

Work-based learning (National Vocational Qualifications)



NVQ	Level	Duration	Price by level
Accounting	Level 2 and 3	6-12 months	} * See notes
Business Administration	Level 2 and 3	6-12 months	
Business Improvement Techniques (LEAN)	Level 2, 3 and 4	6-18 months	
Customer Service	Level 2 and 3	6-9 months	
Health & Social Care	Level 2 and 3	9-12 months	
Hospitality & Catering	Level 2 and 3	9-12 months	
Institute of Leadership & Management (ILM)	Level 2 and 3	6-18 months	
IT Professional	Level 2 and 3	9-18 months	
ITQ User	Level 1, 2 and 3	6-9 months	

*These programmes are free for those who are employed and this is their first Level 2 qualification. (Level 2 = 5 GCSEs at A-C, NVQ 2 or equivalent). 50% funding is available for those who already hold a Level 2 qualification and are employed by a company with fewer than 250 employees.

Short courses

Course	Dates	Time	Duration	Price
HSE First Aid at Work	27, 28 & 29 Feb	9.30am-4.30pm	3 days	£175
HSE First Aid Refresher	16 & 23 March	9.30am-4.30pm	2 days	£125
HSE Emergency First Aid	25 Jan	9.30am-4.30pm	1 day	£60
HSE Emergency First Aid	28 March	9.30am-4.30pm	1 day	£60
CIEH Level 2 Food Safety in Catering	6 Jan	9.30am-4.30pm	1 day	£60
CIEH Level 3 Food Safety in Catering	Please enquire	Please enquire	3½ days	£190
CIEH Level 2 Health and Safety	10 Feb	9.30am-4.30pm	1 day	£65
IOSH Managing Safely	13, 20, 26 & 27 Jan	9.30am-4.30pm	3½ days	£375
IOSH Managing Safely	8, 15, 22 & 29 Mar	9.30am-4.30pm	3½ days	£375
AutoCAD Essentials	9, 10 & 11 Jan	9.30am-4.30pm	3 days	£630
Introduction to Microsoft Office	Please enquire for details			£149/day
Business Management	Please enquire for details			From £165/day
Effective Presentations	Please enquire for details			From £165/day
Communication Skills	Please enquire for details			From £165/day

Are you in receipt of Job Seekers Allowance or Employment Support Allowance?

We are offering a number of fully funded programmes specifically designed to help you get back into work, including:

- Welding
- Basic Office Skills
- Care
- Numeracy & Literacy

For more information, please contact Leek College on 01538 398 866 or ask at your local Job Centre.

All of the information contained within this document was correct at the time of going to print. Please visit the website, www.leek.ac.uk, for the most up-to-date information. To request a copy of this document in any other format please call 01538 398 866.

January/February 2012

Work Skills Courses

for those 19+

Work-based learning



Part-time courses



Short courses



19+ Course Information Event
Thursday 26 January, 5.30-8.00pm
at Leek College

01538 398 866
www.leek.ac.uk

Stockwell Street, Leek ST13 6DP
admissions@leek.ac.uk



Part-time courses

Day	Course title	Location	Time	Start	Duration	Price
GCSE and Essential Skills						
Mon	Essential Skills - Numeracy Level 1&2	Leek College	7-9pm	Flexible	6 weeks +	FREE
Thurs	Essential Skills - Numeracy Level 1&2	Leek College	1.30-3.30pm	Flexible	6 weeks +	FREE
Tues	Essential Skills - Literacy Level 1&2	Leek College	7-9pm	Flexible	6 weeks +	FREE
Fri	Essential Skills - Literacy Level 1&2	Leek College	1.30-3.30pm	Flexible	6 weeks +	FREE
Weds	Essential Skills - Literacy Level 1&2	Kingsfield Centre Biddulph	9.15-11.15am	Flexible	6 weeks +	FREE
Weds	Essential Skills - Numeracy Level 1&2	Kingsfield Centre Biddulph	1.30-3.30pm	Flexible	6 weeks +	FREE
Tues	Essential Skills - Literacy Level 1&2	Bishop Rawle Cheadle	9.15-10.45am	Flexible	6 weeks +	FREE
Tues	Essential Skills - Numeracy Level 1&2	Bishop Rawle Cheadle	11-12.30pm	Flexible	6 weeks +	FREE

Hairdressing, Beauty Therapy and Complementary Therapies

Weds	Award in Stone Therapy Level 3*	Leek College	6-9pm	Apr 2012	1 term	£200+£75
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*Students will need to have gained, or work towards the Level 2 Award in Following Health & Safety Practice in the Salon

Engineering

Mon	Award in Introductory Welding Skills (Arc Welding) Level 1	Leek College	7-9pm	Feb	20 wks	£131+£72
Tues	Award in Introductory Welding Skills (Arc Welding) Level 1	Leek College	7-9pm	Feb	20 wks	£131+£72

IT

TBC	Introduction to Sage	Leek College	1 evening p/w	Feb	1 term	TBC
Mon	Flexible IT Workshop* - <i>New Launch Jan 2012</i>	Kingsfield Centre Biddulph	9.30-11.30am	Feb	10 wks	*
Tues	Flexible IT Workshop*	Leek College	9-12noon	Feb	10 wks	*
Tues	Flexible IT Workshop*	Leek College	1-4pm	Feb	10 wks	*
Tues	Flexible IT Workshop*	Leek College	6-9pm	Feb	10 wks	*
Weds	Flexible IT Workshop*	Leek College		Feb	10 wks	*
	Award in Using ICT (Entry 3)					£130.75+£19.30
	Award for IT Users (ITQ) Level 1					£197.50+£39
	Award for IT Users (ITQ) Level 2					£217.92+£50
	Certificate for IT Users (ITQ) Level 1					£290.00+£39
	Certificate for IT Users (ITQ) Level 2					£357.00+£50

*IT Qualifications available at the Workshops

Help with tuition fees and other study costs for Part-time courses

Ask about our new Fee Bursaries for Adults. Help also available for other study costs such as Childcare (Means tested).

Part-time courses are free for those:

- Claiming work-related benefits.
- In receipt of out-of-work benefits.
- Under 24yrs studying for their first Level 2 or Level 3 qualification.

For more information please call 01538 398 866.

Adult Apprenticeships



Adult Apprenticeship	Level	Duration	Employer contribution
Accounting	Level 2 and 3	Level 2 12-18 months Level 3 18-24 months	Level 2 - £250 Level 3 - £300
Barbering	Level 2	Level 2 12 months	Level 2 - £400
Business Administration	Level 2 and 3	Level 2 12-18 months Level 3 18-24 months	Level 2 - £205 Level 3 - £260
Carpentry & Joinery	Level 2	Level 2 24 months	Level 2 - £450
Children'and Young People's Workforce	Level 2 and 3	Level 2 12-15 months Level 3 18-24 months	Level 2 - £450 Level 3 - £650
Computing	Level 4	Level 4 36 months	Level 4 - £196
Customer Service	Level 2 and 3	Level 2 12-15 months Level 3 15-24 months	Level 2 - £205 Level 3 - £260
Engineering	Level 2 and 3	Level 2 24 months Level 3 36-48 months	Level 2 - £1500 Level 3 - £1500
Hairdressing	Level 2 and 3	Level 2 24 months Level 3 12 months	Level 2 - £637 Level 3 - £744
Health & Social Care	Level 2 and 3	Level 2 12-18 months Level 3 18-30 months	Level 2 - £450 Level 3 - £650
Higher Apprenticeship IT Professional	Level 4	Level 4 36 months	Level 4 - £196
Hospitality & Catering	Level 2 and 3	Level 2 12-18 months Level 3 18-24 months	Level 2 - £350 Level 3 - £450
IT Professional	Level 2 and 3	Level 2 24 months Level 3 36 months	Level 2 - £800 Level 3 - £1000
ITQ User	Level 2 and 3	Level 2 24 months Level 3 36 months	Level 2 - £120 Level 3 - £150
Laboratory Technician	Level 2 and 3	Level 2 18 months Level 3 24 months	Level 2 - £450 Level 3 - £650
Process Manufacturing	Level 2 and 3	Level 2 18 months Level 3 42 months	Level 2 - £1000 Level 3 - £1000
Retail	Level 2 and 3	Level 2 12-15 months Level 3 15-24 months	Level 2 - £205 Level 3 - £260

Please note: Unit accreditation is now available and flexible training packages can be tailored to meet the needs of your business or job role. In addition, part funding is available for Adult Apprenticeships depending on eligibility. For learners in full-time employment, a contribution from the employer is expected as above.

APPRENTICE TRAINING PROGRAMME ENROLLING NOW!

Significantly improve your chances of securing an Apprenticeship with a local employer!

Attend Leek College part-time for 12 weeks and get the skills employers want, including creating a 'stand-out' CV, interview skills, teamwork and much more + we will work with local employers to help you to find an Apprenticeship placement that is right for you!

Telephone 01538 398 866 for more information.