



# Part-Time Course Guide 2019/20

Uncover a new  
skill this year

HOWCOLLEGE.AC.UK  
08448 802500



HEART OF  
WORCESTERSHIRE  
COLLEGE



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All course information in this prospectus is correct at the time of publication. Where there is a change to published information, students will be notified in a timely manner and provided with a detailed explanation. If a course is cancelled, the College will make efforts to ensure that applicants receive timely advice on other suitable courses and options available. Any decisions made by Heart of Worcestershire College are carefully considered and made in the best interests of our students, to enhance both their success and experience. For the most up-to-date information please see the College website: [www.howcollege.ac.uk](http://www.howcollege.ac.uk)

# Why Us?

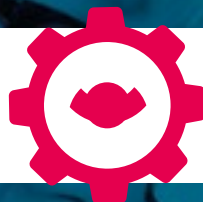
## Because we're good!\*

**\*according to Ofsted...**

**We think we're great, here is why...**

### Experienced lecturers

Our staff have a mix of industry and educational experience, bringing you the best of both worlds.



### Links with employers

We have excellent links with local employers which allows us to provide opportunities for our students to gain hands-on and invaluable work experience placements.



### Starbucks at all campuses

We have a Starbucks on every site. The perfect place to relax before class, get some work done or stop by for your caffeine fix!

### World class facilities

We have exceptional facilities which we continue to invest in, including our state-of-the-art sports area at Perdiswell Leisure Centre and our award-winning Special Educational Needs (SEN) provision, The Base.







**Free Wifi**

ROCHESTER COLLEGE  
ES

← Fitne

← Teaching Ro

← Spectator  
Seating





**THE  
SKILLS  
SHOP**

**The Skills Shop is your new one stop shop for all our short skills courses. Learn a new hobby or develop a skill to further your career.**

**Why not try out one of our courses for fun or treat a family member.**

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## **Courses currently available in...**



**Beauty skills**



**Food safety**



**Beginners IT**



**Counselling**



**Childcare**



**First aid**

**To find out more information and to sign up please visit our website: [howcollege.ac.uk](http://howcollege.ac.uk)**

# Let's Talk Money

## **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. The balance will then be split over further payments. For more information please call our finance team on 01905 743 573 or 01905 725 707.

## **What are Advanced Learner Loans?**

Students who are studying a further education course (including some professional courses) at Level 3 or above and are over the age of 19 will be offered loans to cover the cost of their tuition fees on certain courses.


## **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.

## **Do you provide discounts for Jobseekers' 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.



An aerial photograph of Worcester, England, featuring the prominent spire of Worcester Cathedral. The image is overlaid with a semi-transparent blue gradient that covers most of the page, leaving the bottom section clear. The text is white, providing high contrast against the blue background.

## **Can I get a refund for my course fees?**

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.

## **How can I pay my course fees?**

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

## **Is there any financial support available for students studying a higher education course?**

Yes, there are a number of bursaries available for students studying a higher education course. We have a Higher Education Access to Learning Fund and we also offer a BOOST award. Eligibility criteria is available on the College website. There are also government funded loans available to cover the cost of some courses.

# Professional Qualifications



## Accountancy

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.



## Human Resources

Working in Human Resources (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. We offer professionally accredited CIPD courses which will equip you with a solid foundation for a successful career in human resource management.



## Law

Whether you're employed in a legal environment or looking to kick-start your career in the industry, our CILEX qualifications can offer specialist training to help you achieve your goals. You will have the opportunity to study modules such as: Legal Research Skills, Client Care Skills, Land Law, Conveyancing, Civil Litigation, Law of Tort, Contract Law, Criminal Law and Family Law with an excellent team of academics and legal professionals.

**A professional qualification can take your career to the next step or help you embark on a new one.**



## **Management and Leadership**

Do you see yourself leading a team? Are you confident, innovative and a natural problem solver? 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.



## **Marketing**

Improve your prospects with a professional marketing qualification! Whether you are just starting out in this exciting profession or want to gain new knowledge and skills to improve your competence, our CIM qualifications will equip you to become a successful marketer. You will understand marketing principles, customer needs and how to plan effectively for careers in marketing, sales, communications, public relations, brand management and digital marketing.



## **Teacher Training**

The College offers a range of teaching courses in Redditch and Worcester including the Diploma in Education and Training which is designed for new teachers who are looking to gain a full qualification. Our highly qualified lecturers have years of experience in a variety of teaching areas and offer extra support through an excellent mentoring system.

# Access to Higher Education



Courses offered in Redditch and Worcester



Most courses start in September  
but flexible start dates also available



Daytime & evening classes available



Access to Higher Education (HE) programmes are designed to prepare learners for entry into higher education. These programmes provide the knowledge and skills needed to progress onto a Level 4 qualification at university or college.

Access to HE courses enable learners who may be lacking in confidence, formal educational backgrounds and who have other commitments, to succeed in higher education. Learners must be over the age of 18 to qualify for these courses.

		Level 2	Level 3
Business & Law	W		●
Computer Science Management	R&W	●	●
Education	R&W		●
Health Professionals	R&W	●	●
Science	R&W		●
Social Science	R&W		●
Social Science & Humanities	R		●
Sports Coaching & Management	R&W		●

# Apprenticeships

with Heart of  
Worcestershire  
College



Apprenticeships are delivered in college  
and in the workplace




Apprenticeships are flexible and have  
various start dates throughout the year



Day release

If you want to learn on the job, gain skills and earn at the same time, then an apprenticeship might be the answer. Apprenticeships take between one and four years to complete with an employer and enable you to study whilst working. Employers all over the country recognise and value apprenticeships as they show that you've been trained in the skills they need. Our bespoke training service will help provide you with the support and guidance you need whilst completing your apprenticeship.

		Level 2	Level 3	Level 4	Level 5
Accounting	BRW	●	●		
Adult Care	R&W	●	●		●
Hairdressing	R&W	●			
Children & Young People	R&W	●	●		
Customer Service	R&W	●			
Digital Marketing	W		●		
Engineering	B&W	●	●	●	
Events Assistant	R&W		●		
Hospitality & Catering	R&W	●	●	●	
Human Resources	R&W		●		●
Infrastructure Technician	W		●		
Leadership & Management	R&W				●
Network Engineer	W			●	
Project Management	W			●	
Software Development	W		●		
Teaching Assistance	R&W		●		
Travel Consultant	R&W		●		
Vehicle Maintenance	B&W	●	●		

# Business, Management and Professional



Courses offered across all campuses



Most courses have flexible start dates



Daytime & evening classes available




Government funding may be available for these courses



The Worcestershire Centre for Professional Studies offers a unique mix of business, management and professional courses. Choose to study in education and training, human resources, management and leadership, accounting, marketing or law. Our highly qualified academic lecturers will help guide you through each module. Having small class sizes stimulates meaningful discussions and provides added support when needed.

**Did you know?** Access to Higher Education courses are a perfect stepping stone to higher education - see page 12.

			Level 2	Level 3	Level 4	Level 5	Level 6	Level 7
Accountancy (AAT & ACCA)	£	B&W	●	●	●	●		
Bookkeeping		B&W	●	●				
Business Management (CMI)		W				●		
HND in Business Management	£ ⚡	R&W				●		
BA(hons) Business Management Top-up	£ ⚡	R&W					●	
First Line Management		W		●				
Human Resources (CIPD)	£	R&W		●		●		●
Law	£	W		●			●	
Marketing		W		●	●		●	
Payroll Management (CIPP)		W				●		
Teacher Training		W		●	●			

⚡ = fast track course

# Computing and Information Technology



Courses offered in Bromsgrove, Redditch and Worcester



Most courses start in September but flexible start dates are also available for some courses



Daytime & evening classes available



Government funding may be available for these courses


We offer a wide range of IT courses for beginners as well as intermediate, advanced and professional users. We have bespoke IT Skills Centres in Redditch and Worcester which specialise in flexible courses. The Centres are open all year round and operate on a drop-in basis. Which means you can balance your studies around your work, social and family commitments. In addition to courses run at the IT Skills Centres, we also offer a range of higher education courses. Our expert tutors are always on hand to guide you through all of our qualifications.

“

This course has been very helpful to me in my current job, and also in preparing me for a new career. The style suits my needs. I can work at my own pace and feel at ease and comfortable.

Maria Travell, IT Skills Centre

”

		Entry 3	Level 1	Level 2	Level 3	Level 4	Level 5
Microsoft Packages	R&W	●	●	●	●		
General IT Training	R&W	●	●	●	●		
HNC in Computing	W					●	
Foundation Degree in Digital Media & Games Design	B						●
HND in Computing	W						●

# Construction and Sustainable Technologies



Courses offered across all campuses



Most courses start in September  
but flexible start dates also available



Daytime & evening classes available



Taking place in specialist construction facilities in Malvern, Redditch and Worcester, our construction courses include: bricklaying, carpentry, plastering, painting & decorating and plumbing & heating. Over time we have created strong links with local organisations, helping you to gain employment within the industry. You will work alongside highly qualified, experienced and dedicated staff to develop your employability skills.

“

The Level 1 & 2 Brickwork courses at the College gave me the skills and knowledge I needed to work onsite including how to lay bricks and the industry regulations.

Jack Broadbent, Brickwork

”

		Level 1	Level 2
Brickwork & Bricklaying	M&R	●	●
Carpentry & Joinery	M&R	●	●
Painting & Decorating	M	●	
Plastering	R	●	●
Plumbing & Heating	W	●	●

# Early Years and Counselling



Courses offered in Redditch and Worcester



Most courses start in September but flexible start dates also available for some courses\*




Daytime & evening classes available



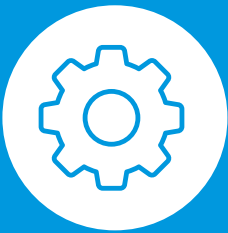
Government funding may be available for these courses

\*Please note flexible start dates are not available for early years courses.

Whether you are looking for a new career in counselling or would like to expand your knowledge with a higher education course in early years, we have the qualification for you. Our friendly and supportive staff have years of industry experience and are ready to help you achieve your goals.

		Level 2	Level 3	Level 4	Level 5
Counselling Skills	R	●	●		
Foundation Degree in Early Years	R&W				●
Supported Teaching and Learning	R		●		

# Engineering and Manufacturing



Courses offered in Bromsgrove and Worcester



Most courses start in September but flexible start dates also available for some courses



Daytime & evening classes available for some courses



Government funding may be available for these courses






We offer an extensive range of part-time engineering courses in Bromsgrove and Worcester for all levels including: AutoCAD, mechanical, manufacturing, operations and electrical engineering. Courses are suitable for both those who are looking to take their first steps towards a new career in this industry, or are already working in a trade and would like to further develop their skills.

“

The staff at the College were willing to push me and this helped me get the results I needed to land an apprenticeship in a dealership.

**Bradley Davis, Automotive**

”

		Level 2	Level 3	Level 4	Level 5
Electrical Installation	W	●	●		
Electrical/Electronic Engineering 	B&W	●	●		●
General Engineering	W	●		●	●
Mechanical Engineering 	B&W		●	●	●
2D AutoCAD	W		●		
3D AutoCAD Solidworks	W	College certificate			
Foundation AutoCAD	B&W	College certificate			
Welding for Beginners	B	College certificate			
Intermediate Welding	B	College certificate			

# English, Maths and ESOL



Courses offered in Redditch and Worcester



Most courses start in September  
but flexible start dates also available



Daytime & evening classes available

We have a wide range of English, maths and ESOL courses to help improve your employability skills. From GCSE to ESOL programmes our classes are fun and friendly. Our tutors have years of experience to help you quickly improve your skills in these areas. You can also gain qualifications that are internationally recognised such as City & Guilds Skills for Life in ESOL, English and maths Functional Skills and GCSE English and maths.


**Did you know?** Our Foundation Access course includes GCSE English and maths - see page 12.

“

I was taught by an excellent teacher and I learned a lot of useful everyday colloquial language which helped me settle in the UK more quickly as well as improve my social life and job prospects.

Eduardo Alcantara (from Portugal)

”

		Entry 1/2/3	Level 1	Level 2
ESOL	R&W	●	●	●
English	R&W	●	●	●
Maths	R&W	●	●	●

# Health Professionals and Social Care



Courses offered in Redditch and Worcester




Most courses start in September but flexible start dates also available



Daytime & evening classes available

Whether you are looking to learn a new skill or need to refresh an existing qualification, our courses are delivered by expert tutors who have years of industry experience in their field. Our teaching philosophy means that we combine theory and reflective practice to ensure our learners become the best practitioners within their field.

		Level 2	Level 3
Dementia Care	R&W	●	
Emergency First Aid at Work	R&W		●
Introduction to Safeguarding	R&W	●	
Mini Medics	R&W		
Safe Handling of Medication	W	●	



# Foundation Learning




Courses offered in Redditch and Worcester



Most courses have flexible start dates

Our Foundation Learning courses are just the beginning. You will learn a wealth of new skills, from using transport and searching for a job to working as a team and dealing with everyday problems. We have a highly trained and experienced team of tutors, whose aim is to give you the confidence, skills and knowledge you need to succeed in your future career.

	
ABILITY (Ability Acquired Brain Injury)	R&W
Impact	R&W
Pathways	R&W
Futures Focus	R&W

# Hobbies and Leisure Courses



Courses offered in Redditch and Worcester



Most courses have flexible start dates

Whether you are looking to master creative writing, perfect your sketching skills, or sharpen your photography, we have a variety of exciting recreational courses helping you to explore and widen your interests. Our courses are delivered by expert tutors in a sociable and friendly environment, so you can have fun and meet new people all whilst developing new skills. Our courses also make great gifts for family and friends.

“

Having recently retired I started this course as a way to learn something completely new. I had no previous experience in sketching and watercolour but enjoyed it so much that this is my second term with the College.

**Stephanie Reader, Sketching and Watercolour**

”



Acrylic Painting	W	Starting and Further Photography	B, R&W
Basic Drawing	W	Beginners Bridge	R&W
Recreational Art	B	Cookery - Beyond the Basics	R&W
Recreational Craft	B	Delicious Desserts	W
Festive / Summer Crafts	B&W	Ethnic Cooking	R
Still Life	W	Thai Cookery	W
Sketching & Watercolour	W	Vegetarian Cookery	W
Calligraphy	W	French for Beginners / for Improvers	R
Creative Writing	B&W	Holiday French	W
Garment Making	B	Spanish for Beginners / for Improvers	R&W
Introduction to Photoshop & Lightroom	B	Keep Fit for Ladies	R
Portrait Workshop (Photography)	B&W	Ukulele for Beginners / Progressors	R&W

# Service Industries

Hospitality,  
Hair & Beauty and  
Travel & Tourism



Courses offered in Redditch and Worcester



Most courses start in September but flexible start dates also available for some courses\*



Daytime & evening classes available



Government funding may be available for these courses

\*Please note flexible start dates are not available for hair and beauty courses.



Whether you're looking to start a career in catering or brush up your hairdressing skills, our part-time courses offer the flexibility to gain a qualification while juggling social or work commitments. We have first class facilities including onsite hair and beauty salons and industry equipped kitchens. We also have our very own flight cabin to train cabin crew, helping to take your career to new heights!

		Level 2	Level 3
Beauty Therapy	R&W		●
Eyes, Brows and Lashes	R&W	●	●
Facials & Make Up	R&W	●	
Indian Head Massage	R&W		●
Manicure & Gel Nails	R&W	●	
Swedish Massage	R&W		●
Hairdressing	R&W	●	●
Chocolate Work	W	●	
Food Safety & Hygiene	R&W	●	
Pastry & Baking Skills	W	●	
Professional Cookery	W	●	
Showpiece Production Afternoon Teas & Summer Dessert	W	●	
Aviation Operations on the Ground	R	●	
Cabin Crew	W	●	
Manicure, Pedicure and Gel Nails	R&W	●	

# Sports and Public Services



Courses offered in Redditch and Worcester



Most courses start in September but flexible start dates also available for some courses



Government funding may be available for these courses

Due to our strong reputation we have extensive links with local and national employers such as gyms, sports centres and local authorities. Whether you are looking to become a Personal Trainer at a gym or study at a higher level with a higher national diploma or foundation degree, our courses have been designed to help you gain employment within the industry. Our fitness instructor and personal training courses are delivered at our brand new facility at Perdiswell Leisure Centre or in our sports facilities at Redditch.

		Level 2	Level 3	Level 4	Level 5
Fitness Instructor	W	●			
Personal Training	W		●		
Foundation Degree in Sports Leader- ship & Management	W				●

# How to Find Us

## BROMSGROVE CAMPUS (B)



Bromsgrove Campus  
Slideslow Drive  
Bromsgrove  
B60 1PQ



01527 570020

## MALVERN CAMPUS (M)



Malvern Campus  
Spring Lane  
Malvern  
WR14 1AL



01905 725526

## REDDITCH CAMPUS (R)



Redditch Campus  
Peakman Street  
Redditch  
B98 8DW



01527 572523

## WORCESTER CAMPUS (W)



Worcester Campus  
Deansway  
Worcester  
WR1 2JF



01905 725555

# How to Apply and Enrol

Applying and enrolling on to one of our part-time courses couldn't be easier with our step-by-step guide:



**Call us on 0844 880 2500**

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**or apply / 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 top of the course page.

**or**

For hobbies and leisure courses select the **'Online Shop'** tab on the home page of the website.

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Starting from Monday 10th July we are open for enrolment throughout the summer. Our opening hours are 10am-3pm. Please note that some courses will require an interview prior to enrolment. If you are unsure please contact us.

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