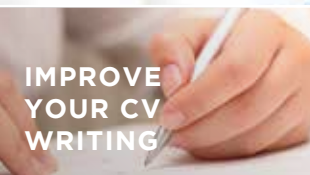


HEART OF WORCESTERSHIRE COLLEGE

# PART-TIME

COURSE GUIDE 2015/16



100% OF PART-TIME LEARNERS SURVEYED WOULD RECOMMEND THE COLLEGE

[HOWCOLLEGE.AC.UK](http://HOWCOLLEGE.AC.UK)

08448 802500



HEART OF  
WORCESTERSHIRE  
COLLEGE

# Contact

# Open Events



08448 802500



howcollege.ac.uk



for information  
on how to find us  
turn to page 38

## MANAGEMENT AND PROFESSIONAL OPEN DAY

**Thursday 2nd July 2015**

St Wulstan's Building Worcester

## GCSE DROP-IN

**Monday 24th August 2015, 3pm-5pm**

Bromsgrove, Worcester and Redditch

## OPEN DAY - All campuses

**Saturday 17th October 2015, 11am-2pm**

Bromsgrove, Redditch and Worcester

## OPEN EVENT

**Tuesday 24th November 2015,**

**5pm-8pm** Worcester

## OPEN EVENT

**Thursday 26th November 2015, 5pm-8pm**

Bromsgrove and Redditch

## OPEN EVENT

**Tuesday 2nd February 2016, 5pm-8pm**

Bromsgrove and Redditch

## FAMILY FUN DAY/ FESTIVAL AT THE FOUNTAINS

All campuses

**Saturday 14th May 2016, 11am-3pm**

Bromsgrove, Redditch and Worcester

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### TIPS FOR PART-TIME STUDY

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### TAKE BETTER PHOTOS

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### IMPROVE YOUR CV WRITING

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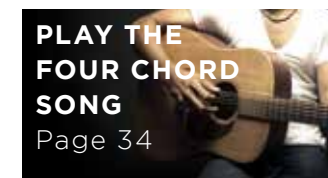
### COOK A DELICIOUS THAI CURRY

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### PLAY THE FOUR CHORD SONG

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# Realise Your Potential

We recognise that everyone has different motivations to study, whether it's to gain employability skills, develop existing skills or just to try a new hobby. That is why we offer a range of flexible, affordable courses so you can learn new skills or try a new hobby without having to dramatically change your lifestyle.

## GAIN PROFESSIONAL SKILLS

Many of our courses are accredited by professional organisations. These qualifications will not only help you progress within your current job, but will also help you secure a new job or gain a promotion.

We offer courses in areas such as; Human Resources, Marketing, Law, Business and Accountancy, providing you with the qualifications to help develop your employability prospects in the professional environment.

## TRY A NEW HOBBY

From arts and crafts, to cookery to fitness, we present learners with a selection of creative courses, allowing you to develop your talents, or discover completely new ones.



## DEVELOP A CAREER

Maybe you are looking to develop your career, or even begin a whole new one. The College has many vocational, technical and professional courses in areas such as Construction, Engineering and even Teacher Training, providing you with an opportunity to achieve your dream career.

## MAKE NEW FRIENDS

Starting a course is a great way to meet new people with similar interests. So if you're new to the area, or just looking to increase your social network then enrolling on a course could help you do just that.

“For those wanting a change of direction and who enjoy learning it is the ideal first step. Watching students develop and grow is a wonderful thing, and seeing them take off into new and exciting careers they had previously only dreamed of gives the greatest feeling of satisfaction.”



**Peter Heath**  
Access to HE  
BA Hons Social Work



# Let's Talk Finance

## CAN I PAY MY FEES IN INSTALMENTS?

Yes, you can pay for your course in instalments. However an initial payment is required to secure your enrolment. This will be a third of your course fee plus a £5 admin fee. The balance will then be split over three further payments. For more information please call a Financial Advisor on 01905 743456.

## HOW DOES MY EMPLOYER PAY FOR MY COURSE FEE?

A letter from your company/employer confirming their intention to support your fees would be required at the time of enrolment. An invoice will be issued and payment can be made by cheque, card or bacs. Cheques should be made payable to Heart of Worcestershire College.

## WHAT ARE 24+ LOANS?

Students who are studying a Further Education course at Level 3 or above and are over the age of 24 will be offered loans to cover the cost of their tuition fees.

## DO YOU PROVIDE DISCOUNTS FOR JOB SEEKERS' ALLOWANCE?

A number of our courses offer a discount for those who are unemployed and on active benefits. If you are claiming discounted fees you must enrol in person and bring evidence of your eligibility.

## CAN I GET A REFUND FOR MY COURSE FEES IF I DECIDE TO WITHDRAW FROM MY COURSE?

Refunds of tuition fees will only be given in the following circumstances: when the College cancels a course or when a learner withdraws from a course before the first meeting date (although an administration fee will be chargeable). All other requests for fee refunds will be at the discretion of the Principal and will only be considered in exceptional circumstances. The College reserves the right to cancel any course which does not meet minimum student numbers.

## HOW CAN I PAY MY COURSE FEES?

You can pay your course fees by cash, cheque, debit or credit card. All cheques need to be made payable to Heart of Worcestershire College.



“ I get quite a few people coming back to improve their skills. It is a very social course and often, by attending, it allows people to find time in their busy working week to make their garments ”

**Margaret Ledgerwood (Lenny)**  
Garment Making Course Tutor





# How to Apply



Applying to a part-time course is simple. Follow our step by step guide:



Call us on 0844 880 2500



or Enrol online at [www.howcollege.ac.uk](http://www.howcollege.ac.uk)

Select the course and click the 'Apply for this course' tab at the bottom of the course page.

or

For Hobbies and Leisure Select the 'Online shop' tab on the home page of the website

Some courses will require an interview



Call us on 0844 880 2500

# Your Course Guide Explained

Course	Start Date	Length	Time(s)	Day(s)	Fee	Venue	
<b>COURSE</b> The name of the course.	<b>START DATE</b> The date of the first class.	<b>VENUE</b> The location where the course takes place. See venue key on page 38.	<b>DAY(s)</b> The day the course begins and ends.	<b>LENGTH</b> How long the course lasts:  <b>Y: Year/s</b> <b>W: Week/s</b> <b>M: Month/s</b> <b>D: Day/s</b>	<b>MULTI</b> Course available at multiple locations.	<b>OFF</b> The course takes place offsite or is delivered in the workplace.	<b>ONLINE</b> Available as an online course.
<b>VAR</b> Variable start date throughout the year.	<b>FEE</b> The amount you pay (in pounds) for the course at enrolment. The fee is the first year fee only, not the total price of the course.	<b>DEP</b> Fee dependant on age and/or circumstances. Fees may vary for students over the age of 24. See page 6.	<b>TIME</b> The time the course begins and ends.	<b>VAR</b> Variable start times.	<b>DEP</b> The location is dependant upon specific circumstances.		
<b>FLEX</b> Flexible to each learner.	<b>DEP</b> Fee dependant on age and/or circumstances. Fees may vary for students over the age of 24. See page 6.						

# Professional Qualifications



## MARKETING

Page 21

Are you looking for a new, challenging, dynamic and creative career in marketing? Or perhaps you are already working in this field and are looking to climb the career ladder? Either way our professional CIM qualifications will provide you with the knowledge and skills you need for a successful career. Our courses will equip you with a good understanding of customer needs, marketing principles and commercial markets for careers in a range of different areas, including Advertising, Sales, PR, Retail, Brand Management and Media Planning.



## MANAGEMENT AND LEADERSHIP

Page 19

Do you see yourself leading a team? Are you confident, innovative and a natural problem solver? These qualities provide the ideal platform for a stimulating professional career. We offer accredited professional qualifications which help you to develop the vital skills needed to thrive in a leadership role in a variety of different businesses. You will study modules in Managing Recruitment, Performance Management, Marketing Planning and Human Resource Development.



## CILEx LAW

Page 35

Whether you're employed in a legal environment, aspiring to a legal career, or have a general interest in Law, our CILEx professional qualifications can offer specialist training to help you achieve your goals. You will have the opportunity to study areas such as Legal Research, Client Care, Land Law, Conveyancing, Civil Litigation, Law of Tort, Contract Law, Criminal Law and Family Law with an excellent team of academics and legal professionals.



## HUMAN RESOURCES

Page 20

Whether you're already working within an HR role, or looking to develop a new career within this sector, studying a professional qualification is a good way of achieving this. We offer professionally accredited CIPD courses which will equip you with a firm foundation for a successful career in Human Resource Management. Working in HR can provide a stimulating and exciting career with many advantages, such as excellent career progression and the opportunity to meet and work with a diverse range of people and organisations.



## ACCOUNTANCY

Page 18

Whether you're already working within the finance sector and looking to progress, or looking to begin a new career completely, our accredited courses will equip you with the skills you need to get ahead in this rapidly changing and stimulating industry. The College offers internationally recognised qualifications, including ACCA and CIMA Professional Examinations, AAT Certificate, Diplomas and Apprenticeships.



“The CIPD Certificate in Learning and Development Practice has been really helpful and has boosted my confidence as a Training Professional.

I feel I have gained a wealth of knowledge around Human Resources and appreciated learning about my own organisation.”

**Trevor Young**

CIPD College Award Winner

# 10 tips for better part-time study

## 1 DRAW UP A TIMETABLE

At the beginning of your course draw up a timetable to work out your study times, assignment deadlines and manage any exams you may have to take.



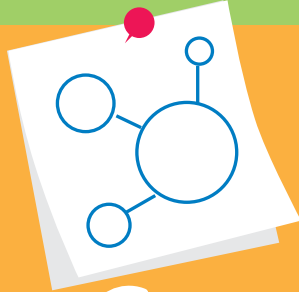
Shhhhh!!!!

## 2 FIND YOUR OWN STUDY SPACE

This could be your local library, one our study centres or on-site cafés or a spare room at home, just make sure it suits your learning style and is as distraction free as possible.

## 3 MAKE CREATIVE NOTES AND DISPLAY THEM IN PLACES YOU REGULARLY LOOK

Whether you love post-it notes or prefer posters, small snippets of information located in places you regularly look are an easy way to keep your notes at the forefront of your mind.



## 4 LEARN TO SWITCH OFF

Everyone needs a break and that includes you too! Set aside time for any activities, trips or simple life pleasures and switch off from your study. You will return refreshed and motivated without feeling guilty.



## 5 UTILISE YOUR TIME

Try getting up an hour early a few days a week, take your notes on your next train journey or record a CD of your module to listen to in the car; making the most of the pockets of time you might otherwise miss.



## 6 BE REALISTIC WITH YOUR STUDY TIME

It's almost impossible to learn an entire module overnight so make sure you give yourself plenty of time to study. Divide your topics into manageable chunks and aim to tick your to do list off at a regular pace.

## 8 TREAT YOURSELF

There's nothing fun about all work and no play so give yourself regular breaks and reward yourself with small treats when you reach milestones in your studying. Whether it's a coffee and cake at one of our on-site Starbucks/Costa cafés or an hour to catch up on your favourite show, rewards are a sure fire way to stimulate your mind and help you achieve your goal.



## 7 ASK FOR HELP

Your tutors are on hand to offer you advice and guidance throughout your time at the College so there's no need to stress in silence.



## 9 TAKE ADVANTAGE OF TECHNOLOGY

Increasing availability of free Wifi in public spaces, for example: cafes, restaurants, trains and libraries means if you have a mobile device such as a smart phone or an iPad you can study almost anywhere!



## 10 DON'T LOSE SIGHT OF YOUR GOAL

When everything feels like it's getting too much, remember why you started. Keeping your goal at the front of your mind will encourage you to power through and remind you why you're studying.



## ACCESS TO HIGHER EDUCATION/GCSES

Access to Higher Education	Start Date	Length	Time(s)	Day(s)	Fee	Venue
Access To HE Diploma - Health	14/09/15	2 y	9:30-15:30	Mon-Fri	Dep	W
Access To HE Diploma - Humanities	14/09/15	2 y	9:30-15:30	Mon-Fri	Dep	W
Access To HE Diploma - Science	14/09/15	2 y	9:30-15:30	Mon-Fri	Dep	W
Access To HE Diploma - Social Science	14/09/15	2 y	9:30-15:30	Mon-Fri	Dep	W
Access To HE Diploma Business and Management	14/09/15	2 y	9:30-15:30	Mon-Fri	Dep	W
Access Foundation	14/09/15	1 y	9:30-15:30	Mon-Fri	Dep	W/R
Access To HE Diploma - Health	14/09/15	2 y	9:15-16:30	Mon-Fri	Dep	R
Access To HE Diploma - Science	14/09/15	2 y	9:15-16:30	Mon-Fri	Dep	R
Access To HE Diploma - Social Science	14/09/15	2 y	9:15-16:30	Mon-Fri	Dep	R
Access to HE Diploma - Social Science & Humanities	14/09/15	2 y	9:15-16:30	Mon-Fri	Dep	R

GCSEs	Start Date	Length	Time(s)	Day(s)	Fee	Venue
GCSE English	15/09/15	30 w	18:00-20:00	Tues	Var	W
GCSE Maths	15/09/15	30 w	18:00-20:00	Wed	Var	W



“Whilst it is an intensive, demanding course, with application it is a life changing course which enables people to move on to rewarding and fulfilling careers”



**Helen Yeomans**

Access to HE Diploma Lecturer and CRQ Leader

## APPRENTICESHIPS

For more info call our Apprenticeship team on 01905 743435

Business and Accountancy	Start Date	Length	Time(s)	Day(s)	Fee	Venue
Accountancy - Intermediate Apprenticeship	Flex	12-15m	Var	Var	Dep	W
Accountancy - Advanced Apprenticeship	Flex	12-18m	Var	Var	Dep	W
Business Administration - Intermediate Apprenticeship	Flex	12-18m	Var	Var	Dep	Off
Business Administration - Advanced Apprenticeship	Flex	18-24m	Var	Var	Dep	Off
Business Administration - Higher Apprenticeship	Flex	18-24m	Var	Var	Dep	Off
Management - Advanced Framework	Flex	15-18m	Var	Var	Dep	Off
Management - Higher Framework	Flex	15-24m	Var	Var	Dep	Off
Sales - Intermediate Apprenticeship	Flex	12-18m	Var	Var	Dep	Off
Sales - Advanced Apprenticeship	Flex	15-18m	Var	Var	Dep	Off
Team-leading - Intermediate Apprenticeship	Flex	12-18m	Var	Var	Dep	Off
Construction	Start Date	Length	Time(s)	Day(s)	Fee	Venue
Construction - Intermediate Apprenticeship	Flex	24m	Var	Var	Dep	R+M
Construction - Advanced Apprenticeship	Flex	12-15m	Var	Var	Dep	R+M
Plumbing - Intermediate Apprenticeship	Flex	24m	Var	Var	Dep	W
Plumbing - Advanced Apprenticeship	Flex	24m	Var	Var	Dep	W
Customer Service	Start Date	Length	Time(s)	Day(s)	Fee	Venue
Customer Service - Intermediate Apprenticeship	Flex	12-18m	Var	Var	Dep	Off
Customer Service - Advanced Apprenticeship	Flex	12-18m	Var	Var	Dep	Off
Engineering and Manufacturing	Start Date	Length	Time(s)	Day(s)	Fee	Venue
Electrotechnical - Advanced Apprenticeship	Flex	48m	Var	Var	Dep	W
Engineering - Mechanical Manufacturing Operations - Intermediate Apprenticeship	Flex	15-18m	Var	Var	Dep	W+B
Engineering - Mechanical Manufacturing Operations - Advanced Apprenticeship	Flex	15-18m	Var	Var	Dep	W
Improving Operational Performance - Intermediate Apprenticeship Framework						
• Performing Engineering Operations	Flex	12-18m	Var	Var	Dep	Off
• Performing Manufacturing Operations	Flex	12-18m	Var	Var	Dep	Off
• Business Improvement Techniques	Flex	12-18m	Var	Var	Dep	Off
Hair, Beauty and Barbering	Start Date	Length	Time(s)	Day(s)	Fee	Venue
Barbering - Intermediate Apprenticeship	Flex	13-15m	Var	Var	Dep	W+R
Barbering - Advanced Apprenticeship	Flex	13-15m	Var	Var	Dep	W+R
Beauty - Intermediate Apprenticeship	Flex	13-15m	Var	Var	Dep	W
Beauty - Advanced Apprenticeship	Flex	13-15m	Var	Var	Dep	W



## APPRENTICESHIPS

For more info call our Apprenticeship team on 01905 743 435

Hair, Beauty and Barbering	Start Date	Length	Time(s)	Day(s)	Fee	Venue
Hairdressing – Intermediate Apprenticeship	Flex	24m	Var	Var	Dep	W+R
Hairdressing – Advanced Apprenticeship	Flex	13-15m	Var	Var	Dep	W+R
Health and Social Care	Start Date	Length	Time(s)	Day(s)	Fee	Venue
Health and Social Care – Intermediate Apprenticeship	Flex	12-18m	Var	Var	Dep	Off
Health and Social Care – Advanced Apprenticeship	Flex	15-18m	Var	Var	Dep	Off
Support Services in Health Care – Intermediate Apprenticeship	Flex	12-18m	Var	Var	Dep	Off
Hospitality and Catering	Start Date	Length	Time(s)	Day(s)	Fee	Venue
Hospitality – Intermediate Apprenticeship:						
• Food Production and Cooking	Flex	12-18m	Var	Var	Dep	Off
• Food and Beverage Service	Flex	12-18m	Var	Var	Dep	Off
• Housekeeping	Flex	12-18m	Var	Var	Var	Off
• Hospitality Services	Flex	12-18m	Var	Var	Var	Off
• Front Office Reception	Flex	12-18m	Var	Var	Var	Off
Professional Cookery – Intermediate Apprenticeship	Flex	12-18m	Var	Var	Dep	W+ Off
Professional Cookery – Advanced Apprenticeship	Flex	12-18m	Var	Var	Dep	W+ Off
Motor Vehicle	Start Date	Length	Time(s)	Day(s)	Fee	Venue
Vehicle Maintenance and Repair (Light Vehicle, Heavy Vehicle and Motorcycle) – Intermediate Apprenticeship	Flex	24m	Var	Var	Dep	B
Vehicle Maintenance and Repair (Light Vehicle, Heavy Vehicle and Motorcycle) – Advanced Apprenticeship	Flex	12-18m	Var	Var	Dep	B
Retail and Logistics	Start Date	Length	Time(s)	Day(s)	Fee	Venue
Storage and Warehousing – Intermediate Apprenticeship	Flex	12-18m	Var	Var	Dep	Off

## ART & DESIGN

Arts, Interactive Media & Photography	Start Date	Length	Time(s)	Day(s)	Fee	Venue
Foundation Degree in Interactive Media & Games Development	Sep 2015	2 y	09:00-16:30	Thur/ Fri	£3000	B
Certificate in Photo Image Capture	08/09/15	30 w	17:45-21:00	Tue	£225	W
Certificate in Photo Image Capture	09/09/15	30 w	17:45-21:00	Wed	£225	W
Level 3 Foundation Diploma in Art & Design	Sep 2015	1 y	09:00-16:00	Dep	Dep	B



### APERTURE

Try Aperture priority mode (A) - your camera will select the correct shutter speed for you

**f/1.4**   **f/2.8**   **f/4**   **f/5.6**   **f/8**   **f/11**   **f/16**

**SHALLOW DEPTH OF FIELD**      **LARGE DEPTH OF FIELD**  
Blurred background      More in focus

### SHUTTER

Try Shutter priority mode (S) - your camera will select the correct Aperture for you.

**SHORTER EXPOSURE**      **LONGER EXPOSURE**  
Freeze moving subjects like sports      Use for movement trails

HAND HELD      TRIPOD

### ISO

**100**      **200**      **400**      **800**      **1600**      **3200**

**LOW SENSITIVITY TO LIGHT**      **HIGH SENSITIVITY TO LIGHT**  
Use in daylight and well lit locations      Use for dark locations  
Higher quality / Less grain      Lower quality /more noise

### TRY THE RULE OF THIRDS

Imagine a 3x3 grid and align your subject/s along the lines in the grid. Horizontal lines can give a calm look to an image. Vertical lines create a sense of stability and diagonal lines add an element of drama.

### WHITE BALANCE (WB)

The Auto WB setting usually does a good job, but if your photos look either too orange or a bluey, green colour, chances are you need to set the correct white balance. Your camera will have presets for different kinds of light for example: incandescent, fluorescent, direct sunlight, cloud, shade etc.

## BUSINESS, MANAGEMENT & PROFESSIONAL

AAT Accountancy and Bookkeeping	Start Date	Length	Time(s)	Day(s)	Fee	Venue
AAT Award in Computerised Accounting Level 2	Sep 2015	11 w	18:30-20:30	Tue	£406	W
AAT Award in Computerised Accounting Level 2	Feb 2016	11 w	18:30-20:30	Tue, Wed	£406	W
AAT Certificate for Accounting Technicians Level 2	Sep 2015	1 y	10:00-16:45	Var	£1300	W
AAT Certificate for Accounting Technicians Level 2	Sep 2015	1 y	18:00-20:45	Tue, Wed	£1300	W
AAT Certificate in Bookkeeping Level 2	Sep 2015	14 w	10:00-16:45	Var	£442	W
AAT Certificate in Bookkeeping Level 2	Sep 2015	14 w	18:00-20:45	Tue, Wed	£442	W
AAT Diploma for Accounting Technicians Level 3	Sep 2015	1 y	09:30-17:00	Var	£1494	W
AAT Diploma for Accounting Technicians Level 3	Sep 2015	1 y	17:45-21:00	Wed, Thu	£1494	W
AAT Level 3 Finance for Non-Financial Managers	14/09/15				£100	W
AAT Diploma for Accounting Technicians Level 4	Sep 2015	1 y	17:45-21:00	Var	£1576	W
AAT Diploma for Accounting Technicians Level 4	Sep 2015	1 y	09:30-17:00	Var	£1576	W

**aat** Accredited professional qualification

Business	Start Date	Length	Time(s)	Day(s)	Fee	Venue
NVQ Business Administration Certificate Level 2	Flex	1 y	Var	Var	Dep	Off
NVQ Business Administration Diploma Level 3	Flex	1 y	Var	Var	Dep	Off
NVQ Business Administration Diploma Level 4	Flex	1 y	Var	Var	Dep	Off
NVQ Business Improvement Techniques Diploma Level 2	Flex	1 y	Var	Var	Dep	Off
<ul style="list-style-type: none"> <li>• Process Improvement Pathway</li> <li>• Quality Improvement Pathway</li> </ul>						
NVQ Business Improvement Techniques Diploma Level 3	Flex	1 y	Var	Var	Dep	Off
<ul style="list-style-type: none"> <li>• Process Improvement Pathway</li> <li>• Quality Improvement Pathway</li> </ul>						
Business Report Writing	Flex	1 d	09:30-16:30	Var	Dep	Off

## BUSINESS, MANAGEMENT & PROFESSIONAL

CMI Management And Leadership	Start Date	Length	Time(s)	Day(s)	Fee	Venue
CMI Certificate in First Line Management Level 3	21/09/15	10 w	18:00-21:00	Tue	£750	R
CMI Diploma in First Line Management Level 3	Dec 2015	24 w	18:00-21:00	Tue	£1500	R
CMI Diploma in First Line Management Level 3	Dec 2015	24 w	18:00-21:00	Tue	£1500	R
CMI Award in Management and Leadership Level 5	Flex	30 d	14:00-21:00	Thurs	£301	W
CMI Certificate in Management and Leadership Level 5	Flex	90 d	14:00-21:00	Thurs	£749	W
CMI Extended Diploma in Management and Leadership Level 5	Sep 2015 and Flex	1 y	14:00-21:00	Thurs	£2008	W
CMI Award in Strategic Management and Leadership Level 7	Flex	30 d	14:00-21:00	Thurs	£318	W
CMI Certificate in Strategic Management and Leadership Level 7	Flex	90 d	14:00-21:00	Thurs	£788	W
CMI Extended Diploma in Strategic Management and Leadership Level 7	Sep 2015 and flex	1 y	14:00-21:00	Thurs	£2081	W

**CMI** Accredited professional qualification

Customer Service	Start Date	Length	Time(s)	Day(s)	Fee	Venue
NVQ Customer Service Certificate Level 2	Flex	12-15m	Var	Var	Dep	Off
NVQ Customer Service Diploma Level 3	Flex	12-18m	Var	Var	Dep	Off
NVQ Customer Service Diploma Level 4	Flex	12-18m	Var	Var	Dep	Off
First Aid, Health and Safety at Work	Start Date	Length	Time(s)	Day(s)	Fee	Venue
Cardio Pulmonary Resuscitation and Automated Electronic Defibrillation	Flex	1 d	09:30-16:30	Var	£79	W/R
Control of Substances Hazardous to Health - COSHH	Flex	1 m	09:30-13:00	Var	Dep	W/R
Emergency First Aid at Work	Flex	1 d	09:30-16:30	Var	£78	W/R
First Aid at Work	Flex	3 d	09:30-16:30	Var	£202	W/R
Health and Safety in the Workplace Certificate Level 2	Flex	1 d	09:30-16:30	Var	£79	W/R
Managing Safely (IOSH)	Flex	4 m	09:30-16:30	Var	£545	W/R
NVQ Health and Safety Diploma Level 5	Flex	15-18m	Var	Var	Dep	Off
NVQ Health and Safety Diploma Level 7	Flex	15-24m	Var	Var	Dep	Off
Paediatric First Aid	Flex	2 d	09:30-16:30	Var	£110	W/R
Practical Manual Handling	Flex	1 m	Var	Var	Dep	W/R
Risk Assessment	Flex	1 m	09:30-13:00	Var	Dep	W/R

## BUSINESS, MANAGEMENT & PROFESSIONAL

Higher Education Business and Management	Start Date	Length	Time(s)	Day(s)	Fee	Venue
Staffordshire University BA Business Management (Top-up) Level 3	Sep 2015	1 y	13:45-20:30	Wed	£3500	R
Foundation Degree in Business (Pathways in Accounting, Business, Marketing and HR)	Sep 2015	4 y	9:30-4:30	Mon	£3000	W
HND Business Management (Fast-Track)	Sep 2015	2 y	12:45-21:00	Tue	£3500	R
Human Resources	Start Date	Length	Time(s)	Day(s)	Fee	Venue
CIPD Certificate in HR Practice Level 3	Sep 2015 Flex	1 y	18:00-21:00	Tue	£1120	W
CIPD Certificate in HR Practice Level 3	Sep 2015	30 w	15:00-20:45	Thur	£1120	R
CIPD Certificate in HR Management Level 5	Sep 2015 Jan 2016	1 y	13:45-20:30	Wed	£1700	W
CIPD Certificate in HR Management Level 5	Sep 2015	30 w	13:30-20:00	Wed	£1700	R
CIPD Advanced Diploma in HR Management Level 7	Sep 2015	1 y	18:00-21:00	Tue/ Thur	£1880	W
CIPD Advanced Diploma in HR Management Level 7	Sep 2015	1 y	14:00-21:00	Tue	£1880	W
CIPD Advanced Diploma in HR Management Level 7 - Flexible Learning	Flex	1 y monthly	09:30-17:00	Fri	£2199	W

**CIPD** Accredited professional  
Approved centre qualification



“ I live in Gloucester and travel to HoW College once a week as it's the only college that offers a fast track HND part-time. All of the tutors are friendly and knowledgeable ”

**Roseanna Meek**  
HND Business Management

## BUSINESS, MANAGEMENT & PROFESSIONAL

Management and Leadership	Start Date	Length	Time(s)	Day(s)	Fee	Venue
First Line Management Certificate - Level 3	Flex	12 m	17:30-20:30	Var	£490	W
Handling Disciplinary and Grievance Procedures Effectively	Flex	1 d	09:30-16:30	Var	Var	Dep
Interpreting Financial Data	Flex	1 d	09:30-16:30	Var	Var	Dep
NVQ Management - Certificate - Level 3	Flex	12-15m	Var	Var	Dep	Off
NVQ Management Diploma - Level 4	Flex	12-18m	Var	Var	Dep	Off
NVQ Management - Diploma - Level 5	Flex	15-18m	Var	Var	Dep	Off
NVQ Management - Diploma - Level 7	Flex	15-18m	Var	Var	Dep	Off
Presentation Skills	Flex	1 d	09:30-16:30	Var	Dep	Off
Project Management	Flex	1 d	09:30-16:30	Var	Dep	Off
Solving Problems and Making Decisions	Flex	1 d	09:30-16:30	Var	Dep	Off
NVQ Team Leading Certificate - Level 2	Flex	12-15m	Var	Var	Dep	Off
Team Leading - Certificate - Level 2	Flex	12 m	17:30-20:30	Var	£440	W
Introduction to Training Skills	Flex	2 d	09:30-16:30	Var	Dep	Off
Coaching and Development - An Introduction	Flex	1 d	09:30-16:30	Var	Dep	Off
Coaching and Development - Explained	Flex	3 d	09:30-16:30	Var	Dep	Off
Creating a Successful Marketing Plan for Your Business	Flex	1 d	09:30-16:30	Var	Dep	Off
Employment Law	Flex	1 d	09:30-16:30	Var	Dep	Off
How to Conduct and Manage Effective Meetings - Making Meetings Work for You	Flex	1 d	09:30-16:30	Var	Dep	Off
Managing Conflict - How to Effectively Manage Your Team	Flex	1 d	09:30-16:30	Var	Dep	Off
Strategic Management - Capitalise on Your Greatest Asset - Your Workforce	Flex	1 d	09:30-16:30	Var	Dep	Off
Talent Management - Motivating and Retaining Your Staff - Lower Your Overheads	Flex	1 d	09:30-16:30	Var	Dep	Off
Time Management - Beat Work Overload, Be More Effective, Achieve More	Flex	1 d	09:30-16:30	Var	Dep	Off
Marketing	Start Date	Length	Time(s)	Day(s)	Fee	Venue
CIM Foundation Certificate in Marketing - Level 3	Sep 2015	20 w	18:00-20:00	Thurs	£420	W
CIM Certificate in Professional Marketing - Level 4	Sep 2015	1 y	18:00-21:00	Wed	£1860	W
CIM Diploma in Professional Marketing - Level 6	Sep 2015	1 y	18:00-21:00	Tue	£1920	W

**CIM** Accredited professional  
Accredited Study Centre  
2015-2016 qualification

# HOW TO

## IMPROVE YOUR CV WRITING

### KEEP IT SIMPLE

Your CV should be clear and easy to read. Try to keep it to a maximum of 2 sides of A4 to avoid waffling.



### CHECK, CHECK AND CHECK AGAIN!

Proof reading is vital. Avoid sloppy errors and make sure you double check your contact details as any mistakes will prevent your prospective employer from contacting you. You can also ask a trusted friend or colleague to take a look as they may spot mistakes you've missed.



### GET THE BASICS RIGHT

There are no right or wrong ways to write a CV but making sure you have the basics is essential. Key areas include personal and contact information, education and qualifications, work history and/or experience, relevant skills, interests, achievements and some references.



### KEEP IT UPDATED

Don't leave it until you apply for jobs to update your CV. Keep it updated regularly with any new skills or experiences that will help you land your next job.



### KNOW YOUR TONE

The way you use language in a CV is vital. Be confident and use positive terms and active phrases; proudly informing your prospective employer of your relevant successes and achievements. Remember not to over-state yourself without any substance so aim to provide hard evidence that speaks for itself.



### TAILOR YOUR CV TO THE ROLE

There's no such thing as a generic CV. Instead you should take the time to research the job and what it entails before crafting a CV specifically for the role.

## BUSINESS, MANAGEMENT & PROFESSIONAL

Training and Verifying	Start Date	Length	Time(s)	Day(s)	Fee	Venue
Assessing Vocational Related Achievement - Level 3 Award	Flex	7 m	15:00-16:30	Var	£670	W
Assessing Vocational Related Achievement - Level 3 Certificate	Flex	9 m	15:00-16:30	Var	£870	W
Award in Education and Training - Level 3	01/10/16	10 w	13:15-16:30	Wed	£440	W
Award in Education and Training - Level 3	22/04/16	10 w	13:15-16:30	Wed	£440	W
Certificate in Education and Training - Level 4	18/09/15	6 m	09:30-14:00	Thur	£1190	R
Certificate in Education and Training - Level 4	Sep 2015	24w	10:00-14:00	Fri	£1200	R
Level 4 Digital Learning for Educators	01/04/16	1 y monthly	09:00-15:00	Var	£1190	W
Diploma in Education and Training - Level 5 (Year 2)	16/09/15	1 y	10:15-14:45	Tue	£1600	R
Diploma in Education and Training - Level 5 (Year 1)	18/09/15	1 y	09:30-14:00	Thur	£1600	R
Internal Quality Assurance of Assessment Process and Practice - Level 4 Award	Flex	7 m	15:00-16:30	Var	£670	W
Leading the Internal QA of Assessment Process and Practice - Level 4 Certificate	Flex	7 m	15:00-16:30	Var	£870	W
Sales	Start Date	Length	Time(s)	Day(s)	Fee	Venue
Sales - Certificate Level 2 NVQ	Flex	1 y	Var	Var	Dep	Off
Sales - Diploma Level 3 NVQ	Flex	1 y	Var	Var	Dep	Off



“ This course has improved both my management skills and my ability to work under pressure. I have met a group of friends that I hope will stay with me for the rest of my life ”

**Nick Conway**

HND Business Management



IT and Computing	Start Date	Length	Time(s)	Day(s)	Fee	Venue
Start IT - Award	01/08/15	Flex	Flex	Flex	£177	W/R
Start IT - Certificate	01/08/15	Flex	Flex	Flex	£389	W/R
Award for IT Users ITQ Level 1	01/08/15	Flex	Flex	Flex	£276	W/R
Certificate for IT Users ITQ Level 1	01/08/15	Flex	Flex	Flex	£413	W/R
Certificate for IT Users ITQ Level 2	01/08/15	Flex	Flex	Flex	£435	W/R
Diploma for IT Users ITQ Level 2	01/08/15	Flex	Flex	Flex	£1088	W/R
Certificate for IT Users ITQ Level 3	01/08/15	Flex	Flex	Flex	£728	W/R
Diploma for IT Users ITQ Level 3	01/08/15	Flex	Flex	Flex	Var	W/R
ASCENTIS Diploma in Digital Learning Design Level 4	02/11/15	2 y	Online	Online	£2583	Online
Web Design Using Dreamweaver	23/09/15	15 w	18:00-20:30	Wed	£329	W
Advanced Dynamic Web Design	13/01/16	15 w	18:00-20:30	Wed	£329	W
Introduction To Photoshop	23/09/15	10 w	18:30-20:30	Wed	Var	W
Introduction To Photoshop	13/01/16	10 w	18:30-20:30	Wed	Var	W
Word Processing Levels 1, 2 and 3	01/08/15	Flex	Flex	Flex	Var	W/R
Excel Spreadsheets Levels 1, 2 and 3	01/08/15	Flex	Flex	Flex	Var	W/R
PowerPoint Presentations Levels 1, 2 and 3	01/08/15	Flex	Flex	Flex	Var	W/R
Access Databases Levels 1, 2 and 3	01/08/15	Flex	Flex	Flex	Var	W/R
Publisher Desktop Publishing Levels 1, 2 and 3	01/08/15	Flex	Flex	Flex	Var	W/R
Website Design Levels 1, 2 and 3	01/08/15	Flex	Flex	Flex	Var	W/R
Outlook Email Levels 1 and 2	01/08/15	Flex	Flex	Flex	Var	W/R
Using the Internet Levels 1 and 2	01/08/15	Flex	Flex	Flex	Var	W/R
IT Fundamentals Levels 1, 2 and 3	01/08/15	Flex	Flex	Flex	Var	W/R
CompTIA A+ Certificate	11/02/16	18 w	18:00-21:00	TBC	£449	R
CompTIA Network+	24/09/15	17 w	18:00-21:00	TBC	£399	R
HNC to HND Top-up Computing	14/09/15	1 y	Flex	Flex	£3000	W/R
Foundation Degree in Cyber Security	14/09/15	1 y	13:00-21:00	Wed	£3000	W
HNC in Computing and Systems Development	14/09/15	1 y	13:00-21:00	Wed	£3000	W/R

Construction & Sustainable Technologies	Start Date	Length	Time(s)	Day(s)	Fee	Venue
Diploma in Bricklaying Level 1	07/09/15	1 y	09:00-17:00	Thur	£1826	M
NVQ Plumbing Day Release Level 3	28/09/15	1 y	09:00-17:00	Wed	£2210	M
CAA NVQ Wood Occupations (Bench) Level 3	07/09/15	1 y	09:00-17:00	Wed	£2210	M
CAA NVQ Wood Occupations (Site) Level 3	07/09/15	1 y	09:00-17:00	Wed	£2210	M
C&G Basic Certificate in Plumbing	07/09/15	2 y	09:00-17:00	Mon	£1967	M
CAA NVQ Wood Occupations (Bench) Level 2	07/09/15	1 y	09:00-17:00	Tue	£1845	M
Diploma in Bricklaying Level 2	07/09/15	1 y	09:00-17:00	Tue	£1826	M
Plumbing C&G NVQ Level 2	07/09/15	1 y	09:00-17:00	Flex	£849	M
Diploma in Painting and Decorating Level 1	07/09/15	TBC	09:00-17:00	TBC	£1877	M
Certificate in Heating and Ventilation	22/09/15	2 y	18:00-21:00	Tue, Wed	£1285	M
CSKILLS NVQ Diploma in Plastering Level 1/2	01/08/15	1 y	09:00-17:00	Tue	£849	R
CSKILLS NVQ Diploma in Trowel Occupations (Brickwork) Level 2	01/08/15	1 y	09:00-17:00	Tue	£849	R
CSKILLS NVQ Diploma in Wood Occupations Site Carpentry Level 2/3	01/08/15	1 y	09:00-17:00	Thurs	£849	R
CSKILLS NVQ Diploma in Wood Occupations Bench Joinery Level 2/3	01/08/15	1 y	09:00-17:00	Tue	£849	R
CSKILLS NVQ Diploma in Trowel Occupations (Brickwork) Level 1	01/08/15	1 y	09:00-17:00	Wed	£849	R
CSKILLS NVQ Diploma in Wood Occupations Level 1	01/08/15	1 y	09:00-17:00	Wed	£849	R
Core Gas Safety Assessment ACS CCN1	Flex	3 d	09:00-17:00	Flex	£392	M
Domestic Central Heating Boilers Assessment CENWAT	Flex	1 d	09:00-17:00	Flex	£192	M
Core Gas Safety Training CCN1	Flex	18 h	Flex	Flex	£584	M
Domestic Gas Central Heating Training CENWAT	Flex	6 h	Flex	Flex	£84	M
Brickwork or Carpentry Experienced Work	Flex	Dep	Flex	Flex	£498	M

“ The course is an industry based qualification that enables people to enhance their knowledge and skills in order to get a job in the IT industry for better prospects ”

**Mehrdad Moghaddam**  
 CompTIA Lecturer



## ENGINEERING & MANUFACTURING

Computer Aided Design	Start Date	Length	Time(s)	Day(s)	Fee	Venue
2D Computer Aided Draughting (AutoCAD) C&G 7579 Level 2	Sep 2015	12 w	18:00-21:00	Tue	£450	W
2D Computer Aided Draughting (AutoCAD) C&G 7579 Level 2	Jan 2016	12 w	18:00-21:00	Tue	£450	W
C&G Award in 2D AutoCAD Level 3	Jan 2016	20w	18:00-21:00	Tue	£520	W
3D Computer Aided Design Using Solidworks	Sep 2015	10 w	18:00-21:00	Wed	£335	W
AutoCAD Foundation	Sep 2015	10 w	18:00-21:00	Thur	£335	W
AutoCAD Foundation	Jan 2016	10 w	18:00-21:00	Thur	£335	W
3D Printing - Introduction	Sep 2015	6 w	18:00-21:00	Flex	£195	W
Electrical and Electronics	Start Date	Length	Time(s)	Day(s)	Fee	Venue
Diploma in Electrical and Electronic Engineering Level 3	Sep 2015	1 y	08:45-18:00	Wed	£1295	W/B
Foundation Degree in Electrical Engineering	Sep 2015	1 y	13:00-21:00	Thur	£3100	W
HNC in Electrical / Electronic Engineering	Sep 2015	1 y	08:45-17:30	Tue	£2500	W/B
HNC to FD Progression - Electrical Systems and Installation	Feb 2016	16 w	18:00-21:00	Thur	£1650	W
HNC to FD Progression - Electrical Control	Feb 2016	16 w	18:00-21:00	Thur	£1650	W
HNC to HND Top-Up Engineering	Feb 2016	1 y	08:45-17:30	Mon	£1295	W
Installing Electrotechnical Systems - NVQ (On Site Assessment) Level 2	Flex	Flex	Flex	Flex	£462	W
Diploma in Electrical Installation Level 2	Sep 2015	1 y	18:00-21:00	Tue/Thur	£875	W
Diploma in Electrical Installation Level 3	Sep 2015	1 y	18:00-21:00	Tue/Wed	£850	W
Diploma in Electrical Installation NVQ Level 3	Sep 2015	1 y	08:45-17:30	Mon	£850	W
Portable Appliance Testing C&G 2377-22	Jan 2016	10 w	18:00-21:00	Tue	£516	W
Combined Initial Verification and Periodic Inspection of Electrical Installations	Sep 2015	15 w	18:00-21:00	Wed	£625	W
Wiring Regs C&G 2382-12 17th Edition BS7671 (2008 - 2015)	Sep 2015	10 w	18:00-21:00	Wed	£415	W
Wiring Regs C&G 2382-12 17th Edition BS7571 (2008 - 2015)	Jan 2016	10 w	18:00-21:00	Wed	£415	W
Wiring Regs C&G 2382-12 17th Edition BS7671 (2008-2015)	March 2016	10 w	18:00-21:00	Wed	£415	W

## ENGINEERING & MANUFACTURING

Mechanical & Manufacturing	Start Date	Length	Time(s)	Day(s)	Fee	Venue
NVQ Diploma Performing Engineering Operations Level 2	Var	1 y	Var	Flex	Dep	Off
NVQ Diploma Performing Manufacturing Operations Level 2	Var	1 y	Var	Flex	Dep	Off
Extended Certificate in Engineering Level 2	Sep 2015	1 y	08:45-16:30	Flex	£850	W
Diploma in Manufacturing Engineering Level 3	Sep 2015	1 y	08:45-18:10	Wed	£1295	W
Diploma in Mechanical Engineering Level 3	Sep 2015	1 y	08:45-18:00	Wed	£1295	W/B
C&G 2850 Diploma in Engineering Level 3	Sep 2015	1 y	08:45-17:00	Tue	£850	W
Diploma in Operations Engineering Level 3	Sep 2015	1 y	08:45-18:00	Wed	£1295	W
Foundation Degree in Mechanical Engineering	Sep 2015	1 y	13:00-21:00	Thur	£3100	W
HNC Engineering - Manufacturing	Sep 2015	1 y	08:45-17:30	Tue	£2500	W
HNC Engineering - Mechanical	Sep 2015	1 y	08:45-17:30	Wed	£2500	W/B
HNC to FD Progression - Mechanical	Feb 2016	1 y	18:00-21:00	Thur	£1650	W
Performing Engineering Operations - Improving Operational Performance - Immediate Apprentice	Var	1 y	Var	Flex	Dep	Off
Performing Manufacturing Operations - Improving Operational Performance	Var	1 y	Var	Flex	Dep	Off
HNC Engineering - Operations Engineering	Sep 2015	1 y	08:45-17:30	Tue	£2500	W
Motorcycle Maintenance	Flex	3 y	18:00-21:00	Tue	£195	W
Logistics and Retail	Start Date	Length	Time(s)	Day(s)	Fee	Venue
NVQ Storage and Warehousing Diploma Level 2	Flex	1 y	Var	Var	Var	Off

## ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

ESOL	Start Date	Length	Time(s)	Day(s)	Fee	Venue
ESOL Entry 1	Flex	35 w	Flex	Flex	Dep	W
ESOL Entry 2	Flex	35 w	Flex	Flex	Dep	W
ESOL Entry 3	Flex	35 w	Flex	Flex	Dep	W
ESOL Level 1	Flex	35 w	Flex	Flex	Dep	W
ESOL Level 2	Flex	35 w	Flex	Flex	Dep	W
ESOL Entry 1	Flex	35 w	Flex	Flex	Dep	R
ESOL Entry 2	Flex	35 w	Flex	Flex	Dep	R
ESOL Entry 3	Flex	35 w	Flex	Flex	Dep	R
ESOL Level 1	Flex	35 w	Flex	Flex	Dep	R
ESOL Level 2	Flex	35 w	Flex	Flex	Dep	R
EFL (FCE - First Cambridge Exam)	23/09/15	Dep	19:00-21:00	Tue/ Wed	Free	R
Adult English and Maths	Start Date	Length	Time(s)	Day(s)	Fee	Venue
C&G Functional Skills in English for Adults Entry Level 1	07/09/15	Dep	Flex	Tue/ Wed	Free	W
C&G Functional Skills in English for Adults Entry Level 2	07/09/15	Dep	Flex	Tue/ Wed	Free	W
C&G Functional Skills in English for Adults Entry Level 3	07/09/15	Dep	Flex	Tue/ Wed	Free	W
EDEXCEL Functional Skills in English for Adults Level 1	07/09/15	Dep	Flex	Tue/ Wed	Free	W
EDEXCEL Functional Skills in English for Adults Level 2	07/09/15	Dep	Flex	Tue/ Wed	Free	W
C&G Functional Skills in Maths for Adults Entry Level 1	07/09/15	Dep	Flex	Tue/ Wed	Free	W
C&G Functional Skills in Maths for Adults Entry Level 2	07/09/15	Dep	Flex	Tue/ Wed	Free	W
C&G Functional Skills in Maths for Adults Entry Level 3	07/09/15	Dep	Flex	Tue/ Wed	Free	W
EDEXCEL Functional Skills in Maths for Adults Level 1	07/09/15	Dep	Flex	Tue/ Wed	Free	W
EDEXCEL Functional Skills in Maths for Adults Level 2	07/09/15	Dep	Flex	Tue/ Wed	Free	W
Ability Programme	12/09/15	1 yr	Flex	Flex	Free	W

## EMPLOYABILITY SKILLS

Futures	Start Date	Length	Time(s)	Day(s)	Fee	Venue
C&G Certificate Award in Employability Skills	Flex	Flex	Flex	Flex	Free	Multi
NCFE Level 1 Award in Investigating Enterprise Skills	Flex	Flex	Flex	Flex	Free	Multi
NCFE Level 1 Award in Personal Effectiveness	Flex	Flex	Flex	Flex	Free	Multi



“ I am really thankful to my tutor and the team for giving me the time I needed to improve my maths skills ”



## FOOD & DRINK

Food And Drink	Start Date	Length	Time(s)	Day(s)	Fee	Venue
NVQ Diploma in Professional Cookery Level 2	09/09/15	36 w	08:30-17:00	Wed	£1366	W
NVQ Diploma in Professional Cookery Level 2	10/09/15	36 w	08:30-17:00	Thur	£1366	W
NVQ Diploma in Professional Cookery Level 2	Flex	36 w	08:30-17:00	Thur	£1366	W
NVQ Food Preparation and Cooking C&G 724 Level 3	08/09/15	36 w	08:30-17:00	Tue	£1378	W
Certificate in General Patisserie & Confectionary Level 3	07/09/15	34 w	09:00-16:00	Mon	Dep	W



“This course is fast paced, challenging and equips the learner well for industry. It has a mix of practical and theory elements to suit all learners”

**Tina Ashmore**  
Beauty Therapy Lecturer

## HAIR & BEAUTY

Beauty Therapy	Start Date	Length	Time(s)	Day(s)	Fee	Venue
Beauty Therapy Level 2	18/09/15	34 w	09:00-16:30	Fri	£950	W
NVQ Diploma in Beauty Therapy Studies Level 3	14/09/15	32 w	09:00-17:30	Mon	£950	W
C&G Diploma in Beauty Therapy Level 2	15/09/15	32 w	10:00-18:30	Tue	£950	R
C&G Diploma in Beauty Therapy Level 3	17/09/15	32 w	10:00-18:30	Thur	£950	R
Barbering	Start Date	Length	Time(s)	Day(s)	Fee	Venue
VTCT Diploma in Barbering Level 2	14/09/15	32 w	09:00-17:00	Mon	£900	W
C&G NVQ Diploma in Barbering Level 2	15/09/15	32 w	09:30-17:30	Tue	£900	R
Hairdressing	Start Date	Length	Time(s)	Day(s)	Fee	Venue
NVQ Hairdressing Level 2	12/09/15	TBC	TBC	Sat	£950	W
C&G VRQ Diploma in Hairdressing Level 2	14/09/15	32 w	09:30-15:00	Mon/ Tue	£1100	R



# HOW TO

MAKE A DELICIOUS THAI CURRY!

### METHOD

#### For The Paste

Whizz all the paste ingredients up in short bursts in a processor or mash them up with a fork in a bowl.

#### For The Curry

- Heat some sesame oil in a wok / frying pan
- Fry off your chicken or turkey or prawns until softened / golden
- Add your paste and sizzle for a couple of minutes
- Throw in your drained chickpeas with the coconut milk and let it sizzle for 10 mins
- Leave on a low heat for 15 minutes to simmer stirring occasionally
- Add mangetout/green beans and spinach a couple of minutes before you eat it if you like it crunchy, or earlier if you like your veg soft.

EAT WITH NAAN AND RICE! LOVELY!!!

### INGREDIENTS

#### For The Paste:

- 1 cup of fresh parsley
- 1 cup of fresh coriander
- 1 garlic clove finely chopped
- 1 finely chopped onion
- 1-2 chillies finely chopped
- 2 cm of ginger finely chopped/grated
- Lemongrass sticks x 2 finely chopped
- 1 lime squeezed
- 1 teaspoon of fish sauce
- 1 teaspoon of soy sauce
- Sesame oil

#### For The Curry:

- Chickpeas
- Creamy coconut milk
- Baby leaf spinach
- Mangetout / green beans
- Chicken or turkey or prawns



## HEALTH & SOCIAL CARE/EARLY YEARS

Counselling	Start Date	Length	Time(s)	Day(s)	Fee	Venue
CPCAB Award in Introduction to Counselling Skills Level 2	14/09/15	10 w	09:00-12:00	Tue	£221	R
CPCAB Award in Introduction to Counselling Skills Level 2	13/04/16	10 w	18:00-21:00	Wed	£221	R
CPCAB Certificate in Counselling Skills Level 2	15/09/15	25 w	17:30-21:00	Wed	£666	R
CPCAB Certificate in Counselling Skills Level 2	24/11/15	25 w	09:00-12:30	Tue	£666	R
CPCAB Certificate in Counselling Studies Level 3	15/09/15	30 w	09:00-12:00	Thur	Dep	R
Teaching and Learning	Start Date	Length	Time(s)	Day(s)	Fee	Venue
CACHE Certificate in Supporting Teaching & Learning Level 2	15/09/15	30 w	09:00-12:15	Tue	Dep	R
CACHE Certificate in Supporting Teaching & Learning Level 3	16/09/15	30 w	09:00-12:15	Wed	Dep	R
CACHE Certificate in Supporting Teaching & Learning Level 3	17/09/15	30 w	09:00-12:15	Thur	Dep	R
Early Years	Start Date	Length	Time(s)	Day(s)	Fee	Venue
Foundation Degree in Early Years	08/09/15	3 y	09:00-17:00	Tue	£2500	W
Foundation Degree in Early Years	09/09/15	3 y	13:00-19:00	Wed	£2500	R



“ This course is a really good insight and provides hands-on training for those students who want to work with children or adults ”

**Helen Canning**

Lecturer & LSDO Health & Social Care

## HOBBIES & LEISURE

Arts and Crafts	Start Date	Length	Time(s)	Day(s)	Fee	Venue
Creative Writing	29/09/15	10 w	19:00-21:00	Tue	£110	W
Creative Writing	19/01/16	8 w	19:00-21:00	Tue	£90	W
Creative Writing	26/04/16	8 w	19:00-21:00	Tue	£90	W
Sketching and Watercolour	30/09/15	10 w	19:00-21:00	Wed	£100	W
Sketching and Watercolour	20/01/16	8 w	19:00-21:00	Wed	£90	W
Sketching and Watercolour	27/04/16	8 w	19:00-21:00	Wed	£90	W
Starting Photography	28/09/15	10 w	19:00-21:00	Mon	£110	W
Starting Photography	18/01/16	10 w	19:00-21:00	Mon	£110	W
Starting Photography	25/04/16	10 w	19:00-21:00	Mon	£110	W
Starting Photography	30/09/15	10 w	19:00-21:00	Wed	£110	W
Starting Photography	20/01/16	10 w	19:00-21:00	Wed	£110	W
Further Photography	19/01/16	10 w	19:00-21:00	Tue	£130	W
Further Photography	26/04/16	10 w	19:00-21:00	Tue	£130	W
Garment Making	29/09/15	10 w	19:00-21:00	Tue	£110	W
Garment Making	19/01/16	8 w	19:00-21:00	Tue	£100	W
Garment Making	30/09/15	10 w	19:00-21:00	Wed	£110	W
Garment Making	20/01/16	8 w	19:00-21:00	Wed	£100	W
Crochet for Beginners	29/09/15	8 w	19:00-20:30	Tue	£68	R
Crochet for Beginners	19/01/16	8 w	19:00-20:30	Tue	£68	R
Watercolours	29/09/15	8 w	19:00-21:00	Tue	£90	R
Watercolours	19/01/16	8 w	19:00-21:00	Tue	£90	R
Watercolours	19/04/16	8 w	19:00-21:00	Tue	£90	R
Flower Arranging for Beginners/Improvers	30/09/15	8 w	19:00-21:00	Wed	£90	OH
Flower Arranging for Beginners/Improvers	20/01/16	8 w	19:00-21:00	Wed	£90	OH
Cookery	Start Date	Length	Time(s)	Day(s)	Fee	Venue
Baking & Pastry	30/09/15	10 w	18:30-21:00	Wed	£130	W
Baking & Pastry	20/01/16	8 w	18:30-21:00	Wed	£120	W
Baking & Pastry	27/04/16	8 w	18:30-21:00	Wed	£120	W
Thai Cookery	20/01/16	8 w	18:30-21:00	Wed	£120	W
Simply Home Cooking	30/09/15	8 w	18:30-21:00	Wed	£110	W
Cooking for Fun	29/09/15	8 w	19:00-21:00	Tue	£90	R
Cooking for Fun	19/01/16	8 w	19:00-21:00	Tue	£90	R
Fitness and Dance Classes	Start Date	Length	Time(s)	Day(s)	Fee	Venue
Ballroom & Latin American Dancing	01/10/15	8 w	19:00-20:00	Thur	£55	B
Keep Fit Ladies Over 50	17/09/15	10 w	10:00-11:00	Thur	£48	AVC
Keep Fit Ladies Over 50	14/01/16	9 w	10:00-11:00	Thur	£44	AVC
Keep Fit Ladies Over 50	14/04/16	10 w	10:00-11:00	Thurs	£48	AVC

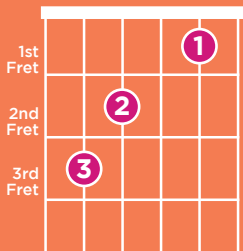
## HOBBIES & LEISURE

Music	Start Date	Length	Time(s)	Day(s)	Fee	Venue
Guitar for Beginners (Part 1)	29/09/15	8 w	19:00-20:00	Tue	£55	R
Guitar for Improvers (Part 1)	29/09/15	8 w	20:00-21:00	Tue	£55	R
Guitar for Beginners (Part 2)	19/01/16	8 w	19:00-20:00	Tue	£55	R
Guitar for Improvers (Part 2)	19/01/16	8 w	20:00-21:00	Tue	£55	R

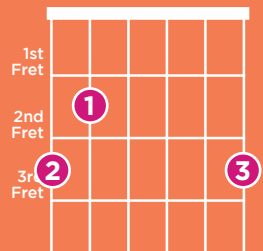


This commonly used chord progression known as the I, V, vi, IV, progression uses the first, fifth, fourth, of the scale depending on the KEY. In the key of C the chords are C, G, A minor and F.

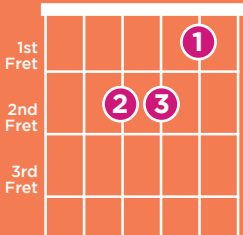
C MAJOR



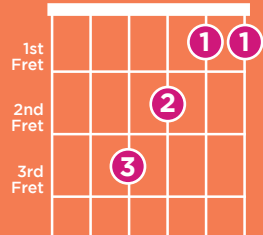
G MAJOR



A MINOR



F MAJOR



Just a few songs that feature this progression:

Toto - Africa | Elton John - Can You Feel the Love Tonight | Avril Lavigne - Complicated | Journey - Don't Stop Believing | Alphaville - Forever Young | Bruno Mars - Grenade | Katy Perry - Hot n Cold | Bon Jovi - It's My Life | The Beatles - Let It Be | Madonna - Like a Prayer | Tears for Fears - Mad World | Bob Marley - No Woman, No Cry | Coldplay - Paradise | Eagle Eye Cherry - Save Tonight | Maroon 5 - She Will Be Loved | Red Hot Chili Peppers - Under the Bridge | The Police - So Lonely | Kelly Clarkson - Stronger | A-ha - Take On Me | Iggy Pop - The Passenger | Rihanna - Umbrella | Busted - What I Go to School For | Shakira - Whenever, Wherever | The Black Eyed Peas - Where is the Love? | U2 - With or Without You | Miley Cyrus - Wrecking Ball | James Blunt - You're Beautiful | The Cranberries - Zombie



## LAW

LAW	Start Date	Length	Time(s)	Day(s)	Fee	Venue
Staffordshire University LLB (Hons)	09/2015	4 y	9:15-16:15	TBC	£3000	W
Staffordshire University Graduate Diploma in Law (CPE/LLB)	09/2015	2 y	18:00-21:00	Thur	£3000	W
Foundation Degree in Paralegal Skills	09/2015	3 y	9:15-16:15	TBC	£3000	W
CILEx Level 3 Certificate in Law and Practice	24/09/15	1 y	9:00-13:00	Thur	£1450	W
CILEx Level 3 Professional Diploma in Law and Practice	24/09/15	1 y	9:00-13:00	Thur	£1450	W
CILEx Level 6 Certificate in Law - Civil Litigation	Flex	Flex	Flex	Var	£700	W
CILEx Level 6 Certificate in Law - Client Care Skills	Flex	Flex	Flex	Var	£380	W
CILEx Level 6 Certificate in Law - Contract Law	Flex	Flex	Flex	Var	£700	W
CILEx Level 6 Certificate in Law - Conveyancing Practice	Flex	Flex	Flex	Var	£700	W
CILEx Level 6 Certificate in Law - Criminal Law	Flex	Flex	Flex	Var	£700	W
CILEx Level 6 Certificate in Law - Equity and Trusts	Flex	Flex	Flex	Var	£700	W
CILEx Level 6 Certificate in Law - Family Law	Flex	Flex	Flex	Var	£700	W
CILEx Level 6 Certificate in Law - Land Law	Flex	Flex	Flex	Var	£700	W
CILEx Level 6 Certificate in Law - Legal Research Skills	Flex	Flex	Flex	Var	£380	W
CILEx Level 6 Certificate in Law - Tort Law	Flex	Flex	Flex	Var	£700	W
CILEx Graduate Fast Track Diploma	Flex	Flex	Flex	Wed	TBC	W



Accredited professional qualification

## SPORTS & FITNESS

Sports, Fitness And Dancing	Start Date	Length	Time(s)	Day(s)	Fee	Venue
CYQ Personal Trainer Level 3	09/10/15	26 w	09:30-15:30	Fri	Dep	W
CYQ Personal Trainer Level 3	13/02/16	15 w	18:00-21:00	Wed/ Sat	Dep	W
CYQ Fitness Instructing Level 2	30/09/15	20 w	12:00-18:00	Wed	£450	W
CYQ Fitness Instructing Level 2	03/02/16	20 w	12:00-18:00	Wed	£450	W
CYQ Fitness Instructing Level 2	03/10/15	20 w	10:00-16:00	Sat	£450	W
CYQ Exercise to Music Level 2	30/09/15	20 w	12:00-18:00	Wed	£450	W
CYQ Exercise to Music Level 2	03/02/16	20 w	12:00-18:00	Wed	£450	W
CYQ Certificate in Fitness Instructing Level 2	15/09/15	22 w	18:00-21:00	Tue/ Thu	£450	R
CYQ Certificate in Personal Training Level 3	17/09/15	28 w	18:00-21:00	Tue/ Thu	Dep	R
VTCT Diploma in Sports Massage Level 3	15/09/15	28 w	18:00-21:00	Tue/ Thu	Dep	R
VTCT Award in Taping & Strapping Level 3	12/01/16	10 w	18:00-21:00	Thu	Dep	R

## TRAVEL & TOURISM

Travel & Tourism	Start Date	Length	Time(s)	Day(s)	Fee	Venue
NCFE Certificate in Cabin Crew Level 2	09/09/15	1 y	17:30-20:30	Wed	£665	W



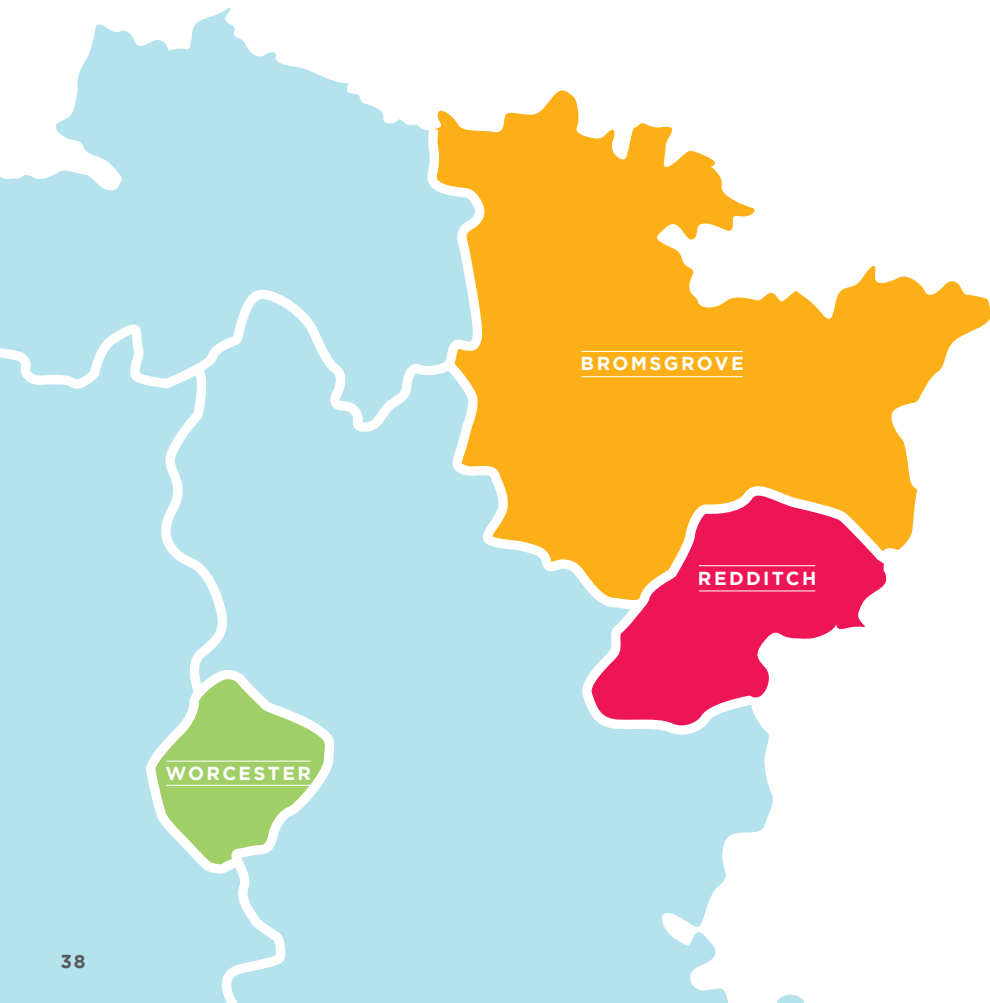
“ The VTCT Sports Massage course provides a stepping stone to university as well as giving learners the opportunity to work as a massage therapist. Our working clinic is open to the general public providing learners with the best possible work experience ”

**Emma Cope**  
Sports Lecturer



# How to find us

Code	Location	Telephone	Post Code
W	Worcester Campus	01905 725555	WR1 2JF
R	Redditch Campus	01527 572523	B98 8DW
B	Bromsgrove Campus	01527 570020	B60 1PQ



## WORCESTER CAMPUS (W)

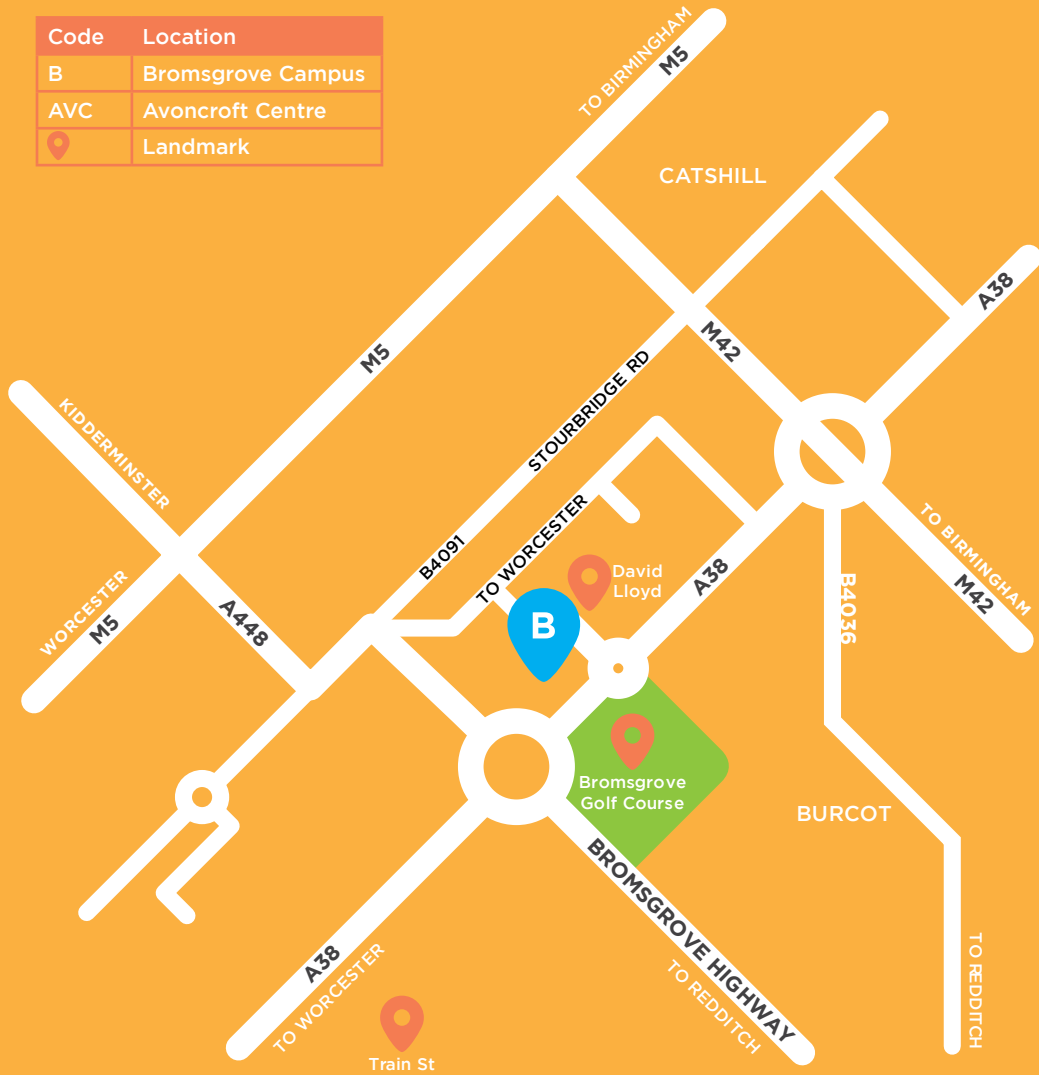
Code	Location
LO	Lowesmoor
SW	St Wulstan's
M	Malvern Centre
VH	Virginia House
SD	St Dunstan's
CB	Cathedral Building
SA	St Andrew's Building
AS	All Saints' Building
	Parking
	Landmark






# BROMSGROVE CAMPUS (B)

Code	Location
B	Bromsgrove Campus
AVC	Avoncroft Centre
	Landmark



# REDDITCH CAMPUS (R)

Code	Location
P	Peakman Street
OH	Osprey House
AH	Alliance House
	Landmark





Our independent travel agency is located in the All Saints' Building, Worcester and provides our Travel and Tourism students with the chance to gain valuable work experience. If you fancy booking a getaway, visit them in the All Saints' Foyer or phone them on

**01905 725618**



## archersrestaurant

**OPEN FOR LUNCH AND DINNER**

Open to the public Wednesday - Friday for Lunch and Thursday evenings for Dinner (term time only).

TO RESERVE A TABLE PLEASE CALL 01527 572867

## NURSERY AND CHILDCARE

Available to students and the general public

Graded by Ofsted as 'Outstanding'

### PLAYTEC + BABYTEC Worcester

Our Ofsted "Outstanding" nurseries provide a happy, secure and stimulating place where learning through play is purposeful and fun.

If you need to book a place for your child, contact Emma Lockwood on **01905 743555**.

### NEW BEGINNINGS NURSERY Bromsgrove

Our bright and spacious nursery offers flexible childcare for children aged 3 months to 4 years old. The children are cared for by a team of professional staff who aim to provide an inspiring and educational environment.

If you need to book a place for your child, contact Ky Bowes **01527 572911**.



## fountains hair & beauty

Create your own style in our new spacious Hair and Beauty Salon. Fountains Salon was opened to the public in September 2014, and is located in St Dunstan's Building in Worcester. It includes individual treatment rooms where you can relax and be pampered.

BOOKINGS 01905 743456



## fusion hair & beauty

Located in the heart of Redditch town centre at our Peakman Street Campus, Fusion is open to the public for great value cuts, colours and beauty treatments using salon exclusive ranges. It is also used by our hairdressing, barbering, beauty and complementary therapy students as part of their programme.

BOOKINGS 01527 572860



the view

The View is a place to meet friends over a coffee, relax with a slice of cake or sit down for some enjoyable, wholesome, home cooked food without any of the effort of cooking or preparing it yourself. We have our very own Starbucks counter, which is the only one in Worcester City Centre. So sit back and relax with a latte or grab a frappuccino on the go.



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