



West Nottinghamshire College
Adult Learning and Skills

MANY
COURSES ARE
FREE*

ADULT EDUCATION COURSE GUIDE

2024/2025

FREE* construction skills courses

FREE* English, maths and IT courses

FREE* ESOL courses

FREE* online courses

FREE* part-time or evening courses

FREE* rail engineering training

FREE* security training

wnc.ac.uk/adults

*Subject to eligibility.


Ofsted
Good
Provider

Version 4

IT'S NEVER TOO LATE!

Whether you're aiming to boost your career with a recognised qualification or delve into a new hobby, our wide range of adult courses cater to all.

Enjoy flexibility with our **online courses**. For professional growth or CV enhancement, explore our **professional training courses**. If your university dreams lack the required qualifications, our **Access to HE courses** bridge the gap.

What's more, depending on your circumstances, many of our courses are **FREE*** or low-cost.

It's never too late — apply today!

WHY CHOOSE US?

AFFORDABLE

- Most courses are **FREE*** or low-cost
- Monthly bursaries and financial support for childcare*
- **FREE*** or discounted bus travel for full-time learners with the West Notts College Travel Pass.

SUPPORTIVE

- Flexible timetables to fit around busy lifestyles
- Small class sizes
- High level of one-to-one support.

EMPLOYMENT-FOCUSED

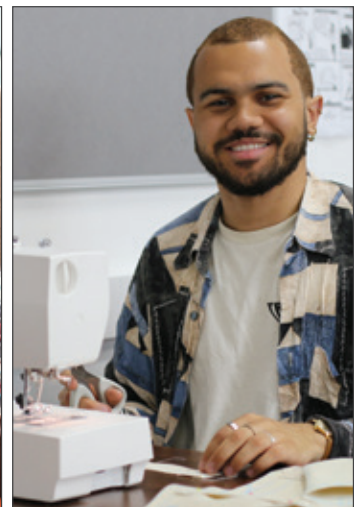
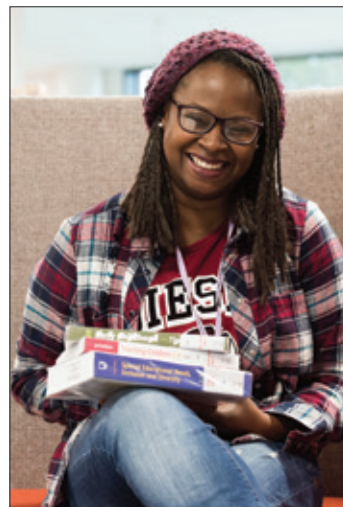
- Industry experienced tutors with up-to-date knowledge
- Ongoing multi-million pound investments in facilities
- Courses created in partnership with local employers to meet their specific needs.

HOW TO APPLY

You can apply for most full-time and online courses through our website. Just visit **wnc.ac.uk**, search for your course, and click the green 'Apply now' or 'Sign-up' button to complete the online application form.

For our part-time or short courses, you can either book online or call us at **01623 413602** for more information.

**SCAN TO
FIND OUT
MORE**



The information in this guide is correct at the time of printing – please check the college website **wnc.ac.uk**, for the latest information or call **01623 413602**.

* Subject to eligibility.

COURSES AVAILABLE

WHAT ARE THE COLOURED SQUARES? ↓

This is a key to identify the funding available. View the 'Help with finances' page to find out more.

COURSE TITLE	DURATION	DAY/TIME	VENUE	COST
ANIMAL CARE				
Pet First Aid - Level 1	1 day	Sat 9.30am-2.30pm	Derby Road Campus	FREE* or £20 ■
Technician for a Day - Level 1	1 day	Sun 9.30am-2.30pm	Derby Road Campus	FREE* or £20 ■
BOOKKEEPING AND ACCOUNTING				
AAT Applied Management Accounting - Level 4	14 weeks	Mon 9.30am-3.30pm Mon, Tues 6-9pm	Derby Road Campus	£780
AAT Award in Bookkeeping - Level 1	6 weeks	Thurs 9.30am-4.30pm	Derby Road Campus	£450
AAT Business Environment Synoptic - Level 2	10 weeks	Various	Blended Learning	£451.50
AAT Business Awareness - Level 3	6 weeks	Various	Blended Learning	£549.50
AAT Business Skills - Level 1	6 weeks	Tues 9.30am-4.30pm	Derby Road Campus	£450
AAT Certificate in Accounting - Level 2	1 year	Wed 9.30am-3.15pm Tues 5.30-8.30pm	Blended Learning	£1,250 ■
AAT Certificate in Bookkeeping - Level 2	20 weeks	Various	Derby Road Campus	£724
AAT Certificate in Bookkeeping - Level 3	17 weeks	Various	Derby Road Campus	£1,260
AAT Credit and Debt Management - Level 4	6 weeks	Mon 9.30am-3.30pm Mon, Tues 6-9pm	Derby Road Campus	£486.50
AAT Diploma in Accounting - Level 3	1 year	Various	Blended Learning	£2,573 ■ ■
AAT Drafting and Interpreting Financial Statements - Level 4	10 weeks	Mon 9.30am-3.30pm Mon, Tues 6-9pm	Derby Road Campus	£633.50
AAT Financial Accounting - Preparing Financial Statements - Level 3	10 weeks	Various	Blended Learning	£960.50
AAT Internal Accounting Systems and Controls - Level 4	5 weeks	Mon 9.30am-3.30pm	Derby Road Campus	£486.50
AAT Introduction to Bookkeeping - Level 2	9 weeks	Wed 9.30am-3.15pm	Blended Learning	£375.50
AAT Management Accounting Techniques - Level 3	12 weeks	Wed 9.30am-3.15pm	Blended Learning	£806.50
AAT Principles of Costing - Level 2	8 weeks	Tues 5.30-8.30pm Wed 9.30am-3.15pm	Blended Learning	£332.50
AAT Personal Tax - Level 4	8 weeks	Mon, Tues 6-9pm	Derby Road Campus	£486.50
AAT Principles of Bookkeeping Controls - Level 2	8 weeks	Tues 5.30-8.30pm Wed 9.30am-3.15pm	Blended Learning	£332.50
AAT Professional Diploma in Accounting - Level 4	2 years	Mon 9.30am-3.30pm Mon, Tues 6-9pm	Derby Road Campus	£2,573 ■
AAT Tax Processes for Business - Level 3	7 weeks	Various	Blended Learning	£498.50
Budgeting for Small Business	1 day	Various	Derby Road Campus	£50
Introduction to Accounting	1 day	Various	Derby Road Campus	£50
Managing Cashflow	1 day	Various	Derby Road Campus	£50
Understanding Financial Documents	1 day	Various	Derby Road Campus	£50
BUSINESS				
Access to HE Diploma (Business) - Level 3	12-18 months	Contact us	Online	FREE* to £3,022 ■ ■
Certificate in Digital Marketing - Level 2	190 hours	Flexible	Online	FREE* ■
Certificate in Equality and Diversity - Level 2	180 hours	Flexible	Online	FREE* ■
Certificate in Information, Advice and Guidance - Level 2	150 hours	Flexible	Online	FREE* ■

Follow us to keep up-to-date with all the latest courses available in your area.

 **wncadulthood**  **wncadulthood**

*Subject to eligibility.

COURSE TITLE	DURATION	DAY/TIME	VENUE	COST
Certificate in Lean Organisation Management Techniques - Level 2	150 hours	Flexible	Online	FREE* ■
Certificate in Principles of Customer Service - Level 2	200 hours	Flexible	Online	FREE* ■
Certificate in Principles of Team Leading - Level 2	190 hours	Flexible	Online	FREE* ■
Want 2 Work in Business	20 hours	Flexible	Online	FREE* ■
Want 2 Work in Health and Safety	20 hours	Flexible	Online	FREE* ■
CONSTRUCTION				
Introduction to Bricklaying - Entry Level	4 weeks	Mon, Tues 5-8pm	Kirkby Road Campus	FREE* or £75 ■
Introduction to Carpentry and Joinery - Entry Level	4 weeks	Mon, Tues 5-8pm	Construction Centre	FREE* or £75 ■
Introduction to Electrical Installation - Entry Level	4 weeks	Mon, Tues 5-8pm	Construction Centre	FREE* or £75 ■
Introduction to Plastering - Entry Level	4 weeks	Mon, Tues 5-8pm	The Old Brewery (NG18 1AH)	FREE* or £75 ■
Introduction to Plumbing - Entry Level	4 weeks	Mon, Tues 5-8pm	Construction Centre	FREE* or £75 ■
Women in Construction (Free) - Level 1	12 weeks	Thurs, Fri 9am-4pm	The Old Brewery (NG18 1AH)	FREE* ■
DIGITAL AND IT SKILLS				
Demystifying Digital: IT for the Terrified	4 weeks	Fri 9.30-11.30am	Four Seasons Shopping Centre	FREE* ■
Essential Digital Skills - Entry Level to Level 1	15 weeks	Mon 9.30-11.30am	Four Seasons Shopping Centre	FREE* ■
Introduction to Digital Skills	12 weeks	Mon 2-4pm	Four Seasons Shopping Centre	FREE* ■
Introduction to Interactive Data Visualisation (Power BI)	8 weeks	Wed 10am-12pm	Online	FREE* to £150 ■
Microsoft Excel (Foundation, Intermediate or Advanced)	8 weeks	Various	Online	FREE* to £64 ■
EDUCATION AND EARLY YEARS				
Access to HE Diploma (Teacher Training) - Level 3	12-18 months	Contact us	Online	FREE* or £3,384 ■ ■
Award in Education and Training (PTLLS) - Level 3	12 weeks	Tues 5.30-8.30pm	Derby Road Campus	£425
Certificate in Awareness of Bullying in Children and Young People - Level 2	140 hours	Flexible	Online	FREE* ■
Certificate in Special Educational Needs and Disability - Level 2	140 hours	Flexible	Online	FREE* ■
Certificate in Understanding Autism - Level 2	150 hours	Flexible	Online	FREE* ■
Certificate in Understanding Distressed Behaviour in Children - Level 2	138 hours	Flexible	Online	FREE* ■
Diploma for the Early Years Workforce (Early Years Educator) - Level 3	18 months	Various	Derby Road Campus	FREE* or £2,882 ■
Diploma in Supporting Teaching and Learning (Teaching Assistant) - Level 3	1 year	Various	Derby Road Campus	FREE* or £2,225 ■
Principles in Childcare and Education (PCE)	11 weeks	Wed 6-8pm	Derby Road Campus	£60 ■
Want 2 Work in Child Protection and Safeguarding	20 hours	Flexible	Online	FREE* ■
Want 2 Work in Education	20 hours	Flexible	Online	FREE* ■
Want 2 Work in Learning Support	20 hours	Flexible	Online	FREE* ■
ENGINEERING				
Rail Engineering (Skills Bootcamp)	7 weeks	Contact us	Engineering Innovation Centre	FREE* ■

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* Subject to eligibility.

COURSE TITLE	DURATION	DAY/TIME	VENUE	COST
ENGLISH AND MATHS				
Functional Skills English	4-6 months	Flexible	Derby Road Campus, Four Seasons Shopping Centre or Online	FREE* ■
Functional Skills Maths	4-6 months	Flexible	Derby Road Campus, Four Seasons Shopping Centre or Online	FREE* ■
GCSE English - Level 2	1 year	Starts September 2025	Derby Road Campus	FREE* or £812 ■
GCSE Maths - Level 2	1 year	Starts September 2025	Derby Road Campus	FREE* or £846 ■
Multiply - Free Maths Support for Adults	Contact us	Contact us	Various	FREE*
ESOL (ENGLISH FOR SPEAKERS OF OTHER LANGUAGES)				
Various courses available. We will do a quick assessment to find your current level and suggest the best course for you. Visit wnc.ac.uk/esol	6-10 weeks	Contact us	Delivered in Mansfield, Nottingham, and Shirebrook. Call 01623 413602 to book an assessment.	FREE*
FIRST AID				
Mental Health First Aid - Level 2	2 days	Mon, Tues 9am-4pm	Four Seasons Shopping Centre	FREE* to £126 ■
Mental Health First Aid - Level 2	5 weeks	Wed or Thurs 6-7pm	Online	FREE* to £126 ■
Emergency First Aid at Work - Level 3	1 day	9am-5pm	Derby Road Campus	£9
First Aid at Work - Level 3	3 days	9am-5pm	Derby Road Campus	£205
First Aid at Work Requalification - Level 3	2 days	9am-5pm	Derby Road Campus	£169
Paediatric First Aid - Level 3	2 days	9am-5pm	Derby Road Campus	£169
GREEN SKILLS				
Introduction to Batteries and Battery Energy Storage Systems	20 hours	Flexible	Online	FREE* ■
Introduction to Hydrogen and Fuel Cells	20 hours	Flexible	Online	FREE* ■
Introduction to Understanding Electric Vehicle (EV) Charge Points	20 hours	Flexible	Online	FREE* ■
Introduction to Understanding Heat Pumps	20 hours	Flexible	Online	FREE* ■
Introduction to Understanding Solar PV Installations	20 hours	Flexible	Online	FREE* ■
Understanding Clean Energy Production by Wind	20 hours	Flexible	Online	FREE* ■
Understanding Decarbonisation	20 hours	Flexible	Online	FREE* ■
Understanding Environmental Sustainability	20 hours	Flexible	Online	FREE* ■
Understanding Smart Home Heating Systems	20 hours	Flexible	Online	FREE* ■
Understanding Solar Thermal Technology	20 hours	Flexible	Online	FREE* ■
HAIR AND BEAUTY				
Aromatherapy - Level 3	26 weeks	Thurs 10am-6pm	Derby Road Campus	£2,225 ■
Beauty Therapy (Advanced) - Level 4	1 year	Mon 9.30am-4.30pm	Derby Road Campus	£5,421 ■
Beauty Therapy (General Route) - Level 3	22 weeks	Mon 9.30am-4.30pm	Derby Road Campus	£3,345 ■
Beauty Therapy Specialist Techniques - Level 2	22 weeks	Mon 9.30am-4pm Mon, Tues 5-8.30pm	Derby Road Campus	FREE* or £633 ■
Body Massage (Fast Track) - Level 3	15 weeks	Tues 5.30-8.30pm	Derby Road Campus	£941

Follow us to keep up-to-date with all the latest courses available in your area.



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COURSE TITLE	DURATION	DAY/TIME	VENUE	COST
Certificate in Barbering - Adult Fast Track (Intermediate) - Level 2	20 weeks	Wed 5.30-8.30pm	Derby Road Campus	£610* ■
Certificate in Women's Hairdressing - Adult Fast Track (Intermediate) - Level 2	25 weeks	Mon 9.30am-4pm	Derby Road Campus	FREE* or £1,056 ■
Complementary Therapies - Level 2	22 weeks	Mon, Tues 5.30-8.30pm	Derby Road Campus	FREE
Complementary Therapies - Level 3	36 weeks	Thurs 10am-6pm	Derby Road Campus	£2,882 ■
Foundation in Complementary Therapies - Entry Level to Level 1	14 weeks	Mon 9.30am-4.30pm	Derby Road Campus	FREE* ■
Introduction to the Hair and Beauty sector - Level 1	14 weeks	Mon 9.30am-4pm	Derby Road Campus or Double Impact	FREE* ■
IPL (Laser and Intense Pulsed Laser) - Level 4	15 weeks	Mon Time TBC	Derby Road Campus	£1,645
Nail Services - Level 2	22 weeks	Wed, Thurs 5-8.30pm	Derby Road Campus	FREE* to £993.50 ■
Nail Technology - Level 2	10 weeks	Thurs 5-8.30pm	Derby Road Campus	£390*
Reflexology - Level 3	26 weeks	Thurs 10-6pm	Derby Road Campus	£2,225 ■
HEALTHCARE AND HEALTH SCIENCES				
Access to HE Diploma (Healthcare Professions) - Level 3	1-2 years	Contact us	Derby Road Campus	FREE* or £3,384 ■ ■
Access to HE Diploma (Medicine) - Level 3	1-2 years	Contact us	Derby Road Campus	FREE* or £3,384
Access to HE Diploma (Social Science) - Level 3	1-2 years	Contact us	Derby Road Campus	FREE* or £3,022 ■ ■
Access to HE Diploma (Social Work) - Level 3	1-2 years	Contact us	Derby Road Campus	FREE* or £3,022 ■ ■
Certificate in Awareness of Mental Health Problems - Level 2	160 hours	Flexible	Online	FREE* ■
Certificate in Falls Prevention Awareness - Level 2	135 hours	Flexible	Online	FREE* ■
Certificate in Preparing to Work in Adult Social Care - Level 2	120 hours	Flexible	Online	FREE* ■
Certificate in Principles of End of Life Care - Level 2	145 hours	Flexible	Online	FREE* ■
Certificate in the Principles of Dementia Care - Level 2	150 hours	Flexible	Online	FREE* ■
Certificate in Understanding Behaviour that Challenges - Level 2	133 hours	Flexible	Online	FREE* ■
Certificate in Understanding Dignity and Safeguarding in Adult Health and Social Care - Level 2	160 hours	Flexible	Online	FREE* ■
Certificate in Understanding Specific Learning Difficulties - Level 2	135 hours	Flexible	Online	FREE* ■
Introduction to Working in Adult Social Care	3 weeks	Contact us	Derby Road Campus	FREE* ■
The Care Certificate - Level 2	7 hours	Flexible	Online	FREE* ■
Want 2 Work in Adult Social Care	20 hours	Flexible	Online	FREE* ■
HOSPITALITY AND CATERING				
Introduction to Professional Cookery	7 weeks	Mon 9am-4pm	Derby Road Campus	FREE* or £120 ■
Want 2 Work in Hospitality and Catering	20 hours	Flexible	Online	FREE* ■
HUMANITIES				
Access to HE Diploma (Humanities) - Level 3	12-18 months	Contact us	Online	FREE* or £3,022 ■ ■

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COURSE TITLE	DURATION	DAY/TIME	VENUE	COST
HUMAN RESOURCES				
CIPD Associate Diploma in People Management - Level 5	1 year	Flexible	Blended Learning	£1,995 ■
CIPD Associate Diploma in People Management - Level 5	1 year	Wed 6-9pm	Derby Road Campus	£2,195 ■
CIPD Diploma in Organisational Learning and Development - Level 5	1 year	Flexible	Blended Learning	£1,995 ■
CIPD Foundation Certificate in People Practice - Level 3	1 year	Flexible	Blended Learning	£1,395
CIPD Foundation Certificate in People Practice (On-campus) - Level 3	1 year	Tues 6-9pm	Derby Road Campus	£1,395
Introduction to Human Resource Practices	1 day	9.15am-4.45pm	Derby Road Campus	£75
LAW				
Access to HE Diploma (Law) - Level 3	1-2 years	Contact us	Derby Road Campus	TBC
LEADERSHIP AND MANAGEMENT				
APM Project Management Qualification - Level 3	8 weeks	Contact us	Derby Road Campus	£995
CMI Award in Leadership and Management - Level 3 or Level 5	8 weeks	Flexible	Online	£499
CMI Certificate in Leadership and Management - Level 3 or Level 5	12 weeks	Flexible	Online	£655
CMI Diploma in Leadership and Management - Level 5	1 year	Flexible	Online	£1,595
CMI Diploma in Principles of Management and Leadership - Level 3	9-12 months	Flexible	Online	£1,595 ■ ■
NURSING				
Access to HE Diploma (Midwifery) - Level 3	12-18 months	Contact us	Online	FREE* to £3,384 ■ ■
Access to HE Diploma (Nursing) - Level 3	12-18 months	Contact us	Online	FREE* to £3,384 ■ ■
RETAIL AND WAREHOUSING				
Certificate in the Principles of Warehousing - Level 2	140 hours	Flexible	Online	FREE* ■
Certificate in Understanding Retail Operations - Level 2	180 hours	Flexible	Online	FREE* ■
Customer Service Skills Training Programme - Level 2	6 months	Contact us	Mansfield Civic Centre	FREE*
Want 2 Work in Retail	20 hours	Flexible	Online	FREE* ■
SCIENCE				
Access to HE Diploma (Sciences) - Level 3	1-2 years	Contact us	Derby Road Campus	FREE* or £3,384 ■ ■
GCSE Biology - Level 2	1 year	Tues 5.30-8pm	Derby Road Campus	FREE* or £360 ■
SECURITY TRAINING				
Award for Door Supervisors in the Private Sector - Level 2	3 weeks	Contact us	Various venues across Derbyshire and Nottinghamshire	FREE*
Want 2 Work in Spectator Safety	10 hours	Flexible	Online	FREE* ■

NEW

FIRST STEPS INTO ACCESS TO HE DIPLOMA

Do you want to gain more confidence, knowledge and skills before joining one of our Access to HE Diploma courses? Then this course is just for you!



FIND OUT MORE

Follow us to keep up-to-date with all the latest courses available in your area.

 **wncadulthoods**  **wncadulthoods**

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HELP WITH FINANCES

Don't let paying for a course hold you back from achieving your goals. Funding is available for UK residents (3+ years) on most of our courses. But there may be exceptions too, so always speak to us to see if your personal circumstances could make you eligible to study a course for **free** or have your fees lowered.

Pay in instalments

If your course lasts over three months and costs over £175, you can pay the tuition fees in four instalments. Relevant identification and valid bank account details are required. Contact us for more information.

■ FREE courses for jobs

As part of a government scheme, you could study an eligible Level 3 course for **FREE** to help you gain the skills you need to get the job you want.

Eligibility:

- Aged 19 or over (on 31 August 2024)
- Earning below £25,000
- Aged 19-23 earning over £25,000 but studying your first Level 3 course
- Unemployed and in receipt of qualifying benefits
- Employed and in receipt of qualifying benefits but take-home pay (disregarding benefits) is less than £892 a month (sole adult) or £1,437 a month (joint benefit)
- Economically inactive (learners who are not working and in receipt of benefits).

■ FREE online courses

If you're looking to upskill, these **FREE** flexible introductory courses can support your development in industry-specific skills or general professional development.

Eligibility:

- Aged 19 or over (on the 31 August 2024), irrespective of employment status, but must live in eligible postcodes.

■ FREE or partially funded Level 2 and Level 3 qualifications

There are situations where you may qualify for full or partial funding for eligible Level 2 and Level 3 courses. Since this depends on your individual circumstances, we advise reaching out to our friendly team on **0808 100 3626** for personalised guidance on the full range of options available to you.

GET IN TOUCH
FOR PERSONALISED
ADVICE
01623 413602

■ FREE short courses (including English, Maths and Digital Skills)

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

Eligibility for free study:

- Aged 19 or over (on 31 August 2024) and living in eligible postcodes
- Earning below £25,000
- Unemployed and in receipt of qualifying benefits
- Employed and in receipt of qualifying benefits but take-home pay (disregarding benefits) is less than £892 a month (sole adult) or £1,437 a month (joint benefit)
- Economically inactive (learners who are not working and in receipt of benefits).

■ Advanced Learner Loan

If you aren't eligible for a free course or to have your fees lowered, don't worry, you can still study some Level 3 or higher courses with an Advanced Learner Loan.

There's nothing to pay upfront and you don't have to pay anything back until you're earning over £25,000 a year. Even then, you only pay back 9% of what you earn above this amount and after 30 years, your remaining loan is written off entirely.

What's more, if you apply for an Advanced Learner Loan to study an Access to HE course, any remaining loan will be written off once you complete a higher education course.

Eligibility:

- Aged 19 or over at the start of the course
- Be studying an eligible course at Level 3 or higher
- Be a UK resident (meeting Student Finance England nationality or residency status).

Find out more, visit [gov.uk/advanced-learner-loan](https://www.gov.uk/advanced-learner-loan)

GET IN TOUCH

Don't worry if you haven't studied in a while. With years of experience supporting adult learners, we're here to help you get back into the classroom. Contact our friendly team today.



01623 413602



enquiries@wnc.ac.uk

OPEN EVENTS

Gain personalised advice about our courses and the financial support available.

Wednesday 2 April | 5 - 7pm

Wednesday 16 July | 5 - 7p

Book now | [wnc.ac.uk/events](https://www.wnc.ac.uk/events)