



West
Lancashire
College



Adult Course Guide 2023



Make a fresh start this New Year with a course at West Lancashire College!

We offer a range of courses, available both in person or to study distance learning via online. Whether you want to change your career, gain qualifications, skills and knowledge needed to fulfil a lifelong ambition, take your next step to get to university or secure a promotion, we have a course for you!

Our adult student offer includes:

- **FREE*** kit and uniform
- **Funded*** or subsidised tuition fees
- Access to Advanced Learner Loans for Level 3 courses
- Access to bursary funds* for travel, childcare, trips and essential items
- Tuition from expert tutors who have real world industry experience
- A wide range of online courses offering the flexibility to study in your own time
- Industry standard qualifications with connections to employers and universities
- World class facilities
- Flexible timetables around school hours to help those with children
- **FREE** onsite parking

- **Funded*** or subsidised travel to college
- Access to excellent careers advice & guidance from our Matrix accredited advisers.

We invite you to have a browse through our Guide and find a course suitable for you.

Details of how to enrol can be found on **page 18**, for further details please contact **01695 52300**, **enquiries@westlancs.ac.uk** or go to **www.westlancs.ac.uk** No matter what your age or past experience, we have something for you and very much look forward to you joining us this New Year.

**Subject to eligibility*

Access to Higher Education

With expert tuition, no upfront fees and a fantastic support package, our online Access courses are specially designed for adults (aged 19+) looking for a change of career or those wishing to return to education and progress onto university.

If you're aged 19-23 and do not already hold a full Level 3 qualification our Access to Higher Education courses are FREE. If you already have a full Level 3 qualification or 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.

Course Title	Day	Time	Duration	Fee	Start Date	Loans Available	Delivery
Access to Higher Education – Education Pathway (Open College Network West Midlands)	Flexible	Flexible	32 wks	This course could be funded, see below*	Flexible	Yes	Online
Access to Higher Education – Health Professionals Pathway (Open College Network West Midlands)	Flexible	Flexible	32 wks	This course could be funded, see below*	Flexible	Yes	Online
Access to Higher Education – Health & Social Care Pathway (Open College Network West Midlands)	Flexible	Flexible	32 wks	This course could be funded, see below*	Flexible	Yes	Online
Access to Higher Education – Midwifery Pathway (Open College Network West Midlands)	Flexible	Flexible	32 wks	This course could be funded, see below*	Flexible	Yes	Online
Access to Higher Education – Nursing Pathway (Open College Network West Midlands)	Flexible	Flexible	32 wks	This course could be funded, see below*	Flexible	Yes	Online

Entry requirements:

Applicants are required to have GCSEs A*-C (4-9) in English and Maths. If you do not currently meet the entry requirements, please contact one of our advisers to discuss your options on **01695 52300**.

How do I enrol?

For further details on how to enrol please go to **page 18** or contact course enquiries **01695 52300 enquiries@westlancs.ac.uk www.westlancs.ac.uk**

*If you are aged 19-23 and this is your first full Level 3 qualification, this course may be funded, see **page 20** for further details. Advanced Learner Loans are also available for this course, please see page 18 or contact the Distance Learning Team for more information **01695 52443 / distancelearning@westlancs.ac.uk**



Accountancy



Whether you're just starting out or chasing a promotion, our AAT qualifications will open up many job opportunities. You will gain practical, real-world accounting and finance skills demanded by employers, and our AAT courses are a great progression route into professional membership and chartered studies.

Average pay for Chartered and Certified Accountants is £39,558 to £70,587 per year, and in our region jobs in Accountancy related roles are set to increase by 1051 over the next 8 years, so there's never been a better time to start a career in this vibrant sector.

Please note, in addition to the fee stated below, students will also be required to pay an AAT Membership fee for the Level 2 course.



Course Title	Day	Time	Duration	Fee	Start Date	Loans Available	Delivery
Sage Accounts Award in Accountancy Level 1	Fri	09:30am-12:30pm	15 wks	£150*	20/01/23	No	In person
AAT Accounting Level 2 Certificate	Thur	1pm-6.15pm	35 wks	£632.50*	12/01/23	No	In person

Entry requirements:

There are no formal entry requirements for our Level 1 or 2 courses, but candidates will need a reasonable standard of English & Maths.

How do I enrol?

For further details on how to enrol please go to **page 18** or contact course enquiries **01695 52300** enquiries@westlancs.ac.uk www.westlancs.ac.uk

*Courses may be Fully Funded if you are on a low income, on benefit or unemployed. For further details on Course costs and funding please see **page 20** or contact Course Enquiries on **01695 52300** for more information

Arts & Crafts



Our Arts & Crafts courses are designed as a gentle introduction to college life, whether you want to join for relaxation, to brush up on current skills or just to increase your social circle there's something for everyone

Course Title	Day	Time	Duration	Fee	Start Date	Loans Available	Delivery
Ceramics for Beginners	Tue	5:30pm-8:30pm	7 wks	£75*	02/05/23	No	In person
Dressmaking for Beginners	Tue	5:30pm-8:30pm	7 wks	£75*	07/03/23	No	In person
Textile crafts Introductory course	Tue	5:30pm-8:30pm	7 wks	£75*	17/01/23	No	In person

Entry requirements:

There are no formal entry requirements for our Arts & Crafts courses, just a passion to learn more about the subject.

How do I enrol?

For further details on how to enrol please go to **page 18** or contact course enquiries **01695 52300** enquiries@westlancs.ac.uk www.westlancs.ac.uk

*Courses may be Fully Funded if you are on a low income, on benefit or unemployed. For further details on Course costs and funding please see **page 20** or contact Course Enquiries on **01695 52300** for more information.

Business

The world of business has changed and today, globalisation is the new normal. Whether you want to set up your own business, understand business improvement techniques or improve your customer service skills, we have an online course for you.

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.

Our range of business-related courses are funded for many students, and will help to improve your communication, self-confidence, and leadership skills, which will provide you with highly employable skills to achieve your career goals



Course Title	Day	Time	Duration	Fee	Start Date	Loans Available	Delivery
Creating a Business Start-up Level 2 Certificate	Flexible	Flexible	12 wks	Fully Funded**	Flexible	No	Online
Information, Advice & Guidance Level 2 Certificate	Flexible	Flexible	12 wks	Fully Funded**	Flexible	No	Online
Lean Organisation Management Techniques Level 2 Certificate	Flexible	Flexible	12 wks	Fully Funded**	Flexible	No	Online
Principles of Business Administration Level 2 Certificate	Flexible	Flexible	12 wks	Fully Funded**	Flexible	No	Online
Principles of Team Leading Level 2 Certificate	Flexible	Flexible	12 wks	Fully Funded**	Flexible	No	Online
Understanding Business Improvement Techniques Level 2 Certificate	Flexible	Flexible	12 wks	Fully Funded**	Flexible	No	Online

Entry requirements:

Candidates will require a good level of English and Maths, for example GCSEs at Grade A*-D (Grade 3-9) or equivalent at pass level, this will be determined at interview/enrolment.

How do I enrol?

For further details on how to enrol please go to **page 18** or contact course enquiries **01695 52300 enquiries@westlancs.ac.uk www.westlancs.ac.uk**

Courses may be Fully Funded if you are on a low income, on benefit or unemployed. If you are aged 19-23 and wish to study a Level 2 qualification, in order to be eligible, you must also have already achieved a full Level 2 qualification or above previously e.g., 5 GCSEs Grades A-C, BTEC Level 2 etc. For further details on Course costs and funding please see **page 20 or contact Distance Learning on **01695 52443** for more information.

Caring for Children & Young People

Caring for children and young people can offer a diverse, exciting and rewarding career.

the risks of abusive and exploitative behaviour that some children experience.

All children and young people deserve to be safe and well cared for within a safe and protective family. However, unfortunately this is not always the case. With over 50,000 children identified as needing protection from abuse in the UK, it is important that those working in the care sector understand

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, so whether you are already in a childcare setting and need to add to your existing skills, or are look

Course Title	Day	Time	Duration	Fee	Start Date	Loans Available	Delivery
Introducing Caring for Children and Young People Level 2 Certificate	Flexible	Flexible	12 wks	Fully Funded**	Flexible	No	Online
Introduction to Neuroscience in Early Years Level 2 Award	Flexible	Flexible	12 wks	Fully Funded**	Flexible	No	Online
Principles of Working with Individuals with Learning Disabilities Level 2 Certificate	Flexible	Flexible	12 wks	Fully Funded**	Flexible	No	Online
Understanding Adverse Childhood Experiences Level 2 Certificate	Flexible	Flexible	12 wks	Fully Funded**	Flexible	No	Online
Understanding Autism Level 2 Certificate	Flexible	Flexible	12 wks	Fully Funded**	Flexible	No	Online
Understanding Behaviour that Challenges Level 2 Certificate	Flexible	Flexible	12 wks	Fully Funded**	Flexible	No	Online
Understanding Children and Young People's Mental Health Level 2 Certificate	Flexible	Flexible	12 wks	Fully Funded**	Flexible	No	Online
Understanding Specific Learning Difficulties Level 2 Certificate	Flexible	Flexible	12 wks	Fully Funded**	Flexible	No	Online

Entry requirements:

Candidates will require a good level of English and Maths, for example GCSEs at Grade A*-D (Grade 3-9) or equivalent at pass level, this will be determined at interview/enrolment.

How do I enrol?

For further details on how to enrol please go to **page 18** or contact course enquiries **01695 52300 enquiries@westlancs.ac.uk www.westlancs.ac.uk**

Courses may be Fully Funded if you are on a low income, on benefit or unemployed. If you are aged 19-23 and wish to study a Level 2 qualification, in order to be eligible, you must also have already achieved a full Level 2 qualification or above previously e.g., 5 GCSEs Grades A-C, BTEC Level 2 etc. For further details on Course costs and funding please see **page 20 or contact Distance Learning on **01695 52443** for more information.

Construction & Motor Vehicle



If you want to learn skills for use in the home, we offer a range of part-time courses to suit all levels of ability.

In 2019 we opened our £2.5m Advanced Construction & Engineering Centre and have just opened a brand-new hi-tech Engineering suite within The School of Science. As a student studying

construction & engineering, you will benefit from these fantastic facilities that are fitted with all the latest industry standard equipment and the very best products and resources.

Our teachers are all industry experts and have worked on site in their chosen trade so you can be sure you will receive the very best training.

Course Title	Day	Time	Duration	Fee	Start Date	Loans Available	Delivery
Introduction to Automotive Maintenance & Repair Entry Level 3 Award (IMI)	Wed	6pm-9pm	10 wks	£50*	25/01/23	No	In person
Property Maintenance	Tue	6pm-9pm	10 wks	£45*	24/01/23	No	In person

Entry requirements:

There are no formal entry requirements for our introductory courses, just a passion to learn more about the subject.

How do I enrol?

For further details on how to enrol please go to **page 18** or contact course enquiries **01695 52300** enquiries@westlancs.ac.uk www.westlancs.ac.uk

*Courses may be Fully Funded if you are on a low income, on benefit or unemployed. For further details on Course costs and funding please see **page 20** or contact Course Enquiries on **01695 52300** for more information.

Counselling



If you're interested in supporting people to improve their personal well-being, this online 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

Course Title	Day	Time	Duration	Fee	Start Date	Loans Available	Delivery
Counselling Level 2 Certificate	Flexible	Flexible	12 wks	Funded**	Flexible	No	Online
Counselling Level 3 Diploma	Flexible	Flexible	30 wks	Funded**	Flexible	No	Online

Entry requirements:

Candidates will require a good level of English and Maths, for example GCSEs at Grade A*-D (Grade 3-9) or equivalent at pass level, this will be determined at interview/ enrolment. For the Level 3 Counselling Diploma, candidates must have achieved the Counselling Level 2 Certificate.

How do I enrol?

For further details on how to enrol please go to **page 18** or contact course enquiries **01695 52300** enquiries@westlancs.ac.uk www.westlancs.ac.uk

Courses may be Fully Funded if you are on a low income, on benefit or unemployed. If you are aged 19-23 and wish to study a Level 2 qualification, in order to be eligible, you must also have already achieved a full Level 2 qualification or above previously e.g., 5 GCSEs Grades A-C, BTEC Level 2 etc. For further details on Course costs and funding please see **page 20 or contact Distance Learning on **01695 52443** for more information.

Digital Skills

Learn the skills you need for this increasingly digital world. You'll develop skills to help you at home and at work, such as knowing how to filter search results or bookmark useful links. You will learn the basics of digital safety and security when using your devices and how to collaborate online professionally.

Our online course is funded for most people and 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. Successful completion will also allow you to demonstrate your competency in digital literacy skills to employers.



Course Title	Day	Time	Duration	Fee	Start Date	Loans Available	Delivery
Cyber Security Level 2 Certificate	Flexible	Flexible	12 wks	Fully Funded**	Flexible	No	Online
Coding Practices Level 3 Certificate	Flexible	Flexible	16 wks	Fully Funded**	Flexible	No	Online
Understanding Coding Level 2 Certificate	Flexible	Flexible	12 wks	Fully Funded**	Flexible	No	Online
Understanding Data Protection and Data Security Level 2 Certificate	Flexible	Flexible	12 wks	Fully Funded**	Flexible	No	Online

Entry requirements:

Candidates will require a good level of English and Maths, for example GCSEs at Grade A*-D (Grade 3-9) or equivalent at pass level, this will be determined at interview/ enrolment. For the Level 3 Coding Practices Certificate, candidates must have achieved Understanding Coding Level 2 Certificate.

How do I enrol?

For further details on how to enrol please go to **page 18** or contact course enquiries **01695 52300 enquiries@westlancs.ac.uk www.westlancs.ac.uk**

Courses may be Fully Funded if you are on a low income, on benefit or unemployed. If you are aged 19-23 and wish to study a Level 2 qualification, in order to be eligible, you must also have already achieved a full Level 2 qualification or above previously e.g., 5 GCSEs Grades A-C, BTEC Level 2 etc. For further details on Course costs and funding please see **page 20 or contact Distance Learning on **01695 52443** for more information.

English & Maths



English and maths skills are essential for everyday life and there are many benefits to improving your knowledge. Our English and maths courses allow you to build confidence, progress your literacy and numeracy and can also help to improve

employability and enhance future educational or career prospects. As a student with us you will learn in a supportive environment, in small classes which are workshop based, which will allow you to work either on individual targets or as part of a group.

Course Title	Day	Time	Duration	Fee	Start Date	Loans Available	Delivery
Maths Entry Levels	Tue	9.30am-11.30am	18 wks	FREE	17/01/23	No	In person
Maths Level 1 & 2	Tue	1pm-3pm	18 wks	FREE	17/01/23	No	In person
Maths Level 1 & 2	Wed	6pm-8pm	18 wks	FREE	18/01/23	No	In person
English Level 1 & 2	Tue	6pm-8pm	18 wks	FREE	17/01/23	No	In person
English Level 1 & 2	Tue	9.30am-11.30am	18 wks	FREE	17/01/23	No	In person
English Entry Level	Wed	10.30am-12.20pm	18 wks	FREE	18/01/23	No	In person

Entry requirements:

There are no formal entry requirements for our functional skill maths and English courses, however all students will complete an assessment prior to enrolment.

How do I enrol?

For further details on how to enrol please go to **page 18** or contact course enquiries **01695 52300 enquiries@westlancs.ac.uk www.westlancs.ac.uk**

Environmental



Would you like to learn the principles of climate change so you can drive positive change and become 'greener' in the workplace and at home? Our online courses offer you the opportunity to 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.

Course Title	Day	Time	Duration	Fee	Start Date	Loans Available	Delivery
Understanding Climate Change and Environmental Awareness Level 2 Certificate	Flexible	Flexible	12 wks	Fully Funded**	Flexible	No	In person

Entry requirements:

Candidates will require a good level of English and Maths, for example GCSEs at Grade A*-D (Grade 3-9) or equivalent at pass level, this will be determined at interview/enrolment.

How do I enrol?

For further details on how to enrol please go to **page 18** or contact course enquiries **01695 52300 enquiries@westlancs.ac.uk www.westlancs.ac.uk**

Courses may be Fully Funded if you are on a low income, on benefit or unemployed. If you are aged 19-23 and wish to study a Level 2 qualification, in order to be eligible, you must also have already achieved a full Level 2 qualification or above previously e.g., 5 GCSEs Grades A-C, BTEC Level 2 etc. For further details on Course costs and funding please see **page 20 or contact Distance Learning on **01695 52443** for more information.

Equality & Safeguarding



Our Safeguarding qualification is designed 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

Course Title	Day	Time	Duration	Fee	Start Date	Loans Available	Delivery
Understanding Safeguarding & Prevent Level 2 Certificate	Flexible	Flexible	12 wks	Fully Funded**	Flexible	No	In person

Entry requirements:

Candidates will require a good level of English and Maths, for example GCSEs at Grade A*-D (Grade 3-9) or equivalent at pass level, this will be determined at interview/enrolment.

How do I enrol?

For further details on how to enrol please go to **page 18** or contact course enquiries **01695 52300 enquiries@westlancs.ac.uk www.westlancs.ac.uk**

Courses may be Fully Funded if you are on a low income, on benefit or unemployed. If you are aged 19-23 and wish to study a Level 2 qualification, in order to be eligible, you must also have already achieved a full Level 2 qualification or above previously e.g., 5 GCSEs Grades A-C, BTEC Level 2 etc. For further details on Course costs and funding please see **page 20 or contact Distance Learning on **01695 52443** for more information.

ESOL (English for Speakers of Other Languages)



If English is not your first language, our English for Speakers of Other Languages (ESOL) courses are perfect for you to take your first steps. Teaching is in small groups to enable as much support to take place as possible.

Course Title	Day	Time	Duration	Fee	Start Date	Loans Available	Delivery
ESOL	Tue	9.30am-12noon	18 wks	FREE	17/01/23	No	In person
ESOL	Tue	6pm-8.30pm	18 wks	FREE	17/01/23	No	In person
ESOL	Wed	9.30am-12noon	18 wks	FREE	18/01/23	No	In person
ESOL	Wed	6pm-8.30pm	18 wks	FREE	18/01/23	No	In person

Entry requirements:

There are no formal entry requirements for our ESOL courses, however all students will complete an assessment prior to enrolment.

How do I enrol?

For further details on how to enrol please go to **page 18** or contact course enquiries **01695 52300 enquiries@westlancs.ac.uk www.westlancs.ac.uk**

Hairdressing



The Hair & Beauty Lounge is our industry standard training facility for those wishing to train in Hairdressing or Barbering. Our fabulous facility hosts a Hair Salon, luxurious Therapy Rooms and Spa with steam room, sauna and sports massage, plus training salons for all of the above disciplines.

Those joining The Hair & Beauty Lounge will be taught by a highly qualified teaching team, including Wella Colour Masters and specialist Therapists, have access to the latest product technology.

Our professional courses in extensions and colour correction are suitable for those already in the profession.

Course Title	Day	Time	Duration	Fee	Start Date	Loans Available	Delivery
Hair Extensions	Tue	5:30pm-8:30pm	6 wks	£300	17/01/23	No	In person
Colour Correction	Wed	5:30pm-8:30pm	6 wks	£195	18/01/23	No	In person

Entry requirements:

Candidates will already be qualified in Hairdressing or Barbering to a minimum of Level 2.

How do I enrol?

For further details on how to enrol please go to **page 18** or contact course enquiries **01695 52300 enquiries@westlancs.ac.uk www.westlancs.ac.uk**

Health & Social Care

There are thousands of jobs within the Health & Care sector and with skills shortages reported by health care providers, this is only set to grow over the coming years.

Whether you are already working in the sector or are looking for a career change, our wide range of

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.



Entry requirements:

Candidates will require a good level of English and Maths, for example GCSEs at Grade A*-D (Grade 3-9) or equivalent at pass level, this will be determined at interview/enrolment.

How do I enrol?

For further details on how to enrol please go to **page 18** or contact course enquiries **01695 52300** **enquiries@westlancs.ac.uk** **www.westlancs.ac.uk**

Courses may be Fully Funded if you are on a low income, on benefit or unemployed. If you are aged 19-23 and wish to study a Level 2 qualification, in order to be eligible, you must also have already achieved a full Level 2 qualification or above previously e.g., 5 GCSEs Grades A-C, BTEC Level 2 etc. For further details on Course costs and funding please see **page 20 or contact Distance Learning on **01695 52443** for more information.

Course Title	Day	Time	Duration	Fee	Start Date	Loans Available	Delivery
Awareness of Mental Health Problems Level 2 Certificate	Flexible	Flexible	12 wks	Fully Funded**	Flexible	No	Online
Personal Exercise, Nutrition & Health Level 2 Certificate	Flexible	Flexible	12 wks	Fully Funded**	Flexible	No	Online
Principles of Dementia Care Level 2 Certificate	Flexible	Flexible	12 wks	Fully Funded**	Flexible	No	Online
Principles of End-of-Life Care Level 2 Certificate	Flexible	Flexible	12 wks	Fully Funded**	Flexible	No	Online
Principles of Dementia Care Level 3 Certificate	Flexible	Flexible	16 wks	Fully Funded**	Flexible	No	Online
Principles of Prevention & Control of Infection in Health Care Settings Level 2 Certificate	Flexible	Flexible	12 wks	Fully Funded**	Flexible	No	Online
Principles of Working with Individuals with Learning Disabilities Level 2 Certificate	Flexible	Flexible	12 wks	Fully Funded**	Flexible	No	Online
Supporting Individuals with Learning Disabilities Level 3 Award	Flexible	Flexible	16 wks	Fully Funded**	Flexible	No	Online
Understanding Adverse Childhood Experiences Level 2 Certificate	Flexible	Flexible	12 wks	Fully Funded**	Flexible	No	Online
Understanding Autism Level 3 Certificate	Flexible	Flexible	16 wks	Fully Funded**	Flexible	No	Online
Understanding Cancer Support Level 2 Certificate	Flexible	Flexible	12 wks	Fully Funded**	Flexible	No	Online
Understanding Mental Health First Aid and Mental Health Advocacy in the Workplace Level 2 Certificate	Flexible	Flexible	12 wks	Fully Funded**	Flexible	No	Online
Understanding Nutrition and Health Level 2 Certificate	Flexible	Flexible	12 wks	Fully Funded**	Flexible	No	Online
Understanding the Safe Handling of Medication in Health and Social Care Level 2 Certificate	Flexible	Flexible	12 wks	Fully Funded**	Flexible	No	Online
Understanding Specific Learning Difficulties Level 2 Certificate	Flexible	Flexible	12 wks	Fully Funded**	Flexible	No	Online
Understanding Mental Health Level 3 Certificate	Flexible	Flexible	16 wks	Fully Funded**	Flexible	No	Online
Understanding the Care and Management of Diabetes Level 2 Certificate	Flexible	Flexible	12 wks	Fully Funded**	Flexible	No	Online


How To Enrol

In Person Courses

Simply choose from our wide range of courses listed throughout our Course Guide and give us a call to book an enrolment slot on **01695 52383** or email **admissions@westlancs.ac.uk**.

Enrolment slots are available from Tuesday 10 – Friday 20 January, 10am–3pm with late night appointments available on Tuesday 17 & Wednesday 18 January 2022, 5pm–7pm. Please note it is important that you arrange an appointment before attending college.

Telephone Enrolment

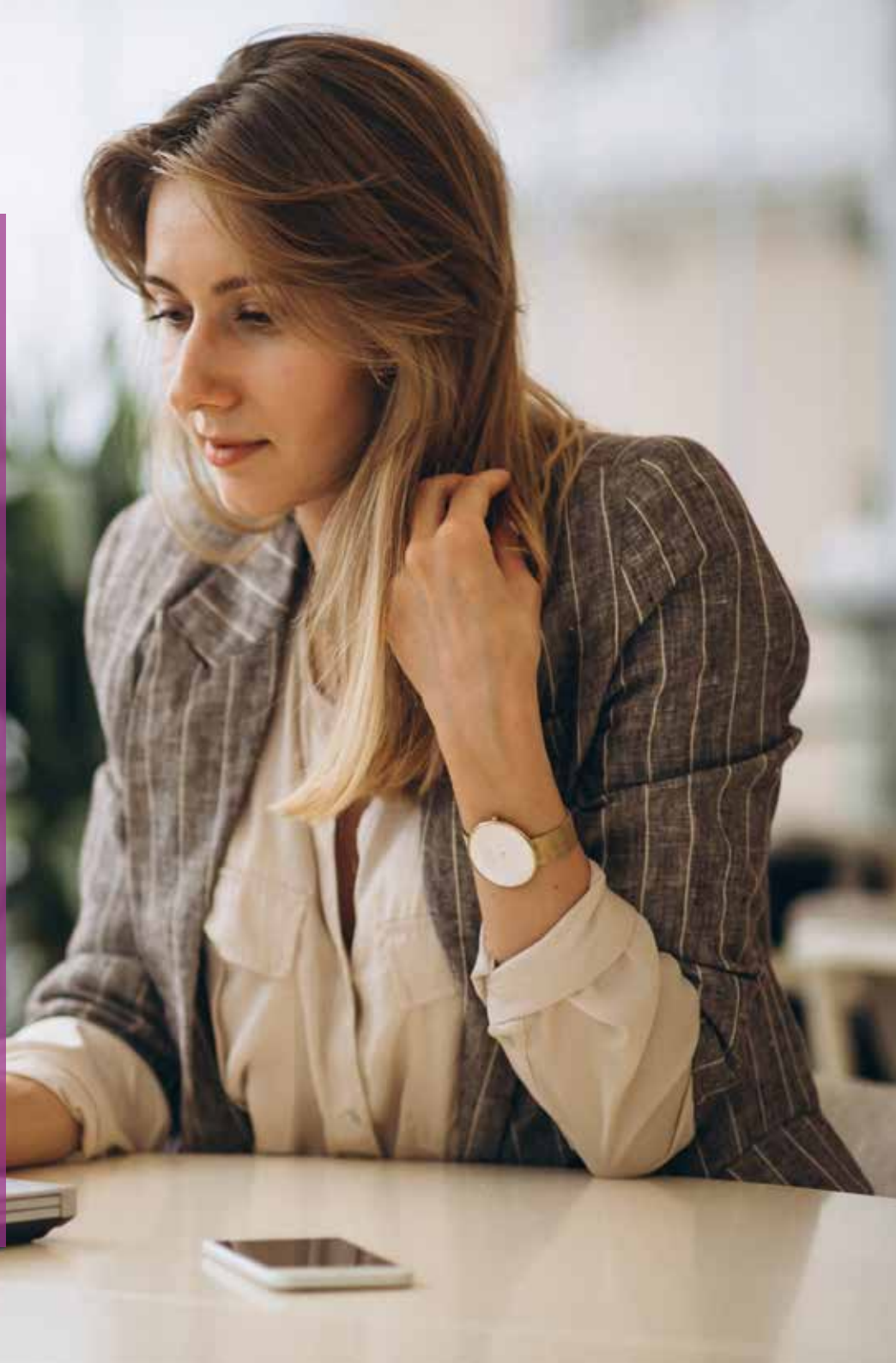
Where courses are marked with a  symbol, you can enrol via telephone. Please contact **01695 52300** and ensure you have your payment card available.

Online Courses

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** or contact Course Enquiries on **01695 52443 / distancelearning@westlancs.ac.uk**

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

- To enrol for one of our online courses please take the following steps:
- Go to **www.westlancs.ac.uk**
- Select Apply>Adult (please note all online courses start with ONLINE in the drop down list)
- Apply for your chosen course
- Once we receive your application, you will be sent a link to complete the enrolment process to your course



Learner Services



Learner Services are our team of trained and friendly staff offering a one stop shop whatever your enquiry to the college. The team have been awarded Matrix accreditation, the quality standard for the delivery of information, advice and guidance, so you can be sure you will receive the very best advice.

We can offer you specialist advice and support with:

- Course and careers guidance
- Financial assistance to help you study such as cost of uniform and course kits
- Financial assistance with course fees
- Advanced Learning Loans and Bursaries
- Wellbeing and personal support issues
- Transport*
- Child care including funding for child care whilst in college*
- Employability and one to one study skills
- Additional Learning Support
- Student's Union

If you have an enquiry about studying at college, we'd love to hear from you, call one of the team **direct on 01695 52393/ enquiries@westlancs.ac.uk**

*Subject to eligibility & availability

What will I pay?

Many of our courses are funded or have no upfront costs. 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 are over 19 studying a Level 3 qualification you may be able to apply for an Advanced Learning Loan meaning you buy now pay later.

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 £330 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 £18,525.00 annual gross salary	Proof of income eg: individual payslips (3 months), P60 Contract of employment
Have a low household income who are not eligible for free tuition and have a gross household income of less than £20,817 or independent income of £12,400. Learners are required to apply to the Discretionary Learner Support Fund for financial help towards their tuition fee	Proof of income eg: household payslips (3 months), P60, current award notice



What do I bring to enrolment?



Payment

We accept payment by credit or debit card. Course fees are payable at enrolment. If the annual course fee payable by you is over £200.

Call **01695 52300** and ask for Learner Services to find out if you are eligible for assistance.

ENROLMENT ONTO A COURSE CANNOT BE CONFIRMED UNTIL PAYMENT IS RECEIVED.

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 a non-repayable Bursary of up to £750 to help with your study costs

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.

Additional Course Related Costs

Some courses require you to purchase the appropriate kit, uniform or materials. You will be advised on how to order and costs prior to the start of the course.

Identification

The Learning Records Service requires learners to verify their identity at enrolment, therefore when enrolling for your course you will need to bring original copies of one of the following documents with you. If you enrol over the phone, you will be required to bring this identification with you to collect your ID card before you start your course.

- Passport
- Photo Driving Licence
- Armed Forces Service ID
- National Insurance Card
- Certificate of Entitlement to Funding
- Bank Credit/Debit Card
- Your West Lancashire College Student ID Card

Settled Status

Funding for Further Education courses has changed post-Brexit.

The EU Settlement Scheme is designed to offer EU, EEA and Swiss nationals and their eligible family members living in the UK, the opportunity to protect their residence and travel rights in the UK. The application is free, and the process is relatively straight forward.

If you are an EU/EEA/Swiss national living in the UK and wish to study at West Lancashire College, you will be required to prove your settled or pre-settled status. Further details are available from Learner Services, please contact 01695 52393.

Previous Qualifications

If you are aged 16-18 you will need to bring proof of your GCSEs and any other qualifications. If you are aged 19+ you will need proof/knowledge of any prior qualifications and for some full-time courses such as Access to Higher Education, you will be asked to provide evidence of certification.

National Skills Fund

Last year the government introduced The National Skills Fund which is aimed to help adults gain the skills that are sought by employers. This means the government will fund a range of Level 3 qualifications for those aged 19 or over. To find out if your chosen course is eligible for funding as part of this initiative, please contact Course Enquiries on **01695 52300 enquiries@westlancs.ac.uk**

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

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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