

Uxbridge College Part-Time Courses April to July 2010

Enrol now

Tel: 01895 853333

www.uxbridgecollege.ac.uk



Welcome to Uxbridge College

If you want to improve your career prospects, start a course which will lead on to higher qualifications, or simply broaden your horizons by doing something new, part-time study at Uxbridge College could be the answer. Our huge range of courses provide options to study for work or leisure.

A successful college

We're committed to giving you the skills you need to fulfil your ambitions and open the door to a great future. Uxbridge College is one of the most successful further education colleges in the country with the highest success rates in London for the third year running*. Ofsted judged the College to be outstanding – the highest possible result that they can give. We have also been awarded Beacon status, which recognises consistent high quality and successful teaching, supported by strong and effective leadership and management.

Finding you the right course

Studying part-time makes it easy and affordable to fit your commitments, such as your family or job, around college. It doesn't matter whether or not you already have qualifications – we can find something at the right level for you. We can also give you advice on finance, help improving basic numeracy and literacy as well as assistance and support for people with disabilities.

Our Information & Advice team can assist you with support and guidance on your career, plus advise you on how you can develop your skills and your CV, whether you want to retrain or learn new skills.

If you would like to find out more, contact one of our advisers on **01895 853333**.

Get back into work

The present economic climate is daunting for many individuals and employers; however there is support available during these challenging times. If you have recently been made redundant, are at risk of redundancy or have been out of work for some time, we may be able to help you with free or subsidised training in a range of subject areas. We can also provide help with CV writing and interview skills.

For more information please contact Harpal Lehal on **01895 853605** or email hlehal@uxbridgecollege.ac.uk

*For 16-18 year olds studying long qualifications based on the Learning and Skills Council, Further Education (FE) Institution Level Success Rate Report 2007/08, the most recent statistics available for college success rates.

Great employer links

Our courses are designed around the needs of employers – providing you with the skills required for the job market. Many of our lecturers bring years of industry experience to the College, so they know what skills are needed and can share their knowledge and experience. The College has been awarded the Training Quality Standard – a national kitemark for excellence in providing training to employers and responding to their needs.

Fantastic facilities

Uxbridge College is based on two modern campuses at Uxbridge and Hayes, which offer all the best facilities to help students achieve academic and vocational excellence. In the last few years we have spent £38m on new buildings, facilities and IT systems and we are planning to invest more in the future.

Easy to get to

Both our campuses are well served by public transport and road links, and offer student parking. This makes it easy for people to come from miles around to make the most of our excellent teaching and facilities.

OPEN DAYS

Come to one of our open days and look around the campuses and facilities, meet current students and staff plus find out information about our courses, teaching methods, student finance and careers advice.

Full-time, part-time and higher education course information for all subjects is available at every open day, but if you would like to view specific facilities see below.

■ **16 June 2010 in Hayes,**
for Catering & Hospitality, Computing,
Hairdressing & Beauty Therapy, Music and
Performing Arts facilities.

■ **10 November 2010 in Uxbridge,**
for Art & Design, Engineering, Motor Vehicle,
Media and Sport facilities.

Our Part-Time Course Guide featuring information on our full range of part-time courses starting from September 2010 onwards, will be available from June 2010.

There's more to offer at Uxbridge College

Uxbridge College offers great courses and much more besides – you don't have to be a student to take advantage of some of our excellent services and facilities.

Our business is your business – training and support for employers and businesses

Uxbridge College is a leading provider in business training with over 40 years' experience in working with people at all levels. We actively work with over 1,500 local businesses, providing them with a range of training and support solutions. We are a provider of excellent training, recognised through Training Quality Standard, Ofsted and Beacon accreditation.

What we can offer your business:

- Quality, affordable and flexible training solutions
- Training customised to the needs of your business
- Free on-site visit to assess your needs
- Access to free and subsidised training for your industry
- Support to develop a multi-skilled workforce
- A free recruitment service
- Work in partnership – become an employer champion
- Apprentices to make your business more effective, productive and competitive
- Facilities to hire for your business needs.

We can also offer SMEs a referral service to a specialist Human Resources (HR) organisation who can provide support through bespoke training plus expert advice and guidance on employment issues.

There may be up to £1,000 of funding available through the Leadership and Management grant. For more information contact Sanjay Suri, Commercial Manager on **01895 853417, 07939 570325** or email ssuri@uxbridgecollege.ac.uk

Need training to help you get back into work?

Uxbridge College can help! We offer free training and support including CV writing and interview techniques, training in a wide range of subject areas and links with local employers. Find out more about how we can help you progress on **01895 853605**.

Looking for facilities to hire?

If you are looking for space to hire for an event, a meeting or to conduct training, the College can offer great value, well-equipped spaces to suit your needs. Our campuses in Uxbridge and Hayes are in easy reach of main routes and have good public transport links. Facilities are available for hire on weekdays, evenings and weekends. For information on the venues available and for costs please call **01895 853631**.

Pamper yourself at our hair and beauty salons

Come along to our professional standard hair and beauty salons and get top quality treatments for less than the prices you pay on the high street! We are training the professionals of the future so you can be assured of high-standard haircuts and styles and professional beauty treatments carried out by fully supervised trainees. There are a huge range of treatments on offer so to book yourself an appointment or to get a copy of the pricelist please call **01895 853666**.

Enjoy lunch and dinner in our restaurant

If you like to eat good quality food then treat yourself to a three course, silver service lunch in our bistro-style training restaurant – for as little as £6. Students work in industry standard kitchens, preparing and serving meals under the supervision of industry experienced chefs. The restaurant is open to the public for lunch every weekday during term time and there are also occasional gourmet evening events. To book a table or to find out more please call **01895 853730**.

An outstanding nursery providing fantastic childcare

If you are looking for the very best childcare find out more about our nursery, located on our Hayes Community Campus. The high quality provision offered by the nursery was recognised by Ofsted, who graded it outstanding – the highest grade they can give. Places are available for babies aged from three months to children aged five years. For more information, details on costs or to arrange an appointment to view the facilities on offer for your child, please call **01895 853380**.

Free activities for children under five

The Uxbridge College Children's Centre offers free information and activity sessions for parents living in the Hayes area, with children under the age of five. As a Sure Start Children's Centre we offer lots of activities to help children learn, develop and socialise with others, including Boogie Babies, Tiny Ballers and Tumble Tots. Parents can also pick up useful information on training and career development, childcare tips and information from the Citizen's Advice Bureau.



Accounting

Sage Accounting

An introduction to using Sage for computerised accounts, suitable for owners of small businesses or staff responsible for the preparation of accounts. Basic computer experience and knowledge of manual bookkeeping or accounting systems is required.

Start Date	End Date	Days	Time	Duration	Location	Fee	Next Step	Course Code
24/04/10	10/07/10	S	10:00-13:00	10 weeks	H	£385 F	Enrol now	SAGACS/1/HYC

Sage Payroll

Aimed at owners of small businesses or anyone responsible for payroll, this course teaches you how to use Sage Payroll. Basic computer experience and a working knowledge of payroll systems is required.

Start Date	End Date	Days	Time	Duration	Location	Fee	Next Step	Course Code
19/04/10	05/07/10	M	18:00-21:00	10 weeks	U	£385 F	Enrol now	SAGPYE/1/UXB

Beauty Therapy – Indian Bridal

The Indian Bridal course has four modules – henna, long hair styling, make-up & bindi and threading. Each module can be studied as a standalone course however successful completion of all four modules provides the full “Bridal Singhaar” qualification. The tutor can speak English, Hindi and Gujarati.

Indian Bridal – Henna

The course is for those wishing to learn the art of henna and covers the techniques of caring for the hands and feet to achieve a well groomed and professional image. You will also learn the skills of nail décor and intricate mehndi (henna) application.

Start Date	End Date	Days	Time	Duration	Location	Fee	Next Step	Course Code
24/04/10	10/07/10	S	13:00-16:00	10 weeks	H	£170 +F	Enrol now	IBHENS/1/HYB

Indian Bridal – Long Hair Styling

This module is for those wishing to learn how to style long hair and includes styles for everyday and special occasions. You will also learn how to use accessories such as flowers, seashells and lace to enhance the hair.

Start Date	End Date	Days	Time	Duration	Location	Fee	Next Step	Course Code
28/04/10	07/07/10	W	18:00-21:00	10 weeks	H	£170 +F	Enrol now	IBLHSE/1/HYA

Indian Bridal – Make-Up & Bindi

You will learn how to prepare the skin and gain practical experience in applying a range of make-up effects including day, special occasion and bridal make-up. You will also learn the application of bindiya and pir.

Start Date	End Date	Days	Time	Duration	Location	Fee	Next Step	Course Code
24/04/10	10/07/10	S	09:30-12:30	10 weeks	H	£180 +F	Enrol now	IBMUBS/1/HYB

Catering & Hospitality

National Certificate for Personal Licence Holders		This course is for those authorising the retail sale of alcohol in licensed premises including pubs, clubs, hotels, restaurants and shops. It is a legal requirement in the UK in England and Wales for anyone authorising the sale of alcohol to the public to hold a personal licence.						
Start Date	End Date	Days	Time	Duration	Location	Fee	Next Step	Course Code
18/05/10	18/05/10	T	09:00-17:15	1 day	U	On request	Enrol now	SNLCED/1/UXE

National Certificate for Personal Licence Holders – Resit		This course is for students who did not pass their exam this academic year and have the opportunity to resit.						
Start Date	End Date	Days	Time	Duration	Location	Fee	Next Step	Course Code
14/06/10	14/06/10	M	17:30-18:30	1 day	U	On request	Enrol now	SNLCRD/1/UXE

RSPH Food Hygiene Certificate		This course is for supervisors and potential managers working within food handling, catering, food manufacturing and processing, and retail food organisations.						
Start Date	End Date	Days	Time	Duration	Location	Fee	Next Step	Course Code
26/04/10	26/04/10	M	09:30-16:30	1 day	H	£112 F	Enrol now	RFHYCD/1/HYI
10/05/10	10/05/10	M	09:30-16:30	1 day	H	£112 F	Enrol now	RFHYCD/1/HYJ
24/05/10	24/05/10	M	09:30-16:30	1 day	H	£112 F	Enrol now	RFHYCD/1/HYK
07/06/10	07/06/10	M	09:30-16:30	1 day	H	£112 F	Enrol now	RFHYCD/1/HYL

Childcare

Children's Care Learning and Development NVQ Level 2		This course is for those working with children or young people (birth to 16 years) in any childcare setting. NVQs are designed for people who are unable to attend college on a full-time basis but wish to gain a recognised qualification. Funding may be available for students living in the London Borough of Hillingdon.						
Start Date	End Date	Days	Time	Duration	Location	Fee	Next Step	Course Code
Flexible Learning		W	10:00-14:00	36 weeks	U	£1,849 F	Interview	CCCL2D/1/UXA

Children's Care Learning and Development NVQ Level 3		The course is a progression from the NVQ Level 2 and is suitable for those working in a range of childcare settings including foster carer and child minder. Course content includes promoting children's development, maintaining a safe environment and reflecting and developing practice. Funding may be available for students living in the London Borough of Hillingdon.						
Start Date	End Date	Days	Time	Duration	Location	Fee	Next Step	Course Code
Flexible Learning		W	13:00-15:00	36 weeks	U	£2,087 F	Interview	CCCL3D/1/UXA

Computing – Networking & Hardware

Comptia Network +		This is a solid qualification which could help you improve your employment opportunities. The course covers installing, configuring and troubleshooting basic networking hardware, protocols and services.						
Start Date	End Date	Days	Time	Duration	Location	Fee	Next Step	Course Code
27/04/10	08/07/10	T,Th	18:00-21:00	10 weeks	H	£411 F	Interview	COMNWE/1/HYB

Legend	F Full cost commercial course – all students pay fees, no concessions available + Additional kit, uniform or materials costs are applicable	H Hayes Community Campus U Uxbridge Campus	Interview: see page 11 for information Enrol now: see page 11 for information
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Computing – CISCO CCNA Exploration

This course is for those wishing to learn how to install, configure and maintain networks. The course consists of four modules – a fundamental module and three others which we will offer from September 2010. Candidates are required to have a technical background in computing or networking. Experience of Comptia A+ is beneficial but not essential.

Network Fundamentals		Use network protocol models to explain layers of communications in data network. Design, calculate and apply subnet masks and addresses, build a simple Ethernet network using routers and switches, employ basic cabling and network designs to connect devices, perform basic switch and router configuration and analyse the operations and features of transport and network layer protocols and services.							
Start Date	End Date	Days	Time	Duration	Location	Fee	Next Step	Course Code	
19/04/10	30/06/10	M,W	18:00-21:00	10 weeks	U	£477 F	Interview	CISC1E/1/UXA	

EFL (English as a Foreign Language)

Accredited by the

BRITISH COUNCIL

ENGLISHUK
 member 

The University of Cambridge ESOL qualifications are well known for their high quality and are recognised by colleges, universities and employers. They are ideal for students who wish to obtain a formal, internationally recognised certificate for work or study. It will help those whose focus is to develop their reading, writing, listening and speaking skills and courses are offered at a range of levels from beginners to advanced.

IELTS (International English Language Testing System)		This course focuses on academic English and will help prepare you to take the IELTS examination.							
Start Date	End Date	Days	Time	Duration	Location	Fee	Next Step	Course Code	
19/04/10	21/06/10	M,W	18:30-21:00	8 weeks	H	£220 F	Interview	IELTAE/1/HYC	

Cambridge CAE Advanced		The Certificate in Advanced English (CAE) is for advanced, confident English users who can communicate for work or study purposes.							
Start Date	End Date	Days	Time	Duration	Location	Fee	Next Step	Course Code	
19/04/10	21/06/10	M,W	18:30-21:00	8 weeks	U	£222 F	Interview	ESCAMAE/1/UXC	

Cambridge FCE Intermediate		The First Certificate in English (FCE) is for those who can confidently use everyday written and spoken English.							
Start Date	End Date	Days	Time	Duration	Location	Fee	Next Step	Course Code	
19/04/10	21/06/10	M,W	18:30-21:00	8 weeks	U	£222 F	Interview	ESCAFE/1/UXC	
20/04/10	17/06/10	T,Th	18:30-21:00	8 weeks	H	£222 F	Interview	ESCAFE/1/HYC	

Cambridge KET Elementary		The Key English Test (KET) is for beginners and will improve your everyday written and spoken English.							
Start Date	End Date	Days	Time	Duration	Location	Fee	Next Step	Course Code	
19/04/10	21/06/10	M,W	18:30-21:00	8 weeks	H	£218 F	Interview	ESKETE/1/HYC	

Cambridge PET Lower Intermediate		The Preliminary English Test (PET) is an intermediate course and helps you to develop your written and spoken English.							
Start Date	End Date	Days	Time	Duration	Location	Fee	Next Step	Course Code	
19/04/10	21/06/10	M,W	09:30-12:00	8 weeks	U	£218 F	Interview	ESPETD/1/UXC	
19/04/10	21/06/10	M,W	18:30-21:00	8 weeks	H	£218 F	Interview	ESPETE/1/HYC	

Engineering Technology – Computer Aided Design

We are working in partnership with an Autodesk approved training centre which would allow candidates to join accredited courses run throughout the year. These courses cover AutoCAD 2D and 3D, Autodesk Revit Architecture, Autodesk 3ds Max and Autodesk Inventor, and are available at beginner, intermediate and advanced levels.

For more information please contact Sanjay Suri on 01895 853417, 07939 570325 or email ssuri@uxbridgecollege.ac.uk

Introduction to AutoCAD		This short course covers 2D drawing and an introduction to 3D drawing. Candidates can then progress onto 3D drawing and modelling using the Inventor software, AutoCAD 3D or Revit Architecture.							
Start Date	End Date	Days	Time	Duration	Location	Fee	Next Step	Course Code	
19/04/10	17/05/10	M	18:00-20:30	4 weeks	U	£150 F	Enrol now	IAUTCE/1/UXB	

Introduction to Autodesk Inventor (3D Modelling)		Industry-standard 3D modelling software application that aids with the design of better products – cost effectively and in less time (digital prototyping). You will require basic knowledge of CAD.							
Start Date	End Date	Days	Time	Duration	Location	Fee	Next Step	Course Code	
07/06/10	28/06/10	M	18:00-20:30	4 weeks	U	£180 F	Enrol now	IADIVE/1/UXB	

Engineering Technology – Electrical

17th Edition Wiring Regulations C&G 2382-10		This qualification is for practising electricians with relevant experience and other trades professionals needing to update or demonstrate their understanding of IEE wiring regulations. The course focuses on the main additions and alterations that have been incorporated into the 17th Edition. Those who gained their 16th Edition qualification prior to 2001 will require this qualification.							
Start Date	End Date	Days	Time	Duration	Location	Fee	Next Step	Course Code	
27/04/10	06/07/10	T	18:00-21:00	10 weeks	U	£395 F	Interview	C1710E/1/UXC	

17th Edition Fast Track C&G 2382-10		This is an intensive one week 17th Edition Wiring Regulations course.							
Start Date	End Date	Days	Time	Duration	Location	Fee	Next Step	Course Code	
01/06/10	04/06/10	T-F	09:00-17:30	1 week	U	£395 F	Interview	C17FTD/1/UXC	

17th Edition Update C&G 2382-20		This course will update candidates on the changes since the 16th Edition. It will focus on the main additions and alterations that have been incorporated into the 17th Edition. This course is suitable for those who gained their 16th Edition qualification in 2001 or later.							
Start Date	End Date	Days	Time	Duration	Location	Fee	Next Step	Course Code	
15/05/10	15/05/10	S	09:00-18:00	1 day	U	£213 F	Interview	C17UPD/1/UXC	

Electrotechnical Technology Fast Track Level 3 C&G 2330-07 Certificate – Unit 301		For those who have successfully completed the C&G 2330 Level 2 Fast Track Certificate at Uxbridge College who then wish to join the three month C&G 2330 Level 3 Fast Track in September 2010.							
Start Date	End Date	Days	Time	Duration	Location	Fee	Next Step	Course Code	
11/05/10	08/07/10	T,Th,S	17:45-21:00	8 weeks	U	£427 F	Interview	233F3E/1/UXA	
PLEASE NOTE: Includes some Saturday study between 10:00 and 16:30									

Legend	F Full cost commercial course – all students pay fees, no concessions available + Additional kit, uniform or materials costs are applicable	H Hayes Community Campus U Uxbridge Campus	Interview: see page 11 for information Enrol now: see page 11 for information
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Engineering Technology – Electrical (continued)

EAL Certificate for Domestic Electrical Installers

This qualification allows individuals or businesses that carry out electrical work in support of their main trade to sign off their own work by registering with a competent persons scheme. It is also suitable for candidates wishing to gain underpinning knowledge and hands on practical experience of domestic electrical wiring systems.

Start Date	End Date	Days	Time	Duration	Location	Fee	Next Step	Course Code
19/04/10	05/07/10	M,S	18:00-21:00	12 weeks	U	£700 F	Interview	ECDEIE/1/UXC

PLEASE NOTE: Includes some Saturday study between 10:00 and 16:30

Portable Appliance Testing C&G 2377

This course is suitable for those involved in the inspection and testing of portable electrical equipment. There are no prerequisite qualifications required to take this course but a knowledge of basic electricity/science is helpful. The course is also suitable for practising electricians who wish to offer this service.

Start Date	End Date	Days	Time	Duration	Location	Fee	Next Step	Course Code
13/04/10	13/04/10	W	09:00-18:00	1 day	U	£284 F	Interview	PORTAD/1/UXB

Fundamental Inspection, Testing and Initial Verification C&G 2392-10

This course is for practising and recently qualified electricians who have carried out limited testing. The qualification is for those who would like to become Part P Domestic Installers. A basic knowledge of electrical science and principles and 17th Edition qualification would be useful. This is also a bridging course for candidates who do not have at least 18 months electrical testing experience and wish to progress on to the C&G 2391-10 Inspection & Testing course.

Start Date	End Date	Days	Time	Duration	Location	Fee	Next Step	Course Code
10/05/10	05/07/10	M,S	18:00-21:00	12 weeks	U	£653 F	Interview	C2392E/1/UXC

PLEASE NOTE: Includes some Saturday study between 10:00 and 16:30

Inspection and Testing C&G 2391-10

This course is for qualified electricians, or those with electrical installation experience who wish to develop the skills to test installations and complete relevant documentation. Candidates require at least 18 months electrical testing experience or the C&G 2392-10 bridging course.

Start Date	End Date	Days	Time	Duration	Location	Fee	Next Step	Course Code
06/05/10	01/07/10	T,S	18:00-21:00	12 weeks	U	£662 F	Interview	239TVE/1/UXE

PLEASE NOTE: Includes some Saturday study between 10:00 and 16:30

Electrotechnical Services NVQ Level 3 C&G 2356 Certificate

The Electrical Contracting Industry do not recognise candidates with just the C&G 2330 Level 3 as qualified electricians – to become a qualified electrician this must be part of an apprenticeship scheme or must be accompanied by this Level 3 NVQ. You can then get your JIB card!

Start Date	End Date	Days	Time	Duration	Location	Fee	Next Step	Course Code
Flexible learning and assessment					U	On request	Interview	TBC

Legend	F Full cost commercial course – all students pay fees, no concessions available + Additional kit, uniform or materials costs are applicable	H Hayes Community Campus U Uxbridge Campus	Interview: see page 11 for information Enrol now: see page 11 for information
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Engineering Technology – Motor Vehicle

Auto Electrics

An introduction into auto electrics and electric fault diagnosis. This course would improve your chances of entering or progressing as a motor mechanic or auto electrician. It is also ideal for a hobbyist or someone wishing to carry out their own repairs. The College is in the process of applying for accreditation for this course through City & Guilds and IMI.

Start Date	End Date	Days	Time	Duration	Location	Fee	Next Step	Course Code
19/04/10	05/07/10	M	18:00-21:00	10 weeks	U	£275 F	Enrol now	ELVEDE/1/UXC

Mobile Air Conditioning Systems C&G 5101

Units of this qualification are available at Level 3. These courses are for anyone wishing to enter or to advance within the motor vehicle sector – working with mobile air conditioning systems. The courses fulfil Government Legislation (unit 301) and also certify the required level of competence in working with these systems.

Unit 301

This is in line with the European F Gas regulation EC842-2006, which states that from 4 July 2010 anyone handling refrigerant on mobile A/C systems must be qualified with this or a similar qualification.

Start Date	End Date	Days	Time	Duration	Location	Fee	Next Step	Course Code
29/04/10	20/05/10	Th	18:00-21:00	4 weeks	U	On request	Interview	TBC

Unit 302

Start Date	End Date	Days	Time	Duration	Location	Fee	Next Step	Course Code
13/06/10	01/07/10	Th	18:00-21:00	4 weeks	U	On request	Interview	TBC

NEW! Specialist Construction Courses

We are working in partnership with a specialist construction training company and can now provide candidates the opportunity to join courses run throughout the year eg. IPAF, PASMA, Abrasive Wheels and Harness Training, among others. For more information please contact **Sanjay Suri** on **01895 853417, 07939 570325** or email **ssuri@uxbridgecollege.ac.uk**

Hairdressing

Introduction to Cutting

For those who would like to learn basic cutting skills or those who are interested in starting a career in hairdressing. Previous experience in cutting hair is not required.

Start Date	End Date	Days	Time	Duration	Location	Fee	Next Step	Course Code
29/04/10	08/07/10	Th	19:00-21:00	10 weeks	H	£145+ F	Enrol now	INCUTE/1/HYC

Intermediate Cutting and Styling

This course is ideal for newly qualified hairdressers who would like to improve their skills in cutting and styling. Candidates must have previous experience in hairdressing.

Start Date	End Date	Days	Time	Duration	Location	Fee	Next Step	Course Code
28/04/10	07/07/10	W	19:00-21:00	10 weeks	H	£145+ F	Interview	IMCUTE/1/HYB

Advanced Cutting and Styling

This is a progression from the Intermediate Cutting and Styling course and is for experienced hairdressers who have been out of the industry and want to update their skills.

Start Date	End Date	Days	Time	Duration	Location	Fee	Next Step	Course Code
27/04/10	06/07/10	T	19:00-21:00	10 weeks	H	£145+ F	Interview	ACUTSE/1/HYB

Health & Safety

Make your workplace a safer environment with courses to suit your business. The Chartered Institute of Environmental Health is the UK's primary awarding body for vocational qualifications in accredited food safety, health and safety and environmental protection qualifications.

Principles of COSHH		The Control of Substances Hazardous to Health (COSHH) course focuses on preparing employees to safely use hazardous substances. It includes the risks and controls available and outlines what to expect in using these substances in the workplace.							
Start Date	End Date	Days	Time	Duration	Location	Fee	Next Step	Course Code	
13/05/10	13/05/10	Th	09:30-12:30	½ day	U	£73 F	Enrol now	PCOSHD/1/UXA	

Principles of Manual Handling		This course enables employees to contribute to the development of safer manual handling methods and tasks. The qualification introduces the hazards and risks involved in manual handling and outlines what to expect from a manual handling assessment.							
Start Date	End Date	Days	Time	Duration	Location	Fee	Next Step	Course Code	
13/05/10	13/05/10	Th	13:30-16:30	½ day	U	£73 F	Enrol now	PMANHD/1/UXA	

Health & Social Care

Health and Social Care NVQ Level 2		This course is for those working in the healthcare sector at an assistant level and proves competency in the workplace. The course will assess your competence in real work activities and learning is based on your workplace requirements.							
Start Date	End Date	Days	Time	Duration	Location	Fee	Next Step	Course Code	
Flexible Learning		T	09:30-13:30	6-9 months	U	£1,846 F	Interview	HSCC2D/1/UXA	

Health and Social Care NVQ Level 3		This course is for those working in the healthcare sector aiming to be in a more senior role. The course will assess your competence in real work activities and learning is based on your workplace requirements.							
Start Date	End Date	Days	Time	Duration	Location	Fee	Next Step	Course Code	
Flexible Learning		W	09:30-13:30	9-12 months	U	£2,083 F	Interview	CHSC3D/1/UXA	

Teacher Training

Intensive PTLLS Level 4 C&G 7303		This intensive course (with a smaller group size) leading to the PTLLS qualification provides a basic minimum standard for all those entering the teaching profession. Trainees will study a range of teaching and learning topics and there will be observation of practice (micro teaching).							
Start Date	End Date	Days	Time	Duration	Location	Fee	Next Step	Course Code	
22/04/10	01/07/10	Th	17:00-20:00	10 weeks	U	£351 F	Interview	IPTL4E/1/UXB	

Teaching English

Cambridge Certificate in FE Teaching for ESOL Module 1 CELTA with PTLLS		This course is for those who wish to work in English language teaching who are either new to teaching or experienced teachers who would like to retrain for this specialist work.							
Start Date	End Date	Days	Time	Duration	Location	Fee	Next Step	Course Code	
22/04/10	08/07/10	M,Th	09:30-17:00	10 weeks	U	£999 F	Interview	CELTAD/1/UXC	

Legend	F Full cost commercial course – all students pay fees, no concessions available + Additional kit, uniform or materials costs are applicable	H Hayes Community Campus U Uxbridge Campus	Interview: see page 11 for information Enrol now: see page 11 for information
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Fees

The fees listed in this guide cover tuition, exams (if applicable to the course) and any materials required for the course. A College registration fee of £20 and an ID card fee of £5 will be added when you enrol, if applicable. Please see the information below for more details on the fees.

College registration fee

This single charge of £20 covers as many part-time courses or classes as you wish to take until July 2010. There is no registration fee for one or two day courses.

Tuition fees

Tuition fees must be paid at the time of enrolment. Please remember that some courses run over a two year period, and the course fee listed is for one year of study unless otherwise stated.

Examination and examination registration fees

These are payable by all students aged 19 and over and are included within the full course fee (except where fees are payable direct to the Awarding Body).

Fees for materials and other costs

These are payable by all students aged 19 and over. Fees for materials are included within the full course fee advertised. Some courses require additional special work wear or equipment (marked +) which is not covered in the course fee and for which students will be responsible for the purchase of.

16-18 year old students

16-18 year old students who wish to apply for a part-time course are subject to the College's admissions policy. For more information please call **01895 853333**.

Fee refunds and cancellations

If the College cancels a course all fees will be fully refunded. All other requests for fee refunds must be made in writing to the Finance Office. Please call **01895 853333** for more information.

How to apply

Courses marked 'Enrol now'

You can enrol straight away by the following two methods:

1. In person – at Uxbridge Campus, Park Road, Uxbridge, Middlesex, UB8 1NQ. Please remember to bring your payment with you, you will need to pay your fees when you enrol.

2. By telephone – call **01895 475247** to enrol over the telephone using your Visa, MasterCard, Switch/Maestro or Delta card.

Courses marked 'Interview'

These courses require an informal interview and some interviews can take place over the telephone. To arrange an interview time, please contact Information & Advice on **01895 853333**.

How to pay

We accept the following methods of payment:

- cash – paid in person
- cheque – made payable to 'Uxbridge College' with the card number on the back
- Visa, MasterCard, Switch/Maestro or Delta card.

If your employer is paying your fees, your application must include a letter from them requesting an invoice for the course fees.

All fees are payable at enrolment. Your place on the course will be confirmed after full payment is received.

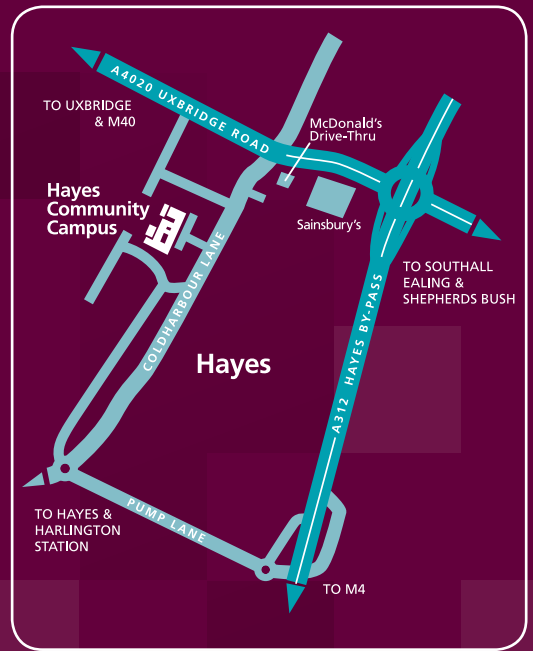
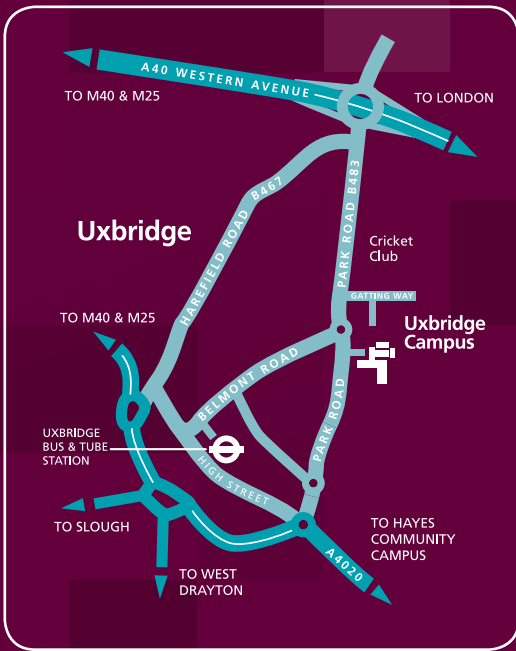
For more information or to apply, please call **01895 853333** and speak to our Information & Advice team or visit us at the Uxbridge Campus.

Uxbridge College issues this information as a general guide to its policies and facilities and reserves the right to modify or alter, without prior notice, any of the contents herein or otherwise advertised. The College reserves the right to discontinue courses at any time as a result of low student numbers or other circumstances beyond its control.

All information is correct at time of press, but may be subject to change. Please contact the College on **01895 853333** for the latest information.

Alternative formats

The College endeavours to provide the guide in alternative formats such as large print. If you would like to receive the guide in an alternative format, please contact our Information & Advice team on **01895 853333**.



Uxbridge Campus

Park Road, Uxbridge,
Middlesex, UB8 1NQ

Tel: 01895 853333

Fax: 01895 853377

Underground: Metropolitan Line and Piccadilly Line (peak times only) to Uxbridge Station.

Buses: U1, U2, U3, U4, U7, U9, U10, 58, 222, 331, 427, 459, 607, A10, R21, 724.

All buses stop at Uxbridge Station. The U1 and U2 stop at the top of Belmont Road, near to the College.

Car Parking: On-site – entrance via Gatting Way.

email: enquiries@uxbridgecollege.ac.uk

www.uxbridgecollege.ac.uk

If you are deaf or hard of hearing please use:

01895 853308 (Voice)

01895 853336 (Minicom)

Hayes Community Campus

College Way, Coldharbour Lane,
Hayes, Middlesex, UB3 3BB

Tel: 01895 853333

Fax: 01895 853636

Rail: Hayes and Harlington Station.

Buses: 90, 140, 195, 207, 607, E6, H98, U4, 427, E7.

Buses stop on Coldharbour Lane apart from 207, 427 and 607 which stop on Uxbridge Road near the Hayes Community Campus.

Car Parking:

On-site – entrance via Coldharbour Lane.

