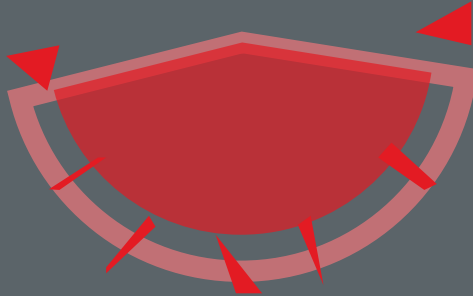




Leeds City College



COURSES 2011

Management, Professional, Business, Retail & Law

Education, professional training, personal development and qualifications

play your part
leedscitycollege.ac.uk

Contents

Application Form and Contact Details page 1

Help and Advice page 2

Fees and Finance page 3

Courses page 5

Accounting

Business

CCTV

CIEH

CIM

CIPD

CIPS

Fashion

Financial Services

First Aid

Human Resources

ICM

ILEX

Law

Management

Marketing

Retail

Security

BUSINESS & RETAIL

There has never been a better time or place to study business – and we have a range of courses to suit you. Leeds is the UK's fastest growing city and classed as the UK's biggest financial and business services centre outside of London.

Our Business department is focussed on offering courses which listen to the needs of employers and enhance the skills offered to those going onto work in the industry.

You can opt for a broad-based business course to keep your career options open or, alternatively, specialise in a specific area such as Financial Services or Retail.

Whichever route you take, you can be sure of gaining the skills to help you go on to succeed in the world of work.

.....
**HIGHER
EDUCATION**
You can study full-time
or part-time on many of
our courses, so whether
you're starting out in
your career or want a
change of direction...
we have something for
everyone.
.....

At Leeds City College, the main HE qualification we offer is the Foundation Degree. Foundation Degrees are well respected qualifications in their own right and develop specific expertise relevant to a particular sector of industry, including 'key skills' such as communication, application of number, information technology, working with others, improving own learning and performance and problem solving.

Foundation Degrees are flexible qualifications and are designed to meet the need of employers for highly skilled, work-ready personnel. The qualifications are similar to Higher National Diplomas, but with added emphasis on work-based learning.

Unless a course states otherwise, Foundation Degrees generally last two years (full time) though some courses offer a part time study option.

Leeds City College courses are validated by either Leeds Metropolitan University, University of Bradford, University of Huddersfield, University of Teesside, or Edexcel.

Students who successfully gain their Foundation Degree at Leeds City College are encouraged to apply to top up their qualification to a full Honours degree either at College or university.

.....
MANAGEMENT AND PROFESSIONAL

Continued Centre of Excellence status for many of our qualifications and courses means that you progress and your achievements will be meeting National and International standards. Many learners are now seeing the benefits of increased salaries and recognition by studying with us.
.....

As a Faculty within Leeds City College we have developed to provide a mix between training and education, to improve both technical knowledge and skills for organisations in the city region, national and international arena.

Our programmes range from traditional professional courses, to bespoke training based on training needs analysis. We offer Management and Professional programmes of learning to those businesses and individuals who need it and accredit existing in-house company courses. We also provide on-site workforce development, on a 24/7 basis.

Businesses use our training to develop the skills required to achieve their goals. Individuals use us to further their career prospects and income.

Organisations use us because we “listen” to their needs, create the programmes of learning, develop the skills that has an impact on their bottom-line, and because we are value for money.

Individuals use us because of the quality of our learning, our results (92% exam success across the Faculty), and because they have national standards by which to measure themselves. Also on achievement individuals generally can command greater salaries.

Organisations which have taken advantage of our courses include Yorkshire Bank PLC, NHS Teaching Hospitals and Leeds City Council, among many others.

Application Form and Contact Details

For the latest prices and availability on any of the courses in this brochure:

Higher Education

Helen Middleton

t: 0113 216 2406

e: helen.middleton@leedscitycollege.ac.uk

Business & Retail

Tony Collins

t: 0113 216 2270

e: tony.collins@leedscitycollege.ac.uk

Management & Professional

Ruth Titterington

t: 0113 216 2422

e: ruth.titterington@leedscitycollege.ac.uk

For an application form:

Ruth Titterington

t: 0113 216 2422

t: 0113 216 2406

Find out more about any of these courses online at:

www.leedscitycollege.ac.uk/courses

Please note

Although every effort is made to ensure the accuracy of our course offer, the information may be subject to change. Please check with the College for the latest information. The information printed reflects the College's understanding at this time.

Help and Advice

We pride ourselves in offering top quality support in order for our students to achieve all they can. Student Services staff will be pleased to provide information, advice, guidance and support with a range of issues. This support is impartial, confidential, and free to all current and prospective students*

We offer help with:

Careers Information advice and guidance, including:

- Course choice
- Career choice and progression
- Job seeking skills
- Writing CVs
- Higher Education and UCAS applications
- Volunteering

Managing personal difficulties:

- Personal Counselling*

Welfare issues:

- Childcare
- Money matters
- Accommodation
- Support for asylum seekers and refugees
- Specialist advice for overseas applicants

Connexions (for those aged 16-19 or 16-25 with learning difficulties and disabilities)

- Generalist careers personal advisers
- Specialist personal advisers
- Connexions resource centres

If we are unable to help you directly, we will refer you to the most appropriate alternative organisation through our extensive network of support agencies.

**(Please note that personal Counselling is available to enrolled students only)*

Equal Opportunities

We have an equal opportunities policy and welcome applications from people regardless of age, gender, sexual orientation, socio-economic background, religion, disability or ethnic origin

Get in touch:

Horsforth Campus

0113 216 2430

Keighley Campus

Student Services

01535 685 008

Park Lane Campus

0113 216 2190

Technology Campus

0113 297 6464

Thomas Danby Campus

0113 284 6306

You can find more information and the latest news on our website:

leedscitycollege.ac.uk

Fees and Finance

Please see the individual centres in the directory for details on opening times, telephone numbers and how to enrol.

Course fees

These are: tuition fee + (exam/registration fees)

The fees are for UK and EEA residents only.

The fees are for this year only. If you are studying year one of a two year course you will re-enrol and pay again next year.

If your total fees are over £100 and your course lasts over 20 weeks you can pay a 25% deposit with the rest of the fee payable over a maximum of 5 monthly direct debit payments.

Administration fee

All students aged 19 and over will be charged a college administration fee of £10 except for those on local authority sponsored courses. This is in addition to the published fee. Students already enrolled do not have to pay a second administration fee when enrolling on a new course.

Please note

Although every effort is made to ensure the accuracy of our course offer, the information may be subject to change. Please check with the College for the latest information. The information printed reflects the College's understanding at this time, but students should check the current position and their personal circumstances before committing to a college course.

Tuition Fee Reductions

Concessions are as follows:

- 16-18 years old – no charge.
- 19+ students in receipt of the following active state benefits pay only the college administration fee and any course specific charges.
- Job Seekers Allowance (including the partner where the claim is joint) - Must show official JSA Agreement.
- Employment Support Allowance (ESA) in the Work Related Activity Group - Must show official letter.
- 19+ students studying Adult Basic Skills pay only the college administration fee and any course specific charges.
- 19+ students studying Foundation Learning (Entry and level 1) excluding Skills for Life and without full level 2 but needing additional step for progression to level 2 pay only the college administration fee and any course specific charge.
- 19+ students studying for their first full level 2 course pay only the college administration fee and any course specific charges.
- Students aged 19-24 studying for their first full level 3 course pay only the college administration fee and any course specific charges.

There are some courses in this prospectus funded through Leeds City Council Adult Safeguard funding. These LCC courses have extra concessions if you are 60+ and retired.

CRB Checks

Some courses require students to pay for a Criminal Records check. Courses which have this extra cost are highlighted.

Enrolment requirements

To enrol you need:

- Cash, cheque, credit or debit card, or
- A letter from your employer, or
- A document proving that you are eligible for concessions.
- Bank details if you are paying by direct debit.

Telephone Enrolments

It is possible to enrol by phone for non-concessionary courses run at the centres listed below by phoning 0113 216 2201 from Monday 8th to Friday 26th August between the hours of 09:30 and 16:00

- Carr Manor Centre
- Garforth Centre
- Leeds Grammar School
- Otley Centre
- Wetherby Centre

Refunds

We will refund your fees if your course fails to start or is cancelled within four weeks of the start date due to low enrolments.

AAT Accounting*Level 2: 27 weeks Part Time***Venue:** Park Lane Campus or Keighley Campus**Start:** April/September 2011**Day:** Wednesday/Thursday**AAT Accounting***Level 3: 44 weeks Part Time***Venue:** Park Lane Campus**Start:** April/September 2011**Day:** Various**AAT Accounting***Level 4: 35 weeks Part Time***Venue:** Park Lane Campus**Start:** September 2011**Day:** Tuesday/Thursday**Access – Law***Diploma Level 3: 1 year Full Time***Venue:** Park Lane Campus**Start:** September 2011**Business***BA (Hons) Top-up Degree**18 months - 4 hours a week Part Time***Venue:** Park Lane Campus**Start:** September 2011**Business Management***Foundation Degree: 2 years Full Time or Part Time***Venue:** Park Lane Campus**Start:** September 2011**Business – An Introduction to Management***5 weeks - Part Time***Venue:** Otley Centre**Start:** TBC**Business – An Introduction to Management***5 Weeks - Part Time***Venue:** Horsforth Campus**Start:** TBC**Time:** 19:00-21:00**Day:** Tuesday**Business – Introduction to Management***5 weeks Part Time***Venue:** The Grammar School at Leeds**Time:** 10:00-12:00**Day:** Saturday**Business – An Introduction to Management***5 Weeks Part Time***Venue:** Horsforth Campus**Start:** TBC**Time:** 19:00-21:00**Day:** Tuesday**Business – Presentation Skills***4 weeks Part Time***Venue:** The Grammar School at Leeds**Start:** November 2011**Time:** 10:00-12:00**Day:** Saturday**Business – Starting Your Own Business (Legislation)***6 Weeks***Venue:** Garforth Centre**Start:** 12th March 2012**Time:** 19:00-21:00**Day:** Monday**Business – Starting your Own Business (Where to Start)***6 Weeks***Venue:** Garforth Centre**Start:** 23rd January 2012**Time:** 19:00-21:00**Day:** Monday**Business***Diploma Level 2: 1 year - Full Time***Venue:** Park Lane Campus or Keighley Campus or Thomas Danby Campus**Start:** September 2011**Business***Diploma Level 3: 2 years - Full Time***Venue:** Park Lane Campus or Keighley Campus or Thomas Danby Campus**Start:** September 2011**Business***Extended Diploma Level 3: 2 years - Full Time***Venue:** Park Lane Campus or Keighley Campus or Thomas Danby Campus**Start:** September 2011**Business – Fast Track***Diploma Level 3: 1 year - Full Time***Venue:** Park Lane Campus**Start:** September 2011**Business Administration***Diploma Level 1***Venue:** Thomas Danby Campus**Start:** September 2011**Business Administration***NVQ Level 2: 1 year - Full Time***Venue:** Thomas Danby Campus or Technology Campus**Start:** September 2011**Business Administration***Foundation Certificate Level 1: 1 year - Full Time***Venue:** Thomas Danby Campus**Start:** September 2011**Business Administration***Advanced Apprenticeship: 2 years - Part Time***Venue:** Work-based learning**Start:** Ongoing**Business Administration***Intermediate Apprenticeship: 2 years - Full Time***Venue:** Work-based learning**Start:** Ongoing**Business Enterprise and Entrepreneurship***Diploma Level 2: 1 year - Full Time***Venue:** Park Lane Campus**Start:** September 2011**Business, Retail and IT***Foundation Award/Certificate**Entry Level 3/Level 1: 1 year Full Time***Venue:** Park Lane Campus or Keighley Campus or Thomas Danby Campus or Technology Campus**Start:** September 2011**CCTV Public Surveillance***Edexcel Award Level 2: 5 days Part Time***Venue:** Park Lane Campus**Time:** 09.00-17.00**Day:** 4 days**Start:** Ongoing**CIEH – Award in Manual Handling Principles and Practice***Level 2***Venue:** Technology Campus**Start:** Various**CIEH – Conflict Resolution***Level 2: 1 day Part Time***Venue:** Technology Campus**Start:** Various

CIEH – Emergency First Aid
CIEH Award Level 2: 1 day Part Time

Venue: Technology Campus
Start: Various

CIEH – Health and Safety in the Workplace
CIEH Award Level 2: 1 day Part Time

Venue: Technology Campus
Start: Various

CIEH – Principles of COSHH (Control of Substances Hazardous to Health)
Part Time

Venue: Technology Campus
Start: Various

CIEH – Risk Assessment
CIEH Award Level 2: 1 day Part Time

Venue: Technology Campus
Start: Various

CIM – Digital Marketing Award
Level 3: Chartered Institute of Marketing: Part Time

Venue: Park Lane Campus
Start: September 2011

CIM – Introductory Marketing Certificate
*Level 3: Chartered Institute of Marketing
20 Weeks Part Time*

Venue: Park Lane Campus
Start: September 2011
Day: Monday

CIM – Professional Marketing Certificate
*Level 4: Chartered Institute of Marketing
15 weeks per module Part Time*

Venue: Park Lane Campus
Start: September 2011
Day: Tuesday and Thursday

CIM – Professional Marketing Diploma
Level 6: Chartered Institute of Marketing: 15 Weeks per module Part Time

Venue: Park Lane Campus
Start: September 2011
Day: Tuesday and Thursday

CIM – Postgraduate Marketing
Chartered Institute of Marketing: Part Time

Venue: Park Lane Campus
Start: September 2011
Day: Monday

CIPD – Human Resource Practice (HRP)
Chartered Institute of Personnel Development: 32 weeks Part Time

Venue: Park Lane Campus
Start: September 2011
Day: Wednesday and Thursday evening / Thursday afternoon

CIPD – Intermediate Certificate in Human Resource Management (L5)
Chartered Institute of Personnel Development: 32 weeks Part Time

Venue: Park Lane Campus
Start: September 2011
Day: Wednesday

CIPD – Learning and Development Practice Certificate (LDP)
*Chartered Institute of Personnel Development
32 weeks Part Time*

Venue: Park Lane Campus
Start: September 2011
Day: Thursday

CIPD – Intermediate Diploma In Human Resource Management (L5)
Chartered Institute of Personnel Development

Venue: Park Lane Campus
Start: September 2011

CIPS – Advanced Diploma Level 5
*Chartered Institute of Purchase and Supply
10/12 weeks Part Time*

Venue: Park Lane Campus
Start: September 2011
Time: 18:00-21:00
Day: Various

CIPS – Foundation Diploma
*Level 4: Chartered Institute of Purchase and Supply
10/12 weeks Part Time*

Venue: Park Lane Campus
Start: September 2011
Time: 18:00-21:00
Day: Various

CIPS – Graduate Diploma
*Level 6: Chartered Institute of Purchase and Supply
8 weeks Part Time*

Venue: Park Lane Campus
Start: September 2011

Client Care and the Credit Crunch
1 day - Part Time

Venue: Novotel Leeds Centre
Start: TBC
Time: 09:30-17:00
Day: Wednesday

CMI – First Line Management
*Level 3
Award/Certificate/Diploma - Chartered Management Institute: 32 weeks Part Time*

Venue: Park Lane Campus
Start: TBC
Time: 18:00-21:00
Day: TBC

CMI – Management and Leadership
Level 5: Award/Certificate/Diploma - Chartered Management Institute. 34 weeks Part Time

Venue: Park Lane Campus
Start: September 2010
Time: 18:00-21:00
Day: TBC

CMI – Strategic Management and Leadership
Level 7: Award/Certificate/Diploma - Chartered Management Institute. 34 weeks Part Time

Venue: Park Lane Campus
Start: TBC
Time: 18:00-21:00
Day: TBC

Coaching and Mentoring Skills
1 day workshop Part Time

Venue: Park Lane Campus
Start: Ongoing
Time: 09:30-16:30

Conflict Management
1 day workshop Part Time

Venue: Park Lane Campus
Start: Ongoing
Time: 09:30-16:30

Customer Services
NVQ Level 2: between 6 and 9 months Part Time

Venue: Work based learning

Customer Services
NVQ Level 3: between 9 and 12 months - Part Time

Venue: Work based learning

CIPD – Intermediate Certificate in Human Resource Management (L5)
Chartered Institute of Personnel Development

Venue: Park Lane Campus
Start: September 2011

Computerised Accounts (SAGE)*OCR Level 1***Venue:** Technology Campus**Day:** TBC**Conflict Management***1 day workshop Part Time***Venue:** Park Lane Campus**Start:** Ongoing**Time:** 09:30-16:30**Customer Service***Advanced Apprenticeship: 2 years - Full Time***Venue:** Work-based learning**Start:** Ongoing**Customer Service***Intermediate Apprenticeship: 1 year - Full Time***Venue:** Work-based learning**Start:** Ongoing**Effective Meeting Skills and Delegation Techniques***1 day workshop Part Time***Venue:** Park Lane Campus**Start:** Ongoing**Time:** 09:30-16:30**Day:** Various**Fashion Retail***Diploma Level 2: 1 year Full Time***Venue:** Park Lane Campus**Start:** September 2011**Fashion Retail***Diploma Level 3: 1 year Full Time***Venue:** Park Lane Campus**Start:** September 2011**Financial Services***Foundation Degree: 2 years Part Time***Venue:** Park Lane Campus**Start:** TBC**First Aid at Work – HSE Approved***TBC - Part Time***Venue:** Technology Campus**Start:** Various**Human Resource Management (HRM)***Foundation Degree: 2 years Full Time or Part Time***Venue:** Park Lane Campus**Start:** September 2011**ICM – Diploma***Level 3: Institute of Credit Management**15 weeks per module Part Time***Venue:** Park Lane Campus**Start:** September 2011**Day:** Wednesday**ICM – Diploma***Level 5: 6 weeks per module Part Time***Venue:** Park Lane Campus**Start:** TBC**Day:** Monday**ILM – First Line Management Award (Distance Learning)***Level 3: 5-7 months - Part Time***Venue:** Technology Campus**Start:** Ongoing**ILM – Team Leading Award (Distance Learning)***ILM Level 2 Award: Flexible Part Time***Venue:** Technology Campus**Start:** Ongoing**Time:** Various**Day:** Various**ILM – Team Leading Certificate (Distance Learning)***ILM Level 2 Award: Various 15 weeks Part Time***Venue:** Technology Campus**Start:** Ongoing**Time:** Various**Day:** Various**ILEX – Graduate Diploma Fast Track***Level 6: 1 year Part Time***Venue:** Park Lane Campus**Start:** September 2011**ILEX – Professional Law Diploma Years 1 & 2***Level 3: Institute of Legal Executives: 2 years Part Time***Venue:** Park Lane Campus**Start:** September 2011**ILEX – Professional Law Higher Diploma Years 1 & 2***Level 6: Institute of Legal Executives**2 years Part Time***Venue:** Park Lane Campus**Start:** September 2011**ILM – Management Award (Distance Learning)***ILM Level 5 Award: 1 year Part Time***Venue:** Technology Campus**Start:** Ongoing**Influencing Skills***1 day workshop***Venue:** Park Lane Campus**Start:** Ongoing**Time:** 09:30-16:30**Interpersonal Skills and Behaviour***1 day workshop Part Time***Venue:** Park Lane Campus**Start:** Ongoing**Time:** 09:30-16:30**Introduction to Supervisory Management***1 day workshop Part Time***Venue:** Park Lane Campus**Start:** Ongoing**Time:** 09:30-16:30**IOSH – Managing Safely***4 weeks Part Time***Venue:** Technology Campus**Start:** Various**Legal Studies***Foundation Degree: 2 years Full Time***Venue:** Park Lane Campus**Start:** September 2011**Managing Performance and Maximising Team Results***1 day workshop Part Time***Venue:** Park Lane Campus**Start:** Ongoing**Time:** 09:30-16:30**NEBOSH – Occupational Safety and Health***NEBOSH National General Certificate***Venue:** Technology Campus**Start:** January/August**Time:** Various**Project Management***1 day workshop Part Time***Venue:** Park Lane Campus**Start:** Ongoing**Time:** 09:30-16:30**Recruitment and Selection***1 day course - Part Time***Venue:** Park Lane Campus**Start:** Ongoing**Time:** 09:30-16:30**Retail***Foundation Certificate Level 1: 1 year Full Time***Venue:** Park Lane Campus**Start:** September 2011



Do you want to improve your spoken English?

We offer a variety of exciting classes with language, literacy, IT, maths and citizenship. Our teachers are highly qualified, helpful and friendly. You will have the opportunity to improve your reading, writing, speaking and listening skills. This will help you to communicate better with agencies, organisations, find work and make new friends. All courses lead to a nationally recognised qualification.

ESOL with Business

*Foundation Certificate Entry Level 3:
1 year Full Time*

Venue: Thomas Danby Campus
Start: September 2011

ESOL with Business Administration

Foundation Certificate Level 1: 1 year Full Time

Venue: Thomas Danby Campus
Start: September 2011

For further information please contact:

Amina Hasan
t: 0113 235 1716
e: amina.hasan@leedscitycollege.ac.uk

Horsforth Campus

Calverley Lane
Leeds LS18 4RQ
t: 0845 045 7275
e: parklanecampus@leedscitycollege.ac.uk

Keighley Campus

Bradford Road
Keighley BD21 4HQ
t: 01535 685 000
e: keighleycampus@leedscitycollege.ac.uk

Park Lane Campus

Park Lane
Leeds LS3 1AA
t: 0845 045 7275
e: parklanecampus@leedscitycollege.ac.uk

Technology Campus

Cookridge Street, Leeds LS11 8BL
t: 0113 297 6300
e: technologycampus@leedscitycollege.ac.uk

Thomas Danby Campus

Roundhay Road
Leeds LS7 3BG
t: 0800 096 2319
e: danbycampus@leedscitycollege.ac.uk