

Uncover a new  
skill this year

# PART TIME COURSE GUIDE 20/21

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# 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, our award-winning Special Educational Needs (SEN) provision, The Base, CODE and Duckworth Centre of Engineering.

The ITSC is a vibrant and exciting department where learners will get to up their digital knowledge and gain hands-on experience with Microsoft Office 365 applications, such as:

- Microsoft Word
- Excel
- PowerPoint
- OneDrive

#### Students will also learn about:

- Emailing and using the internet
- Being safe and responsible online
- How to carry out online transactions safely and securely
- How to deal with common technical issues

The centre offers expert tutor knowledge and access to the most current IT facilities, enabling learners to develop proficiency across different smart devices, online usage and several key Microsoft software programmes.

The short course structure allows learners to upskill and move onto the next steps - be it further courses or employment.

## COURSE LEVELS

- Beginner - Entry Level 3 - Essential Digital Skills (EDSQ)
- Beginner/Intermediate - Level 1
- Intermediate/Advanced - Level 2

## OUR CAMPUSES

Bromsgrove  
Redditch  
Worcester

## COURSE STRUCTURE

- Courses are 6-8 weeks
- Two days per week

## AWARDING BODIES



**Note:** If the above structure does not work for you please enquire and a more flexible timetable can be discussed.

## **Can I pay my fees in instalments?**

Yes you can! However, an initial payment is required at the time of enrolment to secure your place on your chosen course. This payment will be a third of your course fees and the remaining balance will then be split over future instalments. For more information, please call our finance team on **01905 743 573** or **01905 725 707**.

## **What are Advanced Learner Loans (ALL)?**

Students who are studying a further education course (including some professional courses) at Level 3 or above and are over the age of 19, could 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.

## **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

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



## 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.



## 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.



## 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.



## 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.



## 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.

# ACCESS TO HIGHER EDUCATION



📍 Courses offered in Redditch and Worcester

📅 Most courses start in September  
but flexible start dates are 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.

COURSE INFO	📍	Level 2	Level 3
Business & Law	W		●
Education	R&W		●
Health Professionals	R&W		●
Science	R&W		●
Social Science & Health	R&W		●
Social Science & Humanities	R		●
Social Science & Law	R&W		●
Foundation Access	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.

COURSE INFO	📍	Level 2	Level 3	Level 4	Level 5
Accounting	B&W		●	●	
Adult Care	R&W	●	●		
Bricklayer	R&W	●			
Carpentry and Joinery	R&W	●			
Early Years Educator	R&W		●		
Customer Service	R&W	●	●		
Digital Marketing	W		●		
Engineering Operative	B&W	●			
Events Assistant	R&W		●		
Gas Engineering Operative	W		●		
Hairdressing	R&W	●	●		
Hospitality & Catering	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		●		
Vehicle Maintenance	B&W	●	●		







**“ I WOULD DEFINITELY  
RECOMMEND AN  
APPRENTICESHIP. YOU  
LEARN ON THE JOB WITH  
CO-WORKERS IN THE  
INDUSTRY;**

**YOU CAN GAIN  
FIRST-HAND  
KNOWLEDGE AND  
SKILLS FROM EVERYONE  
AROUND YOU. ”**

Chloe Preedy, Hospitality & Catering Apprentice

# 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 or marketing. Our highly qualified academic lecturers will help guide you through each module and the small class sizes we offer will help to stimulate meaningful discussions, and provide added support when needed.




## DID YOU KNOW?

Access to Higher Education courses are a perfect stepping stone to higher education - see page 12.

COURSE INFO			Level 2	Level 3	Level 4	Level 5	Level 6	Level 7
Accounting (AAT)	£	B&W	●	●	●			
Bookkeeping		B&W	●	●				
Management & Leadership (CMI)		W						●
HND in Business Management	£	B				●		
Human Resources (CIPD)	£	R&W		●		●		●
Marketing (CIM)		W		●	●		●	
Payroll Management (CIPP)		W				●		
Teacher Training		W		●	●	●		
Project Management					●			
Leadership and Management (ILM)		W		●		●		

# 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; this 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.

COURSE INFO		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 (Network Engineering, Security or App Development Pathways)	W						●



**“THIS COURSE HAS  
IMPROVED BOTH MY  
MANAGEMENT SKILLS**

**AND MY ABILITY  
TO WORK UNDER  
PRESSURE.”**

Nick Conway, HND Business Management

# CONSTRUCTION AND SUSTAINABLE TECHNOLOGIES



- 📍 Courses offered across all campuses
- 📅 Most courses start in September but flexible start dates are 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.

COURSE INFO	📍	Level 1	Level 2	Level 3
Bricklaying	M&R	●	●	
Carpentry & Joinery	M&R	●	●	●
Painting & Decorating	M	●	●	
Plumbing & Heating	R	●		

# EARLY YEARS AND COUNSELLING



- 📍 Courses offered in 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





\*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.




COURSE INFO	📍	Level 2	Level 3	Level 4	Level 5
Counselling Skills (CPCAB)	R	●	●	●	
Foundation Degree in Early Years	R&W				●
Supported Teaching and Learning	R&W	●	●		
Understanding Autism	W	●			
Teacher Training	W		●	●	●

# ENGINEERING AND MANUFACTURING



-  Courses offered in Bromsgrove and Worcester
-  Most courses start in September but flexible start dates are 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.

COURSE INFO		Level 2	Level 3	Level 4	Level 5
Electrical Installation	W	●	●		
Electrical/Electronic Engineering 	B&W		●		●
General Engineering	W	●			
Mechanical Engineering 	W		●	●	●
Manufacturing Engineering	W		●	●	
Wiring Regulations	W		●		
Operations Engineering	W		●		
2D AutoCAD Solidworks	W		●		
AutoCAD Foundation	B&W	College certificate			
Beginners Welding	B	College certificate			
Intermediate Welding	B	College certificate			
Inspection & Testing	W	College certificate			

A black and white photograph of a man in a workshop, leaning over a large industrial machine. The man is wearing a dark t-shirt and is focused on his work. The background shows various workshop equipment and a hanging lamp.

**“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

# ENGLISH, MATHS AND ESOL



📍 Courses offered in Redditch and Worcester

📅 Most courses start in September but flexible start dates are also available

🕒 Daytime & evening classes available

## ENGLISH

Throughout the courses we support our learners and help them to improve their capabilities in areas such as communication, writing and reading. Students will learn how to write formal and informal letters and emails, how to extract information from different texts, present work and engage in discussions.

## MATHS

We have both GCSE or Functional Skills maths courses available. Both programmes offer interactive and engaging sessions covering all areas of maths where learners improve their working knowledge in areas including percentages, bearings, fractions and much more.


## ESOL

With levels for everyone the ESOL programmes offer you further development and the opportunity to improve your abilities to communicate in and understanding English.

## DID YOU KNOW?

All of our tutors have extensive experience and are experts in their subjects. Sessions are supportive, educational and interactive.

COURSE INFO	📍	Entry 1/2/3	Level 1	Level 2	GCSE
ESOL	R&W	●	●	●	
English	R&W	●	●	●	●
Maths	R&W	●	●	●	●



**“I WAS TAUGHT BY AN  
EXCELLENT TEACHER  
AND I LEARNED A LOT  
OF USEFUL EVERYDAY  
LANGUAGE,**

**WHICH HELPED ME  
SETTLE IN THE UK  
MORE QUICKLY AS  
WELL AS IMPROVE MY  
SOCIAL LIFE AND JOB  
PROSPECTS.”**

Eduardo Alcantra (from Portugal)

# HEALTH PROFESSIONALS AND SOCIAL CARE

📍 Courses offered in Redditch and Worcester

📅 Most courses start in September but flexible start dates are 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.

COURSE INFO	📍	Level 2	Level 3
Awareness of End of Life Care	W	●	
Awareness of Mental Health Problems	W	●	
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	●	

# INCLUSIVE LEARNING

 Courses offered in Redditch and Worcester

 Most courses have flexible start dates

Our Inclusive 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.

## COURSE INFO

ABILITY (Ability Acquired Brain Injury)

Impact

Pathways

Futures Focus



W

B&W

B&W

W

# HOBBIES AND LEISURE COURSES



## Courses offered in Redditch and Worcester

### Most courses have flexible start dates

\*Please note: a wide variety of courses are added throughout the year. For the most recent additions the list below, please visit our website.

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.

#### COURSE INFO

			
Arm Knitting	R&W	Flower Design	W
Sketching & Watercolour	B&W	Patisseries	W
IT 24/7	R&W	Cook Your Own Takeaway	W
Creative Writing	B&W	Vegetarian Cooking	W
Garment Making	B&W		
Active and Fit	W		
Digital Marketing	W		
Starting Photography	R&W		
Further Photography	B&W		
French for Beginners / Improvers	R		
Holiday French	W		
Spanish for Beginners / Improvers	R&W		



**“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 IT IS MY SECOND  
TERM WITH THE COLLEGE.”**

Stephanie Reader, Sketching and Watercolour

# SERVICE INDUSTRIES AND CREATIVE

Hospitality, Art, Hair & Beauty  
and Travel & Tourism



Courses offered in 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

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 on 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 on-site 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!

COURSE INFO		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	●	
Manicure, Pedicure and Gel Nails	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	●	

# SPORTS AND PUBLIC SERVICES




- 📍 Courses offered in Redditch and Worcester
- 📅 Most courses start in September but flexible start dates are 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 in state-of-the-art facilities at Perdiswell Leisure Centre and Peakman Street fitness complex.

COURSE INFO	📍	Level 2	Level 3	Level 5
Gym Instructing	W	●		
Personal Training	W		●	
Foundation Degree in Sports Leadership & 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 our admissions team on:**

**01905 743456** (Worcester & Malvern)

**01527 572822** (Bromsgrove & Redditch)

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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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Enrolments for courses are open throughout the year. 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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