No
6	3128/FEN	Isle	15/09/2009	36 Weeks	Tuesday	18:30 - 20:30	£353	£59	No
7	3128	King's Lynn	16/09/2009	36 Weeks	Wednesday	18:30 - 20:30	£353	£59	No

Key  = Course requires an interview


Please note: Course prices relate to first year only

1 C&G NVQ 3 Dog Grooming 


This course is for people working in the animal care industry, or as a follow on from NVQ 2 Dog Grooming.

2 C&G NVQ 2 Dog Grooming 

This qualification assesses the essential skills and abilities necessary for the care and grooming of all types of dogs as well as maintaining health and safety

3 RCVS Student Vet Nursing Level 2 

This day-release course is open to students within training practices and registered with the RCVS. Using lectures and practical sessions, it supports students towards the NVQ 2 Veterinary Nursing qualification.

4 RCVS Student Vet Nursing Level 3 

This day-release course is open to students within training practices and registered with the RCVS. Using lectures and practical sessions, it supports students towards the NVQ 3 Veterinary Nursing qualification.




Enrolment
For further information on how to enrol on any course please see the enrolment form in the centre of this guide.

Course	Code	Location	Start Date	Duration	Weekday	Times	Inclusive Fees	Discounted Fees	Interview
1	3027/MIL	Cambridge	07/09/2009	36 Weeks	TBC	09:15 - 16:15	£1012	£150	Yes
2	3553/MIL	Cambridge	07/09/2009	36 Weeks	TBC	09:15 - 16:15	£715	£141	Yes
3	3220/MIL	Cambridge	15/09/2009	35 Weeks	Tuesday	09:00 - 17:00	£700	£20	Yes
4	31689/MIL	Cambridge	17/09/2009	36 Weeks	Thursday	09:00 - 17:00	£700	£20	Yes

Key  = Course requires an interview

Please note: Course prices relate to first year only



1 Counselling (NCFE Level 2 Award in Helping Skills) 

This course covers the skills needed to communicate effectively and to engage in a one-to-one helping relationship appropriately. It looks at the variety of contexts and settings within which helping skills are used (eg support services, healthcare, social care, youth and community work, early years). This could be in areas such as workplace mentoring, advice and guidance support or the use of counselling skills.


Enrolment
 For further information on how to enrol on any course please see the enrolment form in the centre of this guide.

for more information on courses visit: www.col-westanglia.ac.uk or call us on 01553 761144


Course	Code	Location	Start Date	Duration	Weekday	Times	Inclusive Fees	Discounted Fees	Interview
1	TBC	King's Lynn & Isle	Please Enquire	13 Weeks	Please Enquire	18:30 - 21:00	£185	£80	Yes

Key  = Course requires an interview

Please note: Course prices relate to first year only

1 BTEC HNC in Construction 

A day release course for those wanting a high level qualification in construction management, quantity surveying or architecture.

2 National Certificate Construction 

This course is people working in the construction industry who wish to add to their National Award qualification.

3 National Award in Construction 

This course is people who have started working in the construction industry and wish to gain a National Award in construction.



Course	Code	Location	Start Date	Duration	Weekday	Times	Inclusive Fees	Discounted Fees	Interview
1	3168	King's Lynn	17/09/2009	2 Years	Thursday	08:45 - 20:30	£1612	£1612	Yes
2	31240	King's Lynn	16/09/2009	36 Weeks	Wednesday	TBC	£499	£178	Yes
3	31394	King's Lynn	16/09/2009	36 Weeks	Wednesday	TBC	£1415	£77	Yes

Key  = Course requires an interview

Please note: Course prices relate to first year only

for more information on courses visit:
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- 1** CG 2330 Electrotechnology Level 2 - Evening
- 2** CG 2330 Electrotechnology Level 3 - Evening
- 3** CG 2330 Electrotechnology Level 2 - DAY

These courses offer a focused qualification for people who want to develop a career in domestic, commercial or industrial electrical installation.

- 4** Electricity at Work Regulations 1989

A short course to update/refresh engineering personnel involved either directly or indirectly in electrical engineering/maintenance activities i.e. duty-holders.

- 5** Electrical Fault Finding Techniques

An intensive course on logical fault finding techniques and practice. Aimed at maintenance personnel who are required to diagnose and repair electrical faults on modern industrial equipment under production pressures.

- 6** Inservice Inspection & Testing of Portable Electrical Equipment C&G 2377

For staff undertaking the recording, inspection and testing of electrical equipment. This course is now based on the 3rd Edition of the Code of Practice for In Service Inspection and Testing of Electrical Equipment.




for more information on courses visit:
www.col-westanglia.ac.uk or call us on 01553 761144

Course	Code	Location	Start Date	Duration	Weekday	Times	Inclusive Fees	Discounted Fees	Interview
1	31352/FEN	Isle	14/09/2009	2 Years	Monday	18:00 - 21:00	£790	£121	Yes
2	31353/FEN	Isle	16/09/2009	2 Years	Wednesday	18:00 - 21:00	TBC	TBC	Yes
3	3465/FEN	Isle	16/09/2009	2 Years	Wednesday	09:00 - 16:30	£790	£121	Yes
4	9351	King's Lynn	Please Enquire	1 Day	Various	09:00 - 16:30	£143.75	N/A	No
5	TBC	King's Lynn	Please Enquire	5 Days	Monday to Friday	09.00 - 16:30	£621	N/A	No
6	9427	King's Lynn	Please Enquire	2 Days	Various	09.00 - 16:30	£373.75	N/A	No


Key = Course requires an interview

= Commercial Training Unit - If you wish to discuss any of these courses please contact Lisa Morley on: 01553 815499 or email: lmorley@col-westanglia.ac.uk


Please note: Course prices relate to first year only

7 Industrial Electrical Maintenance Skills C&G 2323 

The course is aimed at mechanical engineers/fitters who require a basic understanding of industrial electrical systems and will give them the necessary skills to carry out 'first-line' maintenance in a safe and competent manner.

9 Introduction to Programmable Logic Controllers 


Industrial Automation Part 1. For engineers and electricians who need to understand this important control technology. The course provides an introduction to PLCs and their engineering applications.

11 17th Edition IEE Wiring Regulations - 1 day update course 


Designed for all electricians and engineers who are required to be conversant with this latest version of BS7671.

8 Inspection, Testing and Certification of Electrical Installations - C&G 2391 

This course is practically based with all aspects of the inspection, testing and certification process being covered that are required by BS 7671:2008.

10 17th Edition IEE Wiring Regulations 


Designed for all electricians and engineers who are required to be conversant with this latest version of BS7671.

12 17th Edition IEE Wiring Regulations - Evening 

Designed for all electricians and engineers who are required to be conversant with this latest version of BS7671.

We are able to develop and deliver a combination of bespoke and core health and safety training courses and programmes to commercial clients. A sample of the core programme is listed. New course dates are added throughout the College year - ring to obtain latest information. If you wish to discuss any other training needs please contact Nik Mitchell or Lisa Morley. Please note - no discounted fee is available on these courses. To reserve a place on any of the courses please contact Lisa Morley, Commercial Training Administration Assistant, The College of West Anglia, Tennyson Avenue, King's Lynn PE30 2QW, by phone/fax on 01553 815499 or 01553 815415 alternatively email: lmorley@col-westanglia.ac.uk

Course	Code	Location	Start Date	Duration	Weekday	Times	Inclusive Fees	Discounted Fees	Interview
7	9726	King's Lynn	Please Enquire	6 Weeks	Monday to Friday	09:00 - 16:30	£3151	N/A	No
8	TBC	King's Lynn	Please Enquire	4 days + half day practical assessment	Various	09:00 - 16:30	£626.75	N/A	No
9	TBC	King's Lynn	Please Enquire	1 Week	Monday to Friday	09:00 - 16:30	£621	N/A	No
10	TBC	King's Lynn	Please Enquire	3 Days	Various	09:00 - 16:30	£402.50	N/A	No
11	TBC	King's Lynn	Please Enquire	1 Day	Various	09:00 - 16:30	£149.50	N/A	No
12	9861	King's Lynn	Please Enquire	9 Weeks	Various	18:00 - 20:30	£402.50	N/A	No


 = Commercial Training Unit - If you wish to discuss any of these courses please contact Lisa Morley on: 01553 815499 or email: lmorley@col-westanglia.ac.uk

Please note: Course prices relate to first year only



1 ABC Certificate in Welding & Fabrication 


This course gives both a practical development of welding skills as well as the necessary underpinning knowledge required to be a competent welder. The programme has been designed to meet the needs of industry and the practical component is welding in the flat position only.

2 AutoCAD Stage 1 Evening Course 


Introductory/first level intermediate courses suitable for anyone wishing to become familiar with this industry standard computer draughting software.

3 AutoCAD Stage 2 Evening Course 

Advanced course. Computer aided design is suitable for a wide range of industrial/commercial applications and would be particularly useful for electrical and mechanical engineers, architects and designers from all fields of business.

4 BTEC HNC in Engineering 

This course is designed to cater for experienced technicians who wish to advance and improve their skills and knowledge both technically and practically.

5 BTEC National Certificate in Engineering 


This programme provides technician level training for people working in the engineering industry. Many students will be on modern apprenticeships and wish to progress to supervisory level.

Course	Code	Location	Start Date	Duration	Weekday	Times	Inclusive Fees	Discounted Fees	Interview
1	3693/DAY	King's Lynn	17/9/2009	36 Weeks	Thursday	08:45 - 16:00	£1280	£180	Yes
2	TBC	King's Lynn	Please Enquire	20 Evenings	Please Enquire	18.30 - 21:00	£362.25	N/A	No
3	TBC	King's Lynn	Please Enquire	20 Evenings	Please Enquire	18.30 - 21:00	£362.25	N/A	No
4	3204	King's Lynn	16/09/2009	2 Years	Wednesday	08:45 - 20:00	£1612	£1612	Yes
5	3164	King's Lynn	14/09/2009	2 Years	Tuesday	08:45 - 20:00	£1516	£178	Yes

Key  = Course requires an interview

 = Commercial Training Unit - If you wish to discuss any of these courses please contact Lisa Morley on: 01553 815499 or email: lmorley@col-westanglia.ac.uk


Please note: Course prices relate to first year only

6 Cert in Vehicle Maintenance & Repair Level 2 


This course is for school leavers and those wishing to pursue a career within the field of Light Vehicle mechanical repairs.

7 BTEC First Certificate in Engineering 

This course will be delivered by a team of experienced ort instructors in an environment that is entirely dedicated to develop a basic level of understanding of engineering techniques. Units covered include Engineering Materials, Mathematics for Technicians and Welding and Machining Processes, which will help you develop into the engineer employers are looking for.

8 National Award in Engineering 

This course includes subjects such as maths, mechanical principles, fab processes, engineering drawing, CNC (Computer Numerical Control) and technical communications.

9 Safety in use of Abrasive Wheels 


Training in safe usage for those using, mounting and managing the operation of abrasive wheels.

To reserve a place on this course please contact Lisa Morley, Commercial Training Administration Assistant, The College of West Anglia, Tennyson Avenue, King's Lynn PE30 2QW, by phone/fax on 01553 815499 or 01553 815415 alternatively email: lmorley@col-westanglia.ac.uk



Course	Code	Location	Start Date	Duration	Weekday	Times	Inclusive Fees	Discounted Fees	Interview
6	31018	King's Lynn	08/09/2009	2 Years	Tuesday	08:45 - 19:00	£775	£93	Yes
7	31472	King's Lynn	14/09/2009	36 Weeks	Any	08:45 - 17:00	£698	£283	Yes
8	31538/FEN	Isle	14/09/2009	36 Weeks	Any	TBC	£1478	£140	Yes
9	9199	King's Lynn	Please Enquire	1 Day	Various	09:00 - 15:00	£126.50	N/A	No

Key  = Course requires an interview

 = Commercial Training Unit - If you wish to discuss any of these courses please contact Lisa Morley on: 01553 815499 or email: lmorley@col-westanglia.ac.uk

Please note: Course prices relate to first year only



1 A guide to using Defibrillators in First aid

This 4 hour course provides the learners with the practical skills in basic life support and the use of the automatic external defibrillator.

2 Emergency Aid for Appointed Persons in the Workplace

All persons completing the course will receive an emergency aid certificate which entitles them to be an appointed person in the workplace.

3 First Aid at Work Refresher

This course is appropriate for employees who already hold a valid first aid at work training certificate at the date of assessment as this is the renewal/ refresher course (If you currently hold the First Aid at Work Certificate you have 28 days after it expires to complete this refresher course. Otherwise attendance at a full 4 day course is required).

4 HSE First Aid at Work

This course would be suitable for any employee who wishes to become a first aider or who wishes to acquire first aid skills.

5 Paediatric First Aid

This course is aimed at those who look after babies and children i.e. schools, nurseries, childminders. Ofsted recommend anyone looking after young children should have a minimum of 12 hours first aid training.

Enrolment
For further information on how to enrol on any course please see the enrolment form in the centre of this guide.

Course	Code	Location	Start Date	Duration	Weekday	Times	Inclusive Fees	Discounted Fees	Interview
1	TBC	Various	Please Enquire	4 Hours (1 Day)	Please Enquire	Please Enquire	£86	N/A	No
2	TBC	Various	Please Enquire	6 Hours (1 Day)	Please Enquire	Please Enquire	£86	N/A	No
3	TBC	Various	Please Enquire	Please Enquire	Please Enquire	Please Enquire	£149	N/A	No
4	TBC	Various	Please Enquire	Please Enquire	Please Enquire	Please Enquire	£199	N/A	No
5	TBC	Various	Please Enquire	1 Evening x 3 Weeks	Please Enquire	Please Enquire	£149	N/A	No

Please note: Course prices relate to first year only

We are able to offer training and assessment in the following areas:

- Gas (Initial Assessment and Re-Assessment): CCN1, CEN1, CKR1, HTR1, WAT1
- Unvented Hot Water Storage Systems
- Water Supply Regulations 1999

To discuss the options available for the Gas, Oil and Energy courses please contact **Beverley Setchell** by phone/fax on **01553 815499** or email: bsetchell@col-westanglia.ac.uk





1 Body Massage

This course covers aspects of massage techniques as well as anatomy and physiology and a health and safety unit.

2 Flexi Beauty NVQ2

This course covers all aspects of Beauty Therapy at Level 2, including facials, make-up, manicure, pedicure and waxing. Health and safety and other related aspects are also covered.

3&4 Hairdressing NVQ1

This is an intensive course designed for people who wish to change careers. It includes an introduction to all aspects of hairdressing.

5&6 Hairdressing NVQ2

This intensive course is designed for people who have already achieved Level 1. It covers colouring, cutting and perming.

7 Hairdressing NVQ3

This course is designed for people who have obtained NVQ 2 Hairdressing or are experienced practitioners who wish to develop their skills to an advanced level in cutting, colouring and styling. The course includes a promotional activity and related theory.

Course	Code	Location	Start Date	Duration	Weekday	Times	Inclusive Fees	Discounted Fees	Interview
1	7599	King's Lynn	16/09/2009	35 Weeks	Wednesday	18:00 - 21:00	£436	£110	No
2	3345	King's Lynn	15/09/2009	35 Weeks	Tuesday, Thursday & Saturday	Tues & Thurs 17:00 - 21:00 Sat 09:00 - 13:00	£900	£108	Yes
3	3900	King's Lynn	15/09/2009	35 Weeks	Tuesday, Thursday & Saturday	Tues & Thurs 17:00 - 21:00 Sat 09:00 - 13:00	£700	£114	Yes
4	3900/FEN	Isle	14/09/2009	35 Weeks	Monday & Tuesday	17:30 - 21:00	£700	£114	Yes
5	3900/02	King's Lynn	14/09/2009	35 Weeks	Tuesday, Thursday & Saturday	Tues & Thurs 17:00 - 21:00 Sat 09:00 - 13:00	£720	£134	Yes
6	3900/02/FEN	Isle	15/09/2009	35 Weeks	Tuesday & Wednesday	17:30 - 21:00	£720	£134	Yes
7	3757	King's Lynn	15/09/2009	35 Weeks	Tuesday	11:00 - 20:00	£800	£142	Yes

Key = Course requires an interview

Please note: Course prices relate to first year only

1&2 Introduction to Floristry

This course is for students wishing to progress to working within the floristry industry.

3,4&5 RHS Certificate in Horticulture Level 2

This course is intended for students with a keen interest in horticulture - either enthusiastic amateurs or people already working in the industry seeking a formal qualification.

Enrolment


For further information on how to enrol on any course please see the enrolment form in the centre of this guide.



Course	Code	Location	Start Date	Duration	Weekday	Times	Inclusive Fees	Discounted Fees	Interview
1	7600/MIL	Cambridge	14/09/2009	12 weeks	Monday	09:00 - 16:00	£178	£70	No
2	7600/WIS	Wisbech	15/09/2009	12 weeks	Tuesday	09:00 - 16:30	£178	£70	No
3	3237/MIL	Cambridge	14/09/2009	35 Weeks	Monday	09:00 - 13:00	£588	£80	No
4	3238/DM	Downham	15/09/2009	2 Years	Tuesday	19:00 - 21:00	£234	£80	No
5	3238/MIL	Cambridge	16/09/2009	2 Years	Wednesday	19:00 - 21:00	£234	£80	No




1 CCNSG Safety Passport 

2 CCNSG Safety Passport (Renewal) 


The Safety Passport Scheme ensures a basic knowledge of health and safety for all site personnel to enable them, after appropriate site induction, to work on site more safely with lower risk to themselves and others

3 COSHH 

This half day short course provides the knowledge and understanding to enable organisations to comply with the requirements of this important legislation.

4 Fire Safety Awareness 

This half day course provides an awareness of the causes and effects of fires at work and means of fire prevention. It is designed to reinforce the importance of fire safety measures in the workplace using practical information and gaining hands-on experience of using fire extinguishers.

5 Introduction to Risk Assessment 

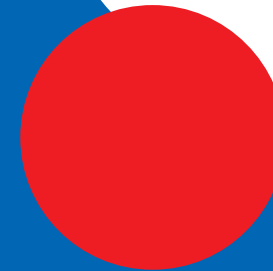
This half day short course will provide the underpinning knowledge and understanding to enable delegates to carry out risk assessments in the workplace in an effective and competent manner.

We are able to develop and deliver a combination of bespoke and core health and safety training courses and programmes to commercial clients. A sample of the core programme is listed. New course dates are added throughout the College year - ring to obtain latest information. If you wish to discuss any other training needs please contact either Nik Mitchell or Lisa Morley. Please note - no discounted fee is available on these courses. To reserve a place on any of the courses below please contact Lisa Morley, Commercial Training Administration Assistant, The College of West Anglia, Tennyson Avenue, King's Lynn PE30 2QW, by phone/fax on 01553 815499 or by email on lmorley@col-westanglia.ac.uk

Course	Code	Location	Start Date	Duration	Weekday	Times	Inclusive Fees	Discounted Fees	Interview
1	TBC	Downham	Please Enquire	2 Days	Please Enquire	09:00 - 16:30	£178.25	N/A	No
2	TBC	Downham	Please Enquire	1 Day	Please Enquire	09:00 - 16:30	£126.50	N/A	No
3	TBC	Downham	Please Enquire	Half Day	Please Enquire	09:00 - 13:00	£94	N/A	No
4	TBC	Downham	Please Enquire	Half Day	Please Enquire	09:00 - 13:00	£105.75	N/A	No
5	TBC	Downham	Please Enquire	Half Day	Please Enquire	09:00 - 13:00	£94	N/A	No

 = Commercial Training Unit - If you wish to discuss any of these courses please contact Lisa Morley on: 01553 815499 or email: lmorley@col-westanglia.ac.uk

Please note: Course prices relate to first year only



5 IOSH Working Safely



The 'Working Safely' course is designed to train employees to ensure that their actions contribute to health and safety in the workplace and that individual responsibilities are clearly understood.

6 IOSH Managing Safely Certificate



This course is for those required to manage safely and effectively in compliance with both their organisation's policy and best practice in health and safety.

7 Manual Handling



This course is designed for delegates who are involved in manual handling, including lifting, lowering, pulling, pushing, carrying and supporting operations. This course does not cover the lifting of people.

8 NEBOSH National General Certificate - Distance Learning



This course prepares delegates for the recognised NEBOSH base level qualification for health and safety professionals. It provides valuable underpinning core knowledge and understanding in a wide range of health and safety matters.

9 NEBOSH National General Certificate - Fully Attended



This course prepares delegates for the recognised NEBOSH base level qualification for health and safety professionals. It provides valuable underpinning core knowledge and understanding in a wide range of health and safety matters.

Course	Code	Location	Start Date	Duration	Weekday	Times	Inclusive Fees	Discounted Fees	Interview
5	TBC	Downham	Please Enquire	1 Day	Please Enquire	09:00 - 16:30	£189.75	N/A	No
6	TBC	Downham	Please Enquire	1 day a week for 4 weeks	Please Enquire	09:00 - 16:30	£684.25	N/A	No
7	TBC	Downham	Please Enquire	Half Day	Please Enquire	09:00 - 13:00	£94	N/A	No
8	TBC	Home study with exam at King's Lynn	Flexible	Flexible	Flexible	Flexible	£638.25	N/A	No
9	TBC	Downham	Please Enquire	1 day a week for 12 weeks	Thursday	09:00 - 16:30	£1512.25	N/A	No

= Commercial Training Unit - If you wish to discuss any of these courses please contact Lisa Morley on: 01553 815499 or email: lmorley@col-westanglia.ac.uk


Please note: Course prices relate to first year only

for more information on courses visit:
www.col-westanglia.ac.uk or call us on 01553 761144



Enrolment

For further information on how to enrol on any course please see the enrolment form in the centre of this guide.

1 Certificate in Team Leading Level 2 


A programme for people in - or preparing for - supervisory or team leading positions: the basics of management.

2 Professional Certificate in Management Studies Level 5 


The Level 5 Professional Certificate in Management Studies is for anyone seeking to develop a basic knowledge and understanding of the fundamental principles of general management, allowing the 'update' of current best practice. It will also furnish aspiring managers with the knowledge to 'move up' in a more effective manner.

3 Professional Diploma in Management Studies Level 5 (Top up) 

A senior management development programme focused on strategic projects

4 HNC Business Management 

A high level business management programme, validated by Anglia Ruskin University, which covers all aspects of business and management.


5 Dip HE Business Management (Top up) 

The programmes are designed for those who wish to gain a higher-level qualification or others who, due to circumstances, cannot study full-time or away from home. This course is especially suitable for those who want to improve their career prospects.


Course	Code	Location	Start Date	Duration	Weekday	Times	Inclusive Fees	Discounted Fees	Interview
1	3791/DM	Downham	14/09/2009	22 Weeks	Monday	13:00 - 16:00	£385	TBC	Yes
2	3507/DM	Downham	15/09/2009	36 Weeks	Tuesday	14:00 - 20:00	£895	TBC	Yes
3	31644/DM	Downham	Depends on units selected	18 Weeks	Tuesday	14:00 - 20:00	£475	TBC	Yes
4	3703	King's Lynn	16/09/2009	2 Years	Wednesday	14:00 - 20:00	£1612	N/A	Yes
5	TBC	King's Lynn	15/09/2009	2 Years	Tuesday	16:00 - 20:00	£1612	N/A	Yes

Key  = Course requires an interview


Please note: Course prices relate to first year only

1 Certificate in teaching in the lifelong learning sector (CTLLS) 


This qualification will be taken by practitioners in the Associate Teacher Role.

2 Diploma in teaching in the lifelong learning sector (DTLLS) 

The qualification is suitable for those who are in a 'Full Teacher' role. Applicants must have access to a minimum of 150 teaching practice hours (whether pre-service or in-service) and teach groups across a minimum of two levels.

3 Preparing to teach in the lifelong learning sector (PTLLS) 

This is an introductory qualification which all new teachers in the learning and skills sector must complete.

4,5&6 NCFE Certificate for Teaching Assistants Level 2 

NCFE level 2 is an ideal 'taught course' suitable for those who aspire to become a qualified teaching assistant. This qualification is open to those with little or no experience as a Teaching Assistant, it is however recommended that candidates have some experience of working with children and young people between the ages of 0 - 16 years.



TEACHER TRAINING
SUPPORT

SKILLS FOR WORK AND FURTHER STUDY

To register your interest in any of these qualifications visit the website: www.col-westanglia.ac.uk and download an application form from the Courses page. Course Fees: Costs will be confirmed following endorsement

Course	Code	Location	Start Date	Duration	Weekday	Times	Inclusive Fees	Discounted Fees	Interview
1	31529 & 31529/FEN	King's Lynn & Isle	September 2009	24 weeks	TBC	TBC	£436	£117	Yes
2	31530 & 31530/FEN	King's Lynn & Isle	September 2009	2 Years	TBC	TBC	TBC	TBC	Yes
3	31528 & 31528/FEN	King's Lynn & Isle	September 2009	10 Weeks	TBC	TBC	£160	£77	Yes
4	3332	King's Lynn	17/09/2009	33 weeks	Thursday	18:00 - 21:00	£815	£82	Yes
5	TBC	King's Lynn	06/01/2010	23 weeks	Wednesday	09:15 - 14:45	£815	£82	Yes
6	3332/FEN	Isle	16/09/2009	33 weeks	Wednesday	18:00 - 21:00	£815	£82	Yes

Key  = Course requires an interview

Please note: Course prices relate to first year only

for more information on courses visit:
www.col-westanglia.ac.uk or call us on 01553 761144



Enrolment
For further information on how to enrol on any course please see the enrolment form in the centre of this guide.

1 Introduction to Trainer Skills 7300

Anyone who needs to transfer skills, knowledge or understanding to others.

Course	Code	Location	Start Date	Duration	Weekday	Times	Inclusive Fees	Discounted Fees	Interview
1	TBC	Please Enquire	Please Enquire	2 days, 1 week apart	Please Enquire	Please Enquire	£300	TBC	No

1 Certificate in Adult Literacy

We offer a range of free programmes from Entry Level 1 to Level 2 aimed at improving reading and understanding, speaking and listening, and writing skills. Following an initial assessment, an individual learning plan will be negotiated and developed with each learner, and when ready learners will be given the opportunity to sit a nationally recognised Skills for Life literacy qualification.

2 Certificate in Adult Numeracy

We offer a range of free programmes from Entry Level 1 to Level 2 aimed at improving a learner's ability to work with numbers, including calculations, data handling and measuring skills. Following an initial assessment, an individual learning plan will be negotiated and developed with each learner, and when ready learners will be given the opportunity to sit a nationally recognised Skills for Life numeracy qualification.

3 Certificate in English as a Second Language

Aimed at learners for whom English is not a first language, we offer a range of programmes from Entry Level 1 to Level 2 aimed at improving reading and understanding, speaking and listening, and writing skills. Following an initial assessment, an individual learning plan will be negotiated and developed with each learner, and when ready learners will be given the opportunity to sit nationally recognised Skills for Life ESOL qualifications.



Course	Code	Location	Start Date	Duration	Weekday	Times	Inclusive Fees	Discounted Fees	Interview
1	TBC	These programmes are held at a number of centres in King's Lynn, Wisbech, Downham Market and March. Please contact King's Lynn or Isle Campuses for more information.	Please Enquire	Please Enquire	Any	Please Enquire	Free	N/A	No
2	TBC		Please Enquire	Please Enquire	Any	Please Enquire	Free	N/A	No
3	TBC		Please Enquire	Please Enquire	Please Enquire	Please Enquire	£330	£62	No



Your people are the key to your business. How they work can directly affect your organisation's performance. If you want better results, improving your people's skills is the simplest and most effective step you can take.

CWA Business Services provides an extensive range of work-based qualifications that are delivered in the work place, including NVQ's at Levels 1-5 and short employer specific courses.

Train to Gain

Train to Gain is a service which is designed to help your business get the training it needs to compete and succeed. Training benefits your business in many ways. It boosts competitiveness, productivity and staff motivation, and reduces your recruitment costs. By taking on the hard work of identifying and organising your training Train to Gain helps you realise the benefits to your business.

Train to Gain is available to companies of all sizes and sectors. For employees to be eligible they must be over 19, and have been an EU resident for three consecutive years.

Volunteers, Self Employed, and Agency workers can also access Train to Gain.

Training takes place at a time to suit you the employer, and is usually delivered on site, therefore minimising disruptions to the daily running of your organisation. Delivery is flexible and can be worked around shift patterns, productivity and any other individual business needs.

National Vocational Qualification (NVQ)

An NVQ is a 'competence-based' qualification: this means you learn practical, work-related tasks designed to help you develop the skills and knowledge to do a job effectively.

NVQs are based on national standards for various occupations. The standards say what a competent person in a job could be expected to do. As you progress through the course, you compare your skills and knowledge with these standards as you learn, so you can see what you need to do to meet them.

NVQs are available to adults and young people alike. You can take NVQs if you are employed; you are studying at college and have a part-time job or access to a work placement.

Costs

All work-based level 1 and first level 2 NVQ's are currently fully government funded regardless of eligibility, Level 2 NVQ's that are not fully funded by the Train to Gain funding scheme will incur a small fee. Some learners at NVQ level 3 may be entitled to reduced or fully funded provision.

For further information on any of these courses please contact our Employer Gateway Co-ordinator.

Tel: 01553 691001

Email: cwabusiness@col-westanglia.ac.uk

What is an apprenticeship?

Apprenticeships are designed for young people between the ages of 16 and 24 giving them the opportunity to gain skills and qualifications through a structured programme of practical work and classroom study.

What does the training involve?

Which ever programme you decide to study, you will work towards an NVQ qualification at either level 2 or level 3. NVQ qualifications are designed by industry and will be based around your chosen occupational area which could be anything from brickwork to hairdressing. In addition practical skills are also supported by technical certificates which will give you the valuable literacy and numeracy skills to enable you to perform to a higher standard in your job role.

Which Apprenticeship courses do we offer?

We currently offer courses in the following areas:

- Brickwork
- Business Administration
- Carpentry-Site/Bench Joinery
- Children's Care/Learning & Development
- Customer Service
- Electrotechnical Installation

- Engineering
- Hairdressing
- Advanced Hairdressing
- Health & Social Care
- Hospitality
- Advanced Hospitality
- iTQ (Information Technology)
- Maintenance operations
- Motor Vehicle
- Painting & Decorating
- Plumbing
- Retail
- Sport & Recreation
- Wholesale/Distribution/Warehousing & Storage
- Vet nursing

Who pays what?

In most cases the Learning & Skills Council will fund the cost of your training, while your employer will pay your salary

For more details on apprenticeships please call either our King's Lynn Campus: 01553 815280 or Isle Campus: 01945 468328.





BUSINESS IMPROVEMENT TECHNIQUES (BIT)

The main aim of the Business Improvement Techniques (BIT) approach is to improve your business performance as a whole. BIT recognises there is always room for improvement at work and provides a range of new tools to help identify what needs improving and how to improve it.

BIT will get your employees involved in improving your business' efficiency and increase their skills and knowledge at the same time.

Courses Available:

- NVQ 2 Business Improvement Techniques**
- NVQ 3 Business Improvement Techniques**

For further information on any of these courses please contact our Employer Gateway Co-ordinator.

Tel: 01553 691001
Email: cwabusiness@col-westanglia.ac.uk
Or visit: www.col-westanglia.ac.uk

CARE & CHILD CARE

The need for qualified health and child care experts grows each year and the constant developments in this field make it an expanding and dynamic sector. The College offers courses that will increase knowledge and understanding of your role and identify new skills, all within a recognised national qualification.

Courses Available:

- NVQ 2 Health and Social Care**
- NVQ 3 Health and Social Care**
- NVQ 2 in Health & Social Care (Adult)**
- NVQ 3 in Health & Social Care (Adult)**
- NVQ 4 Health and Social Care**
- NVQ 2 Support Services in Health Care**
- NVQ 4 Leadership and Management for Care**
- NVQ 2 Children's Care, Learning and Development**
- NVQ 3 Children's Care, Learning and Development**
- NVQ 2 Supporting Teaching and Learning in Schools**
- NVQ 3 Supporting Teaching and Learning in Schools**

CLEANING & WASTE MANAGEMENT

Waste management legislation is complex and getting it wrong could land your company, and those responsible for any breach, in court. Managing your company's waste properly is not just about covering the legal angles but also minimising costs. NVQs are a cost effective way of training staff, boosting morale and increasing motivation.

Courses Available:

- NVQ 1 Cleaning and Support Services**
- NVQ 2 Cleaning and Support Services**
- NVQ 2 Waste Management Operations**
- NVQ 2 Recycling Operations**

ENGINEERING & MANUFACTURING

Through their pathway structure, these NVQ's offer employers, training providers and individual candidates the widest possible choice of manufacturing and engineering options to suit varied needs.

Courses Available:

NVQ 2 in Performing Manufacturing Operations
NVQ 1 Performing Engineering Operations
NVQ 2 Performing Engineering Operations
NVQ 2 in Packaging Operations
NVQ 1 and 2 in Food Manufacturing
NVQ 2 in Mechanical Manufacturing Engineering
NVQ 3 in Mechanical Manufacturing Engineering
NVQ 2 Engineering Maintenance and Installation

FIRST AID

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to enable First Aid to be given to employees if they are injured or become ill at work. These regulations apply to all workplaces including those with five or less employees and to the self-employed.

Courses Available:

Emergency Aid for Appointed Persons in the Workplace
First Aid at Work Refresher
HSE First Aid at Work
Paediatric First Aid
A guide to using Defibrillators in First Aid

HOSPITALITY

Hospitality is the practice of being hospitable, that is, the reception and entertainment of guests, visitors, or strangers, with liberality and goodwill. The hospitality courses offered by the College are relevant for people working in in this industry, which includes working in hotels, restaurants, catering, resorts, clubs and any other service position that deals with tourists.

Courses Available:

NVQ 1 Food Preparation and Cooking
NVQ 2 Food Processing and Cooking
NVQ 2 Professional Cookery
NVQ 3 Professional Cookery
NVQ 2 Multi-Skilled Hospitality Services
NVQ 1 Food and Drink Service
NVQ 2 Food and Drink Service
NVQ 2 Front Office
NVQ 3 Hospitality Supervision
Food Safety in Catering (CIEH)
BIIAB National Certificate for Personal Licence Holders (NCPLH)
CIEH Level 2 Award in Food Safety in Catering

For further information on any of these courses please contact our Employer Gateway Co-ordinator.

Tel: 01553 691001
Email: cwabusiness@col-westanglia.ac.uk
Or visit: www.col-westanglia.ac.uk



ITQ (Information Technology Qualification)

ITQ is a new and unique nationally recognised business qualification designed by employers to meet their standards and offers employers a high degree of flexibility with regard to training the workforce. The qualification can meet a variety of IT training demands, or can be designed to develop specific user skills around specialist software or bespoke IT systems. Any employee who operates technology as part of their everyday work can access this qualification. This qualification can be tailored to meet individual and company needs therefore utilising the skills of the workforce and technology effectively. It also takes into account employees' existing skills and IT qualifications. If you use your own bespoke software, this unique qualification allows you to incorporate the systems and gain recognition of their use.

Courses Available:

ITQ



LANDBASED INDUSTRIES

The College provides courses for everyone working within these industries, which can be grouped into either land-management and production, animal health and welfare, or environmental industries. This sector influences the lives of everyone living in the UK today and is contributing to the solutions of worldwide issues: food security, fuel efficiency and climate change.

Courses Available:

NVQ 2 in Agricultural Crop Production

NVQ 3 in Agricultural Crop Production

NVQ 1 Amenity Horticulture

NVQ 2 Amenity Horticulture

NVQ 3 Amenity Horticulture

NVQ 4 Amenity Horticulture

NVQ 1 in Animal Care

NVQ 2 in Animal Care

NVQ 2 Environmental Conservation

NVQ 2 Fencing

NVQ 2 Floristry

NVQ 3 Floristry

NVQ 2 Game-keeping and Wildlife Management

NVQ 1 in Horse Care

NVQ 2 in Horse Care

NVQ 3 in Horse Care and Management

NVQ 2 in Land-based Service Engineering

NVQ 2 in Livestock Production

NVQ 3 in Livestock Production

National Certificate in Horse Care Level 2

NPTC Certificate in Health and Safety for those working in the Horse Industry Level 2

NPTC Certificate in Working Safely in Agriculture/Horticulture Level 2

NPTC Certificate of Competence in All Terrain Vehicle Operations

NPTC Certificate of Competence in Application of Pesticides

NPTC Certificate of Competence in Chainsaw Operations

NPTC Certificate of Competence in Forklift Operations

NPTC Certificate of Competence in Tractor Driving

For further information on any of these courses please contact our Employer Gateway Co-ordinator.

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Email: cwabusiness@col-westanglia.ac.uk

Or visit: www.col-westanglia.ac.uk



LOGISTICS

Whether you work in transport, logistics or any area of the supply chain, the College has a range of training options to suit your needs. These courses can help you or your employees to refresh and develop skills, improve performance and enhance career opportunities.

Courses Available:

NVQ 2 in Passenger Carrying Vehicles (PCV)

Transportation of Animals

Periodic Driver CPC

NVQ 2 in Driving Large Goods Vehicles

NVQ 2 in Driving Large Goods Vehicles, incorporating Periodic Driver CPC



MANAGEMENT

The College offers various courses for all levels of managers who are looking to motivate team members as well as achieve agreed day-to-day targets and objectives. These qualifications aim to give participants an opportunity to develop the core competences needed by today's successful managers and team leaders.

Courses Available:

**Awards and Certificates in First Line Management
Professional Awards, Certificates & Diplomas in Management Studies**

Advanced Professional Awards, Certificates & Diplomas in Management Studies

Certificates in Team Leading

Award in Team Leading

NVQ2 Team Leading

ILM Level 2 S/NVQ in Team Leading

ILM Level 3 S/NVQ in Team Leading

ILM Level 4 S/NVQ in Team Leading

ILM Level 5 S/NVQ in Team Leading

NVQ 3 Management

NVQ 4 Management

NVQ 5 Management



For further information on any of these courses please contact our Employer Gateway Co-ordinator.

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Email: cwabusiness@col-westanglia.ac.uk

Or visit: www.col-westanglia.ac.uk



POLYMER

This NVQ is particularly suitable for production and semi-skilled workers within polymer processing organisations. There will be a specific NVQ standard which will cover all the production roles within your company.

Courses Available:

NVQ 2 in Polymer Processing and Related Operations

RETAIL

A career in the retail sector offers plenty of challenges, and lots of scope if you're ambitious. If you want to get ahead in this exciting business, our retail courses will give you an edge.

Courses Available:

NVQ 2 Business and Administration

NVQ 3 Business and Administration

NVQ 4 Business and Administration

NVQ 2 Customer Service

NVQ 3 Customer Service

NVQ 3 Retail

NVQ 3 Retail Management

NVQ 2 Retail Skills

NVQ 3 Retail Sales Professional

NVQ 3 Retail Visual Merchandising

NVQ 2 Team Leading

NVQ 2 Warehousing and Storage

SKILLS FOR LIFE

Skills for Life qualifications are designed to help you develop the skills you use in everyday life, such as reading, writing or maths. They can also help you boost your CV or move on to further study.

Courses Available:

Certificate in Adult Literacy

Certificate in Adult Numeracy

Certificate in English as a Second Language (ESOL)

For further information on the Skills for Life courses please see section 2, page XX

For further information on any of these courses please contact our Employer Gateway Co-ordinator.

Tel: 01553 691001

Email: cwabusiness@col-westanglia.ac.uk

Or visit: www.col-westanglia.ac.uk

SPORT AND FITNESS

Everyone can enjoy sport without having to compete, the College provides a range of popular courses for people working in the Sport and Fitness industry who want to develop their knowledge in this area.

Courses Available:

NVQ 2 Activity Leaders

Customer Care for Health, Fitness & Tourism Industry

Level 2 Fitness and Gym Instructor

CYQ Level 2 Gym Instructor

NVQ 2 Sports and Recreation Operational Services

CYQ Level 3 Advanced Instructor

ISRM Operations Certificate

ISRM Supervisory Management Certificate

NVQ 3 Leisure Management

CYQ Level 3 Personal Trainer



TRAINER SKILLS

This course is designed for anyone who needs to transfer skills, knowledge or understanding to others.

Courses Available:

Introduction to Trainer Skills 7300

WARDENS, POLICE & SECURITY

These NVQ's are suitable for community based warden occupations including community wardens, neighbourhood wardens, street wardens, police and community safety officers, particularly those that have interface with third parties.

Courses Available:

NVQ 2 in Community Warden Occupations

NVQ 2 in Controlling Parking Areas

NVQ 3 in Policing

NVQ 2 in Providing Security Services

NVQ 2 in Custodial Care

NVQ 3 in Custodial Care

NVQ 2 in Spectator Safety

NVQ 3 in Spectator Safety



For further information on any of these courses please contact our Employer Gateway Co-ordinator.

Tel: 01553 691001

Email: cwabusiness@col-westanglia.ac.uk

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King's Lynn Campus

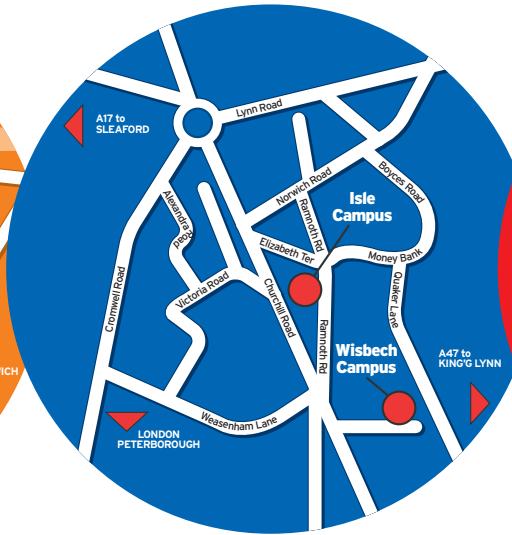
Tennyson Avenue, King's Lynn,
Norfolk, PE30 2QW

T: 01553 761144

F: 01553 815555

Opening Times:

Monday to Friday 08.15 - 16.30



Isle Campus

Ramnoth Road, Wisbech,
Cambridgeshire, PE13 2JE

T: 01945 582561

F: 01945 582706

Opening Times:

Monday to Friday 08.30 - 16.30

Wisbech Campus

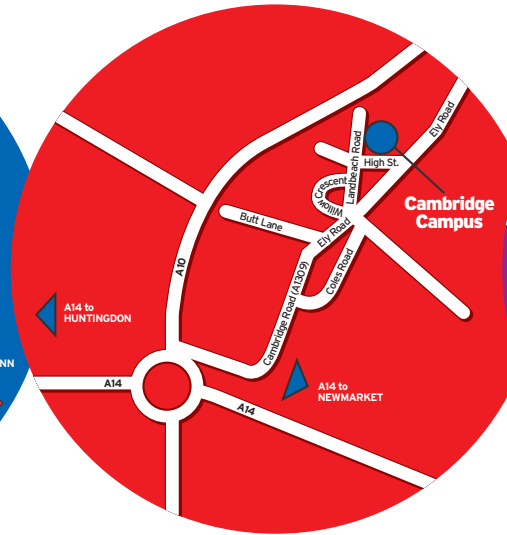
Newcommon Bridge, Wisbech,
Cambridgeshire,
PE13 2SJ

T: 01945 581024

F: 01945 581865

Opening Times:

Monday to Friday 10.00 - 15.00



Cambridge Campus (Milton)

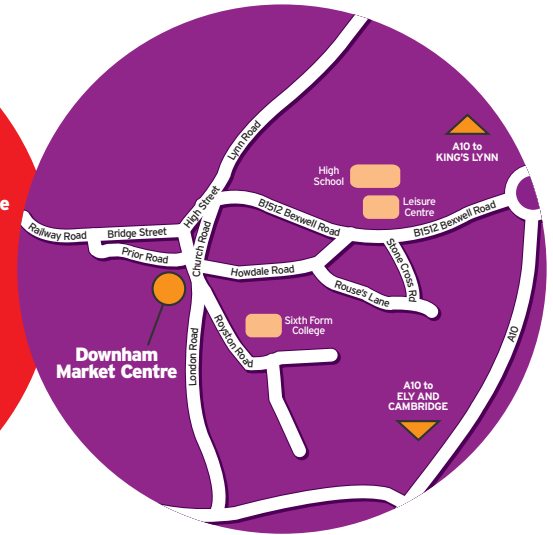
Landbeach Road, Milton,
Cambridgeshire, CB24 6DB

T: 01223 860701

F: 01223 860262

Opening Times:

Monday to Friday 08.30 - 16.30



Downham Market

Priory Road, Downham Market,
Norfolk, PE38 9JS

T: 01366 389461

F: 01366 389462

Opening Times:

Monday to Wednesday 09.00 - 21.00

Thursday to Friday 09.00 - 17.00

