Options for 16–18 Year Olds
- Apprenticeships
- Full-time Courses
- Work-Ready Programme

Opportunities for Adults
- Apprenticeships
- Over 250 Courses
- 24+ Advanced Learning Loans

Higher Education
- Unlock Your Potential with Access to HE
- Full & Part-time HE Courses

Learning in Your Community
- Skills for Work & Further Learning
- Computers & Digital Skills
- English & Maths in Everyday Life
- Confidence Building

www.boltoncollege.ac.uk/justthejob
New year, new start.

Whether your New Year’s resolution is to find employment, progress your career with Higher Education or simply build your confidence through gaining new skills, our diverse selection of practical courses will help kick-start your 2016.

With courses for both adults and 16-18 year olds, no matter your age (be it 17 or 67), we will have a course to suit your ambition.

If you’re looking to find a job this year, an Apprenticeship will allow you to earn a steady wage while gaining a nationally recognised qualification – and we offer programmes in over 35 subject areas!

Whatever your goal for 2016, Bolton College is Just the job.

You can enrol now for many of our courses. If an interview is not required, all you need to do is walk in and enrol at one of our Learning Centres. If the course you have chosen requires an interview (indicated by i in the ‘fee code’ column), or if you need any additional information or advice, then please call our helpline on 01204 482 000 or visit us at one of our Learning Centres. For directions on how to find our Centres, see page 57.

PLEASE NOTE: The College will be closed at 4pm on Friday 18th December 2015 and will re-open at 9am on Monday 4th January 2016. If you have any queries about courses, please email customer.services@boltoncc.ac.uk

Enrolment Times at Deane Road (BL3 5BG)

<table>
<thead>
<tr>
<th>Week</th>
<th>Monday</th>
<th>Tuesday</th>
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<tr>
<td>4.1.16 w/c</td>
<td>9am - 7pm</td>
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<td>Term Time</td>
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</tbody>
</table>

Enrolment times at the Community Learning Centres can vary. Please visit the following link before setting off to a Centre: www.boltoncollege.ac.uk/enrolment-times

Brownlow Fold CLC
Eskrick Street, Bolton, BL1 3EF
01204 482 900

Deane & Derby CLC
Board Street, Bolton, BL3 5EH
01204 482 920

New Bury CLC
Buckley Lane, Farnworth, BL4 9PR
01204 482 960

Traffic Light System for Community Learning Courses

You will notice that some of the courses listed in this Guide are marked with traffic lights. These are to help you with choosing Community Learning Courses.

- Step into learning Tasters (CLIE). These are free and give you the opportunity to get a feel for the subject. Learners on Tasters will be given priority at the next step.
- Step onto a Course (CL). We offer 5 types of courses and for 2016 you can enrol on up to 4 courses. Please note: each must be from a different course type – out of CLPS, CLPC, CLDL, Community English and Community Maths.
- Step up to get a qualification. Our CL provision offers a range of Level 1 or higher qualifications. These are coded CLFS or ASB-CB.

BF - Brownlow Fold CLC, DD - Deane & Derby CLC, DR - Deane Road Campus, NB - New Bury CLC
We’ve got starter courses running in a range of subject areas this January. From Construction and Motor Vehicle to Beauty and Hairdressing, we’re bound to have the right course for you. Plus, not only do we offer Apprenticeships in over 35 subject areas, but we have recently launched a 9-week scheme that will prepare you for your first job by helping you develop the essential skills that employers are looking for.

Work-Ready Programme - New for 2016!

You may be keen to start working and earning money, but are you ready?

Results from a recent survey with a local employer told us that many first-time job candidates:

- Showed little confidence in themselves
- Struggled to communicate during interview
- Failed to sell their key qualities

We have launched a new 9-week scheme that will get you ready for the world of work!

You will learn...

**Employability Skills: How to get the job**

- CV Writing
  - Getting the basics right
  - Understanding the job description
  - Tailoring your CV to the role
  - Making the most of your skills, interests and experience

- Customer Service
  - Understanding customer needs
  - Understanding good customer service
  - How to behave with customers
  - How to deal with customer requests

- Interview Techniques
  - How to prepare for an interview
  - Importance of knowing key facts about your employer
  - Preparing answers to interview questions
  - Importance of dress code and punctuality

- Effective Communication
  - Importance of listening
  - How to communicate clearly
  - Importance of good communication
  - Understanding ways of communicating

- Presentation Skills
  - How to prepare a presentation
  - Importance of voice, timing and practice
  - Controlling your nerves and body language
  - Setting objectives and knowing your audience

- Team-Working
  - How to work positively
  - How to work as part of a team
  - How to reflect on team performance
  - How to recognise strengths of team members


Opportunities for School Leavers

Are you out of work and out of education, with no idea what to do next?

Or perhaps you’re itching to start earning but are struggling to get anywhere?

Don’t worry, we can help!

Have you seen any of the photos on the previous page?

You may be keen to start working and earning money, but are you ready?

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- Team-Working
  - How to work positively
  - How to work as part of a team
  - How to reflect on team performance
  - How to recognise strengths of team members

I wanted to study Motor Vehicle, so the College arranged a work placement for me two days a week at Wilson’s Autos where I got to help fix cars. The garage then offered me an Apprenticeship! My dream is to become a Mechanic.”

Ashley Haslam
Former pupil of Rumworth School
Motor Vehicle Apprenticeship Level 2

On Wednesday 10th June 2015, a group of Entry Level and Level 1 learners achieved victory in the Greater Manchester Colleges’ Enterprise Competition, sponsored by NatWest. In preparation for Father’s Day, the aspiring entrepreneurs created occasion gift bags containing chocolates, aftershave and socks bought from local Bolton discount stores, and then priced them up to make a profit!

Interested? Call 01204 482 564 or email antoinette.harrop@boltoncc.ac.uk
Beauty Therapy - Full-time & Apprenticeship opportunities

Full-time: Beauty Therapy (Entry Level & Level 1)

Course Overview
These courses will equip you with the basic skills and knowledge needed for working in the beauty industry.

You will learn essential techniques from our expert teaching staff and will soon progress on to treating members of the public within our professional beauty treatment rooms.

You’ll learn about...
- Assisting with Set-up for Treatments
- Facial Treatments
- Health & Safety
- Introduction to Head Massage
- Introduction to Make-up
- Manicure/Pedicure Treatments
- Reception Duties

The value of the worldwide Beauty Industry is predicted to grow by 29%, up to £338 billion by 2017.

Your Earning Potential: Salon Managers can earn £20,000 a year and beyond!

Sources: http://raconteur.net/lifestyle/business-face-of-uk-beauty
http://nationalcareersservice.direct.gov.uk

Interested? Call 01204 482 564 or email antoinette.harrop@boltoncc.ac.uk

Want to progress onto an Apprenticeship?

Molly Burbidge
Former pupil of Harper Green School
Working at Beauty on Wheels

“I decided to do an Apprenticeship because I wanted to build my confidence working with clients. An Apprenticeship is a great way to get your foot in the door.”

Call us on 01204 482 036 or email business@boltoncc.ac.uk

Business - Full-time & Apprenticeship opportunities

Full-time: Business (Level 1)

Course Overview
Are you interested in the world of business? This course will enable you to create business ideas alongside developing essential administrative skills.

You’ll learn about...
- Creating Business Documents
- Planning an Enterprise Activity
- Running an Enterprise Activity
- Supporting Business Meetings
- Working in Business & Administration
- Working in a Team

55,000 additional jobs forecast to be created in Greater Manchester by 2023.

Sources: www.careerpaint-gm.co.uk

Interested? Call 01204 482 564 or email antoinette.harrop@boltoncc.ac.uk

Want to progress onto an Apprenticeship?

Tom Senior
AAT Apprenticeship
Working at Cowgill Holloway LLP

“The idea of earning money at 16 was much more appealing than doing A-levels! My goal is to become a Chartered Accountant.”

We have opportunities in Accounting, Business Administration, Customer Service, Management, Marketing and Team Leading.

Call us on 01204 482 036 or email business@boltoncc.ac.uk
Catering & Hospitality - Full-time & Apprenticeship opportunities

Full-time:
Catering & Hospitality (Level 1)

Course Overview
Do you enjoy cooking? Would you like to sharpen your kitchen skills?

Our industry-experienced tutors will teach you the basics in impressive production kitchens, and you will have the opportunity to gain professional experience working in the College’s restaurants and cafés.

You’ll learn about...

Baking, Grilling & Boiling Food
Food & Personal Hygiene
Food Service
Preparation of Vegetables, Fruit & Sandwiches
Use of Knives & Equipment
Health & Safety

A further 13,000 jobs forecast to be created in Greater Manchester by 2023

Interested? Call 01204 482 564 or email antoinette.harrop@boltoncc.ac.uk

Want to progress onto an Apprenticeship?

Josh Beard
Food Preparation & Cooking Level 2
Worked at Bolton Whites Hotel

“Most employers ask for genuine kitchen experience so an Apprenticeship seemed like the smartest route to take. The authentic industry knowledge is priceless, and you get a qualification along with a salary.”

We have opportunities in Catering & Hospitality and Professional Cookery.
Call us on 01204 482 036 or email business@boltoncc.ac.uk

Computing & IT - Full-time & Apprenticeship opportunities

Full-time:
Computing & IT (Entry Level & Level 1)

Course Overview
We’re living in a digital age, so training up in Computing and IT could be a smart move.

Our courses will introduce you to how IT is used in business – with a focus on essential, everyday office-based applications. You will also find out about general computer installation and maintenance.

You’ll learn about...

Computer Security
Imaging & Design Software
General Microsoft Office Applications
Setting up an IT System
Using the Internet
Web Page Design

A further 6,000 additional jobs forecast to be created in Greater Manchester by 2023.

Interested? Call 01204 482 564 or email antoinette.harrop@boltoncc.ac.uk

Want to progress onto an Apprenticeship?

Stephen Barker
IT Apprenticeship Level 3
Working at Train Locksmiths

“There’s loads of flexibility with the Apprenticeship route. I get to muck into so many areas of the business, such as monitoring social media and improving the website’s SEO.”

We have opportunities in IT and Computer Installation & Repair.
Call us on 01204 482 036 or email business@boltoncc.ac.uk
Construciton - Full-time & Apprenticeship opportunities

Full-time: Construction (Entry Level)

Course Overview
If you're good at DIY and enjoy making things, have you considered exploring the opportunities in construction?

This course will give you a flavour of four different pathways: Brickwork, Plastering, Painting & Decorating and Carpentry & Joinery.

You'll learn about...
You'll spend five weeks in each of the four areas and learn about the following:

- Brickwork
- Carpentry & Joinery
- Health & Safety
- Painting & Decorating
- Plastering
- Tiling

Construction Industry Training Board (CITB) warns of the need to recruit the next generation of construction workers.

A revival in the industry would generate 25,000 new North West jobs by 2023.

Interested? Call 01204 482 564 or email antoinette.harrop@boltoncc.ac.uk

Abdulahi Mesout
Former pupil of Smithills School

“I've enjoyed building things – such as small window frames and money boxes – and using both hand tools and machinery. I'd eventually like to progress to Level 3 and work for Bolton at Home as a joiner.”

Hairdressing & Barbering - Full-time & Apprenticeship opportunities

Full-time: Hairdressing (Entry Level & Level 1)

Course Overview
If you’d like to learn about the hairdressing and barbering industry, our courses will teach you the skills required for employment in the sector.

Our training facilities have been recognised by both Wella Professionals and the British Barbers’ Association, so you will be learning from the experts.

You’ll learn about...
Client Consultation Colouring Hair Creating a Hair & Beauty Image Presenting a Professional Image

Working in Hairdressing Styling Men’s Hair Microwaving & Conditioning

Interested? Call 01204 482 564 or email antoinette.harrop@boltoncc.ac.uk

Beth Dixon
Former pupil of St James’ C of E High School

“The tutors are very helpful and supportive. I’ve particularly enjoyed learning about cutting and colouring. I’ve really enjoyed my time here – I’d recommend it to anyone!”

There are OVER 36,000 hair salons in the UK, employing over 180,000 people.

Your Earning Potential: With experience, professional hairdressers can earn up to £30,000 a year and beyond!

Sources: http://careerpilot.org.uk/jobs https://nationalcareersservice.direct.gov.uk

Interested? Call 01204 482 564 or email antoinette.harrop@boltoncc.ac.uk

Want to progress onto an Apprenticeship?

Adam Mala
Plastering Apprenticeship Working at Lambert Walker

“I chose to do an Apprenticeship because you get more experience working with an employer and learning from trade professionals. Earning money makes a big difference, but really I just enjoy the work!”

Call us on 01204 482 036 or email business@boltoncc.ac.uk

Becth Blake
Barbering Apprenticeship Working at Head Kandi

“I didn’t discover barbering until I came to College. It’s a more complex trade than people think - you need a real eye for detail. As an apprentice, I can learn so much from my employer.”

 Interested? Call 01204 482 036 or email business@boltoncc.ac.uk

We have opportunities in Barbering and Hairdressing.
motor vehicle - full-time & apprenticeship opportunities

full-time: motor vehicle

level 1

course overview

are you into cars?

skilled motor vehicle experts are always in high demand, and learning in our well-equipped industry-standard stem centre could be your first step towards an exciting career.

you’ll learn about...

engineering & equipment

health & safety

spark ignition & power units

steering & suspension

valeting enterprise

vehicle exhaust systems

the north west generates £9 billion of the total uk automotive manufacturing economy.

the total number of licensed vehicles has increased every year since 1991!

interested? call 01204 482 564 or email antoinette.harrop@boltoncc.ac.uk

performing arts - full-time & apprenticeship opportunities

full-time: performing arts

entry level & level 1

course overview

ever wondered what it would be like to be on stage in front of an audience?

if you are hard-working, committed and would like to discover your talents, our courses are a good place to start.

you’ll learn about...

acting skills

dance skills

enterprise

industrial showcase

musical theatre skills

scripted plays

interested? call 01204 482 564 or email antoinette.harrop@boltoncc.ac.uk

Want to progress onto an Apprenticeship?

joseph nally

working at bury motors

“I started out on a work experience placement, as I’ve always been keen to learn the skills needed to service and repair cars. As soon as I’d learnt the basics, I was keen to develop my skills by doing an Apprenticeship.”

we have opportunities in body repair, maintenance and refinishing.

call us on 01204 482 036 or email business@boltoncc.ac.uk

interested? call 01204 482 564 or email antoinette.harrop@boltoncc.ac.uk

amy cosford

former pupil of canon slade school

“I love the mechanical, hands-on aspect of the course. We get to learn how things work, and then how to fix them when they go wrong. The stem centre is great; it’s got all the tools you need and really reflects the workplace.”

francis kirk

former pupil of rivington & blackrod high school

“The best bit about the course is the teaching. The tutors have real theatrical experience and teach you so many tricks of the trade. I played the lead romantic role in last year’s end-of-year performance and now I’m studying drama at liverpool hope university. I’d encourage anyone to audition at Bolton college!”

leona philpot

former pupil of st joseph’s rc high school

“The tutors are supportive and very experienced; they help you with preparing audition pieces and looking for a job. We’ve even had the opportunity to watch professional shows, which has really focused me on my ambition to become a dance teacher.”
Course Overview
Was PE your favourite subject at school? Do you see yourself working in leisure management, sports coaching, or a profession related to health and fitness?

This two-year full-time course provides a solid understanding of working in the Leisure, Sports and Fitness industries.

As part of the course you will complete an internship at Bolton Leisure Centre one day a week.

What qualification will I gain?
• Sport BTEC Diploma Level 3, which is equivalent to two A-levels
• Fitness & Physical Activity CYQ Award Level 1, which is a fitness instruction qualification
• NPLQ (National Pool Lifeguard Qualification)

I’m interested - what should I do next?
Email Neil Scott (Curriculum Leader for Sport) at neil.scott@boltoncc.ac.uk or call 01204 482 181/195

What’s it about?
The Open Event is all about our Health & Social Care Extended Diploma Level 3 Cadets programme, which has recently launched in partnership with Bolton NHS Foundation Trust.

What will be happening?
During the evening, there will be:
• A simulated emergency involving common wounds/injuries and demonstrations of how to treat them
• Workshops in basic first aid and bandaging
• The opportunity to chat with current Cadets, tutors and members of Bolton NHS Foundation Trust

Course Overview
Do you enjoy looking after others? Would you like to gain hands-on experience at Royal Bolton Hospital?

This two-year programme involves work experience in various wards and departments, giving you valuable insight into working in the modern-day NHS environment.

I’m interested - what should I do next?
To book your place at the event or to find out more about our Health & Social Care Extended Diploma Level 3 Cadets programme, email careservices.email@boltoncc.ac.uk
School Leavers’ Open Event

At Bolton College we offer industry-standard facilities and vocational pathways that lead to Higher Education and employment. With more than 20 subject areas, including over 140 full-time courses and a wide range of Apprenticeships, we can help you pursue your future career.

Thursday 25th February 2016, 4.30pm – 8pm
at Deane Road Campus, BL3 5BG

98% thought the College overall was either ‘good’ or ‘very good’

99% thought the helpfulness of tutors was either ‘good’ or ‘very good’

98% would recommend Bolton College to others

99% thought the organisation of the event was either ‘good’ or ‘very good’

98% thought the standard of College facilities was either ‘good’ or ‘very good’

We gathered information from over 100 prospective learners at our 2015 Open Evenings and this is what they said...

School Leavers’ Apprenticeship Information Events

Monday 8th February 2016, 4.30pm – 6.30pm
Tuesday 15th March 2016, 5pm – 7pm
Saturday 14th May 2016, 10am – 12 noon

What?
An opportunity for you and your parents or guardians to find out everything there is to know about Apprenticeships.

98% thought the helpfulness of event staff was either ‘good’ or ‘very good’

99% thought the organisation of the event was either ‘good’ or ‘very good’

Why?
Nothing paints a picture better than hearing from someone who’s done an Apprenticeship themselves. (And there will be free refreshments.)

What it’s like to be an apprentice
What’s in it for you - including the money!
What sort of grades you need to do an Apprenticeship
How we can help you secure an Apprenticeship
The range of support we offer all of our apprentices
How you can progress once you’ve finished your Apprenticeship

Where?
Bolton College’s Deane Road Campus, Bolton, BL3 5BG

81% of employers say apprentices make their business more productive.

82% of employers think Apprenticeships provide skilled workers for the future.

92% of employers believe apprentices contribute to a more motivated and satisfied workforce, leading to greater loyalty and quality of work.

Find out:

Meet:
Current and former apprentices
Our subject assessors

Read:
School Leavers’ Guide, with all your Apprenticeship options
How to Secure Yourself an Apprenticeship, the ultimate step-by-step guide to becoming an apprentice

To book a place, visit www.bit.ly/apprentice16
For more information on Apprenticeships, turn over.
Apprentice Youth Worker Turns Life Around and Gains National Recognition

Connor Stevenson, 24, has been Highly Commended by the Association of Colleges and the National Apprenticeship Service for his achievements as an apprentice.

Connor, who is currently completing a Level 3 Apprenticeship in Teaching & Learning Specialist Support for Schools, is working as an Apprentice Youth Worker at Raise the Youth Foundation in Bolton.

“Connor is not just your average teaching assistant; he is an inspirational learner.”

Raise the Youth Foundation works with ‘high risk’ young people to help them make positive changes to their lives. After being referred to Raise the Youth as a user, Connor volunteered there for over two years and was then given the opportunity to complete an Apprenticeship.

Ian Hepplewhite, Co-founder of Raise the Youth Foundation, said: “Before joining us, Connor was long-term unemployed and involved in varying levels of substance misuse, criminality and anti-social behaviour, and was distant from the labour market. But his passion for music was his hook into learning. Connor has worked hard to overcome life challenges and academic challenges. We’re all incredibly proud of him.”

Connor, who records his own music and hopes to be a Music Teacher one day, said: “This Apprenticeship has been a real learning curve for me, but the work that I do has given my life purpose and has motivated me to become a better person.”

Marie Gilluley, Principal and Chief Executive of Bolton College, commented: “Connor is not just your average teaching assistant; he is an inspirational learner and a true embodiment of the success an Apprenticeship can bring.”

John Widdowson, President of the Association of Colleges, added: “As a college principal, I know that students across the country are committed to working hard to achieve success. Connor has shown the positive impact Further Education can have and is a true inspiration to us all.”

You can study an Apprenticeship in the following areas...

- Accounting
- Activity Leadership
- Barbering
- Beauty Therapy
- Brickwork
- Business Admin
- Carpentry & Joinery
- Catering & Hospitality
- Childcare
- Clinical Healthcare
- Customer Service
- Design
- Domestic Heating & Ventilation
- Electrical Installation
- Exercise & Fitness
- Facilities
- Hairdressing
- Health & Social Care
- IT
- Lab Technicians
- Management
- Manufacturing
- Marketing
- Nail Technology
- Painting & Decorating
- Plastering
- Plumbing
- Professional Cookery
- Roof Slating & Tiling
- Supporting Teaching & Learning
- Supporting Teaching & Learning (in Physical Education & School Sport)
- Team Leading
- Vehicle Body Repair
- Vehicle Maintenance
- Vehicle Refinishing
- Warehousing & Storage

If you’d like to do an Apprenticeship, get in touch by emailing business@boltoncc.ac.uk or calling 01204 482 036

Check out our current Apprenticeship vacancies at www.boltoncollege.ac.uk/apprenticeship-vacancies
**DID YOU KNOW?**
You can do an Apprenticeship at any time of year!

**Earn & Learn**
It’s a mix of studying at college and learning on the job.

**Start Your Career**
It’s a tried and tested way of getting your foot in the door.

**Get Qualified**
You’ll gain an industry-recognised qualification that is valued by employers.

**Progress to University**
It provides a direct route to higher education and career progression.

**Build a Bright Future**
Those with a Level 3 Apprenticeship earn around £117,000 more over the course of their career than those without!

**Why Choose an Apprenticeship**

After finishing their Apprenticeship, 90% of apprentices stay in employment.

Build a Bright Future


**Start dates are available throughout the year.**
If you’re interested, visit www.bit.ly/workready2016

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**Work-Ready Programme for Adults**

You may be keen to start working and earning money, but are you ready?

Results from a recent survey with a local employer told us that many first-time job candidates:

- Showed little confidence in themselves
- Struggled to communicate during interview
- Failed to sell their key qualities

We have launched a new 9-week scheme that will get you ready for the world of work!

**You will learn…**

**Employability Skills: How to get the job**
- CV Writing
  - Getting the basics right
  - Understanding the job description
  - Tailoring your CV to the role
  - Making the most of your skills, interests and experience

**Customer Service**
- Understanding customer needs
- Understanding good customer service
- How to behave with customers
- How to deal with customer requests

**Interview Techniques**
- How to prepare for an interview
- Importance of knowing key facts about your employer
- Preparing answers to interview questions
- Importance of dress code and punctuality

**Effective Communication**
- Importance of listening
- How to communicate clearly
- Importance of good communication
- Understanding ways of communicating

**Presentation Skills**
- How to prepare a presentation
- Importance of voice, timing and practice
- Controlling your nerves and body language
- Setting objectives and knowing your audience

**Team-Working**
- How to work positively
- How to work as part of a team
- How to reflect on team performance
- How to recognise strengths of team members

**Work Skills: How to keep the job**

Start dates are available throughout the year.
If you’re interested, visit www.bit.ly/workready2016
Access to HE Learner Numbers have Doubled in the Last Year!

Looking for a change in career or progression at work, but haven't been in a classroom for years? Or perhaps A-levels weren't right for you? If so, you might want to consider Access to Higher Education.

Access to HE Diplomas are designed specifically for adults who want to progress to a higher level course, such as a Degree or HND, but may not have the relevant formal entry qualifications or may have been out of the classroom for some time.

Margaret Reibakozaitė
Completed Access to Science

Now studying Biochemistry at Manchester Metropolitan University

I first came to Bolton College as an ESOL Entry Level 3 student. I then progressed to Beauty Therapy – where I realised my interest in biology – and completed my Science GCSE before enrolling on the Access course.

Brian Bainbridge
Completed Access to Humanities & Social Sciences

After I took voluntary redundancy from my job in banking, I wanted to keep my brain ticking over so I came to College. I was keen to do a degree but I'd been out of education for years, so I needed to get my confidence back before taking the plunge.

The course gave me the stepping stones I needed and I went on to achieve a first-class degree in Community Studies!

Almedina Tursic
Completed Access to Therapies for Health

Now studying Podiatry at the University of Salford

There’s a relaxed atmosphere at College and it has everything you need – including a Costa Coffee!

The 24+ Advanced Learning Loan made all the difference. I’ve been to university before, so I was worried that I wouldn’t get funding the second time round, but I didn’t have to worry about the cost at all.

Saul Williams-Wilson
Completed Access to Humanities & Social Sciences

Now studying Applied Psychology at the University of Brighton

The support is really good – the tutors can’t do enough. Whenever you need help, they make time for you.

An Access course really prepares you for university. I’d definitely recommend it.

Almedina Tursic
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Completed Access to Humanities & Social Sciences

Now studying Applied Psychology at the University of Brighton

The support is really good – the tutors can’t do enough. Whenever you need help, they make time for you.

An Access course really prepares you for university. I’d definitely recommend it.

Latest News: Government Announcement for Advanced Learning Loans

In the latest Spending Review the government stated:

“The government will expand tuition fee loans to 19 to 23 year olds at levels 3 and 4, and 19+ year olds at levels 5 and 6 to provide a clear route for learners to develop high-level technical and professional skills.”

**THIS IS POSITIVE NEWS FOR ACCESS TO HE LEARNERS AGED 19+**

Further information will be provided when you attend one of our presentation evenings (see below).

*Subject to final Government confirmation

To browse the brochure or to book your place at our next presentation evening, visit:

www.boltoncollege.ac.uk/access-higher-education

Book your place at our next presentation evening by visiting:

www.boltoncollege.ac.uk/access-higher-education
If you’re 24 or over, you can apply for a 24+ Advanced Learning Loan to help fund your Level 3 or Level 4 course. 24+ Advanced Learning Loans have been introduced to help you pay for some or all of your college tuition fees. Repayments start at £7 a month once you are earning over £21,000 a year.

**VINCENT HIGGINS**

**Intensive Diploma in Complementary Therapies**

I never would have done the course without the 24+ Advanced Learning Loan. I’d recommend it to anyone.

I’m just about to launch the website for my new business – Carma – and without the Loan I wouldn’t be where I am today!

**ANMARIE SMITH**

**Access to Primary Teaching**

Taking out a 24+ Advanced Learning Loan really took the strain off my family’s finances. My husband is the only one who works and earns, and we have three children to support. Being able to do this course has meant that I can upskill and start earning sooner.

The application process for the Loan was really straightforward and self-explanatory. I’d definitely recommend the Loan to others.

**Courses eligible for a 24+ Advanced Learning Loan:**

- Aromatherapy Level 3
- Beauty Therapy Level 3
- Clothes Making Level 3
- Complementary Therapies Level 3
- Hairdressing Level 3
- Health & Social Care Level 3
- Hospitality, Supervision & Leadership Level 3
- Nail Services Level 3
- Photography Level 3
- Professional Cookery Level 3
- Personal Training Level 3

Find out more at [www.boltoncollege.ac.uk/24loancourses](http://www.boltoncollege.ac.uk/24loancourses)

*Average 20% wage gain from possessing a Level 3 qualification. (Source: www.bis.gov.uk)*
Are you ready for Higher Education? We offer a wide range of HE programmes that will give you a head-start in your chosen career – including HNCs, HNDs, Foundation Degrees, Degrees and Postgraduate Teacher Training.

Heather Unsworth
I work for United Utilities as a Network Technician and this course has contributed to my professional development. The practical activities, such as taking part in site surveying procedures, are relevant to what I do for my job, and I’ve been able to take a break in studying to have my baby. I’d recommend the course – it’s worth doing!

Peter Teehan
I currently work as a Joiner, and my employer was keen to promote me to a supervisory position so they paid for me to do the HNC. I loved the course; the tutors are real characters with loads of industry experience. We learnt essential theory, went on surveying site visits and even built spaghetti bridges! I’d definitely recommend this course – it’ll get you a better job.

Connor Kerr
The tutor has real industry experience so I’ve learnt a lot about the trade. The course is hard work but I’ve made lots of friends too. I’d definitely recommend it. My ambition is to work abroad as a Quantity Surveyor.

Shabaana Raja
I’d recommend this course because it’s a quicker and cheaper route than studying at university. The tutors are very helpful and knowledgeable too, and there are loads of online resources. My ambition is to have my own computing business and work as an IT Engineer.

Lynwen Morris
The small class sizes mean that the teaching is informal, with plenty of work-based discussion. I’m currently working as a Trainee Healthcare Play Specialist at RJAH Orthopaedic Hospital in Shropshire. Some of us travel a long way to get here, but the course content is really relevant to our jobs.

For more information about any of our HE courses, visit www.boltoncollege.ac.uk/he

Turn over for our new programmes starting in 2016! www.boltoncollege.ac.uk/he
New for 2016!

HNC in Manufacturing Engineering (Part-time)
To be an Engineer, you need to use mathematics and science to understand the world around you, and to design products and systems which provide solutions.

To help you progress towards success in this dynamic industry, this course will build on your skills and knowledge of testing, maintenance, design and manufacture. You will learn from industry experts in our £4.3 million STEM Centre.

HNC in Electrical / Electronic Engineering (Part-time)
Want to maintain a competitive position in the global marketplace, it is important for businesses to keep abreast of the latest developments in electronic and electrical technologies. This course, delivered in our £4.3 million STEM Centre, will equip you with technical knowledge and transferable skills that employers are looking for.

HND in Public Services* (Full-time)
If you’re keen to enter a profession allied to public services – perhaps the role of Police Officer or a position within the field of criminology – then this qualification will give you a strong advantage.

The course will equip you with a sound understanding of the public services and allied professions, from both a theoretical and practical perspective.

HNC in Electrical / Electronic Engineering (Part-time)
Want to maintain a competitive position in the global marketplace, it is important for businesses to keep abreast of the latest developments in electronic and electrical technologies. This course, delivered in our £4.3 million STEM Centre, will equip you with technical knowledge and transferable skills that employers are looking for.

BA (Hons) Working in Integrated Services with Children & Young People (Part-time) Validated by the University of West London*
This one-year top-up degree is designed for those who wish to convert their relevant foundation degree into a BA (Hons). The course will enable you to build on what you have learnt at Levels 4 and 5, and extend your knowledge and understanding of the skills necessary for working with children and young people at graduate level.

BSc (Hons) Exercise, Physical Activity & Health (Full-time) Delivered in partnership with the University of Salford*
This course has been designed to develop your understanding of exercise physiology, health psychology, policy and nutrition – helping you to produce practical solutions to improve health through physical activity and exercise. You will also become familiar with the factors that can affect the decision to exercise.

The course team works in collaboration with several industry partners, including Wigan Primary Care Trust, Manchester Velodrome and NIKE.

BSc (Hons) Social Policy (Full-time) Delivered in partnership with the University of Salford*
This course focuses on the way in which social issues and policies impact on the well-being of individuals, families and groups in society. With guidance from industry-experienced tutors, you will explore a rich variety of social issues including poverty, ethnicity, health, gender, housing and social exclusion.

The course will provide a strong foundation of knowledge for employment in many sectors and is a recognised gateway to professions such as social work or teaching.

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The course will provide a strong foundation of knowledge for employment in many sectors and is a recognised gateway to professions such as social work or teaching.

*Subject to validation
Start 2016 with a splash of colour! Our range of courses will allow you to explore your artistic potential and develop your creative talents.

Ceramics, Pottery & Stained Glass continued...

- Ceramics - Pinch Pots
  - £30
  - CR001

- Ceramics - Press Moulding
  - £30
  - CR002

- Ceramics - Slab Building
  - £30
  - CR003

- Ceramics - Throwing
  - £30
  - CR004

- Ceramics - Workshop
  - £99
  - CR005

- Pottery Workshop
  - £99
  - CR006

- Stained Glass Workshop
  - £80
  - CR007

- Stained Glass Workshop
  - £80
  - CR008

Photography Diploma Level 3

Do you enjoy capturing the moment? Would you like to master the delicate art of photography?

You will learn about:

- Using Camera Techniques to Creatively Control Visual Outcomes
- Image Processing, Manipulation & Storage
- Studio, Documentary, Location & Portrait Photography
- Experimental Photographic Imaging
- Employment in the Creative Media Sector

Velcro®

For further course information and how to enrol visit, www.boltoncollege.ac.uk/adult-art

Sinead Riley
Former pupil of Little Lever School
Design Apprenticeship Level 3

I chose to do an Apprenticeship instead of going to university. I design sportswear on a daily basis as a graphic designer, and I’ve learnt so much about 3D work from my colleagues. An Apprenticeship offers the best of both worlds: a real job and a nationally recognised qualification!

If you’re interested in doing a Design Apprenticeship, email business@boltoncc.ac.uk
Our industry-experienced tutors will help you sharpen your financial skills and become more desirable to employers.

Matthew Roche
Former student of Runshaw College

The course has covered everything I wanted and the tutor is excellent. There's great interaction in the class and the facilities are really good.

I currently work at Forshaw Land & Property Group, and I hope to complete all of the AA T levels before studying to become a Chartered Accountant.

Rebecca Vickers
Former student of Turton Sixth Form College

The tutors are excellent and the content of the course is really good; each subject is covered in depth and it's taught in a way that's relevant to the real work environment.

I work at Keoghs and I've recently been promoted owing to my achievement at Level 3! After I've completed my Level 4 I want to become a qualified Accountant.

Ashley Emmason
Former pupil of Mount St Joseph's

I like the balance offered by an Apprenticeship – being able to study at College and then apply what you've learnt at work. It gives you independence but there's also support there if you need it.

I'd recommend taking the Apprenticeship route. The combination of work and study makes for a win-win situation!

Tracy Alder
Former pupil of Westhoughton High School
Customer Service Apprenticeship Level 3
Working as Enrolments Officer at Bolton College

I was already working at Bolton College when I decided to do the Apprenticeship. It involved on-the-job training, so it was the best way for me to learn while still getting things done at work! My work duties fit in perfectly with the evidence required, so it was easy for me to build my portfolio.

I learnt a lot doing the Apprenticeship, including health and safety as well as essential customer service skills.

Business & Accounting

You can start an Apprenticeship at any time of the year!

For further course information and how to enrol visit, www.boltoncollege.ac.uk/adult-business

If you're interested in doing an Apprenticeship, give us a call on 01204 482 036, email us at business@boltoncc.ac.uk or check out our current vacancies at www.boltoncollege.ac.uk/apprenticeship-vacancies

Apprenticeship opportunities in:

Accounting - Business Administration - Customer Service Management - Marketing - Team Leading

For courses marked with a £ you can pay online via www.ticketsource.co.uk/boltoncollege

Please note that these courses are non-refundable unless the College cancels the course.
Whatever your resolution for 2016, we can help you get more creative in the kitchen or teach you the culinary skills required for a career in the industry.

Find out more at www.boltoncollege.ac.uk/24-loans

Are you 24 or over?

Take out a 24+ Advanced Learning Loan and you won’t have to pay back a penny until you’re earning over £21,000 a year!

“The application process was easy, and I was granted funding within two weeks.” Gareth Bates

Find out more at www.boltoncollege.ac.uk/24-loans

**Catering & Hospitality**

**Professional Cookery Diploma Level 3**

This course will take your skills to the next level and enhance your CV, making you more employable at a higher level of the kitchen brigade.

You will learn about:

- Supervisory Skills
- Menu Planning
- Food Safety
- Health & Safety
- Team Work

For further information about both courses, email margaret.featherstone@boltoncc.ac.uk

**Hospitality, Leadership & Supervision Diploma Level 3**

Have you got previous experience of working in the catering and hospitality trade?

If you are keen to progress within management, this course will provide you with official accreditation. You can specialise in either Food Preparation & Cooking or Front of House, and choose from the following units:

- Food Production
- Food Service
- Drinks Service
- Generic Management Responsibilities
- Customer Service

**Penney Charnock**

Former pupil of Harper Green School

Catering Apprenticeship Level 2

Working for Catering Academy

I was already working in the College café when I heard about the Apprenticeship. I didn’t know anything about cooking when I started, but everything was shown and explained to me.

After completing my Apprenticeship I was promoted to Assistant Cook, and now I’m Kitchen Supervisor! Doing the Apprenticeship has given me so much confidence, as well as a qualification to show for my skills and experience. One day I’d like to open up my own little café.

You can start an Apprenticeship at any time of the year!

Apprenticeship opportunities in: Catering & Hospitality – Professional Cookery

If you’re interested in doing an Apprenticeship, give us a call on 01204 482 036, email us at business@boltoncc.ac.uk or check out our current vacancies at www.boltoncollege.ac.uk/apprenticeship-vacancies
From make-up and nail art to massage and skincare, our wide variety of courses will introduce you to new therapies and techniques to try out this New Year.

You can start an Apprenticeship at any time of the year!

Molly Burbidge
Former pupil of Harper Green School
Beauty Therapy Apprenticeship Level 3
Working at Beauty on Wheels

I decided to do an Apprenticeship because I wanted to experience the industry and start earning money. I also wanted to build my confidence working with clients, and it’s great because they treat you like a fully qualified therapist!

An Apprenticeship is a really good way to get your foot in the door. I plan to stay on with my employer and also study Beauty Level 4, so that I can learn more advanced techniques such as micropigmentation.

Beauty Therapy Certificate Level 3
Do you see yourself working in a salon or spa, on a cruise liner or as a freelance Beauty Therapist?

This course covers:
- Body Massage
- Client Communication
- Facial Electrotherapy
- Health & Safety
- Microdermabrasion

Complementary Therapies Diploma Level 3
Complementary therapy is now recognised by the NHS for its involvement in maintaining good health.

This course explores:
- Anatomy, Physiology & Pathology
- Aromatherapy
- Body Massage
- Business Practice for Complementary Therapists
- Reflexology

Nail Services Certificate Level 3
Want to work as a qualified Nail Technician? This course will teach you how to enhance the appearance of natural nails and produce nail art.

You will learn about:
- Air Brushing
- Creating Images & 3D Effects
- Fibreglass
- Gel Overlays
- Sculptured Gel & Acrylic

If you’re interested in doing an Apprenticeship, give us a call on 01204 482 036, email us at business@boltoncc.ac.uk or check out our current vacancies at www.boltoncollege.ac.uk/apprenticeship-vacancies
### Complementary & Beauty Therapy

#### Beauty Therapies

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**Cost of course, if aged 24 or above. A 24+ Advanced Learning Loan may be available.**

£1,645 AV

#### Complementary Therapies

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**Cost of course, if aged 24 or above. A 24+ Advanced Learning Loan may be available.**

£941 AV

For further course information and how to enrol visit, [www.boltoncollege.ac.uk/adult-beauty](http://www.boltoncollege.ac.uk/adult-beauty)

Keen to progress to Higher Education but not quite ready? Check out our Access to Sports Therapy course at [www.boltoncollege.ac.uk/access](http://www.boltoncollege.ac.uk/access)
Computing & IT

We are living in a digital age, so studying IT this New Year could be a smart career move. Whatever your level, we will have a course to suit you.

Samuel Evans
Former pupil of St James’ C of E High School

HND in Computing & Systems Development (including Gaming)

Studying the HE course at College is a cheaper option than going to university and the class sizes are smaller, which means you get lots of one-to-one time with the tutor. The tutors are really helpful and we haven’t had any exams; you’re assessed solely on coursework.

My ambition is to one day work as a Website Developer.

Are you ready for Higher Education?

Check out our HND in Computing & Systems Development (including Gaming) at www.boltoncollege.ac.uk/he

You can start an Apprenticeship at any time of the year!

If you’re interested in doing an Apprenticeship, give us a call on 01204 482 036, email us at business@boltoncc.ac.uk or check out our current vacancies at www.boltoncollege.ac.uk/apprenticeship-vacancies

Stephen Barker
Former pupil of Westleigh High School

IT Apprenticeship Level 3

Working at Train Locksmiths

I’m involved in so many areas of the business – such as monitoring social media and improving the website’s SEO. It’s great to be a valued member of the team.

There’s loads of flexibility with the Apprenticeship route – my tutor let me choose which units I wanted to study, so that I could tailor my learning to suit what’s required of me in my job.

I’d recommend doing an Apprenticeship. If you’re not sure what you want to do, an Apprenticeship gives you the best of both in terms of paid work experience and studying for a nationally recognised qualification.

Computers & IT - Just the jobs.

Computers & Digital Skills

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<th>Computer &amp; Digital Skill</th>
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Microsoft Office - Specialist Online Courses

Microsoft Office Specialist in Excel 2010 | £ | Fri | 08/04/2016 | Various | TBA | TBA | £120 | £0 | QU001-IS29 | DR |
Microsoft Office Specialist in Excel 2010 | £ | Fri | 08/04/2016 | Various | TBA | TBA | £120 | £0 | QU001-IS23 | DR |
Microsoft Office Specialist in Word 2013 | £ | Various | 23/02/2016 | Various | TBA | TBA | £120 | £0 | QU001-IS01 | DR |

For further course information and how to enrol visit www.boltoncollege.ac.uk/adult-computing
Develop your practical skills this New Year by learning from industry-experienced tutors in well-equipped workshops.

If you tend to think logically and are interested in the design and construction of buildings on a large scale, our range of HE courses can help prepare you for a high-level position in the sector.

HNC in Civil Engineering (two years, part-time)
If you’d like to pursue a career in Civil Engineering, this Level 4 course will equip you with essential skills in critical reasoning and analysis.
• Applied Mathematics
• Engineering Geology & Soil Mechanics
• Science & Materials
• Site Surveying Procedures
• Structural Analysis & Design

HNC in Construction (two years, part-time)
If you’d like to enter a career in Architecture, Surveying, Planning, Maintenance or Construction Management, this Level 4 course will provide you with a strong foundation.
• Applied Mathematics
• Construction & Maintenance of Buildings
• Health, Safety & Welfare
• Measuring, Tendering & Estimating
• Technology of Complex Buildings

HND in Civil Engineering (two years, full-time)
If you’re serious about working in Civil Engineering, this in-depth Level 5 course is the ideal launch pad for a rewarding career in the industry.
• Advanced Civil Engineering
• Computer Aided Design (CAD)
• Conversion & Adaptation of Buildings
• Hydraulic Principles & Applications
• Law & Contract

Are you ready for Higher Education?
To find out more about the courses listed above, visit www.boltoncollege.ac.uk/he

Overall HE success rate of 91%
### Counseling

Whether you’re simply curious about counselling or are undertaking serious steps to pursue it as a career, our courses cater for absolute beginners and progress up to Level 3.

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For further course information and how to enrol visit, [www.boltoncollege.ac.uk/adult-counselling](http://www.boltoncollege.ac.uk/adult-counselling)

### Education & Teacher Training

If you’d like to work in education – either in the UK or abroad – our training courses will prepare you for a career in this rewarding sector.

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For further course information and how to enrol visit, [www.boltoncollege.ac.uk/adult-teaching](http://www.boltoncollege.ac.uk/adult-teaching)

### Testimonials

**Zhaheda Hanif**

I progressed from Level 1, which provides a good introduction to the sector.

The teaching is great; the course involves a nice mix of theory and practice. I’m volunteering at Home-Start and Age UK to get some practical experience, and I’d eventually like to pursue a career in counselling.

**Paul Devine**

The College has a good reputation, so I came here to study Level 2 and have since progressed. I like the combination of teaching and application, and the support has been excellent. The tutors are very experienced, and the small class sizes and well-equipped classrooms provide a good learning environment.

At the moment I’m a secondary school teacher, but one day I’d like to open my own private counselling practice.

**Zainab Hassan**

The course is really flexible. Although it’s intensive, it fits around my family commitments and I’m able to keep working. I currently work as an interpreter, but I’d like to progress onto the Diploma once my kids have grown up and then work as an ESOL teacher.

**Sirin Musa**

The tutor was absolutely brilliant; we had so much support. If you’re not sure whether teaching is for you, I’d recommend this course; it gives you a taste of what is involved in teaching and helps you make your mind up. I’ve since progressed onto the PGCE and my ambition is to become a Science Teacher!

### Are you ready for Higher Education?

Check out our BSc (Hons) Social Policy at [www.boltoncollege.ac.uk/he](http://www.boltoncollege.ac.uk/he)
Languages & Sensory Development

Whether you'd like to enrich your holiday experience or improve your communication skills in business, we can help you broaden your language horizons this New Year!

Alison King

I've always wanted to speak Spanish and this course has helped me to do it. The teaching is inspiring; it has really built my confidence.

I went to Barcelona in February, and was able to order food and buy rail tickets! I can even talk to Spanish friends now through social media.

Spanish Intermediate

For courses marked with a £ you can pay online via www.ticketsource.co.uk/boltoncollege

Please note that these courses are non-refundable unless the College cancels the course.

Deaf Awareness

- An Introduction

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If you would like to enrol or discuss a course further, please email info@boltoncc.ac.uk, call 01204 482 000 or visit www.boltoncollege.ac.uk/adult-bsl

French

- Beginners

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German

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Italian

- Beginners

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<th>Start Time</th>
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<th>Tuition Fees</th>
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<th>Study Centre</th>
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Spanish

- Beginners

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<td>E0</td>
<td>DR</td>
</tr>
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</table>

For further course information and how to enrol visit, www.boltoncollege.ac.uk/adult-euro-languages
You will be learning from industry experts in training facilities approved by Wella Professionals and the British Barbers’ Association.

Hair Services VRQ Diploma Level 3

Develop your creativity and independence as a Stylist by gaining specialist hairdressing skills, including the latest techniques in cutting and colouring.

You will learn about:

• Colouring, Styling & Dressing Hair Using a Variety of Techniques
• Cutting Women’s Hair to Create a Variety of Looks
• Promoting & Selling Products & Services to Clients
• Consultation Support for Colleagues on Hair Services
• Monitoring and Maintaining Health & Safety Practice in the Salon

You will be able to practise your skills in client-based practical sessions.

Are you 24 or over?

Take out a 24+ Advanced Learning Loan and you won’t have to pay back a penny until you’re earning over £21,000 a year!

If you’re struggling financially but are keen to further yourself professionally, the Loan is ideal.

Norin Khan

Find out more at www.boltoncollege.ac.uk/24-loans

Hairdressing Apprentices gear up for National Apprenticeship Week 2016

Following the success of last year’s end-of-year catwalk showcasing the next generation of hair stylists, planning is already underway for the next one, which will take place during National Apprenticeship Week 2016.

If you or your child have applied to study Hairdressing, or if you’re curious to find out more, why not come along on the night and check out the styles for yourself? The Showcase will be hosted at our Deane Road Campus at 6pm on Monday 14th March 2016.

Apprenticeship opportunities in: Barbering - Hairdressing

If you’re interested in doing an Apprenticeship, give us a call on 01204 482 036, email us at business@boltoncc.ac.uk or check out our current vacancies at www.boltoncollege.ac.uk/apprenticeship-vacancies

Hairdressing & Barbering

The Academy (our suite of professional hair and beauty salons) has been approved by Wella Professionals and the British Barbers’ Association.

As well as providing an authentic learning environment, The Academy is also open to the public. So, if you fancy a new look for 2016, why not check out our list of services and treatments?

www.boltoncollege.ac.uk/the-academy

Hairdressing & Barbering – Just the job.

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee Code</th>
<th>Day &amp; Start Date</th>
<th>Start Time</th>
<th>Hrs</th>
<th>Wks</th>
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<th>Other Fees</th>
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<td>£53</td>
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<td>£35</td>
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Cost of course, if aged 24 or above. A 24+ Advanced Learning Loan may be available. £1,645 AV

For courses marked with a £ you can pay online via www.ticketsource.co.uk/boltoncollege

Please note that these courses are non-refundable unless the College cancels the course.

Hairdressing & Barbering

Barbering - Advanced Cutting, Styling & Shaving Techniques | E Mon | 15/02/2016 | 11:00 | 5 | 1 | £85 | £0 | HD099-IG02 | DR |
| Barbering - Advanced Cutting, Styling & Shaving Techniques | E Mon | 11/07/2016 | 18:00 | 3 | 1 | £65 | £0 | HD027-IG01 | DR |
| Barbering - Cut Throat Shaving | E Mon | 07/03/2016 | 18:00 | 3 | 2 | £95 | £0 | HD027-IG02 | DR |
| Barbering - Cut Throat Shaving Techniques | E Mon | 04/07/2016 | 18:00 | 3 | 2 | £95 | £0 | HD099-IG04 | DR |
| Colour Correction Techniques | E Mon | 14/03/2016 | 17:00 | 4 | 1 | £75 | £0 | HD131-IG01 | DR |
| Colour Refresher - for the Hairdresser | E Mon | 15/02/2016 | 17:00 | 4 | 1 | £65 | £0 | HD025-IG03 | DR |
| Colouring Hair - An Introduction | E Mon | 18/01/2016 | 17:30 | 3 | 2 | £95 | £0 | HD035-IG01 | DR |
| Hairdressing & Hair Styling | Bridal Hair Styling | E Wed | 11/05/2016 | 17:30 | 3 | 1 | £49 | £0 | HD304-IG01 | DR |
| Bridal, Party & Prom Hair Styling Techniques | CL Tue | 19/01/2016 | 18:00 | 2 | 8 | £53 | £0 | HD016-CLPC | BF |
| Cutting Refresher for the Hairdresser | E Mon | 15/02/2016 | 10:00 | 5 | 1 | £65 | £0 | HD029-IG03 | DR |
| Hair-Up Styling | E Mon | 15/02/2016 | 17:30 | 3 | 1 | £49 | £0 | HD030-IG03 | DR |
| Micro Weave Hair Extensions | E Mon | 08/02/2016 | 17:30 | 3 | 1 | £100 | £50 | HD130-IG04 | DR |
| Micro Weave Hair Extensions | E Thu | 24/03/2016 | 17:30 | 3 | 1 | £100 | £50 | HD130-IG05 | DR |
| Micro Weave Hair Extensions | E Wed | 15/06/2016 | 17:30 | 3 | 1 | £100 | £50 | HD130-IG06 | DR |

Find out how to professionally apply and remove hair extensions on either a model or a head block.
There is a continuing demand for skilled health, social care and childcare workers, and our courses support the needs of these vital sectors.

**Health & Social Care Level 3**

If you’re already working in the sector, this qualification will validate your skills. You can choose between three pathways (Generic Health & Social Care, Dementia or Learning Disability), according to your area of interest.

You will learn about the following topics within Health, Social Care and Children’s & Young People’s Settings:

- Engaging in Personal Development
- Good Practice in Handling Information
- Implementing Duty of Care
- Implementing Health & Safety
- Person-Centred Approaches
- Principles of Safeguarding & Protection
- Promoting Communication
- Promoting Equality & Inclusion
- The Role of the Health & Social Care Worker

**Foundation Degree in Healthcare Play Specialism**

**Abigail Roberts**

The tutors are really nice and supportive, and classes are chatty and relaxed. The course content is challenging but it covers essential areas of child development, and applies directly to the work we do on placement. I currently work three days a week in a special needs school and one day a week at Leeds General Infirmary. This course is really focused and prepares you for the role – I’d recommend it!

**Stacy Gallagher**

Childcare Apprenticeship Level 3 Working at Wellington Villa Nursery

I’d recommend doing an Apprenticeship; you get a lot more experience. Some of my friends have completed the full-time Level 3 course, but I’ve got the upper-hand in terms of skills because I’ve had authentic work experience. I’d like to get promoted to Room Leader!

**Nina Johnson**

Owner of Wellington Villa Nursery

Stacy is doing so well; she has worked really hard. The College is incredibly thorough, and working with the assessor has been brilliant. Stacy’s not leaving us now she’s trained!

**Apprenticeship opportunities in:**

Childcare - Clinical Healthcare - Health & Social Care

If you’re interested in doing an Apprenticeship, give us a call on 01204 482 036, email us at business@boltoncc.ac.uk or check out our current vacancies at www.boltoncollege.ac.uk/apprenticeship-vacancies
Level 3 Motorsports learner lands Apprenticeship with Audi

Kevin Chin was in the midst of his Motorsports Level 3 course when Bolton College’s Motor Vehicle department gave him the opportunity to apply for an Apprenticeship with luxury vehicle manufacturer Audi.

Peter Alstead, Head of Motor Vehicle at Bolton College, said: “We encouraged Kevin to apply for the Apprenticeship with Audi because it’s a fantastic opportunity. Our number one priority is to help learners reach their full potential and progress onto a rewarding career in the industry – even if it means them leaving us early to move onto bigger and better things. The learners’ success is paramount, and having gained a solid foundation with us I am confident that Kevin will go on to achieve great things at Audi.”

Kevin is now doing a Motor Vehicle Maintenance & Repair Level 2 Apprenticeship and working as an Apprentice Motor Vehicle Technician.

You will be learning in our industry-standard STEM Centre, opened in 2014, within fully equipped workshops that replicate the workplace.

Motor Vehicle & Engineering

You can see yourself working in engineering, using the latest design technology? If you’re good with computers, then this course is a good place to start.

You’ll learn about:

- Creating & Inserting Blocks into a Drawing
- Creating & using Prototypes
- Drawing Objects using Arc, Line, Circle, Polylime, Text, Polygon & Rectangle
- Editing Objects using Copy, Move, Erase, Sketch, Array, Mirror, Rotate & Scale
- Safety & Security when using Computer Systems
- System Hardware & Software Requirements
- Using Drawing Aids for Accuracy

Motor Vehicle & Engineering - Just the Job.

For courses marked with a £ you can pay online via www.ticketsource.com/boltoncollege

Please note that these courses are non-refundable unless the College cancels the course.

Motor Vehicle

<table>
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<td>Motor Vehicle Maintenance &amp; Repair IMI Award Level 1</td>
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<td>MV017-IG02</td>
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<td>£78</td>
<td>Classic Car Restoration</td>
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For further course information and how to enrol visit, www.boltoncollege.ac.uk/adult-motor
If you’re keen to pursue a career in the health and fitness industry, our dedicated courses could make it happen in 2016!

**Fitness Instruction CYQ Certificate Level 2**

This course, led by an industry-experienced tutor, is focused on gym-based exercise and will enable you to become a fully qualified Fitness Instructor.

You will learn about:

- Anatomy & Physiology for Exercise
- Health, Safety & Welfare in a Fitness Environment
- How to Support Clients who take part in Exercise & Physical Activity
- Planning & Instructing Gym-Based Exercise
- Principles of Exercise, Fitness & Health

**Personal Training Certificate Level 3**

This course builds on knowledge and skills developed at Level 2, helping you work towards becoming an advanced fitness professional – when you can enrol on the Register for Exercise Professionals.

You will learn about:

- Applying the Principles of Nutrition to a Physical Activity Programme
- Delivering Personal Training Sessions
- Exercise Programming for Sports Conditioning
- Planning & Delivering Group Exercise Sessions in the Outdoor Environment
- Programming Personal Training with Clients

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<tr>
<th>Sport &amp; Fitness - Just the Job</th>
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<th>Start Date</th>
<th>Start Time</th>
<th>Hrs</th>
<th>Wks</th>
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Cost of course, if aged 24 or above. A 24+ Advanced Learning Loan may be available. £1,417 AV

For further course information about these courses, email neil.scott@boltoncc.ac.uk

**Apprenticeship opportunities in:**

- Activity Leadership (Coaching) - Exercise & Fitness
- Supporting Teaching & Learning (in Physical Education & School Sport)

If you’re interested in doing an Apprenticeship, email us at business@boltoncc.ac.uk or check out our current vacancies at www.boltoncollege.ac.uk/apprenticeship-vacancies

For general enquiries, email info@boltoncc.ac.uk or call our main reception at Deane Road Campus on 01204 482 000
Students aged 16 to 18
Please enquire about the College Bursary scheme, which is available to some vulnerable groups of learners and also to those students living in families with an annual income of £25,000 or less.

Students aged 19 or older
The College seeks to help students who are on an annual income of under £21,000 for a single person or under £25,000 with a partner, or students who receive an income–based benefit, with some of the costs associated with studying (e.g. childcare and travel) through our Learner Support Funds. The fund is limited, so early application is advised. For further details call Student Services on 01204 482 182 or pop in to our Deane Road Campus.

Paying For Your course
Once you have completed an enrolment form, you will be asked to pay any fees that apply. You can pay for your course yourself or the fees can be met via a loan (see pages 26 and 27) or through your employer/training provider. PLEASE NOTE: Some Level 3 and 4 full-cost courses may be eligible for 24+ Advanced Learning Loan funding via another provider.

FEES: College course fees are charged on an annual basis and are payable before the start of the course. A two-year course will therefore incur two ‘annual payments’.

If you pay for the course yourself
You can pay for the whole course in cash, with a cheque or by debit/cash card. If your course is longer than 12 weeks and costs £150 or more, you can pay in instalments (providing that it is not a FULLCOST course). The total amount of your course will be split into 6 equal payments, the first of which you will pay at enrolment. The next 5 payments will need to be made on the 1st of the next 5 consecutive months. If you enrol on a short course or start the course late, you may be required to pay your total fees in fewer than 6 instalments.

PLEASE NOTE: All course fees must be paid in full before the course end date, and there may be charges for instalment plans.

For courses marked with a £ you can pay online via www.ticketsource.com/boltoncollege Please note that these courses are non-refundable unless the College cancels the course.

Courses marked with an € require an interview. You can still pay online for these but please note that if you pay for a course without attending an interview and receiving an offer of a place, your booking will be cancelled and you will receive a refund minus the administration fee.

If your employer or training provider is paying for your course
If your employer is paying your fees by invoice, you must bring proof of this on the employer’s letter–headed paper or a purchase order showing the complete address of where the invoice should be sent. If you are an apprentice with another training provider, you should bring a letter confirming this on letter–headed paper and your National Insurance number.

Other Help with Fees
If you are currently unemployed, we may be able to help with the costs of course fees. Call us to find out more on 01204 482 182 or pop in to our Deane Road Campus.

FREE MEALS FUND: Some students aged 16–18 (on 31st August 2015) and some 19–25 year olds with Learning Difficulties (LDA) or Education, Health & Care Plan needs (EHC Plan) may be eligible for FREE college meals – depending on the benefits they or their family receive. Please visit www.boltoncollege.ac.uk for details and apply using the College’s 16–18 Financial Support application form, provided by Student Services.

Financial Support & Childcare
Please bring relevant documentation with you to enrolment.

If you are paying for your course with a 24+ Advanced Learning Loan
Please bring your Learning & Funding Information Letter and your awarding letter from the Student Loans Company with you when you enrol. You must be asked to sign a fee Payment – 24+ Advanced Learning Loan form. Please see pages 26 and 27 for more information on the loan scheme available to students aged 24 and over, studying at Level 3 or 4 (but not an HE course).

PLEASE NOTE: All learners enrolling on an Adult Skills Budget Class-Based course at Level 2 or above (ASB-CB or ASB-C) must bring their prior qualification certificates with them to enrolment.

Learners will not be able to enrol without this information. If you have lost any certificates, please contact your school or exam board. The main exam boards are: OCR (www.ocr.org.uk), Edexcel (www.edexcel.com) and AQA (www.aqa.org.uk).

Refunds
If a course is cancelled, or if there is an administration error made by the College, resulting in an overcharge to the student, a full refund/overcharge element will be paid to the student. No other circumstances will result in a refund.

Childcare Facilities
Oftsed–registered childcare facilities are provided at our Deane Road Campus. They cater for children aged from 8 weeks to 5 years. For information on places available and how to apply, call our Childcare Centre on 01204 482 196 or email audrey.west@boltoncollege.ac.uk

There is a charge for using the College childcare facilities but you may be entitled to receive help towards these costs. You may also be entitled to receive help towards the cost of childcare if your child is placed with an Oftsed–registered childcare provider external to the College. For further details, call Student Services on 01204 482 182 or pop in to our Deane Road Campus.

Disclaimer: Every care has been taken to ensure that the information contained within this guide was accurate at the time of printing. Bolton College is constantly evaluating its services to meet the needs of learners; therefore courses, resources and facilities may be subject to change without prior notice.

Childcare

Community Learning:

Learners who are studying on a Community Learning (CL) course may be entitled to concessions on fees if they fall into one of the following groups:

Your current circumstances:

| Job Seekers’ Allowance (studying under 16 hours) | Letter from the Job Centre stating that you receive JSA, and your National Insurance number. |
| Employment & Support Allowance (Work Related) | Letter from the Job Centre stating the Category you are in, and your National Insurance number. |
| Employment & Support Allowance (Support Category) | Letter from the Job Centre stating the Category you are in, and your National Insurance number. |
| Income Support | Most recent letter from the Benefits Agency stating that you receive income support. Fees will not be reduced if the letter is not in your name. |
| Housing Benefit | Letter from your local authority confirming that you receive this benefit. Fees will not be reduced if the letter is not in your name. |
| Council Tax Benefit | Council Tax bill or award letter from your local authority confirming that you receive this benefit. The Single Person Discount does not entitle you to reduced fees. Fees will not be reduced if the bill or letter does not state your name. |
| Working Tax Credit (household income under £16,000) | Full 2015/16 awarding letter showing your payment award. The fee reduction only applies to the unemployed partner named on the awarding letter. |
| Widow(er)s in receipt of Pension (50% reduction of tuition fee) | Letter detailing pension or bereavement allowance you receive. |
| Over 60s who are not working (50% reduction of tuition fee) | Proof of age e.g. Bus Pass, Birth Certificate, Passport or Driving Licence. |
| Asylum Seekers | You must have been resident in the UK for 6 months or more. You will need to bring your Application Registration Card (ARC) and a post office receipt issued in the same month as your enrolment. |

Please note: If you have been resident in the UK for less than 6 years, you will need to bring your Home Office documents with you to enrolment, confirming that you have indefinite leave to remain. If you are unable to provide the documents, you may be asked to pay for your course. Please speak to a member of staff before you enrol.

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Fees & Payments

You may be entitled to free or reduced tuition fees when you study with Bolton College. This entitlement is based on age, income (linked to benefits received), qualifications already held and the type of course you want to study. Evidence confirming that you meet a concession will be required when you come to enrol, and please note that some extra costs for materials and other fees may still be charged.

Aged 16 to 18
If you are aged over 16 and under 19 (on 31st August 2015), meet UK residency criteria and are taking a Further Education course, you should not be required to pay any course fees, though some extra costs for materials and other fees may be charged. This concession does not apply to FULLCOST (£) or HE courses.

Aged 19 or older
Learners who are studying an ASB-CB or a CLFS course may be entitled to concessions on fees if one of the following applies (please see the Community Learning table below for evidence requirements):

• You receive Job Seekers’ Allowance and are taking the course to help find employment.
• You receive Employment Support Allowance (work-related activity group) and are taking the course to help find employment.
• You receive Income Support, ESA (Support Group), Housing Benefit, Working Tax Credit (conditions apply), are unemployed and are taking the course to help find employment.
• You receive Universal Credit and are unemployed and taking the course to help find employment.
• You are enrolling on a Literacy, Numeracy, GCSE English or GCSE Maths course and you don’t already have a grade A*–C.

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Community Learning: Learners who are studying on a Community Learning (CL) course may be entitled to concessions on fees if they fall into one of the following groups:

| Your current circumstances: | Evidence must be dated within 6 months of your enrolment date and you will also need to bring a form confirming your employment and/or benefit status when you enrol. Course costs will not be reduced if you do not provide the correct evidence when you enrol. |
| Job Seekers’ Allowance (studying under 16 hours) | Letter from the Job Centre stating that you receive JSA, and your National Insurance number. |
| Employment & Support Allowance (Work Related) | Letter from the Job Centre stating the Category you are in, and your National Insurance number. |
| Employment & Support Allowance (Support Category) | Letter from the Job Centre stating the Category you are in, and your National Insurance number. |
| Income Support | Most recent letter from the Benefits Agency stating that you receive income support. Fees will not be reduced if the letter is not in your name. |
| Housing Benefit | Letter from your local authority confirming that you receive this benefit. Fees will not be reduced if the letter is not in your name. |
| Council Tax Benefit | Council Tax bill or award letter from your local authority confirming that you receive this benefit. The Single Person Discount does not entitle you to reduced fees. Fees will not be reduced if the bill or letter does not state your name. |
| Working Tax Credit (household income under £16,000) | Full 2015/16 awarding letter showing your payment award. The fee reduction only applies to the unemployed partner named on the awarding letter. |
| Widow(er)s in receipt of Pension (50% reduction of tuition fee) | Letter detailing pension or bereavement allowance you receive. |
| Over 60s who are not working (50% reduction of tuition fee) | Proof of age e.g. Bus Pass, Birth Certificate, Passport or Driving Licence. |
| Asylum Seekers | You must have been resident in the UK for 6 months or more. You will need to bring your Application Registration Card (ARC) and a post office receipt issued in the same month as your enrolment. |