

**Fully  
Funded  
Courses  
available**

See inside for  
further details

Online Courses Guide  
**West Lancashire College**  
2023/24

[westlancs.ac.uk](http://westlancs.ac.uk)



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# Welcome

**Online learning is a great way for people to upgrade their skills at any time, but never more so than during these uncertain times. We are therefore delighted to launch a range of online training courses, designed to help you develop new skills or build on existing ones.**

Available on a rolling basis, our online qualifications are delivered by distance learning and offer nationally recognised Level 2 and 3 qualifications for students aged 19 or over. The courses are great for evidencing your competency to employers, will further your personal and professional development and will give you the relevant skills, knowledge and understanding leading to career progression, a career change and improved employment prospects.

Our online courses give you the flexibility to carry out training in your own time, whenever and wherever is most convenient for you without the need to attend college.

At the start of your course you will be allocated a Personal Tutor who will support you through your qualification and you will be provided with all learning and assessment materials which have been specifically developed to support you in meeting the qualification requirements. Your tutor will also provide you with written feedback on the assessments you submit as well as ongoing support through a remote tutorial.

Studies have shown that learning has a positive effect on our wellbeing, it can help us develop self-confidence, as well as develop our skills to enable career progression and help us feel a sense of achievement.

Inside this brochure you will find courses that will help you develop your skills for many different employment sectors including; Access to Higher Education, Business & Management, Caring for Children & Young People, Counselling, Digital Skills and Health & Care, the great news is courses are fully funded\* for many people.

Learning is a lifelong affair, so no matter what your age or motivation, whether you want to study for leisure, gain skills and knowledge needed to fulfil a lifelong ambition, secure a promotion or change your career, West Lancashire College online programmes have something to offer you.

I do hope you find something that interests you and very much look forward to hearing of your future success.

Best wishes

**Debbie Fennell**  
Vice Principal

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# Access to Higher Education

Course	Course Description	Start Date	Duration	Fee	Delivery
Access to Higher Education – Nursing Pathway	This course is designed for adult learners who are looking to progress to Higher Education to study a degree in Nursing.	Flexible	32 wks	This course could be funded, see below*	Online

*\*If you are aged 19-23 and this is your first full Level 3 qualification, this course may be funded, see page 18 for further details. Advanced Learner Loans are also available for this course, please see page 19 or contact the Distance Learning Team for more information 01695 52443 / DistanceLearningAG@westlancs.ac.uk*



# Business & Management

Course	Course Description	Start Date	Duration	Fee*	Delivery
Creating a Business Start-Up Level 2 Certificate	Explore business ideas and learn how to develop and progress your business plan so you fully understand your target market. The course will also teach you about marketing your business and the important legal, financial requirements you have to follow.	Flexible	12 wks	Fully Funded*	Online
Equality and Diversity Level 2 Certificate	If you want to learn about equality and diversity in different contexts, the Equality and Diversity Level 2 online course will give you a great understanding of the different issues affecting equality and diversity in society today. You will gain an insight into the wide-ranging legislation that is needed to create a workplace centred on fairness, dignity and respect.	Flexible	12 wks	Fully Funded*	Online
Information, Advice or Guidance Level 2 Certificate	Our course in Information, Advice or Guidance Level 2 will teach you how to offer clear and accurate information, advice or guidance and knowing what can be shared legally and professionally can greatly improve outcomes for a business. There are some fundamental rules for successful information sharing and ensuring staff are aware of these is key.	Flexible	12 wks	Fully Funded*	Online
Lean Organisation Management Techniques Level 2 Certificate	This course will help you to understand the concept of a lean environment and its benefits, as well as how to implement a productivity needs analysis and develop an understanding of what makes an effective team.	Flexible	12 wks	Fully Funded*	Online
Principles of Business Administration Level 2 Certificate	Gain knowledge to work in a range of different environments in a business admin role. Whether you would like to brush up on your skills or pick up some new ones, this course will give you the knowledge you need to provide high-quality support to the business you work for.	Flexible	12 wks	Fully Funded*	Online
Principles of Customer Service Level 2 Certificate	If you work in customer service, this course can help you improve your skills and make sure every customer has a great experience. You will increase your awareness of how to understand and meet customers' needs, as well as learn how to improve your performance using feedback and how to successfully promote products and services.	Flexible	12 wks	Fully Funded*	Online
Principles of Team Leading Level 2 Certificate	This qualification will teach you the principles of team leading, how to use different styles of leadership to enhance your team's performance and how to motivate team members to get the best out of them. You'll learn how to manage conflict within teams, how to handle dissatisfied customers and how to be the best mentor possible.	Flexible	12 wks	Fully Funded*	Online
Understanding Business Improvement Techniques Level 2 Certificate	Our online Level 2 certificate in Understanding Business Improvement Techniques will help you to develop effective team working practices alongside principles and techniques that support workplace organisations. You will learn how continuous improvement techniques such as Kaizen can be applied for a boost in productivity, effectiveness, safety and waste reduction, and how businesses use it to gain that all-important competitive edge.	Flexible	12 wks	Fully Funded*	Online
Understanding Mental Health First Aid Mental and Health Advocacy in the Workplace Level 2 Certificate	This Level 2 qualification helps to increase the understanding of mental health of staff at all levels builds a culture of care and support. It is important that employers are transparent and open about mental health issues and this qualification builds an understanding of mental health problems and the support available to colleagues. Increasing the understanding of mental health of staff at all levels builds a culture of care and support.	Flexible	12 wks	Fully Funded*	Online
Understanding Safeguarding & Prevent Level 2 Certificate	The purpose of this qualification is to support anyone who is responsible for the safeguarding of people and for helping to prevent radicalisation. This course also provides students with an understanding of recognising the signs of abuse, how to reduce the risk of radicalisation, as well as the potential consequences of illegal online activity.	Flexible	12 wks	Fully Funded*	Online
Understanding Workplace Violence and Harassment Level 2 Certificate	With our Level 2 Certificate in Understanding Workplace Violence and Harassment qualification, you will gain an understanding of how to create a safe working environment. You'll learn about important policies and procedures, why workplace violence may occur, and how the risk of workplace violence can be reduced by good practices. The qualification will also give you the skills to champion equality and diversity within your workplace and make it more inclusive.	Flexible	12 wks	Fully Funded*	Online

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# Caring For Children & Young People

Course	Course Description	Start Date	Duration	Fee*	Delivery
Introducing Caring for Children and Young People Level 2 Certificate	Learn the strategies and procedures used to protect young people from abuse and exploitive behaviour, and ensure their safety.	Flexible	12 wks	Fully Funded*	Online
Introduction to Neuroscience in Early Years Level 2 Award	This course is designed to give students a gentle introduction to the subject and to share the remarkable insights it has provided us, in terms of how the infant brain develops and how this is affected by a range of external influences.	Flexible	12 wks	Fully Funded*	Online
Principles of Working with Individuals with Learning Disabilities Level 2 Certificate	This qualification is ideal for you if you're working within healthcare or social care but may also be useful if you're working in education or a housing support role. The course aims to help you develop your underpinning knowledge and understanding to support your role working with people with learning disabilities. You will explore the principles of safeguarding and positive risk taking and gain awareness of the autistic spectrum.	Flexible	12 wks	Fully Funded*	Online
Understanding Adverse Childhood Experiences Level 2 Certificate	This course offers the opportunity to study exploring childhood and family structures, gives an introduction to adverse childhood experiences and provides guidance on developing strategies to improve outcomes for children affected by adverse childhood experiences.	Flexible	12 wks	Fully Funded*	Online
Understanding Autism Level 2 Certificate	If you work with autistic people, or if someone you know is autistic, this course is a great way to increase your knowledge about the condition. You will learn about autism and how it can affect the ways people communicate, interact and process information, plus how to support autistic people to live healthy, fulfilled lives.	Flexible	12 wks	Fully Funded*	Online
Understanding Behaviour that Challenges Level 2 Certificate	Learn about what 'behaviour that challenges' means, why some people display this behaviour and the impact it can have. This course will also give you insight into how to support positive behaviour, the importance of communication and how to manage challenging behaviour.	Flexible	12 wks	Fully Funded*	Online
Understanding Children and Young People's Mental Health Level 2 Certificate	Mental health problems affect around 1 in 10 children and young people. These issues include depression, anxiety and conduct disorder and can often be a direct response to occurrences in their lives. This course offers allows you to gain a good understanding of the concepts, risk factors and impact of mental health.	Flexible	12 wks	Fully Funded*	Online
Understanding Specific Learning Difficulties Level 2 Certificate	Learn about a range of specific learning difficulties, including ADHD, dyslexia and dyscalculia. This course is great for people working in a variety of sectors, such as healthcare, social care and education.	Flexible	12 wks	Fully Funded*	Online

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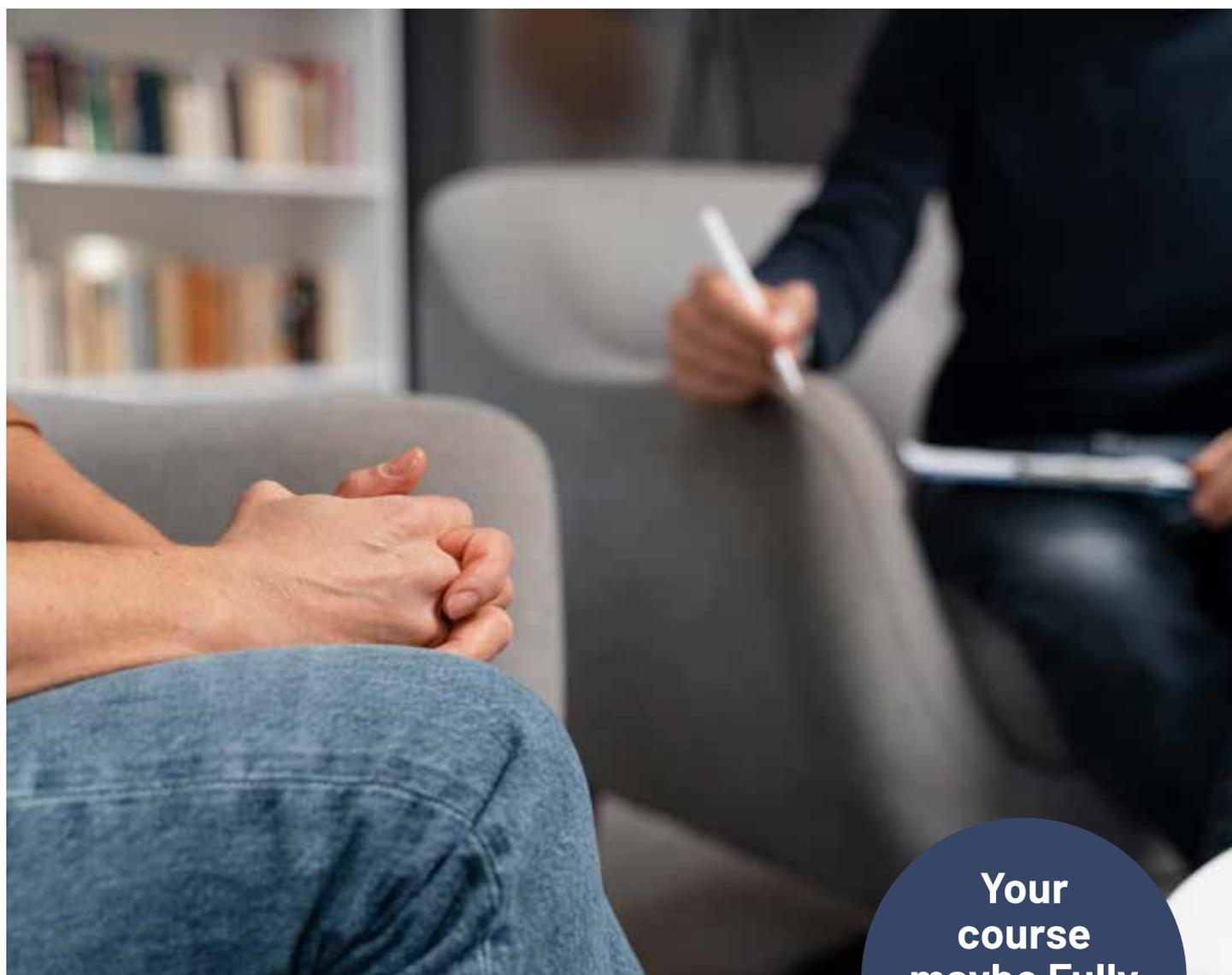


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# Counselling

Course	Course Description	Start Date	Duration	Fee*	Delivery
Counselling Level 2 Certificate	If you're interested in supporting people to improve their personal well-being, this course will provide you with the correct understanding, knowledge and skills to do that. You'll learn about core counselling skills and how to use them in a counselling relationship.	Flexible	12 wks	Fully Funded*	Online
Counselling Level 3 Diploma (NCFE)	This qualification is designed for learners interested in using counselling skills as part of their functional role in a wide range of sector areas, or looking to progress towards accredited counsellor status with one of the counselling professional accrediting bodies.	Flexible	30 wks	Fully Funded*	Online



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# Digital Skills

Course	Course Description	Start Date	Duration	Fee*	Delivery
Cyber Security Level 2 Certificate	This online course is a key starting point for anyone looking to begin their career in cyber security.	Flexible	12 wks	Fully Funded*	Online
Coding Practices Level 3 Certificate	This qualification is designed for learners who want to increase their knowledge, skills and understanding of coding. Successful completion of the required units will allow the learner to develop in-depth knowledge, skills and understanding of coding practices.	Flexible	16 wks	Fully Funded*	Online
Understanding Coding Level 2 Certificate	This course is designed for anyone who is looking to gain an introduction to coding. As the world is evolving digitally and the digital sector is growing, this course will give you an insight into the principles of coding, and how coding is used in practice for software development.	Flexible	16 wks	Fully Funded*	Online
Understanding Data Protection and Data Security Level 2 Certificate	This fully online level 2 Certificate in Data Protection and Data Security will provide you with essential knowledge on data protection compliance. The qualification will help to develop your understanding of key data legislation such as the General Data Protection Regulation (GDPR) and the Data Protection Act. You will learn the steps that organisations can take to protect data from common threats to ICT systems, as well as the consequences that failing to protect data can have for individuals and organisations.	Flexible	12 wks	Fully Funded*	Online

# Environmental

Course	Course Description	Start Date	Duration	Fee*	Delivery
Understanding Climate Change and Environmental Awareness Level 2 Certificate	Learn the principles of climate change so you can drive positive change and become 'greener' in the workplace and at home. You will learn about the impact of pollution, the barriers to a sustainable future and how to challenge these barriers. The qualification also covers the advantages of renewable energy and how to reduce energy consumption and carbon footprints for a better world	Flexible	12 wks	Fully Funded*	Online



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# Health & Social Care

Course	Course Description	Start Date	Duration	Fee*	Delivery
Awareness of Mental Health Problems Level 2 Certificate	Mental Health Problems touch the lives of many people, whether it is yourself, a family member or a friend. This course aims to raise awareness and increase your overall knowledge on the everyday challenges of those affected by Mental Health Problems.	Flexible	12 wks	Fully Funded*	Online
Equality & Diversity Level 2 Certificate	Britain is a culturally diverse nation that respects and values the differences in people. Companies are legally required to follow a set of practices to tackle discrimination and ensure equality for their employees. If you want to learn about equality and diversity in different contexts, this course will give you a great understanding of the different issues affecting equality and diversity in society today. You will gain an insight into the wide-ranging legislation that's needed to create a workplace centred on fairness, dignity and respect.	Flexible	12 wks	Fully Funded*	Online
Personal Exercise, Nutrition & Health Level 2 Certificate	The level 2 Certificate in Improving Personal Exercise, Health and Nutrition will enable you to develop the skills you need to reach your health and fitness goals. You will learn how to assess your fitness levels, how to design a healthy personalised diet and exercise plan, and develop your understanding of anatomy and physiology. The course will also teach you about healthy lifestyles and how technology can be used to help you on your journey.	Flexible	12 wks	Fully Funded*	Online
Principles of Dementia Care Level 2 Certificate	Learn all about approaches to dementia care, gain insight into how dementia affects the way people behave and interact, as well as how best to communicate with people who have dementia	Flexible	12 wks	Fully Funded*	Online
Principles of End of Life Care Level 2 Certificate	This course will give you the knowledge you need to perform your role as a care worker for people approaching the end of their lives. You will learn how to support and manage pain and discomfort, as well as gaining insight into the impact of dementia on end of life care. You'll also develop the compassionate skills needed for supporting family and friends with the loss and grief process.	Flexible	12 wks	Fully Funded*	Online
Principles of Dementia Care Level 3 Certificate	This course allows learners to develop in-depth knowledge and understanding of dementia and its effects. Learners will gain an understanding of the types of dementia, the importance of early diagnosis and the role of communication, interaction and inclusion in dementia care and support.	Flexible	16 wks	Fully Funded*	Online
Principles of Prevention & Control of Infection in Health Care Settings Level 2 Certificate	Students will study the principles of the Causes and Spread of Infection in Health Care Settings, the Importance of Personal Hygiene and Health in the Prevention and Control of Infection in Health Care Settings, Decontamination, Cleaning and Waste Management in Health Care Settings and Infection Prevention and Control in a Health Care Setting.	Flexible	12 wks	Fully Funded*	Online
Principles of Working with Individuals with Learning Disabilities Level 2 Certificate	This qualification is ideal for you if you're working within healthcare or social care but may also be useful if you're working in education or a housing support role. The course aims to help you develop your underpinning knowledge and understanding to support your role working with people with learning disabilities. You will explore the principles of safeguarding and positive risk taking and gain awareness of the autistic spectrum.	Flexible	12 wks	Fully Funded*	Online

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# Health & Social Care

Course	Course Description	Start Date	Duration	Fee*	Delivery
Understanding Adverse Childhood Experiences Level 2 Certificate	This course offers the opportunity to study exploring childhood and family structures, gives an introduction to adverse childhood experiences and provides guidance on developing strategies to improve outcomes for children affected by adverse childhood experiences.	Flexible	12 wks	Fully Funded*	Online
Understanding Autism Level 3 Certificate	This course is designed for learners who want to increase their knowledge and understanding of the condition, and the challenges and strengths that autistic people may experience. You will learn about characteristics, diagnosis and how understanding and different theories surrounding autism have developed over time.	Flexible	16 wks	Fully Funded*	Online
Understanding Cancer Support Level 2 Certificate	As cancer treatments are improved and more people survive cancer, it's vital to understand the impact of living with cancer long-term and the best way to provide support. This short course is great for anyone working in health and social care, and it will also be useful if you care for someone living with cancer.	Flexible	12 wks	Fully Funded*	Online
Understanding Domestic Abuse Level 2 Certificate	This qualification is designed to increase learners' awareness and understanding of domestic abuse and its impact. The need for education and training across sectors to enable identification of abuse, allocation of support and referral is a recurring theme within regional domestic abuse strategies.	Flexible	12 wks	Fully Funded*	Online
Understanding Mental Health First Aid and Mental Health Advocacy in the Workplace Level 2 Certificate	In this fully online course, you'll build an understanding of mental health problems and the support available in the workplace. You will learn how to support individuals with their mental health, as well as what a mentally healthy environment is like.	Flexible	12 wks	Fully Funded*	Online
Understanding Nutrition and Health Level 2 Certificate	Whether you work in the healthcare or fitness industry and want to enhance your knowledge, or whether you just want to make some lifestyle changes yourself, our level 2 Certificate in Understanding Nutrition and Health is perfect for you. This fully online course will teach you about the role food and exercise play in maintaining health, and what the information on food labelling really means and how to use it correctly. You will also gain insight into creating a diet and exercise plan that's tailored to each individual's needs, and understand how to manage food hygiene to achieve maximum results.	Flexible	12 wks	Fully Funded*	Online
Understanding the Safe Handling of Medication in Health and Social Care Level 2 Certificate	This course is a great introduction to the different types of medicines and how to record, store and handle them appropriately.	Flexible	12 wks	Fully Funded*	Online
Understanding Safeguarding & Prevent Level 2 Certificate	The purpose of this qualification is to support anyone who is responsible for the safeguarding of people and for helping prevent radicalisation. It gives learners an understanding of recognising the signs of abuse, how to reduce the risk of radicalisation and the potential consequences of illegal online activity.	Flexible	12 wks	Fully Funded*	Online

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# Health & Social Care

Course	Course Description	Start Date	Duration	Fee*	Delivery
Understanding Specific Learning Difficulties Level 2 Certificate	If you're looking to improve your understanding and awareness of learning difficulties, this is the course for you. You will learn about a range of specific learning difficulties, including ADHD, dyslexia and dyscalculia. It's great for people working in a variety of sectors, such as healthcare, social care and education.	Flexible	12 wks	Fully Funded*	Online
Understanding Mental Health Level 3 Certificate	This qualification is designed to increase learners' knowledge and understanding of mental health and mental well-being. Successful completion of the required units will allow the learner to develop in-depth knowledge and understanding of mental health. It will also support progression into relevant employment within the health and social care sector.	Flexible	16 wks	Fully Funded*	Online
Understanding the Care and Management of Diabetes Level 2 Certificate	If you work in care, it's essential that you know about some of the most common health conditions faced by people in the UK. This course covers a variety of health conditions and is a great way to increase your understanding and help you to monitor the health of people affected by them.	Flexible	12 wks	Fully Funded*	Online

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# Sports & Nutrition

Course	Course Description	Start Date	Duration	Fee*	Delivery
Personal Exercise, Nutrition & Health Level 2 Certificate	Our Level 2 certificate in Personal Exercise, Health and Nutrition will enable you to develop the skills you need to reach your health and fitness goals. You will learn how to assess your fitness levels, how to design a healthy personalised diet and exercise plan and develop your understanding of anatomy and physiology.	Flexible	12 wks	Fully Funded*	Online
Understanding Nutrition and Health Level 2 Certificate	This fully online course will teach you about the role food and exercise play in maintaining health, and what the information on food labelling really means and how to use it correctly. It also covers the different diets that children and older people need to make sure they are fit and strong, as well as what can cause eating disorders and how to manage them.	Flexible	12 wks	Fully Funded*	Online

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## How to enrol

Choose from our wide range of online courses listed throughout this Guide, if you need to find out more course detail please go to [www.westlancs.ac.uk/onlinecourses](http://www.westlancs.ac.uk/onlinecourses) or contact Course Enquiries on **01695 52443 / DistanceLearningIAG@westlancs.ac.uk**

Once you have decided what to study, you can enrol online as follows:

### Enrol Online

- To enrol for one of our online courses please take the following steps:
- Go to **[www.westlancs.ac.uk/study-areas/online-courses/](http://www.westlancs.ac.uk/study-areas/online-courses/)**
- Select Apply > Now
- Apply for your chosen course
- Once we receive your application, you will be sent a link to complete the enrolment process to your course

## What will I need to enrol?

- You will also need to have knowledge of your current qualifications as well as your National Insurance number.
- If you are fee-paying student, you will require a credit or debit card to pay for your course.



# What will I pay?

Courses are Fully Funded to many of our students, however the cost of your course depends on your individual circumstance and there are lots of funding opportunities available to help pay for your course. If you do have to pay for your course the cost is £362.

TUITION IS FULLY FUNDED FOR ADULT LEARNERS WHO ARE	EVIDENCE REQUIRED
Undertaking a First Full Level 2 qualification aged 19-23*	Self-certification to be signed at enrolment
Undertaking a First Full Level 3 qualification aged 19-23*	Self-certification to be signed at enrolment
Studying English or maths Basic Skills up to and including Level 2*	None
Aged 19 or over in receipt of Job Seeker's Allowance including those receiving National Insurance Credits only and Employment Support Allowance (work related activity groups)*	Current Letter authorised by the Job Centre (JSA Book not accepted). Bank statement
Aged 19 or over in receipt of UCRED, unemployed and mandated by Job Centre and earning less than £617 per month (All Work-Related Requirements Group, Work Preparation Group and Work-Focused Interview Group)*	Current Letter authorised by the Job Centre
In receipt of other State Benefits who are unemployed and wishing to return to work*	Income Support – current letter/bank statement Housing/Council Tax Benefit – letter from council or bank statement. Working Tax Credit/Pension Credits – current award notice.
TUITION MAY BE FULLY FUNDED FOR LEARNERS WHO	EVIDENCE REQUIRED
Want to be employed (or progress into more sustainable employment) and earning less than £20,319.00 annual gross salary*	Proof of income eg: individual payslips (3 months), P60 Contract of employment

\*Conditions apply

# Adult funding changes

Due to changes in Government funding, from 1st August 2019 learners resident in some devolved postcodes may be unable to access funding from training providers and colleges in Lancashire and may have to pay all associated course and support costs. To check if your postcode is part of the new devolved funding legislation, please contact The Distance Learning Team on **01695 52443** / [DistanceLearningIAG@westlancs.ac.uk](mailto:DistanceLearningIAG@westlancs.ac.uk) for further advice.

# Payment

Course fees are payable at enrolment and we accept payment by credit or debit card.

Please note, there is a £125 cancellation fee if a learner enrolls and fails to complete or withdraws early from the course. This is to cover administration costs.

If your course fee is being paid by a third party (e.g employer) you will be sent the appropriate documentation at enrolment.

Call **01695 52443** and ask for the Distance Learning Team to find out if you are eligible for assistance.

# Fee refunds

Where the college has to cancel a course, the college will credit the fee and refund any fee payment to the learner. If the student agrees to an appropriate alternative course, then the original fee payment would be credited against the new alternative course. Students may apply to the college for a refund or partial refund of tuition fees if there are extenuating circumstances.

# Advanced learner loans

If you are aged over 23 you are entitled to apply for an Advanced Learner Loan to pay for your course, which means fees are only repaid once you are earning over £27,295 a year. Loans will not be means tested or subject to credit checks and any individual who meets the criteria above will be able to apply for a loan irrespective of their current employment status.

The great news is, if you study any of our Access to Higher Education courses, and you subsequently go on to complete a higher education course you won't have to pay back your Advanced Learner Loan. Those paying for the course with a Learner Loan are entitled to apply for financial support to help with your study costs.

# West Lancashire College & NCG

West Lancashire College is proud to be part of NCG, one of the country's leading college groups. We are one of seven colleges across the country that make up NCG, meaning we're a key part of providing education and training to learners, apprentices and employers across the UK. NCG's mission is to enable social mobility and economic prosperity through exceptional education. This mission sits at the heart of West Lancashire College and every college in our group plays an important role in achieving it. Through ambitious teaching, innovative courses and outstanding learning environments, NCG and all of its colleges aim to inspire excellence, spark curiosity and make a real impact on our learners and communities. Being part of NCG enables all seven colleges to work collaboratively to achieve these goals. Separately, we each work in close partnership with employers and local industry to offer education and skills training that leads to real employment opportunities for our learners and makes strong local economic impact. Together, we share expertise, support each other to grow, help each other to innovate and accomplish real change for young people, communities and economies across the country.

[www.ncgrp.co.uk](http://www.ncgrp.co.uk)



## **SAFEGUARDING**

We are committed to safeguarding and ensuring all students experience a secure, safe and welcoming environment in which they can fulfil their potential. We are also committed to assisting students to develop the skills necessary to take responsibility for their own safety. Specific policies and procedures are in place to safeguard young people (students under 18 years of age) and adults at risk; these are robust and are reviewed regularly. Procedures are in place to take all reasonable measures to ensure risk is minimised and appropriate action is taken to address welfare concerns of young people and vulnerable adults. Our college community includes young people aged 14 to 18 and adults at risk. For this reason and as part of our commitment to safeguard our students and provide a safe place to learn, we are asking all potential students to disclose if they have a violent or sexual conviction. You will be asked to complete a declaration at the point of enrolment. If you do have convictions of this nature, you won't be automatically excluded from enrolling on a college course. Each case will be considered on its own merits. For further information please ask to speak to a member of the Safeguarding team. West Lancashire College welcomes diversity in its student population - valuing differences in race, gender, sexual orientation, disability, religion or belief, class and age. We actively oppose discrimination, aim to remove all conditions that put people at a disadvantage, strive to improve access and to provide outstanding support. We are committed to providing an inclusive learning environment. We have produced a NCG Equality Strategy which sets out our response to statutory obligations and our approach to the active promotion of equality and diversity. Please discuss your support needs with us and we will make every reasonable effort to make adjustments to help you succeed.

## **DISCLAIMER**

Every effort is made to ensure that the information contained in this booklet is correct at the time of publication. We reserve the right however, to make alterations or amendments to the details contained in this booklet. Courses will operate subject to sufficient numbers.

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