



Leeds City College

KEIGHLEY CAMPUS

PROSPECTUS 2012-2013

FULL TIME COURSES IN KEIGHLEY

FURTHER EDUCATION

PROSPECTUS 2012-2013

Welcome to our Keighley Campus Course Directory.

Take a browse at our range of exciting courses and follow the step by step guide to studying with us. If you already know what kind of subjects you're interested in, you can find out lots more information by going online at leedscitycollege.ac.uk

We also have friendly expert staff ready to help you with course enquiries, student support, career advice and anything else to help you choose the right course for you.

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ABOUT US

We believe that Leeds City College is the best place to study to develop skills, prepare for work or University, and make the most out of college life.

Not only do we offer lots of courses at levels for everyone, we also provide quality student support and the perfect environment to make new friends and help you grow in independence.

We provide a relaxed, supportive learning environment, and as we are now one of the largest and most influential colleges in the country, with over 50,000 students, we strive to be an inclusive place to study.

It is the individual needs of students which are the focus of Leeds City College where we provide outstanding opportunities, facilities and support for the people of Leeds and beyond. Our aim is to lead FE in the region, pursuing excellence in everything we do, providing high quality and diverse learning opportunities in a safe, friendly and supportive learning environment while developing the vision for a flagship college for the region.

We offer a diverse curriculum, covering almost all subject areas, with academic and vocational qualifications from basic skills and apprenticeships to foundation degrees. Our courses are designed to suit the needs of everyone from pre and post 16s to adult learners and employers.

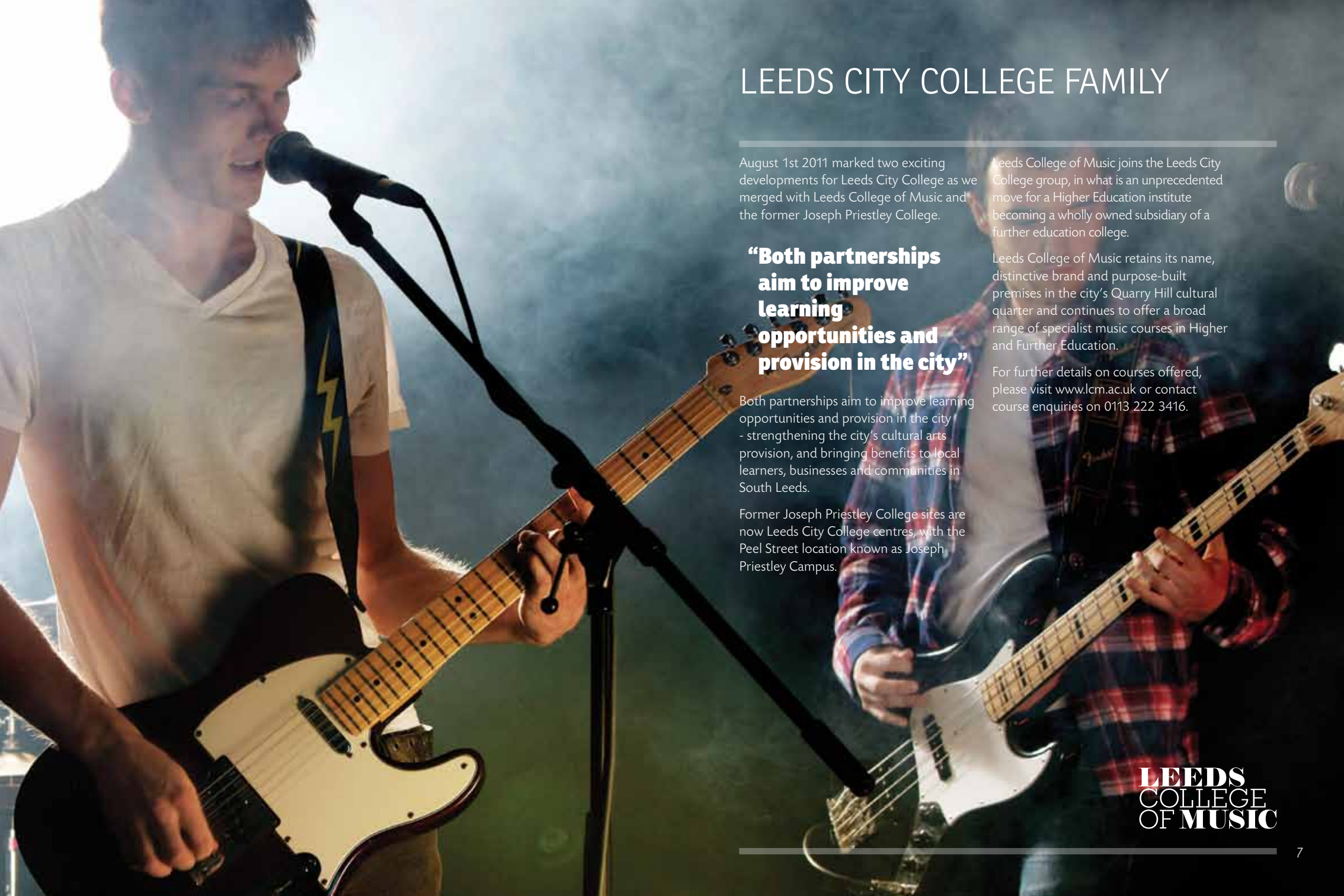
The College holds National Skills Academy status for a number of key specialisms – Financial Services, Hospitality, Drink & Food Manufacture, Sport & Fitness, Retail, and Sports Community Enterprise and most recently Creative & Cultural Skills.

“our aim is to lead education in the region, pursuing excellence in everything we do”

We work in partnership with a range of organisations including Harvey Nichols, Morrisons, Cadbury, and Radio Aire.

Our libraries offer more than books... From computers to private study areas, we provide students with the ideal environment for some peace and quiet to work and research.

Perhaps the most important resource though is the friendly and experienced staff – they are always there to support, help and encourage you.



LEEDS CITY COLLEGE FAMILY

August 1st 2011 marked two exciting developments for Leeds City College as we merged with Leeds College of Music and the former Joseph Priestley College.

“Both partnerships aim to improve learning opportunities and provision in the city”

Both partnerships aim to improve learning opportunities and provision in the city - strengthening the city's cultural arts provision, and bringing benefits to local learners, businesses and communities in South Leeds.

Former Joseph Priestley College sites are now Leeds City College centres, with the Peel Street location known as Joseph Priestley Campus.

Leeds College of Music joins the Leeds City College group, in what is an unprecedented move for a Higher Education institute becoming a wholly owned subsidiary of a further education college.

Leeds College of Music retains its name, distinctive brand and purpose-built premises in the city's Quarry Hill cultural quarter and continues to offer a broad range of specialist music courses in Higher and Further Education.

For further details on courses offered, please visit www.lcm.ac.uk or contact course enquiries on 0113 222 3416.

**LEEDS
COLLEGE
OF MUSIC**



STUDENT AND LEARNING SERVICES

We strive to help and support every student to achieve their full potential. All our campuses have Help Zones where you will find fully qualified staff keen to provide impartial, confidential information, advice and guidance to all current and prospective students. You can get help with everything from course options, interview preparation and careers advice to counselling, personal welfare, finance and additional support.

Whatever your query, simply contact our Student Services Centres on:

Keighley Campus

t: 01535 685 008

Horsforth Campus

t: 0113 216 2430

Joseph Priestley Campus

t: 0113 307 6111

Park Lane Campus

t: 0113 216 2190

Technology Campus

t: 0113 297 6464


Thomas Danby Campus

t: 0113 284 6306

You may also enquire about community appointments using the numbers above (call the campus closest to your home address)

Once you are on your course, you will be assigned a student tutor who is responsible for your welfare and progress. This tutor will provide regular updates on your progress and will be there for you if you ever have a problem. Of course, you can also still access Student and Learning Services.

SUPPORTIVE ENVIRONMENT



Safe Environment

Leeds City College has a safeguarding policy to ensure that all young people and vulnerable adults attending college operate in a safe and secure environment. The policy describes what we do to protect young people and vulnerable adults, and what procedures we have in place to deal with any issues that may arise.

The policy and procedures are published on the College website and on the staff and student intranet. Staff are trained in child protection issues and you can talk to anyone if you have a difficulty or concern. In addition, identified staff have been specially trained to deal with child protection issues. You will find names of these staff displayed on posters in classrooms and around the College. Your student tutor will also be able to help you.

You may also find the College counselling service a help. You don't have to keep worries to yourself.

Working with Parents and Carers

We believe that a student's success is most often based upon an effective partnership between the student, the parents/carers and the College. We distribute a helpful Parent Handbook and invite parents of new students to an Evening event early on in the Autumn term. We work with parents/carers and students together and will make contact regularly and invite them to parents'/progress evenings during the year.

If you have any concerns about this approach, you would need to talk to your student tutor.

Tutorial Support

Once you are on your course, you will meet your own student tutor. He or she will meet with you regularly for one-to-one and group sessions to make sure you are on track with your college work and making good progress. Your student tutor is there to help you succeed on your course and make the most of College life.

Essential Skills Required for Work

We want to make sure that everyone has the chance to improve or consolidate their skills required for work and/or HE. All students who haven't achieved A*-C in Maths, English and ICT will be able to study Functional Skills or GCSEs in these areas at a level appropriate to you. Employers tell us that these are essential to work. They will also have the opportunity to develop their 'employability' skills – self-management, team working, problem solving, business and customer awareness, positive attitude – as part of their learning programme.

MONEY MATTERS

Fees - a brief overview

The Government sets the funding rules in Spring each year; as the information regarding fees for 2012/13 is not yet available, please check the Money Matters section on our web site regularly for updates, as information becomes available. <http://www.leedscitycollege.ac.uk/index.php/support/money/>.

Discretionary Learner Support Funds

You can apply for support with items such as travel, books, materials, equipment or childcare. Discretionary financial assistance may be available to help you access and remain in education.

Once you have enrolled, you will be informed of how to apply for help from this fund. Your entitlement will be assessed on an individual basis and the funds available are limited. The College has access each year to some discretionary funds to support students in hardship. For details of how to apply, please contact any of the Campus Help Zones.

16 – 18 Bursaries

This is the new Government scheme which replaced EMA in September 2011. Students in 'vulnerable groups' (young people in care, care leavers, young people in receipt of income support living independently and disabled young

people receiving both Employment Support Allowance and Disability Living Allowance) will receive a guaranteed bursary of at least £1,200 per year via the college instead of EMA.

Other students in hardship will be able to apply to the College's Discretionary Learner Support Fund for support with the costs of coming to college, e.g. travel, books, equipment, residentials, etc. We will need to carry out an assessment of your household income to confirm whether you are eligible.

Adult Learning Grant (ALG)

The Adult Learning Grant scheme closed to new applicants in July 2011. If you are over 19 and on a low income, you can apply to the Discretionary Learner Support Fund.

Studying on Benefits

You may be able to claim Job Seeker's Allowance while studying, provided the course covers no more than 16 hours per week. You must also be actively seeking work. Studying while you are on benefits can be complicated but it is by no means impossible. There is flexibility with most of our courses to enable people to study within the 16-hour limit. Staff in our Campus Help Zones can advise you.



FINANCIAL SUPPORT

Childcare

The College operates nursery and crèche provision at a number of its sites; these are all registered with Ofsted.

Places are extremely limited and you should contact the Help Zone at the campus when you are applying for a course at the College.

Care to Learn Under 20s

If you are under 20, you are entitled to up to £160 funding (per child per week) for childcare through the 'Care to Learn' scheme.

For further information visit: www.direct.gov.uk/caretolearn or contact our Student Services Centre.

Childcare Fund Over 20s

Contact the campus at which you would like your child to attend to see what funding is available to you. Funding is limited so you are advised to contact the Help Zone at the campus when you apply for your course.

Travel

If you are a full-time student under 19 years of age (up to your 19th birthday), and you live in West Yorkshire, you can apply for a Metro Scholar's Permit which entitles you to half price travel on buses and trains in West Yorkshire.

www.wymetro.com/ticketsandpasses/youngpeople

Forms are available from Campus Help Zones, as is advice as to whether you can apply for a free bus pass if you live more than three miles from your college campus.

Additional Support

At Leeds City College we make reasonable adjustments to ensure everyone is treated fairly and gets the most out of college life.

Support can include one-to-one sessions, small group work, adapted materials (for example large print or taped notes), communication support workers, learning support workers, assistive technology (such as large keyboards) and assistance with mobility.

We invite you to let us know about any support you might need with any learning difficulty or disability that you have. We ask for this information so that we can assess your support needs and put in place any help you may need to be able to succeed. We will also ask you if you need any support when you come for an interview, so that we can make these arrangements in advance. We will discuss these needs with you individually and confidentially.

Library+

The Libraries and ICT Centres at Leeds City College are outstanding, offering you a range of study facilities. We have a wide variety of print and electronic resources to support you while you are studying at College including books, journals, newspapers, resource boxes, CD ROMs, DVDs and access to electronic resources. Perhaps the most important resource is the friendly staff in the centres who are always there to support, help and encourage you.

For the latest information, contact details and opening times visit: leedscitycollege.ac.uk and find Library+ under the Support link or e-mail us on library@leedscitycollege.ac.uk.

WORLDWIDE

International Students

Leeds City College is an exciting and multicultural place to study at and we welcome students from a diverse range of backgrounds and religious faiths. Our International Office can help you with any questions regarding entry requirements, applying to the College, finding accommodation or applying for a student visa. We also have a network of overseas college representatives so there may be someone in your home country who can help. For further information please see our international prospectus or visit the international section of our website: leedscitycollege.ac.uk/international

European Opportunities

In recent years Leeds City College has been successful in accessing European funding (Leonardo, Comenius) to send students on work placements and project visits across the European Union. The College works with partners from many Member States, including Austria, Estonia, Denmark, Finland, France, Germany, Hungary, Ireland, Italy, Poland, Romania, Spain and Sweden. Funding covers the costs of travel, accommodation and subsistence and participation has included students from many different vocational sectors - Early Years, Travel & Tourism, Hospitality & Catering, ICT, Leisure & Outdoor Recreation, Hair & Beauty. Projects are coordinated through the Transnational Funding & Initiatives team in consultation with curriculum staff to maximise opportunities for students.



STUDENT INVOLVEMENT

Leeds City College has a vibrant and active Students' Union which organises events and activities, can help you set up clubs and societies and gives you the opportunity to get involved by volunteering. The Students' Union holds student elections each year where you will have the opportunity to be part of the Student Executive Committee and take part in the running of the Union.

You will also have an opportunity to become a student representative on your course and be involved in our 'Student Voice'. All reps are given training in the role and can attend our student conferences.

The Students' Union also supports the Freshers' Fair at the beginning of the year to introduce you to some of the societies and clubs that it runs and supports. You are entitled to apply for a NUS extra discount card which enables you to get discounts locally and nationally and it's also an ISIC card for international students.

College Xtras - Enrichment

We know that College isn't all about studying. At Leeds City College we have a programme of activities for you to have fun, develop areas of interest or simply relax.

It will add value to your learner experience and contribute towards your future progression opportunities.

We offer over 20 activities including football, drama, golf, Latin/street dancing, netball, wildlife and cooking. You can find out how to sign up in our Freshers' Week at the start of term.

So come on... play your part!

For more information visit leedscitycollege.ac.uk/xtras





CHOOSING THE RIGHT COURSE

Choices, choices! Where to start?

For some people it's easy knowing what to study. If you really want to be a Plumber, then studying Dance may not be the right choice... and vice-versa.

If you're not sure what you can do, want to do or how to do it, we have a few tips to help you decide.

Don't forget! You can contact our Student Support team whenever you like.

Consider the following when choosing your course:

Your Skills and Talents

Think about where your strengths lie. You might want to list them or sit and talk them through with somebody who knows you well, like a friend or family member or a teacher.

Your Hobbies and Interests

Think about what interests you. Things are easier to learn when we have a genuine interest in the subject area. Try to make links between your hobbies and interests and the courses on offer. Talking to your family or friends can be helpful here.

Entry Requirements

All of our courses require that you can show what skills and talents you have to offer, and that you can show a genuine interest in the subject. For some courses you will need to have qualifications and be able to show evidence of these. The entry requirements for all of our courses appear in the College Prospectuses, on the College website and on the Leeds Pathways website.

Please check that you meet the entry requirements for the course that you apply for.

Your Career or Job Ideas

If you have a specific career or job idea, it is important to make sure that your choice of course will help you to achieve this. Some people choose their career first and this determines the course they apply for. Some choose a course that they know they will find interesting and then explore their career options later. There is no right or wrong approach to this but help and support is available to you.

OUR ESTATES VISION

Since the creation of Leeds City College, a key agenda has been “to improve learning and teaching facilities to be among the best in the country.” The College has therefore been striving towards attaining buildings which are befitting of the 3rd largest College in the UK.

In 2010, we opened the brand new £35m Keighley Campus, and this year we have announced further plans to enhance more of our estates portfolio with an exciting 10 year property strategy.

These plans will mean the improvement of many of our campuses, the next phase being the relocation of our Thomas Danby Campus provision in Summer 2012 to some fantastic new sites.

The new Leeds locations of the FE courses previously offered at the Thomas Danby Campus are currently under consideration; as soon as the new sites are announced, information will be added to the Leeds City College website. Please check back regularly for details. We will also host open events and tours of the fantastic, new locations as soon as we can.

“we are proud of our status as a flagship educational institution in the UK”

At Leeds City College we are proud of our status as a flagship educational institution in the UK. By offering high quality learning environments which are modern, fit for purpose, and industry standard, we hope this status will likewise be reflected in our innovative new campus buildings.



Twice a year Leeds City College Marketing Events team and students put on Big Fish Music Events at popular live music venue The Well, Leeds.

“the chance to film, photograph and review the events for exceptional CV enhancers”

These are gigs that are free for anyone who has current student number and applies for tickets in advance, so act as popular social occasions. Just as importantly, they also offer some unique student opportunities in terms of marketing, promotions and events experience, and the chance to film, photograph and review the events for exceptional CV enhancers.

The bands on show are up-and-coming bands who have met the criterion of having played major festivals or achieved BBC airplay and as such have a reasonable chance of going on to bigger and better things. Previous acts include Grammatics, Middleman, Sam Airey, Young British Artists, Ellen & the Escapades, Eureka Machines and Club Smith.

www.bigfishmusicevents.co.uk

QUALIFICATION ROUTE

We offer courses at various levels.

To know which level you are able to study, simply find where you are in the left column, then choose a level from the middle column.

All you need to do now is decide what you want to study, apply, enrol, and get learning.

You can find help in this book, by visiting us online at leedscitycollege.ac.uk, or contacting us with any questions.

Current situation	Course level to consider	What's next
In need of additional help and support with learning	<ul style="list-style-type: none"> • Entry Level 1, 2 or 3 • Foundation Learning 	<ul style="list-style-type: none"> • Progression onto next Entry Level or Level 1 course
Basic education, few or no formal qualifications, GCSEs E or F grades	<ul style="list-style-type: none"> • Level 1 NVQ 1... • Foundation Learning 	<ul style="list-style-type: none"> • Level 2 courses • Apprenticeship • Employment
4 GCSEs D and E grades (inc Maths & English), NVQ Level 1, Foundation Diploma	<ul style="list-style-type: none"> • Level 2 NVQ 2, Diploma, Apprenticeship... 	<ul style="list-style-type: none"> • Level 3 courses • Apprenticeship • Employment
4 or more GCSEs at C grades or above (inc Maths & English), NVQ L2, BTEC L2 Diploma; Higher Diploma	<ul style="list-style-type: none"> • Level 3 NVQ 3, Diploma, Extended Diploma, Apprenticeship... 	<ul style="list-style-type: none"> • Higher Education • Employment
5 or more GCSEs at C grades or above; Higher Diploma	<ul style="list-style-type: none"> • Level 3 • AS / A Level courses (A-Levels are not available for study at Keighley Campus) 	<ul style="list-style-type: none"> • Higher Education • Employment
AS / A-Levels, International Baccalaureate, NVQ 3, BTEC Level 3 Diploma, Access course	<ul style="list-style-type: none"> • Level 4 Degree • Foundation Degree • Degree 	<ul style="list-style-type: none"> • Further study at university • Employment

Faculty Prospectuses

The College's Faculty prospectuses list detailed information on all of our courses and are available from all of the main campuses. Most schools also keep copies of our prospectuses.

If you are at school contact your Connexions Adviser, he or she will have copies.

The College Website

Leeds City College website lists all of the courses on offer across all of our sites. You can search for different subject areas and a list of courses relating to your search will be produced. You can then click on the individual courses for more detailed information. www.leedscitycollege.ac.uk

Course Enquiries

You can contact the College directly to discuss what courses are available. You can do this by telephone or you can come along to any of the main campus sites to sit down and talk through your ideas with a member of staff.

Careers Service

The College has its own Careers Service with fully trained professional Careers Advisers - details on page 32.

Leeds Pathways/Bradford 4 Learning

If you are aged 14-19 (or up to 25 with a disability or learning difficulty) and live in Leeds you can use the Leeds Pathways website. The website is a city-wide prospectus detailing all of the learning opportunities available to young people in the area. If you are at school it is likely that you will also make your application to College through this website. See your Connexions Personal Adviser in school for details. If you live in Bradford there is a similar site called Bradford 4 Learning. All of Leeds City College opportunities for 14-19 year olds are listed on both websites.

www.leedspathways.org.uk
www.bradford4learning.com

Connexions

If you are aged 14-19 (or up to 25 with a disability or learning difficulty) you have access to the Connexions Service. Your Connexions Personal Adviser (PA) can help you with making choices about learning, work, money, health and personal issues. If you are at school ask your teacher how to contact your Connexions PA. If you have left school you can visit your local Connexions centre.

Connexions (Keighley, Bradford)
79 Low Street, Keighley, BD21 3QP
Tel: 01535 618 100

Connexions (Leeds)
1 Eastgate, Leeds LS2 7LY
Tel: 0113 220 4850





HOW TO APPLY

When you are happy with your choice of course it's time to get started on your application. You can make an application to College in one of the following ways:

Online Interactive Form

You can complete an interactive application form on our website. This is the quickest, fastest and most secure method of application to the College. Please visit the 'How to Apply' section on the website to access the form and find further instructions to help you fill it out.

Leeds Pathways/Bradford 4 Learning

If you are aged 14-19 you can make your application to College through your local area prospectus site.

In Bradford/Keighley:

www.bradford4learning.com

In Leeds this is:

www.leedspathways.org.uk

If you attend school you will be invited to complete an application by your Connexions Adviser or form teacher.

Paper Application Form

You can find an application form online or by contacting course enquirers at any College site, or you can download a PDF version from our website and print it off.

Please only fill out a paper application if you cannot apply online.

Completing your Application

Unless you have visited the College previously, your application will be your first point of contact with College staff. For this reason it is important that you set aside some time to complete the application fully, and to the best of your ability.

Whatever the format of application you choose, we will be asking you for the same information. As well as your contact details, we will ask you for details of which schools and colleges you have attended previously, and any qualifications or awards you have gained. If you are still at school you will also need to list your predicted grades or your mock GCSE grades if you have sat them. If you are still at school or college your head of year should be able to help you with this. We will also ask about any work you have done, paid or unpaid, and ask you to name a referee.

Personal Statement

We will also ask you to complete a Personal Statement. This is your chance to explain to us why you are a suitable candidate for your choice of course. You should give as much information here as you can. This information helps the College staff to decide whether you have chosen the right course and can really help when you come for interview as the tutor will be more familiar with you when you arrive.

INFORMATION, ADVICE AND GUIDANCE

Applying to College

When we receive your application we will acknowledge it promptly. We may also contact you to clarify your course choice or ask for further information if necessary. If you have not heard from us within two weeks of sending your form, please call the Admissions office to check that we have received it. At a later stage we will invite candidates to visit the College, either for a meeting of applicants or for a personal interview. Following the interview process, we will let you know the result of your application as soon as possible.

Whatever your query, simply contact our Student Services Help Zone Centres: leedscitycollege.ac.uk/support

Leeds City College Careers Service

The College provides its own Careers Service, available to all past, present and intending students. The service operates from our Student Services Help Zones at all six main campus sites. In addition we are also able to provide services on request at our community sites. Our services are confidential and impartial. At our main campus sites we offer a drop-in service alongside booked appointments.

Leeds City College Student Services was recently awarded the Matrix Standard, a national recognised quality standard for Information Advice and Guidance services

Our services are delivered in partnership with Connexions. If you are aged 14-19 you may be seen by a Connexions worker.

The Careers Service can help and support you with a wide range of issues relating to Employment, Training and Education:

Vocational Guidance:

- Choosing a career
- Career planning
- Managing career change

Employability Skills:

- Job search
- Writing or updating your CV
- Completing job applications
- Preparing for job interviews
- Finding relevant part time employment

Education:

- Planning the next stage of your studies
- Choosing and applying to HE/University
- Exploring study abroad
- Evaluating qualifications from other countries

Volunteering:

- Exploring volunteering opportunities
- Finding work experience opportunities

Careers Education

The Careers Service also provides a programme of Careers Education activities for all full time students. These activities are delivered in conjunction with curriculum staff at appropriate points during the College year. We also provide workshop activities which are open to all.

Student Intranet

We provide a range of interactive resources on the student intranet. These include job profiles, CV writing tools, videos and links to external resources. On the Student Intranet you will find information relating to the Careers service including the College Information, Advice and Guidance Policy, our Service standards and a Who's Who guide to staff.

Careers Libraries

At each campus you will find a suite of career development resources to support you. These include traditional paper resources like books, periodicals, job profiles and University and College prospectuses. In addition you will find electronic resources to support your research, including Careers Guidance software, job databases, DVDs and CD-Roms and Internet access.

Contact Us

Horsforth Campus (Term-time only)

t: 0113 216 2430

Joseph Priestley Campus

t: 0113 307 6111

Keighley Campus

t: 01535 685 008

Park Lane Campus

t: 0113 216 2190

Technology Campus

t: 0113 386 1900

Thomas Danby Campus

t: 0113 284 6306

For opening hours and e-contact please look on the College website: www.leedscitycollege.ac.uk/support

WHAT OUR STUDENTS SAY...

Nana studied a BTEC Childcare course at the Horsforth Campus of Leeds City College:

“The teaching is excellent and all my tutors were really helpful; they are always available to offer any assistance or help I need. Library facilities are superb and the staff are absolutely fantastic and happy to help all the time.”

“I have enjoyed my time at Leeds City College and have made great friends and my course has definitely shaped me for challenges I may face in my future career as a teacher. Thanks to all my tutors, without their immense help I would not have made it to Oxford this September. I am proud to be a student of Leeds City College.”

Matthew is currently completing a HNC in Electrical Building Services at Leeds City College, which followed on from a National Certificate course:

“Leeds City College has provided me with the opportunity to study at a higher level than I have previously. I have worked within the construction industry for ten years; the particular courses I have completed with Leeds City College have been invaluable in providing work-based, relevant experience to help progression within my career.”

“In helping me achieve the HNC qualification I am confident that there will be further opportunities within my career as a result of my studies at Leeds City College.”

Heather studied A Level Chemistry this year after completing Biology A Level prior to that:

“It’s great that there are courses made available for mature students to study as not everyone knows what they want to do at 18. I particularly appreciate the passion and devotion of my teacher. My teacher at school was so dull, so it’s nice to see! I recommend the College to anyone wanting to go back to study and maybe some of those people will take a different path because of it, just as I am doing now.”

Izabela has undertaken several courses at Leeds City College and gained successful employment upon completion:

“I have done different courses and, I dare say, Leeds City College helped to change my life. I have learned English from basic skills, gained IT skills and my child care qualification. Because of this I have found a satisfying job and now I am considering continuing my education in child care.”

“Teachers have encouraged me to think positively, gain new skills, try new things, help others, work as part of a team, and I now believe that anything is possible if you want to achieve it.”





FIND A COURSE

If you're reading this directory front to back, every page, one at a time, then by now you must know all about our top quality Support & Student Services. You'll also know how great we are, and just why studying at Leeds City College is the right choice for everyone and anyone wanting to get the best education and learning experience.

All you have to do now is choose the course you want at a level that's right for you... And apply.

So get page-turning at the courses on offer, and don't forget to go online for more information at leedscitycollege.ac.uk

APPRENTICESHIPS

With an Apprenticeship programme, students are employed from the word go and so receive a wage and support from a company that is committed to their development.

Doing an apprenticeship guarantees:

- Excellent training
- A wage and supportive employer
- Real experience and understanding of the industry you are working in
- The opportunity to go on to university
- Recognised industry-standard qualifications

Intermediate Apprenticeship

With this programme, students work towards an NVQ Level 2 and in some areas have the chance to do a technical certificate such as City & Guilds. Once completed, students can either work in their chosen field or move onto an Advanced Apprenticeship.

Advanced Apprenticeship

Work towards gaining an NVQ Level 3 and complete technical certificates, like BTEC Diplomas and National Certificates. After completing the Advanced Apprenticeship, students have the option to progress onto a multi or highly skilled supervisory role and a role in professional management.

Students can also move on to Higher Education for a qualification such as a Foundation Degree. By completing an Apprenticeship, students receive an 'Apprenticeship Diploma' from the National Training Organisation.

Young Apprenticeship

The Young Apprenticeship Programme offers young people the opportunity to gain a Level 2 qualification as well as a taste of real work while learning. The programme is available for all 14-16 years olds who are working towards gaining grades A-C in their English, Maths and Science GCSEs while at school. Combining classroom tuition with practical learning, young Apprentices gain new skills and finish the programme with the opportunity to progress onto a full-time Apprenticeship or other training, and to further learning and employment.

How to Qualify to be an Apprentice

Most Apprentices are young people aged 16 to 18. However places are available for other young people who can commence their apprenticeship before their 25th Birthday.

What qualifications do you get?

Technical certificate

A college-based programme that teaches the underpinning knowledge and skills necessary to work as a professional in a chosen career. Some certificates are assessed by assignment and some by exam.

National Vocational Qualification (NVQ) Portfolio

Produced in company, the portfolio contains actual production jobs and written statements describing each production process set against criteria specified by City & Guilds.

Key skills

Employers and higher education recognise the importance of key skills.

APPRENTICESHIPS AVAILABLE AT KEIGHLEY CAMPUS

**BRICKWORK
(TROWEL OCCUPATIONS)**
Intermediate and Advanced

**CHILDCARE
(CHILDREN & YOUNG PEOPLES'
WORKFORCE)**
Advanced

FABRICATION & WELDING
Intermediate and Advanced

HAIRDRESSING
Advanced

MOTOR VEHICLE
Intermediate and Advanced

PLUMBING
Advanced

**SITE CARPENTRY (WOOD
OCCUPATIONS)**
Intermediate and Advanced

Access Courses

If you'd like to gain a qualification that gives you access to Higher Education, then our Access to HE courses are made for you.

These courses enable you to gain the knowledge and skills to progress to University.

Designed for students 19 or over, these courses are perfect for adult learners wishing to return to education. We can help you progress to the HE course of your choice, and give you the support to succeed.

COURSE TITLE	LEVEL 2	LEVEL 3
Health Science		●
Social Science		●

KEY: ● APPRENTICESHIPS ● AWARD ● CERTIFICATE ● DIPLOMA ● ENTRY ● NVQ

HEALTH SCIENCE

DIPLOMA LEVEL 3
COURSE LENGTH: 1 YEAR

ABOUT THE COURSE

The Diploma is a one year full time programme which is recognised by universities as an alternative to A-Levels for entry to many degree courses.

The programme is designed to enable students to progress to study science and health related subjects at degree level.

The Diploma is divided into units grouped into subject areas for each of which you can gain credits. Interviews are held after January up to the start of the course which is usually in September.

WHAT YOU LEARN

- Human biology (core)
- Social policy
- Psychology
- Sociology

WHAT'S NEXT

The Diploma is designed to give successful students an alternative entry qualification and route to many Higher Education courses both locally and nationally including nursing, midwifery, physiotherapy, radiography, biomedical sciences, dietetics, environmental health, food science and other science based subjects.

QUALIFICATIONS NEEDED TO START

It is desirable that you will have attained GCSE grade C or above in English, Maths and Science.

SOCIAL SCIENCE

DIPLOMA LEVEL 3
COURSE LENGTH: 1 YEAR

ABOUT THE COURSE

The Diploma is a one year full-time programme which is recognised by universities as an alternative to A-Levels for entry to many degree courses.

The Diploma is divided into units grouped into subject areas for each of which you can gain credits. Interviews are held after January up to the start of the course which is usually in September.

WHAT YOU LEARN

- Sociology
- Psychology
- Social policy
- Politics
- Media studies

WHAT'S NEXT

The Diploma is designed to give successful students an alternative entry qualification and route to many Higher Education courses both locally and nationally.

QUALIFICATIONS NEEDED TO START

It is desirable that you will have attained GCSE grade C or above in English, Maths and Science. Some Psychology degree courses require GCSE maths at B or above. If necessary, you may be able to study a GCSE or a Level 2 qualification alongside your Diploma.

Business

Maybe you want to work your way up the career ladder to be the big cheese, or maybe run your own business?

Our Business course is for the money makers, the movers and shakers, the deal breakers, risk takers and highly skilled administrators.

Find out the do's-and-don'ts to succeed in the business world.

COURSE TITLE	ENTRY LEVEL	LEVEL 1	LEVEL 2	LEVEL 3
Business				●

KEY: ● APPRENTICESHIPS ● AWARD ● CERTIFICATE ● DIPLOMA ● ENTRY ● NVQ

BUSINESS

DIPLOMA LEVEL 3
COURSE LENGTH: 2 YEARS
COURSE CODE: 25463

ABOUT THE COURSE

This course is for you if you are looking to develop a broad based knowledge of business to prepare for employment, or for those who wish to progress to higher education. The course is broadly equivalent to 2 GCE A-Levels. More generally, the course will develop a range of skills and attributes essential for successful performance in working life.

WHAT YOU LEARN

A selection of the following units:

- The business environment
- Introduction to marketing
- Creative Product Promotion
- Developing teams
- Managing a business event
- Aspects of criminal law
- Visual merchandising
- Starting a small business
- Business ethics

QUALIFICATIONS NEEDED TO START

A minimum of 4 GCSEs at Grade C or above ideally including Mathematics and/or English or equivalent (L2 Functional Skills), a Higher Diploma (which is equivalent to 7 GCSEs at Grades A* - C, NVQ2 or Level 2 Diploma at merit grade with ideally Maths and/or English at minimum Grade C or equivalent (L2 Functional Skills). You will be placed on the course that matches your qualifications at interview.

FUTURE OPPORTUNITIES

Employment in various business fields, or progress on to a degree or foundation degree in subjects such as business, marketing, IT or law.



Computing Technologies

Whatever your Computing passion, we provide state-of-the-art facilities to help you prepare for a career in I.T., run a digital business, learn about the latest technologies or prepare for studying at a higher level.

COURSE TITLE	ENTRY LEVEL	LEVEL 1	LEVEL 2	LEVEL 3
IT		●	●	●

KEY: ● APPRENTICESHIPS ● AWARD ● CERTIFICATE ● DIPLOMA ● ENTRY ● NVQ

IT

CERTIFICATE LEVEL 1
 COURSE LENGTH: 1 YEAR
 COURSE CODE: 25481

ABOUT THE COURSE

This is an introductory course designed to support students aiming to progress on to Level 2 courses. The course combines IT with business practices, develops appropriate English and Maths skills and also aims to aid the student's personal and social development.

Students will gain knowledge and experience in the use of Word, Excel and Power Point software packages, and may also get the opportunity to explore Dreamweaver, Photoshop, Publisher and the use of mobile devices..

WHAT YOU LEARN

- Students will cover a selection of topics:
 Using the Internet and the world wide web
- Using email
 - Using mobile IT devices
 - Design and imaging software
 - Desktop publishing
 - Spreadsheets
 - Word processing
 - Digital lifestyle
 - Working as part of a group
 - Preparation for work
 - English, Maths and ICT

QUALIFICATIONS REQUIRED TO START

Students should have a genuine interest in IT and a commitment to complete homework and project work on time, as well as the ability to communicate and demonstrate socially acceptable behaviour in College.

Literacy and ICT skills at Entry 2.

IT

DIPLOMA LEVEL 2
 COURSE LENGTH: 1 YEAR
 COURSE CODE: 25482

ABOUT THE COURSE

For those interested in pursuing a career in IT or aiming to progress on to a Level 3 IT course. Develop practical skills in a variety of software programs and a basic understanding of computer systems and how they work.

WHAT YOU LEARN

- Communicating in the IT industry
 - Working in the IT industry
 - Computer systems
 - Installing computer hardware
 - Website development
 - Database systems
 - Computer graphics
- You will also develop your Functional Skills.

You will be assessed continually with assignments and practical activities, including presentations and project work, moderated externally.

QUALIFICATIONS REQUIRED TO START

A minimum of 4 GCSEs at grade D including maths or English, a Foundation Diploma (equivalent to 5 GCSEs at Grades D–G), NVQ Level 1 or satisfactory completion of a Foundation Learning programme at Level 1 with a minimum of 37 credits.

FUTURE OPPORTUNITIES

Students who obtain a Merit grade or better and complete their Functional Skills can progress to Level 3 qualifications including IT Diploma, IT (Software Development) Diploma, IT (Software Development) Extended Diploma, IT (Networking and System Support) Diploma, IT (Networking and System Support) Extended Diploma.

IT

DIPLOMA LEVEL 3

COURSE LENGTH: 2 YEARS

COURSE CODE: 25483

ABOUT THE COURSE

This course is for you if you are looking to develop a broad based knowledge of IT suitable to find employment in the IT industry. You will develop the personal and organisational skills required by employers and universities. It is important that you have a lively and enquiring mind, an interest in IT, and a willingness to explore new ideas and the ability to communicate your ideas clearly.

You will study 12 subjects from:

- Communication and employability skills
- Computer systems
- Information systems
- E-commerce
- Systems analysis and design
- Event driven programming
- Project planning
- Database design
- Website production and management
- Digital graphics
- Interactive media authoring
- 3D modelling
- Spreadsheet modelling
- Computer animation
- Supporting business activity
- Business resources

QUALIFICATIONS REQUIRED TO START

4 grade Cs or above at GCSE, including English or Maths OR an equivalent Level 2 qualification at Merit with an appropriate level of English and maths. You will be placed on the course that matches your qualifications at interview.

FUTURE OPPORTUNITIES

Successful completion of this course will lead to the award of a Diploma in IT qualification, which is the equivalent of two A-Levels. Most learners progress to a degree course or a HND/Foundation degree in information technology, business, computing and business, business management, e-commerce, marketing and business administration.

“My knowledge and skills base has developed to a stage that in the long run this will have a positive effect on my ability to work to a higher level and increase my prospects for progression”

Construction

Do you love being practical and getting your hands dirty? We offer specialised Construction courses for those of you wanting to build stuff, make stuff and fix stuff.

Facilities include high quality, modern workshops and industry standard tools, equipment and machinery.

COURSE TITLE	ENTRY LEVEL	LEVEL 1	LEVEL 2	LEVEL 3
	Bricklaying		●	●
Brickwork (Trowel Occupations)			●	●
Carpentry & Joinery		●		
Plumbing		●	●	
Plumbing (Building Services Engineering)			●	
Plumbing & Domestic Heating			●	
Site Carpentry			●	●
Site Carpentry (Wood Occupations)			●	●

KEY: ● APPRENTICESHIPS ● AWARD ● CERTIFICATE ● DIPLOMA ● ENTRY ● NVQ

BRICKLAYING

DIPLOMA LEVEL 1
COURSE LENGTH: 1 YEAR
COURSE CODE: 36294

ABOUT THE COURSE

This programme is ideal for school leavers who want to become skilled craftspeople. This course develops your knowledge and skills in college rather than in a working environment.

You will learn by a series of practical exercises in well-equipped workshops, backed up by relevant classroom theory. This includes learning all aspects of basic brickwork including mixing mortar, cutting components and laying bricks and blocks.

You will also undertake qualifications in personal and social development and functional skills.

QUALIFICATIONS REQUIRED TO START

There are no formal entry requirements but applicants must have a commitment to learning.

You will be interviewed for your suitability to the programme and your standard of literacy and numeracy will be assessed, to ensure you are placed at the appropriate level.

FUTURE OPPORTUNITIES

You can progress to the Level 2 Diploma in bricklaying offered at Leeds City College (Keighley and Horsforth Campuses). You could also progress onto a Brickwork Apprenticeship.

BRICKLAYING

DIPLOMA LEVEL 2
COURSE LENGTH: 1 YEAR
COURSE CODE: 25819

ABOUT THE COURSE

This course builds on the content of the foundation learning programme in bricklaying, further developing your knowledge and skills in college rather than in a working environment.

You will learn by a series of extended practical exercises in well-equipped workshops, backed up by relevant classroom theory. This includes learning all aspects of basic brickwork including mixing mortar, cutting components and laying bricks and blocks.

QUALIFICATIONS REQUIRED TO START

You need to have successfully completed a foundation learning programme in an appropriate trade. You will also be required to attend college for an interview and undertake a skills assessment to assess your suitability for the course.

FUTURE OPPORTUNITIES

You can progress to a Bricklaying Diploma at Level 3. You could also progress onto a Brickwork Apprenticeship.

BRICKLAYING

DIPLOMA LEVEL 3
COURSE LENGTH: 1 YEAR
COURSE CODE: 41982

This course is validated by Construction Awards Alliance

ABOUT THE COURSE

The Level 3 Diploma in Bricklaying builds on the content of the Level 2 programme in Brickwork, further developing your knowledge and skills in College rather than in a working environment.

WHAT YOU LEARN

You will learn by a series of extended practical exercises in well-equipped workshops, backed up by relevant classroom theory. The course will look at further developing an understanding of construction in relation to the work role of managing the construction process.

You will look at the building process and documentation, complex masonry design and repair, practical training and testing on complex masonry structures incorporating decorative work and fireplaces.

You also study Functional Skills qualifications or GCSEs, if required.

The Level 3 programme looks within the supervisory roles of construction, providing an insight into the management roles. Students will look at the planning and development of the construction process. Practical sessions will provide an appreciation of the decorative work still employed within brickwork.

WHERE THE COURSE IS DELIVERED

Practical sessions are delivered within purpose built workshops provide a simulated working experience. This campus offers excellent facilities and is easily accessible through public transport.

Your progress is assessed throughout the year. You will develop a variety of construction skills which will be tested by practical demonstration of your competence. You will also undertake written assessments and sit an online exam.

QUALIFICATIONS REQUIRED TO START

Level 2 Diploma in Bricklaying, or equivalent.

In all cases, we interview you to assess your ability to benefit from the course.

FUTURE OPPORTUNITIES

You can progress onto an Advanced Apprenticeship, or into employment.

BRICKWORK (TROWEL OCCUPATIONS)

INTERMEDIATE APPRENTICESHIP
COURSE LENGTH: 2 YEARS
COURSE CODE: TBCAPP

ABOUT THE COURSE

Work in a variety of locations on site, which may involve working away. Work is often outside and sometimes at height on scaffolds. At first the work may involve labouring and general working duties until confidence and knowledge base increases. Building and restoring external and internal walls, curves and arches etc.

WHAT YOU LEARN

Learn to use basic hand tools whilst developing knowledge and understanding of bricklaying techniques and methods. Learn to assist and coordinate with others and understand the general running of construction sites contract work. Learn about employers rights and responsibilities and health and safety.

The Apprenticeship framework comprises of:

- Work based assessment (NVQ Diploma)
- Technical Certificate Level 2 (assessment and test)
- Employee responsibilities and rights (workbook)
- Personal learning and thinking skills (workbook)
- Functional skills (project and tests)

CSkills Award Level 2 NVQ Diploma in Trowel Occupations

Mandatory Units:

- Conform to general workplace safety
- Conform to efficient work practices
- Move and handle resources
- Erect masonry structures
- Set out masonry structures

Optional Units:

- Erect masonry cladding
- Lay domestic drainage
- Erect thin joint masonry structures
- Place and finish non-specialist concrete
- Plaster and render surfaces
- Maintain slate and tile roofing
- Repair and maintain masonry structures

CSkills Award Level 2 Diploma in Bricklaying:

- Carry out safe working practices in construction
- Information, quantities and communication
- Building methods and construction technology
- Interpret drawings to set out masonry structures
- Thin joint masonry and masonry cladding
- Build solid walling, isolated and attached piers
- Build cavity walling forming masonry structures
- Construct solid and cavity walling

WHERE THE COURSE IS DELIVERED

Delivered in the workplace and requires 1 day release to attend college.

QUALIFICATIONS REQUIRED TO START

There are no formal entry requirements. GCSE grade C and above or equivalent in maths and English would be an advantage.

If you don't have GCSE grade C or above or equivalent in English and Maths, we'll support you in gaining a relevant qualification.

Employment with a construction company.

FUTURE OPPORTUNITIES

Progress onto a skilled role, or alternatively you may wish to progress onto an Advanced Apprenticeship.

BRICKWORK (TROWEL OCCUPATIONS)

ADVANCED APPRENTICESHIP
COURSE LENGTH: 1 YEAR
COURSE CODE: TBCAPP

ABOUT THE COURSE

Work in a variety of locations on site, which may involve working away. Work is often outside. It is physical work, sometimes at height on scaffolds. At first the work may involve labouring and general working duties until confidence and knowledge base increases. Building and restoring external and internal walls, curves and arches etc.

WHAT YOU LEARN

Use basic hand tools, develop knowledge and understanding of bricklaying techniques and methods. Assist and coordinate with others and understand the general running of construction sites contract work. Study the building industry, including employers rights and responsibilities and health and safety.

The Apprenticeship framework comprises of:

- Work based assessment (NVQ Diploma)
- Technical Certificate Level 3 (assessment and test)
- Employee responsibilities and rights (workbook)
- Personal learning and thinking skills (workbook)
- Functional Skills (project and tests)

CSkills Award Level 3 NVQ Diploma in Trowel Occupations.

Mandatory Units:

- Conform to general workplace safety
- Confirm work activities and resources for the work
- Develop and maintain good working relationships
- Confirm the occupational method of work
- Erect masonry structures
- Set out masonry structures
- Set out complex masonry structures
- Erect complex masonry structures

Optional Units

- Erect masonry cladding
- Lay domestic drainage
- Erect thin joint masonry structures
- Place and finish non-specialist concrete
- Plaster and render surfaces
- Maintain slate and tile roofing
- Repair and maintain masonry structures

CSkills Award Level 3 Diploma in Bricklaying:

- Carry out safe working practices in construction
- Information, quantities and communication
- Building methods and construction technology
- Carry out structural and decorative brickwork
- Repair and maintain masonry structures
- Erect complex masonry structures
- Construct detailed brickwork

WHERE THE COURSE IS DELIVERED

The Apprenticeship can take up to 1 year to complete and is assessed and delivered in the workplace. Requires 1 day release to attend college.

QUALIFICATIONS REQUIRED TO START

Level 2 qualification in Bricklaying is an advantage. There are no formal entry requirements.

GCSE grade C and above or equivalent in maths and English would be an advantage. If you don't have these, we'll support you in gaining a relevant qualification.

Employment with a construction company.

FUTURE OPPORTUNITIES

Entry into higher education or progress into management.

CARPENTRY & JOINERY

DIPLOMA LEVEL 1
COURSE LENGTH: 1 YEAR
COURSE CODE: 25828

ABOUT THE COURSE

This programme is ideal for school leavers who want to become skilled craftspeople. This course develops your knowledge and skills in college rather than in a working environment.

You will learn by a series of practical exercises in well-equipped workshops, backed-up by relevant classroom theory. This includes learning all aspects of basic woodwork including the use of hand and power tools and the preparation and assembly of joinery products. You will also undertake qualifications in personal and social development and functional skills.

QUALIFICATIONS REQUIRED TO START

There are no formal entry requirements but applicants will have to demonstrate a commitment to learning. You must also be able to work safely in a construction environment. You will be required to attend College for an interview and undertake a skills assessment to assess your suitability for the course.

Students are required to provide their own safety footwear.

FUTURE OPPORTUNITIES

You can progress to the Level 2 Diploma in Site Carpentry.

You could also progress onto an apprenticeship and work towards an NVQ Diploma in Wood Occupations.

PLUMBING

INTERMEDIATE APPRENTICESHIP
COURSE LENGTH: 2 YEARS
COURSE CODE: TBCAPP

ABOUT THE COURSE

The NVQ diploma in plumbing and domestic heating is for anyone wanting to become a qualified plumber or domestic engineer. This course provides a sound introduction into the world of the plumbing industry, and this qualification will provide you with a good understanding of the technical and practical skills required through theoretical and practical workshops.

The Apprenticeship framework comprises of:

- Work based assessment (NVQ)
- Plumbing and domestic heating NVQ Level 2 Diploma
- Employee responsibilities and rights (workbook)
- Personal learning and thinking skills (workbook)
- Key Skills / Functional Skills (project and tests)

WHERE THE COURSE IS DELIVERED

Delivered in the workplace and requires 1 day release to attend college.

QUALIFICATIONS REQUIRED TO START

There are no formal entry requirements but GCSE grade C and above or equivalent in Maths and English would be an advantage.

If you don't have GCSE grade C or above or equivalent in English and Maths, you will be supported in gaining a relevant qualification alongside your studies.

Employment with a plumbing company.

FUTURE OPPORTUNITIES

Progress onto a skilled role, or alternatively you may wish to progress onto an Advanced Apprenticeship.

PLUMBING

DIPLOMA LEVEL 1
COURSE LENGTH: 1 YEAR
COURSE CODE: TBC 103

ABOUT THE COURSE

Ideal for school leavers who want to become skilled in building services engineering, developing knowledge and skills in college rather than in a working environment. This includes an introduction to aspects of basic plumbing. You will also undertake qualifications in personal and social development / Functional Skills.

WHAT YOU LEARN

You will typically cover the following:

Introduction to building services engineering; Electrical; Plumbing; Refrigeration and air conditioning; Heating and ventilating; Health and safety; Environmental awareness; Building services engineering science

You will develop a variety of construction skills which will be tested by practical demonstration of your competence throughout the course. You will also be required to sit a multiple choice exam carried out on-line to test your knowledge.

QUALIFICATIONS REQUIRED TO START

There are no formal entry requirements but applicants will have to demonstrate a commitment to learning. You must also be able to work safely in a construction environment.

You will be required to attend college for an interview and undertake a skills assessment to assess your suitability for the course.

FUTURE OPPORTUNITIES

Progress to an apprenticeship in plumbing or a Level 2 Plumbing Diploma.

PLUMBING (BUILDING SERVICES ENGINEERING)

DIPLOMA LEVEL 2
COURSE LENGTH: 1 YEAR
COURSE CODE: TBC

ABOUT THE COURSE

The Diploma in Access to Building Services Engineering is an introduction to those who wish to enter the Plumbing industry.

You will be given training in our fully fitted plumbing training workshops and classrooms. Students are required to provide their own safety footwear.

WHAT YOU LEARN

You will study the following modules:

- Understand and demonstrate fundamental refrigeration and air conditioning operations
- Understand and demonstrate fundamental electrical installation operations
- Understand and demonstrate fundamental heating and ventilating operations
- Understand and demonstrate fundamental plumbing operations
- Understand and carry out safe working practices in building services engineering
- Understand how to apply environmental protection measures within building services engineering
- Understand the roles, responsibilities and procedures in building services engineering
- Understand how to apply scientific principles within mechanical services engineering

Your progress is assessed throughout the year. You will develop a variety of skills which will be tested by practical demonstration of your competence throughout the course. You will also be required to complete assignments and externally set multiple choice exams that test your knowledge.

QUALIFICATIONS REQUIRED TO START

You will require one of the following:

A minimum of 4 GCSEs at grade D and E including Mathematics or English.

Foundation Diploma (equivalent to 5 GCSEs at Grades D–G).

NVQ Level 1 or satisfactory completion of a Foundation Learning programme with a minimum of 37 credits (at Level 1).

In all cases, we interview you to assess your ability to benefit from the course.

FUTURE OPPORTUNITIES

After the programme, you could progress into employment and start an appropriate apprenticeship.

PLUMBING & DOMESTIC HEATING

NVQ DIPLOMA LEVEL 2
COURSE LENGTH: 1 YEAR
COURSE CODE: 25836

ABOUT THE COURSE

This is for anyone wanting to become a qualified plumber or domestic engineer. This qualification will provide you with a good understanding of the technical and practical skills required through theoretical and practical workshops.

QUALIFICATIONS REQUIRED TO START

Typical entry requirements are 4 grade Ds at GCSE, including Maths and/or English OR an equivalent Level 1 qualification with an appropriate level of English and maths. You will be required to attend college for an interview and undertake a skills assessment to assess your suitability for the course.

FUTURE OPPORTUNITIES

After the course, you can progress to an apprenticeship in plumbing offered at College.

On completion of the NVQ Diploma in Plumbing and Domestic Heating at Level 3, you could progress on to:

- Becoming a heating and ventilating engineer (industrial and commercial)
- Becoming a refrigeration and air conditioning engineer (industrial and commercial)
- Higher professional diploma
- Environmental technologies

SITE CARPENTRY

DIPLOMA LEVEL 2
COURSE LENGTH: 1 YEAR
COURSE CODE: 36055

ABOUT THE COURSE

This course expands the content of the foundation learning Level 1 programme, further developing your knowledge and skills in college rather than in a working environment.

You will learn by a series of extended practical exercises in well-equipped workshops, backed-up by relevant classroom theory.

QUALIFICATIONS REQUIRED TO START

You need to have successfully completed a foundation learning programme in an appropriate trade. You will also be required to attend college for an interview and undertake a skills assessment to assess your suitability for the course.

Students are required to provide their own safety footwear.

FUTURE OPPORTUNITIES

You can progress to the carpentry and joinery Level 3 Diploma offered at Leeds City College.

You could also progress onto an apprenticeship and work towards an NVQ Diploma in Wood Occupations.

SITE CARPENTRY

DIPLOMA LEVEL 3
COURSE LENGTH: 1 YEAR
COURSE CODE: 25971

ABOUT THE COURSE

This course is suitable for those already working in the construction Industry or wishing to enter it, having completed a suitable Level 2 programme (e.g. Level 2 Construction Diploma or Intermediate Construction Award).

The Level 3 Diploma expands the content of the Level 2 Diploma, further developing your knowledge and skills in college rather than in a working environment.

You will learn by a series of extended practical exercises in well-equipped workshops, backed-up by relevant classroom theory.

QUALIFICATIONS REQUIRED TO START

You need to have successfully completed a Level 2 Site Carpentry qualification (for example, an ICA or Level 2 Construction Diploma). You will also be required to attend college for an interview and undertake a skills assessment to assess your suitability for the course.

FUTURE OPPORTUNITIES

You can progress on to an apprenticeship, if you have appropriate employment.

You could also progress into higher education to study for a Higher National Diploma / Certificate or a Foundation Degree.

SITE CARPENTRY (WOOD OCCUPATIONS)

INTERMEDIATE APPRENTICESHIP
COURSE LENGTH: 1 YEAR
COURSE CODE: TBCAPP

ABOUT THE COURSE

Site joinery work is carried out in a variety of locations, both indoors and outside, fitting timber roofs, floors, doors and stairs.

Bench joinery is carried out in a workshop where timber is prepared and assembled to make doors, windows, stairs etc. Work includes measuring and calculating, cutting and shaping materials and using hand and power tools and woodworking machinery.

WHAT YOU LEARN

Use of basic hand tools. Develop knowledge and understanding of joinery techniques and methods. Study the construction industry, which is vital when working on building sites, including employers rights and responsibilities and health and safety.

The Apprenticeship framework comprises of:

- Work-based assessment (NVQ Diploma)
- Technical Certificate Level 2 (assessment and test)
- Employee responsibilities and rights (workbook)
- Personal learning and thinking skills (workbook)
- Functional Skills (project and tests)

NVQ Diploma Level 2 in Wood Occupations

Site Carpentry mandatory:

- Conform to general workplace safety
- Conform to efficient work practices
- Move and handle resources
- Site carpentry optional:
- Install first fixing components
- Install second fixing components
- Erect structural carcassing components
- Maintain non-structural carpentry work
- Set up and use circular saws

CSkills Award Level 2 Diploma in Site Carpentry

This qualification involves a selection of units that are assessed by assignment.

- Carry out safe working practices in construction
- Information, quantities and communication
- Building methods and construction technology
- Carry out first fixing operations
- Carry out second fixing
- Erect structural carcassing
- Carry out maintenance
- Set up and operate a circular saw
- Construct a timber frame entrance

WHERE THE COURSE IS DELIVERED

The Apprenticeship can take up to 1 year to complete and is assessed and delivered in the workplace. Requires 1 day release to attend college.

QUALIFICATIONS REQUIRED TO START

There are no formal entry requirements but GCSE grade C and above or equivalent in Maths and English would be an advantage.

If you don't have GCSE grade C or above or equivalent in English and Maths you will be supported in gaining a relevant qualification alongside your studies.

Employment with a carpentry company.

FUTURE OPPORTUNITIES

Progress onto a skilled role, or alternatively you may wish to progress onto an advanced Apprenticeship.

SITE CARPENTRY (WOOD OCCUPATIONS)

ADVANCED APPRENTICESHIP
COURSE LENGTH: 1 YEAR
COURSE CODE: TBCAPP

ABOUT THE COURSE

Site joinery work is carried out in a various locations fitting timber roofs, floors, doors and stairs.

Bench joinery is carried out in a workshop where timber is prepared and assembled to make doors, windows, stairs etc. Work includes measuring and calculating, cutting and shaping materials. Using woodwork machinery, hand and power tools.

WHAT YOU LEARN

Use basic hand tools whilst developing knowledge and understanding of joinery techniques and methods. Understand the underpinning knowledge of the construction industry, including employers rights and responsibilities and health and safety.

The Apprenticeship framework comprises of:

- Work based assessment (NVQ Diploma)
- Technical Certificate Level 3 (assessment and test)
- Employee responsibilities and rights (workbook)
- Personal learning and thinking skills (workbook)
- Functional Skills (project and tests)

NVQ Level 3 in Wood Occupations.

This NVQ involves a variety of units that are delivered through workplace assessment.

Site Carpentry mandatory:

- Conform to general workplace safety
- Confirm work activities and resources for the work
- Develop and maintain good working relationships
- Confirm the occupational method of work
- Install first fixing components
- Install second fixing components

Site Carpentry Optional:

- Erect structural carcassing components
- Erect complex structural carcassing components
- Maintain non-structural and structural components
- Set up and use fixed or transportable machinery

CSkills Award Level 3 Diploma in Site Carpentry

- Carry out safe working practices in construction
- Carry out first fixing operations
- Carry out second fixing
- Information, quantities and communication
- Building methods and construction technology
- Erect complex structural carcassing components
- Maintain non-structural and structural components
- Set up and use fixed and transportable machinery
- Construct a traditional hipped roof with dormer

WHERE THE COURSE IS DELIVERED

Assessed and delivered in the workplace. Requires 1 day release to attend college.

QUALIFICATIONS REQUIRED TO START

Level 2 qualification in Site Carpentry. GCSE grade C and above or equivalent in Maths, English or IT would be an advantage. If you don't have GCSE grade C or above in English and Maths, we'll support you in gaining a relevant qualification.

Employment in a carpentry setting.

FUTURE OPPORTUNITIES

From the Advanced apprenticeship this can lead to entry into higher education or alternatively you could progress into management.

Electrical

To all those aspiring sparkies out there, these courses are ideal for getting you industry ready. With opportunities to work on circuits, installations, lighting, power systems, testing, wiring, fixing, and more.

Learn basic electrical principles or gain a higher level of practical installation skills in our modern, industry standard facilities.

COURSE TITLE	ENTRY LEVEL	LEVEL 1	LEVEL 2	LEVEL 3
Electrical Installation		●	●	●

KEY: ● APPRENTICESHIPS ● AWARD ● CERTIFICATE ● DIPLOMA ● ENTRY ● INVQ

ELECTRICAL INSTALLATION

DIPLOMA LEVEL 1
 COURSE LENGTH: 1 YEAR
 COURSE CODE: 25471

ABOUT THE COURSE

This programme will provide you with a basic understanding of electrical installation work, allowing students to acquire transferable hand skills and a basic knowledge of electrical installation work.

WHAT YOU LEARN

- Health and safety at work
- Electrical principles
- Electrical circuits theory
- Electrical wiring systems
- Functional Skills in Maths, English and ICT

You will be given training in our fully fitted electrical training workshops and classrooms.

The programme will be made up of various units which are continually assessed during the year.

The programme contains theory elements that are assessed separately.

QUALIFICATIONS NEEDED TO START

There are no formal entry requirements but applicants must have a commitment to learning. You will be interviewed for your suitability to the programme and your standard of literacy and numeracy will be assessed, to ensure you are placed at the appropriate level.

FUTURE OPPORTUNITIES

Progress to a Level 2 course in electrical installation or an apprenticeship, if you find employment within the electrical industry.

ELECTRICAL INSTALLATION

DIPLOMA LEVEL 2
 COURSE LENGTH: 1 YEAR
 COURSE CODE: 25542

ABOUT THE COURSE

This course provides you with both the basic knowledge and understanding of electrical installation and the practical skills required to prepare you for work.

WHAT YOU LEARN

Study a range of subjects essential to electricians working in domestic, commercial and industrial premises. Workshop training and laboratory exercises will provide you with the practical skills to enable you carry out basic electrical work:

- Electrical principles
- Health and safety at work
- Electrical installation regulations
- Electrical circuit design
- Basic electrical testing
- Practical installation skills: lighting and power systems
- Wiring and fixings

There are various units which are continually assessed during the year, containing theory elements, formal practical assessment and exams.

QUALIFICATIONS NEEDED TO START

All applicants require 3 GCSEs at grade C or above in Maths, English and Science. For adults who wish to study, entry requirements are more flexible.

FUTURE OPPORTUNITIES

Progress to a Level 3 electrical installation programme which provides additional skills and knowledge and which is more focused on practical aspects. Apply for an apprenticeship, if you have an employer and are working in the electrical industry.

ELECTRICAL INSTALLATION

DIPLOMA LEVEL 3
COURSE LENGTH: 1 YEAR
COURSE CODE: TBA

ABOUT THE COURSE

This course provides you with more in depth skills in electrical Installation. It is a progression from a Level 2 programme or a top-up to people who have gained experience as electrical installers.

The current theme and content focuses on:

- Inspection and testing
- Fault diagnosis
- Rectification

Further electrical principles and science as well as the application of health and safety at work are also covered.

QUALIFICATIONS NEEDED TO START

You must have a Level 2 qualification in Electrical Installation.

FUTURE OPPORTUNITIES

On successful completion of the course you are ready for work as a junior electrician with additional skills in inspection and testing. Once in employment you can complete the full spectrum of qualification by undertaking the National Vocational Qualification (NVQ) at Level 3, in the work place. You can then be classed as a fully qualified electrician.

“Through the help and support available from tutors I have managed to build upon previous results”

Engineering

If you enjoy practical work, and don't mind getting your hands dirty, we have courses that teach you how to repair, maintain and repaint vehicles. Or, if you love all types of machines and engines, we have engineering courses to help you develop the skills and knowledge to succeed.

COURSE TITLE	ENTRY LEVEL	LEVEL 1	LEVEL 2	LEVEL 3
Accident Repair Body Principles			●	●
Accident Repair Body & Paint Principles		●		
Accident Repair Paint Principles			●	●
Craft & Design	●			
Electrical & Electronics Technology			●	●
Electronics		●		
Fabrication & Welding			●	
Fabrication & Welding (Manual Welding)				●
Fabrication & Welding Technology			●	
Light Vehicle Maintenance & Repair Principles			●	●
Motor Vehicle Fitting Principles			●	
Motor Vehicle Studies	●	●		
Performing Engineering Operations			●	●
Welding Skills		●	●	●

KEY: ● APPRENTICESHIPS ● AWARD ● CERTIFICATE ● DIPLOMA ● ENTRY ● INVQ

ACCIDENT REPAIR BODY PRINCIPLES

DIPLOMA LEVEL 2
COURSE LENGTH: 1 YEAR
COURSE CODE: 25474

ABOUT THE COURSE

This course is relevant to anyone wishing to undertake an apprenticeship in motor vehicle body repair but has been unsuccessful in obtaining one. It provides learners with the knowledge and skills to repair a variety of vehicles and the practical skills required to carry out these operations.

Systems covered are:

- Remove and replace non-structural body panels and component parts
- Remove and fit non-structural body panels: M.I.G and spot welding new panels
- Removing and replacing welded panels
- Use hand tools and specialist equipment, hot shrinking, body filling and plastic bumper repairs
- Keep a safe clean working environment

Learners will be assessed by:

- Practical assessments, including questioning
- Knowledge tests and online knowledge assessments
- Completion of a portfolio of evidence
- Written assignments

QUALIFICATIONS NEEDED TO START

Ideally candidates should have achieved minimum GCSE grade D or Functional Skills at Level 1 in Maths and English. Those applicants who are successful at interview but do not have the required grades will be assessed to determine their ability to achieve Functional Skills to a Level 1 standard.

FUTURE OPPORTUNITIES

Apprenticeship or higher qualifications.

ACCIDENT REPAIR BODY PRINCIPLES

DIPLOMA LEVEL 3
COURSE LENGTH: 1 YEAR
COURSE CODE: 25475

ABOUT THE COURSE

Continue your apprenticeship to the next level. Cover the technical and practical skills required to carry out these operations.

Systems covered are:

- Health and safety
- Removing and replacing structural motor vehicle body panels
- Body panel major repairs
- Metal active gas (MAG) welding techniques
- Resistance spot welding operations
- Metal inert gas (MIG) brazing operations
- Body mechanical fastening operations
- Keep a safe clean working environment
- Work in a manner which reduces their own and others risks in the working environment

Learners will be assessed by:

- Practical assessments, include questioning
- Knowledge tests and online knowledge assessments
- Completion of a portfolio of evidence
- Written assignments

QUALIFICATIONS NEEDED TO START

Ideally candidates should have achieved minimum GCSE Grade C or Key Skills at Level 2 in Maths, English and ICT. Those applicants who are successful at interview but do not have the required grades will be assessed to determine their ability to achieve Functional Skills to Level 2 standard.

FUTURE OPPORTUNITIES

Apprenticeship or higher qualifications.

ACCIDENT REPAIR BODY & PAINT PRINCIPLES

DIPLOMA LEVEL 1
COURSE LENGTH: 1 YEAR
COURSE CODE: 25476

ABOUT THE COURSE

This is a progression route for other levels of courses at the college, including Motor Vehicle Mechanics, Body Repair and Paint Refinishing.

Systems covered are:

- Health and safety
- Introduction to engineering equipment and materials; liquid cooling and engine lubrication systems; battery and lighting systems; suspension and steering; vehicle inspection; vehicle body repair; vehicle refinishing; vehicle wheels and tyres; vehicle valeting

Learners will be assessed by:

- Practical assessments, including questioning
- Knowledge tests and online knowledge assessments
- Completion of a portfolio of evidence
- Written assignments

QUALIFICATIONS NEEDED TO START

Ideally candidates should have achieved minimum GCSE grade D or Functional skills at Level 1 in Maths, English. Those applicants who are successful at interview but do not have the required grades will be assessed to determine their ability to achieve functional skills to a Level 1 standard.

FUTURE OPPORTUNITIES

Progression to Apprenticeship within the automotive industry and/or higher level of qualifications within the automotive sector.

ACCIDENT REPAIR PAINT PRINCIPLES

DIPLOMA LEVEL 2
COURSE LENGTH: 1 YEAR
COURSE CODE: TBC

ABOUT THE COURSE

This course provides learners with the essential knowledge and practical skills in paint preparation and primer paint application to a variety of vehicles, covering the technical theory and practical skills required to carry out these operations.

Systems covered are:

- Health and safety
- Tools and equipment used in vehicle refinishing
- Applying fillers and foundation materials
- Preparing metal and pre-painted surfaces
- Repairing minor paint defects
- Working with plastic materials and components

Learners will be assessed by:

- Practical assessments, including questioning
- Knowledge tests and awarding body exams
- Completion of a portfolio of evidence

QUALIFICATIONS NEEDED TO START

Ideally candidates should have achieved minimum GCSE grade D or Functional Skills at Level 1 in Maths and English. Those applicants who are successful at interview but do not have the required grades will be assessed to determine their ability to achieve functional skills to a Level 1 standard.

FUTURE OPPORTUNITIES

Future career paths include possible progression to a Level 3 Motor Vehicle course, employment or an Apprenticeship within the motor vehicle industry.

ACCIDENT REPAIR PAINT PRINCIPLES

DIPLOMA LEVEL 3
COURSE LENGTH: 1 YEAR
COURSE CODE: TBC

ABOUT THE COURSE

This course provides learners with the essential knowledge and practical skills in paint preparation and primer paint application to a variety of vehicles, covering the technical theory and practical skills required to carry out these operations.

Systems covered are:

- Health and safety
- Supporting job roles
- Tools and equipment used in vehicle refinishing
- Working with plastic materials and components
- Preparing metal and pre-painted surfaces
- Establishing paint defects
- Applying topcoats and completing refinishing operations
- Vehicle colour matching

Learners will be assessed by:

- Practical assessments including questioning
- Knowledge tests and awarding body exams
- Completion of a portfolio of evidence

QUALIFICATIONS NEEDED TO START

Ideally candidates should have achieved minimum GCSE Grade C or Key Skills at Level 2 in Maths, English and ICT. Those applicants who are successful at interview but do not have the required grades will be assessed to determine their ability to achieve Functional Skills to Level 2 standard.

FUTURE OPPORTUNITIES

Progression to a Level 3 Motor Vehicle course, employment or an Apprenticeship.

CRAFT & DESIGN

ENTRY LEVEL
COURSE LENGTH: 1 YEAR
COURSE CODE: TBA
(ASCENTIS /OFQUAL ACCREDITATION
NUMBER: 501/0281/3

ABOUT THE COURSE

This is an EVENING course and has been designed to cover learners who require competencies in welding to apply to metal craft and design pieces.

- To develop appropriate skills in welding craft processes
- Achieve recognition for the skills and knowledge they have developed
- To progress to higher level qualifications

Units:

- Unit 1: Research and design development within a chosen craft area
- Unit 2: Making a finished craft piece

All units are internally assessed through a range of practical and oral questioning.

QUALIFICATIONS NEEDED TO START

There are no set qualifications required to take this course, although practical skills will be assessed prior to commencing the course.

FUTURE OPPORTUNITIES

The qualification provides knowledge and practical skills to progress to the Level 1 Craft and Design.

ELECTRICAL & ELECTRONICS TECHNOLOGY

DIPLOMA LEVEL 2
COURSE LENGTH: 1 YEAR
COURSE CODE: TBC

ABOUT THE COURSE

This course is for people of any age and background who wish to progress to become electricians, or seek work within the wider electrical industry.

WHAT YOU LEARN

The qualification consists of six units, each of which carries a value of 7 QCF points.

- Working in engineering
- Principles of engineering technology
- Principles of electrical and electronics technology
- Maintaining electrical wiring support systems
- Wiring and testing electrical circuits
- Principles of maintenance technology

Learn about the design, construction and testing of a range of electrical circuits and systems as found in domestic, commercial and some industrial applications. The course includes practical workshop tasks to develop hand and tool skills, which meet industrially recognised levels. The course will also provide knowledge of the principles of technology that underpin the electrical engineering industry.

Assessment is by a mixture of online, multiple choice, practical work produced to specific requirements, and written assignments.

QUALIFICATIONS NEEDED TO START

A minimum of 4 GCSEs at grade C, including Maths or English. All learners are required to provide their own safety footwear.

FUTURE OPPORTUNITIES

Progress to the Level 3 Diploma in Electrical and Electronic Technology.

ELECTRICAL & ELECTRONICS TECHNOLOGY

DIPLOMA LEVEL 3
COURSE LENGTH: 1 YEAR
COURSE CODE: TBC

ABOUT THE COURSE

For those who have completed the Level 2 Diploma in Engineering, or for applicants with a previous qualification at the same level in a suitably related area who wish to work as an electrician, or work in the wider electrical engineering or installation field.

WHAT YOU LEARN

The qualification consists of six units, each of which carries a value of 9 QCF points.

- Engineering health and safety
- Engineering principles
- Principles of electrical and electronic engineering
- Maintenance of electrical equipment and systems
- Electronic power control systems and practice
- Power supply, and analogue and digital circuit principles and fault finding

Learn about the development and implementation of maintenance and fault diagnosis procedures on a range of electrical and electronic systems. Develop skills in the use and understanding of electrical and electronic test and measurement instruments.

Assessment is by a mixture of online, multiple choice, practical work produced to specific requirements and written assignments.

QUALIFICATIONS NEEDED TO START

Level 2 Diploma in Electrical and Electronics Technology.

FUTURE OPPORTUNITIES

Progress to the HNC in Building Services Engineering or apply for the BS7671: 2008 17th Edition Wiring Regulations course.

ELECTRONICS

EAL FOUNDATION CERTIFICATE LEVEL 1
COURSE LENGTH: 1 YEAR
COURSE CODE: TBC

ABOUT THE COURSE

This course is aimed at those who need a basic introduction to electronics and ensures that the candidate has practical as well as theoretical knowledge of electronics before progressing onto higher level qualifications or employment.

It has been designed for those who:

- Want to become a repair and or installation technician.
- Want a position in the electronics retail industry.
- Are thinking of electronics as a career move but would like some experience of the job role first.
- Are new to the industry.
- Are looking for a career change.

The qualification is made up of 4 mandatory units:

- Electrical circuits.
- Introductory electronics.
- Using components and tools.
- Electronic systems and Installations.

The course uses two methods of assessment. The first is assignment based. This consists of practical activities that ensure you have gained the skills required. The second is a multiple choice online exam. You have to complete both elements to gain the full certificate.

QUALIFICATIONS NEEDED TO START

You should have an interest in the subject and an enquiring mind.

FUTURE OPPORTUNITIES

Entry to employment or work based training. Advance to higher education or additional higher level electronics courses such as degree level.

FABRICATION & WELDING

CERTIFICATE LEVEL 2
COURSE LENGTH: 1 YEAR
COURSE CODE: 36252

ABOUT THE COURSE

This is a DAY RELEASE course and has been designed to cover learners who require knowledge in welding who are undertaking an Engineering Apprenticeship or are in employment.

Core Units:

- Unit 201: Working in engineering
- Unit 202: Principles of engineering technology
- Unit 212: Principles of fabrication and welding technology

Specialist Units:

- Unit 213: Welding by Manual Metal Arc process
- Unit 214: Welding by MIG process
- Unit 215: Welding by TIG process
- Unit 216: Welding by oxy-acetylene process
- Unit 217: Fabricating sheet metalwork

Learners will be assessed by:

- Practical assessments, including questioning
- Knowledge tests
- Awarding body online knowledge assessments
- Completion of a portfolio of evidence
- Written assignments

QUALIFICATIONS NEEDED TO START

Ideally candidates should have achieved minimum GCSE grade D or Functional Skills at Level 1 in Maths, English and ICT. Those applicants who are successful but do not have the required grade will be expected to be able to achieve Functional Skills to a Level 1 standard.

FUTURE OPPORTUNITIES

The qualification provides knowledge and practical skills related to the Level 2 NVQ Diploma.

FABRICATION & WELDING (MANUAL WELDING)

C&G 1781 NVQ DIPLOMA LEVEL 3
COURSE LENGTH: 2 YEARS
COURSE CODE: 36252

ABOUT THE COURSE

This course is combined with the Certificate in Engineering Fabrication and Welding Technology (C&G 2850-32) Level 3 and is a **DAY RELEASE** course designed to cover learners who require competencies in welding who are undertaking an engineering apprenticeship or are in employment.

Mandatory and optional units.

Core Units:

- Unit 301: Engineering health and safety
- Unit 302: Engineering principles
- Unit 303: Principles of welding
- Unit 305: Principles of fabrication and welding

Specialist Units:

- Unit 310: Manual metal arc welding of materials
- Unit 311: MIG welding of materials
- Unit 312: TIG welding of materials
- Unit 314: Sheet metalwork fabrication of materials
- Unit 316: Pattern development for fabrication

Learners will be assessed by:

- Practical assessments of prescribed tasks, which include questioning to ensure understanding
- College set knowledge tests
- Awarding body online knowledge assessments
- Completion of a portfolio of evidence
- Written assignments

QUALIFICATIONS NEEDED TO START

Candidates wishing to enrol on this framework must have completed NVQ Level 2 Certificate in engineering and associated key or functional skills.

FABRICATION & WELDING TECHNOLOGY

CERTIFICATE LEVEL 2
COURSE LENGTH: 1 YEAR
COURSE CODE: TBC

ABOUT THE COURSE

This is a course for learners who require competencies in welding to progress in the workplace or gain employment.

Core Units:

- Unit 201: Working in engineering
- Unit 202: Principles of engineering technology
- Unit 212: Principles of fabrication and welding technology

Specialist Units:

- Unit 213: Welding by Manual Metal Arc process
- Unit 214: Welding by MIG process
- Unit 215: Welding by TIG process
- Unit 216: Welding by Oxy-Acetylene process
- Unit 217: Fabricating sheet metalwork

Learners will be assessed by:

- Practical assessments, including questioning
- Knowledge tests
- Awarding body online knowledge assessments
- Completion of a portfolio of evidence
- Written assignments

QUALIFICATIONS NEEDED TO START

Ideally candidates should have achieved minimum GCSE grade D or Functional Skills at Level 1 in Maths, English and ICT and have an NVQ Level 2 Diploma. Successful applicants who do not have the required grade will be expected to be able to achieve Functional Skills to a Level 1 standard.

FUTURE OPPORTUNITIES

The qualification provides knowledge and practical skills related to the Level 2 NVQ Diploma.

LIGHT VEHICLE MAINTENANCE & REPAIR PRINCIPLES

DIPLOMA LEVEL 2
COURSE LENGTH: 1 YEAR
COURSE CODE: 42642

ABOUT THE COURSE

This course will provide students with the opportunity to learn how the motor vehicle operates by studying the various systems that make up a modern motor vehicle.

Systems covered are:

- Engine
- Transmissions
- Chassis
- Vehicle electrical

QUALIFICATIONS NEEDED TO START

Ideally candidates should have achieved minimum GCSE grade D or Functional Skills at Level 1 in Maths and English. Those applicants who are successful at interview but do not have the required grades will be assessed to determine their ability to achieve functional skills to a Level 1 standard.

FUTURE OPPORTUNITIES

Future career paths include possible progression to a Level 3 Motor Vehicle course or employment in the motor vehicle industry.

LIGHT VEHICLE MAINTENANCE & REPAIR PRINCIPLES

DIPLOMA LEVEL 3
COURSE LENGTH: 1 YEAR
COURSE CODE: 25656

ABOUT THE COURSE

This course will provide students wanting to develop practical skills in, and broaden their understanding in fault diagnosis of motor vehicle systems.

Systems covered are:

- Engine
- Transmissions
- Chassis
- Vehicle electrical

QUALIFICATIONS NEEDED TO START

Candidates must have achieved the Level 2 Maintenance & Repair qualification, with a minimum GCSE grade C or Functional Skills at Level 2 in Maths and English. Those applicants who are successful at interview but do not have the required grades will be assessed to determine their ability to achieve Functional Skills to a Level 2 standard.

FUTURE OPPORTUNITIES

Future career paths include possible employment in the motor vehicle industry.

MOTOR VEHICLE FITTING PRINCIPLES

DIPLOMA LEVEL 2
COURSE LENGTH: 1 YEAR
COURSE CODE: 25477

ABOUT THE COURSE

This course is relevant to anyone wishing to undertake an apprenticeship in motor vehicle. Learn the principles and operation of vehicles systems and gain practical skills to make non-complex diagnosis.

Systems covered are:

- Repair and replacement of high performance tyres
- Remove, replace and adjust steering components
- Repair, remove and replace exhaust systems
- Test, remove and replace vehicle battery, starting and charging components
- Inspect, remove, replace and adjust brakes
- Health and safety
- Teamwork to improve performance
- UManufacture simple tools or components

Learners will be assessed by:

- Practical assessments, including questioning
- Knowledge tests
- Awarding body online knowledge assessments
- Completion of a portfolio of evidence
- Written assignments

QUALIFICATIONS NEEDED TO START

Ideally candidates should have achieved minimum GCSE grade D or Functional Skills at Level 1 in Maths and English. Those applicants who are successful at interview but do not have the required grades will be assessed to determine their ability to achieve Functional Skills to a Level 1 standard.

FUTURE OPPORTUNITIES

Apprenticeships or other VRQ qualifications e.g., Accident Repair, Level 2 Service & Repair.

MOTOR VEHICLE STUDIES

CERTIFICATE LEVEL 1
COURSE LENGTH: 1 YEAR
COURSE CODE: TBC

ABOUT THE COURSE

This course is aimed at candidates who need to develop their functional skills along with vocational skills. It is a progression route for other levels of courses offered at the college including Level 1 Diploma. You will work to achieve Functional Skills in both English and Maths, working toward an expected outcome of Entry Level through to Level 1.

Systems covered are:

- Health and safety
- Engineering equipment and materials
- Introduction to battery and lighting systems
- Introduction to vehicle braking systems
- Introduction to vehicle inspection
- Introduction to vehicle valeting

Learners will be assessed on their practical ability and understanding using a range of tasks set by the Awarding Body, production of a Portfolio of Evidence, and a range of college tests.

QUALIFICATIONS NEEDED TO START

Those applicants who are successful at interview but do not have academic grades will be assessed to determine their ability to achieve Functional Skills to Entry Level 3 standard.

FUTURE OPPORTUNITIES

Progression on to the Level 1 Diploma in Motor Vehicle Studies.

MOTOR VEHICLE STUDIES

DIPLOMA LEVEL 1
COURSE LENGTH: 1 YEAR
COURSE CODE: 25476

ABOUT THE COURSE

This course is a progression route for other levels of courses offered at the college.

Systems covered are:

- Health and safety
- Introduction to engineering equipment and materials; compression ignition power units; spark ignition power units; liquid cooling and engine lubrication systems; spark ignition and compression ignition fuel systems; battery and lighting systems; suspension and steering; vehicle braking systems; exhaust systems

Learners will be assessed on their practical ability and understanding using a range of tasks set by the Awarding Body, production of a portfolio of evidence and a range of college tests.

QUALIFICATIONS NEEDED TO START

Those applicants who are successful at interview but do not have academic grades will be assessed to determine their ability to achieve Functional Skills to a Level 1 standard.

Candidates will have achieved an ABC Level 1 Certificate in Motor Vehicle Studies, plus Functional Skills at Entry Level or above, or be at a level where they will be expected to achieve Functional Skills at Level 1.

FUTURE OPPORTUNITIES

Progression on to a Level 2 Mechanics, Body Repair, or Paint Refinishing.

PERFORMING ENGINEERING OPERATIONS

NVQ LEVEL 2
COURSE LENGTH: 1 YEAR
COURSE CODE: 25937

ABOUT THE COURSE

This is a **DAY RELEASE** course and has been designed to cover learners who require competencies in welding who are undertaking an Engineering Apprenticeship or are in employment.

The qualification is made up of mandatory and optional units.

Core Units:

- Working safely in an engineering
- Carrying out engineering activities efficiently and effectively
- Using and communicating technical information

Specialist Units:

- Producing sheet metal components and assemblies
- Preparing and using manual metal arc welding equipment
- Preparing and using manual TIG or plasma-arc welding equipment
- Preparing and using manual MIG, MAG and other continuous wire welding equipment

Learners will be assessed by:

- Practical assessments of prescribed tasks, which include questioning to ensure understanding
- College set knowledge tests
- Awarding body online knowledge assessments
- Completion of a portfolio of evidence
- Written assignments

QUALIFICATIONS NEEDED TO START

Ideally candidates should have achieved minimum GCSE grade D or Functional skills at Level 1 in Maths, English and ICT. Those applicants who are successful but do not have the required grade will be expected to be able to achieve functional skills to a Level 1 standard.

FUTURE OPPORTUNITIES

To progress to a NVQ Level 3.

PERFORMING ENGINEERING OPERATIONS

DIPLOMA LEVEL 2
COURSE LENGTH: 1 YEAR
COURSE CODE: 25480

ABOUT THE COURSE

This is a **FULL TIME** course and has been designed to cover learners who require competencies in welding to enable safe progression into the workplace/employment.

The qualification is made up of mandatory and optional units.

Core Units:

- Working safely in an engineering
- Carrying out engineering activities efficiently and effectively
- Using and communicating technical information

Specialist Units:

- Producing sheet metal components and assemblies
- Preparing and using manual metal arc welding equipment
- Preparing and using manual TIG or plasma-arc welding equipment
- Preparing and using manual MIG, MAG and other continuous wire welding equipment

Learners will be assessed by:

- Practical assessments of prescribed tasks, which include questioning to ensure understanding
- College set knowledge tests
- Awarding body online knowledge assessments
- Completion of a portfolio of evidence
- Written assignments

Units are both internally and externally assessed through a range of practical assessments, written assignments and online examinations

QUALIFICATIONS NEEDED TO START

Ideally candidates should have achieved minimum GCSE grade D or Functional Skills at Level 1 in Maths, English and ICT. Those applicants who are successful but do not have the required grade will be expected to be able to achieve Functional Skills to a Level 1 standard.

FUTURE OPPORTUNITIES

Combined with the PEO course, it is equivalent to the first year of a modern apprenticeship in engineering. There are opportunities to gain employment as a modern apprentice.

PERFORMING ENGINEERING OPERATIONS

C&G 7582 NVQ DIPLOMA LEVEL 2
COURSE LENGTH: 2 YEARS
COURSE CODE: 25937

ABOUT THE COURSE

This is a **EVENING ONLY** course and has been designed to cover learners who require competencies in welding to enable safe progression into the workplace/employment.

The qualification is made up of mandatory and optional units.

Core Units:

- Working safely in an engineering
- Carrying out engineering activities efficiently and effectively
- Using and communicating technical information

Specialist Units:

- Producing sheet metal components and assemblies
- Preparing and using manual metal arc welding equipment
- Preparing and using manual TIG or plasma-arc welding equipment
- Preparing and using manual MIG, MAG and other continuous wire welding equipment

Learners will be assessed by:

- Practical assessments of prescribed tasks, which include questioning to ensure understanding
- College set knowledge tests
- Awarding body online knowledge assessments
- Completion of a portfolio of evidence
- Written assignments

QUALIFICATIONS NEEDED TO START

Ideally candidates should have achieved minimum GCSE grade D or Functional Skills at Level 1 in Maths, English and ICT. Those applicants who are successful but do not have the required grade will be expected to be able to achieve Functional Skills to a Level 1 standard.

FUTURE OPPORTUNITIES

Combined with the PEO course, it is equivalent to the first year of a modern apprenticeship in engineering. There are opportunities to gain employment as a modern apprentice.

WELDING SKILLS

C&G 3268-01 AWARD LEVEL 1
COURSE LENGTH: 1 YEAR
COURSE CODE: TBA

ABOUT THE COURSE

This is an **EVENING** course and has been designed to cover learners who require competencies in welding to enable safe progression into the workplace/employment.

Units:

Level 1 Award in Manual Metal Arc (MMA) Welding
Level 1 Award in Tungsten Inert Gas (TIG) Welding
Level 1 Award in Metal Inert Gas (MIG) Welding

All units are internally assessed through a range of practical assignments and oral questions.

QUALIFICATIONS NEEDED TO START

There are no set qualifications required to take this course.

FUTURE OPPORTUNITIES

Progress to Level 2.

WELDING SKILLS

C&G 3268-02 AWARD LEVEL 2
COURSE LENGTH: 1 YEAR
COURSE CODE: TBA

ABOUT THE COURSE

This is an **EVENING** course and has been designed to cover learners who require competencies in welding to enable safe progression into the workplace/employment.

Units:

Level 2 Award in Manual Metal Arc (MMA) Welding
Level 2 Award in Tungsten Inert Gas (TIG) Welding
Level 2 Award in Metal Inert Gas (MIG) Welding

All units are internally assessed through a range of practical and written assignments.

QUALIFICATIONS NEEDED TO START

There are no set qualifications required to take this course, although practical skills will be assessed prior to commencing the course.

FUTURE OPPORTUNITIES

The qualification provides knowledge and practical skills related to the Level 2 NVQ Diploma in Fabrication and Welding and /or progressing to Level 3.

WELDING SKILLS

C & G 3268-03 AWARD LEVEL 3

COURSE LENGTH: 1 YEAR

COURSE CODE: TBA

ABOUT THE COURSE

This is an EVENING course and has been designed to cover learners who require competencies in welding to enable safe progression into the workplace/employment.

Units:

Level 3 Award in Manual Metal Arc (MMA) Welding

Level 3 Award in Tungsten Inert Gas (TIG) Welding

Level 3 Award in Metal Inert Gas (MIG) Welding

All units are internally assessed through a range of practical and written assignments.

QUALIFICATIONS NEEDED TO START

There are no set qualifications required to take this course, although practical skills will be assessed prior to commencing the course.

FUTURE OPPORTUNITIES

The qualification provides knowledge and practical skills related to the Level 2 NVQ Diploma in Fabrication and Welding.



ESOL (English for Speakers of Other Languages)

Do you need to develop your language skills? Want to get further in your job, vocational training or further education? Improve your speaking, listening, reading and writing for everyday conversations and finding work. Get better at your maths and IT skills!

Plus, get the language skills you need to join a vocational college course or progress to university.

ESOL WITH SKILLS FOR LIFE

CERTIFICATE
ENTRY LEVEL/LEVEL 1
DURATION: 1 YEAR
COURSE CODE: TBC

ABOUT THE COURSE

Develop fluency and confidence in listening and speaking, reading and writing English.

Work towards a qualification in numeracy and develop computer skills.

Try some vocational skills such as:

- Travel & Tourism
- Health & Social Care
- Digital Media
- Motor Vehicle
- Sport & Leisure
- Caring for Children
- Construction

You may be able to gain an initial qualification in one or two of these courses.

WHAT YOU LEARN

- Speaking for every day life
- Reading for information and for pleasure
- Writing clearly and accurately
- Grammar, punctuation, spelling
- Information needed in order to apply for citizenship

QUALIFICATIONS REQUIRED TO START

There are no academic requirements for the course. We prefer you to have some knowledge of reading and writing in your own language.

FUTURE OPPORTUNITIES

Progress to the next level in ESOL or join a vocational course at Entry 3 or Level 1 e.g., Health and Social Care. Progress to study GCSEs, apply for Access, higher education or university course.

COURSE TITLE	ENTRY LEVEL	LEVEL 1	LEVEL 2	LEVEL 3
ESOL with Skills for Life	●	●		

KEY: ● APPRENTICESHIPS ● AWARD ● CERTIFICATE ● DIPLOMA ● ENTRY ● NVQ

Foundation Learning

Our Foundation Learning courses offer specialist knowledge and skills to help you move on in education, training and employment.

By building your own course based on your own needs, these courses are perfect for students needing additional support with learning, or if you have no or few qualifications.

Even if you're not sure about what to learn, or how to get into College... contact our support team and we can help you design a course that works for you.

For more help and advice contact:

e: keighleycampus@leedscitycollege.ac.uk

t: 01535 685 008

COURSE TITLE	ENTRY LEVEL	LEVEL 1
Activ8	●	●
Aspirations	●	●
Boxing	●	●
DJ & Music Workshop	●	●
Electrical Installation (PEO)		●
Gym Fitness	●	●
Hair & Beauty	●	●
Meat Technology	●●	
Networking & System Support		●
Next Steps	●	●
Pathfinder	●	
Personal Progression Skills	●	
Prince's Trust	●	●
Screen Printing	●	●
Skills for Independence & Work	●	
Stepping Forward		●
Stepping Stones		●
Street Dance	●	●
Supporting Achievement in Learning (SAIL)	●	
Teenage Parents	●	
Vocational Skills	●	
Work Skills	●	

KEY: ● AWARD ● CERTIFICATE ● DIPLOMA ● ENTRY ● UNITS

Vocational options offered alongside are:

- Brickwork
- Caring for Children
- Carpentry and Joinery
- Hair and Beauty
- Health and Social Care
- Hospitality
- Motor Vehicle
- Sports and Active Leisure
- Travel and Tourism
- Retail

GCSEs

Looking to study GCSEs? This could be the route for you. These are great if you want to develop varied skills, improve your grades in the key subject areas or work towards going to University.

COURSE TITLE	GCSE	AS-LEVEL	A2-LEVEL
English Language & Literature	●		
Maths	●		

ENGLISH

GCSE
 COURSE LENGTH: 1YEAR
 COURSE CODE: TBC

ABOUT THE COURSE

GCSE English prepares and supports you to develop your reading, writing, speaking and listening skills, develop confidence and fluency in understanding and communication and apply these skills in solving real world situations and tasks.

WHAT YOU LEARN

- Understanding and producing non-fiction texts
- Speaking and listening
- (English 4700) Understanding and producing creative texts and spoken word

QUALIFICATIONS REQUIRED TO START

To begin the GCSE course you should already be fluent in reading, be able to accurately understand a variety of extended texts and be able to write your ideas clearly.

Previous qualifications may be:

GCSE Grade D/E (or equivalent) for entry to Foundation Level tier.

GCSE Grade C (or equivalent) for Higher tier.

We will interview you to assess whether you are likely to benefit from the course.

MATHS

GCSE
 COURSE LENGTH: 1YEAR
 COURSE CODE: TBC

ABOUT THE COURSE

This is a part-time one year course which prepares and supports you to develop your understanding of mathematical methods and concepts and then apply these to solve real world problems.

WHAT YOU LEARN

- Number; Algebra; Geometry; Measures; Statistics; Probability

For the higher tier paper trigonometry, vectors and matrices are also covered.

Develop fluency and competency in mathematical calculations and gain confidence to help you progress to further study and employment.

QUALIFICATIONS REQUIRED TO START

To begin the GCSE course you should already be fluent in using basic number and measure with an understanding of basic concepts.

For example, previous qualifications may be:

GCSE Grade D/E for Foundation Level tier.

GCSE Grade C for Higher tier.

We will interview you to assess whether you are likely to benefit from the course.

FUTURE OPPORTUNITIES

GCSE is a recognised qualification required for many areas of study and employment.

Study higher level maths and other higher level courses. GCSE Maths grade B is a pre-requisite for studying AS Level Maths. GCSE Maths grade C is often required for university and employment.

Hair & Beauty

Working in Hairdressing and Beauty Therapy is challenging and exciting. Both industries are dynamic and offer opportunities which cover a diverse range of skills. Make-up Artistry is ever-expanding and the demand for suitably qualified staff continues to increase.

Use your communication, practical and specialist skills in Beauty Therapy Salons, Clinics, Spas, Hair Salons, Health Farms, Cosmetic Companies, Hotels, Nail Bars and Cruise Liners.

COURSE TITLE	ENTRY LEVEL	LEVEL 1	LEVEL 2	LEVEL 3
Beauty Therapy		●	●	●
Complementary Therapies			●	●
Hairdressing		●	●●	●●
Hair & Beauty	●			
Hair & Media Make-up			●	
Nail Services			●	●

KEY: ● APPRENTICESHIPS ● AWARD ● CERTIFICATE ● DIPLOMA ● ENTRY ● INVQ

BEAUTY THERAPY

DIPLOMA LEVEL 1
COURSE LENGTH: 1 YEAR
COURSE CODE: 36026

ABOUT THE COURSE

This is an introductory programme designed to give learners the necessary skills and knowledge required to learn about basic beauty therapy treatments and is an excellent basis for progression onto Level 2 Beauty or Complementary Therapy courses.

WHAT YOU LEARN

- Follow health and safety in the salon.
- Introduction to the hair and beauty sector.
- Provide basic manicure
- Provide basic pedicure
- Working with others in the salon
- Skin care
- Basic make-up / Themed face painting
- Provide nail art
- The art of photographic make-up
- Head massage
- Salon reception duties
- Create and maintain retail displays in a salon
- Create a hair and beauty image
- Personal and social development
- Functional Skills – English, Maths and ICT

QUALIFICATIONS REQUIRED TO START

No formal entry qualifications are necessary, but students must demonstrate a commitment to learning and be motivated and enthusiastic. A uniform and kit will also need to be purchased prior to start of programme.

FUTURE OPPORTUNITIES

On completion of this course students may progress onto Beauty Therapy Diploma Level 2, Complementary Therapies Diploma Level 2, Media Hair and Make-up Diploma Level 2.

BEAUTY THERAPY

DIPLOMA LEVEL 2
COURSE LENGTH: 1 YEAR
COURSE CODE: 25478

ABOUT THE COURSE

This programme is designed to provide a good understanding of the roles, responsibilities and practical skills of a beauty therapist. It incorporates both theory and practical units to encompass a broad treatment base of commercial activities.

WHAT YOU LEARN

- Ensure responsibilities for actions to reduce risks to health and safety
- Promote additional services or products to clients
- Develop and maintain your effectiveness at work
- Provide facial skin care treatment
- Enhance the appearance of eyebrows and lashes
- Carry out waxing services
- Provide manicure / pedicure services
- Provide make-up services

QUALIFICATIONS REQUIRED TO START

3 GCSEs at Grades A - C, including Maths and/or English, or; equivalent Level 1 qualification with an appropriate level of English and Maths. A uniform and kit will also need to be purchased prior to start of programme.

FUTURE OPPORTUNITIES

This is a professional level qualification that allows successful candidates to progress into employment in beauty salons, or as an independent beauty therapist working freelance or within their own business.

There are also opportunities for progression onto short courses or the following Level 3 courses: Beauty Therapy, Complementary Therapies, Hair and Beauty Studies.

BEAUTY THERAPY

DIPLOMA LEVEL 3
COURSE LENGTH: 1 YEAR
COURSE CODE: 25478

ABOUT THE COURSE

This programme is a progression from Level 2 and is the industry standard for a fully qualified beauty therapist.

WHAT YOU LEARN

General Route

- Monitor procedures to safely control work
- Plan and implement promotional activities
- Facial / body electrical treatments
- Body massage
- Electrical epilation treatments
- Stone therapy treatments

Massage Route

- Monitor procedures to safely control work
- Plan and implement promotional activities
- Body electrical treatments
- Body massage
- Indian Head massage
- Stone Therapy
- Massage using pre-blended oils

QUALIFICATIONS REQUIRED TO START

A Level 2 Beauty Therapy qualification or equivalent, with an appropriate level of English and Maths. Past experience and references will be considered. A uniform and kit will also need to be purchased.

FUTURE OPPORTUNITIES

This qualification is recognised internationally within the industry. Gain employment in health spas, beauty salons, cruise liners, laser clinics or independent beauty therapist working freelance. Progression could also be Higher Education or Foundation Degree programme.

COMPLEMENTARY THERAPIES

DIPLOMA LEVEL 2
COURSE LENGTH: 1 YEAR
COURSE CODE: TBC

ABOUT THE COURSE

It is open to younger students and mature students who have who have a passion for complementary therapies. This qualification is recognised both nationally and internationally at commercial level and is recognised for progression to Level 3 courses.

WHAT YOU LEARN

- Introduction to principles and practice of complementary therapies
- Introduction to clinic services and business awareness
- Health, safety and hygiene
- Knowledge of anatomy and physiology
- Provide basic massage techniques
- Basic reflexology / aromatherapy techniques
- Provide basic techniques
- Introduction to healthy eating and wellbeing for the complementary therapy client

QUALIFICATIONS REQUIRED TO START

3 GCSEs at Grades A - C, including Maths and English, or; equivalent Level 1 qualification with appropriate level of English and Maths Life skills will be taken into account for mature students, and references will be required for all candidates, final selection will be made through interview. A work placement is not required for this programme, however should you wish to find work experience this would be encouraged.

FUTURE OPPORTUNITIES

Progression from this course would be to Complementary Therapies Diploma Level 3 or Beauty Therapy Diploma Level 2

COMPLEMENTARY THERAPIES

DIPLOMA LEVEL 3
COURSE LENGTH: 1 YEAR
COURSE CODE: TBC

ABOUT THE COURSE

Generally more suited to the mature student or younger students who are already working part time in industry or with no previous experience but a passion for complementary therapies. This qualification is recognised both nationally and internationally at commercial level and recognised for progression to the higher education sector.

WHAT YOU LEARN

- Principles and practices for
- Business practices for Complementary therapists
- Health, safety and hygiene.
- Knowledge of anatomy, physiology & pathology
- Knowledge of less common pathology.
- Providing body massage therapy.
- Reflective practice for body massage.
- Provide aromatherapy.
- Reflective practice for aromatherapy.
- Provide reflexology.
- Reflective practice for reflexology.

QUALIFICATIONS REQUIRED TO START

4 GCSEs at grade A-C including English and Maths, or; Beauty/Complementary qualification at Level 2. Life skills will be taken into account for direct entry mature students. References will be required for all candidates and final selection will be made through interview. A work placement is not required for this programme, however should you wish to find work experience this would be encouraged.

FUTURE OPPORTUNITIES

People working in complementary therapies are usually self employed and work in the private sector, charging individuals for treatment.

HAIRDRESSING

DIPLOMA LEVEL 1
COURSE LENGTH: 1 YEAR
COURSE CODE: 25484

ABOUT THE COURSE

This course is designed to help students launch a new career or extend their existing skills, as well as an excellent basis for progression onto Level 2 Hairdressing, Beauty or Complementary Therapies. Students will study the Hairdressing Foundation Diploma and Level 1 Award in Personal and Social development.

WHAT YOU LEARN

- Shampoo and conditioning
- Styling women's hair / Plait and twist hair
- The art of dressing hair
- Temporary colouring
- Creating hair and beauty images
- Reception duties
- Maintaining retail displays
- Working with others
- Promoting products and services
- Health and safety
- Career progression / Enterprise activity
- Managing money
- English, Maths and ICT

QUALIFICATIONS REQUIRED TO START

No formal entry qualifications are necessary, but students must demonstrate a commitment to learning, be motivated and enthusiastic, with an ability to talk to others effectively.

FUTURE OPPORTUNITIES

On completion of this course, students may progress onto Hairdressing Diploma Level 2, Beauty Therapy Diploma Level 2 or Complementary Therapies Level 2. To develop the skills to gain junior status in a hairdressing salon.

HAIRDRESSING

DIPLOMA LEVEL 2
COURSE LENGTH: 1 YEAR
COURSE CODE: 41866

ABOUT THE COURSE

This course is designed to help students launch a new career or progress their existing skills as a stylist.

This course is designed to give students the skills and knowledge of a professional stylist and will include a selection of the following:

- Shampoo and condition the hair and scalp
- Style and finish hair
- Health & Safety
- Basic cutting
- Consultation
- Promoting services and products
- Change hair colour
- Giving a positive impression to clients
- Set and dress hair
- Change hair colour
- English, Maths and ICT

QUALIFICATIONS REQUIRED TO START

3 GCSEs at Grades A - C, including Maths and/or English, or; equivalent Level 1 qualification with an appropriate level of English and Maths. A uniform and kit will also need to be purchased prior to start of programme.

FUTURE OPPORTUNITIES

Progress into employment as a stylist and/ or could progress onto Hairdressing Diploma Level 3.

HAIRDRESSING

DIPLOMA LEVEL 3
COURSE LENGTH: 1 YEAR
COURSE CODE: 40345

ABOUT THE COURSE

The programme is designed to give students the skills and knowledge of a professional stylist and will include the following units:

- Maintaining personal health and well being
- Monitor and maintain health and safety practice in the salon
- Promote products and services to clients in a salon
- Cut women's hair to create a variety of looks
- Style and dress hair using a variety of techniques
- Colour hair to create a variety of looks
- Hairdressing consultation support for colleagues
- Creative hairdressing design skills
- Provide colour correction services

QUALIFICATIONS REQUIRED TO START

This programme is designed to be a progression route from the Hairdressing Diploma Level 2.

FUTURE OPPORTUNITIES

Students may progress on to the advanced Level Hairdressing Apprenticeship if required by an employer, the Level 3 Diploma in Hair and Beauty studies, or higher education.

HAIRDRESSING

APPRENTICESHIP INTERMEDIATE/ADVANCED
COURSE LENGTH: VARIABLE DAY RELEASE
COURSE CODE: 52549

ABOUT THE COURSE

Achieve the Level 2 Diploma (NVQ), study Functional Skills in English and Maths at Level 1 and the Employment Rights and Responsibilities module on a day release basis from full time employment with a Hairdressing salon. Progression to the Level 3 Advanced Apprenticeship includes the Level 3 Diploma (NVQ), Functional Skills in English and Maths at Level 2 (and Employment Rights and Responsibilities module if not completed).

For both the Level 2 and 3, you will build a portfolio of evidence of experience. On the job assessments and training will be carried out in the workplace.

WHAT YOU LEARN

- Shampooing and conditioning hair
- Cutting and colouring hair
- Blow-drying and styling hair
- General salon and reception duties
- Health and safety
- Consultation
- Setting and dressing hair
- Promoting additional sales and services
- Cut hair using a combination of techniques
- Provide colour correction services
- Creatively style and dress hair
- Creatively dress long hair

QUALIFICATIONS REQUIRED TO START

3 GCSEs Grade A-C or equivalent Level 1 qualification, or Level 2 VRQ with appropriate level of English and Maths for Level 2 Apprenticeship. NVQ Level 2 or equivalent qualification with appropriate level of English and Maths for an Advanced Apprenticeship.

HAIR & BEAUTY (INTRODUCTION)

CERTIFICATE ENTRY LEVEL 3
COURSE LENGTH: 1 YEAR
COURSE CODE: TBC

ABOUT THE COURSE

This programme is designed for students who initially may need extra support with studying. Students will develop practical skills in hair and beauty treatments and a certificate in Personal and Social development.

WHAT YOU LEARN

- Introduction to the hair and beauty sector
- Shampoo and conditioning
- Presenting a professional image in the salon
- Creating an image using colour
- Hair plaiting
- Hand care
- Preparation for work.
- Healthy living
- English, Maths and ICT

Working as part of a group you will develop yourself, learn rights and responsibilities, business enterprise and about managing social relationships.

QUALIFICATIONS REQUIRED TO START

You will require a genuine interest in hairdressing and beauty therapy as a possible career. You should also have Literacy skills at Entry Level 2 or above and you will need the ability to travel to college independently.

FUTURE OPPORTUNITIES

Progress onto Hairdressing Foundation Diploma Level 1 or Beauty Therapy Foundation Diploma Level 1.

HAIR & MEDIA MAKE-UP

DIPLOMA LEVEL 2
COURSE LENGTH: 1 YEAR
COURSE CODE: TBC

ABOUT THE COURSE

For those interested in the make-up industry, such as fashion, photographic studios, make-up counters or study as preparation for the Level 3 Theatrical, Special Effects, Hair and Media Make-up course.

WHAT YOU LEARN

- Client care and communication
- Health and safety
- Eyelash and brow treatments
- Instruction on make-up application
- Apply make-up
- The art of photographic make-up
- Body-art design
- Colour and lighten hair
- The art of dressing hair
- Make and style a hair addition
- Create an image (photographic shoot)

QUALIFICATIONS REQUIRED TO START

3 GCSEs at Grades A - C, including Maths and English, or; an equivalent Level 1 qualification with appropriate level of English and Maths. Art / Design or Drama is desirable and hairdressing work experience would be an advantage. You should have good communication skills, practical skills and have a level of artistic flair.

FUTURE OPPORTUNITIES

Employment within the sales industry, or work as a counter sales advisor/assistant. In addition students can progress to Theatrical Special Effects, Hair and Media Make-up Diploma Level 3 at one of our other Leeds City College campuses.

NAIL SERVICES

DIPLOMA LEVEL 2
COURSE LENGTH: 1 YEAR
COURSE CODE: TBC

ABOUT THE COURSE

This course will provide you with the requisite knowledge, understanding and skills to work competently in the nail industry with a view to progressing towards Level 3, where more complex techniques, enhancements and equipment from the nail industry will be used.

WHAT YOU LEARN

- Provide manicure and pedicure services
- Carry out nail art services
- Apply and maintain nail enhancements to create a natural finish
- Fulfil salon reception duties
- Develop and maintain effectiveness at work
- Promote additional services and products to customers
- Ensure responsibility for actions to reduce risks to health and safety

You will also develop the following skills: Team Work, Communication, IT, Numeracy, Independence and Organisation.

QUALIFICATIONS REQUIRED TO START

3 GCSEs at Grades A - C, including Maths and/or English, or; equivalent Level 1 qualification with an appropriate level of English and Maths. A uniform and kit will also need to be purchased prior to start of programme.

FUTURE OPPORTUNITIES

This is a professional level qualification which is recognised within the industry, allowing progression onto a Level 3 Nail Diploma providing opportunities to gain employment in a variety of beauty settings.

NAIL SERVICES

DIPLOMA LEVEL 3
COURSE LENGTH: 1 YEAR
COURSE CODE: 32403

ABOUT THE COURSE

This course provides a general progression from Level 2 Nail Services and is the industry standard for a fully qualified nail technician. The course introduces more complex techniques and equipment from the nail industry and is designed to provide students with the skills and knowledge essential to become a professional nail technician.

WHAT YOU LEARN

- Monitor procedures to safely control work operations
- Enhance and maintain nails using UV gel
- Enhance and maintain nails using liquid and powder
- Contribute to the planning and implementation of promotional activities
- Develop a range of creative nail images
- Plan and create nail art designs
- Plan and prepare airbrush for nails
- Prepare and finish nail overlays using electrical files

You will also develop the following skills: Team Work, Communication, IT, Numeracy, Independence and Organisation.

QUALIFICATIONS REQUIRED TO START

You should have a Level 2 Nail Services qualification or equivalent manicure/pedicure unit with an appropriate level of English and Maths.

FUTURE OPPORTUNITIES

This is a professional level qualification which is recognised internationally within the industry, allowing successful learners to gain employment in health spas, beauty salons, cruise liners, nail bars, freelance or within their own business etc.



Health & Caring Services

Learn how to work with children, young people, vulnerable adults and the elderly.

Get real hands-on experience through work placements and practical learning to develop valuable skills.

From nurseries to care homes, hospitals to aftercare... whether you love to play, or you care for all, we have the courses that will help you to help others.

COURSE TITLE	LEVEL 1	LEVEL 2	LEVEL 3	EXTENDED
Childcare	●	●	●	
Health & Social Care	●	●	●	●

KEY: ● APPRENTICESHIPS ● AWARD ● CERTIFICATE ● DIPLOMA ● ENTRY ● NVQ ● EXT DIPLOMA

CHILDCARE

DIPLOMA LEVEL 1
COURSE LENGTH: 1 YEAR
COURSE CODE: TBC01

ABOUT THE COURSE

You learn through taught classes and activities, individual study, work experience and possibly a residential visit.

WHAT YOU LEARN

- Subjects relating to caring for children, for example play and practical activities, human growth and development, food and nutrition
- Personal and social development

You will also study Functional Skills in English, Maths and Information Technology.

QUALIFICATIONS REQUIRED TO START

Most applicants will come with a range of qualifications which could include GCSEs, or units of qualifications.

FUTURE OPPORTUNITIES

This course does not qualify you to work with young children but can lead to a Level 2 qualification such as the Level 2 CACHE Diploma.

We would also take into account prior experience and general suitability for working in this sector. All applicants must have a successful interview and a satisfactory reference. All candidates must be committed to working in the Health and Caring Services sector, be caring, creative and energetic, have a good sense of humour and a lively and outgoing personality.

CHILDCARE

DIPLOMA LEVEL 2
COURSE LENGTH: 1 YEAR
COURSE CODE: TBC03

ABOUT THE COURSE

Equivalent to 5 GCSEs at grade C or above. Learn through class work and activities, individual study, work experience and possibly a residential visit.

Units include:

- An introduction to working with children
- The developing child
- Safe, healthy and nurturing environments for children
- Children and play
- Communication and professional skills
- The practitioner in the workplace

You will also study Functional Skills in English, Maths or Information Technology.

QUALIFICATIONS REQUIRED TO START

Most applicants will need 4 GCSEs at grade D including English or Maths, a Foundation Diploma, NVQ Level 1, or satisfactory completion of a Foundation Learning programme with a minimum of 37 credits.

FUTURE OPPORTUNITIES

Work in a supervised role in a wide range of settings or study to gain a Level 3 qualification such as the Childcare and Education Diploma.

We would also take into account prior experience and general suitability for working in this sector. All applicants must have a successful interview and a satisfactory reference. All candidates must be committed to working in the Health and Caring Services sector, be caring, creative and energetic, have a good sense of humour and a lively and outgoing personality.

CHILDCARE

DIPLOMA LEVEL 3
COURSE LENGTH: 2 YEARS
COURSE CODE: TBC04

ABOUT THE COURSE

This Diploma is the equivalent of 3 A-Levels. You learn through taught classes and activities, work experience and possibly a residential visit.

Units include:

- An introduction to working with children
- Development from conception to 16 years
- Supporting children and keeping children safe
- The role of the practitioner
- Promoting a healthy environment for children
- Play, learning and education
- Caring for children
- Development of professional skills

QUALIFICATIONS REQUIRED TO START

Most applicants will need 5 GCSEs at grade C or above ideally including Maths and English (or equivalent), a Higher Diploma, NVQ Level 2 or Level 2 Diploma at merit grade with ideally English and/or Maths at minimum grade C (or equivalent).

FUTURE OPPORTUNITIES

Gain employment (for example as a Nursery Nurse) in the rapidly growing childcare sector or progress to higher education.

We would also take into account prior experience and general suitability for working in this sector. All applicants must have a successful interview and a satisfactory reference. All candidates must be committed to working in the Health and Caring Services sector, be caring, creative and energetic, have a good sense of humour and a lively and outgoing personality.

HEALTH & SOCIAL CARE

DIPLOMA LEVEL 1
COURSE LENGTH: 1 YEAR
COURSE CODE: TBC07

ABOUT THE COURSE

You learn through taught classes and activities, work experience and possibly a residential visit.

WHAT YOU LEARN

- Subjects relating to Health and Social Care, for example – promoting healthy lifestyles, developing skills in Health and Social Care, exploring local services
- Personal and social development

You will also study Functional Skills in English, Maths and Information Technology.

QUALIFICATIONS REQUIRED TO START

Most applicants will come with a range of qualifications which could include GCSEs or units of qualifications.

FUTURE OPPORTUNITIES

After successful completion of the course, you can seek employment in care work or apply for a Level 2 course, for example the Diploma in Health and Social Care.

We would also take into account prior experience and general suitability for working in this sector. All applicants must have a successful interview and a satisfactory reference. All candidates must be committed to working in the Health and Caring Services sector, be caring, creative and energetic, have a good sense of humour and a lively and outgoing personality.

HEALTH & SOCIAL CARE

DIPLOMA LEVEL 2
COURSE LENGTH: 1 YEAR
COURSE CODE: TBC08

ABOUT THE COURSE

The Level 2 Diploma is the equivalent of 4 GCSEs at grade C or above. You learn through taught classes and activities, individual study, work experience and possibly a residential visit.

There are two core units:

- Communication and individual rights
- Individual needs

You will also study four specialist units, e.g.,:

- Cultural diversity
- Health and social care services
- The impact of diet on health.

You will also study Functional Skills in English, Maths.

QUALIFICATIONS REQUIRED TO START

Most applicants will need 4 GCSEs at grade D including English or Maths, a Foundation Diploma, NVQ 1, or satisfactory completion of a Foundation Learning programme with a minimum of 37 credits.

FUTURE OPPORTUNITIES

After successful completion of the course, you can seek employment in care work or apply for a Level 3 course such as the Health and Social Care.

We would also take into account prior experience and general suitability for working in this sector. All applicants must have a successful interview and a satisfactory reference. All candidates must be committed to working in the Health and Caring Services sector, be caring, creative and energetic, have a good sense of humour and a lively and outgoing personality.

HEALTH & SOCIAL CARE

DIPLOMA LEVEL 3
COURSE LENGTH: 2 YEARS
COURSE CODE: TBC09

ABOUT THE COURSE

The Level 3 diploma is the equivalent of two A-Levels. You learn through taught classes and activities, individual study, work experience and possibly a residential visit.

12 units include:

- Developing effective communication
- Health, safety and security
- Equality diversity and rights
- Developing through the life stages
- Fundamentals of anatomy and physiology
- Personal and professional development
- Sociological/Psychological perspectives

QUALIFICATIONS REQUIRED TO START

Most applicants will need 4 GCSEs at grade C or above ideally including English and/or Maths (or equivalent), a higher Diploma, NVQ Level 2 or Level 2 Diploma at merit grade with ideally English and/or Maths at minimum grade C (or equivalent).

FUTURE OPPORTUNITIES

Progress to higher education to study subjects such as Social Policy, Psychology and Sociology, progress onto vocational degrees or find relevant employment in care work.

We would also take into account prior experience and general suitability for working in this sector. All applicants must have a successful interview and a satisfactory reference. All candidates must be committed to working in the Health and Caring Services sector, be caring, creative and energetic, have a good sense of humour and a lively and outgoing personality.

HEALTH & SOCIAL CARE

EXTENDED DIPLOMA LEVEL 3
COURSE LENGTH: 2 YEARS
COURSE CODE: TBC10

ABOUT THE COURSE

The Level 3 BTEC Extended Diploma is the equivalent of three A-Levels. You learn through taught classes and activities, individual study, work experience and possibly a residential visit.

Over 2 years you will study approximately 18 units.

- Developing effective communication
- Health, safety and security
- Equality diversity and rights
- Developing through the life stages
- Fundamentals of anatomy and physiology
- Personal and professional development
- Sociological / Psychological perspectives

QUALIFICATIONS REQUIRED TO START

Most applicants will need 5 GCSEs at Grade C or above ideally including Maths and English (or equivalent), a Higher Diploma, NVQ 2 or Level 2 Diploma at merit grade with ideally English and/or Maths at minimum grade C (or equivalent).

FUTURE OPPORTUNITIES

Progress to Higher Education to study subjects such as Social Policy, Psychology, or Sociology. Vocational Degrees such as Nursing, Social Work, Radiography, Occupational Therapy, Youth and Community Work.

We would also take into account prior experience and general suitability for working in this sector. All applicants must have a successful interview and a satisfactory reference. All candidates must be committed to working in the Health and Caring Services sector, be caring, creative and energetic, have a good sense of humour and a lively and outgoing personality.



Sport & Public Services

Do you want an active career? Fancy coaching a future Olympian? Or maybe you'd like to run to the rescue and fight some fires!

We have all the courses to help you get the skills, performance and fitness needed to succeed in the sporting world, or public sector.

Our excellent links allow you to gain practical experience with sports clubs and fitness centres, or learn from visits by professionals in the armed forces, police, fire service, paramedics and more.

COURSE TITLE	ENTRY LEVEL	LEVEL 1	LEVEL 2	LEVEL 3	EXTENDED
Public Services		●	●		●
Sport			●		
Sport & Active Leisure (Operational Services)			●		
Sport (Development, Coaching & Fitness)				●	●
Sport & Fitness		●			
Sport Instructing, Exercise & Fitness (Gym)			●		

KEY: ● APPRENTICESHIPS ● AWARD ● CERTIFICATE ● DIPLOMA ● ENTRY ● NVQ ● EXT DIPLOMA

PUBLIC SERVICES

DIPLOMA LEVEL 1
COURSE LENGTH: 1 YEAR
COURSE CODE: 25385

ABOUT THE COURSE

This course gives the basic skills and knowledge for a variety of careers in the public services.

WHAT YOU LEARN

- Careers guidance
- The uniformed and non uniformed public service sector
- Introduction to fitness and lifestyle in the public services
- Diversity in the public services
- Team working in the public services
- Introduction to security procedures
- Dealing with the emergency procedures

QUALIFICATIONS REQUIRED TO START

2 GCSEs at grade E (one of which must be in English) related interests and experiences assessment at interview of your ability to benefit from the course.

FUTURE OPPORTUNITIES

If you pass with merit or distinction, you can progress to the Public Services Level 3 Extended Diploma, or you may apply directly for work.

PUBLIC SERVICES

DIPLOMA LEVEL 2
COURSE LENGTH: 1 YEAR
COURSE CODE: 25495

ABOUT THE COURSE

The programme of study may include residentials, guest speakers and visits to key uniformed services sites. We have strong links with all the uniformed public services including, armed forces, police and fire services, and our courses are supported by an advisory committee consisting of key uniformed services personnel.

WHAT YOU LEARN

- Employment opportunities in the uniformed public services
- Skills and qualities needed for uniformed public service work
- Improving health and fitness for entry to the uniformed public services
- Citizenship and society
- Crime and it's effects on society
- Adventurous activities
- Volunteering in public services
- Teamwork for public services
- Functional Skills

QUALIFICATIONS REQUIRED TO START

1 GCSE pass at Grade C plus 2 GCSE passes at Grade D (one of which must be in English) or; achievement at Distinction level on a vocationally relevant Level 1 programme, plus English at or equivalent to Grade D.

FUTURE OPPORTUNITIES

If you pass with merit or distinction, you can progress to the Public Services Level 3 Extended Diploma, or you may apply directly for work.

PUBLIC SERVICES

EXTENDED DIPLOMA BTEC LEVEL 3
COURSE LENGTH: 2 YEARS
COURSE CODE: 25671

ABOUT THE COURSE

Suitable for students who want to enter employment in an operational or office based role, supporting the uniformed and non-uniformed public services. Learn about work done by the police, fire, prison and ambulance service, the armed forces and private companies providing security and emergency assistance services and those wanting to work with the local authority and other organisations. Equivalent to 3 A-Levels.

WHAT YOU LEARN

Examples in Year 1:

- Understanding discipline, leadership & teamwork
- Custodial care services
- Citizenship, diversity & the public services
- Fitness testing & training
- Responding to emergency service incidents
- Government, policies & the public services
- Outdoor recreation
- Police powers
- Understanding behaviour

Examples in Year 2:

- Instructing physical activity
- Crime & its effects on society
- Planning & management of major incidents
- Extended research in the public services
- Physical preparation, health & lifestyle
- Current & media affairs in public services
- Communication technology in the public services

Develop your skills in researching, analysing and presenting information. Improve your teamwork, leadership and communication skills and gain experiences of working with different people.

The course does not have any formal examinations. A variety of assessment methods are used, including assignments, presentations and video evidence.

QUALIFICATIONS REQUIRED TO START

Extended Diplomas/3 A-Level equivalent

qualifications: A minimum of 5 GCSEs at Grade C or above ideally including Maths and English or equivalent (Level 2 Functional Skills), a Higher Diploma (which is equivalent to 7 GCSEs at Grades A* - C), NVQ Level 2 or Level 2 Diploma at Merit grade with ideally Maths and English at minimum grade C or equivalent (Level 2 in Functional Skills).

Diploma/2 A-Level equivalent: A minimum of 4 GCSEs at Grade C or above ideally including Maths and/or English or equivalent (Level 2 Functional Skills), a Higher Diploma (which is equivalent to 7 GCSEs at Grades A* - C, NVQ Level 2 or Level 2 Diploma at Merit grade with ideally Maths and/or English at minimum Grade C or equivalent (Level 2 Functional Skills). Some courses may require achievement of specific qualifications/grades

Consideration will be given to those who achieve the Principal Learning on the Higher Diploma and have other Level 2 qualifications to support entry.

FUTURE OPPORTUNITIES

Apply for positions in one of the uniformed or public services, which may include the police, ambulance, Army, Navy, Royal Air Force, prison service, fire service, public administration, Customs and Excise, paramedics or rescue service or Local government. You may also choose to progress onto a Higher Education programme.

SPORT

DIPLOMA LEVEL 2
COURSE LENGTH: 1 YEAR
COURSE CODE: 25497

ABOUT THE COURSE

A nationally recognised qualification, based on standards set by the sport industry, equipping you with the knowledge, skills and experience needed to carry out an efficient role in the sport industry.

The course includes sports centre activities, visits to various sports facilities, opportunities to participate in a European residential (fee payable) and you may have the opportunity to undertake additional coaching qualifications.

Examples of modules which can be studied:

- The sports industry
- Health and safety in sport
- Preparation for sport
- The body in sport
- Sport leadership skills
- The sports performer
- Work-based project
- Practical sport
- Functional Skills e.g. communication, application of number and ICT
- Leading outdoor and adventurous activities
- Outdoor and adventurous activities

QUALIFICATIONS REQUIRED TO START

4 grade Ds or Es at GCSE including Maths and/or English OR equivalent Level 1 qualification with an appropriate level of English and Maths e.g. BTEC Introductory Diploma with GCSE Maths at Grade E.

FUTURE OPPORTUNITIES

Students who achieve a Merit Grade overall can go onto the National Diploma in Sport or onto a career in the sports industry.

SPORT & ACTIVE LEISURE (OPERATIONAL SERVICES)

NVQ LEVEL 2
COURSE LENGTH: 1 YEAR
COURSE CODE: 25674

ABOUT THE COURSE

This course is excellent for gaining employment. Students will spend half their time in college and the other half in one of our work placements learning the job.

WHAT YOU LEARN

- Customer care
- Health and safety
- Cleaning (COSHH)
- Setting up equipment
- Supervising swimming pools
- Opportunities to do Amateur Swimming Association Assistant Swimming Teachers Award
- Opportunities to do National Pool Lifeguard Award
- First aid at work
- National council for further education (NCFE) Sports Nutrition Level 2
- Introduction to YMCA fitness
- Level 2 Sports Leaders Award (CSLA)
- Introduction to CYQ/YMCA exercise and fitness
- Sports Leader Level 2 (CSLA)
- A criminal record bureau check is a pre-requisite

QUALIFICATIONS REQUIRED TO START

One GCSE at Grade C and 2 at Grade D or equivalent. We interview you to assess your ability to benefit from the course.

FUTURE OPPORTUNITIES

This course is ideal for getting employment in Sports Centres and is the qualification needed to get a job. Last year, 70% of students gained employment by the end of the course.

SPORT (DEVELOPMENT, COACHING & FITNESS)

DIPLOMA LEVEL 3
COURSE LENGTH: 2 YEARS
COURSE CODE: 25468

ABOUT THE COURSE

Focusing on sport development and fitness is this academically challenging course. The emphasis is on sport and gaining knowledge, skill and experience to coach, teach and understand the various aspects of sport/fitness and how it is organised.

Examples of what you will learn in year 1:

- Body in action/health and safety
- Training and fitness
- Sports coaching
- Exercise, health and lifestyle
- Working with children
- Sport as a business
- Leadership in sport
- Sports injuries

Examples of what you will learn in Year 2:

- Practical individual/team sport
- Sports massage
- Organising an event
- Rules, regulations and officiating in sport
- Psychology
- Sports nutrition/fitness testing

QUALIFICATIONS REQUIRED TO START

At least 4 GCSEs at grade C or above including maths and English and an active interest in sport. Students who have completed a First Diploma at Merit Level will also be accepted.

FUTURE OPPORTUNITIES

Students can progress to a higher level course or onto a career in the sports industry, particularly in teaching/coaching.

SPORT (DEVELOPMENT, COACHING & FITNESS)

EXTENDED DIPLOMA LEVEL 3
COURSE LENGTH: 2 YEARS
COURSE CODE: 13117

ABOUT THE COURSE

In this academically challenging course, the emphasis is on sport and gaining knowledge, skill and experience to coach, teach and understand the various aspects of sport/fitness.

This is a sports course aimed at those seeking a career in sport, particularly sports teaching, coaching or fitness instruction.

This course is equivalent to 3 A-Levels

WHAT YOU LEARN

Year 1

- Anatomy and physiology
- Physiology of fitness
- Assessing risk in sport
- Training and fitness
- Sports coaching
- Exercise, health and lifestyle
- Working with children
- Sport as a business
- Leadership in sport
- Sports injuries
- Functional Skills or maths/english GCSE

Year 2

- Practical team sport
- Practical individual sport
- Sports massage
- Organising an event
- Rules, regulations and officiating in sport
- Psychology
- Sports nutrition
- Fitness testing
- Sports development

These modules may be subject to change and are given as an example only.

Students will develop their academic skills in researching, analysing and presenting information. They will improve as coaches/leaders and gain experiences of working with a variety of different people that will help them with life after college at work and university.

QUALIFICATIONS REQUIRED TO START

A minimum of 5 GCSEs at Grade C or above ideally including Maths and English or equivalent (Level 2 Functional Skills), a Higher Diploma (which is equivalent to 7 GCSEs at Grades A*-C), NVQ Level 2 or Level 2 Diploma at Merit Grade with ideally Maths and English at minimum Grade C or equivalent (Level 2 in Functional Skills). Some courses may require the achievement of specific qualifications/grades.

The course is assessed through the completion of coursework and does not have any formal examinations. A variety of assessment methods are used including assignments, presentations, video evidence and practical demonstrations.

FUTURE OPPORTUNITIES

You may progress onto a sports related foundation degree/degree and then on to a career in the sports industry, in particular coaching and teaching.

SPORT & FITNESS

NVQ LEVEL 1

COURSE LENGTH: 1 YEAR

COURSE CODE: 10166

ABOUT THE COURSE

The majority of work on this 1 year course involves students completing work based, practical tasks in a sports centre or gym environment. Whilst training to work within the leisure industry, you will be continually assessed and you will pass the course by producing a portfolio of evidence rather than completing written work and exams.

WHAT YOU LEARN

NVQ Award in Sport and Active leisure

- Help to provide equipment for activity sessions
- Help to give good levels of service to participants and customers
- Dealing with accidents and emergencies
- Help to plan and prepare leisure activity sessions
- Lead a leisure activity
- Help to maintain leisure facility areas

BTEC Diploma in Sport and Active Leisure

- Taking part in sport
- Assisting at a sport or active leisure event
- Improving own fitness
- Risks and hazards in sport and active leisure
- Taking part in exercise and fitness
- How the body works
- Planning own fitness programmes
- Assisting a leader to plan and deliver an activity
- Working in sport and active leisure
- Job opportunities in sport and active leisure

You may also have the opportunity to complete your Emergency First Aid qualification and take part in some introductory lifeguarding sessions.

Gain the practical skills required to progress towards work as leisure operatives within the industry.

Students will develop communication skills and learn about the importance of team work, customer care and health and safety.

QUALIFICATIONS REQUIRED TO START

Foundation Learning Entry Level/Level 1.

FUTURE OPPORTUNITIES

Students can progress onto a Level 2 qualification upon successful completion of this programme.

Students can choose from either, coaching (rugby or football), fitness instructing or operational services to gain recognised qualifications to help the students make the transition into employment within the industry.

SPORT (INSTRUCTING, EXERCISE & FITNESS: GYM)

NVQ LEVEL 2

COURSE LENGTH: 1 YEAR

COURSE CODE: 41601

ABOUT THE COURSE

This course qualifies you as a fitness instructor and is particularly relevant for individuals interested in working in the fitness industry. The qualification is fully recognised by the industry's body REP's (the Register of Exercise Professionals) and is the foundation qualification for fitness professionals. The course includes a mandatory work placement in an appropriate gym facility agreed by the college.

WHAT YOU LEARN

- Anatomy and physiology for exercise
- Working with clients to help them adhere to exercise and physical activity
- Reflect on and develop own practice in providing exercise and physical activity
- Principles of exercise, fitness and health
- Promote health, safety and welfare in active leisure and recreation
- Plan and prepare gym-based session
- Instruct and supervise gym-based exercise
- First aid
- Nutrition and health

Improve and develop skills as an exercise professional. Gain REP's Level 2 status as a personal trainer.

QUALIFICATIONS REQUIRED TO START

At least 1 GCSE grade C and 3 GCSE grade D, (or equivalent).

FUTURE OPPORTUNITIES

Successful completion of this course will enable you to work as a fully qualified fitness Instructor.

Travel & Tourism

Take flight in our very own air cabin.

Work for leading tour operators abroad or in the UK or become the manager of a five star hotel.

Whatever your passion, we'll give you the skills and experience needed to make it in this fast growing industry.

COURSE TITLE	ENTRY LEVEL	LEVEL 1	LEVEL 2	LEVEL 3
Air Cabin Crewing			●	
Travel & Tourism		●	●	●

KEY: ● APPRENTICESHIPS ● AWARD ● CERTIFICATE ● DIPLOMA ● ENTRY ● NVQ

AIR CABIN CREWING

DIPLOMA LEVEL 2
COURSE LENGTH: 1 YEAR
COURSE CODE: TBC301

ABOUT THE COURSE

Using the College's Air Cabin Simulator and facilities at major UK/European airports, get an excellent insight into the industry for employment or further study. You can also take fire and smoke training.

Uniforms should be worn at all times, purchased by the students. There are strict guidelines on appearance, facial piercing, visible tattoos etc.

You will cover:

- Role of air cabin crew (on board)
- Airline health, safety and security
- Airline emergency procedures
- Crew room duties
- Introduction to airline aviation operations
- Preparation for employment as air cabin crew

Students also study the City & Guilds Certificate in the Aviation Environment, delivered in conjunction with Servisair, the UK's largest Ground Handling Organisation, to help them gain employment as Ground Crew and covers:

- Health and safety within aviation
- Aviation security and communications

Assessed by assignment work and scenario based role plays and includes regular tutorials.

QUALIFICATIONS REQUIRED TO START

You must be 16+ and have 4 GCSEs at grades A–C including Maths and English.

All aviation organisations will complete a criminal record check. You must possess a valid passport.

FUTURE OPPORTUNITIES

Progress to Diploma in Aviation Operations Level 3.

TRAVEL & TOURISM

DIPLOMA LEVEL 1
DURATION: 1 YEAR
COURSE CODE: 41022

ABOUT THE COURSE

Travel and tourism is one of the fastest growing industries in the world. This course gives you an insight into the many different parts of the industry, from the importance of customer service to the role and responsibilities of a Resort Representative and Air Cabin Crew.

There will also be opportunities to build on your personal and social development. In addition, you will be undertaking several days visits to various organisations.

The course includes the following units:

- Customer service in travel and tourism
- The role of air cabin crew
- The role of overseas resort representative
- Displaying travel and tourism products and services
- Planning a trip to a visitor attraction
- Schedule, charter and low cost airlines
- Planning for a job in travel and tourism

You are assessed throughout the course with one-to-one tutorials to check on your progress. There Assessment techniques include assignment reports, presentations, role-plays and interviews.

QUALIFICATIONS REQUIRED TO START

The course is for 16–18 year olds. We interview all applicants and usually require you to have GCSEs at grade D–G or the equivalent.

FUTURE OPPORTUNITIES

Travel & Tourism Level 2.

Employment in the travel and tourism industry.

TRAVEL & TOURISM

DIPLOMA LEVEL 2
DURATION: 1 YEAR
COURSE CODE: TBC305

ABOUT THE COURSE

This course has been developed to provide the knowledge, understanding and skills necessary to prepare students for employment in the Travel and Tourism industry and also provides a good basis to progress on to a more advanced work-related qualification.

WHAT YOU LEARN

- Planning visits for travel and tourism
- European holiday destinations
- UK travel and tourism destinations
- Exploring marketing in travel and tourism
- Exploring customer service in travel and tourism
- The UK travel and tourism industry

The work you do consists mainly of assignments and scenario based role plays. Your progress will be monitored by regular tutorials with your course tutor.

QUALIFICATIONS REQUIRED TO START

You will normally need to have at least one of:
BTEC Foundation Certificate in a related subject.
A standard of literacy and numeracy supported by a general education equivalent to at least 2 GCSEs at Grade D and 1 at Grade C.

Other related Level 1 or 2 qualifications.

TRAVEL & TOURISM

DIPLOMA LEVEL 3
DURATION: 2 YEARS
COURSE CODE: TBC306

ABOUT THE COURSE

This exciting two year course can lead to employment with a travel agent, travel operator, or tourist attraction, work at the airport or for an airline, or get a job working abroad as an overseas representative. Alternatively you may decide to continue your studies at university.

WHAT YOU LEARN

- Tourist destinations
- Handling air passengers
- Customer service
- The travel and tourism industry
- The business of travel and tourism
- Working in the travel and tourism industry
- Conferences exhibitions and events
- Marketing travel and tourism products
- Spanish language
- Work experience in the UK or overseas
- Residential visits

Assessment is continuous throughout the programme and takes the form of written assignments, case studies, practical assignments and portfolio completion.

QUALIFICATIONS REQUIRED TO START

If you're 16–18, you need 4 GCSEs at grade C or a BTEC 1st Diploma in Travel and Tourism with a good Merit. If you're 19 + We interview you to assess your ability to benefit from the course.

FUTURE OPPORTUNITIES

Some students move straight into employment in the UK or overseas, others to higher education courses either at Leeds City College or university.

“The experiences and knowledge you gather in the workplace help with college work and provide real-world applications for the subjects being studied”

Courses A-Z

Access

Health Science (Dip Level 3)

Social Science (Dip Level 3)

Business

Business (Dip Level 3)

Computing Technologies

IT (Cert Level 1, Dip Level 2 and 3)

Construction

Bricklaying (Dip Level 1, 2 and 3)

Brickwork: Trowel Occupations (Apprenticeship Level 2 and 3)

Carpentry & Joinery (Dip Level 1)

Plumbing (Apprenticeship Level 2, Dip Level 1)

Plumbing: Building Services Engineering (Dip Level 2)

Plumbing & Domestic Heating (NVQ Level 2)

Site Carpentry (Dip Level 2 and 3)

Site Carpentry: Wood Occupations (Apprenticeship Level 2 and 3)

Electrical

Electrical Installation (Dip Level 1, 2 and 3)

Engineering

Accident Repair Body Principles (Dip Level 2 and 3)

Accident Repair Body & Paint Principles (Dip Level 1)

Accident Repair Paint Principles (Dip Level 2 and 3)

Craft & Design (Entry Level 1–3)

Electrical & Electronics Technology (Dip Level 2 and 3)

Electronics (Cert Level 1)

Fabrication & Welding (Cert Level 2)

Fabrication & Welding: Manual Welding (Dip Level 3)

Fabrication & Welding Technology (Cert Level 2)

Light Vehicle Maintenance & Repair Principles (Dip Level 2 and 3)

Motor Vehicle Fitting Principles (Dip Level 2)

Motor Vehicle Studies (Entry/Certificate, Dip Level 1)

Performing Engineering Operations: (NVQ Level 2, Dip Level 2)

Welding Skills (Cert Level 1, 2 and 3)

ESOL

ESOL with Skills for Life (Entry Level 1-3, Cert Level 1)

Foundation Learning

(See Page 83 for various Entry Level and Level 1 options)

GCSEs

English Language & Literature (GCSE)

Maths (GCSE)

Hair & Beauty

Beauty Therapy (Dip Level 1, 2 and 3)

Complementary Therapies (Dip Level 2 and 3)

Hairdressing (Dip Level 1, 2 and 3, Apprenticeship Level 2 and 3)

Hair & Beauty (Entry Level 3)

Hair & Media Make-up (Dip Level 2)

Nail Services (Dip Level 2 and 3)

Health & Caring Services

Childcare (Dip Level 1, 2 and 3)

Health & Social Care (Dip Level 1, 2 and 3, Extended Dip)

Sport & Public Services

Public Services (Dip Level 1 and 2, Extended Dip Level 3)

Sport (Dip Level 2)

Sport & Active Leisure: Operational Services (NVQ Level 2)

Sport: Development, Coaching & Fitness (Dip Level 3, Extended Dip)

Sport & Fitness (NVQ Level 1)

Sport Instructing, Exercise & Fitness: Gym (NVQ Level 2)

Travel & Tourism

Air Cabin Crewing (Dip Level 2)

Travel & Tourism (Dip Level 1, 2 and 3)



PLAY YOUR PART

You've read all about how great we are. You've checked what level of qualification is best for you. You've browsed the course list, and you may have even gone online or read our Course Prospectuses for more information and news about courses and the College.

Now... It's time to play your part and apply.

You can also apply online by going to leedscitycollege.ac.uk

Leeds City College has support and facilities for the blind and partially sighted including transcribed publications and speech software.

To find out more about how we can help blind and partially sighted students, please contact Anne Brook on 0113 216 2375

Disclaimer

The information in this prospectus is, as far as possible, accurate at the time of publication, but is subject to change for unforeseen reasons at the College's absolute discretion.

Leeds City College takes all reasonable steps to provide services as set out in this prospectus; it does not however guarantee the provision of such educational services, programmes and facilities.

Leeds City College reserves the right to amend, withdraw, cancel, alter or amalgamate any or part of the programme, locations, facilities or costs at any time.

Please be aware the location of some of the courses offered could be subject to change between time of application and actual start date.

All courses run subject to enrolment of minimum numbers.

Please check the website for the most up-to-date information which should be consulted before application.

www.leedscitycollege.ac.uk

WELCO

For more details contact:

e: course.enquiry@leedscitycollege.ac.uk

t: 0845 045 7275

Beeston Centre

Burton Avenue, Beeston,
Leeds LS11 5ER

Horsforth Campus

Calverley Lane,
Leeds LS18 4RQ

Keighley Campus

Bradford Road,
Keighley BD21 4HQ

Park Lane Campus

Park Lane,
Leeds LS3 1AA

South Leeds Centre

Westland Road,
Leeds LS11 5SB

Technology Campus

Cookridge Street,
Leeds LS2 8BL

Thomas Danby Campus

Roundhay Road,
Leeds LS7 3BG

For maps, directions and more contact info visit:
www.leedscitycollege.ac.uk/contact

