Welcome to Ambitions 2014-15

Top class options...
This year brings another great range of part-time courses. Whether you need new skills and qualifications for a promotion, are looking to start a new job, or you want to try out a hobby, we hope you find a course to suit you.

Read on to find:
Course details - we offer day, evening and weekend courses.
Case studies - get a snapshot of students’ experiences at Shipley College.
Details of how to enrol.

College Principal, Nav Chohan says:
"We know many people leave learning behind after school and find the thought of going back intimidating. Trust us - you'll be pleasantly surprised by what you discover and we will support you throughout your time here.
We welcome people of all ages and from all backgrounds onto our exceptional courses. Every new skill learnt is an advantage at work and at home. We all love learning at Shipley College and we want our passion for gaining new skills to spread throughout the entire community."

Alternative formats
If you require this publication in alternative formats such as large print, please contact Student Services on 01274 327281.

Contents
General Information
Welcome to Ambitions 3
How to Enrol 6 & 59
Fees 6
College Open Days & Events 8
The Benefits of being a Student 10
Flexible Learning in the Community & at College 11
Some of our Inspirational Tutors 12
Employee Training & Development and Apprenticeships 57-58
Would you like to be a College Governor? 62
How to find us 63

Lifestyle & Leisure
Arts & Crafts
Introduction to Soft Furnishings 13
Learn to Sew 13
Painting with Watercolours 13-14
Creative Textiles 14
Learn to Draw 15
Cake Decoration 15

General Interest
Career Crossroads: Explore your next step 15
Creative Writing 16
Introduction to Psychology: Understanding yourself and others 16

Please note: Shipley College may need to amend or cancel courses offered. Please see the full disclaimer on the back page.

What are you aiming for? A job? An Apprenticeship? University? A new hobby? Whatever you are looking for, we would like to help you achieve it. Read on for inspiration...
Contents Continued

Psychology Topics: Romantic Relationships, Mental Illness, Singing Workshop, Astronomy for Everyone, Keep Fit & Dancing

Languages
Complete Beginners (in a range of languages) 19
Improvers in French & Italian 19
Intermediate Stage 1 in German & Spanish 20
Intermediate Stage 2 in French & Spanish 20
Intermediate Stage 3 in French & Spanish Advanced (in a range of languages) 20

Access to Higher Education
Health & Social Care BTEC Level 2 Extended Certificate 21
Access to Higher Education (Health & Social Care Professions & Social Sciences) 21

Business, Management & Finance
Accounting & Finance
Introduction to Sage Payroll 22
Manual Book-keeping Introduction 22
Sage Computerised Accounting Introduction 22
Bookkeeping & Accounts City & Guilds Level 1 23
Accounting AAT Level 2 Certificate 23
Accounting AAT Level 3 Diploma 23

Business & Administration - Work-based Courses
Business & Administration Level 2 Certificate (NVQ) 24
Business & Administration Level 3 Diploma (NVQ) 24

Business & Management
Business & Administration BTEC Entry 3 Award 25
Business & Administration BTEC Level 1 Award 25
Principles of Customer Service Level 1 Award 25
Leadership & Team Skills ILM Level 2 25
Leadership & Management ILM Level 3 25
Essential for Law 26

Customer Services
Customer Services Level 2 Certificate (NVQ) 26
Customer Services Level 3 Diploma (NVQ) 26

Team Leading & Management - Work-based
Team Leading Level 2 Diploma (NVQ) 26
Management & Leadership ILM Level 5 NVQ Diploma (QCF) 26

Childcare & Working in Education
Preparing to work in Childcare Level 2 27
Childcare - Work-based Courses (NVQs) 28
Children & Young People’s Workforce Level 2 Certificate 28

Children’s Care, Learning & Development Level 3 Diploma 28
Specialist Support for Teaching & Learning in Schools 28
Leadership for Children’s Care, Learning & Development Level 5 Diploma 29

Creative Digital Media
Step into Web Design 30
Step into Creative Digital Media 30
Creative Media Production BTEC Level 1 Certificate 30
Creative Digital Media BTEC Level 2 Certificate 30

Digital Photography & Adobe Photoshop
DSLR photography & photo manipulation: Beginners’ Guide 31
Photoshop for Photographers 31

English, Maths & ESOL
ESOL - English for speakers of Other Languages 33
English GCSE 33
Maths GCSE 33

First Aid & Paediatric First Aid
Emergency First Aid at Work Award 33
Paediatric First Aid Level 3 Award 34

Floristry & Flower Arranging
Floristry Diplomas 34
Floristry BTEC Level 2 Diploma 34
Floristry BTEC Level 3 Subsidiary Diploma 34

Floristry Short Courses
Flowers for the home at Christmas 35
Jingle Bells Workshop 35
Wild about Weddings 35
Wedding Flowers Workshop 35
Contemporary Floral Designs 35
Floral Workshop - being creative on a budget 36

Food Safety
Food Safety in Catering Level 2 Award 26

Health & Social Care
Introductory short courses in Care & Childcare 37
Advanced Skills for Family Support Practitioners 37
Autism Awareness 37
Conflict Resolution Awareness 37
Counselling Awareness 37
Dementia Awareness 37
Highly Effective Parenting: (A Psychological Approach) 38
How to Map & Path Person Centred Support 38
Mental Health & Wellbeing Awareness 38
Safe-guarding (Children & Adults) 38
Sign Language Awareness 38

Health & Social Care - Work based Courses
Health & Social Care Level 2 Diploma - Class based 40
Health & Social Care Level 3 Diploma - Class based 40
Health & Social Care Level 2 Diploma - Work based 40
Health & Social Care Level 3 Diploma - Work based 40
Leadership for Health & Social Care Level 5 Diploma 41

Distance Learning in Health & Social Care
Mental Health Awareness Level 2 Certificate 42
Principles of Dementia Care Level 2 Certificate 42
Principles of the Prevention & Control of Infection in Health Care Settings Level 2 Certificate 42
Understanding the End of Life Care Level 2 Certificate 42
Understanding the Safe Handling of Medicines Level 2 Certificate 42

Gardening & Horticulture
Principles of Garden Planning, Establishment & Maintenance RHS Level 2 Certificate 43

Garden Design
Select the Right Plants 43
Create a fabulous Garden Border 43
Garden History & Principles of Design 43
Create a Garden Plan 44

Organic Gardening
Plant Propagation 44
Vegetable Growing 44
Fabulous Fruit 45
Wildlife Gardening 45
The Productive Garden 45

Garden Crafts Workshops: Plantsmanship
How to identify trees & shrubs in your garden 45
Spring colour including alpines & spring bedding 45
Herbaceous, perennial & annual plants 46

Garden Crafts Workshops: Hard Landscaping
Vertical Surfaces 46
Horizontal Surfaces 46
Construction of Features 46

Horticulture - Work based Courses (inc. NVQs)
Practical Horticulture Skills Level 1 Award 47
Horticulture Work based Level 2 Diploma 47
Horticulture Work based Level 3 Diploma 47
Pesticide Spraying 47

Horticulture Diplomas
Horticulture BTEC Level 2 Diploma 48
Horticulture BTEC Level 3 Diploma 48

Spring Courses
Gardening for Pleasure 48

Horticulture BTEC Level 2 Extended Certificate 49

Weekend Gardener Courses
Create New Plants for Free, Autumn Propagation 49
Winter Hanging Baskets 49
Beautiful Borders 50
Wildlife Friendly Gardening 50
Preparing your new Allotment 50
Vegetable Growing 50

Lawn Care 50
Spring Pruning 51
Spring Plant Propagation 51
Summer Vegetables 51
Edible Hanging Baskets 51

Computing & IT
Get into Courses for Beginners & Improvers 52
Desktop Publishing 52
Word Processing 52
Spreadsheets 52
Databases 52
Using Email 53
Using the Internet Correctly 53
PowerPoint Presentation 53
Internet Safety for IT Users Level 1 53

ITQ Courses
OCR Award (Entry Level 3) 53
OCR ITQ Level 1 53
OCR ITQ Level 2 53

Computing - Work based Courses
IT User Skills Level 2 Certificate (ITQ) (QCF) 54
IT Users (ITQ) Level 3 Diploma (QCF) 54

Teacher Training & Learning Support
Specialist Support for Teaching & Learning in Schools Level 3 Diploma 55
Understanding the Principles of Assessment (Knowledge unit) Level 3 Award 55
Assessing Vocational Achievement Level 3 Certificate 55
Understanding the Internal Quality Assurance of Assessment Processes & Practice Level 4 Award 55
Internal Quality Assurance of Assessment Processes & Practice Level 4 Award 56
Education & Training Award 56

Key
Please see page 61 for relevant eligibility criteria

A 100% fee reduction may apply to you
A 50% fee reduction may apply to you
Level 2 Entitlement may apply to you
Level 3 Entitlement (or 24+ Advanced Learning Loan) may apply to you
How to Enrol

Once you've made your choice, our Enrolment Team are on hand to sign you up for courses.

Please ring 01274 327327 Monday to Friday, 8.30am to 1pm if you wish to enrol and pay by debit or credit card or if you wish to apply for a course which requires a short, informal discussion.

For further information about fees, advice available etc see pages 59-61.

If you need additional information, the Enrolment Team may be able to help you immediately or they will take details and refer your query to a tutor. Many of our courses fill up quickly, so it is advisable to enrol as soon as possible to avoid disappointment.

Enrolments office opening hours:

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
<th>Term</th>
<th>Weeks commencing</th>
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<tbody>
<tr>
<td>Mon</td>
<td>8.30am - 4.30pm*</td>
<td>Autumn Term 2014</td>
<td>1st, 8th, 15th &amp; 22nd September</td>
</tr>
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<td>Tues</td>
<td>8.30am - 4.30pm*</td>
<td>Spring Term 2015</td>
<td>Week commencing 5th January</td>
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<tr>
<td>Wed</td>
<td>8.30am - 4.30pm*</td>
<td>Summer Term 2015</td>
<td>Week commencing 13th April</td>
</tr>
<tr>
<td>Thurs</td>
<td>8.30am - 4.30pm*</td>
<td>Autumn Term 2014</td>
<td>1st, 8th, 15th &amp; 22nd September</td>
</tr>
<tr>
<td>Fri</td>
<td>8.30am - 4pm</td>
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</tbody>
</table>

*The Enrolments office will also be open until 6.30pm Monday to Thursday during the following:

- Autumn Term 2014: Weeks commencing: 1st, 8th, 15th & 22nd September
- Spring Term 2015: Week commencing 5th January
- Summer Term 2015: Week commencing 13th April

Remember, you can also enrol over the summer.

Fees

Please see pages 59-61 for more information and a guide to fee reduction eligibility. Where a fee reduction may apply to you, this is marked next to course titles.

If you are aged 24 or over, the 24+ Advanced Learning Loan could be useful, please see below.

24+ Advanced Learning Loan

Apply for the loan, get the qualification and secure the job!

The 24+ Advanced Learning Loan is a finance option for anyone aged 24 years and above, to help with the costs of a Level 3 qualification. Repayments don't start until April 2016 and you won't have to pay anything back until you earn more than £21,000 a year.

Help with paying Fees for Level 3 courses

If you are aged 24+ and wondering whether you can afford to study a Level 3 course, read on. As with any change, we have been monitoring the impact of the funding change and the loan. Out of the 65 students who applied for a loan, 97% were successful. We were also interested to see how this has worked for the successful applicants. The feedback on individual experiences may be helpful if you are wondering whether it is an option for you.

Student Feedback on 24+ Advanced Learning Loan:

Hospital Photographer, Alexandra, secured a Loan of £3380 - the full cost of her Access to Higher Education (Health Professions) course fee, having read about it on the College website. She says: “My acceptance letter arrived within a week. I wouldn’t have been able to do the course without the loan.” Alexandra is going on to University in September to study a BSc in Psychology. “I would absolutely recommend the loan, as it has facilitated my access to University.”

Tina, 37, a support worker, said “I took out a loan of £1500 to do the Health & Social Care Level 3 Diploma for career enhancement. It’s ideal as you get the education without having to worry about money. I would certainly recommend the 24+ Advanced Learning Loan as it helps to further your education and career prospects.”

Sophie, a teacher, is doing the Accounting AAT Level 3 Diploma. She says “I heard about the 24+ Advanced Learning Loan through the College. I found the process very simple and straightforward, applied online and got acceptance confirmation 1-2 weeks later. I would recommend it as it provides funds for an additional qualification that you otherwise might not have been able to afford.”

Key facts:

- You can apply for a loan for part or all of the tuition fees.
- You need to have been resident in the UK for 3 years prior to the start of the course.
- Repayment will only start once you have finished the qualification and are earning more than £21,000 a year. Once started, the repayments are at 9% of income above £21,000.
- Interest rates are variable based on income, up to a maximum of Retail Price Index +3% for incomes above £41,000.
- If you study an Access to Higher Education course and then go onto University and graduate, you do not have to pay the 24+ Advanced Learning Loan back.
- Outstanding loan balances will be written off after 30 years.

Employer Support:

Anecdotal evidence from the enrolment team says 50% came to enquire about a course already knowing they had financial support from their employer, and 50% obtained their employer’s support after finding out about the course. It is always worthwhile checking out that option too.

To find out more about the 24+ Advanced Learning Loan, please speak to a member of our Enrolments Team on 01274 327327 to see if the course you are interested in qualifies or visit: www.gov.uk/advanced-learning-loans.
College Open Days & Events

Come along and see for yourself.

Adult Guidance Evenings

An excellent way for mature learners (19+) to meet tutors and find out about the potentially career changing part-time courses we offer. There is also the opportunity to enrol on a course if you have already made your decision. Remember you can enrol on part-time courses as soon as the new prospectus is published, you do not have to wait for an Adult Guidance Evening. The Enrolments office is open over Summer.

College Open Days - full-time courses, part-time courses, traineeships and apprenticeships

Shipley College Open Days are a great way for you to come and familiarise yourself with the College and find out more about the courses we offer before you enrol. You can talk with our tutors and also obtain careers advice and guidance. The Open Days are very informal; parents, family and friends are more than welcome. You don’t have to worry about booking, just turn up!

Post GCSE Advice & Guidance Sessions

Our Advice & Guidance sessions are really useful for someone who has just completed their GCSE’s. Even if they haven’t received their results, they can start planning their next move to enhance their future career opportunities.

2014 College Events

- Adult Guidance Evening
  - Tues 1st July, 4.30-7.30pm
- Post GCSE Advice & Guidance Sessions
  - Thurs 21st & Fri 22nd August, 10am-3pm
- Adult Guidance Evening
  - Wed 27th August, 4.30-7.30pm
- Adult Guidance Evening
  - Tues 2nd September, 3.30-6.30pm
- Open Day for Full & Part-time courses, Traineeships & Apprenticeships
  - Wed 8th October, 4.30-7pm
- Open Day for Health & Social Care, Childcare & Teaching courses
  - Tues 2nd December, 4.30-7pm

For venues, please check our website www.shipley.ac.uk nearer the date.

2015 College Events

- Open Day for Full & Part-time courses, Traineeships & Apprenticeships
  - Thurs 22nd January, 4.30-7.30pm
- Open Day for Full & Part-time courses, Traineeships & Apprenticeships
  - Wed 4th March, 4.30-7pm
- Open Day for Full & Part-time courses, Traineeships & Apprenticeships
  - Thurs 14th May, 4.30-7.30pm
- Open Day for Full & Part-time courses, Traineeships & Apprenticeships
  - Tues 16th June, 3-7pm
- Open Day for Health & Social Care, Childcare & teaching courses
  - Tues 1st December, 4.30-7pm (Provisional)

For venues, please check our website www.shipley.ac.uk nearer the date.

"Absolutely loving learning at this College. Friendly and helpful staff." Skills Centre student

"Facilities excellent, useful course content, very efficient teaching staff." IT student

"I really enjoy both working and studying at the College, the staff are very helpful. Overall Shipley College is definitely the place to be and I would recommend it for my family and friends." Children and Young People’s Workforce Advanced Apprentice student
The benefits of being a student
There are lots of benefits to being a student at Shipley College. One of these is being in the beautiful village of Saltaire. Others include access to college facilities and resources.

The Learning Resource Centre (LRC)
Offering more than books...
Come in and use our Learning Resource Centre – everyone studying on a course is welcome. You will find that the LRC has a helpful, friendly team of staff, always ready to lend a hand and offer advice.
Our LRC provides a ‘one-stop shop’ for your information, computing, study and coursework presentation requirements, in a flexible learning environment.
There are work areas for individual and group study. These facilities are well equipped and incorporate a wide variety of different types of learning resources such as books, magazines, newspapers, DVDs, online electronic resources and the Internet.

We also have a good range of mobile technology to support your learning. Tablets, laptops, video and still cameras and voice recorders are all available for loan. Just remember, you will need your College ID badge to borrow our resources. We look forward to seeing you!

Shipley College FREE App
Any current or new student will be able to download the free App. New students will be able to connect with the college more easily, and it will also offer current students a useful tool to add value to their college experience. The App includes features such as a course finder, news & events section, information on Life @ Shipley including how to get to College, campus map, support section, contacts section and easy to access information.

National Union of Students (NUS)
Students enrolled on a course at Shipley College are members of the NUS which is free. As members, they are entitled to buy the NUS Extra Card which costs £12.00 and can be used to get a wide range of exclusive discounts on books, clothes, sports gear, travel, gigs, computer gear, eating out and lots more. The Card can double as an International Student Identity Card for an extra £1.99 and can be used to get special offers and discounts when travelling abroad. To apply for your NUS Extra Card visit www.nus.org.uk. If you need any help contact Student Services on 01274 327281.

Gym
Any student can access the gym where they can use a fantastic range of equipment to get fit. You will need to undergo an induction to ensure you use equipment safely and then, whether you want to build muscle or tone up, you are good to go!

Flexible Learning in the community & at College
Sometimes you need some flexibility to fit a course in your day-to-day life.
We can support you in this with:

- A range of courses at your local centre including IT, Maths, English, Childcare and many more
- Business and IT courses at flexible times in the Skills Centre at Shipley College
- Friendly and supportive staff to help you
- High quality IT facilities in comfortable surroundings
- Flexible times for you to study
- Flexible start dates for some courses
- Free crèche facilities available at some centres

You will see the name of the centres in the course details. Please also see our website www.shipley.ac.uk or contact us on 01274 327327

Are you aged 19 or over and currently unemployed or working less than 16 hours per week? Want to make a fresh start?
FREE training opportunities are available to help you improve your skills or even re-train for a new career. Courses on offer include:

- Business Administration Skills
- Book-keeping
- CV Improvement
- Employability Skills
- English & Maths
- English for Speakers of Other Languages
- First Aid
- Food Safety for Working in Catering
- Gardening & Horticulture
- Health & Social Care
- IT Skills
- Preparing to Work in Childcare Level 2
- Traineeships
- Web Design

Interested? Speak to your Jobcentre Plus Work Coach and ask them to refer you to the College.

Full-time courses, Apprenticeships and Traineeships
Remember that this prospectus is predominantly promoting part-time courses, but we have a great range of apprenticeships, traineeships and full-time courses too. To request a full-time prospectus phone 01274 327222 or go to www.shipley.ac.uk.
Employee Training & Development and Apprenticeships

Nurture new talent or develop your existing workforce

Contact the Employer Services Team on 01274 327390, email employers@shipley.ac.uk or view the Employers’ pages on the website.

Whether you are a small business or a large organisation, Shipley College can deliver high quality training and development for your existing employees and/or help you enhance your workforce through the Apprenticeship scheme.

We will advise you of any government funding available to help with the cost of training. Contact the team if you have training and development needs in any of the following areas or want to discuss the benefits of an apprentice.

<table>
<thead>
<tr>
<th>Sector</th>
<th>Training &amp; Development</th>
<th>Apprenticeship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accountancy</td>
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<td>✓</td>
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<tr>
<td>Basic Skills</td>
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</tr>
<tr>
<td>Book-keeping</td>
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<td>✓</td>
</tr>
<tr>
<td>Childcare &amp; Classroom Assistants</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Computerised Accounts (Sage)</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Customer Service</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>First Aid</td>
<td>✓</td>
<td>×</td>
</tr>
<tr>
<td>Floristry</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Food Safety</td>
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<td>×</td>
</tr>
<tr>
<td>Health &amp; Social Care</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Horticulture</td>
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<td>✓</td>
</tr>
<tr>
<td>IT Hardware &amp; Systems Support</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>IT Software - Office based Applications</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>Law - Essentials</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Management Training</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Web Design</td>
<td>✓</td>
<td>✓</td>
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</tbody>
</table>

*Functional skills in Maths and English is part of every apprenticeship. Plus ICT Functional Skills is also a requirement of many of them.

**I love seeing the Apprentices grow in their roles. UKAR has an excellent working relationship with Shipley College - this is our 4th year and we make a great team!” Lynda Daniel, Recruitment Co-ordinator with UKAR and now an Apprentice Ambassador for the Yorkshire and Humber area for the National Apprenticeship Scheme.

**I would definitely recommend on Apprenticeship with Shipley College to anyone unsure about whether they should opt for education or employment - I get to do both!” George Biddle, Level 2 Horticulture Apprentice

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Lifestyle & Leisure

### Arts & Crafts

1. **Introduction to Soft Furnishings with Caroline Bower**  A 50% fee reduction may apply to you

   This practical course is perfect if you want to develop the skills needed to create soft furnishings to transform your home. Our tutor will cover the following:

   **Autumn term:**
   Learn how to make original soft furnishings for your living and dining room including a range of cushions - envelope, button, piped and bolster. Transform your dining table and chairs ready for that special occasion including cushions pads and loose covers. Enjoy making original napkins, tablecloths, table runners and placemats.

   **Spring term:**
   Make your own curtains. There will be demonstrations and support to look at the fabric required, different styles of headings and linings. Find out how to finish off your window dressing with valances, swags and tie backs.

   **Summer term:**
   Learn a great and economic way to transform your windows with blinds, including how to make Roman and London blinds. Transform your bedroom with a variety of pillowcases and bed throws. Plus hints and tips on "upcycling" previously loved soft furnishings.

   50% discount available for students on a means tested benefit as detailed in the Enrolment and Fee information.

<table>
<thead>
<tr>
<th>Course Level</th>
<th>Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Day</th>
<th>Fees</th>
<th>Duration</th>
<th>Venue</th>
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<tbody>
<tr>
<td>Everyone</td>
<td>F/1363/A</td>
<td>25 Sep 14</td>
<td>04 Dec 14</td>
<td>7pm</td>
<td>9pm</td>
<td>Thursday</td>
<td>£96</td>
<td>10 Weeks</td>
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<tr>
<td>Everyone</td>
<td>F/1363/A SP</td>
<td>08 Jan 15</td>
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<td>7pm</td>
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<tr>
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<td>F/1363/ASU</td>
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<td>25 Jun 15</td>
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<td>Thursday</td>
<td>£96</td>
<td>10 Weeks</td>
<td>Shipley College</td>
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</table>

2. **Learn How to Sew with Janet Evans**  A 50% fee reduction may apply to you

   Develop a range of sewing skills using both hand and machine sewing techniques. You will cover garment construction, making button holes and fitting a range of zips. This is a great opportunity to learn how to make everyday clothes, for example simple blouses, jackets and trousers for yourself and your family.

   50% discount available for students on a means tested benefit as detailed in the Enrolment and Fee information.

<table>
<thead>
<tr>
<th>Course Level</th>
<th>Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Start Time</th>
<th>End Time</th>
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<th>Duration</th>
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<td>05 Jan 15</td>
<td>16 Mar 15</td>
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<td>Beginners</td>
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<td>29 Jun 15</td>
<td>7pm</td>
<td>9pm</td>
<td>Monday</td>
<td>£96</td>
<td>10 Weeks</td>
<td>Shipley College</td>
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3. **Painting with Watercolours - Jeremy Taylor**  A 50% fee reduction may apply to you

   Develop your skills through practical tuition and demonstrations of both basic and more advanced techniques on this daytime class. Create watercolours on many themes including landscapes, animals and flowers. A materials list will be provided on enrolment.

   50% discount available for students on a means tested benefit as detailed in the Enrolment and Fee information.

<table>
<thead>
<tr>
<th>Course Level</th>
<th>Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Day</th>
<th>Fees</th>
<th>Duration</th>
<th>Venue</th>
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A Frame of Elegance
Susan, Painting with Watercolours
Susan has been retired for 5 years now, but she likes to occupy her spare time with interesting activities that have always been close to her heart. This is Susan’s 2nd year at Shipley College and she is currently enrolled on a Painting with Watercolours course. She says of experience at Shipley College: “I love the history and heritage that Saltaire has, it's an inspiring place to be”.
Susan is currently on the committee of the National Art fund: “I have a strong personal interest in art and always have done, so I searched online for courses locally and felt that Shipley College was the right choice. I would certainly recommend it as a place to learn for retirees.”

1) Painting with Watercolours - Jeremy Taylor (Evening Class)  A 50% fee reduction may apply to you
Develop your skills through practical tuition and demonstrations of both basic and more advanced techniques and create watercolours on many themes including landscapes, animals and flowers. A materials list will be provided on enrolment.
50% discount available for students on a means tested benefit as detailed in the Enrolment and Fee information.
Course Level Code Start Date End Date Start Time End Time Day Fees Duration Venue
Everyone F/1250/A 23 Sep 14 02 Dec 14 7pm 9pm Tuesday £96 10 Weeks Shipley College
Everyone F/1250/ASP 06 Jan 15 17 Mar 15 7pm 9pm Tuesday £96 10 Weeks Shipley College
Everyone F/1250/ASU 14 Apr 15 23 Jun 15 7pm 9pm Tuesday £96 10 Weeks Shipley College

1) Creative Textiles with Karen Smith  A 50% fee reduction may apply to you
This course is perfect if you want to develop the skills needed to create homemade crafts, (please be aware this is not a dressmaking course). Our tutor will cover the following:

Autumn term:
Surface treatments - e.g. stencilling, print block, resist dying & Batik.
A Homemade Christmas workshop - learn how to make soft toys & tree decorations.

Spring term:
Six surfaces to stitch - create a small decorative book by using different techniques including Plyfusion, Tyveck, Embossing.
Machine Stitching - learn how to use a machine to appliqué & embroider.
Felt Making - learn how to make a small handmade felt cushions & felt jewellery.
A materials list will be provided on enrolment.
50% discount available for students on a means tested benefit as detailed in the Enrolment and Fee information.
Course Level Code Start Date End Date Start Time End Time Day Fees Duration Venue
Everyone F/1304/A 23 Sep 14 02 Dec 14 7pm 9pm Tuesday £96 10 Weeks Shipley College
Everyone F/1304/ASP 06 Jan 15 17 Mar 15 7pm 9pm Tuesday £96 10 Weeks Shipley College
Everyone F/1304/ASU 14 Apr 15 23 Jun 15 7pm 9pm Tuesday £96 10 Weeks Shipley College

Learn to Draw with Janet Evans  A 50% fee reduction may apply to you
Our tutor will help you to develop your drawing style. Using a step by step range of practical techniques and through a series of related systems, you will begin an investigation of the world around you. A materials list will be provided on enrolment.
50% discount available for students on a means tested benefit as detailed in the Enrolment and Fee information.
Course Level Code Start Date End Date Start Time End Time Day Fees Duration Venue
Everyone F/1302/A 22 Sep 14 01 Dec 14 3pm 5pm Monday £96 10 Weeks Shipley College
Everyone F/1302/ASP 05 Jan 15 16 Mar 15 3pm 5pm Monday £96 10 Weeks Shipley College
Everyone F/1302/ASU 13 Apr 15 29 Jun 15 3pm 5pm Monday £96 10 Weeks Shipley College

Cake Decoration for Everyone with Carole Rayner  A 50% fee reduction may apply to you
In this popular class, you will learn how to decorate cakes for all sorts of occasions from birthdays to weddings and Easter. You will develop the skills needed to pipe with royal icing, mould sugar paste roses and leaves, make figures and small animals from sugar paste and decorate a chocolate egg. A basic equipment list will be provided before the course begins. Materials will need to be bought each week in order to complete the projects.
50% discount available for students on a means tested benefit as detailed in the Enrolment and Fee information.
Course Level Code Start Date End Date Start Time End Time Day Fees Duration Venue
Everyone F/1355/0 23 Sep 14 09 Jun 15 7pm 9pm Tuesday £270 30 Weeks Shipley College
Everyone F/1355/A 24 Sep 14 10 Jun 15 7pm 9pm Wednesday £270 30 Weeks Shipley College
Everyone F/1355/B 24 Sep 14 10 Jun 15 10am 12pm Wednesday £270 30 Weeks Shipley College

Cake Decoration for Everyone with Bernadette Young  A 50% fee reduction may apply to you
On this popular course, you develop the skills to pipe with royal icing and make sugar figures and flowers to a professional standard that are perfect for decorating celebration cakes for all sorts of occasions. All aspects of sugarcraft are covered by our tutor, including the latest trends. Students at all levels are welcome as the course covers beginner to advanced skills. A basic equipment list will be provided before the course starts and please note materials will need to be bought each week in order to complete the projects.
50% discount available for students on a means tested benefit as detailed in the Enrolment and Fee information.
Course Level Code Start Date End Date Start Time End Time Day Fees Duration Venue
Everyone F/1355/0 22 Sep 14 15 Jun 15 7pm 9pm Monday £270 30 Weeks Shipley College
Everyone F/1355/A 24 Sep 14 10 Jun 15 7pm 9pm Wednesday £270 30 Weeks Shipley College
Everyone F/1355/B 24 Sep 14 10 Jun 15 10am 12pm Wednesday £270 30 Weeks Shipley College

1) Cake Decoration for Everyone with Carole Rayner  A 50% fee reduction may apply to you

General Interest
Career crossroads: Explore your next step with Georgie Scully  A 50% fee reduction may apply to you
This course is ideal if you are at a career crossroads and not sure what you really want to do next. Whether you are currently working or not long out of the workplace, this class helps you stay positive and motivated to make a change. Often people at a career crossroads jump in at the deep end and list job options before thinking about what they really want from a career change and without fully understanding their basic “must have” criteria. In reality, the first step to any career change is to get a clear sense of what is important to you and this course will help you in that process. You go away with the tools, techniques and knowledge you need to make a more informed career change. This could be turning your passion into your profession or making adjustments to work you are already doing. You will work on your own, in pairs and in groups, and only share what you are comfortable sharing.
Please note, this is not a job search workshop and will not be ideal if you are under urgent pressure to find work.
50% discount available for students on a means tested benefit as detailed in the Enrolment and Fee information.
Course Level Code Start Date End Date Start Time End Time Day Fees Duration Venue
Everyone F/1318/A 24 Sep 14 19 Nov 14 7pm 8pm Wednesday £66 8 Weeks Shipley College
Everyone F/1318/ASP 07 Jan 15 04 Mar 15 7pm 8pm Wednesday £66 8 Weeks Shipley College
Everyone F/1318/ASU 15 Apr 15 10 Jun 15 7pm 8pm Wednesday £66 8 Weeks Shipley College
Creative Writing with Amanda Lomas

This course is an ideal opportunity to discover your personal voice as a writer. You will focus on developing your writing skills further and enhancing creative expression, employing strategies which will encourage you to become a more confident and effective writer, as well as developing creative ideas and possibilities. Explore different writing styles and techniques using your own life experience, observations and memory.

50% discount available for students on a means tested benefit as detailed in the Enrolment and Fee information.

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Introduction to Psychology: Understanding yourself and others – Keith Rice

This beginner’s course is ideal if you are interested in finding more out about yourself and others and if you are considering academic study in Psychology. You will be introduced to a number of areas in Psychology, including the concept of ‘self’, the importance of beliefs and values, the impact of gender differences on male-female relationships and the criticality of attachments in child development.

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Psychology Topics: Romantic Relationships, Mental Illness – Keith Rice

This takes a more in-depth approach to key topics covered by the introductory course, ‘Understanding Yourself and Others’. It is ideal if you want to explore a specific interest in one or more of the topics under discussion or simply build your knowledge of Psychology. Attendance on the introductory course is helpful but not essential as recaps and additional study material will be provided.

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Singing Workshop with Ann Perry

Do you like to belt out a tune in the bath or car and would you like to improve your talent? Songs from lots of different cultures and styles will be used to teach you the basic skills of reading music and how to develop your voice. This class is fun and inspiring.

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Astronomy for Everyone with Maggie Whitehead

Find out about the fascinating planets in our solar system, how stars are born and die and how scientists search for alien life. Learn how to navigate the night sky without expensive equipment. No previous knowledge is needed, just a keen interest in astronomy.

50% discount available for students on a means tested benefit as detailed in the Enrolment and Fee information.

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Keep Fit and Dancing

- **BalletBeFit with Nicola Procter**
  - No fee reduction available
  - BalletBeFit exercise classes define, strengthen and streamline muscles. Done to a mix of traditional ballet music and pop tunes, it is as much a cardio workout as it is a muscle toning routine. It pays special attention to posture and body alignment promoting a graceful poise and a sense of well-being. Aside from the obvious physical benefits of regular exercise, weight loss, improved stamina, increased energy levels, this dance based fitness routine is so enjoyable, you can't help smiling all the way through the class.

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- **Iyengar Yoga for Beginners with Michelle Mangeolles**
  - No fee reduction available
  - Iyengar Yoga, named after and developed by B. K. S. Iyengar, is a form of Hatha Yoga that has an emphasis on detail, precision and alignment in the performance of posture (asana) and breath control (pranayama). The development of strength, mobility and stability is gained through the asanas. Students progress gradually by moving from simple poses to more complex ones and develop their mind, body and spirit step-by-step. Iyengar Yoga often, but not always, makes use of props, such as belts, blocks, and blankets, as aids in performing asanas (postures). The props enable students to perform the asanas correctly, minimising the risk of injury or strain, and making the postures accessible to both young and old.

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Ballroom & Latin American Dance for Beginners

Are you a fan of the "Strictly Come Dancing" series? Do you want to develop some fancy footwork of your own? Come and join this very popular beginners dance class to learn the basic steps in Waltz, Cha Cha Cha and Rock and Roll. You and your partner will develop dance routines as the course progresses, leading to confidence on the dance floor. Here is an ideal opportunity to learn a new skill and enjoy the exercise whilst taking part in a relaxed and friendly class. This introductory class is suitable for absolute beginners and those with a little past experience in dance.

Please enrol with a partner.

Language

Complete Beginners (in a range of languages)

You will learn to say words and simple phrases useful for everyday needs.

By the end of the course you will be able to meet and greet people, order food, ask for and understand directions, manage restaurant situations, play table games, ask about weather and say time. You will also be able to carry on a simple conversation about your background and learn about different cultures around the world.

Pilates for Beginners with Kirsten Bicat

This beginners' course focuses on introducing you to Pilates. This form of exercise concentrates on strengthening your stomach muscles & increasing the strength & flexibility of your back through gentle, slow, precise movements. This promotes improved posture, toned muscles & body shape. Please bring a Pilates mat, yoga block or towel and wear comfortable clothing.

Pilates for Improvers with Kirsten Bicat

This course will allow you to build on what you have already learnt and move onto the next level of exercises. Pilates concentrates on strengthening your stomach muscles & increasing the strength & flexibility of your back through gentle, slow, precise movements. This promotes improved posture, toned muscles & body shape. Please bring a Pilates mat, yoga block or towel and wear comfortable clothing.

Languages

French

German

Greek

Italian

Spanish

Spanish

Improvers in French & Spanish

If you have completed the beginners' level or equivalent, these courses are designed to add further depth to your knowledge. In addition to conversational skills, you will now start to read and write more. By the end of the course you will be able to meet and greet people, make compliments and apologies, learn to raise and resolve problems in a restaurant or hotel, chat about yourself in more depth, expressing preferences, likes and dislikes, understand menus and shop for food, understand and translate simple text and hire a car.

50% discount available for students on a means tested benefit as detailed in the Enrolment and Fee information.
Intermediate Stage 1 in German & Italian  A 50% fee reduction may apply to you

This lively intermediate class is ideal if you wish to increase your skills and confidence. You will be encouraged to participate and improve your conversational, listening and reading skills. In addition to discussing aspects of your own life more fully, you will learn more about the food, current affairs, culture and traditions of the relevant country.

50% discount available for students on a means tested benefit as detailed in the Enrolment and Fee information.

Intermediate Stage 2 in French & Spanish  A 50% fee reduction may apply to you

Lively intermediate classes, which are ideal if you wish to increase your skills and confidence. You will be encouraged to participate and improve your conversational, listening and reading skills. In addition to discussing aspects of your own life more fully, you will learn more about the food, current affairs, culture and traditions of the relevant country.

50% discount available for students on a means tested benefit as detailed in the Enrolment and Fee information.

Intermediate Stage 3 in French & Spanish  A 50% fee reduction may apply to you

This course is specifically designed for students who have completed the Intermediate Stage 2. You can build on your knowledge to increase your skills and confidence. This will help you improve your conversational, listening and reading skills. Topics include day to day life, food, current affairs, culture and the traditions of the relevant country.

50% discount available for students on a means tested benefit as detailed in the Enrolment and Fee information.

Advanced (in a range of languages)  A 50% fee reduction may apply to you

These courses are perfect if you already have a good knowledge of your chosen language. This level offers you the chance to extend your vocabulary and develop your confidence in a range of situations including general conversation, negotiation or problem solving. These courses still have significant conversational components, but you have the opportunity to explore the culture, traditions and current affairs of the country in greater depth through cinema, literature, music and newspapers.

50% discount available for students on a means tested benefit as detailed in the Enrolment and Fee information.

Access to Higher Education

Health and Social Care BTEC Level 2 Extended Certificate  Level 2 Entitlement may apply to you

This course is one of the first stepping stones for learners over 18, returning to education and wishing to go to university. It is designed to equip you with the academic skills needed for the Access course and ultimately university. You study a variety of modules including Human Lifespan Development, Care Values, Communication in Health and Social Care, Healthy Living plus many more.

If you do not have a GCSE grade C in English and/or Maths it is highly recommended that you gain these (please note, they are both offered in College). You must have these grades in order to progress onto the Access to Higher Education Diploma. Admission is by a short informal discussion and initial assessment - please phone 01274 327327.

Course Level  Code  Start Date  End Date  Start Time  End Time  Day  Fees  Duration  Venue
Level 2  0/5034/0  09 Sep 14  30 Jun 15  9.30am  3.30pm  Tuesday  £400  35 Weeks  Shipley College

Striving for Success

Kelli, 30, Health & Social Care BTEC Level 2 Certificate

Kelli, came to us having previously lived in London where she was training to be a dancer, but due to unforeseen circumstances had to return to Bradford. Since then she has undertaken a variety of roles, including youth work, working as a Sales Representative and has also become a mum: “Childcare costs are really high, so I wanted to broaden my employment prospects and earning capacity through study.”

Kelli says of her Shipley College experience: “I was elected student representative and now ensure that any issues my classmates have are voiced compassionately and in a timely manner. I’ve found stepping back into education a really positive experience: the group has a good mix of young and old and we all get on. The support that we receive from our tutor is terrific.”

Access to Higher Education (Health & Social Care Professions and Social Sciences)

Level 3 Entitlement or 24+ Advanced Learning Loan may apply to you

Access courses help you get a second chance at education. They are a way of gaining the entry requirements needed to progress onto university level study or to re-start your career. They aim to build confidence, develop study and written skills. The Access to Higher Education Diploma is a one year course. You attend two workshops per week in order to study the mandatory modules and to receive tutorial support. Modules include Human Physiology, Sociology, Psychology, HE Study Skills and Preparing for HE. This will mean attending College for 14.5 hours per week and depending on your unit choice, this may spread over the full week. You will also need to be prepared to study for a further 12 hours in your personal time. Admission is by a short, informal discussion - please phone 01274 327327 to register your interest.

Costs  In some cases, tuition fees will be paid for you depending on individual circumstances. You may be able to get financial support from the Learner Support Fund, which provides help with the cost of course materials, equipment, travel costs and childcare costs. To find out if you are eligible, speak to a member of the Student Services Team on 01274 327281. Early application is recommended. You need to be aware that if you are aged 24+ you will be required to apply for a 24+ Advanced Learning Loan. Government funding has changed for this course and is dependent upon your age and personal circumstances. Therefore, course costs are discussed on an individual basis. Please contact the Enrolments team on 01274 327327 who will advise you of the relevant fee. Please note that this course is very popular and early booking is vital to ensure your place.

Course Level  Code  Start Date  End Date  Start Time  End Time  Day  Fees  Duration  Venue
Level 3  0/6350/A4  08 Sep 14  22 May 15  Various  Various  Various  See info above  1 Year  Shipley College
Level 3  0/6350/A2  08 Sep 14  22 May 15  Various  Various  Various  See info above  1 Year  Shipley College

The new career man

Richard, 40, Access to Health & Social Care Professions

After leaving school, Richard opted for employment further on in study as that was the norm. He has spent 25 years working as a printer and has recently become a father for the 2nd time. With the additional family responsibilities, he wanted to improve his prospects in order to pursue a new career.

Richard is going on to the University of Bradford in September to study Nursing. “I looked into it a while back, but opted against it as I was too busy with my family. I decided to go for a career change now, I'm determined because I still have at least 25 years of career left and Nursing is what I want to dedicate that portion of my life to.” When asked how Richard found balancing work, family and study he replied: “It’s tough. I don’t have a moment to myself, but my family have certainly been a catalyst for me to go on and achieve something better.”
Accounting & Finance

Introduction to Sage Payroll

This course is an ideal way to understand the basics of Sage Payroll. You cover setting up a payroll, running a weekly or monthly payroll, plus month end and year end procedures. If you have a small business with employees, this introduction will be very helpful. Please note you will need to be computer literate as this is a computer based course.

Please note that this course is very popular and early booking is vital to ensure your space.

50% discount available for students on a means tested benefit as detailed in the Enrolment and Fee information.

Course Level | Code | Start Date | End Date | Start Time | End Time | Day | Fees | Duration | Venue
--- | --- | --- | --- | --- | --- | --- | --- | --- | ---
Everyone | F/339/Y0 | 15 Sep 14 | 06 Oct 14 | 6.15pm | 8.15pm | Monday | £89 | 4 Weeks | Shipley College
Everyone | F/339/YA | 03 Nov 14 | 24 Nov 14 | 6.15pm | 8.15pm | Monday | £89 | 4 Weeks | Shipley College
Everyone | F/339/YB | 19 Jan 15 | 09 Feb 15 | 6.15pm | 8.15pm | Monday | £89 | 4 Weeks | Shipley College
Everyone | F/339/YC | 20 Apr 15 | 18 May 15 | 6.15pm | 8.15pm | Monday | £89 | 4 Weeks | Shipley College

Manual Book-keeping Introduction

This popular beginners’ course is perfect if you are starting a small business or working in a junior accounts office role. You learn the correct procedures for recording transactions. You need to be comfortable with numbers e.g. percentages, addition and subtraction. Manual book-keeping is the mainstay of many small businesses as the selling of goods and services needs to be recorded correctly to meet VAT and tax requirements. You could then move onto the Sage Computerised Accounts or the Book-keeping & Accounts City and Guilds Level 1 Award.

Please note that this course is very popular and early booking is vital to ensure your space.

50% discount available for students on a means tested benefit as detailed in the Enrolment and Fee information.

Course Level | Code | Start Date | End Date | Start Time | End Time | Day | Fees | Duration | Venue
--- | --- | --- | --- | --- | --- | --- | --- | --- | ---
Everyone | F/339/Y0 | 15 Sep 14 | 06 Oct 14 | 6.15pm | 8.15pm | Monday | £89 | 4 Weeks | Shipley College
Everyone | F/339/YA | 03 Nov 14 | 24 Nov 14 | 6.15pm | 8.15pm | Monday | £89 | 4 Weeks | Shipley College
Everyone | F/339/YB | 19 Jan 15 | 09 Feb 15 | 6.15pm | 8.15pm | Monday | £89 | 4 Weeks | Shipley College
Everyone | F/339/YC | 20 Apr 15 | 18 May 15 | 6.15pm | 8.15pm | Monday | £89 | 4 Weeks | Shipley College

Sage Computerised Accounts

In our experience, many people are interested in this area of work, but are not sure which is the best course to take. This introduction is an ideal way to understand the basics of computerised accounting systems using Sage software. As the course is computer based, you will need to be familiar with using a PC. On completion, you could progress onto the Sage Computerised Accounts or the Book-keeping & Accounts City and Guilds Level 1 Award.

Please note that this course is very popular and early booking is vital to ensure your space.

50% discount available for students on a means tested benefit as detailed in the Enrolment and Fee information.

Course Level | Code | Start Date | End Date | Start Time | End Time | Day | Fees | Duration | Venue
--- | --- | --- | --- | --- | --- | --- | --- | --- | ---
Everyone | F/339/Y0 | 16 Sep 14 | 07 Oct 14 | 6.15pm | 8.15pm | Tuesday | £89 | 4 Weeks | Shipley College
Everyone | F/339/YA | 04 Nov 14 | 25 Nov 14 | 6.15pm | 8.15pm | Tuesday | £89 | 4 Weeks | Shipley College
Everyone | F/339/YB | 20 Jan 15 | 10 Feb 15 | 6.15pm | 8.15pm | Tuesday | £89 | 4 Weeks | Shipley College
Everyone | F/339/YC | 21 Apr 15 | 19 May 15 | 6.15pm | 8.15pm | Tuesday | £89 | 4 Weeks | Shipley College

Book-keeping & Accounts City & Guilds Level 1 Award

This course is designed for people starting a small business or working in a junior accounts office role. You need to be comfortable with numbers e.g. percentages, addition and subtraction. Manual book-keeping is a mainstay of many small businesses as the selling of goods and services needs to be recorded correctly to meet VAT and tax requirements. This course will introduce you to the correct procedures needed to achieve this. Assessment is by a short, practical exam covering the major topics discussed and practised. After successful completion, you may wish to move onto the Computerised Accounts course or the Accounting AAT Level 2 Certificate to further your understanding. Admission is by a short, informal discussion - please phone 01274 327327 to register your interest.

Course Level | Code | Start Date | End Date | Start Time | End Time | Day | Fees | Duration | Venue
--- | --- | --- | --- | --- | --- | --- | --- | --- | ---
Level 1 | 0/8159/Y0 | 13 Oct 14 | 15 Dec 14 | 6.15pm | 8.15pm | Monday | £65 | 9 Weeks | Shipley College
Level 1 | 0/8159/YA | 20 Apr 15 | 22 Jun 15 | 6.15pm | 8.15pm | Monday | £65 | 9 Weeks | Shipley College

Accounting AAT Level 2 Certificate

This is ideal if you are looking to work in an accounting department or are already working in finance and would like to develop your skills. Topics you cover include processing book-keeping transactions to trial balance, cost, costing, control accounts, the journal and the banking system, working effectively in accounting and, finance and computerised accounting. There are no formal entry requirements, but you must have a good level of English and basic Maths or have completed the Book-keeping & Accounts City & Guilds Level 1 Award. You will attend 1 day per week (Friday for the daytime course and Tuesday or Thursday for the evening course) and are assessed via computer-based tests. Students can progress onto the AAT Accounting Level 3 Diploma.

Course Level | Code | Start Date | End Date | Start Time | End Time | Day | Fees | Duration | Venue
--- | --- | --- | --- | --- | --- | --- | --- | --- | ---
Level 2 | 0/3392/0 | 16 Sep 14 | 25 Jun 15 | 9am | 4.15pm | Friday | £1075 | 1 Year | Shipley College
Level 2 | 0/3392/ADT | 19 Sep 15 | 26 Dec 15 | 9am | 4.15pm | Friday | £1075 | 1 Year | Shipley College
Level 2 | 0/3392/BDT | 16 Jan 15 | 18 Dec 15 | 9am | 4.15pm | Friday | £1075 | 1 Year | Shipley College

Accounting AAT Level 3 Diploma

On this Level 3 course, you will be introduced to more complex accounting tasks such as the preparation of final accounts for sole traders and partnerships. You will attend 2 evenings per week (Tuesday and Thursday) and learn how to maintain cost accounting records and prepare reports and returns, including indirect tax and cash management. In addition, you will cover financial spreadsheets and professional ethics. Students will be assessed by computer based tests and assessments set by the Association of Accounting Technicians (AAT) examining board. Admission is by a short, informal discussion - please phone 01274 327327 to register your interest.

Course Level | Code | Start Date | End Date | Start Time | End Time | Day | Fees | Duration | Venue
--- | --- | --- | --- | --- | --- | --- | --- | --- | ---
Level 3 | 0/3393/0 | 16 Sep 14 | 25 Jun 15 | 6pm | 9pm | Tuesday & Thursday | £165 | 1 Year | Shipley College
Level 3 | 0/3393/BDT | 19 Sep 15 | 26 Dec 15 | 6pm | 9pm | Tuesday & Thursday | £165 | 1 Year | Shipley College
Level 3 | 0/3393/BDT | 16 Jan 15 | 18 Dec 15 | 6pm | 9pm | Tuesday & Thursday | £165 | 1 Year | Shipley College

A 50% fee reduction may apply to you

A 100% fee reduction may apply to you

A 50% fee reduction may apply to you

A 100% fee reduction may apply to you

Please note, separate registration fees will apply for membership, registration and examination.

Please note, separate registration fees will apply for membership, registration and examination.

Also available as an Apprenticeship

Also available as an Apprenticeship

Also available as an Apprenticeship

Also available as an Apprenticeship

Please note, separate registration fees will apply for membership, registration and examination.
From Cashing Up to a Career in Finance

John had been a manager in the license trade for 10 years when the recession hit and many pubs and clubs closed. He had to find a new career and last September he started on the Accountancy AAT Level 2 Certificate.

“...i enjoyed doing the book-keeping as a pub and club manager so i’m getting qualified and starting a new career in finance. The tutors here have been brilliant. If you don’t understand something they will take it back to basics until you do.”

John plans to progress onto university with the aim of starting a new career in finance and/or accountancy.

Business & Administration - Work-based Courses (NVQs)

Business & Administration Level 2 Certificate (NVQ)
Level 2 Entry entitlement may apply to you

This nationally recognised qualification is ideal if you work in an administrative and/or secretarial roles in any business area. You work at your own pace, building a portfolio of evidence which is assessed in College on an ongoing basis with on-line learning facilities. Opportunities will take place in the workplace so you must obtain your employer’s agreement. Admission is by short, informal discussion - please phone 01274 327327 to register your interest.

<table>
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<tr>
<th>Course Level</th>
<th>Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Day</th>
<th>Fees</th>
<th>Duration</th>
<th>Venue</th>
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<tbody>
<tr>
<td>Level 2</td>
<td>0/3074/0</td>
<td>Start dates throughout the year</td>
<td>Flexible days &amp; times</td>
<td></td>
<td></td>
<td></td>
<td>£500</td>
<td>6 Months</td>
<td>Shipley College</td>
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</table>

Business & Administration Level 3 Diploma (NVQ)
Level 3 Entry entitlement or 24+ Advanced Learning Loan may apply to you

This nationally recognised qualification is ideal if you work with some supervisory responsibility in administrative and/or secretarial roles. You will work at your own pace, building a portfolio of evidence which is assessed in College on an ongoing basis with on-line learning facilities. Assessment is done in the workplace so you must obtain your employer’s agreement. Admission is by short, informal discussion - please phone 01274 327327 to register your interest.

Government funding has changed for this course and is dependent upon your age and personal circumstances. Therefore, course fees are discussed on an individual basis. If you are aged 24 or over then you may be able to apply for a 24+ Advanced Learning Loan. Please contact the Enrolments team on 01274 327327 who will advise you of the relevant fee.

<table>
<thead>
<tr>
<th>Course Level</th>
<th>Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Day</th>
<th>Fees</th>
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<th>Venue</th>
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<tbody>
<tr>
<td>Level 3</td>
<td>0/3095/0</td>
<td>Start dates throughout the year</td>
<td>Flexible days &amp; times</td>
<td></td>
<td></td>
<td></td>
<td>See info above</td>
<td>1 Year</td>
<td>Shipley College</td>
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Taking the next step in your career

Husarm, Accountancy AAT Level 2 Certificate

Husarm started out at Shipley College with an apprenticeship in Customer Services based at Bradford & Bingley (now UK Asset Resolution). He was offered a full-time job there and is looking to take the next step in his career. Husarm decided to specialise in finance by studying the Accountancy AAT Level 2 Certificate.

“I enjoyed doing my apprenticeship at Shipley College so it was my first choice when looking for a part-time course. The tutors are really helpful, they make sure you build your knowledge of accountability and ensure you are prepared for your exams.”

Business & Management

Business & Administration BTEC Entry 3 Award
A 100% fee reduction may apply to you

This nationally recognised qualification is designed to improve your working life. You develop a range of skills and techniques, personal skills and attributes essential for successful performance at work. Once you have completed the course, you could progress to the Business & Administration BTEC Level 1 Award which provides further opportunities to develop key employability skills.

<table>
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<tr>
<th>Course Level</th>
<th>Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Start Time</th>
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<th>Fees</th>
<th>Duration</th>
<th>Venue</th>
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<tr>
<td>Entry Level 3</td>
<td>0/3711/0</td>
<td>Start dates throughout the year</td>
<td>Flexible days &amp; times</td>
<td></td>
<td></td>
<td>£120</td>
<td>30 Hours</td>
<td>Shipley College</td>
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</tbody>
</table>

Business & Administration BTEC Level 1 Award
A 100% fee reduction may apply to you

This course gives you the opportunity to develop a range of skills and techniques, personal skills and attributes essential for successful performance in working life and achieve a nationally recognised qualification. Once completed, you could progress into employment and/or study at Level 2 on a Business or IT related course.

<table>
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<tr>
<th>Course Level</th>
<th>Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Start Time</th>
<th>Day</th>
<th>Fees</th>
<th>Duration</th>
<th>Venue</th>
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</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>0/3712/0</td>
<td>Start dates throughout the year</td>
<td>Flexible days &amp; times</td>
<td></td>
<td></td>
<td>£120</td>
<td>30 Hours</td>
<td>Shipley College</td>
</tr>
</tbody>
</table>

Principles of Customer Service Level 1 Award
A 100% fee reduction may apply to you

This nationally recognised qualification is perfect if you are preparing to work in a customer service role as it provides the basic knowledge and understanding you will need. You focus on developing the interpersonal skills necessary for working in a customer service environment where the work involves direct or indirect contact with external or internal customers.

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<th>Course Level</th>
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<th>Start Date</th>
<th>End Date</th>
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<th>Day</th>
<th>Fees</th>
<th>Duration</th>
<th>Venue</th>
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<tbody>
<tr>
<td>Level 1</td>
<td>0/331/0</td>
<td>Start dates throughout the year</td>
<td>Flexible days &amp; times</td>
<td></td>
<td></td>
<td>£125</td>
<td>24 Weeks</td>
<td>Shipley College</td>
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Leadership & Team Skills ILM Level 2
No fee reduction available

This course is ideal for team/cell leaders who are new to their roles, or for aspiring leaders. Gain a nationally recognised vocational qualification which is designed to give you a basic understanding of the principles of management, the various roles, functions and responsibilities of a team leader and the limits of a team leader’s authority and accountability. After completing this course, you can progress onto Level 3 management qualifications including the ILM Leadership & Management Level 3. Additionally, based upon your workplace role, you may have the opportunity to study for an NVQ in Team Leading.

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<tr>
<th>Course Level</th>
<th>Code</th>
<th>Start Date</th>
<th>Start Time</th>
<th>Day</th>
<th>Fees</th>
<th>Duration</th>
<th>Venue</th>
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<tbody>
<tr>
<td>Level 2</td>
<td>F/3250/0</td>
<td>16 Sep 14</td>
<td>6pm</td>
<td>Tuesday</td>
<td>£260</td>
<td>6 Weeks</td>
<td>Shipley College</td>
</tr>
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</table>

Leadership & Management NVQ Level 3
No fee reduction available

This course is perfect if you want to develop your supervisory and first line management skills and increase your understanding of the techniques and models required for leaders of the future. The mandatory unit of solving problems and making decisions is designed to develop practical techniques for tackling managerial problems and decisions, from gathering and interpreting information through to the effective communication of outcomes. After completing this course, you can progress onto Level 4 Management qualifications. Additionally, depending on your workplace role, you may have the opportunity to study for a Management NVQ Level 5. Admission is by short, informal discussion - please phone 01274 327327 to register your interest.

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<tr>
<th>Course Level</th>
<th>Code</th>
<th>Start Date</th>
<th>Start Time</th>
<th>Day</th>
<th>Fees</th>
<th>Duration</th>
<th>Venue</th>
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<tbody>
<tr>
<td>Level 3</td>
<td>F/3250/A</td>
<td>14 Apr 15</td>
<td>6pm</td>
<td>Tuesday</td>
<td>£130</td>
<td>9 Weeks</td>
<td>Shipley College</td>
</tr>
</tbody>
</table>

Level 3 | F/3250/A | 14 Apr 15 | 6pm | Tuesday | £130 | 9 Weeks | Shipley College |
Essential for Law

This course is ideal if you are interested in a career in law as a paralegal or want a deeper understanding of core legal concepts. The focus is specifically Contract and the law of Tort and includes an introduction to the essentials of contract, negligence, nuisance and trespass.

Course Level | Code | Start Date | End Date | Start Time | End Time | Day | Fees | Duration | Venue
---|---|---|---|---|---|---|---|---|---
Everyone | F/3096/0 | 15 Sep 14 | 20 Oct 14 | 6pm | 8pm | Monday | £60 | 6 Weeks | Shipley College
Everyone | F/3096/A | 03 Nov 14 | 08 Dec 14 | 6pm | 8pm | Monday | £60 | 6 Weeks | Shipley College

Customer Services - Work-based Courses (NVQs)

Customer Services Level 2 Certificate (NVQ) Level 2 Enrolment may apply to you

This is ideal if you are working in a customer service or customer care role within any type of business and want to gain a nationally recognised qualification. You receive guidance to build a portfolio to demonstrate your skills which will be assessed in College on an ongoing basis via on-line learning facilities. Observations will be carried out in the workplace so you will need to obtain your employer's agreement for these visits. Admission is by a short, informal discussion - please phone 01274 327327 to register your interest.

Also available as an Apprenticeship

Course Level | Code | Start Date | End Date | Start Time | End Time | Day | Fees | Duration | Venue
---|---|---|---|---|---|---|---|---|---
Level 2 | 0/3315/0 | Start dates throughout the year | Flexible days & times | | | | £450 | 6 Months | Shipley College

Customer Services Level 3 Diploma (NVQ) Level 3 Enrolment or 24+ Advanced Learning Loan may apply to you

This Level 3 Diploma is ideal if you are working in a customer service or customer care role within any type of business, and aspire to become a supervisor. You will receive guidance to build a portfolio to demonstrate your skills which will be assessed in College on an ongoing basis via on-line learning facilities. Observations will be carried out in the workplace so you will need to obtain your employer's agreement for these visits. Admission is by a short, informal discussion - please phone 01274 327327 to register your interest.

Government funding has changed for this course and is dependent upon your age and personal circumstances. Therefore, course costs are discussed on an individual basis. If you are aged 24 or over then you may be able to apply for a 24+ Advanced Learning Loan. Please contact the Enrolments team on 01274 327327 who will advise you of the relevant fee.

Also available as an Apprenticeship

Course Level | Code | Start Date | End Date | Start Time | End Time | Day | Fees | Duration | Venue
---|---|---|---|---|---|---|---|---|---
Level 3 | 0/3315/0 | Start dates throughout the year | Flexible days & times | | | | | 1 Year | Shipley College

End Date

Start Time Day Fees

Duration Venue

6 Weeks Shipley College

Team Leading & Management - Work-based (NVQs)

Team Leading Level 2 Diploma (NVQ) A 50% fee reduction may apply to you

This is ideal if you are working in a customer service or customer care role within any type of business and want to gain a nationally recognised qualification. You will receive one-to-one support and guidance to build a portfolio to demonstrate your skills via on-line learning. An assessor will also visit you at work for practical assessment and you will need to obtain your employer's agreement for these visits. Admission is by a short, informal discussion - please phone 01274 327327 to register your interest.

Also available as an Apprenticeship

Course Level | Code | Start Date | End Date | Start Time | End Time | Day | Fees | Duration | Venue
---|---|---|---|---|---|---|---|---|---
Level 2 | 0/3260/0 | Start dates throughout the year | Flexible days & times | | | | £795 | 6 Months | Shipley College

Management and Leadership ILM Level 5 NVQ Diploma (QCF) No fee reduction available

The ILM NVQ Diploma in Management allows you to develop your management skills, particularly if you are a practising or potential middle manager. You will demonstrate these occupational competences through building a portfolio of evidence. Successful candidates may expect to benefit from enhanced career prospects within management and leadership. Admission is by short, informal discussion - please phone 01274 327327 to register your interest.

Also available as an Apprenticeship

Course Level | Code | Start Date | End Date | Start Time | End Time | Day | Fees | Duration | Venue
---|---|---|---|---|---|---|---|---|---
Level 4 | F/3260/0 | Start dates throughout the year | Flexible days & times | | | | £1780 | 1 Year | Shipley College

Childcare & Working in Education

Level 1 Childcare courses in the community

It is important to offer Level 1 courses in the wider community, close to your home, to help you get back into education. Some centres have free créche facilities, so please check with individual venues. Courses are running in many centres including Cafe West, Crossley Hall, Farfields & Lycie Children's & Family Centre, Frizinghall Children's Centre, Frizinghall Primary School, Hirstwood Nursery School & Children's Centre, Lower Grange, the Meridian Centre, Parklands and Strong Close.

Caring for Children BTEC Level 1 Certificate A 100% fee reduction may apply to you

This course is ideal if you would like to develop a career in working with children and need a starting point. Our tutors will teach you how to help early years professionals in supporting children with their learning and how to maintain a safe and interesting environment. After successfully completing this course, you may wish to progress onto the Preparing to work in Childcare Level 2. You need to have a good level of both written and verbal English to complete this course.

Please see our website www.shipley.ac.uk or contact us on 01274 327327 for details.

Introductory short courses in Care & Childcare

We offer a useful range of short courses so that you can take the first step in a new career or to help you improve your family life. The courses on offer are:

- Advanced Skills for Family Support Practitioners
- Highly Effective Parenting (A Psychological Approach)
- Autism Awareness
- How to Map & Path Person Centred Support
- Conflict Resolution Awareness
- Mental Health & Wellbeing Awareness
- Counselling Awareness
- Safeguarding (Children & Adults)
- Dementia Awareness
- Sign Language Awareness

Courses last either 2 hours and cost £25 or 3 hours at £35, for further information including start dates please see pages 37-38.

Childcare - General

Preparing to work in Childcare Level 2 A 100% fee reduction may apply to you

This introductory qualification is ideal for people interested in working in childcare. Topics include: communication, the role of the child care worker, health and safety, safeguarding and child development. This is an intensive course and requires a good level of English. You will need to attend college two days per week, Wednesday and Friday. After successfully completing this course, you could work in the Childcare sector on a voluntary basis. If you wish to progress onto the Level 2 Certificate in Children and Young People's workforce, you will need to complete 200 hours of work experience prior to starting that course and then maintain a minimum of 14 hours a week during the course.

Admission is by a short, informal discussion - please phone 01274 327327 to register your interest.

Course Level | Code | Start Date | End Date | Start Time | End Time | Day | Fees | Duration | Venue
---|---|---|---|---|---|---|---|---|---
Level 2 | 0/5089/SEP | 10 Sep 14 | 10 Oct 14 | 9.30am | 3pm | Wednesday & Friday | £280 | 5 Weeks | Shipley College
Level 2 | 0/5089/OCT | 05 Nov 14 | 05 Dec 14 | 9.30am | 3pm | Wednesday & Friday | £280 | 5 Weeks | Shipley College
Level 2 | 0/5089/JAN | 07 Jan 15 | 06 Feb 15 | 9.30am | 3pm | Wednesday & Friday | £280 | 5 Weeks | Shipley College
Level 2 | 0/5089/FEB | 25 Feb 15 | 27 Feb 15 | 9.30am | 3pm | Wednesday & Friday | £280 | 5 Weeks | Shipley College
Level 2 | 0/5089/APR | 15 Apr 15 | 15 May 15 | 9.30am | 3pm | Wednesday & Friday | £280 | 5 Weeks | Shipley College
Level 2 | 0/5089/JUN | 03 Jun 15 | 03 Jul 15 | 9.30am | 3pm | Wednesday & Friday | £280 | 5 Weeks | Shipley College

For our great range of Teacher Training & Learning Support courses including Teaching Assistant qualifications please see pages 55-56.
Children & Young Peoples Workforce Level 2 Certificate

This course is the recognised qualification for people working in the Childcare sector with children and young people aged 0-19 years, it will improve your employment prospects and enable you to work in a variety of childcare settings. Students must be 18 or over to enrol and must have recently completed 200 hours of voluntary work. You will be assessed in a childcare setting before commencing the course. You will need to have a level of English and be working a minimum of 14 hours per week in a childcare setting on a voluntary/paid basis at the start of, and for the duration of, this course, as you will be assessed in the workplace. You are expected to remain in the same setting for the length of the course. After successful completion, you may wish to progress onto a Level 3 qualification, your tutor will advise you when you finish the course. Admission is by a short, informal discussion - please phone 01274 327327 to register your interest.

Key Facts:
- Duration: 26 Weeks
- Start Time: 9am
- Fees: £750
- Venue: Shipley College

Level 2:
- Course Code: 0/5702/SEP
- Start Date: 16 Sep 14
- End Date: 24 Feb 15
- End Time: 11.45am
- Day: Tuesday
- Fees: £750
- Duration: 10 Weeks
- Venue: Shipley College

Leadership for Children's Care, Learning and Development Level 5 Diploma

This nationally recognised qualification is ideal for those employed in a senior management position within Childcare establishments. It replaces the Level 4 in Children's Care Learning and Development and is the required qualification for registration and regulatory requirements in the sector. This qualification is made up of two pathways - Advanced Practice and Management. These pathways cover the skills required by managers, coordinators and advanced practitioners. Topics include: understanding and supporting children's care, learning and development, lead practices that supports positive outcomes, development and implementation of policies and procedures to support the safeguarding of children young people, leading and managing a team, coaching and mentoring and developing and evaluating operational plans. To enrol you must be aged 19 years and over have a relevant Level 3 qualification and at least one year’s past qualification experience in a management role. You must also be employed for a minimum of 25 hours per week in a supervisory role in a childcare setting at the start of, and for the duration of, this course, as you will be assessed in the workplace. Admission is by a short informal discussion - please phone 01274 327327 to register your interest.

Key Facts:
- Duration: 40 Weeks
- Start Time: 10am
- Fees: £750
- Venue: Shipley College

Leadership for Children's Care, Learning and Development Level 5 Diploma

Are you working as a volunteer in Care, Childcare or Education?

Get Qualified and improve your career options.

The courses listed below are ideal if you are looking to start a career in these sectors. They are the recognised qualifications you need to gain the skills and knowledge that will help you get a job in a variety of settings:

- Children and Young People's Workforce Level 2 Certificate
- Children's Care, Learning and Development (Early Years Educator) Level 3 Diploma
- Specialist Support for Teaching and Learning in Schools Level 3 Diploma
- Health & Social Care Level 2 Diploma

For more information on the Childcare and Education courses please see page 28.
For more information on the Health & Social Care course please see page 46.

Playwork Qualifications and Apprenticeships

Shipley College works with a partner organisation Playscape, a specialist playwork training provider. They offer qualifications for those working in 'out of school' and all play provisions. Playscape work throughout the Yorkshire and Humber region and deliver within the workplace at flexible times to suit learner and employer.

Qualifications offered include:
- Level 2 Award for unemployed people looking to work within the industry
- Level 2 & Level 3 Apprenticeships in Playwork
- A suite of professional qualifications up to Level 4/5
- Distance learning from Level 3

For further information please contact Playscape directly, call 01759 303366 or email info@playscapetraining.co.uk

All these programmes are quality assured by Shipley College.
Creative Digital Media

Step into Web Design
A 100% fee reduction may apply to you

This course is designed for a complete beginner. It will introduce you to the current methods used in the IT industry to develop web pages. You will be introduced to HTML and learn how to create single web pages, links and handle images. At the end of this course you will be able to develop simple web pages and pursue further study on your own. You could also progress onto the Creative Media Production BTEC Level 1 Certificate. Please note that this course is very popular and early booking is vital to ensure your place.

Course Level Code Start Date End Date Start Time End Time Day Fees Duration Venue
Everyone 0/8664/0 16 Sep 14 14 Oct 14 6pm 8pm Monday £30 5 Weeks Shipley College
Everyone 0/8664/A 24 Feb 15 24 Mar 15 6pm 8pm Monday £30 5 Weeks Shipley College

Creative Media Production BTEC Level 1 Certificate
A 100% fee reduction may apply to you

This course will introduce you to Creative Media Production and is ideal if you have little or no formal experience of creating digital media. Throughout the course you develop a range of core media skills such as web design, graphic design, video and audio production. Where possible, you will learn on industry standard software. Successful completion of this qualification can act as a good basis from which to develop skills further at Level 2.

Course Level Code Start Date End Date Start Time End Time Day Fees Duration Venue
Everyone 0/8583/0 16 Sep 14 14 Oct 14 6pm 8pm Tuesday £30 5 Weeks Shipley College

Creative Media Production BTEC Level 2 Certificate
A 100% fee reduction may apply to you

This course is perfect if you want to advance into the ever growing world of professional multimedia using video, animation and music technology. You need to have completed a beginners' course or the Creative Media Production BTEC Level 1 Certificate. You cover a broad range of media and design and you have an opportunity to produce a range of media products including a video, audio recording and an animation. You can see some of last year's productions on YouTube - just search for Shipley College. Admission is by short, informal discussion, please phone 01274 327327 to register your interest.

Course Level Code Start Date End Date Start Time End Time Day Fees Duration Venue
Level 1 0/8310/z 04 Nov 14 07 Jul 15 6pm 9pm Tuesday £335 30 Weeks Shipley College
Level 2 0/8310/0 04 Nov 14 07 Jul 15 6pm 9pm Tuesday £400 30 Weeks Shipley College

From Krakow to Shipley College

Dorota, 22, Level 1 Creative Media

Creative Media student, Dorota, made the courageous decision to pack up her belongings, move to the UK and chase her dream of working in the film industry. Having done her research online and attended an Open Day, she felt positive that Shipley College would be the place where her journey would begin, “I work full-time for a local manufacturer and come to college one evening a week. I really enjoy the scope of the course; from web design to video production - it's great!” Dorota continues, “The teaching standard here is excellent with innovative delivery that’s very digestible.” We are certain that Dorota’s journey will have a positive destination!

Digital Photography & Adobe Photoshop

DSLR photography and photo manipulation - Beginners
A 50% fee reduction may apply to you

Take control of your Digital SLR camera and leave behind the automatic settings. You will learn how to compose photos like the professionals in a variety of settings, developing photo manipulation skills using Adobe Photoshop and other photography packages. Please bring your own camera and instruction booklet. Please note this course is not suitable for digital compact cameras.

50% discount available for students on a means tested benefit as detailed in the Enrolment and Fee information.

Course Level Code Start Date End Date Start Time End Time Day Fees Duration Venue
Beginners F/1354/A 22 Sep 14 10 Nov 14 7pm 9pm Monday £98 7 Weeks Shipley College
Beginners F/1354/AS 05 Jan 15 23 Feb 15 7pm 9pm Monday £98 7 Weeks Shipley College
Beginners F/1354/ASU 13 Apr 15 08 Jun 15 7pm 9pm Monday £98 7 Weeks Shipley College
Beginners F/1352/ASU 15 Apr 15 03 Jun 15 7pm 9pm Wednesday £98 7 Weeks Shipley College

Photoshop for Photographers
A 50% fee reduction may apply to you

This course is designed for intermediate level photographers who want to improve their photo editing skills through hands on experience. Using Adobe Photoshop, the course will focus on the tools and techniques used by professional photographers. Please bring your own camera and instruction booklet.

50% discount available for students on a means tested benefit as detailed in the Enrolment and Fee information.

Course Level Code Start Date End Date Start Time End Time Day Fees Duration Venue
Improvers F/1352/0 24 Sep 14 12 Nov 14 7pm 9pm Wednesday £98 7 Weeks Shipley College

English, Maths & ESOL

ESOL- English for Speakers of Other Languages

If you want to learn English and it is not your first language then you might want to enrol onto an ESOL course. These classes will help you to develop your language skills, learn more about living in the UK and become more confident with English. You will practise speaking and listening, reading and writing and work towards a College certificate or formal qualifications.

Classes run at our College campus in Saltaire and in community venues across Bradford. Some community venues also provide a crèche. Courses start in September and you will usually attend for one or two sessions per week.

Interested? To join a class you will need to come and see us at an information session where you will complete an initial assessment and have an interview with a trained ESOL tutor. Don't worry if you don't speak a lot of English or if you can't read or write very well. We just want to get to know you so we can help you to choose the best class for you. To find out when the next information session is and join a class, please call our Enrolments team on 01274 327327 and state whether you want a class in Saltaire or in one of our community based venues. You can then sign up for the course that best fits your level and your personal circumstances.

"Due to the course I can speak English. I am very happy because speaking English was my dream and all credit goes to my tutor." - ESOL Student

From Krakow to Shipley College

Dorota, 22, Level 1 Creative Media

Creative Media student, Dorota, made the courageous decision to pack up her belongings, move to the UK and chase her dream of working in the film industry. Having done her research online and attended an Open Day, she felt positive that Shipley College would be the place where her journey would begin, “I work full-time for a local manufacturer and come to college one evening a week. I really enjoy the scope of the course; from web design to video production - it’s great!” Dorota continues, “The teaching standard here is excellent with innovative delivery that’s very digestible.” We are certain that Dorota’s journey will have a positive destination!
FREE Talk English ESOL support for Beginners

Do you want to learn English, or know someone who needs to learn? The Talk English scheme is running free ESOL classes in lots of different community venues across Bradford. Students learn English by taking part in an exciting range of activities alongside the classes. Learners also get peer support from volunteers. Call 01274 327227 today and find your nearest class.

Help others make a difference to their lives

Thinking about a career in teaching? If you have a good level of English you could volunteer as a Talk English ESOL tutor and get vital experience by helping students to speak, read and write in English. You complete a FREE 10 week Initial Teacher Training course then run your own class. You could also volunteer as a Friend and help learners speak English.

The Talk English scheme is funded by the Department of Communities and Local Government.

Brush up on your English & Maths skills

We offer a range of maths and English courses that will help you develop your existing skills, acquire new skills and gain in confidence. Whether you want a qualification to help you get a job, apply for a promotion, support your children with their homework or are just looking for a new challenge, then we have a class to suit you.

FAQs

Is there a course at my level?

We have courses from Entry One right up to Level 2. Our friendly, specialist staff will be on hand to help as you work at your own pace.

How do I join a course?

Call enrolments on 01274 327227 and sign up for an information session at a date and time to suit you. You will have an initial assessment and discuss your options with one of our tutors. You then sign up for the course that suits your level and personal circumstances.

Where and when will my class be?

We offer maths and English courses at our main site and in a number of community venues. We know adults have busy lives, so we offer flexible classes that run in the morning, afternoon and evening. Most courses start in September and end in June, but there are many points in the year when you can join.

How do the classes run?

You attend for one session per week. Classes use a combination of traditional delivery and independent study depending on your needs. At Level 1 and 2 you are encouraged to work much more independently. Traditional resources such as books and worksheets are available as well as a range of online tools that are great for extra practice at home. On the English course - you develop your skills in speaking and listening, reading and writing. On the Maths courses - you cover basic number, data handling, measure, shape and space. On both courses you will learn using everyday situations so you’ll be able to see just how relevant these skills are to your daily life.

Will I get a qualification?

Yes, qualifications on offer include Functional Skills at Entry One to Level 2. Your tutor will monitor your progress and give you lots of opportunities to practise the style of questions. They will also advise when you are ready to take your formal assessment - there are regular opportunities throughout the year to do this.

Do I have to pay for my course?

If you don’t have a Level 2, these courses are free for most adults. We will check your eligibility before you enrol.

What happens at the end of my course?

You can continue up through the levels until you have achieved Level 2 and, if appropriate, can progress onto GCSE. We can also offer progression opportunities onto a range of other courses, including ICT and Business, Health and Social Care, Horticulture, Sport and many more.

GCSEs

- **English GCSE**
  A 100% fee reduction may apply to you. Free of charge to 19+ learners*

Our tutors will help you develop your English skills in a welcoming environment.

Before you enrol, you will be invited to meet with the tutor and take a free initial assessment to ensure that this is the right course for you. These sessions will take place from June.

The provisional GCSE exam date is 2nd June 2015. Your tutor will inform you when the dates are confirmed.

* ‘Learners aged 19 and above, with the exclusion of apprentices, are eligible for full funding to take GCSE Maths and English, if they do not currently possess these qualifications at grades A*-C.*

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- **Maths GCSE**
  A 100% fee reduction may apply to you. Free of charge to 19+ learners*

Our tutors will help you develop your maths skills in a welcoming environment.

Before you enrol, you will be invited to meet with the tutor and take a free initial assessment to ensure that this is the right course for you. These sessions will take place from June.

The provisional GCSE exam dates are 4th & 8th June 2015. Your tutor will inform you when the dates are confirmed.

* ‘Learners aged 19 and above, with the exclusion of apprentices, are eligible for full funding to take GCSE Maths and English, if they do not currently possess these qualifications at grades A*-C.*

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First Aid & Paediatric First Aid

- **Emergency First Aid at Work Award**
  A 100% fee reduction may apply to you

The Emergency First Aid at Work Level 2 Award meets the requirements of the Health and Safety Executive (HSE) First Aid Regulations. It is the ideal course to meet an organisation’s requirement for Emergency First Aid at Work qualified staff, as identified by a Risk Assessment of First Aid Needs. You will gain the knowledge and skills required to provide Emergency First Aid in an occupational setting in a prompt, safe and effective manner.

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*Information correct as of 21 July 2014*
Want to learn how to respond to an accident involving a child? This qualification provides candidates with the knowledge and understanding of first aid to provide appropriate care and to manage life threatening conditions, illness and injuries identified in early years' settings. It is also appropriate for parents.

Course Level Code Start Date End Date Start Time End Time Day Fees Duration Venue
Level 3 0/3030/SEP 27 Sep 14 04 Oct 14 5pm Saturday £140 2 Days Shipley College
Level 3 0/3030/NOV 15 Nov 14 22 Nov 14 5pm Saturday £140 2 Days Shipley College
Level 3 0/3030/JAN 31 Jan 15 07 Feb 15 5pm Saturday £140 2 Days Shipley College
Level 3 0/3030/MAR 07 Mar 15 14 Mar 15 5pm Saturday £140 2 Days Shipley College
Level 3 0/3030/MAY 09 May 15 16 May 15 5pm Saturday £140 2 Days Shipley College
Level 3 0/3030/JUN 20 Jun 15 27 Jun 15 5pm Saturday £140 2 Days Shipley College

Floristry & Flower Arranging

Floristry Short Courses

1. Flowers for the home at Christmas  A 50% fee reduction may apply to you
Learn how to create your own decorations suitable for Christmas. Our tutors use practical demonstrations to give you a great variety of ideas. With Christmas coming, develop the skills needed to create floral designs including candle arrangements, wreaths and gift ideas. There is no formal assessment, so you can enjoy learning in a relaxed atmosphere without pressure. Please note, you will be expected to purchase your own flowers each week, with the exception of week one where they will be provided. You also need to purchase floristry equipment such as scissors, tape and foam, all of which are available from College.

50% discount available for students on a means tested benefit as detailed in the Enrolment and Fee information.

Course Level Code Start Date End Date Start Time End Time Day Fees Duration Venue
Everyone F/7293/0 11 Nov 14 16 Dec 14 7pm 9pm Tuesday £90 6 Weeks Shipley College

2. Jingle Bells Workshop - Make your own Door Wreaths and Fireplace Displays for Christmas  A 50% fee reduction may apply to you
With Christmas coming, develop the skills needed to create your own door wreaths and fireplace displays. Our tutors use practical demonstrations to give you a great variety of ideas. There is no formal assessment, so you can just enjoy learning in a relaxed atmosphere without pressure. Flowers are provided for this course. Please note, you will need to purchase floristry equipment such as scissors, tape and foam, all of which are available from College.

50% discount available for students on a means tested benefit as detailed in the Enrolment and Fee information.

Course Level Code Start Date End Date Start Time End Time Day Fees Duration Venue
Everyone F/7293/0 26 Nov 14 10 Dec 14 7pm 9pm Wednesday £76 3 Weeks Shipley College

3. Wild about Weddings  A 50% fee reduction may apply to you
Always dream of creating your own wedding flowers? On this beginners' course you will get ideas and inspiration, from buttonholes and corsages, to stunning bridal bouquets. There is no formal assessment, so you can just enjoy learning in a relaxed atmosphere without pressure. Please note, you will be expected to purchase your own flowers each week, with the exception of week one where they will be provided. You also need to purchase floristry equipment such as scissors, tape and foam, all of which are available from College.

50% discount available for students on a means tested benefit as detailed in the Enrolment and Fee information.

Course Level Code Start Date End Date Start Time End Time Day Fees Duration Venue
Everyone F/7293/0 06 Jan 15 10 Feb 15 7pm 9pm Tuesday £90 6 Weeks Shipley College

4. Wedding Flowers Workshop  A 50% fee reduction may apply to you
This course is perfect if you want to create your own wedding flowers. You learn how to create hand-tied bouquets, button holes and corsages. There is no formal assessment, so you can just enjoy learning in a relaxed atmosphere without pressure. Please note, flowers will be provided for this course but you will be expected to purchase your own floristry equipment such as scissors, tape and foam, all of which are available from College.

50% discount available for students on a means tested benefit as detailed in the Enrolment and Fee information.

Course Level Code Start Date End Date Start Time End Time Day Fees Duration Venue
Everyone F/7294/0 25 Feb 15 11 Mar 15 7pm 9pm Wednesday £76 3 Weeks Shipley College

5. Contemporary Floral Designs  A 50% fee reduction may apply to you
Build up and develop your basic skills, be inspired by our tutors and fellow students to create outstanding floristry for events and corporate displays. There is no formal assessment, so you can just enjoy learning in a relaxed atmosphere without pressure. Please note, you will be expected to purchase your own flowers each week, with the exception of week one where they will be provided. You also need to purchase floristry equipment such as scissors, tape and foam, all of which are available from College.

50% discount available for students on a means tested benefit as detailed in the Enrolment and Fee information.

Course Level Code Start Date End Date Start Time End Time Day Fees Duration Venue
Everyone F/7295/0 14 Apr 15 19 May 15 7pm 9pm Tuesday £90 6 Weeks Shipley College
Floral Workshop - being creative on a budget  A 50% fee reduction may be available to you

Learn how to be creative on a budget, this course will show you how to create beautiful displays for your home at a minimal cost. There is no formal assessment, so you can just enjoy learning in a relaxed atmosphere without pressure. Please note, you will be expected to purchase your own flowers each week. You also need to purchase floristry equipment such as scissors, tape and foam, all of which are available from College.

50% discount available for students on a means tested benefit as detailed in the Enrolment and Fee information.

Learn how to be creative on a budget, this course will show you how to create beautiful displays for your home.

A hair raising Silver Standard

Floristry students celebrated prize winning success at the Harrogate Spring Flower Show 2014. For the college challenge of ‘Myths and Legends’, Level 3 students and tutors brought ‘Medusa’ to life and won a silver award. Tutor Melanie Harvey says: “I am so proud of the students. It was an achievement to convey the drama and movement of Medusa’s head of writhing snakes.”

Level 2 students were also successful in the individual categories. With the Tour de France imminent, Carolyn and Anna gained 2nd and 3rd places respectively in the topical ‘Vive le Velo’ category. Plus, Alex won 2nd and Ying 3rd prize in the ‘Fit for a Prince’ category.

Food Safety in Catering Level 2 Award  A 50% fee reduction may apply to you

Government regulations require a basic level of training for all staff who handle food including part-time and casual staff. This training will meet these requirements and lead to a nationally recognised qualification (Royal Society for Public Health). You develop essential knowledge as to how to prepare and store food safely in order to prevent contamination of food and food poisoning. Assessment is via a multiple choice question paper. You must have a good level of English to enable you to pass this intensive one day course. In addition to the Saturday courses shown here, there are additional courses which run on some Fridays. Please ring 01274 327327 for further details.

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Health & Social Care

Introductory short courses in Care & Childcare

We offer a useful range of short courses so that you can take the first step in a new career or to help you improve your family life.

Please note these courses are very popular and early booking is vital to ensure your place.

Advanced Skills for Family Support Practitioners  No fee reduction available

This course is particularly suitable for those working with families/parents in Children’s Centres, schools etc. You will learn about specific techniques to build bonding and attachment, promoting resilience in children and working with reconstituted families. This will be an interactive session with practical activities. On completion of this course, you will receive a College certificate.

<table>
<thead>
<tr>
<th>Course Level</th>
<th>Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Day</th>
<th>Fees</th>
<th>Duration</th>
<th>Venue</th>
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<tr>
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<td>F/5912/OCT</td>
<td>09 Oct 14</td>
<td>09 Oct 14</td>
<td>4.30pm</td>
<td>6.30pm</td>
<td>Thursday</td>
<td>£25</td>
<td>2 Hours</td>
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<td>05 Mar 15</td>
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<td>£25</td>
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<td>6.30pm</td>
<td>Thursday</td>
<td>£25</td>
<td>2 Hours</td>
<td>Shipley College</td>
</tr>
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</table>

Autism Awareness  No fee reduction available

This course is suitable for those wanting to gain a better understanding of the Autistic Spectrum disorders and ways to help improve quality of life for those with the condition.

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<thead>
<tr>
<th>Course Level</th>
<th>Code</th>
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<th>End Date</th>
<th>Start Time</th>
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<th>Day</th>
<th>Fees</th>
<th>Duration</th>
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<td>Level 1</td>
<td>F/5071/JUN</td>
<td>27 Jun 15</td>
<td>27 Jun 15</td>
<td>9am</td>
<td>12pm</td>
<td>Saturday</td>
<td>£35</td>
<td>3 Hours</td>
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</table>

Conflict Resolution Awareness  No fee reduction available

Learn how to recognise potential conflicts and have a basic understanding of how to mediate and resolve difficult situations.

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<tr>
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<th>Code</th>
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<th>End Date</th>
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<th>Day</th>
<th>Fees</th>
<th>Duration</th>
<th>Venue</th>
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<td>Saturday</td>
<td>£35</td>
<td>3 Hours</td>
<td>Shipley College</td>
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</tbody>
</table>

Counselling Awareness  No fee reduction available

This course is ideal for those who want to learn more about counselling, it will give a general overview of techniques, theories and practice.

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<tr>
<th>Course Level</th>
<th>Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Day</th>
<th>Fees</th>
<th>Duration</th>
<th>Venue</th>
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<tbody>
<tr>
<td>Level 1</td>
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<td>Saturday</td>
<td>£35</td>
<td>3 Hours</td>
<td>Shipley College</td>
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</tbody>
</table>

Dementia Awareness  No fee reduction available

This course is aimed at people who have recently been diagnosed with dementia, their families and those working with people with a diagnosis of dementia. You develop a basic understanding of dementia, the causes, treatment and therapies available and best approaches to apply when caring for those with dementia.

<table>
<thead>
<tr>
<th>Course Level</th>
<th>Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Day</th>
<th>Fees</th>
<th>Duration</th>
<th>Venue</th>
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<td>3 Hours</td>
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<td>Level 1</td>
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<td>9am</td>
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<td>Saturday</td>
<td>£35</td>
<td>3 Hours</td>
<td>Shipley College</td>
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</table>

Food Safety

No fee reduction available
Introductory short courses in Care & Childcare cont.

Please note these courses are very popular and early booking is vital to ensure your place.

- Highly Effective Parenting (A Psychological Approach) No fee reduction available

This course is aimed at parents or those working with parents who wish to increase their range of strategies to support children. Topics include supporting success in school, positive mental health and behaviour. On completion of this course, you will receive a College certificate.

- How to Map & Path Person Centred Support No fee reduction available

This course is aimed at those working with or caring for children and adults with learning or care support needs. This method of planning support is inclusive and aims to enable and empower those needing support to set achievable outcomes.

- Mental Health & Wellbeing Awareness No fee reduction available

Gain an awareness of how to support others with their mental health and wellbeing. This is a very interesting and interactive course where you will learn the basics.

- Safeguarding (Children & Adults) No fee reduction available

People who work with or volunteer with children and/or vulnerable adults must undertake basic safeguarding training. This informative course will give you an understanding of safeguarding and processes you need to follow including what to do should someone disclose to you. Key themes covered include bullying, harassment, online safety and availability of support networks.

- Sign Language Awareness No fee reduction available

This course is suitable for those wishing to have an awareness of how to communicate using British Sign Language and Makaton. It is a very interactive course where you will be expected to participate in lots of class activities. The pace of the class is tailored to the needs of the group.

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**Level 1 Health & Social Care courses in the community**

We think it is important to offer Level 1 courses in the wider community, close to your home, to help you get back into education. Some centres have free crèche facilities, please check with individual places. Courses are running in many centres including Cefe West, Crossley Hall, Facilife & Lilycroft Children's & Family Centre, Frizinghalls Children's Centre, Frizinghall Primary School, Hirstwood Nursery School & Childrens Centre.

Please see our website www.shipley.ac.uk or contact us on 01274 327327 for details.

- Introduction to Health & Social Care BTEC Level 1 Award A 100% fee reduction may apply to you

This course is ideal if you would like to develop a career in working with adults in health & social care settings and need a starting point. You learn how to help health & social care professionals in supporting adults with complex needs and how to maintain a safe and interesting environment. After successfully completing this course, you may wish to progress onto the Preparing to work in Adult Social Care BTEC Level 2 Certificate. You need to have a good level of both written and verbal English to complete this course.

**Health & Social Care- General**

- Preparing to work in Adult Social Care BTEC Level 2 Certificate Level 2 Entitlement may apply to you

This qualification is aimed at people interested in working in adult social care. You will learn the introductory knowledge and develop the professional skills and confidence necessary to work in this sector. Topics include: communication, the role of the social care worker; handling information, health and safety, safeguarding and duty of care. This is an intensive course and requires a good level of English. You will need to attend college three days per week, Monday, Wednesday and Friday. After successfully completing this course, you could progress into paid or volunteer work in adult social care. If you wish to progress onto the Health and Social Care Level 2 Diploma, you will need to have recently completed 200 hours of work experience. Admission is by a short, informal discussion - please phone 01274 327327 to register your interest.

**Preparing to work in Adult Social Care Edexcel BTEC Level 3 Certificate**

Level 3 Entitlement or 24+ Advanced Learning Loan may apply to you

How can you comply with your Health and Social Care Level 2 Diploma? Are you wanting to do your Level 3 but do not yet have enough experience? Then this is the course for you. You will study the theory of the mandatory units at Level 3, including equality and diversity, inclusion and personal development whilst you build upon your experience and practice. You need to have a very good level of English. This course will help you improve your employment prospects and enables you to work in a variety of settings. You may wish to progress on to the Health & Social Care Level 3 Diploma. Admission is by a short, informal discussion - please phone 01274 327327 to register your interest.

Government funding has changed for this course and is dependent upon your age and personal circumstances. Therefore, course costs are discussed on an individual basis. If you are aged 24 or over then you may be able to apply for a 24+ Advanced Learning Loan. Please contact the Enrolments team on 01274 327327 who will advise you of the relevant fee.
Health & Social Care Level 2 Diploma - Class based Level 3 Entitlement may apply to you

This class based course is the recognised qualification for people working in the health and social care sector. There are three pathways, Generic, Dementia and Learning Disability. The course covers the skills required by a new care assistant, or enables a more experienced carer to obtain a qualification. Students must be 18 or over to enrol and you must have recently completed 200 hours of voluntary or paid work experience in a health care setting before commencing the course. You also need to be working a minimum of 14 hours per week in a health care setting on a voluntary or paid work basis at the start of, and for the duration of, this course, as you will be assessed in the workplace. This course can help improve your employment prospects and enable you to work in a variety of health and social care settings. You may also wish to progress to the Health & Social Care (Adults) Level 3 Diploma. Admission is by short, informal discussion - please phone 01274 327327.

<table>
<thead>
<tr>
<th>Course Level</th>
<th>Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Day</th>
<th>Fees</th>
<th>Duration</th>
<th>Venue</th>
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<tr>
<td>Level 2</td>
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<td>22 Oct 15</td>
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<td>Thursday</td>
<td>£750</td>
<td>20 Weeks</td>
<td>Shipley College</td>
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Health & Social Care Level 3 Diploma - Class based Level 3 Entitlement may apply to you

This class based course is the recognised qualification for people working in the health and social care sector. There are three pathways: Generic, Dementia and Learning Disability. The course is ideal for an experienced care assistant with some supervisory responsibility. Students must be 18 or over to enrol and you must have at least one year's current experience working in the care sector. Admission is by a short, informal discussion and a work-based evaluation - please phone 01274 327327 to register your interest.

Government funding has changed for this course and is dependent upon your age and personal circumstances. Therefore, course costs are discussed on an individual basis. If you are aged 24 or over then you may be able to apply for a 24+ Advanced Learning Loan. Please contact the Enrolments team on 01274 327327 to register your interest.

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<tr>
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<th>Day</th>
<th>Fees</th>
<th>Duration</th>
<th>Venue</th>
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<tr>
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<td>Various</td>
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<tr>
<td>Level 3</td>
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<td>8.30pm</td>
<td>Thursday</td>
<td>See info above</td>
<td>26 Weeks</td>
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Health & Social Care Level 2 Diploma - Work-based Level 3 Entitlement may apply to you

This work based course is the recognised qualification for people working in the health and social care sector. There are three pathways, Generic, Dementia and Learning Disability. The course covers the skills required by a new care assistant, or enables a more experienced carer to obtain a qualification. Students must be 18 or over to enrol and you must have recently completed 200 hours of voluntary or paid work experience in a health care setting before commencing the course. You also need to be working 14 hours per week in a health care setting on a voluntary or paid work basis at the start of, and for the duration of, this course, as you will be assessed in the workplace. This course can help improve your employment prospects and enable you to work in a variety of health and social care settings. You may also wish to progress to the Health & Social Care (Adults) Level 3 Diploma. Admission is by short, informal discussion - please phone 01274 327327.

Enrolment dates for this course are Tuesday 4th November, Tuesday 24th February and Tuesday 2nd June at 10am-12.30pm

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<th>Code</th>
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<th>End Date</th>
<th>Start Time</th>
<th>End Time</th>
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<th>Venue</th>
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<td>Various</td>
<td>Various</td>
<td>See info above</td>
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<td>Shipley College</td>
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Health & Social Care Level 3 Diploma - Work-based Level 3 Entitlement or 24+ Advanced Learning Loan may apply to you

This work based course is the recognised qualification for people working in the health and social care sector. There are three pathways, Generic, Dementia and Learning Disability. The course is ideal for an experienced care assistant with some supervisory responsibility. Students must be 18 or over to enrol and you must have at least one year's current experience working in the care sector. You will need to have a very good level of English and to be employed for a minimum of 14 hours per week in a care setting at the start of, and for the duration of, this course, as you will be assessed in the workplace. This course will help improve your promotion and employment prospects in a range of health and social care settings. After successfully completing this qualification, you may wish to progress onto the Level 5 Diploma. Admission is by a short, informal discussion - please phone 01274 327327 to register your interest.

Government funding has changed for this course and is dependent upon your age and personal circumstances. Therefore, course costs are discussed on an individual basis. If you are aged 24 or over then you may be able to apply for a 24+ Advanced Learning Loan. Please contact the Enrolments team on 01274 327327 who will advise you of the relevant fee.

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<tr>
<th>Course Level</th>
<th>Code</th>
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<th>End Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Day</th>
<th>Fees</th>
<th>Duration</th>
<th>Venue</th>
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<td>31 Jul 16</td>
<td>Various</td>
<td>Various</td>
<td>Various</td>
<td>See info above</td>
<td>35 Weeks</td>
<td>Shipley College</td>
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</table>

Leadership for Health & Social Care Level 5 Diploma No fee reduction available

This nationally recognised qualification is ideal for those employed in a senior management position within care establishments. It replaces the Leadership and Management for Care Services and Health & Social Care NVQ 4. The course is made up of three pathways: Adults Residential Management, Adults Management and Adults Advanced Practice. You will cover leadership and management of adult health and social care services, supervision of others and implementation of the legislative framework governing adult social care. To enrol, you must be aged 19 years and over, have a recognised and relevant Level 3 qualification and at least one year's post qualification experience in a management role. You must also be employed for a minimum of 25 hours per week in a supervisory role in a health and social care setting at the start of, and for the duration of, this course, as you will be assessed in the workplace. This is a demanding programme which enables managers to gain recognition for work in the care sector. Admission is by a short, informal discussion and a work-based evaluation - please phone 01274 327327 to register your interest.

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<tr>
<th>Course Level</th>
<th>Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Start Time</th>
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<th>Fees</th>
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<td>£2300</td>
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<td>Shipley College</td>
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</table>

Are you working as a volunteer in Care, Childcare or Education? Get Qualified and improve your career options.

The courses listed below are ideal if you are looking to start a career in these sectors. They are the recognised qualifications you need to gain the skills and knowledge that will help you get a job in a variety of settings:

- Children and Young People’s Workforce Level 2 Certificate
- Children’s Care, Learning and Development (Early Years Educator) Level 3 Diploma
- Specialist Support for Teaching and Learning in Schools Level 3 Diploma
- Health & Social Care Level 2 Diploma

For more information on the Childcare and Education courses please see page 28. For more information on the Health & Social Care course please see page 40.
Distance Learning in Health & Social Care

Mental Health Awareness Level 2 Certificate
Level 2 Entitlement may apply to you
Do you want to increase your knowledge of mental health and a wide range of commonly diagnosed mental health conditions, how they can affect people's day to day lives and how they can be successfully managed? If so, this is the course for you and it can also help improve your employment prospects. You cover signs, triggers and symptoms, how mental health can affect an individual's ability to cope and function as well as looking at guidance on how to potentially manage and support people with their illness on a day-to-day basis. Students must be 18 or over to enrol. This course is delivered via distance learning. Admission is by a short, informal discussion - please phone 01274 327327 to register your interest.

Course Level Code Start Date End Date Start Time End Time Day Fees Duration Venue
Level 2 0/5994/RDL Start dates throughout the year Flexible days & times £250 9-14 Weeks Shipley College

Principles of Dementia Care Level 2 Certificate
Level 2 Entitlement may apply to you
Do you work with individuals who have dementia as part of your day to day work or do you want to learn more about how to support and care for individuals who have dementia? If so, this is the course for you and it can also help improve your employment prospects. You cover areas such as person-centred care, the influence of positive communication methods, issues around the use of medication for those with dementia and the importance of offering appropriate activities. Students must be 18 or over to enrol. This course is delivered via distance learning. Admission is by a short, informal discussion - please phone 01274 327327 to register your interest.

Course Level Code Start Date End Date Start Time End Time Day Fees Duration Venue
Level 2 0/599/RDL Start dates throughout the year Flexible days & times £250 9-14 Weeks Shipley College

Principles of the Prevention and Control of Infection in Health Care Settings Level 2 Certificate
Level 2 Entitlement may apply to you
Do you work in Health and Social Care, and want to learn more about the prevention and control of infection? If so, this is the course for you and it can also help improve your employment prospects. The topics you cover include the principles of infection prevention and control, the causes and spread of infection and the importance of correct cleaning procedures, decontamination and waste management. The skills you will learn are transferable to a wide range of settings. Students must be 18 or over to enrol. This course is delivered via distance learning. Admission is by a short, informal discussion - please phone 01274 327327 to register your interest.

Course Level Code Start Date End Date Start Time End Time Day Fees Duration Venue
Level 2 0/5993/RDL Start dates throughout the year Flexible days & times £250 9-14 Weeks Shipley College

Understanding End of Life Care Level 2 Certificate
Level 2 Entitlement may apply to you
Do you work with people who are at the end of their life as part of your day to day work or do you want to learn more about how to support and care for these individuals? If so, this is the course for you and it can also help improve your employment prospects. The topics you cover include the principles of infection prevention and control, the causes and spread of infection and the importance of correct cleaning procedures, decontamination and waste management. The skills you will learn are transferable to a wide range of settings. Students must be 18 or over to enrol. This course is delivered via distance learning. Admission is by a short, informal discussion - please phone 01274 327327 to register your interest.

Course Level Code Start Date End Date Start Time End Time Day Fees Duration Venue
Level 2 0/5992/RDL Start dates throughout the year Flexible days & times £250 9-14 Weeks Shipley College

Understanding the Safe Handling of Medicines Level 2 Certificate
Level 2 Entitlement may apply to you
Do you handle medications as part of your day to day work or do you want to learn more about how to handle medications safely and/or improve your employment prospects? If so, this is the course for you. Students must be 18 or over to enrol. This course is delivered via distance learning. Admission is by a short, informal discussion - please phone 01274 327327 to register your interest.

Course Level Code Start Date End Date Start Time End Time Day Fees Duration Venue
Level 2 0/599/RDL Start dates throughout the year Flexible days & times £250 9-14 Weeks Shipley College

Gardening

Horticulture & Gardening

Evening Gardening Courses

Principles of Garden Planning. Establishment and Maintenance RHS Level 2 Certificate
No fee reduction available
This course is perfect for the serious gardener keen to expand their knowledge and an ideal qualification to start a career in horticulture. The full Certificate is made up of two parts. The first part starts October 2014 and covers the principles of Garden Planning, Establishment and Maintenance. The second part starts October 2015 and you will study plant propagation, plant health, soils, plant structure and classification. Assessment is through a formal written examination at the end of each section. On completion of both parts, you gain the full certificate.

Course Level Code Start Date End Date Start Time End Time Day Fees Duration Venue
Level 2 F/7145/0 22 Oct 14 03 Jun 15 7pm 9pm Wednesday £555 26 Weeks Shipley College

Design Your Garden: Select the Right Plants
A 50% fee reduction may apply to you
Do you know how to choose the right plants for areas of light and shade, or for the space available? If you want to learn more about plant selection, this is the perfect module, covering plant types, habits and colours, as well as how to name and identify plants correctly. Plus make your own plant list for your garden and visit a local garden for inspiration and ideas. You can take this Design Your Garden module individually or as the full series of four modules.

Course Level Code Start Date End Date Start Time End Time Day Fees Duration Venue
Everyone F/7040/0 16 Oct 14 13 Nov 14 7pm 9pm Thursday £80 4 Weeks Shipley College

Design Your Garden: Create a Fabulous Garden Border
A 50% fee reduction may apply to you
This module covers planning your garden border. You learn planting styles and techniques, surveying and measuring your border and preparing a planting plan. You will have the opportunity to select and create a mood board of your plant choices, learn technical drawing skills to help produce a final planting plan for use in your own garden. You can take this Design Your Garden module individually or as the full series of four modules.

Course Level Code Start Date End Date Start Time End Time Day Fees Duration Venue
Everyone F/7039/0 18 Sept 14 09 Oct 14 7pm 9pm Thursday £80 4 Weeks Shipley College

Design Your Garden: Garden History and Principles of Design
A 50% fee reduction may apply to you
Interested in garden design? On this module you will look at all the basics of design and cover the history of gardens, highlighting several gardens from around the world which will give inspiration for your own garden. You will also learn the basic principles of design to help you understand successful garden design. You can take this Design Your Garden module individually or as the full series of four modules.

Course Level Code Start Date End Date Start Time End Time Day Fees Duration Venue
Everyone F/7041/0 20 Nov 14 11 Dec 14 7pm 9pm Thursday £80 4 Weeks Shipley College
Design Your Garden: Create a Garden Plan

A 50% fee reduction may apply to you.

Do you want to develop your understanding of garden design? This module covers the process, techniques and skills needed to design your own garden. You will carry out a site analysis of your garden or allotment, create a pool of ideas, learn how to draw a technical plan and create your own individual design plan to take away with you. You can take this Design Your Garden module individually or as the full series of four modules.

50% discount available for students on a means tested benefit as detailed in the Enrolment and Fee information.

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<tr>
<th>Course Level</th>
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<td>Thursday</td>
<td>£80</td>
<td>4 Weeks</td>
<td>Shipley College</td>
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</table>

Organic Gardening

Nothing beats the taste of home grown produce, freshly harvested. This series of five modules can be taken individually or as the full programme and will teach you how to raise your own plants, make your garden productive and protect the environment, all to organic standards.

The modules are ideal for people just starting out, or for those wanting to increase their skills and knowledge.

Learn all you need to know including soil improvement and preparation, growing flowers, herbs, fruit and vegetables through to successfully maintaining a healthy environment and visit local allotments to see examples of good practice. There will be additional costs for materials used on some modules, however these will be kept to a minimum.

Organic Gardening: Plant Propagation

A 50% fee reduction may apply to you.

Learn how to produce plants cheaply, using practical, organic methods. You cover a range of different techniques from stem, leaf and roots cuttings as well as seed sowing, prickling out and growing on. You will produce flowers, herbs and vegetables to take away with you and work in the College greenhouses and organic production area. You can take this Organic Gardening module individually or as the full series of five modules.

50% discount available for students on a means tested benefit as detailed in the Enrolment and Fee information.

<table>
<thead>
<tr>
<th>Course Level</th>
<th>Code</th>
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<th>End Date</th>
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<td>£80</td>
<td>3 Weeks</td>
<td>Shipley College</td>
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</table>

Organic Gardening: Vegetable Growing

A 50% fee reduction may apply to you.

Interested in growing your own tasty organic vegetables? Then this module is ideal, you learn a range of different techniques, covering how to test and improve your soil, make healthy compost, decide what and where to plant and how to protect your crops. You will be working in the college greenhouses and on the organic production area. You can take this Organic Gardening module individually or as the full series of five modules.

50% discount available for students on a means tested benefit as detailed in the Enrolment and Fee information.

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<td>£80</td>
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Cultivating Ambition

Deaglan, 18 Level 3 Horticulture

Deaglan, only 18, made an insightful decision to enrol on a part-time Level 3 Horticulture course in September 2013. Having completed a Level 2 Horticulture Apprenticeship which gave him valuable insights into the world of work, he felt the part-time study option allowed him to be more flexible when he came to his continued employment.

Deaglan’s employer also studied at Shipley College and he has high hopes for the future: “I take inspiration from my employer as he is a self starter. Ideally I’d like to work abroad and start my own landscaping business.”

Deaglan highly recommends Shipley College as a place to enhance career opportunities for aspiring Horticulturists. “I’m the youngest person on my course, but it’s never felt that way. We’re a compact group and everyone gets on really well and I think the tutors have made that possible, they’re really positive, knowledgeable and supportive, so it makes learning easier.”

Organic Gardening: Vegetable Growing

A 50% fee reduction may apply to you.

If you want to grow fruit organically then Fabulous Fruit is for you. This module will teach you a range of different techniques, including growing, training and summer and winter pruning to taking cuttings and off shoots in order to increase your plant stock. You will be working in the college greenhouse and on the organic production area. You can take this Organic Gardening module individually or as the full series of five modules.

50% discount available for students on a means tested benefit as detailed in the Enrolment and Fee information.

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<td>£60</td>
<td>3 Weeks</td>
<td>Shipley College</td>
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Organic Gardening: Fabulous Fruit

A 50% fee reduction may apply to you.

Wildlife gardening is perfect for if you are looking to encourage more wildlife into your garden or allotment. You learn the skills and techniques needed to plan, build and care for a wildlife garden, as well as special features which can be included. You will be working in the college greenhouse and on the organic production area. You can take this Organic Gardening module individually or as the full series of five modules.

50% discount available for students on a means tested benefit as detailed in the Enrolment and Fee information.

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<td>Tuesday</td>
<td>£60</td>
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</table>

Organic Gardening: The Productive Garden

A 50% fee reduction may apply to you.

Learn how to create a productive garden, plan a suitable space to grow flowers, produce and herbs and to propagate plants. You also learn how to use vertical space and grow crops in baskets and pots. You will work in the College greenhouses and organic production area. You can take this Organic Gardening module individually or as the full series of five modules.

50% discount available for students on a means tested benefit as detailed in the Enrolment and Fee information.

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<th>Course Level</th>
<th>Code</th>
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<td>£80</td>
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Garden Craft Workshops: Plantsmanship

This ‘how to identify plants’ series of three modules is perfect for plant lovers who want to learn about the systems used to identify and name plants. Ideal whether you are new to gardening, wanting a career change or interested in building on your current knowledge. You cover the different periods in the gardening year, learning plant types, habits, colour and sizes studying in the college grounds and surrounding area.

Garden Craft Workshops: Plantsmanship - How to identify trees and shrubs in your garden

A 50% fee reduction may apply to you.

This first module of the ‘how to identify plants’ series is perfect for plant lovers who will enjoy the identification and naming of plants. On this course you will learn to identify seasonal trees and shrubs growing in your garden and understand how to care for them. You can take this Plantsmanship Garden Craft Workshop module individually or as the full series of three modules.

50% discount available for students on a means tested benefit as detailed in the Enrolment and Fee information.

<table>
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<th>Course Level</th>
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Garden Craft Workshops: Plantsmanship - Spring colour including alpines and spring bedding

A 50% fee reduction may apply to you.

This second module of the ‘how to identify plants’ series is perfect for plant lovers who will enjoy the identification and naming of plants. On this course you learn to identify spring colour including alpines and spring bedding. You can take this Plantsmanship Garden Craft Workshop module individually or as the full series of three modules.

50% discount available for students on a means tested benefit as detailed in the Enrolment and Fee information.

<table>
<thead>
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<th>Course Level</th>
<th>Code</th>
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<td>£60</td>
<td>1 Day</td>
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</table>
Garden Craft Workshops: Plantsmanship - Herbaceous, perennial and annual plants
A 50% fee reduction may apply to you

This third module of 'how to identify plants' series is perfect for plant lovers who will enjoy the identification and naming of plants. On this course you learn to identify herbaceous, perennial and bedding plants. You can take this Plantsmanship Garden Craft Workshop module individually or as the full series of three modules.

50% discount available for students on a means tested benefit as detailed in the Enrolment and Fee information.

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<th>Course Level</th>
<th>Code</th>
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<td>Thursday</td>
<td>£60</td>
<td>1 Day</td>
<td>Shipley College</td>
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Garden Craft Workshops: Hard Landscaping
This series of three practical hard landscaping modules covers the essential hard landscaping skills required for construction work in the garden, they are ideal whether you are a landscape gardener, interested amateur or planning a new garden. You can take each of the three modules individually or as part of the Hard Landscaping Garden Craft Workshop programme.

50% discount available for students on a means tested benefit as detailed in the Enrolment and Fee information.

<table>
<thead>
<tr>
<th>Course Level</th>
<th>Code</th>
<th>Start Date</th>
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<td>Thursday</td>
<td>£60</td>
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<td>Shipley College</td>
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Garden Craft Workshops: Hard Landscaping - Vertical Surfaces
A 50% fee reduction may apply to you

On this module you cover vertical surfaces to include walling and fencing covers, setting out, tools, equipment and construction skills. The practical work will be carried out on the College grounds and College’s landscape construction unit. You can take this Hard Landscaping Garden Craft Workshop module individually or as the full series of three modules.

50% discount available for students on a means tested benefit as detailed in the Enrolment and Fee information.

<table>
<thead>
<tr>
<th>Course Level</th>
<th>Code</th>
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<td>£60</td>
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Garden Craft Workshops: Hard Landscaping - Construction of Features
A 50% fee reduction may apply to you

On this module you cover construction of features including ponds, trellis and arbours. The practical work will be carried out on the College grounds and College’s landscape construction unit. You can take this Hard Landscaping Garden Craft Workshop module individually or as the full series of three modules.

50% discount available for students on a means tested benefit as detailed in the Enrolment and Fee information.

<table>
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<th>Course Level</th>
<th>Code</th>
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<td>Thursday</td>
<td>£60</td>
<td>1 Day</td>
<td>Shipley College</td>
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*The course is very interesting, stimulating, informative and relevant. The group is very friendly and helpful to everyone. I really like the friendly atmosphere at Shipley College. The tutors are excellent.*

Organic Gardening student

Horticulture - Work-based Courses (inc NVQs)

| Practical Horticulture Skills Level 1 Award
| A 100% fee reduction may apply to you

Interested in a career outdoors? Why not try our work-focused Horticulture course. You will develop new skills and experience in landscaping and garden maintenance work. This is a short, intensive course where you attend 3 days per week for 3 weeks. To do this course you will need basic literacy and numeracy skills. When you successfully complete this award you could go on to the Horticulture Level 1 Certificate, or do a college based course in Practical Horticultural Skills for one day a week.

<table>
<thead>
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<th>Code</th>
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<th>End Date</th>
<th>Start Time</th>
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<th>Fees</th>
<th>Duration</th>
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<td>£70</td>
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<td>£70</td>
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<td>Wednesday</td>
<td>£70</td>
<td>3 Weeks</td>
<td>Shipley College</td>
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Horticulture Work-based Level 2 Diploma (NVQ)
Level 2 Entitlement may apply to you

This course is ideal if you want to gain work-based specialist skills and experience. You will cover craft level practical skills including site preparation, maintenance of machinery, plant care, propagation, plant identification, amenity turf care and specialist horticulture options. You need to be working (full or part-time) in the industry in order to gain the practical experience required to complete the course. Assessment is through practical observation and a student portfolio. On successful completion of this course, you can progress onto the Horticulture Work-based Level 3 Diploma or the Horticulture BTEC Level 3 Diploma. Admission is by a short, informal discussion - please phone 01274 327327 to register your interest.

<table>
<thead>
<tr>
<th>Course Level</th>
<th>Code</th>
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Horticulture Work-based Level 3 Diploma (NVQ)
Level 3 Entitlement or 24+ Advanced Learning Loan may apply to you

This course is ideal if you want to increase your skills for a supervisory role or update your existing knowledge. You will need a full craft certificate or relevant experience in the industry. There are 2 options - Landscaping or Sports Turf. The Landscaping option includes surveying and assessing sites, garden design practices, plant knowledge, soft landscaping skills and managing oneself. The Sports Turf option involves all aspects of managing sports turf including soil, water and ancillary planted areas. You can progress onto a full-time or part-time degree or the Horticulture BTEC Level 3 Diploma. Admission is by a short, informal discussion - please phone 01274 327327.

Government funding has changed for this course and is dependent upon your age and personal circumstances. Therefore, course costs are discussed on an individual basis. If you are aged 24 or over then you may be able to apply for a 24+ Advanced Learning Loan. Please contact the Enrolments team on 01274 327327 who will advise you of the relevant fee.

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<thead>
<tr>
<th>Course Level</th>
<th>Code</th>
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<td>Wednesday</td>
<td>See info above</td>
<td>34 Weeks</td>
<td>Shipley College</td>
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Pesticide Spraying
No fee reduction available

If your job involves the use of chemical pesticides, regulations will affect your working practices. Shipley College is running a series of courses covering all the relevant legislation and codes of practice that regulate the safe use and application of pesticides. The modules are: Safe Use of Pesticides (PA1) and Pesticide Applications - Handheld Sprayers (PA4). The course is assessed through both a practical and written examination. The practical exam will take place on the week after the course is completed.

<table>
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<th>Course Level</th>
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<th>Start Date</th>
<th>End Date</th>
<th>Start Time</th>
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<td>Wednesday</td>
<td>£398</td>
<td>2 Days</td>
<td>Shipley College</td>
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</table>
Horticulture BTEC Level 2 Extended Certificate
Level 2 Entitlement may apply to you

This course is perfect for people looking for a career change or for existing gardeners looking for a recognised qualification, or to increase their confidence in growing plants. You will gain the knowledge to select healthy plants and the skills to maintain them including feeding and pruning. You will have the opportunity to increase plant numbers by learning a wide range of propagation techniques and practising your growing skills. Assessment is through practical observation and assignment. On successful completion of this course, students may wish to progress onto the Horticulture BTEC Level 2 Diploma. Admission is by a short, informal discussion - please phone 01274 327327 to register your interest.

Course Level Code Start Date End Date Start Time End Time Day Fees Duration Venue
Level 2 0/7005/0 16 Apr 15 25 Jun 15 9.30am 3pm Thursday £125 10 Weeks Shipley College

Horticulture BTEC Level 3 Certificate
Level 3 Entitlement or 24+ Advanced Learning Loan may apply to you

This course is designed for people ready for a career change, for keen gardeners or for professional development. You will learn the skills and knowledge you need to propagate and grow a wide variety of ornamental plants. In addition you undertake the principles and practice of garden design and develop the confidence and expertise to manage lawns and grass areas. You may progress onto the Horticulture BTEC Level 3 Diploma.

Government funding has changed for this course and is dependent upon your age and personal circumstances. Therefore, course costs are discussed on an individual basis. If you are aged 24 or over then you may be able to apply for a 24+ Advanced Learning Loan. Please contact the Enrolments team on 01274 327327 who will advise you of the relevant fee.

Please note that this course is very popular and early booking is vital to ensure your place.

Course Level Code Start Date End Date Start Time End Time Day Fees Duration Venue
Level 3 0/7438/0 17 Apr 15 26 Jun 15 9am 4pm Friday See info above 10 Weeks Shipley College

Weekend Gardener Courses
This is a series of twelve hands on practical gardening courses that will provide you with the techniques, tips, tricks and advice on seasonal jobs in the garden. These Saturday schools are suitable for all, whether new to gardening or building on existing knowledge.

The Weekend Gardener: Create New Plants for Free. Autumn Propagation
A 50% fee reduction may apply to you

On this course you will pick up the techniques needed to increase your stock of plants with shrub propagation, hardwood cuttings, division, root cuttings and bulb propagation. As you will work in the college greenhouses and nursery, please come prepared with suitable outdoor clothing and footwear. You can take this Weekend Gardener module individually or as the full series of twelve modules.

50% discount available for students on a means tested benefit as detailed in the Enrolment and Fee information

Course Level Code Start Date End Date Start Time End Time Day Fees Duration Venue
Everyone F/7118/0 27 Sep 14 27 Sep 14 10am 3pm Saturday £46 1 Day Shipley College

The Weekend Gardener: Winter Hanging Baskets
A 50% fee reduction may apply to you

Do you want to keep your hanging baskets going through the coldest months of the year? On this course you create your own seasonal basket and learn the basics of good basket design, planting and maintenance then take your basket home and enjoy the colour and interest it gives throughout the winter season. You can bring your own hanging baskets and plants or there will be seasonal plants and baskets available at the College to purchase. Please note; an additional charge of £10 will be made for materials and winter flowering plants. You can take this Weekend Gardener module individually or as the full series of twelve modules.

50% discount available for students on a means tested benefit as detailed in the Enrolment and Fee information

Course Level Code Start Date End Date Start Time End Time Day Fees Duration Venue
Everyone F/7119/0 11 Oct 14 11 Oct 14 10am 3pm Saturday £46 1 Day Shipley College

Spring Courses

Gardening for Pleasure
A 50% fee reduction may apply to you

This practical gardening course is ideal whether you are new to gardening, wanting a career change or interested in building on your current knowledge. Develop the basic skills you need to work as a gardener and make your own garden look stunning. You cover the following topics:

- Planning your spring garden.
- Compost and compost making.
- Friends and foes in the garden.
- Digging and testing your soil.
- How to fertilise your garden.
- Planting out techniques and plant maintenance.
- Propagation including taking cuttings and division of herbaceous perennials.
- Caring and harvesting both flowers and vegetables.

50% discount available for students on a means tested benefit as detailed in the Enrolment and Fee information

Course Level Code Start Date End Date Start Time End Time Day Fees Duration Venue
Level 1 F/71133/A 15 Apr 15 13 May 15 7pm 9pm Wednesday £98 5 Weeks Shipley College
Level 1 F/71133/B 03 Jun 15 01 Jul 15 7pm 9pm Wednesday £98 5 Weeks Shipley College

Finding healing in Horticulture
For nearly 40 years Glynn was a long distance lorry driver, but had to stop when he developed post traumatic stress syndrome. It was a hard time but then Glynn got on a Level 1 course in Horticulture.

"I take my hat off to everyone here. The tutors always helped me when I needed it. The whole team is spot on and they brought a lot out of me."

Glynn went on to complete the Horticulture Level 2 Diploma and now volunteers for the National Trust and the Holme Valley Gardening Network as well as tending an allotment he has started from scratch.

Horticulture BTEC Level 2 Diploma
Level 2 Entitlement may apply to you

This course is a great starting point to improve your career options whether you are looking for a new career, already working in the industry or want to develop your interest in the natural environment. You will learn how to maintain & propagate plants, understand how plants grow, use tools and machinery, as well as gain knowledge and understanding of the industry through talks and visits. Assessment is through portfolio and assignment work. This one year course can lead to employment in garden maintenance, landscaping or plant nurseries, or you can progress on to further qualifications. Admission is by a short, informal discussion - please phone 01274 327327 to register your interest.

Course Level Code Start Date End Date Start Time End Time Day Fees Duration Venue
Level 2 0/7006/A 15 Sep 14 29 Jun 15 9am 4pm Monday £450 33 Weeks Shipley College

Horticulture BTEC Level 3 Diploma (90 Credit)
Level 3 Entitlement or 24+ Advanced Learning Loan may apply to you

This one year course is ideal for anyone thinking of a career change or wanting to increase their horticultural skills and gain a recognised qualification. You will develop skills in decorative horticulture, hard landscaping and plant use & maintenance. A specialist project and plant & soil science will allow you the flexibility to study an area of either personal interest or career development. Assessment is through portfolio and assignment work requiring personal time to be set aside for homework. To apply you need a Level 2 qualification in a related course (4 GCSEs or relevant experience). Admission is by a short, informal discussion - please phone 01274 327327 to register your interest.

Government funding has changed for this course and is dependent upon your age and personal circumstances. Therefore, course costs are discussed on an individual basis. If you are aged 24 or over then you may be able to apply for a 24+ Advanced Learning Loan. Please contact the Enrolments team on 01274 327327 who will advise you of the relevant fee.

Course Level Code Start Date End Date Start Time End Time Day Fees Duration Venue
Level 3 0/7437/0 24 Sep 14 24 Jun 15 9am 5pm Wednesday See info above 34 Weeks Shipley College

Course Level Code Start Date End Date Start Time End Time Day Fees Duration Venue
Level 3 0/7438/0 17 Apr 15 26 Jun 15 9am 4pm Friday See info above 10 Weeks Shipley College

Level 2 Entitlement may apply to you

A 50% fee reduction may apply to students on a means tested benefit as detailed in the Enrolment and Fee information

Course Level Code Start Date End Date Start Time End Time Day Fees Duration Venue
Level 2 F/7119/0 13 May 15 29 Jun 15 9.30am 3pm Thursday £125 10 Weeks Shipley College

Level 3 Entitlement or 24+ Advanced Learning Loan may apply to you

A 50% discount available for students on a means tested benefit as detailed in the Enrolment and Fee information

Course Level Code Start Date End Date Start Time End Time Day Fees Duration Venue
Level 3 F/7118/0 27 Sep 14 27 Sep 14 10am 3pm Saturday £46 1 Day Shipley College

Level 3 Entitlement or 24+ Advanced Learning Loan may apply to you

A 50% discount available for students on a means tested benefit as detailed in the Enrolment and Fee information

Course Level Code Start Date End Date Start Time End Time Day Fees Duration Venue
Level 3 F/7119/0 11 Oct 14 11 Oct 14 10am 3pm Saturday £46 1 Day Shipley College

For nearly 40 years Glynn was a long distance lorry driver, but had to stop when he developed post traumatic stress syndrome. It was a hard time but then Glynn got on a Level 1 course in Horticulture.

"I take my hat off to everyone here. The tutors always helped me when I needed it. The whole team is spot on and they brought a lot out of me."

Glynn went on to complete the Horticulture Level 2 Diploma and now volunteers for the National Trust and the Holme Valley Gardening Network as well as tending an allotment he has started from scratch.
The Weekend Gardener: Winter Pruning  A 50% fee reduction may apply to you

Do you need to tame your plants? On this course you will build your understanding of pruning. Become confident in pruning correctly and safely a range of evergreens, flowering plants, roses and other deciduous plants including fruit, climbers and shrubs to keep them under control and looking at their best. You can take this Weekend Gardener module individually or as the full series of twelve modules.

50% discount available for students on a means tested benefit as detailed in the Enrolment and Fee information

Course Level Code Start Date End Date Start Time End Time Day Fees Duration Venue
Everyone F/7720/0 15 Nov 14 15 Nov 14 10am 3pm Saturday £46 1 Day Shipley College

The Weekend Gardener: Beautiful Borders  A 50% fee reduction may apply to you

Explore ideas and easy ways to bring colour, shape and interest to your garden all year round. You learn techniques for planning your garden, creating mood boards, planting styles and plant selection. You can take this Weekend Gardener module individually or as the full series of twelve modules.

50% discount available for students on a means tested benefit as detailed in the Enrolment and Fee information

Course Level Code Start Date End Date Start Time End Time Day Fees Duration Venue
Everyone F/7720/0 22 Nov 14 22 Nov 14 10am 3pm Saturday £46 1 Day Shipley College

The Weekend Gardener: Wildlife Friendly Gardening  A 50% fee reduction may apply to you

Explore sustainable gardening practices including providing habitats for wildlife by creating meadows, log piles, winter shelter in the herbaceous border and choosing pollen-rich perennial plants. Also discuss reducing the need for watering, pesticides and fertilisers by selecting the ‘right plant for the right place’. You can take this Weekend Gardener module individually or as the full series of twelve modules.

50% discount available for students on a means tested benefit as detailed in the Enrolment and Fee information

Course Level Code Start Date End Date Start Time End Time Day Fees Duration Venue
Everyone F/7720/0 31 Jan 15 31 Jan 15 10am 3pm Saturday £46 1 Day Shipley College

The Weekend Gardener: Preparing Your New Allotment  A 50% fee reduction may apply to you

Have you just secured an allotment, or perhaps you are re-planting? Brush up on the essential basics to get you started growing vegetables, including assessing your site and soil, its pH, preparation for growing and weed control. You can take this Weekend Gardener module individually or as the full series of twelve modules.

50% discount available for students on a means tested benefit as detailed in the Enrolment and Fee information

Course Level Code Start Date End Date Start Time End Time Day Fees Duration Venue
Everyone F/7723/0 07 Feb 15 07 Feb 15 10am 3pm Saturday £46 1 Day Shipley College

The Weekend Gardener: Vegetable Growing  A 50% fee reduction may apply to you

There’s nothing tastier than fresh vegetables, grown and harvested in your own garden. On this Saturday school you will get started with growing vegetables, assessing your site and learning about vegetable families and rotation, planning what to grow and how, timing and spacing, care and protection. You can take this Weekend Gardener module individually or as the full series of twelve modules.

50% discount available for students on a means tested benefit as detailed in the Enrolment and Fee information

Course Level Code Start Date End Date Start Time End Time Day Fees Duration Venue
Everyone F/7724/0 07 Mar 15 07 Mar 15 10am 3pm Saturday £46 1 Day Shipley College

The Weekend Gardener: Lawn Care  A 50% fee reduction may apply to you

We all know producing and maintaining a quality lawn can be difficult, on this course you will improve your skills and abilities to keep yours looking perfect. You cover mowing, seed selection and application, aeration, scarification, top dressing, weed, pest and disease control, maintenance and management regimes. You can take this Weekend Gardener module individually or as the full series of twelve modules.

50% discount available for students on a means tested benefit as detailed in the Enrolment and Fee information

Course Level Code Start Date End Date Start Time End Time Day Fees Duration Venue
Everyone F/7725/0 14 Mar 15 14 Mar 15 10am 3pm Saturday £46 1 Day Shipley College

The Weekend Gardener: Spring Pruning  A 50% fee reduction may apply to you

Keep your plants tame and looking tip top by becoming confident in pruning, correctly and safely. You cover a range of evergreens, flowering plants, roses, and other deciduous plants including a range of fruit, climbers and shrubs to keep them under control and looking at their best. You can take this Weekend Gardener module individually or as the full series of twelve modules.

50% discount available for students on a means tested benefit as detailed in the Enrolment and Fee information

Course Level Code Start Date End Date Start Time End Time Day Fees Duration Venue
Everyone F/7726/0 25 Apr 15 25 Apr 15 10am 3pm Saturday £46 1 Day Shipley College

The Weekend Gardener: Spring Plant Propagation  A 50% fee reduction may apply to you

Interested in improving the variety of plants you have inside and outside the home? Pick up the techniques needed to improve your stock of garden plants and some popular house plants using softwood cuttings and leaf cuttings. You can take this Weekend Gardener module individually or as the full series of twelve modules.

50% discount available for students on a means tested benefit as detailed in the Enrolment and Fee information

Course Level Code Start Date End Date Start Time End Time Day Fees Duration Venue
Everyone F/7727/0 09 May 15 09 May 15 10am 3pm Saturday £46 1 Day Shipley College

The Weekend Gardener: Summer Vegetables  A 50% fee reduction may apply to you

Focus on growing tasty summer vegetables, learning how to sow and plant them. A range of practical techniques will be covered including seed sowing, succession sowing, weed, pest and disease identification and control techniques. You can take this Weekend Gardener module individually or as the full series of twelve modules.

50% discount available for students on a means tested benefit as detailed in the Enrolment and Fee information

Course Level Code Start Date End Date Start Time End Time Day Fees Duration Venue
Everyone F/7728/0 18 May 15 18 May 15 10am 3pm Saturday £46 1 Day Shipley College

The Weekend Gardener: Edible Hanging Baskets  A 50% fee reduction may apply to you

Brush up on the basics of good basket design, planting and maintenance, as you create your own edible hanging basket. Take your basket home and enjoy the fruits of your labour throughout the season. You can purchase baskets and plants at college for an additional charge of £10 or you can bring your own hanging baskets. You can take this Weekend Gardener module individually or as the full series of twelve modules.

50% discount available for students on a means tested benefit as detailed in the Enrolment and Fee information

Course Level Code Start Date End Date Start Time End Time Day Fees Duration Venue
Everyone F/7729/0 20 Jun 15 20 Jun 15 10am 3pm Saturday £46 1 Day Shipley College
IT Courses at the Skills Centre

The Flexible Learning Environment

We understand that it can be difficult getting to a class on the same day or at the same time every week. To help you, we have a purpose built Skills Centre, offering a range of IT courses with flexible start and end dates throughout the year. Drop in and study at days and times that suit you - please see opening times below. For more information on the courses available, please telephone the Skills Centre on 01274 327268. Please enrol directly with the Skills Centre for these courses.

We offer lots of courses at all levels from absolute beginners through to advanced. You can plug a gap in your CV, learn new skills or build on existing ones. Gain the right computer based qualifications needed for that ideal job or promotion!

Opening Times 2014
The Skills Centre is closed from 25th July and will re-open after the summer break on the 1st September 2014.

Monday 9.30am - 12pm 1.30pm - 5.30pm
Wednesday 9am - 12pm 1.45pm
Thursday 9am - 12pm 1.45pm - 6pm 6 - 8pm
Friday 9am - 12pm 1.45pm

Get into courses Beginners & Improvers

Get into Desktop Publishing  A 100% fee reduction may apply to you
Learn how to set up spreadsheets, use formulae and create charts.
Course Level Code Start Date End Date Start Time End Time Day Fees Duration Venue
Everyone 03963/0 Start dates throughout the year Flexible days & times £45 15 Hours Shipley College

Get into Word Processing  A 100% fee reduction may apply to you
Learn how to create basic documents in a relaxed atmosphere and develop your skills in word processing.
Course Level Code Start Date End Date Start Time End Time Day Fees Duration Venue
Everyone 03964/0 Start dates throughout the year Flexible days & times £45 15 Hours Shipley College

Get into Spreadsheets  A 100% fee reduction may apply to you
Learn how to set up spreadsheets, use formulae and create charts.
Course Level Code Start Date End Date Start Time End Time Day Fees Duration Venue
Everyone 03966/0 Start dates throughout the year Flexible days & times £45 15 Hours Shipley College

Get into Databases  A 100% fee reduction may apply to you
Learn how to use Microsoft Access databases software effectively to store and retrieve information.
Course Level Code Start Date End Date Start Time End Time Day Fees Duration Venue
Everyone 08660/0 Start dates throughout the year Flexible days & times £45 15 Hours Shipley College

Get into PowerPoint Presentation A 100% fee reduction may apply to you
Learn how to create your own effective, interesting slide shows and presentations.
Course Level Code Start Date End Date Start Time End Time Day Fees Duration Venue
Everyone 03965/0 Start dates throughout the year Flexible days & times £45 15 Hours Shipley College

Get into Using Email A 100% fee reduction may apply to you
Feel like you’re being left behind in the digital age? On this course you will learn how to send and receive emails, send attachments and use other email features.
Course Level Code Start Date End Date Start Time End Time Day Fees Duration Venue
Everyone 03968/0 Start dates throughout the year Flexible days & times £45 15 Hours Shipley College

Get into Using the Internet Correctly A 100% fee reduction may apply to you
Do you struggle to track down information online? Learn how to use Internet search engines to find the information you want, from doing your weekly shop to insuring your car, booking a holiday or researching a topic and lots more.
Course Level Code Start Date End Date Start Time End Time Day Fees Duration Venue
Everyone 03969/0 Start dates throughout the year Flexible days & times £45 15 Hours Shipley College

Internet Safety for IT Users Level 1 A 100% fee reduction may apply to you
The course is designed to increase your awareness and understanding of Internet safety and help safeguard yourself and others when working online.
Course Level Code Start Date End Date Start Time End Time Day Fees Duration Venue
Level 1 08102/0 Start dates throughout the year Flexible days & times £50 3 Hours Shipley College

OCR QCF Courses

OCR Award (Entry Level 3)  A 100% fee reduction may apply to you
This course is ideal if you are new to, or have basic knowledge of, computers. You cover three units: word processing, searching the internet & other media to find information plus sending & receiving e-mails. After completing this course, you can move onto any Level 1 course in computers.
Course Level Code Start Date End Date Start Time End Time Day Fees Duration Venue
Entry Level 3 03958/0 Start dates throughout the year Flexible days & times £100 24 Weeks Shipley College

OCR QCF Level 1  A 100% fee reduction may apply to you
This course is ideal if you have a basic knowledge of IT and want to learn more, particularly the IT skills needed in an office. Our tutors guide you through subjects such as spreadsheets, presentations, database, word processing, desktop publishing, IT security, e-mail and the internet. This course will improve your CV and could be great for your career prospects as it is recognised by businesses across the UK.
Course Level Code Start Date End Date Start Time End Time Day Fees Duration Venue
Level 1 08112/0 Start dates throughout the year Flexible days & times £250 40 Weeks Shipley College

OCR QCF Level 2  Level 2 Entitlement may apply to you
This course is perfect if you have a good working knowledge of Microsoft Office applications and want to go onto the next level. You can build this qualification around your needs and improve existing skills in using spreadsheets, presentations, database, word processing, desktop publishing, e-mail and the internet. This course will further improve your CV and could be great for your career prospects as it is recognised by businesses across the UK.
Course Level Code Start Date End Date Start Time End Time Day Fees Duration Venue
Level 2 08112/0 Start dates throughout the year Flexible days & times £310 40 Weeks Shipley College

IT & Computing

OCR QCF Level 2
Level 2 Entitlement may apply to you
This course is perfect if you have a good working knowledge of Microsoft Office applications and want to go onto the next level. You can build this qualification around your needs and improve existing skills in using spreadsheets, presentations, database, word processing, desktop publishing, e-mail and the internet. This course will further improve your CV and could be great for your career prospects as it is recognised by businesses across the UK.
Course Level Code Start Date End Date Start Time End Time Day Fees Duration Venue
Level 2 08112/0 Start dates throughout the year Flexible days & times £310 40 Weeks Shipley College
IT & Computing - Work-based Courses (NVQs)

- IT User Skills Level 2 Certificate (ITQ) (QCF) Level 2 Entitlement may apply to you
- IT Users (ITQ) Level 3 Diploma (QCF) Level 3 Entitlement or 24+ Advanced Learning Loan may apply to you

This Level 3 qualification is ideal for people using IT at work. It is tailored to the needs of the business and/or your job role. This course gives you the most up-to-date IT user qualification at this level. You can earn while you learn, studying at your own pace, building a portfolio of evidence which is assessed in College on an ongoing basis via on-line learning facilities. Observations will take place in the workplace so you must obtain your employer's agreement before starting the course. Admission is by short, informal discussion - please phone 01274 327327 to register your interest.

Government funding has changed for this course and is dependent upon your age and personal circumstances. Therefore, course costs are discussed on an individual basis. If you are aged 24 or over then you may be able to apply for a 24+ Advanced Learning Loan. Please contact the Enrolments team on 01274 327327 who will advise you of the relevant fee.

Also available as an Apprenticeship

Course Level Code Start Date End Date Start Time End Time Day Fees Duration Venue
Level 2 0/8012/0 Start dates throughout the year Flexible days & times £500 6 Months Shipley College

ITQ Enhances your Employability!
Sue and Malgorzata, ITQ

Studying an ITQ course at the Shipley College Skills Centre can help lead directly to employment or even promotion at work, as demonstrated by two of our part-time students. The computer course has enabled Sue, 52, to be offered a full time office job after being out of work for 10 years, and Malgorzata, 28, gained a promotion. Their employers were very impressed by the fact that Sue and Malgorzata were studying an ITQ course, and they both feel that this helped their success.

Sue explained that "If I hadn’t been at Shipley College, I wouldn’t have a job now" and Malgorzata says "I would like to say a big thank you to all the tutors who have helped me. Everyone can manage it if they believe in themselves.”

Specialist Support for Teaching and Learning in Schools Level 3 Diploma
Level 3 Entitlement or 24+ Advanced Learning Loan may apply to you

This course is the recognised qualification for people who work with or want to work with school age children. You learn the skills required by a Teaching Assistant. Students must be 18 or over to enrol and you must have at least 1 year's experience working with children or young people and/ or have an existing Level 2 qualification. You will need to have a very good level of English and either have a position as a volunteer (you will need a reference from your placement) or be employed for a minimum of 14 hours per week in a childcare setting at the start of, and for the duration of, this course, as you will be assessed in the workplace. This course will help you improve your employment prospects. You may wish to progress onto the Leadership for Children's Care, Learning & Development Level 5 Diploma. Admission is by a short, informal discussion - please phone 01274 327327 to register your interest.

Government funding has changed for this course and is dependent upon your age and personal circumstances. Therefore, course costs are discussed on an individual basis. If you are aged 24 or over then you may be able to apply for a 24+ Advanced Learning Loan. Please contact the Enrolments team on 01274 327327 who will advise you of the relevant fee.

Also available as an Apprenticeship

Course Level Code Start Date End Date Start Time End Time Day Fees Duration Venue
Level 3 0/5603/JAN 08 Jan 15 4pm 6.30pm Thursday See info above 26 Weeks Shipley College

Understanding the Principles of Assessment (knowledge unit) Level 3 Award
Do you want to take the first steps into assessing/teaching? If you have a Full Level 3 in your chosen vocational area and are over 19 years old, then the Assessor qualifications are the courses for you. The series of qualifications starts with this knowledge unit. You will attend for 3 hours a week over 6 weeks and you will complete an assignment, gaining an understanding of the principles and practices of assessment without any requirement to practice as assessors. Once this is completed you can progress onto the Level 3 Certificate Assessing Vocational Achievement. Admission is by a short, informal discussion - please phone 01274 327327 to register your interest.

Course Level Code Start Date End Date Start Time End Time Day Fees Duration Venue
Level 3 F/5533/SEP 18 Sep 14 23 Oct 14 6pm 9pm Thursday £250 13 Weeks Shipley College

Assessing Vocational Achievement Level 3 Certificate
Level 3 Entitlement or 24+ Advanced Learning Loan may apply to you

Have you completed Understanding the Principles and Practices of Assessment Level 3 Award? If you have, then this is the next step for you. This qualification is for those who assess both occupational competence in the workplace and vocational skills, knowledge and understanding in settings such as workshops, the classroom or other training environments. Please note, to enrol on this course you must have access to assess three candidates within the workplace who are studying a Diploma/NVQ in your chosen vocational area. You will build a portfolio for this qualification, which will include direct observations and have one-to-one support - a maximum of 6 one hour sessions. Once you have completed the Certificate, you can progress onto the Internal Verifiers Qualifications and/or the Award in Education and Training (AET). Admission is by a short, informal discussion - please phone 01274 327327 to register your interest.

Government funding has changed for this course and is dependent upon your age and personal circumstances. Therefore, course costs are discussed on an individual basis. If you are aged 24 or over then you may be able to apply for a 24+ Advanced Learning Loan. Please contact the Enrolments team on 01274 327327 who will advise you of the relevant fee.

Course Level Code Start Date End Date Start Time End Time Day Fees Duration Venue
Level 3 0/5530/ROR Start dates throughout the year Flexible days & times See info above 20 Weeks Shipley College
Understanding the Internal Quality Assurance of Assessment Processes and Practice Level 4 Award

No fee reduction available

Do you already have your Assessor’s Qualification? Do you now want to support Assessors in their roles or would you like to learn how to internally verify Assessors? If so, the two Verifiers qualifications are the courses for you.

You start with this knowledge unit where you will attend for 3 hours a week over 6 weeks and you will complete an assignment, gaining an understanding of internal quality assurance without any requirement to practice as internal verifiers.

Once this is completed, you can progress onto the Internal Quality Assurance of Assessment Processes and Practice Level 4 Award. Admission is by a short, informal discussion - please phone 01274 327327 to register your interest.

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<td>£250</td>
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Internal Quality Assurance of Assessment Processes and Practice Level 4 Award

No fee reduction available

Have you completed the Understanding the Internal Quality Assurance of Assessment Processes and Practice Level 4 Award and are you over 19 years old? If so, this is the next step for you. This qualification is for those who internally quality assure assessors and assessment, but who do not manage the centre or other internal quality assures.

To enrol on this course you must have access to two assessors who you are supporting and they must have a minimum of two candidates who are studying a Diploma/NVQ in your chosen vocational area.

You will build a portfolio for these units, which will include direct observations and one-to-one support – a maximum of 5 one hour sessions. Once you have completed the Certificate, you could progress onto Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice or you may wish to undertake the Award in Education and Training. Admission is by a short, informal discussion - please phone 01274 327327 to register your interest.

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Education and Training Award

No fee reduction available

If you want to take the first steps into teaching in the Lifelong Learning Sector, then this is the course for you. You will be introduced to the foundations of teaching, learning and assessment covering areas such as teaching roles and responsibilities, planning for learning and assessment. This is a Level 3 course so all students will be expected to have a good standard of written and verbal English, Maths and ICT (although this course does give you the opportunity to develop these skills).

This course is also an ideal stepping stone if you would like to progress on to a full teaching qualification. Ideally, you have a relevant vocational and/or academic qualification of at least the level above that of the learners you wish to teach and a minimum Level 3 qualification in your specialist area. Admission is by a short, informal discussion - please phone 01274 327327 to register your interest.

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PGCE/Cert. Ed coming soon!

In association with Hudderfield University we will be offering the PGCE/Cert. Ed from September 2015

The Professional Graduate Certificate of Education/Certificate of Education

This course leads to a professional qualification if you are already teaching in Further Education colleges, adult education, Higher Education and a wide range of other training and educational settings outside the schools sector. If you are employed in the learning and skills sector in the relevant setting, it provides a route to the status of Qualified Teacher Learning and Skills (QTLS). Please note that the course does not confer Qualified Teacher Status (QTS) for those working or intending to work in schools, although currently it is possible for people with QTLS to obtain work as a qualified teacher in schools.

Some of our Inspirational Tutors

Jenny, Health & Social Care

Jenny joined the Shipley College family, having previously had a successful career in Care Management: “I wanted to pursue something that would make a difference to other people’s lives and so teaching Care was a natural choice for me.”

Having successfully completed her qualifications, Jenny was quick to secure work as a tutor and hasn’t looked back since. “I teach staff as well as students and find it to be equally rewarding. The subject is vast and to be able to deliver classes to students of varying abilities is a challenge I look forward to on a daily basis.”

She continues: “I like bringing individuals out of their shells. My ethos is to instil confidence in students through my passion for the subject. The feeling I have when one of my students passes their course is something that I’ll never get tired of!”

Hazel, Ballroom & Latin American Dance

Dance enthusiast, Hazel, has been teaching various forms of dance for over 30 years, having previously run a dance school: “Dance is something that anyone can learn, I’ve taught people of varying abilities, from different backgrounds and people of all ages. I try to make my classes fun, so that my students feel relaxed enough to be able to explore.”

Hazel continues: “It’s a wonderful feeling to see people learn something new and then want more.”

Nigel, Horticulture

Nigel, a Horticulture tutor of 26 years, has devoted his life to the outdoors, having previously run a successful landscaping business. He says of his decision to become a tutor: “I like the idea of giving something back. People grow and develop here and I know that once they have finished their course, they will be in a much stronger position to pursue employment or further study.”

Nigel has taught in various colleges and says: “Shipley College is special. It’s a friendly environment and a real pleasure to come and work here.”

Outside of college, Nigel is kept busy tending to his Hebe collection; plants native to New Zealand: “I have over 300 types and it is recognised as one of the biggest collections in the UK.”
Bernadette, Cake Decoration

Bernadette has a wealth of experience in Cake Decoration having taught for over 30 years: “Cake decoration involves so many different disciplines including precision and craft. The feeling you have when you create something from scratch is so rewarding and that is why it’s so popular – that and the fact that you get to eat it when you’re done!” “I teach students of mixed abilities and think that everyone would enjoy it, whether they’re looking to pursue a hobby or perhaps extend it into a career.”

Mark, Creative Media & Music Technology

Mark joined the Shipley College Media Department 8 years ago, having graduated from Sheffield University with a degree in Creative Music Technology. He says: “There’s a real sense of gratification in the transformation process; seeing a student come in with limited or no knowledge of a subject and then seeing them walk away, confident, with a new qualification in hand, looking for opportunities that will enhance their lives.” Mark continues: “Shipley College is a vibrant community set in a beautiful location. For me it’s the ideal place to be and the team and students that I work with really encapsulate that.” Outside of college, Mark is a family man, but also finds time to pursue another of his passions, music. He’s lead guitarist in his band, Free Empire, that play nationwide.

Olive, Horticulture

Olive has spent the past 20 years of her life pursuing her passion for plants, including working in botanic gardens around the world. Prior to becoming a tutor, she successfully ran a garden design business: “I have a connectivity with plants. Our lives depend on them. We all have a responsibility to ensure that we maintain our environment.” She says of her relationship with students: Anecdotally speaking, students are like the raw material and it’s my job to cultivate them, by imparting knowledge and encouragement. I teach to inspire the next generation and hope that they will take up the mantle - especially growing their own food.” Olive is never too far away from the garden when she’s not teaching as she is a committed organic gardener and environmentalist.

Enrolment & Fee Information

Do you need more information about a course?

If you would like to check the availability of a course or if you require more information then please phone our Enrolments team on 01274 327327. Alternatively, you could email your query to enrolments@shipley.ac.uk

Support with careers advice and guidance

If you are uncertain about which course to study in relation to career options, there are organisations offering specialist and impartial advice and guidance on career planning and finding suitable training or study courses.

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Contact Details</th>
</tr>
</thead>
</table>
| National Careers Service (for all ages) | 0800 100 900  
nationalcareersservice.direct.gov.uk |
| Aspire-i (for all ages)                | 0800 6959000  
aspire-i.com |
| EASA (Education Advice Service for Adults) (18+) | 01274 433677 |
| Connexions Bradford (for ages 13-19 or up to 25 with learning difficulties or disabilities) | 01274 377800  
virtualconnexionsbradford.co.uk |

How to enrol

You can enrol throughout the year including the summer period either by phone or in person.

By phone
Please ring 01274 327327 Monday to Friday 8.30am to 1pm if you wish to enrol and pay by debit or credit card or to apply for a course by short, informal discussion.

In person
Call in during office hours, the Enrolments office is located in the Salt Building, Victoria Road, Saltaire, BD18 3LQ.

Please note, you will need to come into college if you are paying the course fees in cash or with evidence of your benefits if you are claiming a fee reduction.

Enrolments office opening hours:

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td>8.30am - 4.30pm*</td>
</tr>
<tr>
<td>Tues</td>
<td>8.30am - 4.30pm*</td>
</tr>
<tr>
<td>Wed</td>
<td>8.30am - 4.30pm*</td>
</tr>
<tr>
<td>Thurs</td>
<td>8.30am - 4.30pm*</td>
</tr>
<tr>
<td>Fri</td>
<td>8.30am - 4pm</td>
</tr>
</tbody>
</table>

*The Enrolments office will also be open until 6.30pm Monday to Thursday during the following:

<table>
<thead>
<tr>
<th>Term</th>
<th>Weeks commencing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn Term 2014</td>
<td>1st, 8th, 15th &amp; 22nd September</td>
</tr>
<tr>
<td>Spring Term 2015</td>
<td>Week commencing 5th January</td>
</tr>
<tr>
<td>Summer Term 2015</td>
<td>Week commencing 13th April</td>
</tr>
</tbody>
</table>

Key

Please see page 61 for relevant eligibility criteria

- No fee reduction available
- A 50% fee reduction may apply to you
- A 100% fee reduction may apply to you
- Level 2 Entitlement may apply to you
- Level 3 Entitlement (or 24+ Advanced Learning Loan) may apply to you
Paying your course fees
Please note that all fees must generally be paid at the point of enrolment before attendance at the first class, unless otherwise stated in course details. The fee indicated includes the course fee and, where relevant, a registration fee, exam and/or certification fee unless otherwise stated. Courses are marked where you may be eligible for a fee reduction, further information is available below and on the next page. Course fees over £150 can be paid in instalments. If you would like more information please enquire during enrolment, but please note there will be a £5 administration fee for this facility. The course fee will be divided into three payments. The first instalment must be paid when enrolling, and the two subsequent payments will be taken by standing order in accordance with your signed instalment form. Fees quoted are for the academic year 2014/2015 unless specifically stated. Students enrolling on a course that lasts longer than one year will then be charged a subsequent fee for the College year 2015/2016.

There may be additional examination, registration or certification fees as indicated in course details. In such cases, students are responsible for making their own exam entries through the College’s Examination Office and payment of fees. Please note that the College may withhold certificates where course fees have not been paid.

Payment methods include:
• Cash
• Instalments - as detailed above
• Credit/debit card
• Letter from your employer on headed paper stating that they will pay your fees in full, if this applies to you.
• Cheque (made payable to Shipley College)
• Confirmation letter for 24+ Advanced Learning Loan for Level 3 or Level 4 courses.

Financial Support on courses where a fee reduction is available
There may be financial support available to help you. Please refer to the information about Fee Reduction categories listed on the next page.

Shipley College will offer FREE or reduced tuition costs on fee reduction courses for students who qualify under any of the categories listed in the fee reduction eligibility table on the next page. If you want Shipley College to support you with course fees, you are required to enrol in person and provide recent (original) documentation to prove that you qualify.

How do I apply for the 24+ Advanced Learning Loan?
If you are aged 24 or above at the start of your course and studying on a Level 3 or Level 4 programme the College will provide you with a Learning and Funding Information Letter. You will need this letter to make a loan application by visiting the website gov.uk/advancedlearningloans to either apply online or download and post an application form.

If you're unsure about taking out a loan and want to seek advice then you should contact the Money Advice Service, established by the UK government, who can offer free, impartial advice by visiting their website at moneyadviceservice.org.uk If you're unsure whether the course you’d like to study is right for you, then you can find support and advice on the National Careers Service website at nationalcareersservice.direct.gov.uk or call their helpline on 0800 100 900. Student Services staff are also available to help with any queries on 01274 327281. Please also see pages 6-7 for some facts and student feedback on the Learning Loan.

If you have been granted a full or partial 24+ Advanced Learning Loan for a Level 3 or Level 4 course and you leave before the end date of the course you will be liable for the balance of course fees not covered by your loan. The College’s policy is not to waive course fees, except in exceptional circumstances, when a student withdraws after the start of their course.

Level 2 and Level 3 Entitlement
Please contact the Enrolment Office on 01274 327327 to see if you are eligible for a fee reduction under this category.

<table>
<thead>
<tr>
<th>Fee reduction Category</th>
<th>Courses with 100% reduction</th>
<th>Courses with 50% reduction</th>
<th>Evidence Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aged 16-18 on 30/08/14</td>
<td>✓</td>
<td>✓</td>
<td>You will be required to state your age on the enrolment form</td>
</tr>
<tr>
<td>Jobseeker’s Allowance</td>
<td>✓</td>
<td>✓</td>
<td>Your most recent letter from the Department for Work and Pensions</td>
</tr>
<tr>
<td>Employment and support allowance (Work Related Activity Group)</td>
<td>✓</td>
<td>✓</td>
<td>Your most recent letter from the Department for Work and Pensions</td>
</tr>
<tr>
<td>Level 2 or Level 3 entitlement (aged 19-23 at the start of the course)</td>
<td>✓</td>
<td>×</td>
<td>If you do not already have a full Level 2 or full Level 3 qualification, you may not have to pay course fees. *Please see details above. You will also be asked to complete a declaration form.</td>
</tr>
<tr>
<td>Not working but claiming eligible benefits and the course would help you get a job</td>
<td>✓</td>
<td>✓</td>
<td>Benefits you are receiving. You will be required to sign a declaration form and to provide appropriate evidence, eg Income support, Council Tax, Housing Benefit or Working Tax Credit</td>
</tr>
<tr>
<td>Pension Credits</td>
<td>×</td>
<td>✓</td>
<td>Your most recent letter from the Department for Work and Pensions</td>
</tr>
<tr>
<td>Universal Credits</td>
<td>✓</td>
<td>✓</td>
<td>Your most recent letter from the Department for Work and Pensions</td>
</tr>
</tbody>
</table>

Learner Support Fund
If you are a student aged 19 or over, you may be eligible to get help with the costs of course and exam fees, equipment, travel and childcare through the Learner Support Fund. This is a limited fund for certain courses so early application is advised.

For more information on whether you are eligible for the Learner Support Fund or if you would like to apply for the fund, please contact Student Services on 01274 327281.
Students with Disabilities
Shipley College is committed to supporting the learning of all students. If you have a disability, learning difficulty or have benefited from support in the past we encourage you to tell us about it. We can then work with you to provide the help and assistance that you may require. To discuss support, please contact the Learning Support Team on 01274 327260. When applying for a course, please complete Section 1d and 2a on the Enrolment form. This helps us monitor our service and ensures we offer any support you may need to get the most out of your time at Shipley College.

Equality & Diversity
At Shipley College one of our strengths is the diversity of our students and staff. We confirm our commitment to equality of opportunity for those who learn and work here. The College is committed to pursuing non-discriminatory practices and policies. We do not tolerate discrimination, harassment or bullying against anyone. Our Equality & Diversity policy is available on the website, as well as on request from Student Services on 01274 327281.

Class Cancellation & Refund Policy
Prior to the commencement of a course, the College will consider an application for the refund of fees. The College will refund fees if the course fails to start or if it is cancelled by the College within 3 weeks of the start date due to low enrolments. Once the course has started, refunds are not available in any other circumstances.
If a class is cancelled for reasons beyond the College's control, such as bad weather, the College will attempt to give as much warning as possible. While every attempt will be made to replace a cancelled class, we regret that the College cannot guarantee to do so. Where it proves impossible to do so, the College will not be able to make a refund.

Would you like to be a College Governor?
Are you interested in making a contribution to Shipley College and serving as a Governor for the Corporation? In particular, we are interested in candidates with a curriculum background. Meetings are generally held on Tuesdays evenings.
For further information please contact us:
w: www.shipley.ac.uk e: enquiries@shipley.ac.uk t: 01274 327222
Alternatively, you can write to the Clerk to the Corporation at the following address:
Shipley College, Salt Building, Victoria Road, Saltaire, Shipley BD18 3LQ

Access to Governing Body Meetings & Information
Governing Body meetings are open to members of the public to attend by contacting the Clerk to the Corporation at least 7 days in advance of the meeting. The full policy on public access to meetings along with the approved Minutes of the Corporation and Committees are available on the College website or by application to the Clerk.
Access to other information, for example the register of member interests, agendas, papers, dates of meetings etc. are available on request by writing, enclosing an A4 stamped addressed envelope, to the Clerk to the Corporation as above.

We hope you’ve found the course that you were looking for and look forward to seeing you in College soon!
Remember to follow us on Twitter & Facebook
How to find us

Based in the world Heritage site of Saltaire, we are easily accessible by train or bus from Bradford, Shipley, Leeds, Ilkley, Keighley, Bingley and Skipton.

Train and Bus routes and numbers are subject to change, please see www.wymetro.com for the most up-to-date information.

Trains
- Bradford Forster Square to Saltaire
- Shipley to Saltaire
- Bingley to Saltaire
- Keighley to Saltaire
- Leeds to Saltaire

Buses
- Bradford to Saltaire: 662, 622
- Baildon to Saltaire: 626 (Change in Shipley)
- Keighley & Bingley to Saltaire: 662, 760
- Calverley to Saltaire: 760
- Shipley Town Centre to Saltaire: 622, 623, 760, 675, 678, 698
- Bingley to Shipley: 622, 623, 760
- Guiseley to Shipley: 737
- Idle to Shipley: 612

Our buildings in Saltaire
We are privileged to be based in the heart of Saltaire, a UNESCO World Heritage site and look forward to welcoming you to one of these beautiful buildings...

Disclaimer
Every effort has been made to provide accurate information. The College can accept no responsibility for errors or omissions and reserves the right to introduce changes to the information given here, including the addition, withdrawal, relocation or restructuring of the courses. Fees may vary from the published prices.

Working in association with