

**NOW OPEN**

Brand new Adult Learning Centre in the **Four Seasons Shopping Centre**



West Nottinghamshire College  
Adult Learning and Skills

# ADULT EDUCATION

POCKET GUIDE

IT'S NEVER  
TOO LATE

[wnc.ac.uk/adults](http://wnc.ac.uk/adults)

  
Ofsted  
Good  
Provider

# LEARNING HAS NO LIMITS

Whether you're looking to **retrain**, **upskill** or simply **find a new hobby**, we have a wide range of courses that suit both your needs and your lifestyle.

## KEY



Full-time



Part-time



Evening and weekend courses



Funding/loans available



## ONLINE DISTANCE LEARNING COURSES



### Introductory to Level 2

We offer a range of flexible online distance learning courses most of which can be studied for **FREE**, no matter what your current employment or benefits status is. By choosing to study online, you can study at your own pace whilst benefiting from high-quality teaching and support from our experienced teachers.

#### BUSINESS

- Award in Health and Safety in the Workplace
- Certificate in Digital Marketing
- Certificate in Equality and Diversity
- Certificate in Information, Advice and Guidance
- Certificate in Lean Organisation Management Techniques
- Certificate in Principles of Team Leading
- Certificate in Principles of Business Administration
- Certificate in Principles of Customer Service
- Health and Safety in a Construction Environment
- Personal Finances

#### CHILDCARE

- Certificate in Awareness of Bullying in Children and Young People
- Certificate in Special Educational Needs and Disability
- Certificate in Understanding Autism
- Certificate in Understanding Children and Young People's Mental Health
- Introduction to Childcare Industries

#### EMPLOYABILITY

- Want 2 Work in Adult Social Care
- Want 2 Work in Business

- Want 2 Work in Child Protection and Safeguarding
- Want 2 Work in Education
- Want 2 Work in Health and Safety
- Want 2 Work in Hospitality and Catering
- Want 2 Work in Learning Support
- Want 2 Work in Retail

#### FIRST AID

- Mental Health First Aid

#### GREEN SKILLS

- Introduction to Batteries and Battery Energy Storage Systems
- Introduction to Hydrogen and Fuel Cells
- Introduction to Understanding Electric Vehicle (EV) Charge Points
- Introduction to Understanding Heat Pumps
- Introduction to Understanding Solar PV Installations
- Sustainability in Business
- Understanding Clean Energy Production by Wind
- Understanding Decarbonisation
- Understanding Environmental Sustainability
- Understanding Smart Home Heating Systems
- Understanding Solar Thermal Technology

#### HEALTH AND SOCIAL CARE

- Certificate in Awareness of Mental Health Problems
- Certificate in Falls Prevention Awareness
- Certificate in Preparing to Work in Adult Social Care
- Certificate in Principles of End of Life Care
- Certificate in Principles of Working With and Supporting Individuals with Learning Disabilities
- Certificate in the Principles of Dementia Care
- Certificate in Understanding Behaviour That Challenges
- Certificate in Understanding Dignity and Safeguarding in Adult Health and Social Care
- Certificate in Understanding Specific Learning Difficulties
- The Care Certificate

#### HOSPITALITY AND COOKERY

- Award in Food Safety in Catering

#### RETAIL AND WAREHOUSING

- Award in Environmental Sustainability
- Certificate in Principles of Warehousing
- Certificate in Understanding Retail Operations

Find out more and sign up today

[wnc.ac.uk/distance-learning](https://wnc.ac.uk/distance-learning)



## HOBBIES, INTERESTS AND EMPLOYABILITY



### Introductory to Level 3

Whether it's a desire to find a new hobby or a positive step towards employment, we offer over 250 daytime, evening and weekend courses that are **low-cost** or **completely FREE!**

Adults aged 19 and over (as of August 31 2023) residing in eligible postcodes qualify for waived tuition fees if unemployed and receiving benefits or if employed with an annual income below £20,319.

#### HOBBIES AND INTERESTS

A variety of short courses that enable you to explore your interests, socialise or learn something new. Courses include:

- Arts and Crafts
- Digital Skills
- Health and Wellbeing

- Hospitality and Cookery
- Languages
- And more!

#### EMPLOYABILITY AND PERSONAL DEVELOPMENT

A range of courses that boost essential employability skills. Courses include:

- Confidence Building
- ESOL (English for speakers of other languages) (various courses)\*
- Essential Digital Skills\*

- First Aid\* and Mental Health First Aid\*
- Functional Skills (English or Maths)
- GCSEs (Biology, Chemistry, English or Maths)\*
- Pathways to Employment (various courses)

\*Accredited courses that have set fees or that might be free (subject to eligibility).

## PROFESSIONAL TRAINING COURSES

### Level 2 to Level 5

Enhance your career and CV with a professional qualification that supports both your future and your business.

- AAT (Level 2 to Level 4)
- Award in Education and Training (Level 3)
- Certificate in Assessing Vocational Achievement (Level 3)
- CIPD (Level 3 and Level 5)
- CMI Management and Leadership (Level 2 to Level 5)

**Did you know?** You may be able to receive funding for some of these courses and we also offer bespoke CPD packages for employers.

Find out more:  
[wnc.ac.uk/community](http://wnc.ac.uk/community) | 01623 413602



Find out more:  
[wnc.ac.uk/professional](http://wnc.ac.uk/professional)  
0800 100 3626



## PART-TIME AND EVENING COURSES



### Introductory Level to Level 3

Kick-start your new career, enhance your skillset or explore your interests with our part-time courses. Many of these **courses are FREE** to anyone unemployed and in receipt of qualifying benefits.

#### Accredited courses

##### EARLY YEARS AND EDUCATION

- Award in Education and Training (PTLLS) (Level 3)
- Diploma for the Early Years Workforce (Early Years Educator) (Level 3)
- Teaching Assistant in Schools and Colleges (Level 3)

##### HOSPITALITY

- NVQ in Professional Cookery

##### HAIR AND BEAUTY

- Barbering (Level 2)
- Beauty Specialist Techniques (Level 2)
- Beauty Therapy (Level 4)
- Massage (Level 2)
- Nail Technology (Level 2)
- Women's Hairdressing (Level 2)

##### MOTOR VEHICLE

- Award in Automotive Refrigerant Handling (Level 3)
- Hybrid and Electrical Vehicles (Level 1 - Level 3)

#### Non-accredited courses

##### ANIMAL CARE

- Introduction to Animal Nursing
- Pet First Aid
- Technician for a Day

##### BUSINESS

- Understanding Procurement

##### CONSTRUCTION

- Introduction to Bricklaying
- Introduction to Carpentry and Joinery
- Introduction to Electrical Installation
- Introduction to Plastering
- Introduction to Plumbing
- Women's Entry into Trade Programme

##### EARLY YEARS AND EDUCATION

- Principles in Childcare and Education (PCE)

##### ENGINEERING

- Introduction to Computer Aided Design (CAD)
- Introduction to Machining

##### FABRICATION AND WELDING

- Introduction to Welding

##### HEALTH AND SOCIAL CARE

- Introduction to Working in Adult Social Care

##### HOSPITALITY

- One-day Cooking Courses

##### MOTOR VEHICLE

- Introduction to Motor Vehicle Maintenance
- Introduction to Motor Vehicle Maintenance (Women only)

### Did you know?

If you don't already have existing A Levels (or a Level 3 qualification), are unemployed or earn below £20,319, you may be able to study a Level 3 qualification for **FREE**. Contact our student finance team on **01623 900455** to find out more.

To find out more:  
[wnc.ac.uk/part-time](http://wnc.ac.uk/part-time) | 0808 100 3626



## FREE NUMERACY COURSES

**Multiply** is a new government-funded programme to help adults improve their numeracy skills.

If you're aged 19+, live in Nottinghamshire and don't have GCSE maths at grade 4/C (or equivalent), you can access these courses for **FREE** to build your confidence with numbers and progress towards gaining a qualification.

Find out more:  
[wnc.ac.uk/multiply](http://wnc.ac.uk/multiply) | 01623 900508

## ACCESS TO UNIVERSITY COURSES



### Level 3

Courses specifically aimed at adults aged 19+ who would like to study a university-level course but lack the necessary qualifications. We offer the option to study either full or part-time\* so returning to education is both possible and enjoyable.

#### AVAILABLE COURSES:

- Business
- Humanities (English and History)
- Law
- Midwifery (online)
- Nursing (online)
- Nursing and Healthcare Professions
- Sciences
- Social Science
- Social Work
- Teacher Training - Primary Education

**Did you know?** You could study for **FREE** if you go on to achieve a full degree. Please get in touch for full details.

\*If you choose to study part-time and don't have the necessary entry requirements, you can choose to study the required GCSE(s) alongside your Access to University course.

Find out more:  
[wnc.ac.uk/access](http://wnc.ac.uk/access) | 0800 100 3626



## FULL-TIME COURSES



### Level 1 to Level 3

Covering A Levels and a wide range of vocational qualifications, our full-time courses offer a great first step into a new career. Available to study at different levels and with potential funding available, this could be the perfect opportunity for you.

Find out more:  
[wnc.ac.uk/courses](http://wnc.ac.uk/courses)  
0800 100 3626



## APPRENTICESHIPS



### Level 2 to Level 5

An apprenticeship is a real job where you learn, gain experience, and get paid. They are available in a wide range of industries and there's no upper age limit. An apprenticeship will give you the skills and experience you need to work in your chosen industry. Speak to our apprenticeship team to see if this could be the right route for you.

Find out more:  
[wnc.ac.uk/apprenticeships](http://wnc.ac.uk/apprenticeships)  
0800 121 8317



## NEED CAREERS ADVICE?

Book in for a free 1-2-1 session with our dedicated careers team, available either in person or over the phone.

[careers@wnc.ac.uk](mailto:careers@wnc.ac.uk) | 01623 413325



Find out more or apply through our website.

# wnc.ac.uk/adults

# FEES AND FINANCIAL SUPPORT

For many, cost is a barrier to learning. However, this doesn't have to be the case.

Funding is available for eligible adults on most courses, so always speak to us to see if your circumstances mean that your fees can be waived or reduced.

## FINANCIAL SUPPORT

### BURSARIES

If you have an annual household income below £40,000, you could be entitled to:

- Monthly attendance related bursary payment
- A West Notts College Travel Pass (find out more [wnc.ac.uk/travel-pass](http://wnc.ac.uk/travel-pass))
- Childcare funding/Care to Learn
- Support for compulsory kit/uniform

There are two different bursaries available to help with education costs, the **19+ Student Support Fund** and the **Advanced Learner Loan Bursary Fund\***. Bursary payments do not have to be repaid.

## SUPPORT FOR PAYING FOR COURSE FEES

### ADVANCED LEARNER LOAN

This loan is to help pay for course fees (where eligible), so no payment is required upfront to start the course. To be eligible you must:

- Be aged 19 or over at the start of your course
- Be studying an eligible course at Level 3\*\*, 4, 5 or 6 (including QCF Certificates and Diplomas, Access to University, A Levels (maximum of four), Advanced and Higher apprenticeships)
- Be a resident in the UK for at least 3 years prior to starting the course

You won't have to pay anything back until you are earning over £25,000 a year, and the loan will be written off after 30 years. Interest on the loan will be at the rate set by the Student Loans Company.

### SKILLS FOR LIFE

As part of a new government scheme, if you are aged 19 or over and don't already have existing A Levels (or equivalent), are unemployed or earn below £20,319 you may be able to study for a Level 3 qualification for FREE. This applies to a range of full and part-time Level 3 courses.

\*Only available if taking out an Advanced Learner Loan.

\*\*Not all Level 3 qualifications are eligible for this exemption. Please contact us for more information.

For full details about fees and financial support, please visit [wnc.ac.uk/adultfinance](http://wnc.ac.uk/adultfinance) or speak to one of our friendly advisors on **01623 900455** or [studentfinance@wnc.ac.uk](mailto:studentfinance@wnc.ac.uk)

## CONTACT US

 **0808 100 3626**

 [enquiries@wnc.ac.uk](mailto:enquiries@wnc.ac.uk)  [wnc.ac.uk/adults](http://wnc.ac.uk/adults)

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*The information in this guide is correct at the time of printing. Please visit the website for the latest up-to-date information.*