

ABOUT NORTHBROOK COLLEGE

Events and Exhibitions at Northbrook

Events

Information & Enrolment Evenings

West Durrington Campus
Tuesday 6th June 2006 6-8pm

Enrolment Sessions for Shoreham & Southwick Courses

Southwick Community Centre, Southwick Street, Southwick
Thursday 15th June & Friday 1st September 10am-2pm

Last Minute Enrolment Evening

West Durrington Campus
Monday 4th & Tuesday 5th September 2006 6-8pm

Open Evening

West Durrington Campus
Monday 5th February 2007 6-8pm

Higher Education Open Day

West Durrington, Broadwater, Union Place & Shoreham Campuses
Thursday 16th November 2006 10-4pm

Higher Education Open Day

West Durrington, Broadwater, Union Place & Shoreham Campuses
Thursday 1st February 2007 10-4pm

Exhibitions

Higher Education Degree Shows

West Durrington Campus
13th - 15th June 2006 10am-5pm

BA Fine Art Degree Show

Union Place Campus
13th - 15th June 2006 10am-5pm

Further Education Diploma Shows

West Durrington Campus
27th - 29th June 2006 10am-5pm

Foundation Studies in Art & Design Show

Union Place Campus
27th - 29th June 2006 10am-5pm

Theatre and Music Performances

Northbrook Theatre, West Durrington Campus
May - June 2006

Pop Music Performance Week

Northbrook Theatre, West Durrington Campus
12th - 16th June 2006, 21st - 22nd June 2006

OCN Exhibition

Union Place Campus
1st July 10am-5pm, 2nd July 1-4pm

Contact Us

Freephone: 0800 183 60 60 • Email: enquiries@nbcol.ac.uk • Web: www.northbrook.ac.uk

Northbrook College Sussex, Littlehampton Road, Worthing, BN12 6NU

Newsletter

You can find out more about Northbrook by reading our monthly newsletter – available at College Receptions and online at www.northbrook.ac.uk

Other Northbrook College Publications

Please contact us if you would like to receive a copy of our:

Full Time Prospectus • Higher Education Prospectus • Employer Focus Programme & Newsletter

Northbrook College – Learning For All

Mission

To develop the capabilities of individuals, employers and other organisations by providing high quality opportunities for learning, which are relevant to their needs.

Equality and Diversity

Northbrook College is committed to equality of opportunity for all staff and students, and the elimination of all forms of discriminatory or oppressive behaviour. All staff and students are expected to treat each other with consideration and respect. Discriminatory or abusive behaviour on the part of any individual or group will not be tolerated.

Disabilities

Northbrook College welcomes applications from students with disabilities and has a good track record in ensuring that all students' needs are met. We are working to ensure full access on all our sites and are able to provide facilities, equipment and/or staff to ensure that all students can be fully included on our courses.

For a discussion about your support needs, please contact our Disability Coordinator, Clare Hughes, on 01903 606321, mini com 01903 606020, c.hughes@nbcol.ac.uk

Student Charter

A copy of the Northbrook College Student Charter and Guide is available from all main campus receptions.

Part Time Courses for Qualifications and Fees


All funded vocational courses receive a subsidy from the Government. In recent years this has been 75% of the assumed cost of the course where students pay tuition fees. The Government's policy now is to decrease the subsidy annually as part of its goal of sharing the cost of providing education and training beyond school-age more evenly with employers and individuals. Unfortunately colleges cannot absorb the cost of the decrease and have no choice but to reflect this in increased fees. The impact of this year's reduction in subsidy when combined with annual inflation is an increase in fees for vocational Further Education courses of around 20% over last year (The actual change for individual courses will vary). Where the College had chosen in the past to waive fees this may no longer be possible.

The Government is also prioritising some kinds of provision above others. This has led to some courses no longer being funded, with the result that they may no longer be offered, or will be offered on a full-cost basis only. Further details of the Government's Agenda for Change can be found by accessing:

<http://readingroom.lsc.gov.uk/lsc/2005/quality/reshaping/agenda-for-change-prospectus.pdf>

Accredited by the



An Affiliated College of

University of Brighton



WELCOME/CONTENTS

Welcome



Thank you for taking an interest in the courses and services offered by Northbrook College in our Part Time Prospectus for 2006/7.

Once again, we have included all part time Further Education, Higher Education and Leisure (Adult and Community Learning) classes in one publication. To help you find the kind of course you are looking for, Qualification and Vocational courses are listed separately from the Leisure courses which are in

the second half of the Prospectus. All of our courses in Worthing, Shoreham and Southwick are included in the appropriate section.

In the Course Directories (page 13 onwards for Qualification/Vocational Courses and page 39 onwards for Leisure courses) you will find details of a huge range of courses, from entry level up to degrees or for personal interest only. In addition, Northbrook offers Skills for Life training as well as Apprenticeships, learndirect and bespoke training for employers (see pages 6 - 8). You can also drop into one of our Flexible Learning Centres (see page 4).

Most courses are based in Worthing, Shoreham and Southwick and are within easy reach by car, train or bus (all our venues can be found at the back of this publication).

Northbrook College is the largest provider of part time Adult classes in the Worthing, Shoreham and Southwick areas and all staff are committed to helping students reach their full potential. We are pleased to be accredited with Centre of Vocational Excellence status for the Business, Management & Finance and Hospitality & Catering sectors and have been approved to develop Centres of Vocational Excellence in Aeronautical Engineering, Heritage Engineering and Instrumentation, Control and Automation Engineering.

We have also recently been accredited as an Action for Business College, which recognises the work we are doing for employers.

Over and above the courses we offer, Northbrook also provides opportunities to sample the excellent services we train people to deliver - whether lunching or dining in our training restaurant, choosing flowers from the Florist shop or enjoying a performance at The Northbrook Theatre.

I do hope you will join us during the year.

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Course	Qualifications	Leisure
Access to Higher Education	15	
Art, Design & Crafts	16	39
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This Prospectus is a general guide to the College, its courses and facilities and Northbrook College Sussex makes every effort to ensure the accuracy of the information provided. We reserve the right to make such alterations to the described courses, fees and services as may prove necessary and cannot accept any legal responsibility for omissions or inaccuracies. Some courses may be cancelled prior to commencement if insufficient enrolments are received or, after the first week, if numbers are not viable. We will, of course, notify you if a course is either full or cancelled and you will receive a full refund of any fees paid.

STUDENT SERVICES

Admissions

Based at West Durrington campus, the Admissions Team are there to provide information on courses and help you through the enrolment process. They are available – either in person or by phone on 0800 183 60 60 - Monday to Thursday 9am to 5.30pm and Friday 9am to 4.30pm.

Further information on enrolments can be found on page 11 (Qualifications) and page 37 (Leisure).

Student Financial Support

The Student Financial Support Office, located at the West Durrington campus, is available to all students requiring financial guidance on a drop in basis. The team are fully briefed on all areas relating to student finance. For further details, phone 01903 606014 or email h.jenkins@nbcol.ac.uk See page 10 for details of financial support available.

Next Step Careers Advice

Are you 20+ with no formal qualifications? Have you been unemployed or would you like a change of career and/or further training? Not sure what courses to take? Unsure of which qualifications you need? Need help with CV writing or filling out application forms? Then call our Next Step Adviser at Northbrook College, based at the Careers Office at West Durrington campus on 01903 606063.



Student Union

Northbrook College Student Union is one of 800 affiliated to the National Union of Students. Candidates for all positions will be elected in approximately September/October 2006. Positions range from President and Entertainments Officer to Charities and Mature Students Officers. All students are welcome to apply for positions as long as they have enthusiasm and commitment.

Additional Learning Support

Many students at Northbrook receive Additional Learning Support to help them with the academic side of their course. Students who have literacy or numeracy needs, who have English as an additional language or who are dyslexic can be offered individual, specific support to help them to achieve. If you would like to discuss ways in which we may be able to support you please contact the Learning Support Team on 01903 606076, mini-com 01903 606020 or email learning.support@nbcol.ac.uk

Counselling and Welfare Unit

If you have problems of any kind whilst studying at Northbrook, please do talk to your tutor – who may then suggest visiting one of our Counsellors. You can also, if you wish, approach the Counselling and Welfare Unit directly. We welcome all students, regardless of gender, race, ability, age, religion, marital status or sexuality.

For further information, please phone 01903 606440 or email counselling@nbcol.ac.uk

Faculty Pastoral and Learning Mentors

(Further and Higher Education students only)

The Pastoral and Learning Mentors offer confidential pastoral support to students. We will listen to your problems and, where possible, help to resolve them or refer you to the appropriate College department or external agency.

Karen Whitehead – Broadwater and Shoreham (Brighton City) Airport campuses – 01903 606488 or 07919 381985

Alison Walker – West Durrington and Union Place campuses – 01903 606041 or 07834 651465

Pay Less For Your Course!

10% off all course fees for full early payment

You can get a 10% discount on all course fees by paying in full at time of enrolment before course start date. See both Qualifications and Leisure Course Directories for course discount price or phone Student Services on 0800 183 60 60 for more information.

5% off all Leisure course fees for students aged 60 and over

You can get a 5% discount on all Leisure course fees if you are aged 60 or over*. This is in addition to the 10% discount stated above for full early payment. See Leisure Course Directory for actual fees or phone Student Services on 0800 183 60 60 for more information.

*Subject to terms and conditions – see page 37

Concessionary fees available for students in receipt of some state benefits

Available to students in receipt of Jobseekers Allowance (means tested), Working Tax Credit, Council Tax Benefit, Income Support, Housing Benefit or who are an unwaged dependant of a person in receipt of these benefits. Subject to terms and conditions – see pages 11 and 37 for more details or phone Student Services on 0800 183 60 60 for more information.

Don't Miss Out!
Contact Us Today
Phone **0800 183 60 60**

FACILITIES

Flexible Learning Resource Centres

Our Flexible Learning Resource Centres provide all Further and Higher Education students with access to high quality IT facilities. Students are able to drop in to their allocated Centre on a flexible basis and gain access to a secure student network, a virtual learning environment, internet and World Wide Web, email service and much more. There are various centres throughout the College and your course tutor will be able to provide more information on which to use.

Library and Information Services

The Northbrook libraries provide a quiet, pleasant, social and cultural atmosphere, with an enthusiastic and friendly team to support you and your studies. Our main Library is at the West Durrington campus, covering Art and Design, Business, Hospitality and Catering. The Broadwater library caters for Further Education, Vocational and IT courses and the Shoreham library for Aeronautical and Automobile Engineering.

Northbrook Online

Northbrook Online is the name we have given to the internet system that supports all Further and Higher Education students studying at Northbrook. All enrolled students are given a password and with this are able to access course materials anywhere. When you log on to Northbrook Online you will also find links to other areas that will be useful during your time with us:

- The Libraries
- Flexible Learning Resource Centres
- Student Services
- Study Skills
- Student Forum



Refectories

There are College Refectories at West Durrington, Broadwater, Union Place and Shoreham campuses serving a wide variety of hot and cold snacks and meals. There is also a food shop at West Durrington and drink and snack vending machines located around the College campuses.

Childcare

There are two nurseries run by local colleges, situated close to the main College sites, which are able to offer full and part time places to children of Northbrook students. Kids@Worthing Nursery, phone 01903 707615 – open Monday to Friday 7.30am to 6pm - accepts children from 6 weeks to 5 years. Northbrook Nursery, phone 01903 606162 – open Monday to Friday 8.30am to 5.30pm, caters for children aged 2 to 5 years. Both are open throughout the year and have qualified staff.

The Northbrook Theatre and Theatre Bar

The Northbrook Theatre is a professional receiving arts centre and community venue. It operates an agreed Arts Policy which is geared towards the benefit through arts of the students as well as staff and the local community in and around Worthing. For more information please phone 01903 606162 or visit www.northbrooktheatre.co.uk

The Northbrook Theatre Bar opens Monday to Friday between 11am and 7pm and often later during performance evenings.

Brooks Coffee Shop

This popular counter service restaurant, located at West Durrington campus, is open weekdays between 10am and 2.30pm during term time. Hot and cold beverages, freshly baked pastries and light meals, including vegetarian dishes, can be enjoyed in pleasant surroundings at economic prices.

The Arundel Room Restaurant

The restaurant, at West Durrington campus, serves luncheons three out of five weekdays, during term time – ranging from buffet to full silver service. Before enjoying a relaxing meal, guests have the opportunity to partake of a pre-meal drink in the licensed bar. The restaurant is popular for its excellent hospitality, and reservations are essential.

Please phone 01903 606160 between 11.30am and 3.30pm term time only. Both individual and group bookings are welcome.

(Both the Coffee Shop and Restaurant provide a training environment for students following NVQ courses in Hospitality and Catering)

Hair, Beauty & Holistic Therapies Salons

There are popular and well equipped hair, beauty and holistic therapies salons situated on the Broadwater campus, which are open Monday to Friday during term time and some evenings. A comprehensive range of treatments are available at very competitive prices (Price list available at College reception areas).

Please call 01903 606444 for more information or to book an appointment.

Florist Shop

Based on our Broadwater campus, the Northbrook Flower Studio opens Monday to Friday during term time from 10am to 2pm, and offers a wide display of floral accessories and arrangements.

To find out more, please phone 01903 606352.

Want To Find Out More About Northbrook College Or Enrol On A Course?

Come to one of our Information & Enrolment Evenings at our West Durrington campus:

Tuesday 6th June 2006 6 - 8pm

Monday 4th & Tuesday 5th September 2006 6 - 8pm

Also - Enrolment Sessions for Shoreham & Southwick courses at Southwick Community Centre, Southwick Street, Southwick:

Thursday 15th June 2006 10am - 2pm

Friday 1st September 2006 10am - 2pm

To find out more freephone **0800 183 60 60** or visit www.northbrook.ac.uk

VISIT NORTHBROOK

Flexible Learning for all at Northbrook's IT Centres

- Open access to computers in a friendly, purpose-built environment
- Trained IT staff always on hand to give learning advice and guidance
- Fast Internet access
- Free access for registered students
- Hourly machine hire for non-registered students
- Wide range of services and support

IT Centres (Drop in for advice and support)

- Broadwater campus: OASIS and SAHARA
- West Durrington campus: PALMZONE
- Shoreham (Brighton City) Airport campus: MIRAGE

All Centres open daytime in term time. Some Centres also open evenings, weekends (Saturday) in term time and daytime in vacations.

Software

MS Windows XP Professional • MS Office 2003 • MS Internet Explorer
Desktop digital imaging • Web design software • Computer-Based Training

Network

High-speed computer network • Internet access • Student email • Secure logins • Personal file space on secure server • Roaming profiles provide consistent access across computers, areas and campuses • Access to course materials through Northbrook Online

Services

Friendly guidance and support • High quality b&w laser printing • Colour printing (A4 & A3) • Image & text scanning • CD and DVD burning • Document binding & laminating • Photocopying • Faxing • Computer accessories for sale... & much more...

Flexible Learning

Our Centres provide a guided environment for practising IT skills, following learning programmes, research, assignments, email communications and more. Also, a range of Flexible Learning Courses are on offer all year round, providing a convenient way to study for those unable to attend mainstream classes because of work or other commitments. Learners can work at their own pace with guidance and support offered by our support staff teams. The Centres can arrange group workshops throughout the year, for those who prefer group learning.

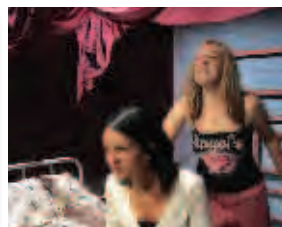
For information on our IT Centres and Flexible Learning options, please call our Flexible Learning Co-ordinator **01903 606402** or **OASIS 01903 606401** or Email: oasis@nbcol.ac.uk or see www.northbrook.ac.uk/openlearning
Further details in our Flexible Learning leaflet available in all Centres



The Northbrook Theatre

"Live Performance at its best"

- Classic & Contemporary Drama
- Musicals
- Dance
- Physical Theatre
- Student & Professional Events



Box Office: 01903 606162 or box.office@nbcol.ac.uk
www.northbrooktheatre.co.uk. Based at the West Durrington campus

VISIT NORTHBROOK

Hair, Beauty & Holistic Therapies Salons

Open daily at our Broadwater campus from 9am. Offering all the latest treatments and technology at very competitive prices.

**Please ring
01903 606444
to make an appointment**



Flower Shop

This shop at our Broadwater campus has been established for several years and is open during term time between 10am and 2pm for all your floristry requirements. The shop also stocks an excellent selection of accessories.

**To place an order please
phone 01903 606352**



The Arundel Room Restaurant

This restaurant, at West Durrington campus, is open for luncheons three out of five weekdays in term time, with styles of service ranging from full silver to buffet. It is also open for dinner some evenings each term. Before enjoying a relaxing meal, guests have the opportunity to have a pre-meal drink in the licensed bar. The restaurant is popular for its excellent hospitality and reservations are essential.



Please book by telephoning the Arundel Room's reception desk on 01903 606160 between 11.30 am and 3.30 pm on weekdays during term time. Group bookings are welcome.

College Art Shop

10% Student Discount

Comprehensive art and stationery supplies, CDs, DVDs etc. Bring this with you to claim your free gift: Northbrook, West Durrington campus or 29 Oxford Road, Worthing, 100 metres from Worthing station.



**Please ring
01903 821191 • www.newnumart.co.uk**

Brooks Coffee Shop

There is a popular counter service restaurant at West Durrington campus, open from 10.00am to 2.30pm, Monday to Friday in term time, where refreshing hot and cold beverages, freshly baked pastries and light meals can be enjoyed in pleasant surroundings.



**Phone
01903 606211**

Other Opportunities To Visit Northbrook

Don't forget we have open days, exhibitions and other events throughout the year



For more information, see Inside Front Cover or visit www.northbrook.ac.uk

EMPLOYER FOCUS

Business is our Focus The Government Skills Agenda "puts employers centre stage"

With this in mind, Northbrook College has established Employer Focus, a team of staff dedicated to focussing on employer training needs.

Employer
Focus



The Employer Focus Team is ready to:

- Act as the main point of contact to respond efficiently to your training enquiries
- Advise on courses within our main prospectuses and employer quarterly programmes
- Provide quotations and assist with designing customised courses to meet your company training needs
- Visit companies to discuss training requirements
- Act as a referral point to other training providers as appropriate
- Guide you on accessing training funds
- Offer you the best service possible

We recognise the importance of flexibility, professionalism and competitive pricing. We offer bespoke and scheduled courses - as well as the NVQs listed below:

- NVQ 2 and 3 Customer Service
- NVQ 3 Management
- NVQ 2 Performing Manufacturing Operations
- NVQ 2 Retail Operations
- NVQ 2 Team Leading
- NVQ 2 Waste Management

Further NVQs available in Courses for Qualifications Directory



Contact us and request a copy of our Employer Handbook, Programme and Newsletter. See how we can assist you.

Phone **01273 234380**

Email **employerfocus@nbcoll.ac.uk**

Web **www.northbrook.ac.uk/employerfocus**

Northbrook College is accredited as an Action for Business College and is a member of the Learning and Skills Council "Action for Business Colleges" Network.



Action for
Business College

APPRENTICESHIPS/LEARNDIRECT

WHAT ARE APPRENTICESHIPS?

They are an opportunity for young people between the ages of 16-25 to get into a working environment, gain valuable experience and earn money. Currently, apprenticeships are free to students aged 16-18 but an annual charge will be made for the training of students aged over 19. For more information please contact the Apprenticeship Team on the number below. An apprenticeship is a structured training programme specific to your needs, enabling you to obtain the knowledge and experience to gain a foothold towards a successful career. Programme structures vary but all apprentices will either attend College/training once a week, evening workshops or week blocks - depending on the occupational sector.

- Appropriate employment is required to enrol.

The Apprenticeship Team welcomes applications from all eligible young people regardless of their race, disability or gender.



Why Would You Want To Be An Apprentice?

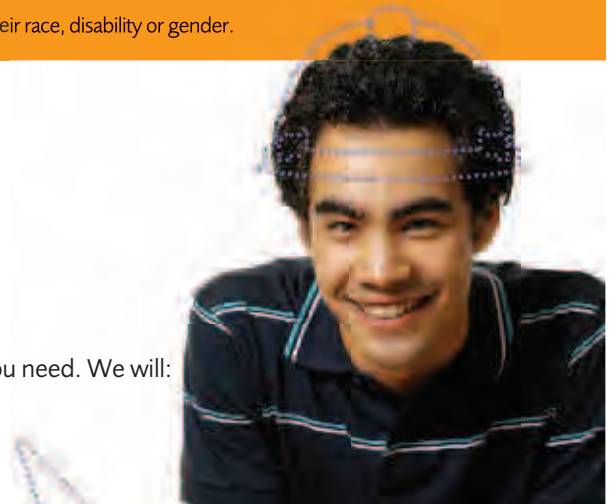
That's simple you will:

- Have a real job following your chosen career
- Receive a recognised qualification
- Earn a wage
- Learn industry specific skills which employers really want
- Have full College support

It's FREE to 16-18 year olds. Annual charges apply to students aged 19+.

'Apprenticeships in Action' at Northbrook College can give you all the help you need. We will:

- Try to help you find the right employer
- Provide the right training
- Support you through your Apprenticeship



How Do I Become An Apprentice?

In order to enrol on an Apprenticeship Programme, you will need to be employed in the industry you wish to train in. The Apprenticeship Team can offer you information and advice on finding a job but cannot normally place you with an employer. Please call us on the number below for further assistance and to apply.

Childcare • Wood Trades • Bricklaying • Catering • Electrical Installation • Swimming Teaching • Motor Trades (Light Vehicle & Heavy Vehicle Mechanics) • Mechanical & Electronic Engineering • Customer Service • Business Administration • IT • Retail*
• Painting & Decorating* • Aeronautical Engineering* (*To be introduced shortly)

For further information, please contact **The Apprenticeship Team: 01903 606375**



**Whatever your reason for Learning,
learndirect is here to help**

If you are:

- looking to gain new skills to land the job you want
- wanting to get to grips with computers for work or for yourself
- looking to get a useful qualification
- an employer or an employee looking for courses that will really make a difference to you or your business
- hoping to learn a new language
- trying to find a way to fit learning into your busy lifestyle

look no further!

learndirect has courses for everyone at all levels, from beginner through to advanced.

With learndirect you can learn at one of our Flexible Learning Resource Centres. With hundreds of courses to choose from, you are sure to find something that will suit you.

learndirect courses are a brilliant way to learn. You learn either online through the Internet or by using workbooks or CD-ROMs, so you are free to learn where and when you want, at a pace you choose.

These courses are broken down into bite-sized chunks, so you can do them a bit at a time and go over a section until you are happy with it. If you get stuck, help from our Centre staff or a tutor is always available.

Enrolment is flexible – all year round. Please contact our Flexible Learning Co-ordinator

TELEPHONE : 01903 606402 FOR FURTHER DETAILS

SKILLS FOR LIFE

AT NORTHBROOK COLLEGE

Improve your Reading,
Writing, Speaking, Listening,
IT and Number Skills

DON'T MISS OUT

Courses In:

Numeracy, Literacy and IT
ESOL (English for Speakers of Other Languages)

Gain a nationally recognised qualification
Improve your skills for work
Help your children with their homework

TO REGISTER YOUR INTEREST PLEASE PHONE

01903 606400

Refer to Pages 13 & 32 for further details of courses



Progression Chart

HIGHER EDUCATION

FURTHER EDUCATION

Northbrook College Sussex offers nationally recognised qualifications at all levels. This chart illustrates the equivalent qualifications at each level.

- Level 6**
 BA or BSc Degree
- Level 5**
 Higher National Diploma
 Diploma of Higher Education
 Foundation Degree
- Level 4**
 Higher National Certificate
 Certificate of Higher Education
 NVQ Level 4
 Professional Certificate & Diploma
- Level 3**
 Foundation Studies in Art & Design
 Access to Higher Education
 BTEC National Diploma
 A Levels & Applied A Levels
 AS Levels & Applied AS Levels
 NVQ Level 3
 BTEC National Certificate
 Advanced Modern Apprenticeships
 Key Skills Level 3
- Level 2**
 BTEC First Diploma
 GCSE grades A*-C
 City & Guilds Level 2
 NVQ Level 2
 GNVQ Intermediate
 Foundation Modern Apprenticeships
 Key Skills Level 2
- Level 1**
 BTEC Introductory Diploma
 GCSE grades D-G
 NVQ Level 1
 GNVQ Foundation
 Edexcel Entry Level Qualification
 Foundation for Work
 Key Skills Level 1
- Entry Level**
 Entry Level Programmes

Courses For Qualification FINANCIAL SUPPORT

Access Funds (Learner Support Funds)

The Access Fund is a means tested grant to assist with your course related costs. Students who receive this grant can request that their College fees or equipment charges are paid direct from any allocation. Any grant paid direct to the student will be paid in instalments throughout the year.

Application Forms are now available.

16-18 Access Fund

You must be aged between 16 and 18 inclusive, on a full time Further Education course and be eligible to receive £30 per week EMA (see below).

+19 Access Fund

Must be 19 or over on a full or part time Further Education course. Your family unit must have an income of under £17,000 per year or be in receipt of means tested benefits.

Some part time courses are not eligible.

Higher Education Students Access To Learning Fund

This is assessed on the student's income and expenditure throughout the academic year.

You must be studying a full or part time Higher Education course and you must have applied for your full student loan if eligible.

Educational Maintenance Allowance (EMA)

You may be able to receive up to £30 per week if your household income is under £30,810 per year and you are attending a full time course*. Continuing students already in receipt of EMA and those aged 16, 17 or 18 and about to leave, or have already left, compulsory education can apply.

Payment of the grant is dependent on your attendance and payments may be cancelled if you have unauthorised absences. You could also receive bonuses of £100 if you remain on your course and make good progress with your learning. For an application pack either contact Student Financial Support or call the National EMA line on 0808 101 6219.

*Students who are also studying work based learning courses may also claim EMA.

Adult Learning Grant (ALG)

The Adult Learning Grant is a means tested grant of up to £30 per week to young adults resident in England studying for a first full Level 2 or first full Level 3 qualification. It is only available to learners in full time learning and aged over 19 (or between 19 & 30 for a Level 3 course). People receiving out of work benefits will not be eligible for the grant. Single students must be earning under £19,000; students with cohabiting partners must have a joint income of under £30,000.

Level 2 Offer

Tuition and exam fee remission may be given to those part time students undertaking their first Level 2 course and some (but not all) Level 3 courses. Please contact Student Services for details on 0800 183 60 60.

Career Development Loans (CDL)

A Career Development Loan is a deferred repayment bank loan to help you pay for vocational courses only.

- You can borrow between £300 and £8000 to help you fund up to two years' training plus (if relevant) up to one year's practical work experience where it forms part of the course.
- The Department for Education and Skills (DfES) pays the interest on your loan while you're learning and you do not have to repay anything until one month after the end of the learning period.
- You then repay the loan to the bank over an agreed period, at a fixed rate of interest.

CDLs are available through three major banks, Barclays, The Royal Bank of Scotland and The Co-operative. Interest rates vary between the different banks and it may be useful to contact each of them before you apply for a loan to find out how much you would repay in total.

Part Time Higher Education Students

If you are enrolling on a part time Higher Education course in 2006/07 you are able to apply to your LEA for a Grant of up to £250 and Tuition Fee Assistance of up to £1125.

For part time HE students the 'Fee Waiver' does not come through the College. You will need to apply through your LEA. If you are earning up to £23,145 you may be eligible for some support. If your earnings are below £15,344 you should receive full assistance. Higher income levels may apply to students with partners/dependants.

For more information on any of the above and other funding opportunities please contact a member of the Student Financial Support Team direct on 01903 606014 or email h.jenkins@nbcol.ac.uk.

We also offer a drop in service, at our West Durrington campus, available during our opening hours: 9am-12pm & 1pm-5pm Monday to Thursday, 9am-12pm Friday.

Pay Less For Your Course!

10% off all course fees for full early payment

You can get a 10% discount on all course fees by paying in full at time of enrolment before course start date. See both Qualifications and Leisure Course Directories for course discount price or phone Student Services on 0800 183 60 60 for more information.



For Information Please Call 0800 183 60 60

Courses For Qualification

COURSE FEES & HOW TO ENROL

Course Fee

Which Fee Do You Pay? In the Courses for Qualifications Directory - starting on page 13 - there are different course fee price bands attached to each course. The fee you pay is dependent on your circumstances.

Price Band A: Full fee for one year

Price Band B: Discounted fee for full payment at time of enrolment 10% discount on full fee available by paying in full at time of enrolment before course start date. See course directory for course discount price or phone Student Services on 0800 183 60 60 for more information.

Price Band C: Concessionary fee for people in receipt of specified benefits Available to students in receipt of Jobseekers Allowance (means tested), Working Tax Credit, Council Tax Benefit, Income Support, Housing Benefit or who are an unwaged dependant of a person in receipt of these benefits. **This fee is only for one year even if the course lasts longer.**

Claiming a concessionary fee: You will need to show evidence, otherwise the full fee will be payable. If you are enrolling by post, send in a photocopy of the 1st and 3rd pages of your benefit book or the entire Award Notice for either of the Tax Credits.

Examinations & Assessments Charge: In each case, the fee includes all charges for examinations and assessments which the College pays on the student's behalf (with the exception of external professional fees/registration). Fees do not include books and additional course expenditure unless stated. A standard charge of £25 is to be levied to all students who do not attend an examination for which they are registered, unless the absence is due to exceptional circumstances.

Facilities Charge: All course fees include a facilities charge which includes (where appropriate to the course) – use of internet, printing facilities, paper, stationery, security and welfare services.

Instalment plans: This facility (for course fees over and above £80) is available providing that the payment is made by direct debit. An initial 25% deposit is required and the balance payable (in up to six monthly instalments) by end March 2007 or the end of the course, whichever is the sooner. Please apply at time of enrolment. Not available to students sponsored by their employers.

Refunds and Cancellations: It is not College policy to issue refunds unless:
1) It has been necessary to cancel the course and a substitute alternative is not available. If this occurs, we will notify you and you will receive a full refund; or
2) Should the student withdraw within the first two weeks of the course, a refund of charges paid, less £30 cancellation fee, will be made. Students who withdraw after the first two weeks will be required to pay the full fee.

Students aged under 16 years

Please contact the College regarding the charges payable.

Students aged 16 – 19

You can enrol on most part time courses free of charge.

Students from outside the European Economic Area

If this applies to you or you have not lived in the UK/EU for more than 3 years, you will be required to pay the overseas student rate. Please contact the College for more details.

How To Enrol

You can enrol for most courses in this prospectus by phone, post or in person. If the course you are interested in has the **APP** sign next to it, please complete the Enrolment Form and you will be contacted to arrange an interview or asked for further information.

If you wish to take advantage of the 10% discount on upfront full payment offer (Fee band B), please ensure full payment is made at the time of enrolment. If you have any questions about this offer, please telephone Student Services on 0800 183 60 60.

At the start of the Courses for Qualifications Directory you will find the following forms to cut out:

- **Enrolment Form** - All students must complete this and return it to the College along with payment in order to enrol on one of our courses.
- **ID Card Request Form** - All students attending courses of 4 weeks or more may be issued with a student card which can be used to gain access to the Flexible Learning Centres, Libraries and for Exam Identification. Note: You will need to provide a passport sized photo to accompany the form.
- **Sponsorship Confirmation Form** - Students sponsored by their employer should complete this form and the appropriate section of the Enrolment Form. (Students will be liable for the full course charge should the signed Sponsorship Confirmation Form not be received or their employment status changes).

Payment at time of enrolment is accepted by cash, cheque, credit/debit card or direct debit (for instalment facility, please see above). Cheques should be made payable to Northbrook College Sussex.

To enrol by post, please complete and send the Enrolment Form (and other applicable forms) to:

**NORTHBROOK COLLEGE SUSSEX
FREEPOST 975
LITTLEHAMPTON ROAD
WORTHING
BN12 6NU**

If a Concessionary Fee is being claimed, it is essential that current benefit evidence or the relevant Award Notice, covering the period of the course commencement date, is enclosed with the Enrolment Form.

Phone 0800 183 60 60 to enrol by phone using a credit/debit card (not possible for concessionary fee).

To enrol in person, please visit Student Services at West Durrington campus (see map on inside back cover):

Monday to Thursday 9am to 5.30pm, Friday 9am to 4.30pm

Also see inside front cover for the dedicated College Enrolment Days

Confirmation Once we have received your Enrolment Form you will be sent confirmation of your place and, if you have applied for an instalment plan, confirmation of instalment payment dates will be sent 10 days prior to first collection.

Student Financial Support

You may be entitled to financial help. See page 10 for more details.

Courses For Qualification

HOW TO USE THE COURSE DIRECTORY

On pages 13 - 36 you will find listed all Northbrook College part time courses leading to a qualification with the subject areas listed alphabetically along with the course fee price bands. Additionally, there is also a full course index on pages 72-73. For details of Course Fees and How to Enrol, please see page 11.

Courses For Qualifications								
DAY	TIME	LENGTH	START	VENUE	A	B	C	CODE
HEALTH & SOCIAL CARE								
NVQ Level 3 in Oral Healthcare <small>APP</small>								
This course is designed for the experienced dental nurse to gain a recognised qualification. A portfolio of evidence is collected through assessment and written experiences within the work place. A certificate of achievement is gained on completion of the portfolio and a pass in the final exam.								
Wed	7-9pm	5 terms	13/9/06	BW	£520.00	£468.00	£284.00	EMLDN3

1. Subject Area
2. Course Title
3. Course Description
4. Course Day
5. Time of Course
6. Course Length
7. Course Start Date
8. Venue Code (see page 74)
9. Full Fee
10. Discounted fee for full payment at time of enrolment - see page 11
11. Concessionary fee for people in receipt of specified benefits - see page 11
12. Course Code



If you need any help understanding the Courses for Qualifications Directory, please phone Student Services on 0800 183 60 60

WHICH COLLEGE FORMS DO YOU NEED TO COMPLETE? Please read below carefully

On the next few pages you will find:

Enrolment Form To be completed by all students wishing to enrol on a course leading to a qualification

ID Card Form For all students (on courses of 4 weeks or more) wishing to receive a Student ID card

Sponsorship Confirmation Form To be completed by all employers sponsoring a student

Paying for your course by Direct Debit? Please retain the following Direct Debit Guarantee

The Direct Debit Guarantee

- This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the scheme is monitored and protected by your own Bank or Building Society.
- If the amount to be paid or the payment dates change Northbrook College Sussex will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Northbrook College Sussex or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.



Data Protection Act (DPA)

By completing the Enrolment Form you agree to information you provide being passed to the Learning and Skills Council (LSC). The LSC is registered under the Data Protection Act (DPA). The registration is primarily for the collection and analysis of statistical data. The LSC will collect and share this information with other organisations for the purposes of administration, careers and other guidance, statistical and research purposes. This will enable the LSC, Department for Education and Skills and partner organisations to monitor attendance and performance, improve quality and plan future provision. Northbrook College Sussex is also registered under the DPA and may share information contained on the form with other organisations or agencies in education, career or employment sectors; and, in exceptional circumstances, medical and appropriate professional personnel including, if necessary, its employees, if, in its reasonable opinion, it is considered your health or wellbeing might be, or is likely to be, placed in jeopardy.

Freedom of Information Act 2000

Northbrook College Sussex has adopted the Model Publication Scheme for Further Education produced in accordance with Section 20 of the Freedom of Information Act 2000 (which came into force on 1st January 2005) and has published information in accordance with that scheme.



**NORTHBROOK
COLLEGE SUSSEX**
Further and Higher Education



ENROLMENT FORM 2006/2007

Please cut out and return to:

**Northbrook College Sussex
Freepost 975
Littlehampton Road
Worthing
BN12 6NU**



PLEASE COMPLETE IN BLOCK CAPITALS

PERSON CODE

DATE OF INPUT

INPUT BY

PART A (Please complete all sections)

PERSONAL DETAILS IN CAPITALS

FORENAMES (IN FULL) **SURNAME/FAMILY NAME**

Mr Mrs Miss Ms **Date of Birth** Day Month Year

Age on 31st August 2006 **National Insurance Number**

PERMANENT ADDRESS

Postcode:

Parental/Guardian Home Own Home Other Not Known

Tel: Mobile* Tel: Home

Tel: Work Email

Emergency Contact Name: Tel: Postcode:

* I agree the College can contact me in relation to College business/events

TERM TIME ADDRESS (for full time students) Only complete if address is different to permanent address

Postcode: Tel:

PREVIOUS SCHOOL/COLLEGE This must be completed by all students aged 16-18

School Name Year you expect to leave

PRIOR STUDY WITH NORTHBROOK COLLEGE

Have you studied at Northbrook College before? Yes No

QUALIFICATIONS ON ENTRY Please detail your main qualifications achieved. List the highest qualification first.

QUALIFICATION GAINED/EXPECTED	EXAM BOARD	DATE ACHIEVED	GRADE
If no previous qualifications gained please tick			

If you require more room to list these qualifications please continue on a separate sheet which must be attached to this form. It may be necessary to contact you later if you have given details of an expected grade(s).

FREE tuition for a first Level 2 qualification for any adult learner over 19 who has not already achieved to the full Level 2 standard (i.e. 5 GCSEs at Grade A* - C or the equivalent) may be available. If you consider you are eligible please sign the declaration below:

I confirm that I have not undertaken a full Level 2 standard course before. Signature

COURSE(S) YOU WOULD LIKE TO ENROL UPON

A	Course Code	Course Title	Annual GLH	Course Start Date	Student Start Date	Student End Date	Campus	Fee Band	Course Fee £	Fee Checked	Resit Y/N	Resit Reason
Full Time Further Education Students only (if applicable): KEY SKILLS			102									

Fee reduction possible upon production of specified means tested benefit.

WIDENING PARTICIPATION Please tick if any of these apply to you

Homeless Traveller Asylum Seeker/Refugee Ex Offender Recently left Care

Statutory education interrupted Full time carer Studying basic skills



NATIONALITY

Nationality Have you been a permanent resident of UK/European Union since 1.9.2003? Yes No

What country do you normally live in? Date of Entry to UK/European Union

Passport number if outside the UK/European Union

The overseas course fee may apply if you do not meet all the relevant criteria - please call 0800 183 60 60 for details.

FOR HIGHER EDUCATION STUDENTS ONLY Please tick boxes as relevant

1st year on this qualification I have previously studied HE at another institution

Are you repeating a year? Yes No Are you a direct entry to the 2nd year or 3rd year

Occupation prior to starting this course (Parental occupation if student under 19 on 31.8.06)

Name of your last educational establishment Year you left

UCAS Applicant No. Student Support No.

LEARNING AGREEMENT

Please read this section carefully. If there is anything you are unsure about, please contact Student Services on 0800 183 60 60 before signing.

I confirm that information and advice about my choice of learning programme was provided or was available to me through the Prospectus, other College information or via College staff. As a result of this information and advice I confirm:

- I understand the entry requirements of my chosen programme
- The learning programme suits my needs, progression and personal ambition
- A check was carried out to see if previous experience or qualifications could be counted towards the course
- I know what additional support (practical, childcare, tutor, financial) is available in order to help me complete the course
- I confirm that the information provided to Northbrook College is correct
- I agree to abide by the regulations of Northbrook College, including smoking restrictions, Health and Safety regulations and appropriate attendance at timetabled classes, which I understand may be monitored.
- I agree to inform the College in writing of the following:
 - a) Any change in circumstances that may affect my fee status: eg no longer on benefit, no longer employed by the sponsoring Company
 - b) Any medical condition which may affect my performance on the learning programme or in other College activities
 - c) Any change in contact details: eg address, telephone number.
- I understand that all courses are subject to alteration or cancellation in the light of demand and patterns of attendance
- It is my intention to complete the programme and register for qualifications if applicable
- I understand that this form is a Learning Agreement between myself and Northbrook College

The College and/or Learning & Skills Council may contact students for information.

If you do not wish to be contacted by the College for marketing purposes please tick here

STUDENT (or representative on student's behalf. If a representative please state in what capacity)

Signature Date

Print Name

ON BEHALF OF NORTHBROOK COLLEGE

Signature Date

Print Name

PART B (Optional)

ETHNIC ORIGIN Please tick box. (Information supplied will be used for statistical purposes only and treated as confidential.)

Bangladeshi Indian Other Asian Black African Black Caribbean Other Black

Chinese Pakistani Mixed White & Asian Mixed White & Black African Mixed White & Black Caribbean

Mixed Other White British White Irish White Other Other Not Known

DISABILITY/LEARNING DIFFICULTY Please tick boxes as relevant

Northbrook College is keen to offer support to students who have a learning difficulty where this is appropriate and possible. If you answer YES to any of these questions, a member of the Learning Support Team may contact you for further information.

Do you have a disability? Yes No Do you have a learning difficulty? Yes No

Would you like to receive information relating to additional learning support for your disability/learning difficulties? Yes No

Is English your first language? Yes No



PAYMENT DETAILS (Please complete all relevant sections)

RESPONSIBILITY FOR PAYMENT OF COURSE FEE

Please state who will be responsible for payment of course fee: **Myself** **My Employer** **Other**

If **EMPLOYED** (inc self employed) and your employer is paying part or all your course fee please provide the College with written confirmation either by completion of College Sponsorship Form or on company letterhead paper. (For internal staff an approved CPD1 must be attached)

EMPLOYMENT STATUS Please tick boxes as appropriate

Occupation Full time employment Part time employment Self Employed Unemployed

Are you taking part in either of the following schemes? (please tick) Apprenticeship Advanced Apprenticeship

My employer has no involvement in my training I am attending this course in my own time

I am attending this course in my employer's time This course is being run just for the company I work for

Full Details of Employer

Name:	Address:		
Post Code:	Contact:	Tel:	
No. of employees (if known):	Main purpose of business:		

STUDENTS ON INCOME BASED STATE BENEFITS Please tick boxes as appropriate

Benefit evidence must be provided at time of enrolment to qualify for a discount - otherwise full fees will be charged.

I am in receipt of: **Income Support** **Council Tax Benefit** **Housing Benefit**

Job Seekers Allowance (income based) **Working Tax Credit** **Pensions Credit (income based)**

If you do not claim any of these benefits directly, are you an unwaged dependent of someone who receives one of the above benefits?

If you are claiming a discount because you are on benefits, you must provide **current** documentary evidence in the form of your benefit book, award notice or letter/form signed by the Job Centre/Tax Office. **BENEFIT EVIDENCE SEEN** **SIGNED**

Please tick if you wish to receive information in respect of Financial Support Initiatives that may help you with payment of your course fees

HOW YOU INTEND TO PAY Please complete all relevant sections

Full payment at time of enrolment (attracts 10% discount)

25% deposit plus instalments by Direct Debit (only available if course fees are greater than £80)

By: **Cash** ***Cheque** **Credit/Debit Card** **Direct Debit**

*Payable to Northbrook College Sussex. Please write the cheque guarantee card number and expiry date on the reverse of the cheque.

IF PAYING BY CREDIT/DEBIT CARD PLEASE COMPLETE ALL OF THE FOLLOWING DETAILS

Cardholder Name <input type="text"/>		
Card Number <input type="text"/>	Cardholder House Number <input type="text"/>	
Cardholder Post Code <input type="text"/>	Valid From Date <input type="text"/>	Expiry Date <input type="text"/>
Issue No. (Debit Card Only) <input type="text"/>	Total amount to be collected £ <input type="text"/>	Signature <input type="text"/>

IF PAYING BY DIRECT DEBIT PLEASE COMPLETE FORM BELOW. Please refer to Direct Debit Guarantee printed on page 12.

Please fill in and return to: Northbrook College Sussex Littlehampton Road, Worthing, West Sussex, BN12 6NU		Instruction to your Bank or Building Society to pay by Direct Debit			
Name and address of your Bank or Building Society			Originator's Identification Number 7 6 8 3 7 6		
To: The Manager Bank/Building Society		FOR OFFICIAL USE ONLY. This is not part of the instruction to your Bank/Building Society. Preferred payment interval: 1st <input type="checkbox"/> 10th <input type="checkbox"/> 20th <input type="checkbox"/>			
Address		Number of Instalments required (up to 6 including deposit and to be paid in full before end March 2007 or completion of course if earlier) <input type="checkbox"/>			
Residence		An amount has to be collected (higher as applicable) <input type="checkbox"/>			
Name(s) of Account Holder(s)		NOTE: Rejected payments will automatically be referred to the College's external solicitors for action and the full balance becomes payable.			
Bank/Building Society Account No		Instruction to your Bank or Building Society Please use the Bank of Credit Supervisors Direct Debit form (also attached) for this form, subject to the preferences outlined by the Direct Debit Guarantee. I understand that this instruction may remain with Northbrook College Sussex Ltd. I also understand it is passed to the originating Bank/Building Society.			
Bank Sort Code		Signature		Date	
Reference to your bank					
Banks and Building Societies should accept Direct Debit if your number is on some types of account...					



2006/07 ID CARD REQUEST FORM

Please fill in this form only if you require a Student ID Card.

NB: You only need to fill out one form no matter how many courses you have enrolled for. Send to the address on the back.

PLEASE WRITE CLEARLY

Name	<input type="text"/>	Date of Birth	<input type="text"/>
Course Code/Name	<input type="text"/>	Length of Course	<input type="text"/>
Student ID number (if known)	<input type="text"/>		

Are you a **NEW** student or a **RETURNING** student who would like a new photo (please attach a passport size photograph with your name and DOB on the back)

Are you a **RETURNING** student that would like to use their existing photo

Please allow at least 10 working days from receipt of your completed form in the ID Card office to produce your card, provided an active enrolment is on the database, and at least 5 working days from November.

Cards will be available as from the start of term, i.e. 11th September 2006

Please tick where you would like to collect your ID card from:
(Any forms that do not have a box ticked will have the card sent to the campus nearest to where the course is held)

- West Durrington Campus** 9.00 - 17.00
- Broadwater Campus** 9.00 - 15.00
- Shoreham Airport Campus** 9.00 - 17.00
- Union Place Campus** Foundation Art and HE Fine Art
- Apprenticeship Team Broadwater**
- Broadwater Campus** 17.00 - 19.00
- Union Place Campus** Adult & Community Learning

If you would like your card posted to you please attach a Stamped Addressed Envelope.
Any postal requests without an SAE will be sent to the nearest campus where your course is held for collection.

Office Use only

Date form received	<input type="text"/>	Date Card produced	<input type="text"/>
Student signature	<input type="text"/>	Date collected	<input type="text"/>

(ONLY on receipt of card)

PHOTO

ID cards are available to students who are undertaking courses of more than 9 hours. Students on 1-day courses will not be able to request a card. The course must be an ACTIVE course at time of producing card and not FINISHED.

**Please send your completed form to:
Student ID Cards, Northbrook College Sussex, FREEPOST 975,
Littlehampton Road, Worthing, BN12 6NU**

Photo-Me

Booth at West Durrington Refectory

Student ID cards

Required for Full Time students and useful for Part Time students in:

- Flexible Learning Centres
- Library – card required as it is used as your library card
- Exam identification (you must have some form of photo identity)

Can also be used for:

- Logging onto Northbrook Online (www.northbrook-online.ac.uk)
- Evidence for collection of Financial Support Payments
- Discount in some shops and travel companies

An additional card for the NUS is also available with a booklet (please ask for one when picking up your ID card) giving additional discounts. This NUS card must be activated on the NUS website and is only valid when presented with a student photo ID card. There will be a charge for the NUS card.

A charge of £5 will be levied for replacement of lost cards

SPONSORSHIP CONFIRMATION

ACADEMIC YEAR 2006/07

PERSONAL DETAILS IN CAPITALS

Student Name

Course Title

Sponsor Name

Sponsor Address

Key Contact Name

Telephone Number

Email Address

I/We confirm a formal agreement has been made between myself/ourselves and the above student, whereby I/we have agreed to bear the cost of the course charges during the academic year specified above up to the value of £

I/We can confirm that this specific course is/is not a mandatory requirement of the terms of employment of the person named above.

A cheque totalling £ is enclosed*

*Payable to Northbrook College Sussex. Please write the cheque guarantee card number and expiry date on the reverse of the cheque.

Please arrange to issue an invoice at the commencement of the academic year for which payment will be made by return.

ABOUT YOUR COMPANY

Number of Employees	Employer Sector		
<input type="checkbox"/> 1 - 10 Employees	<input type="checkbox"/> Agriculture & Forestry	<input type="checkbox"/> Construction	<input type="checkbox"/> Transport
<input type="checkbox"/> 11 - 50 Employees	<input type="checkbox"/> Business Services	<input type="checkbox"/> Health	<input type="checkbox"/> Other - Please State Below
<input type="checkbox"/> 51 - 100 Employees	<input type="checkbox"/> Financial Services	<input type="checkbox"/> Education & Training	<input style="width: 150px; height: 25px;" type="text"/>
<input type="checkbox"/> 101 - 250 Employees	<input type="checkbox"/> Engineering	<input type="checkbox"/> Public Services	
<input type="checkbox"/> 250+ Employees	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Utilities	

Authorised Signature:

Name in Block Capitals:

Official Title:..... Date:

Please send this form TOGETHER with the Enrolment Form to:
Northbrook College Sussex, FREEPOST 975, Littlehampton Road Worthing BN12 6NU





SKILLS FOR LIFE

Part Time Literacy with Computer Courses

Would you like to improve the following skills?

Spelling • Grammar • Punctuation • Letter Writing • Form Filling • Computers • Essay Writing • Study Skills • Speaking & Listening

...then one of these courses is for you!

Entry Level Literacy with Computer Courses:

These courses are for adults who found reading and writing difficult at school. There is a focus on 'real life' literacy and on building confidence as well as basic reading and writing skills. Students and tutors plan the learning programme on an individual basis, in a supportive environment. Students work towards achieving a qualification to demonstrate competency in Reading, Writing and Speaking and Listening at Entry 3. There will also be the opportunity to take a basic computer qualification.

Level 1 Literacy with Computer Courses:

These courses are for adults who are returning to study after a break and need to 'brush up' on their spelling, punctuation and grammar skills for work. Students may also choose to improve their confidence in their writing abilities. Students work towards achieving the National Test in Literacy at Level 1. They will also have the opportunity to take other qualifications in Literacy and in Basic Computing.

Level 2 Literacy with Computer Courses:

These courses are for adults who want to improve their literacy skills to gain a GCSE English equivalent qualification. Students will study essay writing, higher level grammar skills and will complete a significant project of their choice in the summer term. Students work towards achieving the National Test in Literacy at Level 2. They will also have the opportunity to take other qualifications in Literacy and in Basic Computing.

- All the above courses are held at Broadwater, West Durrington and at Shoreham Airport campuses during the day and evenings from Monday to Friday
- The majority of classes are 3 hours during the day and 2 hours in the evening
- Ring 01903 606400 for more information and a confidential interview

Part Time Numeracy Courses

Would you like to improve the following skills?

Fractions • Decimals • Percentages • Measuring • Shape and Space • Handling Data

...then one of these courses is for you!

Entry Level Numeracy Courses:

These courses are for adults who found Maths difficult at school. There is a focus on mastering basic calculations, fractions, decimals and how the metric system works. Students and tutors plan the learning programme on an individual basis, in a supportive environment. Students work towards achieving a qualification to demonstrate competency in Numeracy at Entry 3.

Level 1 Numeracy Courses:

These courses are for adults who are returning to study after a break and need to 'brush up' on their numeracy for work. Students may also choose to improve their confidence in their general numeracy abilities. Students will work on 'everyday numeracy skills' including: percentages, how to work out areas, volumes and the mean average together with using charts.

Students work towards achieving the National Test in Numeracy at Level 1.

Level 2 Numeracy Courses:

This is an ideal course if your next move is Maths GCSE and you want to fill a gap in your CV. However, if you do not wish to progress to GCSE Maths, then this course will lead to a national qualification which is sufficient for many further courses or workplace requirements. You will be able to demonstrate that you are fully numerate by working towards achieving the National Test in Numeracy at Level 2.

- All the above courses are held at Broadwater and at Shoreham Airport campuses during the day and evenings from Monday to Friday
- The majority of classes are 3 hours during the day and 2 hours in the evening
- Ring 01903 606400 for more information and a confidential interview

GCSE, AS & A2 LEVELS

GCSE English

TUTOR: Julie Luckin (EJLG13) Margaret Dargen-Murphy (DJLG13). The syllabus covers a wide range of written and oral work, including personal writing and responses to fiction and non-fiction texts. There will also be scope for discussion work on topical issues. A wide choice of subject matter is considered.

Tue	7-9pm	1 year	12/09/06	BW	£181.00	£163.00	£44.00	EJLG13
Wed	9.30-1pm	1 year	13/09/06	BW	£259.00	£233.00	£54.00	DJLG13

A - Full fee • B - Discounted fee for full payment at time of enrolment

C - Concessionary fee for people in receipt of specified benefits • APP - Application only (entry requirements apply)

See pages 11-12 for further information on course fees, how to enrol and how to use the Course Directory

Courses For Qualifications

DAY	TIME	LENGTH	START	VENUE	A	B	C	CODE
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GCSE Mathematics

TUTOR: Nicola Nash. This course is the second year of a two year course designed for students over the age of 16 who wish to obtain a GCSE qualification in Mathematics. Students are entered for the AQA3301 SPEC.A Intermediate Tier, where the Grades B to E are awarded.

Tue	7-9pm	1 year	12/09/06	BW	£181.00	£163.00	£44.00	EJLG242
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GCSE Mathematics

TUTOR: David Barker. This course is designed for those requiring a mathematics qualification in one year. Students are entered for the AQA 3301X Intermediate Tier, where the Grades B to E are awarded. Prospective students will be required to attend for an initial assessment and interview during the last week in August.

Thu	9.30-1pm	1 year	14/09/06	BW	£259.00	£233.00	£54.00	DJLG24
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Thu	7-9pm	1 year	14/09/06	BW	£181.00	£163.00	£44.00	EJLG24
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GCSE Human Physiology and Health

TUTOR: Kam Atwal. The course aims to develop an awareness of man's relationship with the environment and an understanding of the body's structure and function. The course will also develop a scientific approach to gathering knowledge, solving problems, the safe handling of scientific apparatus and a positive approach to good health.

Wed	7-9pm	1 year	13/09/06	BW	£181.00	£163.00	£44.00	EJLG21
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GCSE Psychology

TUTOR: Michele Ponting (DJLG30) Kim Fisher (EJLG30). This course provides a broad coverage of the main areas of Psychology including how we are influenced by others, how we are affected by past experiences. It also provides explanations of how we think and learn. Students should feel reasonably confident expressing themselves and their ideas in written form. An ability to discuss ideas and concepts is an advantage.

Tue	9.30-12.30pm	1 year	12/09/06	BW	£259.00	£233.00	£54.00	DJLG30
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Tue	7-9pm	1 year	12/09/06	BW	£181.00	£163.00	£44.00	EJLG30
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AS English Language and Literature

TUTOR: Margaret Dargen-Murphy. This course is considered as either a final qualification or as the first half of an advanced level qualification. Three Units studied i) Language Production ii) Poetic Study iii) The Language of Prose and Speech.

Thu	7-9pm	1 year	14/09/06	BW	£197.00	£177.00	£60.00	EJLA131
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AS Human Biology

TUTOR: David Barker. Two theory modules, one covering the principles of cell activity, biochemistry, tissues and the main organs relation to circulatory and respiratory systems. The other is concerned with the diagnosis and treatment of disease, the body's immune system, DNA and associated topics. There is also a centre based coursework module.

Tue	7-9pm	1 year	12/09/06	BW	£197.00	£177.00	£60.00	EJLA211
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AS Psychology

TUTOR: Kim Fisher. This course covers a range of topics including how early experiences can affect us in adult life, how other people influence our behaviour, how our memory works and how stress can affect our health. We will also look at abnormality and the effect of childcare on the development of children.

Thu	7-9pm	1 year	14/09/06	BW	£197.00	£177.00	£60.00	EJLA301
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A2 Psychology

TUTOR: Kim Fisher. This course provides a progression from the AS Level. It includes an analytical approach to topics from social, developmental and physiological areas of psychology. It also focuses on some of the issues faced by psychologists such as ethics and gender bias. An independent piece of research is also required.

Mon	7-9pm	1 year	11/09/06	BW	£197.00	£177.00	£60.00	EJLA302
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ACCESS TO HIGHER EDUCATION

Access Course Information

Whether you are considering a return to study to access a new area of employment, to upgrade your past education to modern standards or wish to develop your creative or intellectual capabilities, Northbrook can help. We have a range of access routes and flexible programmes to suit the requirements of students aged over 19 and can provide you with the advice, support and resources needed in order for you to succeed.

Access Routes

Many mature students may not have the formal qualifications or experience necessary to start immediately on a university level course. Approved access routes provide a way for students in this situation to reach the required entry level over a short period of time. Northbrook offers four one year Access courses – see below – in addition to Foundation Studies in Art & Design (page 16) and the OCN part time Art & Design Certificate (page 40) all of which can help you build a comprehensive platform of skills and knowledge.

Life and Work Experience – Accreditation of Prior Learning

Whilst some mature students may feel they do not have the correct qualifications needed to begin a university level course at Northbrook, there is always the possibility that their work experience will equal or exceed the actual entry level requirements. If you feel your work or career history is relevant to the course you are interested in, please contact our Admissions team for advice. This process is called Accreditation of Prior Learning – where your experience, Curriculum Vitae and current skills can be matched against current qualifications.

Help and Advice

Returning to study means accessing a large amount of information to aid your decisions. You will need to know about the courses on offer and you will have to find out about funding, attendance and, for some, childcare. Your first port of call for advice is our Admissions team– made up of individual course specialists who can talk you through the various options and procedures. We also have Information Evenings and Open Days throughout the year - when you can come into the College, talk to the course specialists and view the facilities. For further information, please contact 0800 183 60 60 or visit www.northbrook.ac.uk

Funding for Mature Students

All mature students have the option to apply for tuition fee assistance and loans. Additionally, students on a low income are able to apply for a grant from the Access Funds. For more information on fees and funding – see pages 10-11 or contact our Student Financial Support Office on 01903 606014.

Access to Higher Education - Media APP

A one year part time course for mature students aiming to progress to Higher Education. A range of media are explored, including photography, video, digital applications and journalism. Work is project based with students making portfolios, magazines, showreels and exhibitions. Successful students progress to HE media courses at Northbrook and beyond.

Thu & Fri	10-4pm	36 weeks	Sep 06	WD	£977.00	£879.00	£194.00	DDLMA1
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Access to Higher Education - Humanities APP

This is the ideal course for the mature student who lacks any formal qualifications but would like the opportunity to go on to study for a Degree. You will learn the skills and develop the confidence necessary to study at Higher Education level in a supportive and friendly environment. The programme may include: Film Studies, Critical Thinking, English Studies, History: Women & Society, Study Skills. This is a new course subject to validation.

Mon	9-4.30pm	1 year	Sep 06	BW	£559.00	£503.00	£114.00	DJLACH
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Access to Higher Education - Social Sciences APP

This is the ideal course for the mature student who lacks any formal qualifications but would like the opportunity to go on to study for a Degree. You will learn the skills and develop the confidence necessary to study at Higher Education level in a supportive and friendly environment. The programme may include Study Skills, Numeracy, Law, Psychology, Sociology, Social Policy/Criminology. This is a new course subject to validation.

Tue	9-4.30pm	1 year	Sep 06	BW	£559.00	£503.00	£114.00	DJLAC
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Access to Higher Education - Health Studies APP

A course designed for students aged 19 years and over who wish to return to education and achieve university entrance to the health related professions eg nursing, midwifery, osteopathy, physiotherapy. The course provides a well structured programme in relevant health related subjects.

Thu	9-4.30pm	1 year	14/09/06	BW	£559.00	£503.00	£114.00	DHLHSAC
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A - Full fee • B - Discounted fee for full payment at time of enrolment

C - Concessionary fee for people in receipt of specified benefits • APP - Application only (entry requirements apply)

See pages 11-12 for further information on course fees, how to enrol and how to use the Course Directory

Courses For Qualifications

DAY TIME LENGTH START VENUE A B C CODE

ART, DESIGN & CRAFTS

Also see page 40 for OCN Certification in Art & Design

Diploma in Foundation Studies (Art & Design) APP

A course for adults of all ages who want to explore their visual creativity in a challenging environment. Specialist staff help students to build confidence and a portfolio of work to enable progression (optional) onto a chosen Higher Education course in Art, Craft or Design.

Mon/Tue	10-4pm	2 years	18/09/06	UP	£795.00	£716.00	£168.00	DRLFC1
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BA (Hons) Fine Art: Painting/Sculpture/Printmaking APP

The part time Fine Art Degrees offer a challenging and stimulating environment in format supportive to people with other commitments on their time where they can establish their own artistic identity. Each course encourages investigative drawing and visual analysis as well as an understanding of the context of Fine Art. Validated by University of Brighton. Please contact Course Leader Teresa Whitfield for details: 01903 606130.

Wed/Thu	10-5pm	5 years	04/10/06	UP	£739.00	£665.00	N/A	DRAFA1
Wed/Thu	10-5pm	5 years	04/10/06	UP	£739.00	£665.00	N/A	DRAFAS1
Wed/Thu	10-5pm	5 years	04/10/06	UP	£739.00	£665.00	N/A	DRAFAP1

Higher National Certificate in Graphic Design APP

This course aims to produce creative designers with technical skills, market awareness and professional standards. Students learn design principles and advanced production skills to create book jackets, packaging, illustrations, posters, magazine layouts and corporate identities using industry-standard software, supplemented by business skills preparing students for freelance or studio work.

Wed	9-6pm	2 years	13/09/06	WD	£890.00	£801.00	N/A	DDAGD1
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Prop-Making for Theatre and Film

This course is for beginners and theatre practitioners. The aim is to equip you with a broad knowledge of key products and techniques used in prop fabrication. The course involves a wide range of sculpture in different mediums and an introduction to a diverse range of different tools and equipment.

Tue	7-9 pm	30 weeks	19/09/06	WD	£285.00	N/A	N/A	EDSPROP1
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Access to Higher Education - Media APP

See page 15 for details

BTEC National Certificate in Art & Design (Photography) APP

This new course is aimed at students who wish to prepare a portfolio for Higher Education, including the new Northbrook BA(Hons) in the Photographic Arts. It explores the creative use of photography from an art and design perspective and units include darkroom practice, experimental imagery, location & studio photography and image manipulation using Apple Mac computers.

Tue & Wed	10-4pm	2 years	Sep 06	WD	£942.00	£848.00	£258.00	DDLNCP1
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AUTO ENGINEERING

Motor Vehicle Craft Studies

An integrated programme of theory & practical work in engineering and motor vehicle studies. The course is exclusively for those employed in the automotive repair trade as motor mechanics working on light or heavy vehicles. Successful candidates will be awarded an NVQ and a C&G 4101 Technical Certificate L2 or L3 as appropriate. **Also available as an Apprenticeship - see page 7.**

Mon	9-5pm	36 weeks	Sep 06	SA	£526.00	£473.00	£116.00	DALMV1
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Courses For Qualifications

DAY TIME LENGTH START VENUE A B C CODE

BEAUTY THERAPY, HAIRDRESSING & HOLISTIC STUDIES

NVQ in Hairdressing Level 2 APP

The programme contains both practical and theoretical input and is designed for mature students. Successful students will achieve V.T.C.T. Level 2 Hairdressing. The course lasts between 3 and 6 terms, depending on ability.

TBA	9.15-2.30pm	3-6 terms	11/09/06	BW/LI	£532.00	£479.00	£192.00	FDLH1M
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NVQ in Hairdressing Level 3 APP

This is an advanced course for hairdressers and managers. Students will be expected to already have obtained NVQ 2 or equivalent. It will be essential for the student to be a practising hairdresser as some assessments are undertaken in the workplace. After successfully completing the programme, students can progress to study management, a teaching qualification or undertake junior stylist training in a salon. All students will be interviewed and may be required to take a trade test. Because the criteria is so specific for this qualification students will be expected to provide some of their own models.

Mon	1-8pm	35 weeks	18/09/06	BW	£509.00	£458.00	£169.00	FDLH3
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Barbering

A one year course either for practising ladies' hairdressers or for beginners who are looking for a change of career. There is an option to achieve units of the V.T.C.T. Barbering qualification.

Mon	6.30-9pm	35 weeks	11/09/06	BW	£234.00	£211.00	£63.00	EDLHB
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Diploma in Indian Head Massage APP

This is an intensive short course. Successful students will receive the V.T.C.T. Certificate in Indian Head Massage which is an internationally recognised qualification. No previous knowledge or qualifications are required. Alongside practical assessments the student will sit one external examination. The first two sessions are on a Saturday 9.30 to 4pm followed by five two hour evening sessions with a final assessment day on a Saturday 9.30 to 4pm.

TBA	TBA	See above	Sep 06	BW	£102.00	£92.00	£49.00	DDLHBM1
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TBA	TBA	See above	Jan 07	BW	£102.00	£92.00	£49.00	DDLHBM2
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Beauty Therapy Level 2 APP

This course is designed for mature students who are seeking a career change. This programme contains all aspects of manicure, pedicure, waxing, make-up and facial treatments. In addition to practical work, students undertake theory sessions. The cost of the course does not include any materials and the student will have to purchase an overall and kit. This course is extremely popular and early application is recommended.

TBA	9.15-2.30pm	1 year	w/c 11/09/06	BW/LI	£532.00	£479.00	£192.00	FDLBT1F
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Certificate in Swedish Massage (C1083) Level 3 APP

An intensive 30 week course to include anatomy, physiology and business studies leading to an internationally recognised qualification in Swedish Massage. Alongside practical assessments, the student must undertake two external exams. Students are requested to supply their own towels. The cost of the course does not include any materials.

TBA	TBA	30 weeks	11/09/06	BW	£237.00	£213.00	£66.00	EDLHBM
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Sat	9.30-12.30pm	30 weeks	05/11/06	BW	£237.00	£213.00	£66.00	DDLHBM
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Sports Massage Certificate APP

A one year course which will enable qualified massage therapists to extend their skills into the area of Sports Massage which covers all remedial treatments in the area of sports injury. Alongside practical assessments, the student must undertake an external exam. Students are requested to supply their own towels. The cost of the course does not include any materials.

TBA	6-9pm	34 weeks	w/c 11/09/06	BW	£269.00	£242.00	£64.00	DHLSMC1
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A - Full fee • B - Discounted fee for full payment at time of enrolment

C - Concessionary fee for people in receipt of specified benefits • APP - Application only (entry requirements apply)

See pages 11-12 for further information on course fees, how to enrol and how to use the Course Directory

Courses For Qualifications

DAY	TIME	LENGTH	START	VENUE	A	B	C	CODE
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Certificate in Reflexology APP

Holistic therapy of the feet using massage. A one year course leading to a nationally and internationally recognised qualification. Successful completion of this course will enable you to seek employment in this industry. Alongside practical assessments the student must undertake an external exam. Students are requested to bring their own towels. The cost of the course does not include any materials.

Mon	6-9pm	34 weeks	11/09/06	BW	£283.00	£255.00	£78.00	EDLHR
Sat	9.30-12.30pm	34 weeks	16/09/06	BW	£283.00	£255.00	£78.00	DDLRI

Diploma in Reflexology APP

A one year Advanced Reflexology course which covers the location of the meridians on the feet and hands. The course also introduces advanced practical procedures which include ear points. Students must have already achieved the basic Reflexology Certificate. Alongside practical assessments, the student must undertake two external exams. Students are requested to supply their own towels. The cost of the course does not include any materials.

TBA	TBA	34 weeks	w/c 11/09/06	BW	£287.00	£258.00	£82.00	DDLRI
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Certificate in Aromatherapy Massage (C1079) Level 3 APP

A one year intensive aromatherapy course which covers the mixing and application of 20 essential oils. The course also includes anatomy, physiology and business studies. Applicants must have achieved a recognised body massage qualification. Alongside practical assessments, the student must undertake an external exam. Students are requested to supply their own towels. The cost of the course does not include any materials.

TBA	6-9pm	34 weeks	w/c 11/09/06	BW	£283.00	£255.00	£78.00	EDLHA
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Diploma in Aromatherapy Massage (C1032) Level 3 APP

An exciting new course which covers advanced massage techniques and alternative ways of choosing oils, ie dousing and muscle testing. Students must already have successfully completed the Aromatherapy Certificate. Alongside practical assessments, the student must undertake one external exam. Students are requested to supply their own towels. The cost of the course does not include any materials.

TBA	TBA	34 weeks	w/c 11/09/06	BW	£287.00	£258.00	£82.00	DDLAM1
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Manicure & Pedicure

A 12 week course leading to a professional recognised qualification in Manicure and Pedicure at Level 2. The course includes both practical and theory assessments. On successful completion, students will be able to progress to the VTCT Nail Technology or Nail Art qualifications.

Mon	9.30-3.30pm	12 weeks	11/09/06	BW	£168.00	£151.00	£54.00	DHLMP1
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Certificate in Artificial Nail Treatments

A short course covering three types of artificial nail structures to include gels, acrylic and natural overlays. The course includes both theory and practical assessments. Students wishing to undertake this course must already have achieved a recognised manicure and pedicure qualification. Students will need to find some of their own models which will also include home case studies.

Mon	9.30-3.30pm	18 weeks	Jan 07	BW	£211.00	£190.00	£40.00	DHLNT1
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BUILDING & CONSTRUCTION

Wood Occupations Carpentry & Joinery NVQ Level 2 APP

This timber trades course has been designed to meet the criteria and requirements of the lead body's CITB and City & Guilds Carpentry & Joinery NVQ schemes. It also aims to enhance the student's career prospects in the industry. The course gives the student the opportunity to gain the underpinning knowledge in order to achieve the NVQ. Students can achieve an NVQ Level 2 at the end of the second year, which is a recognised industrial standard throughout the country. **Also available as an Apprenticeship - see page 7.**

1 day pw	9-5.30pm	2 years	w/c 11/09/06	BW	£633.00	£570.00	£223.00	DTLBJC1
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Freephone 0800 183 60 60 • www.northbrook.ac.uk

Information in this Course Directory is correct at time of publication. Specific course details may be subject to change.

Courses For Qualifications

DAY TIME LENGTH START VENUE A B C CODE

Wood Occupations Carpentry & Joinery NVQ Level 3 APP

This timber trades course has been designed to meet the criteria and requirements of the lead body's CITB and City & Guilds Carpentry & Joinery NVQ schemes. It also aims to enhance the student's career prospects in the industry. The course gives the student the opportunity to gain the underpinning knowledge in order to achieve the NVQ. **Also available as an Apprenticeship, see page 7.**

1 day pw	9-5.30pm	1 year	11/09/06	BW	£673.00	£606.00	£228.00	DTLBJC3
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Trowel Occupations NVQ Level 2 APP

This two year course is for those who wish to become qualified in the trade of bricklaying. The course is intended for those who have little or no experience or those who have site experience. Course studies will include site safety, tools & materials, health & safety, mortars, bonds, setting out etc and key skills. **Also available as an Apprenticeship, see page 7.**

Wed	9-4.30pm	2 years	13/09/06	BW	£633.00	£570.00	£223.00	DTLBBC1
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BUSINESS & PROFESSIONAL STUDIES



Business, Management & Finance

Northbrook is the lead College in this exciting new development, partnered by City College Brighton & Hove, which aims to support businesses in the region. The Centre of Vocational Excellence (CoVE), operating as Northbrook Business School, provides tailor made training and development solutions for commercial and not for profit organisations. Through a variety of short courses and longer nationally certificated courses we will add value to business efficiency and performance.



ACCOUNTANCY

Association of Accounting Technicians: Foundation APP

This is the first year of the NVQ course, designed for students who wish to follow a career in accounting and finance while gaining experience in employment. The Association of Accounting Technicians is the recognised professional body for accounting support staff. **Additional professional charges will have to be paid. Also available as an Apprenticeship - see page 7.**

Tue	9.30-2.30pm	1 year	12/09/06	WD	£457.00	£411.00	£47.00	DMLW1
Tue	5.30-9.00pm	1 year	12/09/06	WD	£421.00	£379.00	£45.00	EMLW1

Association of Accounting Technicians : Intermediate APP

This is the second year of the NVQ course in accounting and finance. Direct entry at this level can be agreed with the course leader. The Association of Accounting Technicians is the recognised professional body for accounting support staff. **Additional professional charges will have to be paid. Also available as an Apprenticeship - see page 7.**

Mon/Wed	6-9pm	1 year	11/09/06	WD	£575.00	£518.00	£97.00	EMLW2
Wed	9.30-2.30pm	1 year	13/09/06	WD	£487.00	£438.00	£76.00	DMLW2

Association of Accounting Technicians : Technician APP

This is the final year of the NVQ course in accounting and finance. Students who achieve this level will be able to claim membership of the Association of Accounting Technicians, the recognised professional body for accounting support staff. **Additional professional charges will have to be paid.**

Tue/Thu	6-9pm	1 year	12/09/06	WD	£629.00	£566.00	£82.00	EMAW3
Thu	9.30-4.30pm	1 year	14/09/06	WD	£635.00	£572.00	£88.00	DMAW3

AAT Payroll Administration NVQ level 2 APP

This specialist qualification develops your skills and knowledge through practical training relevant to the payroll function. The course covers 6 competence based units plus a central exam. Start date, time and day to be agreed when sufficient students enrolled on course. **Additional professional charges will have to be paid.**

TBA	TBA	24 weeks	TBA	WD	£343.00	£309.00	£47.00	DMLRPR2
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A - Full fee • B - Discounted fee for full payment at time of enrolment

C - Concessionary fee for people in receipt of specified benefits • APP - Application only (entry requirements apply)

See pages 11-12 for further information on course fees, how to enrol and how to use the Course Directory

Courses For Qualifications

DAY TIME LENGTH START VENUE A B C CODE

AAT Payroll Administration NVQ level 3 APP

This specialist qualification follows on from the Level 2 qualification and develops advanced payroll skills. The course covers 3 competence based units plus a central exam. Start date, time and day to be agreed when sufficient students enrolled on course.

Additional professional charges will have to be paid.

TBA	TBA	12 weeks	TBA	WD	£343.00	£309.00	£47.00	DMLRPR3
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Accountancy ACCA level 1 APP

This is the first level of the ACCA professional accountancy qualification. Financial Accounting, Cost Accounting and Managing People are studied at this level, with external examinations in June. Students should check directly on the ACCA website www.acca.co.uk for entry requirements and exemptions. **Additional professional charges will have to be paid.**

Mon	2-9pm	1 year	11/09/06	WD	£557.00	£501.00	£78.00	DMAA1
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Accountancy ACCA level 2 APP

This is the second level of the ACCA professional accountancy qualification. The students will take the internal examinations and coursework in six papers over two years. Students transfer to the University of Brighton to complete the Professional Level. **Additional professional charges will have to be paid.**

Wed	9.30-4.30pm	1 year	13/09/06	WD	£610.00	£549.00	£132.00	DMAA2A
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Thu	9.30-4.30pm	1 year	14/09/06	WD	£610.00	£549.00	£132.00	DMAA2B
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New Financial Services Courses

We plan to run the SII Introductory Investment Diploma, which is the starting point for anyone who wishes to work in the Investment Industry and the Certificate in Mortgage Advice & Practice – CeMAP Papers 1, 2 and 3 which will provide students with a professional qualification, allowing them to give advice on mortgages.

Contact Richard Sykes on 01903 606245 for further information

BUSINESS STUDIES

BTEC National Certificate/Diploma in Business APP

BTEC Nationals are sometimes called Vocational A Levels and have been developed in the areas of administration, finance, human resources, management and marketing. Assessment is by assignments as there are no exams. The Certificate comprises 12 Units (equivalent to 2 A Levels), the Diploma comprises 18 Units (3 A Levels).

Tue	9-5.30pm	36 weeks	TBA	WD	£717.00	£645.00	£227.00	DBLAB1
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Higher National Certificate in Business APP

To achieve the HNC qualification you must pass 10 units of study. These units cover all the key business disciplines: business environment, marketing, finance and management. The course aims to prepare you for career development within a range of business functions and/or for further studies.

Wed	1-7pm	36 weeks	20/09/06	WD	£870.00	£783.00	N/A	DBAHB1
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Higher National Diploma in Business (Top up from HNC) APP

This course is for those students who, having achieved an HNC, wish to advance their studies further to HND level. The modules studied over one year depend upon the pattern of the HNC programme, but may cover the following: Management Information Systems; Corporate Strategy; Quantitative Methods; Small Business Management; Personnel Management.

Thu	1-7pm	2 years	21/09/06	WD	£518.00	£466.00	N/A	DBAHB3
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Courses For Qualifications

DAY	TIME	LENGTH	START	VENUE	A	B	C	CODE
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LAW

The Institute of Legal Executives Level 3 - Professional Diploma in Law Examination Route APP

Legal executives are qualified lawyers, often specialising in a particular area of law. They have their own recognised status and role within the legal profession. This qualification enables those already working in a legal environment to further their careers and is the starting point for qualification as a legal executive or solicitor.

Wed	5-9pm	2 years	13/09/06	WD	£368.00	£331.00	£26.00	DMLLE1
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MANAGEMENT DEVELOPMENT

ILM Executive Diploma in Management (Level 7) APP

This is an ideal programme for career managers who are seeking a comprehensive development programme to enhance their effectiveness in their current work role and to pave the way for promotion into senior positions. **Additional professional charges will need to be paid.**

Wed	4-9pm	1 year	13/09/06	WD	£1500.00	£1350.00	£900.00	DMAM2
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ILM Diploma in Management (Level 5) APP

This course is for career managers looking to develop their skills and effectiveness at work and to pave the way for promotion to senior positions. It is a two year programme. Students can opt to take a Certificate level qualification at the end of the first year.

Tue	4-9pm	2 year	12/09/06	WD	£998.00	£898.00	£512.00	DMAM1
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ILM Certificate in First Line Management (Level 3) APP

This qualification is for people in the private, public or voluntary sector who are likely to become first line managers or who are already in post but have had little formal training. It covers the main skill areas required by a manager and is a practical based course. Occasional skill days will form part of the course.

Thu	6-9pm	1 year	14/09/06	WD	£578.00	£520.00	£168.00	DMLM1
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ILM Certificate in Team Leading (Level 2) APP

This award is ideal for those people who are working in teams or small units, whether as team leaders and co-ordinators or team members. It provides the knowledge and understanding which underpins the Management NVQ at Level 2. **Additional professional charges will need to be paid.**

Mon	6-9pm	20 weeks	18/09/06	WD	£264.00	£238.00	£140.00	DMLTLA1
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You're the Boss

Aimed at assisting potential entrepreneurs to start and run their own business. Five one day events, over an eight week period, will cover Marketing, Financial Planning, Presentation Skills and Business Planning, with training and advice from specialist business start-up advisers giving a firm rounding in all aspects of starting your own business. To book call 0845 230 1054 or email info@startupco.co.uk

MARKETING

CIM Introductory Certificate in Marketing APP

The CIM Introductory Certificate in Marketing is a professional marketing qualification for those wishing to understand the principles of marketing and develop marketing skills. No previous experience or knowledge required. **Additional professional fees will need to be paid.**

Fri	1-5pm	7 weeks	TBA	WD	£99.00	£90.00	£13.00	DMLCIM1
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TBA	TBA	TBA	TBA	WD	£99.00	£90.00	£13.00	EMLCIM1
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Professional Certificate in Marketing APP

Professional, internationally recognised qualification for marketing assistants, marketing executives or those aspiring to enter the marketing profession. Examination or continuous assessment available. An information pack is available from CIM 01628 427120. **Additional professional fees will need to be paid.**

Mon/Thu	6-9pm	1 year	18/09/06	WD	£523.00	£471.00	£45.00	DMACIM3
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A - Full fee • B - Discounted fee for full payment at time of enrolment

C - Concessionary fee for people in receipt of specified benefits • APP - Application only (entry requirements apply)

See pages 11-12 for further information on course fees, how to enrol and how to use the Course Directory

Courses For Qualifications

DAY	TIME	LENGTH	START	VENUE	A	B	C	CODE
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Professional Diploma in Marketing APP

Professional, internationally recognised qualification for marketing managers or aspiring marketing managers. Entry level dependent on qualifications. Examination or continuous assessment routes available. Successful students may become Associate Members of CIM (ACIM). Information pack available from CIM 01628 427120. **Additional professional fees will need to be paid.**

Mon/Thu	6-9pm	1 year	18/09/06	WD	£689.00	£620.00	£211.00	DMACIM4
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Professional Postgraduate Diploma in Marketing APP

This is the premier marketing management qualification. The course provides opportunities to study marketing and decision making at a strategic level. Successful students are eligible for full membership of CIM after approved experience. Information pack available from CIM 01628 427120. **Additional professional fees will need to be paid.**

Tue	6-9pm	4 terms	19/09/06	WD	£1028.00	£925.00	N/A	DMACIM1
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PERSONNEL

CIPD Certificate in Personnel Practice APP

For all those who are working or aspiring to work in a personnel role, this is an ideal programme which stands alone as a CIPD approved national qualification and may provide a stepping stone for those who wish to undertake the full CIPD professional programmes at PDS level. **Additional professional charges will have to be paid.**

Thu	6-9pm	1 year	14/09/06	WD	£578.00	£520.00	£172.00	DMLCPP1
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COMMUNICATION SKILLS

Also see page 49

CACDP Level 1 British Sign Language

This course is now divided into 3 Parts: Part 1 – Introduction to British Sign Language. Part 2 – Conversational. Part 3 – At School, College and Work. Students are encouraged to acquire a basic ability to communicate with people who use sign language as their first or preferred language. It also aims to give students confidence to meet and communicate with deaf people. Students will be assessed at the end of each part of the course. A full CACDP course certificate will be awarded for satisfactory achievement of all three units.

CACDP Level 1 British Sign Language Part 1 - Introduction to British Sign Language

Tutor: Eileen Collins. Part 1 of this course covers finger spelling and basic signs including questions, greetings, numbers, weather, transport and directions.

Fri	10-12pm	11 wks	22/09/06	UP	£59.00	£53.00	£17.00	DNLSLD1
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CACDP Level 1 British Sign Language Part 1 - Introduction to British Sign Language

TUTOR: Cathy Cobbold. Part 1 of this course covers finger spelling and basic signs including questions, greetings, numbers, weather, transport and directions.

Thu	7-9pm	11 wks	21/09/06	UP	£59.00	£53.00	£17.00	ENLSLD1
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CACDP Level 1 British Sign Language Part 2 - Conversational British Sign Language

TUTOR: Eileen Collins. Part 2 covers home, people, animals, objects, using numbers, age, time, money, calendar, interest and activities.

Fri	10-12.30pm	11 wks	12/01/07	UP	£77.00	£69.00	£25.00	DNLSLD2
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CACDP Level 1 British Sign Language Part 2 - Conversational British Sign Language

TUTOR: Cathy Cobbold. Part 2 covers home, people, animals, objects, using numbers, age, time, money, calendar, interest and activities.

Thu	7-9.30pm	11 wks	11/01/07	UP	£77.00	£69.00	£25.00	ENLSLD2
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CACDP Level 1 British Sign Language Part 3 - British Sign Language at School, College and Work

TUTOR: Eileen Collins. Part 3 covers getting around, describing places and buildings. It also includes giving, asking and understanding information.

Fri	10-12.30pm	11 wks	27/04/07	UP	£77.00	£69.00	£25.00	DNLSLD3
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Courses For Qualifications

DAY TIME LENGTH START VENUE A B C CODE

CACDP Level 1 British Sign Language Part 3 - British Sign Language at School, College and Work

TUTOR: Cathy Cobbold. Part 3 covers getting around, describing places and buildings. It also includes giving, asking and understanding information.

Thu 7-9.30pm 11 wks 26/04/07 UP £77.00 £69.00 £25.00 ENLSLD3

CACDP Level 2 British Sign Language

TUTOR: Cathy Cobbold. This course is for students who already have the basic knowledge and skills covered in CACDP Level 1 Certificate in BSL. The curriculum at Level 2 develops the skills and abilities of the student. Interview by tutor prior to acceptance to this course.

Wed 6-9pm 30 wks 20/09/06 UP £323.00 £291.00 £152.00 ENLSL2

COMPUTING & IT

Also see page 49

PC Hardware & Operating Systems [part of the A+ Qualification]

(FE Level 2: Intermediate – Professional IT Technicians)

This one year course covers ONLY SOME PARTS of the worldwide recognised professional qualification A+ Units ie parts of 1) PC Hardware & 2) PC Operating Systems. The course introduces: building & networking PCs; installing & trouble shooting within windows (98, 2000 & XP); problem solving in s/w & h/w environments. It includes practical exercises and tips towards some parts only of the external multiple choice exams. It does NOT include the external exam or exam fees (@ £110 per Unit for 05-06) which can optionally be taken at an external Test Centre (run by COMPTIA & not related to the College). An additional 60 hours study outside College is recommended to develop sufficient skills and knowledge to confidently pass the external exams. **Telephone interview required.**

Wed/Thu 7-9pm 30 weeks 04 or 05/10/06 BW £315.00 N/A N/A EMSHOPS1

BTEC HNC - Higher National Certificate in Computing [Ref F5639] (HE Level 4) APP

This 2 year (30 weeks a year) nationally recognised qualification gives a solid grounding in Systems Analysis, Networking, Databases, Web Design & Development and Programming. It is for extremely motivated individuals aiming to improve their career prospects within the Computing & IT industry. It assumes that you will already have a very good working knowledge of Word, Excel and PowerPoint either by obtaining the National Certificate or by work experience. It is suitable for both professionals already in IT who require an HNC to progress as well as those wanting a career change. All students require a commitment to study – those under 22 require A Levels or equivalent, those over 21 would benefit from a GCSE level of education but above all must have the motivation and determination to succeed. In addition to in-College study about 6 hours are required in student's own time each week. **Personal interview required.**

Tue & Thu 6-9pm 2 years 19/09/06 BW £694.00 £625.00 N/A DMAHNC1

ECDL (European Computer Driving Licence)

IT SKILLS FOR EVERYONE

Internationally recognised computing qualification

- Syllabus covers Basic Concepts of IT, Using the Computer & Managing Files, Information & Communication, Word Processing, Spreadsheets, Databases, Presentations and Using Information Technology
- Level 1 – overview of computer use; Level 2 – more in-depth knowledge and understanding
- Successful completion of both Levels provides full ECDL award
- Study programme arranged through Northbrook's IT Centres
- Enrolments all year round
- Flexible study using the latest computer-based learning materials
- Concessions for students in receipt of benefits

For full information call our

Flexible Learning Co-ordinator on

01903 606402 or email: oasis@nbcol.ac.uk



A - Full fee • B - Discounted fee for full payment at time of enrolment

C - Concessionary fee for people in receipt of specified benefits • APP - Application only (entry requirements apply)

See pages 11-12 for further information on course fees, how to enrol and how to use the Course Directory

Professional Workshops (IT Focused)

Professional IT Users/Office Applications/Office Admin
(Career in a Business IT Office Environment)

If you are thinking of changing careers or want to develop IT user software applications' skills and knowledge in a professional classroom environment, to the standard required by employers in the workplace, then the following workshops have been designed with you in mind. Customised options available

They run regularly 9.30-12.30 and 13.30-16.30 on Thursdays and Fridays depending on demand. Optionally, evening sessions can be delivered, for example 2 hours for one evening over 3 weeks. The cost is £84 for 6 hours.

Depending on the specific subject beginners, intermediate and advanced levels are available each for 3 or 6 hours as follows:

- Word
- PowerPoint
- Publisher
- Visio
- Dreamweaver
- Sage – Stock Control
- Sage – Computerised Payroll
- Excel
- Access
- Outlook
- Project
- Frontpage
- Sage – Computerised Accounts
- Websites - Make it Work for You

Please contact

Julie Hunt on **01903 606461** for more information and enrolment.



Employer & Employee Development Workshops (IT Focused)

We also run a range of Employer and Employee one day intensive 6 hour workshops (on Fridays, commencing at 9.30, in response to demands from employees) run by a professional trainer with over 20 years of industrial experience as a consultant. 6 hours - £120, 3 hours - £60.

Topics include:

- An Introduction to Management
- How to Manage Changes in the Workplace
- How to Progress from Manager to Leader
- How to Manage Meetings Effectively (half day)
- Improve your Performance in the Workplace
- The Role of Emotional Intelligence in the Workplace
- Managing your Time and your Personal Effectiveness
- Understanding and Managing Conflict
- Job Search & Interview Skills
- How to Start a Successful Business
- How to Take a Successful Business Into Growth
- How to Promote your Business
- How to Communicate and Present your Ideas Effectively

Please contact **Julie Hunt** on **01903 606461** for more information and enrolment.



Courses For Qualifications

DAY TIME LENGTH START VENUE A B C CODE

COUNSELLING

OCR Counselling Skills (in the development of learning)

This course gives a thorough grounding in the techniques of counselling. It is a stand alone course teaching transferable skills for different settings and also provides the requirement for students wanting to go on to the next level. Students need to have life and work experience and be aged 20 or over. There will be three Saturday workshops.

Mon	9.30-12.30pm	30 weeks	Sep 06	WD	£561.00	£505.00	£356.00	DMAC
Wed	6-9pm	30 weeks	Sep 06	WD	£561.00	£505.00	£356.00	EMACB
Thu	6-9pm	30 weeks	Sep 06	WD	£561.00	£505.00	£356.00	EMAC

Advanced Diploma in Integrative Counselling and Therapy (7 Terms)

This postgraduate equivalent course provides the required hours to satisfy professional organisations. We have trained counsellors since 1987. Students without the standard academic qualifications, but with ability and commitment to succeed, do complete this Diploma. Previous counselling training of at least 65 hrs is required and students must be 25 or over. Fees are per annum.

Tue	1.30-8.30pm	7 terms	Sep 06	WD	£1692.00	N/A	N/A	DMSCD1
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DYSLEXIA AWARENESS

Dyslexia Awareness

TUTORS: Martin Whinney and Cecily Brotherton. Do you know children or adults who may be dyslexic? Do you want to know more about dyslexia and how you could help? If so, this 6 hour course is for you. It includes definitions and indicators of dyslexia and practical ways of supporting dyslexic people.

Thu	6-9pm	6 hours	21/09/06	BW	£30.00	N/A	N/A	EMSDYS1
Thu	6-9pm	6 hours	14/06/07	BW	£30.00	N/A	N/A	EMSDYS2

EARLY YEARS

Apprenticeships are also available in Level 2 & 3. See page 7 or contact the Apprenticeship Team on 01903 606375

CACHE Level 2 NVQ Children's Care Learning and Development

The level 2 CCLD is a National Vocational Qualification for people who are working in childcare. Based on the National Occupational Standards it proves that you have a level of skills to effectively do your job with some supervision and/or guidance. You can complete it if you are working under supervision in face-to-face roles with children (aged 0-16 yrs), young people and families. **All candidates must have a current Criminal Records Bureau Check.**

Tue	12.15-3pm	1 year	09/01/07	BW	£509.00	£458.00	£347.00	DHLEY2J
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CACHE Level 3 NVQ Children's Care Learning and Development

Provides a National Vocational Qualification for candidates who work with children aged 0-16 yrs in settings or services whose main purpose is children's care, learning or development. Level 3 qualifications are primarily for those who work in face-to-face roles with children and families who may have supervisory responsibilities, specialist roles or work unsupervised. **All candidates must have a current Criminal Records Bureau Check.**

Wed	7-10pm	1 year	06/09/06	LI	£509.00	£458.00	£347.00	DKLXECLS1
Thu	6-9pm	1 year	07/09/06	SA	£509.00	£458.00	£347.00	DKLXECSS1
Mon	7-9.30pm	1 year	11/09/06	RM	£509.00	£458.00	£347.00	DKLXECHS1
Wed	6-9pm	1 year	17/01/07	BW	£509.00	£458.00	£347.00	EHLEY3
Tue	7-9.30pm	1 year	17/04/07	BR	£509.00	£458.00	£347.00	DKLXECRM1
Thu	7-9.30pm	1 year	19/04/07	RM	£509.00	£458.00	£347.00	DKLXECHM1
Tue	6-9pm	1 year	24/04/07	SA	£509.00	£458.00	£347.00	DKLXECSM1

A - Full fee • B - Discounted fee for full payment at time of enrolment

C - Concessionary fee for people in receipt of specified benefits • APP - Application only (entry requirements apply)

See pages 11-12 for further information on course fees, how to enrol and how to use the Course Directory

Courses For Qualifications

DAY	TIME	LENGTH	START	VENUE	A	B	C	CODE
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CACHE Level 3 Certificate of Professional Development in Work with Children & Young People

To achieve the full qualification candidates will need to complete 3 units

Unit 18 – Working with Children and Young People with Special Needs. This level 3 certificate is for candidates who have achieved a Level 3 Childcare or Playwork qualification and want to develop or extend their specialist knowledge to help them progress in their selected area of childcare and education or playwork. **All candidates must have a current Criminal Records Bureau Check.**

Tue	7-9pm	2 terms	30/01/07	BW	£395.00	£356.00	£260.00	EHLCPD3
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Introduction to Childcare Practice (ICP)

This short course is aimed at nannies, foster carers and those needing to register as childminders. In this unit you will learn about assessing the homes for risks, making it a safe and healthy environment, planning the way you will work with children, child protection issues and regulations governing home-based childcare. **All candidates must have a current Criminal Records Bureau Check.**

Tue	6.45-9pm	8 weeks	10/10/06	BW	£52.00	£47.00	£34.00	DHLICP
Tue	6.45-9pm	8 weeks	09/01/07	BW	£52.00	£47.00	£34.00	DHLICP2
Tue	6.45-9pm	8 weeks	08/05/07	BW	£52.00	£47.00	£34.00	DHLICP3

CACHE Level 3 Diploma in Home-Based Childcare (DHC)

This is a joint initiative qualification between CACHE and the National Childminding Association. It is seen as the quality award for all home-based childcarers who are working with children 0-16 yrs. The Level 3 DHC is made up of 5 units and each is individually assessed. Students must complete all 5 units to achieve the full Diploma. Please note candidates wishing to complete the Diploma in Home-Based Childcare can complete units 2, 3, 4 and 5 in any order and at their convenience but only having first completed Unit 1 – Introduction to Childcare Practice. In September 2007 we will be offering Unit 3 to complete the Diploma and the opportunity to holders of the ICP to start Unit 2. Please contact Sheena Overington on 01403 700732

Unit 2 - Focuses on promoting children's rights and working with disabled children and their families. It also explores children's development and their well being from 0-16 yrs. Ten week course plus two 5 hour Saturday workshops on agreed dates. **All candidates must have a current Criminal Records Bureau Check.**

Wed	7-9pm	10 weeks	20/09/06	BW	£71.00	£64.00	£33.00	EHLDHB2
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Unit 5 - Planning to meet the children's individual learning needs in the home-based setting. In this unit students will learn about observation and assessment of children's development and how to meet individual needs, specifically in the home-based setting. This unit also shows you how to prepare, implement and evaluate plans for children of different ages and abilities. Ten week course plus two 5 hour Saturday workshops. **All candidates must have a current Criminal Records Bureau Check.**

Wed	7-9pm	10 weeks	10/01/07	BW	£71.00	£64.00	£33.00	EHLDHB5
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Unit 4 - Working in partnership with parents in the home-based setting. This unit considers the professional role of the home-based carer. Students will learn about assertiveness, valuing themselves, marketing their childcare service, policy writing, interagency working, child protection and continuing professional development. Ten week course plus two 5 hour Saturday workshops. **All candidates must have a current Criminal Records Bureau Check.**

Wed	7-9pm	10 weeks	18/04/07	BW	£71.00	£64.00	£33.00	EHLDHB4
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ENGINEERING

ELECTRICAL ENGINEERING

City & Guilds 2330 Certificate in Electrotechnical Technology (Levels 2 & 3)

The course covers the theoretical and practical skills needed to prepare those seeking a career in the electrical contracting industry. Topics: Science; Regulations; Lighting & Ring Main Power Circuits; Single & 3-Phase Supplies; Cable Trays & Conduit Work. Attendance is 2 evenings per week: 2 years for Level 2 and 1 year for Level 3. From 2007, this course will be by application only.

Mon & Tue	6-9pm	2 years	11/09/06	BW	£514.00	£463.00	£104.00	ETLIEC1
Wed & Thu	6-9pm	1 year	13/09/06	BW	£630.00	£567.00	£220.00	ETLIEC3

Courses For Qualifications

DAY TIME LENGTH START VENUE A B C CODE

City & Guilds 2377 PAT Testing (Portable Appliance Testing) APP

This course is for practising electricians and covers the requirements for in-service inspection and testing of electrical portable appliances, including testing methods and certification. Certification is awarded on successful completion of a multi-choice online examination. This course will be run subject to demand.

City & Guilds 2381 Level 3 Certificate in the Requirements for Electrical Installations APP

This is a course designed to keep electricians up to date with the requirements for Electrical Installations 16th Edition (including latest amendments). Certification is awarded on successful completion of a multi-choice online examination. This course will be run subject to demand.

City & Guilds 2391 Level 3 Certificate in Inspection Testing and Certification of Electrical Installations APP

This is a course designed for qualified electricians who wish to gain NICEIC approval and covers all aspects of electrical installation testing and certification. The certificate is awarded on successful completion of a 2.5 hour written examination and a 4 hour practical assessment. This course will be run subject to demand.

ELECTRONIC ENGINEERING

BTEC Higher National Certificate in Electrical/Electronic Engineering APP

This course aims to provide learners with the technical levels of competence to progress to a Degree course and is part of the route to membership of the Institute of Incorporated Electrical Engineers. Subjects include: Mathematics, Electrical/Electronic Principles, Digital & Analogue Devices; Microprocessor Systems; Measurement & Testing.

Thu	9-5pm	2 years	14/09/06	BW	£694.00	£625.00	N/A	DTAET4
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BTEC National Certificate in Electrical/Electronic Engineering APP

This course provides learners with the underpinning knowledge and skills to undertake work as a technician in Electrical and Electronic Engineering and provides a progression route to Higher Education. Typical topics: Mathematics & Science; Electrical & Electronic Principles; Analogue & Digital Electronics; Microelectronics; Electronic Measurement, Testing & Fault Finding.

Tue	9-5pm	2 years	12/09/06	BW	£625.00	£563.00	£215.00	DTLEET2
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City & Guilds 6958 in Electrical and Electronic Servicing APP

This progression award is designed to provide the knowledge, understanding and basic skills which will assist in the world of work and in the achievement of an NVQ. Typical topics covered: DC and AC Technology; Electronic Components & Circuits; Electronic Devices & Testing; Electronic & Digital Systems.

Wed	9-5pm	2 years	13/09/06	BW	£536.00	£482.00	£126.00	DTLEEC1
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MECHANICAL/MANUFACTURE ENGINEERING

BTEC Higher National Certificate in Mechanical Engineering APP

This course aims to provide learners with the technical levels of competence to progress to a variety of Degree courses and careers. Typical subject areas: Mathematics; Mechanical Principles & Science; Engineering Materials; Statistical Process Control; Business Management Techniques; Computer Aided Design & Manufacture (CAD/CAM); Project; Fluid Mechanics.

Thu	9-5 pm	2 years	14/09/06	BW	£694.00	£625.00	N/A	DTAMET4
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BTEC National Certificate in Mechanical Engineering APP

This course provides learners with the underpinning knowledge and skills to undertake work as a technician in the area of Mechanical and Manufacturing Engineering and provides a progression route to Higher Education. Typical topics: Mathematics; Mechanical Principles & Science; Computer Aided Design; Manufacturing Processes; Mechanical Technology; Hydraulics & Pneumatic; Engineering Materials.

Tue	9-5 pm	2 years	12/09/06	BW	£625.00	£563.00	£215.00	DTLMET2
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A - Full fee • B - Discounted fee for full payment at time of enrolment

C - Concessionary fee for people in receipt of specified benefits • APP - Application only (entry requirements apply)

See pages 11-12 for further information on course fees, how to enrol and how to use the Course Directory

Courses For Qualifications

DAY	TIME	LENGTH	START	VENUE	A	B	C	CODE
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City & Guilds 6983 Level 2 Progression Award in Applying Engineering Principles APP

This progression award is designed for those seeking a basic understanding of engineering principles in such areas as: Bench Fitting; Turning; Milling; Measurement & Marking Out; Assembly & Dismantling. Successful completion of the course may lead to an NVQ Level 2 in Performing Engineering Operations. **Also available as an Apprenticeship - see page 7.**

Thu	9-5pm	1 year	14/09/06	BW	£564.00	£508.00	£154.00	DTLMEC1
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City & Guilds 2800 Level 3 Certificate in Engineering – Mechanical Manufacture APP

This course provides underpinning knowledge and practical training in complex machining techniques and Hydraulic & Pneumatic systems. It prepares candidates for those skills needed at NVQ Level 3 and fulfils the role of Technical Certificate. The course is also open to those who do not have access to the NVQ scheme.

Wed	9-5pm	2 years	13/09/06	BW	£553.00	£498.00	£143.00	DTLMEC2
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City & Guilds 4353 Level 3 Certificate in CAD (2D Computer Aided Design) APP

This course aims to provide learners with the necessary techniques required to produce and edit drawings of medium complexity and prepare them for output to hard copy.

Tue or Thu	6-9pm	1 year	12 & 14/09/06	BW	£276.00	£248.00	£71.00	ETLCAU1
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City & Guilds 4353 Level 3 Certificate in CAD (3D Computer Aided Design) APP

This course provides learners with the skills and underpinning knowledge to create surface and solid three dimensional objects, modify them and create a variety of views and presentation techniques.

Wed	6-9pm	1 year	13/09/06	BW	£276.00	£248.00	£71.00	ETLCAU3
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FLORISTRY

Floristry Level 2 APP

A day release course for trainees already employed in the floristry industry who wish to gain a nationally recognised qualification. The course covers all aspects of floristry work to include: Bridal Work, Funeral Work, Design, Floral Design, Window Display, Written and Oral Communication. The course lasts between 3 and 6 terms, depending on ability.

Tue	10-2pm	2 years	12/09/06	BW	£425.00	£383.00	£117.00	DDLFL1
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HEALTH & SAFETY AND FIRST AID

NEBOSH National General Certificate

The NEBOSH National General Certificate is an examined basic qualification for people who are involved in Health & Safety at Work and who need a good general knowledge to assist their workplace in complying with Health & Safety Legislation. It is a national qualification recognised by the Institute of Occupational Safety and Health (IOSH).

Tue	1.45-5pm	1 year	12/09/06	BW	£269.00	£242.00	£64.00	DHLNGC1
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First Aid And Health & Safety

Pavilion Training markets courses in Paediatric First Aid, First Aid at Work, Food Hygiene and Health & Safety. They operate regular courses at venues across West Sussex and can provide the training at an employer's premises.

They can respond very rapidly to an enquiry

Contact **Nellie/Abi/Mark** on **01273 733968** or

info@paviliontraining.com or website **www.paviliontraining.com**



Courses For Qualifications

DAY TIME LENGTH START VENUE A B C CODE

HEALTH & SOCIAL CARE

NVQ Level 3 in Oral Healthcare APP

This course is designed for the experienced dental nurse to gain a recognised qualification. A portfolio of evidence is collected through assessment and written experiences within the work place. A certificate of achievement is gained on completion of the portfolio and a pass in the final exam.

Wed	7-9pm	5 terms	13/9/06	BW	£520.00	£468.00	£284.00	EMLDN3
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NVQ Level 2 Health & Social Care APP

This NVQ is for those wishing to gain a nationally recognised qualification which will be needed for registration in care work. The half day course will provide the underpinning knowledge and understanding for this award. The competence of the candidate will be assessed through direct observation in the workplace and a portfolio of evidence. **All candidates must have a current Criminal Records Bureau Check.**

Wed	9-12pm	32 weeks	04/10/06	BW	£500.00	£450.00	£200.00	DHLHSC2O
Mon	1-4pm	32 weeks	07/05/07	BW	£500.00	£450.00	£200.00	DHLHSC2M

This programme is also offered through the Distance Learning Route. Please contact Julie Tolman on 01903 606168

NVQ Level 3 Health & Social Care APP

This NVQ is for those wishing to gain a nationally recognised qualification which could offer progression onto nurse training or Level 4. The half day course will provide the underpinning knowledge and understanding for this award. The competence of the candidate will be assessed through direct observation in the workplace and a portfolio of evidence. **All candidates must have a current Criminal Records Bureau Check.**

Wed	1-4pm	32 weeks	04/10/06	BW	£560.00	£504.00	£228.00	DHLHSC3O
Tue	6-9pm	32 weeks	16/01/07	BW	£560.00	£504.00	£228.00	DHLHSC3J
Mon	9-12pm	32 weeks	07/05/07	BW	£560.00	£504.00	£228.00	DHLHSC3M

This programme is also offered through the Distance Learning Route. Please contact Julie Tolman on 01903 606168

NVQ Level 4 Health & Social Care APP

This qualification is a prerequisite to the RMA (adult) for those who are not registered with the nursing or social work national bodies and who manage a care establishment. The course involves half a day in College for underpinning knowledge and separate assessment of skills in the workplace. **All candidates must have a current Criminal Records Bureau Check.**

Mon	1-4pm	1 year	15/01/07	BW	£606.00	£545.00	£226.00	DHLHSC4J
Tue	1-4pm	1 year	24/04/07	BW	£606.00	£545.00	£226.00	DHLHSC4M

Registered Managers Award (Adult) NVQ Level 4 APP

This qualification is for those who are registered with the nursing or social work national bodies or hold Level 4 H&SC and who manage a care establishment. The course involves half a day in College for underpinning knowledge and separate assessment of skills in the workplace. **All candidates must have a current Criminal Records Bureau Check.**

Tue	9-12pm	1 year	16/01/07	BW	£1187.00	£1068.00	£447.00	DHLRMAJ
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Places are available on the recently validated NVQ Levels 3 and 4 Children and Young People.

For information, please contact Anne Tuckley on 01903 606442

HORTICULTURE

RHS Level 2 Certificate in Horticulture (Year 1)

TUTOR: John Robbins. An introduction to all aspects of horticulture with emphasis on private gardens. Ideal for keen amateurs, those seeking a career change and all who want to learn to appreciate their garden and understand how to maximise its potential. Some offsite visits. Call 01903 606105 to arrange interview with the tutor.

Wed	9.30-4.30pm	28 wks	27/09/06	UP	£369.00	£332.00	£50.00	DNLRHS1
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A - Full fee • B - Discounted fee for full payment at time of enrolment

C - Concessionary fee for people in receipt of specified benefits • APP - Application only (entry requirements apply)

See pages 11-12 for further information on course fees, how to enrol and how to use the Course Directory

Courses For Qualifications

DAY	TIME	LENGTH	START	VENUE	A	B	C	CODE
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RHS Level 2 Certificate in Horticulture (Year 2)

TUTOR: John Robbins. Students who have RHS Level 2 Certificate in Horticulture (Year 1) may wish to join this course in preparation for the Royal Horticultural Society's Examination. Exam fee is not included in course fee.

Wed	9.30-12.30pm	20 wks	20/09/06	UP	£132.00	£119.00	£18.00	DNLRHS2
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HOSPITALITY & CATERING

Food Preparation & Cooking Level I & II APP

A one day a week course for those hoping to be employed in, or with experience of, the Catering Industry. On achievement of the Level I qualification students can proceed to the Level II programme. A Foundation Certificate in Food Hygiene is included.

Mon	9-5pm	34 weeks	18/09/06	WD	£541.00	£487.00	£89.00	DHLP1
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Food Preparation & Cooking Level II APP

A three term, one day a week course for those already employed in, or with experience of, the Catering Industry. Students are able to gain experience in preparing cooking for banquets, buffets and dinners served in the Arundel Room Training Restaurant. A Foundation Certificate in Food Hygiene course is included. **Also available as an Apprenticeship - see page 7.**

Wed	1-9pm	34 weeks	20/09/06	WD	£541.00	£487.00	£89.00	DHLR
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Catering & Hospitality Level III APP

A course for those already employed in the Hospitality & Catering Industry, which provides training and assessment necessary to achieve an NVQ Level III qualification. Students can select the area in which they wish to specialise: Hospitality Supervision or Food Preparation and Cooking.

Wed	1-9pm	2 years	20/09/06	WD	£598.00	£538.00	£119.00	DHLFP
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Level 2 Certificate for Pastry Cooks & Patisiers APP

This course is ideal for anyone responsible for preparing sweets in any catering establishment, or anyone wishing to gain a more detailed knowledge in this area. The syllabus includes Hot and Cold Sweets, Confectionery, Fermented Goods and Pastes.

Tue	1.30-6pm	34 weeks	19/09/06	WD	£300.00	£270.00	£72.00	DHLBPC1
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Level 1 Cake Decoration APP

This course provides an introduction to the preparation and use of Royal Icing, Marzipan, Almond Nut Paste and Sugar Paste, Cake Design, Piping, Lettering and Template Making. It is designed for people already working in, or intending to work in, the Catering Industry, or as a basis for self employment.

Mon	1.30-6pm	30 weeks	18/09/06	WD	£300.00	£270.00	£72.00	DHLCK1
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Foundation Certificate in Wines

This is an introduction to the various styles of wine on the market today, including their storage and service. The course provides the opportunity to taste a variety of wines together with the food they might accompany. All materials are provided.

Mon	6-9pm	3 weeks	29/01/07	WD	£57.00	£51.00	£30.00	EHLFCW1
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Mon	6-9pm	3 weeks	05/03/07	WD	£57.00	£51.00	£30.00	EHLFCW2
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Intermediate Certificate in Wines & Spirits

A twelve week course which provides an insight into the wine regions of the world, for newcomers and wine buffs alike. Tutored wine tastings and discussions are included each week. The cost of all wines and a multiple choice examination are included in the charge.

Mon	7-9pm	12 weeks	18/09/06	WD	£193.00	£174.00	£62.00	DHLWC
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Courses For Qualifications

DAY TIME LENGTH START VENUE A B C CODE



Hospitality & Catering

Northbrook is a partner in this exciting development, which aims to support the hospitality and catering sector in this area. The Centre of Vocational Excellence (CoVE) aims to promote quality training, identify employer training needs and widen participation in learning and employment.

FOOD HYGIENE

The College has successfully run Food Hygiene courses for a number of years with excellent results. Courses are available on the following dates, or may be run on company premises for a maximum of 10 delegates. All charges quoted include tuition, course handbook and examination charge.

RIPH Certificate in Food Hygiene **APP**

This is intended for supervisors and first line managers in catering, food manufacturing, processing and retail. It gives an in-depth knowledge of food hygiene and safety and enables you to identify and prevent food safety hazards at all stages of its production, preparation and service.

Mon	3-6pm	7 weeks	23/04/07	WD	£66.00	£59.00	£28.00	DHLFHC8
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CIEH Foundation Food Hygiene Certificate

Short courses are run throughout the year in conjunction with Worthing Borough Council Environmental Health Officers. This course is especially suitable for those involved in food handling in establishments such as nursing homes, residential care homes, nurseries and commercial and retail establishments.

Mon & Thu	6-8pm	2 weeks	18/09/06	WD	£90.00	N/A	N/A	DHSLFHC1
Mon	3-7.30pm	2 weeks	06/11/06	WD	£90.00	N/A	N/A	DHSLFHC2
Mon	3-7.30pm	2 weeks	22/01/07	WD	£90.00	N/A	N/A	DHSLFHC3
Mon & Thu	6-8pm	2 weeks	12/03/07	WD	£90.00	N/A	N/A	DHSLFHC4
Mon & Thu	6-8pm	2 weeks	18/06/07	WD	£90.00	N/A	N/A	DHSLFHC5
Mon	3-7.30pm	2 weeks	18/06/07	WD	£90.00	N/A	N/A	DHSLFHC6

Hospitality VRQ Qualifications - Hospitality Customer Service, Selling, Conflict Handling

The College is able to deliver these short courses to staff who have customer focused roles in businesses to improve standards of service, increase income and enhance team performance.

As required	As required	9 hours	As required	WD	TBA	TBA	TBA	TBA
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LANGUAGES

Also see page 60

GCSE French

TUTOR: Adeline Saurin/Catherine Doidge. GCSE in one year for students with basic vocabulary and some notion of grammar or students from a Foundation course.

Tue	1-3pm	1 year	12/09/06	WD	£176.00	£158.00	£47.00	DBLG15F
Wed	7-9pm	1 year	13/09/06	WD	£176.00	£158.00	£47.00	EBLG15F

GCSE Italian

TUTOR: Kathryn Lyon. GCSE in one year for students with basic vocabulary and some notion of grammar or students from a Foundation course.

Mon	7-9pm	1 year	11/09/06	BW	£176.00	£158.00	£47.00	EBLG22F
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GCSE Spanish

TUTOR: Trinidad Jesse. GCSE in one year for students with basic vocabulary and some notion of grammar or students from a Foundation course.

Wed	7-9pm	1 year	13/09/06	BW	£176.00	£158.00	£47.00	EBLG33FB
Thu	7-9pm	1 year	14/09/06	BW	£176.00	£158.00	£47.00	EBLG33F

AS Level French

TUTOR: Adeline Saurin. A one year course leading to the AS Level qualification. Students have the option of continuing towards an A2 Level in the second year. It is expected that students will have a GCSE in French (A or B grade) or relevant experience.

Tue	6.30-9pm	1 year	12/09/06	WD	£215.00	£194.00	£53.00	EBLA151
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A - Full fee • B - Discounted fee for full payment at time of enrolment

C - Concessionary fee for people in receipt of specified benefits • **APP** - Application only (entry requirements apply)

See pages 11-12 for further information on course fees, how to enrol and how to use the Course Directory

Courses For Qualifications

DAY	TIME	LENGTH	START	VENUE	A	B	C	CODE
AS Level Italian								
TUTOR: Kathryn Lyon. A one year course leading to the AS Level qualification. Students have the option of continuing towards an A2 Level in the second year. It is expected that students will have a GCSE in Italian (A or B grade) or relevant experience.								
Tue	6.30-9pm	1 year	12/09/06	BW	£215.00	£194.00	£53.00	EBLA221

AS Level Spanish								
TUTOR: TBA. A one year course leading to the AS Level qualification. Students have the option of continuing towards an A2 Level in the second year. It is expected that students will have a GCSE in Spanish (A or B grade) or relevant experience.								
Tue	6.30-9pm	1 year	12/09/06	WD	£215.00	£194.00	£53.00	EBLA331

ESOL Skills For Life English classes for speakers of other languages

Starting September 2006 – June 2007

The content of the course applies to people who are living and working in the UK. It covers reading, writing, speaking and listening as well as grammar, spelling and pronunciation. The classes are small and you will receive language learning support. At the end of the course you will take a Trinity College, London ESOL Skills for Life examination. The course is for beginners (Entry 1) to Advanced students (Level 2).

You can apply for a course if:-

- You have Refugee or Asylum status
- You have been living in either the UK or a European country for more than 3 years
- You are from an EEC country, are intending to live in the UK and are working at the time you apply for a course
- You are from a non-European country, have been married to a UK citizen and have been living in the UK for more than 1 year

There is no charge for the course and to be accepted onto a course you must have an Assessment Test. Please telephone **01903 606243** for further details about dates and assessments.

International/European students English As A Foreign Language

If you are living in England and would like to take a University of Cambridge English Language Certificate to improve your career prospects or continue to study another subject at Degree level, why not join one of our classes on a full time or part time basis?

Programme starting in September 2006 – June 2007

University of Cambridge First Certificate in English (FCE) - Level 1 • University of Cambridge Certificate in Advanced English (CAE) Level 2 • University of Cambridge Certificate of Proficiency in English (CPE) Level 3 • We can also offer IELTS preparation classes for entry into UK Universities

- Lessons are taught by qualified and experienced teachers
- Exams training + general English
- Small classes – individual language support
- Student Discount card
- Free access to computer learning and Internet
- Use of College facilities, gym, library, theatre, canteen
- Possibility to progress to other courses offered in the College
- Opportunities to meet other people from all over the world



Accredited by the
BRITISH COUNCIL



What's more, you can join at any time throughout the year!

For further information about dates and prices, please contact:-

"School of English" – Tel: **01903 606243** or Website: **www.northbrook.ac.uk**

LEARNING DIFFICULTIES

Learning Difficulties

Learners With Learning Difficulties and/or Disabilities Towards Independence

The Towards Independence Programme is designed to provide access to education for adults with learning difficulties. All courses are part time and provision can be made for learners with a variety of learning needs. We offer a variety of two and five hour sessions Monday to Friday at the Broadwater site, also at a number of off site locations. All courses are underpinned with numeracy and literacy and a range of subjects are available:

2 hours sessions

- Advanced Cookery
- Basic Dance & Music
- Basic Gardening
- Communication Skills
- Computers for Fun
- Cookery
- Craft
- Dance & Music
- IT Skills
- Literacy & Numeracy
- Mixed Craft
- Photography
- Sensory
- Social & Sensory
- 3D Design

5 hour sessions

- Citizenship
- Community Skills
- Creative Arts
- Design
- Gardening
- Independent Living
- Introduction to Performance
- Life Skills
- Performing Arts
- Performing Arts with Music
- Video & Photography



For further information please contact:

Sue Sabrovalaki/Tony Bradford/Jo Sullivan on 01903 606056 or 606145

Moving on Course – Entry Level 1 Numeracy and Literacy

This qualification is aimed at learners who want to progress from Milestone 8 to Entry Level 1. The course is designed to use existing skills and develop new ones that relate to numeracy and literacy; learners are encouraged to meet with the tutor to discuss suitability for the course.

Mon	Afternoons	30 weeks	TBA	UP	TBA	TBA	TBA	TBA
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Work Skills

This course is designed for students who want to access the workplace. As part of the broader E2E course, the Work Skills course offers an opportunity to take an IT skills course to develop key IT work skills. Students will work towards achieving a college certificate.

The course runs for 12 weeks, three times a year on a termly basis.

For further information please contact **Louise Payne** on **01903 606170**

TEACHING

Certificate in Education/PGCE

This is the second year of a two year course validated through the University of Brighton. Entry to this qualification is by completion of the CGLI 7407 or CGLI 7307 with additional Accreditation of Achievement/Learning. Exceptional entry to the course by experienced teachers can be achieved by the production of a prior learning/achievement portfolio. Anyone participating in this course will need to show that they have an ongoing teaching commitment within the HE, FE, AE or Public training sector of at least 60 hours during the year.

Tue	5-9pm	30 weeks	26/09/06	WD	£1450.00	£1305.00	N/A	DMAQ1
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A - Full fee • B - Discounted fee for full payment at time of enrolment

C - Concessionary fee for people in receipt of specified benefits • APP - Application only (entry requirements apply)

See pages 11-12 for further information on course fees, how to enrol and how to use the Course Directory

Courses For Qualifications

DAY	TIME	LENGTH	START	VENUE	A	B	C	CODE
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City & Guilds Certificate in Delivering Learning: An Introduction 7302 Level 3

This course provides an introduction for those new to training and teaching adults or those wishing to train and teach adults. It is intended as a qualification that will equip a wide range of trainers, facilitators and teachers to support learners and provide a sound platform for further teaching or training qualifications.

Wed	9-1pm	1 term	13/09/06	WD	£299.00	£269.00	£198.00	DMLDLN1
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NVQ Level 2 for Teaching Assistants (City & Guilds 7327/02)

The NVQ Level 2 for Teaching Assistants is designed for those who are new to working with the teacher in a classroom environment within primary, secondary or special schools (whether employed or working as a volunteer) and whose responsibilities are limited in scope. This includes those with a general support role and those with specific responsibility for a pupil, subject area or age group.

Alt Tue	9-1pm	1 year	12/09/06	WD	£305.00	£275.00	£115.00	DMLLS1
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NVQ Level 3 for Teaching Assistants (City & Guilds 7327/03)

The NVQ Level 3 for Teaching Assistants is a work-based qualification designed for those who work with teachers in classrooms supporting the learning process in primary, secondary or special schools. This includes those with a general support role and those with specific responsibility for a pupil, subject area or age group.

Mon	4-7pm	1 year	11/09/06	WD	£333.00	£300.00	£107.00	EMLAS1
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Fri	9.30-12.30pm	1 year	15/09/06	WD	£333.00	£300.00	£107.00	DMLAS1
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City and Guilds 7407 Further Education Teaching Certificate Stage 1

The purpose of this Level 4 FENTO-endorsed course is to provide the mandatory teaching qualification for those working in FE. Students should have entry requirements of English and Mathematics to at least GCSE level and be teaching within an FE environment for at least 20 hours over the period of the course.

Mon	9.15-1pm	12 weeks	18/09/06	WD	£260.00	£234.00	£159.00	DMLFET1M
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City & Guilds 7407 Further Education Teaching Certificate Stage 2

This Level 4 FENTO-endorsed course will provide the Stage 2 mandatory teaching qualification for those working in FE and, together with Stage 1, completes the first year of a two-year Cert Ed. Students will need to have completed Stage 1, have established levels of English and Mathematics and be teaching within an FE environment for at least 40 hours during the course.

Mon	9.15-1pm	24 weeks	08/01/07	WD	£574.00	£517.00	£369.00	DMLFET2M
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City & Guilds Vocational Assessor Award

This course suits those who assess the occupational standard competence of others within the workplace. Candidates must be able to assess 2 NVQ students across 3 full units to attend the 1 day induction. Following the induction, 1:1 tutorials allow candidates to develop their competence in assessing.

Variable	TBA	6 months	TBA	WD	£483.00	£435.00	£462.00	DMLAT1
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City & Guilds Vocational Verifier Award

This course suits those involved in the role of Internal Verifier or who co-ordinate the assessment activities of Vocational Assessors. Following the induction, tutorials allow candidates to develop competence in verifying. Candidates must have their D32/33 or current A1 and will be able to base this award on 2 assessors.

Variable	TBA	1 year	TBA	WD	£483.00	£435.00	£462.00	DMLAT2
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City & Guilds Learning and Development Award Level 3 (7318)

This course meets the new ENTO standards. The award is aimed at individuals teaching post-16 learners and prospective candidates must achieve 50 hours of teaching throughout the academic year. The units deliver teaching and training, with 7 mandatory and 4 optional unit choices making up the whole award.

Thu/Fri	5-9pm & 9-1pm	1 year	21/09/06	WD	£919.00	£827.00	£621.00	DMLLDA1
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Courses For Qualifications

DAY TIME LENGTH START VENUE A B C CODE

City & Guilds 9295 Level 2 Adult Learner Support

This course is essential for those working as volunteers or support workers with Skills for Life learners. The course consists of 3 Units and will provide a solid awareness of 'Unit 1: Working in the Sector', 'Unit 2: Supporting Learners' and 'Unit 3: Literacy/Numeracy/ESOL options'

Wed	2.30-5.30pm	60 hours	Sep 06	BW	£476.00	£428.00	£328.00	EMLALS1
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City & Guilds Level 2 (9295) & 3 (9***) Fast Track course for Skills for Life Numeracy Supporters

This course is for Skills for Life/Key Skills tutors/class assistants. There are 3 Units for Level 2 (9295) Adult Learner Support and 3 Units for Level 3, Certificate in Adult Numeracy Subject Support. The course will provide a solid awareness of supporting Sfl learners and numeracy specialisation.

TBA	TBA	TBA	BW	Sep 06	£238.00	£214.00	£164.00	EMLALS1A
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Level 3 Certificate in Adult Numeracy Subject Support (9484)

For LSA/CA and non-specialist tutors, this course promotes an awareness of some of the social and educational issues surrounding number skills learning and development as well as advanced level Numeracy skills. It is also intended to develop skills in supporting learning at a variety of levels with adult Numeracy learners.

Wed	9.30-12.30pm	30 weeks	Jan 07	WD	£244.00	£220.00	£54.00	DMLCAN3
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Level 3 Certificate in Adult Literacy Subject Support (9483)

This award, aimed at those already providing adult learning support or non-specialists, is intended to develop a basic understanding of language and literacy frameworks that includes a focus on your language and literacy skills, as well as the skills and knowledge you need to support adult learners.

Mon	10-1pm	30 weeks	02/10/06	BW	£244.00	£220.00	£54.00	DMLCAL3
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Level 4 Certificate for Adult Literacy Specialists

This award aims to extend your specialist interest and understanding of literacy. It is aimed at staff in the post-16 sector who are: Qualified teachers/trainers wishing to teach Literacy as a subject specialist or existing teachers of Literacy who wish to gain a specialist qualification.

Thu	9.30-1.30pm	30 weeks	02/10/06	BW	£347.00	£312.00	£54.00	DMLCAL4
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Swimming, Teaching And Lifeguarding

The Brighton Swimming Teachers Centre offers courses in Swimming Teaching and Lifeguarding. It is the only centre in the UK that can offer NVQs in Swimming Teaching and Coaching at Levels two and three. **Apprenticeships are available for eligible young people - see page 7.** Contact **Cathy/Pam/Mick** for a local course Tel: **01273 243955** or Email: **info@brightonswimmingteacherscentre.com** or Website: **www.brightonswimmingteacherscentre.com**



TEFL & TESOL COURSES

Accredited by the



Northbrook Preparatory Course in TESOL

First stage for people who are interested in teaching EFL/ESOL as a career. This course is externally accredited by OCN South East Region and is nationally recognised. This programme will cover basic theory and practice of teaching EFL/ESOL. It will also include different aspects of English grammar. On completion of the Preparatory Course in TESOL, students may be eligible to progress to the TESOL Certificate course. Students will have to meet the Trinity College entry requirements.

Mo We Fr	10-4pm	4 weeks	11/09/06	WD	£200.00	£180.00	£82.00	BBLQ1
Mo We Fr	10-4pm	4 weeks	13/11/06	WD	£200.00	£180.00	£82.00	BBLQ2
Mo We Fr	10-4pm	4 weeks	12/02/07	WD	£200.00	£180.00	£82.00	BBLQ3
Mo We Fr	10-4pm	4 weeks	16/04/07	WD	£200.00	£180.00	£82.00	BBLQ4
Mo We Fr	10-4pm	4 weeks	21/05/07	WD	£200.00	£180.00	£82.00	BBLQ5
Tue	6.30-9pm	12 weeks	19/09/06	WD	£200.00	£180.00	£82.00	EBLQ2A
Tue	6.30-9pm	12 weeks	09/01/07	WD	£200.00	£180.00	£82.00	EBLQ2B
Tue	6.30-9pm	12 weeks	17/04/07	WD	£200.00	£180.00	£82.00	EBLQ2C

A - Full fee • B - Discounted fee for full payment at time of enrolment

C - Concessionary fee for people in receipt of specified benefits • APP - Application only (entry requirements apply)

See pages 11-12 for further information on course fees, how to enrol and how to use the Course Directory

Courses For Qualifications

DAY	TIME	LENGTH	START	VENUE	A	B	C	CODE
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Trinity College TESOL Certificate

This is an intensive course in Teaching English to Speakers of Other Languages. Entry requirements - Qualification that would allow entry to Higher Education plus the Preparatory Course in TESOL, EFL/ESOL teaching experience or a language based Degree. The TESOL Certificate is an internationally recognised certificate which will make it possible to teach in Britain or overseas. Fees include Trinity Moderation Fee. Moderation of courses does not necessarily occur immediately on the last day of the course and it is advisable to keep at least one week free after the end date. A £30 book deposit is also requested at the start of the course.

Mon-Fri	10-6pm	5 weeks	09/10/06	WD	£870.00	£783.00	£265.00	BBLTES1
Mon-Fri	10-6pm	5 weeks	08/01/07	WD	£870.00	£783.00	£265.00	BBLTES2
Mon-Fri	10-6pm	5 weeks	12/03/07	WD	£870.00	£783.00	£265.00	BBLTES3
Mon-Fri	10-6pm	5 weeks	14/05/07	WD	£870.00	£783.00	£265.00	BBLTES4
Mon-Fri	10-6pm	5 weeks	18/06/07	WD	£870.00	£783.00	£265.00	BBLTES5
Thu-Sat	Eve	12 weeks	14/09/06	WD	£870.00	£783.00	£265.00	EBLTES1
Thu-Sat	Eve	12 weeks	11/01/07	WD	£870.00	£783.00	£265.00	EBLTES2
Thu-Sat	Eve	12 weeks	19/04/07	WD	£870.00	£783.00	£265.00	EBLTES3

Trinity College LTCL Diploma in TESOL

This is a 34 week part time course for practising ESOL teachers with at least 2 years' experience intending to pursue TESOL as well as a full time career. The course is designed to advance understanding of grammatical, phonological, semantic and discourse systems of English and their relevance and use in multicultural and multilingual language-learning contexts. Candidates will have to meet Northbrook College entry requirements. Assessment is by a four-part examination and is open to both native and non-native speakers of English. £350 examination fee is included in the Full Fee.

Wed-Sat	TBA	34 weeks	27/09/06	WD/UP	£1463.00	£1317.00	£912.00	EBLTD1
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TEFL & TESOL

Term Dates

Further & Higher Education Term Dates

Autumn Term

Monday 11th September 2006 – Friday 15th December 2006

Half Term Break

Monday 23rd October 2006 – Friday 27th October 2006

Spring Term

Monday 8th January 2007 – Friday 30th March 2007

Half Term Break

Monday 19th February 2007 – Friday 23rd February 2007

Summer Term

Monday 16th April 2007 – Tuesday 10th July 2007

Leisure Courses Term Dates

Autumn Term

Monday 18th September 2006 – Friday 8th December 2006

Half Term Break

Monday 23rd October 2006 – Friday 27th October 2006

Spring Term

Monday 8th January 2007 – Friday 30th March 2007

Half Term Break

Monday 19th February 2007 – Friday 23rd February 2007

Summer Term

Monday 23rd April 2007 – Monday 25th June 2007

Half Term Break

Monday 28th May 2007 – Friday 1st June 2007

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VENUE CODES & ADDRESSES

VENUE CODES & ADDRESSES

BH	Oakmeeds Community College, Station Road, Burgess Hill	Not on maps
BR	Bognor Regis Nursery School, 85 Victoria Drive, Bognor Regis	Not on maps
BW	Northbrook College Sussex, Broadwater Road, Worthing	Map 1
DG	Davison High School, Selbourne Road, Worthing	Map 1
EW	East Worthing Community Centre, Pages Lane, Worthing	Map 1
FP	Field Place, The Boulevard, Worthing	Map 1
GL	Glebe Middle School, Church Lane, Southwick	Map 3
GW	Goodwood Motor Circuit, Goodwood, Chichester	Not on maps
HA	Hawthorns School, Poplar Road, Durrington	Map 1
LI	The Tamarisk Centre, 42 Beach Road, Littlehampton	Not on maps
RM	Roffey Millennium Hall, Crawley Road, Horsham	Not on maps
SA	Northbrook College Sussex, Shoreham Airport	Map 2
SAB	St Andrew's CE Boys' High School, Sackville Road, Worthing	Map 1
SCC	Southwick Community Centre, Southwick Street, Southwick	Map 3
SFC	Shoreham Free Church, Buckingham Road, Shoreham	Map 2
SH	Shoreham Centre, Pond Road, Shoreham	Map 2
SHY	Sussex Yacht Club, Brighton Road, Shoreham	Map 2
SM	St Mary's Church Hall, Ilex Way, Goring by Sea, Worthing	Map 1
STM	St Mary's Hall, East Street, Shoreham	Map 2
SW	Sidney Walter Centre, Sussex Road, Worthing	Map 1
TAR	6 Tarmount Lane, Shoreham	Map 2
TBF	Thomas A'Becket First School, Pelham Road, Worthing	Map 1
TM	Thomas A'Becket Middle School, Glebeside Avenue, Worthing	Map 1
UP	Northbrook College Sussex, Union Place, Worthing	Map 1
WD	Northbrook College Sussex, Littlehampton Road, West Durrington	Map 1
WH	Worthing High School, South Farm Road, Worthing	Map 1
WWC	West Worthing Club, Titnore Lane, West Durrington	Map 1

WEA Workers' Educational Association WORTHING BRANCH PROGRAMME - 2006/2007

The Growth of the Concerto*

Peter Copley
Mondays 10.00am to 12 Noon
20 meetings from 25/09/2006
Friends Meeting House
Fee £106

Discussion Group: Making sense of Economics

Roger Kenward
Tuesdays 10.15am to 12.15pm
10 meetings from 19/09/2006
Adult Studies Centre, Union Place
Fee £53

The Sussex Coast in the 21st Century*

Geoffrey Mead
Tuesdays 2.00pm to 4.00pm
20 meetings from 19/09/2006
Adult Studies Centre, Union Place
Fee £106

Enjoying Shakespeare

Francesca Byrne
Wednesdays 10.00am to 12 Noon
10 meetings from 20/09/2006
Venue to be arranged
Fee £53

Introduction to Post Medieval Archaeology*

Simon Stevens
Wednesdays 7.30pm to 9.30pm
20 meetings from 20/09/2006
Boundstone Community College,
Lancing
Fee £106

Sugar Barons, Tobacco Lords King Cotton. Colonies and Commerce 1650-1815

Jane Ramage
Thursdays 10.00am to 12 Noon
20 meetings from 28/09/2006
St Paul's Hall, Richmond Road
Fee £106

The Golden Age of Rome*

Gillian Partington
Thursdays 7.00pm to 9.00pm
20 meetings from 22/09/2006
Worthing High School
Fee £106

Discussion Group: Burning Issues of the Day

Tutor to be arranged
Tuesdays 10.15am to 12.15pm
10 meetings from 26/09/2006
Adult Studies Centre, Union Place
Fee £53

Garden and Landscape History

David Meagher
Wednesdays 2.00pm to 4.00pm
10 meetings from 27/09/2006
Venue to be arranged
Fee £53

Art History: Shock of the Old / Shock of the New

Howard Litchfield and Bob Higham
Thursdays 2.00pm to 4.00pm
10 meetings from 28/09/2006
Adult Studies Centre, Union Place
Fee £106

Dreamworks: The Magical World of Cinema

Richard Cupidi
Thursdays 7.00pm to 9.00pm
20 meetings from 28/09/2006
Worthing High School
Fee £106

Courses marked * can be a stepping stone to further study with the University of Sussex.

ENROLMENT should be made in advance. Please telephone Pat Austen on 01903 520817 and for general enquiries telephone June Taylor on 01903 233836.

For a FREE copy of the
WEA Brochure –
FREEPHONE 0800 328 1060.



LOCATIONS/CONTACT DETAILS



Main Campus Details

West Durrington Campus

Littlehampton Road
Goring By Sea
West Sussex, BN12 6NU

T: 0800 183 60 60

F: 01903 606073

(Rail Station: Goring By Sea)

Broadwater Campus

Broadwater Road
Worthing, West Sussex
BN14 8HJ

T: 01903 606060

F: 01903 606337

(Rail Station: Worthing)



Shoreham Campus

Shoreham (Brighton City) Airport
10 Cecil Pashley Way
Shoreham by Sea
West Sussex BN43 5FF

T: 01903 606060

F: 01273 234370

(Rail Station: Shoreham By Sea)



Union Place Campus

Union Place
Worthing, West Sussex
BN11 1LG

T: 01903 606060

F: 01903 606125

(Rail Station: Worthing)