POTTERY WORKSHOP FOR BEGINNERS

An introduction to clay using various hand-building techniques. Fee excludes materials which will be available from your tutor.

<table>
<thead>
<tr>
<th>Course title and description</th>
<th>The day(s) of the week when the course takes place</th>
<th>Start and finish time</th>
<th>Duration of the course</th>
<th>Cost of course</th>
</tr>
</thead>
<tbody>
<tr>
<td>POTTERY WORKSHOP FOR BEGINNERS</td>
<td>Wed</td>
<td>6.00-8.00pm</td>
<td>26-Apr</td>
<td>10 wks</td>
</tr>
</tbody>
</table>

# Courses marked with # may be FREE if unemployed see p14

FULL DETAILS ON HOW TO APPLY CAN BE FOUND ON PAGE 15.

ENROL TODAY – DON’T LEAVE IT TOO LATE!

Great courses have been cancelled in the past due to lack of numbers. We need a minimum number of people to make a course viable to run. So, if you want to enrol, do it as soon as you can! Please note you can still submit an online application during the weekends at www.newcollege.ac.uk/adult-courses. COURSES TAKE PLACE AT NEW COLLEGE, QUEENS DRIVE, SN3 1AH UNLESS OTHERWISE STATED.

Our part-time programme doesn’t run through half-terms and holidays unless specified on the individual Information Sheet (available on the website or from part-time admissions).

Our Summer half-term break is from 29 May to 2 June. Please note main Reception is open for enrolments through all holiday periods except for the Christmas/New Year break and Bank Holidays.
**PREPARATION FOR ACCESS**
Aimed at adults who currently do not meet the entry requirements for an Access Diploma. If you do not have GCSE English and Maths at grade C or above you will study English, Maths and Study Skills. Interview required for September start.

**ACCESS TO HIGHER EDUCATION**
For those without Level 3 academic qualifications who wish to progress to a higher-level course such as a degree or an HNC/HND in a specialist subject. For 19+ students who have had a break from their studies. Entry criteria - GCSE Maths or English at grade C or higher are normally required but one GCSE with other Level 2 qualifications will be considered on an individual basis. Interview required for September start.

5 ACCESS PATHWAYS:  
- HEALTHCARE PROFESSIONS (Nursing and Midwifery)  
- BUSINESS & LAW  
- EDUCATION STUDIES  
- SOCIAL STUDIES  
- SCIENCE & MATHS

**FREEPHONE:** 0808 178 3871 / EMAIL: ACCESS@NEWCOLLEGE.AC.UK

**ART & DESIGN COURSES**

**ART JOURNALING**
Create your own diary with a difference. No need to be an artist, learn lots of different techniques for creating your journal in this creative and fun course.

**BASIC DRESSMAKING ALTERATIONS**
Learn how to make alterations to your own items of clothing, saving you money and giving your favourite items a new lease of life.

**DRESSMAKING FOR BEGINNERS**
Learn how to produce a garment from a commercial pattern. You will need to know how to use your own sewing machine.

**ACCOUNTING COURSES**

**ACCOUNTING AAT - AN INTRODUCTION LEVEL 1**
Introductory short course for those wishing to enter accountancy. A taster to see if it is a profession you wish to pursue.

**BOOKKEEPING AAT - FOUNDATION CERTIFICATE**
Gain the skills and essential knowledge to manage books effectively, from manual double entry and associated processes to trial balance standard. FREE to those employed in small/medium sized enterprises; eligibility applies.

**FREEHAND MACHINE EMBROIDERY**
Discover how to ‘hoop up’ and draw freely with wonderfully wobbly lines, breaking free from straight line sewing. Ideal if confident with your machine.

**GENERAL EDUCATION COURSES**

**PATTERN MAKING INTRODUCTION**
How to map out a pattern using your required measurements and style. Leave with a pattern you’ve made, unique to your own individual needs.

**HISTORY OF ART**
An exploration of the major artistic traditions of the Western world, with a focus on the Baroque period

**THEMES IN ART**
An exploration of the major thematic traditions of the Western world, from the chosen Baroque period

**FREEHAND MACHINE EMBROIDERY**
Learn how to make different types of curtain headings using Buckram, such as French Double Pleats, Triple Pleats, Waves and Goblets.

**TRADITIONAL UPHOLSTERY**
Work on your own small piece of furniture every week, learning the basic skills required to restore items to their former glory.

**RAG DOLLS**
Learn the techniques needed to make beautiful dressed cloth dolls including sewing, turning and finishing your doll with beautiful clothes.

**CALL US ON 0808 172 1721 OR VISIT WWW.NEWCOLLEGE.AC.UK/ADULT-COURSES**
EXCEL MASTERCLASSES:
Visit our website for full details.

- **TECHNIQUES FOR DATA ANALYSIS**
  For anyone who is already confident using Excel and wants to learn all the necessary skills to utilise Excel pivot tables and pivot charts for data analysis.
  
<table>
<thead>
<tr>
<th>Date</th>
<th>Duration</th>
<th>Cost</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sat, 29-Apr</td>
<td>1 day</td>
<td>£55</td>
<td>LE6166c</td>
</tr>
</tbody>
</table>

- **DASHBOARDS & REPORTS**
  Learn all the necessary skills to create your own dashboards and reports. Discover how Excel can be utilised as an effective Business Intelligence (BI) tool.
  
<table>
<thead>
<tr>
<th>Date</th>
<th>Duration</th>
<th>Cost</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sat, 10-Apr</td>
<td>1 day</td>
<td>£55</td>
<td>LE6261c</td>
</tr>
</tbody>
</table>

- **ADVANCED FUNCTIONS & FORMULAS**
  Gain an insight into some of the lesser-used Excel functions and formulas, to improve your business data analysis.
  
<table>
<thead>
<tr>
<th>Date</th>
<th>Duration</th>
<th>Cost</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sat, 10-Jun</td>
<td>1 day</td>
<td>£55</td>
<td>LE6165d</td>
</tr>
</tbody>
</table>

- **SPREADSHEET AUTOMATION**
  Learn skills to utilise macros within Excel. Techniques for creating, storing and reusing macros, and looking at editing, using Visual Basic Editor and Visual Basic for Application (VBA).
  
<table>
<thead>
<tr>
<th>Date</th>
<th>Duration</th>
<th>Cost</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sat, 10-Jun</td>
<td>1 day</td>
<td>£55</td>
<td>LE6169c</td>
</tr>
</tbody>
</table>

COUNSELLING
Delivered by experienced therapists/tutors. Complete your counselling training through New College, in conjunction with the Counselling and Psychotherapy Central Awarding Body - CPCAB, and become a qualified counsellor yourself.

INTRODUCTION TO COUNSELLING
A non-qualification course that is essential for anyone considering a career in counselling, or anyone considering enrolling for the Level 2 Counselling course. This is an introduction to counselling and basic listening skills. Gain a deeper understanding of differences between counselling and helping.

<table>
<thead>
<tr>
<th>Date</th>
<th>Duration</th>
<th>Cost</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon, 6-9.00pm</td>
<td>5 wks</td>
<td>£90</td>
<td>LE5681j</td>
</tr>
<tr>
<td>Mon, 6-9.00pm</td>
<td>5 wks</td>
<td>£90</td>
<td>LE5681l</td>
</tr>
</tbody>
</table>

COUNSELLING LEVEL 2
Covers managing an active listening space, helping interaction, self awareness to facilitate helping at work, using counselling skills in a consistent and logical way. Gives you the minimum requirement if you wish to progress to Level 3.

<table>
<thead>
<tr>
<th>Date</th>
<th>Duration</th>
<th>Cost</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed, 6-9.30pm</td>
<td>20 wks</td>
<td>£720</td>
<td>LE5722</td>
</tr>
</tbody>
</table>

COUNSELLING - LEVEL 3
For candidates who want to take the next step in training and to discover more about theory and agency work. This 90-hour course provides the minimum requirement to progress to Level 4.

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<thead>
<tr>
<th>Date</th>
<th>Duration</th>
<th>Cost</th>
<th>Code</th>
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</thead>
<tbody>
<tr>
<td>Wed, 6-9.30pm</td>
<td>90 hrs</td>
<td>£750</td>
<td>LE5767</td>
</tr>
</tbody>
</table>

THERAPEUTIC COUNSELLING LEVEL 4 DIPLOMA
Working with CPCAB we offer the Diploma in Therapeutic Counselling for those who have already gained Levels 1, 2 and 3 in counselling and are ready to take the final steps to become a qualified counsellor. Cost inclusive of registration and a residential weekend. Call Elaine Colton on 01793 732892 to register your interest.

<table>
<thead>
<tr>
<th>Date</th>
<th>Duration</th>
<th>Cost</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thu, 1.30-8.00pm</td>
<td>2 yrs</td>
<td>£2500</td>
<td>LE6024</td>
</tr>
</tbody>
</table>

* instalments available see p15
DANCE & MUSIC

BALLROOM DANCING BEGINNERS
See it on the television? Now learn how to do it! All the favourite ballroom dances covered in this relaxed course. For absolute beginners.

Thu 7.00-8.00pm 11-May 8 wks £55 LE6219

BALLROOM DANCING IMPROVERS
If you already have basic skills in Ballroom Dancing and would like to step up to the next level, join our fun and relaxed class.

Thu 8.15-9.15pm 11-May 8 wks £55 LE5219c

ADULT BALLET
Designed to build confidence and movement ability, increasing your fitness level and muscle strength with an emphasis on total enjoyment.

Tue 7.30-8.30pm 2-May 8 wks £60 LE6059c

GUITAR FOR BEGINNERS
Designed to give you essential skills to start making music with your guitar.

Mon 7.00-9.00pm 8-May 7 wks £85 LE5117c

GUITAR FOR IMPROVERS
For those who have previously attended a beginners course or have been playing for a few months with experience of open chords and strumming.

Tue 7.00-9.00pm 2-May 7 wks £85 LE5290c

LOGIC PRO X INTRODUCTION
Learn the basics of digital music sequences with Logic Pro X.

Tue 6.30-8.30pm 6-Jun 3 wks £50 LE6345b

ENGLISH

CREATIVE WRITING FOR BEGINNERS
Start on a journey of discovery. Discover how to build the perfect story, create characters and develop a plot.

Tue 7.00-9.00pm 2-May 8 wks £95 LE5128c

ESOL - ENGLISH FOR SPEAKERS OF OTHER LANGUAGES
Build your confidence/skills before taking GCSE English. Study twice a week (total of 4 hours).

Call Tracy Leonard on 01793 732865 for full details. Cost: FREE

Eligibility criteria applies

FUNCTIONAL SKILLS - ENGLISH
Build your confidence/skills before taking GCSE English.

Call Tracy Leonard on 01793 732865.

FREE day, evening and intensive courses available

INTENSIVE ENGLISH FUNCTIONAL SKILLS FREE
Level 1 or 2 - 12-16 June
Call Joanne MacKenzie on 01793 611470 Ext: 3202

Eligibility criteria applies

FOOD & DRINK

NOVELTY CAKE DECORATING FOR BEGINNERS
This course is the icing on the cake! Make a statement with a fun, professionally decorated cake; we’ll show you how.

Wed 6.30-9.00pm 26-Apr 10 wks £130^ LE5397c

NOVELTY CAKE DECORATING FOR IMPROVERS
Learn more advanced techniques. Previous experience necessary.

Mon 6.00-9.00pm 8-May 8 wks £130^ LE6310c

CUPCAKE BOUQUET
Make a delicious and impressive bouquet of cupcake flowers; a stunning gift or fabulous addition to a wedding or birthday party.

Sat 10.00-4.00pm 24-Jun 1 day £60^ LE5939c

SUGARCAST FLOWERS
For mixed abilities. Discover how to create beautiful sugarcraft flowers.

Tue 6.00-8.30pm 2-May 8 wks £110^ LE6124b

ZOO ANIMAL-THEMED CAKES
Learn how to make your own delicious zoo animal-themed cupcakes for that special occasion or just for fun.

Sat 10.00-4.00pm 10-Jun 1 day £60^ LE5939d

FOOD SAFETY
Tutor-led training providing you with a fundamental food hygiene qualification required by all food handlers. This course can also be delivered within the workplace. Call Paula on 01793 732892 for details.

Thu 9.00-4.30pm 12-Jul 1 day £110 BC8332c

*plus materials

IF YOU ARE INTERESTED IN THE FOLLOWING RANGE OF COURSES, CONTACT US

• Business Improvement Techniques Levels 2 & 3
  Learn about, and apply through projects, LEAN management and processes to make your workplace more effective and efficient

• Six Sigma
  LEAN management process of value to all businesses, developed within the engineering and manufacturing sector

• Post Graduate Certificate in Education (PGCE)
  Become an inspiring teacher of the future

EMAIL: PARTNERSHIPS@NEWCOLLEGE.AC.UK

NEW COLLEGE WORKS WITH QUALITY DRIVEN AND INDUSTRY-EXPERIENCED SPECIALISTS

ALL COURSES TAKE PLACE AT NEW COLLEGE CAMPUS, QUEENS DRIVE, SN3 1AH UNLESS OTHERWISE STATED

DO YOU NEED HELP WITH IMPROVING THE TECHNICAL ENGLISH OF YOUR WORKFORCE?
We can deliver bespoke English courses at your workplace.
Email: linda.holmshaw@newcollege.ac.uk
FLEXIBLE LEARNING

Flexible Learning is an alternative to scheduled taught classes and is aimed at students who want regular study but cannot commit to a specific schedule of attendance. We offer a range of life-changing courses, for absolute beginners through to specialist experts.

Improve your IT skills for the job market or just study for self improvement.

- Start any time during the academic year
- Study from 2+ hrs per week
- Qualified staff on hand to provide guidance & support
- Courses marked with a # may be FREE if unemployed
- Create a study programme to fit around your own schedule
- Open throughout the week: Monday to Wednesday – 9am until 8pm

Approx. 45 hours - £125


digital employability for beginners

ENTRY LEVEL 3 AWARD

Introductory IT course looking at different ways of using the internet, searching for information, completing online forms and working with electronic files.

Approx. 60 hours - £160


digital media skills

ONLINE LEARNING

This entry Level 3 course introduces how to get online, perform internet searches and use email. There are two mandatory units (Computer Basics and Online Basics) and a further five optional units that introduce Digital Media, Digital Photography, Digital Music, Social Networking, and Audio & Video Software.

ENTRY LEVEL 3 AWARD

Approx. 40 hours - £120

Complete the two mandatory units and a further two optional units from the list above.

ENTRY LEVEL 3 CERTIFICATE

Approx. 60 hours - £150

Complete the two mandatory units and all five optional units.

British Computer Society ITQ is a nationally-recognised series of IT user qualifications. The ITQ units have been developed with employers and cover a wide range of business skills.

ITQ LEVEL 1 QUALIFICATION IN IT USER SKILLS #

You can select from units including Word Processing, Spreadsheets, Presentations, Databases, Internet & Email and Security (combined as two units) to build your own Level 1 qualification.

LEVEL 1 AWARD - £180

Approx. 60 hours. Choose three units from the list above to make your Award.

LEVEL 1 CERTIFICATE - £290#

Approx. 100 hours. Choose four units from the list above, plus the mandatory Improving Productivity unit to make your Certificate.

INDIVIDUAL UNITS AT LEVEL 1 - £125 per unit

 Approx. 20 hours. You can study Word Processing, Spreadsheets, Presentations, Databases, and Using the Internet & Email as stand-alone Level 1 units.

ITQ LEVEL 2 QUALIFICATION IN IT USER SKILLS #

To build your own Level 2 qualification you can select from units at Level 2 including Word Processing, Spreadsheets, Presentations and Databases.

LEVEL 2 AWARD - £230

Approx. 90 hours. Choose three units from the list above.

LEVEL 2 CERTIFICATE - £290#

Approx. 120 hours. Choose three units from the list above, plus the mandatory Improving Productivity unit.

INDIVIDUAL UNITS AT LEVEL 2 - £175 per unit

Approx. 30 hours. You can also study Word Processing, Spreadsheets, Presentations and Databases as stand-alone Level 2 units.

ITQ LEVEL 3 QUALIFICATION IN IT USER SKILLS #

You can select from units including Word Processing, Spreadsheets, Presentations and Databases to build your own Level 3 qualification.

LEVEL 3 AWARD - £500#

Approx. 80 hours. Choose two units from the list above.

LEVEL 3 CERTIFICATE - £1,400#

Approx. 200 hours. Includes all four units from the list above, plus the mandatory Improving Productivity unit.

INDIVIDUAL UNITS AT LEVEL 3 - £300#

Approx. 40 hours. You can also study Word Processing, Spreadsheets, Presentations, and Databases as stand-alone Level 3 units.

COMPUTERISED ACCOUNTS USING SAGE LEVEL 1 #

This course will introduce you to the Sage 50 Accounts software package. You will study using workbooks and practice materials, with qualified staff on hand to support your study.

Approx. 20 hours - £150

COMPUTERISED ACCOUNTS USING SAGE LEVEL 2 #

This follows on from Sage Level 1 and further develops skills in producing customer and supplier documentation and aged debtor analysis.

Approx. 20 hours - £225

* instalments available see p15

FOR MORE DETAILS CONTACT OUR FLEXIBLE LEARNING CENTRE
CALL: 01793 732882 or email: FlexibleLearning@newcollege.ac.uk
EMPOWERMENT, BUSINESS & ENTERPRISE LEVEL 1 AWARD
ONLINE LEARNING
Covers the importance of entrepreneurial skills within business and encourages learners to consider their own role in employment, business and enterprise.
Approx. 10 hours - £80

INTERNET SAFETY LEVEL 1 AWARD
ONLINE LEARNING
Introduces basic principles of internet safety, risks associated with using the internet, safeguarding when working online and maintaining data security.
Approx. 10 hours - £80

HEALTH & SAFETY LEVEL 1 AWARD
ONLINE LEARNING
Introduces the basic principles of health and safety including the hazards that can arise and explores some of the protection methods available.
Approx. 10 hours - £80

FOOD SAFETY IN CATERING LEVEL 2 AWARD
ONLINE LEARNING
Covers the key issues in Food Safety and the responsibilities around hygiene, with reference to keeping work areas clean and ensuring food is stored correctly.
Approx. 9 hours - £80

MANAGING PERSONAL FINANCE - LEVEL 1 AWARD
ONLINE LEARNING
Introduces the basic principles of personal finance, including balance income & expenditure and understanding financial products.
Approx. 10 hours - £80

CARE CERTIFICATE
ONLINE LEARNING
For more details see page 9

Microsoft Office Specialist (MOS) certification gives you the skills and confidence to succeed in the workplace. With three certification levels (Specialist, Expert, Master) the MOS credential allows you to validate your skills and work towards your career goals.

MOS UNITS AND CERTIFICATION
We offer six different MOS units at Core Level and two further units at Expert Level.
Word 2013 Core          Word Expert
Excel 2013 Core          Excel Expert
PowerPoint 2013 Core
Access 2013 Core
Outlook 2013 Core
OneNote 2013 Core

Consider yourself a Microsoft Specialist by completing one MOS unit at Core level.
Become a Microsoft Specialist Expert by completing one MOS unit at Expert level.
Receive the Microsoft Office Master certificate when you pass a combination of units at Core and Expert level. Different combinations available; contact the Centre for more details.
Approx. 40 hours per unit – £180 per Core unit; £220 per Expert unit
Also available via distance learning

CERTIPORT AUTHORISED TESTING CENTRE
New College is now a Certiport Authorised Test Centre, so we can offer MOS exams as well as a range of other vendor certifications. If you have studied elsewhere and are now ready to sit or resit your exams, then we can help. Please contact the centre for pricing and to book your exam place.

MICROSOFT PROJECT - LEVEL 2
Keep projects on track by learning to use industry-standard project management software. Explore working with project plans, managing time, setting tasks, allocating resources and producing project reports, using Microsoft Project.
Approx. 40 hours - £175

NEW COLLEGE IN THE COMMUNITY
FREE ENGLISH, MATHS AND ICT COURSES
Improve your speaking, reading and writing skills, develop a better understanding of monetary matters or just update your CV so it looks professional. MTC - a small, friendly inclusive environment in the town centre with a flexible approach.
Find out how to improve your skills and gain a recognised qualification at:
MTC LEARNING, 177 MANCHESTER ROAD, SWINDON. SN1 1TU

FOR FULL DETAILS OF OUR RANGE OF COURSES INCLUDING GCSE ENGLISH CALL 01793 511665 OR EMAIL: INFO@MTCLEARNING.CO.UK

Eligibility criteria apply

FOR MORE DETAILS CONTACT OUR FLEXIBLE LEARNING CENTRE
CALL: 01793 732882 or email: FlexibleLearning@newcollege.ac.uk
HAIR & BEAUTY ASSESSOR CERTIFICATE
Study the principles and practices for the assessment of Hairdressing, Barbering or Beauty Therapy vocational skills alongside the assessment of occupational competence. Pre-course interview required. Assessment over 1 year.
Email: jacqueline.oldham@newcollege.ac.uk  6 wks  £695  AR6215

HEALTH & BEAUTY INTERNAL QUALITY ASSURER
Gain the underpinning knowledge for the internal quality assurance of Hairdressing, Barbering or Beauty Therapy vocational skills alongside the practical application of the role. Pre-course interview required. Quality Assurance sessions over 1 year.
Email: jacqueline.oldham@newcollege.ac.uk  5 wks  £595  AR6216

SPECIAL EFFECTS MAKE-UP
Ideal for film-making, theatrical performance and fancy dress. Covers casualty style effects such as 1st, 2nd, 3rd degree burns, prosthetics and amputations. Includes all materials.
Tue 6.00-8.30pm  25-Apr  5 wks  £120  LE6236b

VINTAGE HAIR STYLING
Ever wondered how to create iconic hair styles from the 1940s to 1960s? Come and learn in our friendly and fun class.
Wed 6.00-8.30pm  3-May  4 wks  £60  LE5074

HIGH FASHION AND PHOTOGRAPHIC MAKE-UP
Introducing you to themed high-fashion make-up, textured make-up, bright colours and smoky eyes. Includes all materials.
Tue 6.00-8.30pm  6-Jun  4 wks  £110  LE5076b

CRYSTAL THERAPY LEVEL 2 AWARD
Develop the knowledge and skills to prepare and maintain equipment and provide a professional crystal therapy treatment. Students may wish to purchase their own crystal collection.
Wed 12.00-2.30pm  26-Apr  5wks  £145  AR5011c

* instalments available see p15

ESOL
ENGLISH NOT YOUR FIRST LANGUAGE?
ENGLISH FOR SPEAKERS OF OTHER LANGUAGES
Call Tracy Leonard on 01793 732865 for full details.
Cost: Free
Courses start in September.

AGED 19+ AND NEED A QUALIFICATION?
DON’T LET COURSE FEES HOLD YOU BACK.
GET AN ADVANCED LEARNER LOAN!
You can apply for a loan to pay for your tuition fees for courses and you will pay nothing back until you have finished your course and are earning over £21,000 per year!
TO QUALIFY YOU NEED TO BE:
• Aged 19+ at the start of the course
• Meet student loan company eligibility criteria
• Enrolling on a qualification course at Level 3, 4, 5 or 6 marked with ▶
We have a full range of qualification courses starting September 2017 which qualify for the learner loan. Collect your copy of the Autumn course brochure at our Adult Open Evening on 6 July for full details.
For further help and advice visit: www.gov.uk/advanced-learner-loan/overview

ALL COURSES TAKE PLACE AT NEW COLLEGE CAMPUS, QUEENS DRIVE, SN3 1AH UNLESS OTHERWISE STATED
HEALTH, CARE & CHILDCARE / HEALTH & SAFETY

HEALTH, CARE & CHILDCARE

24/7 PARENTING FREE!
Strategies to help you deal with your teenager or younger children who are behaving inappropriately. Learn how to promote positive behaviour.

Thu 6.30-9.00pm 11-May 6 wks FREE CN5113b

CARE CERTIFICATE - ONLINE LEARNING
Mandatory training for those working or who would like to work in the care sector. Gain the knowledge to undertake your job role. Forms one part of the overall induction programme.

Start anytime - mandatory training £45 BC6292

EARLY YEARS HNC/HND
A degree-level course focusing to develop knowledge in this sector. Pre-course interview required.

Email: he@newcollege.ac.uk for full details or call 0808 178 3874

EARLY YEARS FOUNDATION DEGREE
Working in the early years environment? Study the role of the childcare worker and the principles of working with children. Pre-course interview required.

Email: he@newcollege.ac.uk for full details or call 0808 178 3874
In partnership with Bath Spa University.

HEALTH & SOCIAL CARE HNC/HND
A degree-level course focusing to develop knowledge in this sector. Pre-course interview required.

Email: he@newcollege.ac.uk for full details or call 0808 178 3874

NVQ WORK-BASED QUALIFICATIONS
A great way to reinforce and improve the skills and knowledge that you already have whilst gaining a nationally-recognised qualification. Training is provided in your place of work giving you a flexible and convenient way of learning.

HEALTH & SOCIAL CARE LEVEL 2, 3 ⚠️ & 5 ⚠️
Recognised by the Care Quality Commission. For workers in adult care across all care sectors, available up to senior management level. Guide price: £1,390*

CHILDREN & YOUNG PEOPLE’S WORKFORCE NVQ LEVEL2
For those working or volunteering in a range of childcare settings. Assessment in the workplace supported by distance learning.
Guide price: £750*

EARLY YEARS EDUCATOR NVQ LEVEL 3 ⚠️
Become a qualified early years practitioner. Assessment in the workplace supported by evening classes. Ideal for experienced nursery workers and childminders or senior care workers.
Entry requirements apply - GCSE grades A-C no longer required.
Guide price: £1,500*

* instalments available see p15

FREE COURSES
For a limited time we can access Government funding. This means we can cover your course fees if you work in the following industries:

- MANUFACTURING & ADVANCED ENGINEERING
- ENVIRONMENTAL TECHNOLOGIES
- LANDBASED TECHNOLOGIES
- ADULT HEALTH & SOCIAL CARE
- BUSINESS AND FINANCIAL SERVICES
- TOURISM
- HEALTH & LIFE SCIENCES
- VISITOR ECONOMY

FOR FULL DETAILS CALL PAULA OR DOM: 01793 732892

HEALTH & SAFETY

EMERGENCY FIRST AID AT WORK LEVEL 2
HSE approved, suitable for workplace first aiders or those who want to know how to cope in an emergency situation.

Mon 9.00-4.30pm 22-May 1 day £110 BC8329c

FIRST AID AT WORK LEVEL 3
Covering practical skills needed in the modern workplace. Gain confidence and knowledge to deal with first aid emergencies. Highly suitable for nominated workplace first aiders, or if you need a comprehensive introduction to first aid.

Mon-Wed 9.00-4.30pm 22-May 3 days £230 BC8068c

ESSENTIAL FIRST AID FOR PARENTS AND CARERS
Includes choking, cuts, abrasions, burns, basic life support and CPR, together with specific questions answered.

Sat 10.00-1.00pm 10-Jun 1 day £20 BC8683

PAEDIATRIC FIRST AID FOR CHILD CARERS
Focuses on emergency scenarios faced when looking after young children. Meets Ofsted requirements for registered childminders and Approved Carers Scheme requirements for nannies.

Wed&Thu 9.00-4.30pm 7&8-Jun 2 days £157 BC8535b

FOOD SAFETY FOR CHILD CARERS LEVEL 2
Tutor-led training providing you with a fundamental food hygiene qualification required by all food handlers. This course can also be delivered within the workplace. Call Paula on 01793 732892 for details.

Thu 9.00-4.30pm 4-May 1 day £110 BC8332b

HEALTH & SAFETY LEVEL 1 AWARD ONLINE LEARNING
Gain an understanding of the basic principles of health and safety, hazards that can arise and some of the protection available against those hazards.

Average 10 hours to complete Call Heidi on 01793 732882

HEALTH & SAFETY LEVEL 2
Enabling you to work safely and to recognise and deal with hazards in the workplace.

Wed 9.00-4.30pm 10-May 1 day £110 BC8629

MANAGING SAFELY CERTIFICATE (IOSH)
This accredited safety training programme will give you the knowledge needed to ensure safety in the workplace and prevent accidents. Designed for managers and supervisors with responsibility for people or processes it gives a broad and sound understanding of current health & safety requirements and principles.

Tue 8.30-4.00pm 16-May 3 days £450 BC8236b
Mon 8.30-4.00pm 12-Jun 3 days £450 BC8236c

* instalments available see p15
LANGUAGES - BEGINNERS TERM 2

For those with no previous knowledge of languages.

**FRENCH**
- Wed 6.30-8.30pm 3-May 9 wks £105 EN5303d

**JAPANESE**
- Thu 6.30-8.30pm 4-May 9 wks £105 EN5322d

**BRAZILIAN PORTUGUESE**
- Thu 6.30-8.30pm 4-May 9 wks £105 EN5332c

**SPANISH**
- Mon 6.30-8.30pm 8-May 9 wks £105 EN5323i

LANGUAGES - BEGINNERS TERM 3

**FRENCH**
- Thu 6.30-8.30pm 4-May 9 wks £105 EN5303e

**GERMAN**
- Wed 6.30-8.30pm 3-May 9 wks £105 EN5309c

**ITALIAN**
- Tue 6.30-8.30pm 2-May 9 wks £105 EN5315c

**JAPANESE**
- Mon 6.30-8.30pm 8-May 9 wks £105 EN5322e

**POLISH**
- Tue 6.30-8.30pm 2-May 9 wks £105 EN5802c

**SPANISH**
- Mon 6.30-8.30pm 8-May 9 wks £105 EN5323f
- Tue 6.30-8.30pm 2-May 9 wks £105 EN5323g

LANGUAGES - CONTINUERS TERM 3

**JAPANESE**
- Tue 6.30-8.30pm 2-May 9 wks £105 EN5340c

**LANGUAGES - TASTERS**

For complete beginners.

**MANDARIN CHINESE**
- Mon 6.30-8.30pm 12-Jun 4 wks £45 EN6109

**FRENCH**
- Tue 6.30-8.30pm 13-Jun 4 wks £45 EN5304

**ITALIAN**
- Mon 6.30-8.30pm 12-Jun 4 wks £45 EN5456

**SPANISH**
- Wed 6.30-8.30pm 14-Jun 4 wks £45 EN5324

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**ADULT OPEN EVENING**

**THURSDAY 6 JULY / 5-7PM**

- Leisure
- Qualification
- Languages
- Professional
- Advice and Guidance

**ALL AGES WELCOME**

Pick up our new Autumn part-time brochure and ask about our full range of courses

**WOULD YOU AND YOUR COLLEAGUES ENJOY LEARNING A LANGUAGE DURING A LUNCHETIME?**

We can deliver bespoke language courses for beginners at your place of work tailored to your specific requirements.

**Email:** frazer.singlehurst@newcollege.ac.uk for full details

**CALL US ON 0808 172 1721 OR VISIT WWW.NEWCOLLEGE.AC.UK/ADULT-COURSES**
## DISTANCE LEARNING

**DISTANCE LEARNING**
Complete one of our highly flexible online learning programmes supported by highly experienced, friendly and professional tutors who are passionate about helping you achieve your goals. If you study by distance learning with New College, you won’t be an island. We’ll provide you with a flexible approach with plenty of attention and support. You can start at any time!

If you’d like advice about the course which is suitable for you, contact us for a chat on 01793 732892.

## MANAGEMENT

**Our management qualifications are available as an Award, Certificate and Diploma.** We’re so flexible, you can design your size of qualification that’s just right for you. Apart from the Diploma option where certain units are mandatory, it is possible to have a free choice over the units you wish to study for awards and certificates. Later you can add more units and “upgrade” your qualification.

### FIRST LINE MANAGEMENT (CHARISTERED)
**CHARTERED MANAGEMENT INSTITUTE LEVEL 3 AWARD, CERTIFICATE AND DIPLOMA**
- Designed for aspiring or practising junior to middle managers who wish to develop their core management skills and practice. Cost: from £350 call for details.

### MANAGEMENT AND LEADERSHIP (CHARTERED)
**CHARTERED MANAGEMENT INSTITUTE LEVEL 5, AWARD, CERTIFICATE AND DIPLOMA**
- Designed for practising middle managers who wish to develop their core management skills and practice. Cost: from £450 call for details.

### STRATEGIC MANAGEMENT AND LEADERSHIP (CHARTERED)
**CHARTERED MANAGEMENT INSTITUTE LEVEL 7**
Contact us for details.

## HEALTH AND SOCIAL CARE LEVEL 2 CERTIFICATES:

**If you are interested or are currently working in the Health and Social Care sector and would like to gain new skills and knowledge or refresh existing practices, then a distance learning qualification could be the answer. All courses take approximately 12 weeks to complete.**

- **FREE** - fully funded by the Government, eligibility criteria applies.

### DEMENTIA CARE
- Covering person centred care, the influence of positive communication, the use of medication and importance of providing appropriate activities.

### PRINCIPLES OF THE PREVENTION AND CONTROL OF INFECTION
- Principles of infection prevention and control, cause and spread of infection and importance of correct cleaning procedures.

### UNDERSTANDING HANDLING OF MEDICATION
- Understand medication and prescriptions, how to supply, store and dispose of medication and safe administration.

### PRINCIPLES OF END OF LIFE CARE
- Gives knowledge and understanding relating to end of life care.

### CUSTOMER SERVICE LEVEL 2 CERTIFICATE
- Deliver excellent customer service, meet your customers’ needs and give a great customer experience.

**FREE** - fully funded by the Government, eligibility criteria applies.

## CALL 01793 732892 FOR FULL DETAILS OF OUR DISTANCE LEARNING COURSES

## MANAGEMENT & PROFESSIONAL STUDIES

### HUMAN RESOURCES PRACTICE LEVEL 3 CERT (CIPD)**
Whether you’re starting out in your HR career or wanting to progress to the next level, this well recognised qualification will be of benefit.

- **Tue** 6.00-9.00pm  25-Apr  40 wks  £1,500*  BC8065

### HUMAN RESOURCES MANAGEMENT LEVEL 5 CERTIFICATE (CIPD)**
Providing you with the perfect platform to develop your HR career. Develop your ability to evaluate the effectiveness of HR models and practices and increase understanding of external factors that impact on HR and organisations. Includes 5 Saturdays. You should be in a supervisory or management position.

- **Thu** 6.00-9.00pm  21-Sep  44 wks  £1,850*  BC8595

### COACHING AND MENTORING LEVEL 3 DIPLOMA (CMII)
Introducing you to the principles, skills and impact of coaching and mentoring. We enable you to understand how you can support individuals to develop themselves and improve performance.

- **Thu** 1.30-8.30pm  28-Sep  9 mths  £1,600*  BC8495

### LEARNING AND DEVELOPMENT PRACTICE LEVEL 3 CERTIFICATE (CIPD)**
Aimed at aspiring and experienced trainers or those looking for a strong grounding in L&D practices. Provides a firm foundation in all areas of L&D including its impact on business sustainability.

- **Tue** 6.00-9.00pm  19-Sep  45 wks  £1,500*  BC8066

### LEADERSHIP AND MANAGEMENT AWARD
For new and aspiring managers, you’ll cover leadership, motivation, organising and delegating and communication. Fully funded, contact us for more information.

- **Mon** 2.00-5.00pm  8-May  6wks  **FREE**  BC8434b
- **Mon** 6.00-9.00pm  8-May  6wks  **FREE**  BC8434c

Fees may be incurred if you do not complete your qualification.

### LEADERSHIP AND MANAGEMENT LEVEL 3 AWARD (ILM) (BLENDED LEARNING)**
For aspiring and new or existing managers looking to develop or consolidate management skills. Covering leadership, organising and delegating, establishing and motivating teams. Online learning, self-directed research and tutorials will be augmented by two study days and tutorials allowing you to share your experience and views with other learners.

- **4 Sessions including Induction** Tue 26-Sep  **£400**

### LEADERSHIP AND MANAGEMENT LEVEL 3 CERTIFICATE (ILM) (BLENDED LEARNING)**
Extending the Award, you will also look at management communication and communicating in the workplace. Online learning, self-directed research and tutorials will be augmented by eight study days and tutorials allowing you to share your experiences and views with other learners.

- **10 Sessions including Induction** Tue 26-Sep  **£750**

**CONT/ OVERLEAF**

* instalments available see p15  **pre-course interview required*
LEADERSHIP AND MANAGEMENT LEVEL 3 DIPLOMA
(BLEND LEARNING)**
Gain comprehensive management knowledge and skills bespoke to your organisation. Extending the Certificate, you’ll cover planning and understanding change, solving problems, financial and performance management. You will also complete a one off project where you’ll further develop your leadership style. Online learning, self-directed research and tutorials will be augmented by study days.

MARKETING FOUNDATION TEE 3 CERT (CIM)**
For those in a junior marketing position, aspiring to a career in marketing or who are an entrepreneur looking to drive business forward. Gives an understanding of the role and function of marketing. Identify trends in the environment, gather marketing information and learn to apply and adapt the marketing mix.

NVQ WORK-BASED QUALIFICATIONS
A great way to reinforce and improve on the skills and knowledge that you already have whilst gaining a nationally recognised qualification. Training is provided in your place of work giving you a flexible and convenient way of learning.

TEAM LEADING NVQ LEVEL 2
For new team leaders or supervisors or those who wish to gain accreditation. Guide price: £1,480

MANAGEMENT NVQ LEVEL 3 & 5
Suitable for all levels of management; Level 3 suitable for junior to middle managers, Level 5 for those holding senior positions. Guide price: from £1,520*

CALL 01793 732892 FOR FULL DETAILS

FUNCTIONAL SKILLS - MATHS FREE
Build your confidence/skills before taking GCSE Maths.
Call Tracy Leonard on 01793 732865.
FREE day, evening and intensive courses available

INTENSIVE MATHS FUNCTIONAL SKILLS FREE
Level 1 or 2 - 12-16 June
Call Joanne MacKenzie on 01793 611470 Ext: 3202
Eligibility criteria applies

PHOTOGRAPHY & MEDIA PRODUCTION
DISCOVER YOUR DIGITAL SLR CAMERA
Learn the principles behind the effective use of a digital camera and how to maximise its potential.

ADOBE PHOTOSHOP FOR BEGINNERS
Learn techniques to create and manipulate digital images. Get the best results from your photographs and images in the minimum time with expert help.

FILM & TV PRODUCTION HNC/HND: (CREATIVE MEDIA MOVING IMAGE PRODUCTION)
University-level media course. Ideal for students wanting to study at Higher Education level. Pre-course interview required.

PUBLIC SERVICES & CRIMINOLOGY
PUBLIC & EMERGENCY SERVICES HNC/HND
Designed for those wishing to pursue a career in the Armed Forces, Police, Fire, Ambulance, Prison, Customs and Excise, Security, and Probation Services. Pre-course interview required.

POLICING (PUBLIC SERVICES) HNC/HND
Designed to meet the needs of students wishing to pursue a career in the public services sector, focusing on the Police Service of England and Wales. You will examine how it has been shaped by various and legal/political influences. Pre-course interview required.

CRIMINOLOGY (PUBLIC SERVICES) HNC
For those who are already employed or are looking to start a career within the criminal justice system. With a particular emphasis on Criminology. This HNC takes a practical approach to studying the causes of crime and the work of the criminal justice system. Pre-course interview required.

ASTRONOMY
Embark on a journey uncovering the most exciting aspects of our universe, historical breakthroughs in space exploration and recent developments.

WORK-BASED QUALIFICATIONS
A great way to reinforce and expand on the skills and knowledge that you already have whilst gaining a nationally recognised qualification. Training is provided in your place of work giving you a flexible and convenient way of learning.

LABORATORY TECHNICIAN NVQ LEVEL 2 & 3
For those working in a laboratory carrying out testing, performing a variety of technical support functions assisting scientists and other technicians. Also suitable for those working in an educational setting such as a school or college. Guide Price: £2,800*

NUTRITION ACTIVE IQ LEVEL 2
Suitable for learners of all ages, who wish to gain knowledge in diet and nutrition for their own use, as well as learners who wish to enhance the role they already have in the fitness industry.

SPORT & FITNESS
YOGA FOR BEGINNERS
Tone up and tune out the chatter of your busy mind. Not just a downward facing dog, we’ll show you breathing exercises and poses to improve flexibility and ease away aches, pains and tension. Includes meditation.

YOGA FOR IMPROVERS
If you’ve got to grips with your Downward Facing Dog, have mastered breathing technique, posture and balance, this course is for you.

* instalments available see p15  **pre-course interview required
**TEACHING & TRAINING**

**IMPROVE YOUR ENGLISH AND MATHS**

- Increase your confidence in reading and writing
- Brush up your maths, spelling, punctuation or grammar
- Help your children with homework
- Gain a qualification for your CV

Join FREE classes. Learn new skills or brush up on old ones in the daytime or the evening. Work in small, friendly adult groups.

**CALL TRACY ON 01793 732865 FOR MORE INFORMATION**

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**SUPPORT WORK IN SCHOOLS LEVEL 2 AWARD**

Introductory qualification if you wish to pursue a career as a teaching assistant. You can then progress to our work based learning NVQ Supporting Teaching and Learning in Schools (below).

**Thu** | 9.30-12.30pm | 27-Apr | 10 wks | £310* | BCB8412

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**NVQ WORK-BASED QUALIFICATIONS**

A great way to reinforce and improve the skills and knowledge that you already have whilst gaining a nationally-recognised qualification. Training is provided in your place of work giving you a flexible and convenient way of learning.

**INTERNAL QUALITY ASSURER LEVEL 4 AWARD**

For monitoring (a) quality of work-based skills and knowledge and (b) work with awarding bodies. Guide price: from £650*

Email: jacqueline.oldham@newcollege.ac.uk for full details.

**ASSESSOR LEVEL 3 AWARD**

For those who wish to assess workplace skills or teach work-related knowledge. Guide price: from £550*

Email: jacqueline.oldham@newcollege.ac.uk for full details.

**SUPPORTING TEACHING & LEARNING IN SCHOOLS nvQ LEVEL 2 & 3**

If you are working or volunteering in a school as a teaching assistant, this qualification will help you to stand out from the crowd in a competitive job market. Guide price: from £875*

**CALL 01793 732892 FOR FULL DETAILS**

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**APPRENTICESHIPS**

Get your career going

Employed? Want to upskill in your current job (or are starting a new one)?

Would you like to gain recognised qualifications for your job role?

You can be any age to be an apprentice and there’s absolutely no cost to you. Apprenticeships are available in a variety of sectors.

Contact us to find out more 01793 732892 or email us at apprenticeships@newcollege.ac.uk

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**ALL COURSES TAKE PLACE AT NEW COLLEGE CAMPUS, QUEENS DRIVE, SN3 1AH UNLESS OTHERWISE STATED**

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**CALL US ON 0808 172 1721 OR VISIT WWW.NEWCOLLEGE.AC.UK/ADULT-COURSES**
FREE AND DISCOUNTED COURSES

UNEMPLOYED? RECENTLY BEEN MADE REDUNDANT?
• We offer a variety of courses designed to make you more desirable to employers, including: computerised accounting, literacy, numeracy and IT
• Regular start dates throughout the year
• Our range of courses is always growing, so contact us to discuss the most up-to-date information

You could get any course in the brochure listings marked with # FREE*
FOR DETAILS CALL FREE ON: 0808 172 1721 OR EMAIL: EMPLOYABILITY@NEWCOLLEGE.AC.UK

FREE COURSES TO IMPROVE YOUR ENGLISH AND MATHS
• Increase confidence in reading and writing
• Help your children with homework
• Brush up your maths, spelling, punctuation or grammar
• Gain a qualification for your CV

JOIN DAYTIME AND EVENING CLASSES STARTING IN JANUARY. LEARN NEW SKILLS OR BRUSH UP ON OLD ONES.

• Functional English and Maths Skills
• English GCSE
• Preparation for Access to Higher Education - English and Maths
• Maths GCSE

CALL CUSTOMER SERVICES ON 0808 172 1721 FOR MORE INFORMATION

NEW COLLEGE IN THE COMMUNITY: FREE ENGLISH, MATHS AND ICT COURSES

Improve your speaking, reading and writing skills, develop a better understanding of monetary matters or just update your CV so it looks professional. MTC is a small friendly inclusive environment, centrally located with a flexible approach. Pop in and see how you can improve your skills and gain a recognised qualification at: MTC LEARNING, 177 MANCHESTER ROAD, SWINDON. SN1 1TU

FOR FULL DETAILS OF OUR RANGE OF COURSES INCLUDING GCSE ENGLISHCALL: 01793 511665 OR EMAIL: INFO@MTCLEARNING.CO.UK
JOB CLUB: WEDNESDAYS 11.00AM - 1.00PM - NO BOOKING NECESSARY

The Building Bridges programme supports people across Swindon and Wiltshire who are facing significant challenges in being able to develop their skills, access education or move towards the world of work. Taking part in the programme is entirely voluntary and all of our advice and support is offered free of charge.
For further information see: http://buildingbridgesw.org.uk/about/
USEFUL INFORMATION – FEES, TERMS & CONDITIONS

AN EXPLANATION OF COURSE FEES

QUALIFICATION COURSES
Some qualification courses are partly subsidised by the Government depending if you meet their funding rules, your age and the level of qualification. The subsidy is reflected in the course fee. If you meet certain eligibility criteria for fee remission, some courses may be free.

NON-CREDIT QUALIFICATION COURSES AND BUSINESS QUALIFICATION COURSES
These courses are generally not subsidised and therefore not available for fee remission, however the following exceptions may apply, providing you meet Government funding rules.

AM I ELIGIBLE FOR FEE REMISSION?*  

QUALIFICATION COURSES
*You may be eligible if you are taking a course to gain the skills to enter employment or progress into more sustainable employment and if you earn less than 16 times the National Minimum wage per week. The course must be directly relevant to your employment prospects. In addition you will need to be in receipt of and evidence one of the following:
1. you are receiving Jobseeker’s Allowance/Credits or Employment Support Allowance (in the work related activity group). OR
2. you are receiving Universal Credit because of unemployment with a requirement to undertake skills training. OR
3. *you are receiving Employment Support Allowance, Income Support, Housing Support, Means Tested Council Tax Support or Universal Credit. OR
4. *you are the unwaged partner of someone receiving Working Tax Credits with an income of less than £115,276.

*In addition the course must meet local labour market needs, to be advised by the College.

Certain courses may be free for those who are unemployed or have recently been made redundant, to help you gain the skills and to help to find employment. These courses are marked with a #.

If you are taking your first full Level 2 or 3 and you will be 19-23 at the start date of your course because this may affect your fee reduction. Some courses are free for those who are unemployed or have recently been made redundant.

You may be eligible if you are taking a course to gain the skills to enter employment or progress into more sustainable employment and if you earn less than 16 times the National Minimum wage per week. The course must be directly relevant to your employment prospects. In addition you will need to be in receipt of and evidence one of the following:
1. you are receiving Jobseeker’s Allowance/Credits or Employment Support Allowance (in the work related activity group). OR
2. you are receiving Universal Credit because of unemployment with a requirement to undertake skills training. OR
3. *you are receiving Employment Support Allowance, Income Support, Housing Support, Means Tested Council Tax Support or Universal Credit. OR
4. *you are the unwaged partner of someone receiving Working Tax Credits with an income of less than £115,276.

*In addition the course must meet local labour market needs, to be advised by the College.

YOU MUST INFORM THE COLLEGE OF ANY CHANGES IN YOUR CIRCUMSTANCES before or at the start date of your course as this may affect your fee reduction.

Some specific courses are funded by other agencies or organisations and are free for a particular audience – these are listed within adverts.

CAN I PAY FOR MY COURSE IN INSTALMENTS?  

Yes, instalment payments can be made via Direct Debit for certain courses. New College operate several different instalment schemes including the opportunity to pay through FlexiEd.uk.com. Please contact our Enrolment Team for more information on instalment plans.

Details of the College Fee Policy are available from www.newcollege.ac.uk. All fees are correct at time of going to print. All information provided is subject to government funding rule changes.

EXAM AND MATERIAL FEES
Exam fees are included in our prices except where indicated on an information sheet and are non-refundable if you decide not to take the exam. Some courses may have additional material costs; this information is listed on the relevant course information sheet.

INFORMATION, ADVICE AND GUIDANCE
Further information, advice and guidance can be obtained from our Part time enrolment team on the courses offered in our brochure on 0808 172 1721. We aim to acknowledge all requests for information within 2 working days. Or, you can visit our website www.newcollege.ac.uk for course information which is provided on the information sheets. You can access careers advice about work and training from the National Careers Advisory Service on 0800 100 900.

INITIAL ASSESSMENT
Before you start your course, you may be asked to take an assessment in Maths or English. This is to check that you have the appropriate level of English or Maths skills to enable you to succeed on your chosen course(s) and for us to be able to support you in your learning. If you have any questions about this assessment contact Tracy on 01793 732865 or email Tracy.Leonard@newcollege.ac.uk.

EQUAL OPPORTUNITIES
New College is committed to Equality, Diversity, Inclusion and Excellence. If you have any concerns or comments regarding equal opportunities and diversity, contact our Equal Opportunities Co-ordinator at equality@newcollege.ac.uk.

CHANGES TO THE PROGRAMME
We aim to run all the courses in this programme, but we reserve the right to close or change them. If a course recruits low numbers, we may reduce the contact time in class to enable the subject to run but without offering a reduction in fees. If enrolments are insufficient, or for other reasons, we may be unable to run a course, we will give a full refund and as much notice as possible. Once a course has started you are asked to attend classes regularly. The College reserves the right to close an existing course at any time if the number of students attending falls below the minimum required. In these circumstances we will give you a partial refund. In the case of tutor sickness/absence the College will make every effort to offer a replacement as quickly as possible.

ADDITIONAL SUPPORT NEEDS
If you consider that you have additional learning support needs then the college will endeavour to make reasonable adjustments in order to support your learning. The College will consider its duty under the Equalities Act 2010 to make any reasonable adjustments requested.

CANCELLATIONS AND REFUNDS
If you withdraw from a course lasting less than 15 weeks you will not be entitled to a refund other than in exceptional circumstances. For any courses lasting more than 15 weeks but less than 24 which you withdraw from within the first 2 weeks of the start date of the course, the College will give a partial refund of 50% of the full tuition fee. If you withdraw at or after 2 weeks no refund will be given. For courses lasting 24 weeks or more which you withdraw from within the first 6 weeks of the start date of the course the College will give you a partial refund of 50% of the full tuition fee. If you withdraw at or after 6 weeks no refund will be given. If you enrol on a course and wish to cancel before the start date of the course, refunds will be considered on a discretionary basis, depending on whether your place can be sold to another person. This refund policy applies to all students regardless of the method of payment. You will receive a partial refund or credit note if exceptional circumstances prevent you continuing with a course (i.e. serious illness or death including that of a close family member). Refunds will not be made for matters of inclement weather, minor illness, change in accommodation, domestic changes or work commitments. Exam fees are not refundable if you choose not to enter the exam. A minimum number of students are needed for each course to run. Where this is not achieved we will contact you to advise that the course will have to be cancelled. We try to give at least a week’s notice; however we try to leave the course open as long as possible to ensure it runs. If New College need to cancel your course then a full refund will be given.

CUSTOMER CHARTER
Our Customer Charter is available from Reception and on our website. Please call for information or look at our website www.newcollege.ac.uk

Please note courses do not normally run during half term or holiday periods.

We are grateful to the Skills Funding Agency, Swindon Borough Council and European Social Fund for their support.
HIGHER EDUCATION AT NEW COLLEGE

RECEIVE A **FREE MICROSOFT SURFACE**
TO HELP WITH YOUR STUDIES
WHEN YOU ENROL ON AN HND AT NEW COLLEGE

HNCs/HNDs (Higher National Certificates/Diplomas)
- Art & Design (Textiles)
- Business
- Public & Emergency Services
- Policing (Public Services)
- Criminology (Public Services)
- Early Years
- Health & Social Care
- Creative Media (Film & TV Production)
- Computing
- Media Make-up

FOUNDATION DEGREE
- Early Years (in partnership with Bath Spa University)

FREEPHONE 0808 178 3874 / EMAIL: HE@NEWCOLLEGE.AC.UK / WWW.NEWCOLLEGE.AC.UK/HE

WORRIED ABOUT GETTING BACK INTO EDUCATION?

ACCESS TO HIGHER EDUCATION
BRIDGE THE GAP BETWEEN CURRENT QUALIFICATIONS AND A DEGREE COURSE

Great flexibility - courses available from just 3 sessions per week!

5 ACCESS PATHWAYS:
- HEALTHCARE PROFESSIONS (NURSING AND MIDWIFERY)
- SCIENCE & MATHS
- SOCIAL STUDIES
- EDUCATION STUDIES
- BUSINESS & LAW

For Access programmes you may be able to fund your fee with the new Advanced Learner Loan. Check: www.newcollege.ac.uk/content/advanced-learner-loan

FREEPHONE: 0808 178 3871 OR EMAIL: ACCESS@NEWCOLLEGE.AC.UK
www.newcollege.ac.uk/access

PART-TIME COURSE TUTORS WANTED

Would you like to join our team of adult part-time leisure tutors?
If you have an area of expertise or an interesting hobby that you’d like to share with others, we’d love to hear from you.

From Burlesque Workshops to Plan Your Own Funeral, Tarot Cards to Life Drawing. Where can you take us next? You don’t need a teaching qualification, just a passion and commitment to share your knowledge.

Contact Paula Kimmel in our Fast Forward team detailing the course you’d like to offer and relevant qualifications, if any.

EMAIL: PAULA.KIMMEL@NEWCOLLEGE.AC.UK