

# Adult Course Guide

## 2024/25

## Welcome to our adult course guide

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
- Instalment payments
- **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 24, for further details please contact **01695 52300**, **enquiries@westlancs.ac.uk** or go to **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 September.

Best Wishes,  
**Alex Huskisson**,  
Head of Adult Skills



*\*Subject to eligibility*



## In Person Courses



## Access to Higher Education

With expert tuition, no upfront fees and a fantastic support package, 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.

Those paying for the course with a Learner Loan are entitled to apply for financial support to help with your study costs.

# Access

Access to Higher Education Nursing & Midwifery provides a route to study at University for those wishing to specialise in Adult Nursing, Midwifery, Child Nursing, Occupational Therapy, Mental Health Nursing, Social Work or Paramedics.

As a student studying Access to Nursing & Midwifery you will benefit from; links with the partner Universities, expert tutors with experience in the Health Care sector including a Midwife and Social Worker, unique work placements in a variety of roles within the medical sector offered with leading employers including NHS, HCRG and West Lancashire Partnership, guest speakers appropriate to your chosen career, workshops and seminars delivered by Health Care Professionals

and Professors, bespoke University days and support with UCAS personal statements to help secure your chosen University.

Careers in Nursing and associated roles are on the increase both in our region and nationally.

We have great progression to University, this year our Access to Nursing & Midwifery graduates are off to universities across the country to study a whole host of degrees including Children's Nursing, Mental Health Nursing, Social Work, Midwifery, Adult Nursing and Learning Disability Nursing. Next year this could be you! Please see details of the course below.

Course Title	Day	Time	Duration	Fee	Start Date	Loans Available	Delivery
Access to Nursing and Midwifery (Day)	Mon-Wed	Full Time (15 Hours)	35 wks	£3,384* or £5040***	02/09/24	Yes	In Person
Access to Nursing and Midwifery (Evening)	Tue & Wed	6pm-9pm	35 wks	£3,384* or £5040***	03/09/24	Yes	In Person

\*Student Loan Fee \*\*\*Full Fee



## Profile

### Lauren - Studied: Access to Nursing and Midwifery

Lauren said "West Lancashire College gave me the opportunity to achieve something that I never thought was possible. My Access course allowed me to change my career seamlessly. Working full time and doing an evening course was one of the most challenging times I've faced but the support and flexibility made my journey so much easier. After what feels like 5 minutes at Edge Hill University, I have now secured a job as a Midwife and can't wait to start my new journey!"

### 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 27 or contact course enquiries **01695 52300**  
**enquiries@westlancls.ac.uk**  
**www.westlancls.ac.uk**



## West Lancashire College receive £1m funding for campus investment

We are delighted to announce that we were recently awarded £1m worth of funding from the Local Skills Improvement Fund (LSIF) and government T Level funding to further enhance our beautiful campus in Skelmersdale town centre. We already have some fantastic facilities including The School of Science, The Hair & Beauty Lounge, Advanced Construction and Engineering Centre and the Sports Performance Lab and Electrical Centre, and this additional funding has meant we have been able to develop facilities further for the benefit of local students. We have invested the funding in improving various teaching areas as well as into an employability hub which incorporates innovative meeting and delivery spaces, the refurbishment of social spaces for students including study pods, relaxed seating areas and a modern dining experience, plus a brand-new visitor reception area. Our Digital classrooms now boast state-of-the-art computer equipment which includes Stone Magma High Performance Workstations (Assu B660M-A) with a number of bespoke aspects for each individual computer, including fully modular quiet PSU and Windows 11 Home Advanced .

The Health Care department now has a real-life hospital ward for students to train in, complete with reception, waiting area and hospital beds. The Ward is packed with some fabulous resources including a catheterization simulator, a Seymour II wound care simulator, Hemiplegia Simulator and GERi complete nursing skills manikin.

Early Years students can now train in a mock primary school setting, a specialist practical classroom that contains children's furniture and a wide range of children's teaching aids that will support and inspire our students thinking, as well as virtual babies that offer students that chance to experience what caring for a baby really entails.

Gareth Sutton, Vice Principal said "We were extremely grateful to be awarded the LSIF and T Level funding and have invested into areas that will have the most impact on our student experience. We are proud to be able to offer some of the very best teaching facilities and current technologies around and would love the local community to visit the college and see firsthand. Please do come along to our forthcoming Community Open Day on Saturday 7th September, 10am-2pm, or if you would like a personal campus tour, please contact us and we will happily book a slot."



# 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 £47,181 to £82,773 per year, and in

our region jobs in Accountancy related roles are set to increase by 1975 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.

Course Title	Day	Time	Duration	Fee	Start Date	Loans Available	Delivery
Bookkeeping & Accounts Level 1 Award (C&G)	Thur	1pm-6pm	4 wks	£225**	05/09/24	No	In Person
AAT Level 2 Certificate in Accounting	Thur	1pm-6pm	35 wks	£765**	05/09/24	No	In Person
AAT Advanced Diploma in Accounting	Wed	1pm-8pm	35 wks	£2,573*or £2880***	04/09/24	Yes	In Person

May be funded via free Courses for Jobs Fund

*\*Student Loan Fee \*\*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 28. \*\*\*Full Fee*

**Entry requirements:**

There are no formal entry requirements for our Level 1 or 2 course, but candidates will need a reasonable standard of English & Maths. Level 2 AAT is required for progression onto Level 3 AAT. An interview with the Course leader will also be required.

**How do I enrol?**

For further details on how to enrol please go to page 27 or contact course enquiries **01695 52300** **enquiries@westlancs.ac.uk** **www.westlancs.ac.uk**

## Beauty Therapy, Hairdressing & Nails



The Hair & Beauty Lounge is our state-of-the-art training facility for those wishing to train in Beauty Therapy, Hairdressing or Nails. Our fabulous facility hosts a luxurious commercial Hair salon, Therapy rooms, Nail Bar 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, have access to the latest product technology including Wella colour, Crystal Clear Microdermabrasion and Laser, and use high quality

salon products. Students will work alongside industry professionals in the Academy's salons and therapy rooms ensuring they are industry ready once qualifications are achieved. Whether you are new to the industry and want a career change, are already working in the sector and want to upskill for a promotion or would just like to learn a creative new skill, West Lancashire College has a range of fantastic courses from introductory up to professional level, that can be studied part-time.



### Profile

#### Misha - Studied Beauty Therapy Level 3

"I came back to college as an older student, with a strong ambition of working on cruise ships within the spa and massage sections. The Beauty Therapy course has vastly improved my knowledge of the industry, I have had amazing support from teaching staff and from the Learner Services Team who have helped me update and complete my CV to a high standard. They supported me in completing and submitting the application, which has helped me gain an interview to work on cruise ships and now I am thrilled to have been offered a job!"



Course Title	Day	Time	Duration	Fee	Start Date	Loans Available	Delivery
Barbering Level 2 Diploma (VTCT)	Wed	1.30pm-9pm	35 wks	£1398**	04/09/24	No	In person
Beauty Specialist Techniques Level 2 Diploma (VTCT)	Mon	9.30am-3.30pm	35 wks	£750**	02/09/24	No	In person
Make up introduction	Various	TBC	4 wks	FREE	TBC	No	In person
Nail Technology Level 2 Technical Certificate (VTCT)	Mon	9.30am-3.15pm	17 wks	£486**	02/09/24 & 27/01/25	No	In person
Women's Hairdressing Level 2 Diploma	Mon	9.30am-3.30pm	35 wks	£762**	02/09/24	No	In person

*\*\*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 28.*



#### Entry requirements:

Students must be able to work effectively with others and be willing to carry out and receive all treatments. You will also be required to carry out treatments on male clients. All students must display a positive attitude, be prepared to work as part of a team and have excellent attendance.

#### How do I enrol?

For further details on how to enrol please go to page 27 or contact course enquiries **01695 52300**  
**enquiries@westlanacs.ac.uk**  
**www.westlanacs.ac.uk**

# Construction & Engineering

Your construction industry needs you! If you're looking to change career, are already working in the industry and need to develop your skills to the next level, or even just want to learn skills for use in the home, we offer a range of full and part-time courses to suit all levels of ability. You will study in 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. If you are already working in the industry, you may be able to study your qualification as an Apprenticeship.

To find out more contact course enquiries  
**01695 52300 [enquiries@westlancs.ac.uk](mailto:enquiries@westlancs.ac.uk)**

Course Title	Day	Time	Duration	Fee	Start Date	Loans Available	Delivery
Carpentry and Joinery Diploma Level 2 (City & Guilds)	Tue & Wed	6pm-9pm	35 wks	£1,356**	03/09/24	No	In Person
Electric/Hybrid Vehicle Awareness Level 1 Award	Tue	6pm-9pm	2 wks	£50**	17/09/24 & 12/11/24	No	In Person
Electric/Hybrid Vehicle Routine Maintenance Activities Level 2 Award	Tue	6pm-9pm	4 wks	£99**	08/10/24 & 26/11/24	No	In Person
Plumbing Diploma Level 2 (City & Guilds)	Tue & Wed	6pm-9pm	35 wks	£1,359**	03/09/24	No	In Person
Property Maintenance an Introduction	Tue	6pm-9pm	7 wks	£45**	03/09/24	No	In Person

*\*\*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 28.*



## Profile

### Anton - Studied: Plumbing Level 2

**Anton said** "I'm already in the Construction industry as a plasterer of 11 years, but I was starting to have a lack of interest in my work and wanted to add additional skills. I have enjoyed learning about plumbing and how to deal with problems (eg leaking pipes and taps) and how to solve them, also meeting new people and working together. I am excited to see what the future has in store for me and I am pursuing a role where I can use both my old trade and my newly acquired skills."

### Entry requirements:

Candidates will need relevant work and life experience for our Level 2 courses.

### How do I enrol?

For further details on how to enrol please go to page 27 or contact course enquiries **01695 52300**  
**[enquiries@westlancs.ac.uk](mailto:enquiries@westlancs.ac.uk)**  
**[www.westlancs.ac.uk](http://www.westlancs.ac.uk)**

## 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, or develop your games design and programming skills. You will learn the basics of digital safety and security when using your devices and how to collaborate online professionally.



Course Title	Day	Time	Duration	Fee	Start Date	Loans Available	Delivery
Cyber Security Level 1	Various	TBC	10 wks	£144**	TBC	No	In person
Cyber Security Level 2	Various	TBC	10 wks	£144**	TBC	No	In person
Digital Skills – Introduction	Various	TBC	4 wks	FREE	TBC	No	In person
Digital Skills – Intermediate	Various	TBC	4 wks	FREE	TBC	No	In person
Essential Digital Skills – Entry Level 3	Various	TBC	10 wks	£135**	TBC	No	In person
Essential Digital Skills – Level 1	Various	TBC	10 wks	£135**	TBC	No	In person
Games Design and Development Level 1 Award	Various	TBC	11 wks	£144**	TBC	No	In person
Programming – Introduction	Various	TBC	11 wks	£144**	TBC	No	In person
Website Design Level 1 Award	Various	TBC	11 wks	£144**	TBC	No	In person

**\*\*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 28.**

### Entry requirements:

There are no formal entry requirements for entry and level 1 courses. For Level 2 courses, 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 27 or contact course enquiries **01695 52300**  
**enquiries@westlancs.ac.uk**  
**www.westlancs.ac.uk**

# Employability

Our range of employability courses offer students the opportunity to prepare for self-employment, learn skills to become a resilient employee and to develop an understanding of key aspects of British society.

Course Title	Day	Time	Duration	Fee	Start Date	Loans Available	Delivery
Living & Working in the UK Entry Level	Various	TBC	16 wks	£180**	TBC	No	In person
Living & Working in the UK Level 1	Various	TBC	16 wks	£180**	TBC	No	In person
Resilience Level 1	Various	TBC	4 wks	£60**	TBC	No	In person
Preparing for Self-Employment Level 1	Various	TBC	1 wk	£234**	TBC	No	In person
Preparing for Self-Employment Level 2	Various	TBC	1 wk	£216**	TBC	No	In person

*\*\*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 28.*



**Entry requirements:**

There are no formal entry requirements, however students should have a good level of English and Maths, display a positive attitude, and have excellent attendance.

**How do I enrol?**

For further details on how to enrol please go to page 27 or contact course enquiries **01695 52300**  
**enquiries@westlancs.ac.uk**  
**www.westlancs.ac.uk**



## RECRUIT AN APPRENTICE

# Receive up to £3,000\* Government incentive for your business

Whether you are looking for a new recruit or would like to train existing staff through an Apprenticeship programme, it is an ideal route to allow you to mould and develop an individual. Apprenticeships combine practical experience with theoretical knowledge to equip staff with the skills for the job.

West Lancashire College have a selection of Apprenticeships available so you can find the right fit for your business. Our Apprenticeships are available at a variety of levels so your staff can find the most appropriate learning route that encourages their development.

### Find out more

Find out more, contact our Business Advisers today: **01695 52490**

**wlcapprenticeships@westlanacs.ac.uk**

**www.westlanacs.ac.uk**

*\*subject to eligibility*

**Our Apprenticeship Team offer a FREE service and will support you with:**

- An Organisational Needs Analysis where we get to understand your business and identify where you may have recruitment and training needs.
- A free recruitment and matching service – our team will work alongside you from beginning to end, helping you to source and screen potential Apprentices to ensure you find the best match for your business.
- If you are a large employer with a wage bill in excess of £3m, we will work with you to advise how best to spend the Levy – whether for new Apprentice recruits or existing staff training for workforce development.





# English for Speakers of other Languages (ESOL)

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. In addition to the level 1 courses below, we also offer a range of entry level ESOL courses, your level will be determined on application and following initial assessment.



Course Title	Day	Time	Duration	Fee	Start Date	Loans Available	Delivery
ESOL Level 1	Wed	6pm-8pm	35 wks	FREE	04/09/24	No	In Person
ESOL Level 1	Thur	1pm-3pm	35 wks	FREE	05/09/24	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 27 or contact course enquiries **01695 52300**  
**enquiries@westlancs.ac.uk**  
**www.westlancs.ac.uk**

# 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 Functional Skills	Tue	6pm-8pm	35 wks	FREE	03/09/24	No	In Person
Maths Functional Skills	Wed	11am-1pm	35 wks	FREE	04/09/24	No	In Person
Maths Functional Skills	Thur	9pm-11pm	35 wks	FREE	05/09/24	No	In Person
English Functional Skills	Wed	6pm-8pm	35 wks	FREE	04/09/24	No	In Person
English Functional Skills	Wed	9.30am-11.30am	35 wks	FREE	04/09/24	No	In Person
Story Sacks – create a story sack to support your child’s literacy	Various	TBC	4 wks	FREE	TBC	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 27 or contact course enquiries **01695 52300**  
**enquiries@westlancs.ac.uk**  
**www.westlancs.ac.uk**

## GCSE

GCSEs in Maths and English are highly sought after by businesses and can be beneficial when looking to gain employment or entry onto many University courses.

Our courses are offered part-time during the evening and delivered by specialist staff who have a wealth of experience in getting student's exam ready.



Course Title	Day	Time	Duration	Fee	Start Date	Loans Available	Delivery
Maths GCSE	Tue	6pm-8pm	33 wks	FREE	03/09/24	No	In Person
English GCSE	Wed	6pm-8pm	33 wks	FREE	04/09/24	No	In Person

**Entry requirements:**

For Maths or English GCSE you should normally already have achieved grade D/3. However adult students may be admitted without previous qualifications subject to assessment results.

**How do I enrol?**

For further details on how to enrol please go to page 27 or contact course enquiries **01695 52300**  
**enquiries@westlancs.ac.uk**  
**www.westlancs.ac.uk**

## Health & Care

Our range of awareness raising courses have been designed to give those working within the health, care and education sector, or those with family members with neurodiversity, a wider

understanding and ability to support those with various conditions. Whether you want to learn for professional or personal reasons, our courses can help.



Course Title	Day	Time	Duration	Fee	Start Date	Loans Available	Delivery
Dyslexia Awareness Level 1 Award	Various	TBC	2 wks	£17.50**	TBC	No	In person
Dyslexia Awareness Level 2 Award	Various	TBC	5 wks	£72**	TBC	No	In person
Dyspraxia Awareness Level 1 Award	Various	TBC	2 wks	£17.50**	TBC	No	In person
Dyspraxia Awareness Level 2 Award	Various	TBC	5 wks	£75**	TBC	No	In person

*\*\*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 28.*

**Entry requirements:**

There are no formal entry requirements for our Level 1 courses. For Level 2 courses, 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 27 or contact course enquiries **01695 52300**  
**enquiries@westlancs.ac.uk**  
**www.westlancs.ac.uk**

## Health & Safety



Our range of Health & Safety courses are designed for those employed in various sectors including education, care, and hospitality, or for personal

development, to ensure they become compliant with occupational health and safety obligations.

Course Title	Day	Time	Duration	Fee	Start Date	Loans Available	Delivery
First Aid	Various	TBC	4 wks	FREE	TBC	No	In Person
Food Safety	Various	TBC	2 wks	FREE	TBC	No	In Person
Paediatric First Aid	Various	TBC	4 wks	FREE	TBC	No	In Person

**Entry requirements:**

There are no formal entry requirements, however students should have a good level of English and Maths, display a positive attitude, and have excellent attendance.

**How do I enrol?**

For further details on how to enrol please go to page 27 or contact course enquiries **01695 52300**  
**enquiries@westlancs.ac.uk**  
**www.westlancs.ac.uk**



# Leisure & Wellbeing

Our Leisure courses are designed as a gentle introduction to college life, whether you want to join for relaxation, learn something new or just to

increase your social circle there's something for everyone.



Course Title	Day	Time	Duration	Fee	Start Date	Loans Available	Delivery
Arts & Crafts	Various	TBC	4 wks	FREE	TBC	No	In person
Jewellery Making	Various	TBC	4 wks	FREE	TBC	No	In person
Mindfulness	Various	TBC	4 wks	FREE	TBC	No	In person
Wellbeing	Various	TBC	4 wks	FREE	TBC	No	In person
Yoga	Various	TBC	6 wks	FREE	TBC	No	In person

**Entry requirements:**

There are no formal entry requirements for our Leisure & Wellbeing courses.

**How do I enrol?**

For further details on how to enrol please go to page 27 or contact course enquiries **01695 52300**  
**enquiries@westlancs.ac.uk**  
**www.westlancs.ac.uk**

# Sign Language



Our British Sign Language courses introduce you to BSL and help you to become fluent enough to use it in basic, everyday conversation. Our Deaf Awareness course is aimed at those who want to

gain an understanding of deaf awareness, gain life skills to improve communication and improve accessibility within the workplace.

Course Title	Day	Time	Duration	Fee	Start Date	Loans Available	Delivery
British Sign Language – Introduction	Various	TBC	4 wks	FREE	TBC	No	In Person
British Sign Language Level 1	Various	TBC	20 wks	£240**	TBC	No	In Person
Deaf Awareness	Various	TBC	1wk	FREE	TBC	No	In Person

*\*\*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 28.*

**Entry requirements:**  
There are no formal entry requirements for the introduction courses, however for level 1 British Sign Language, some previous experience of BSL would be beneficial.

**How do I enrol?**  
For further details on how to enrol please go to page 27 or contact course enquiries **01695 52300**  
**enquiries@westlancs.ac.uk**  
**www.westlancs.ac.uk**

# Teaching Assistants

Teaching Assistants provide valuable assistance to the teacher, supporting and encouraging children in need of extra help to reach their full potential and overcome difficulties. The role of a Teaching Assistant can be most rewarding, and many find this a great career to fit around their own children. Becoming a Teaching Assistant can be the first step in a career to train as a Teacher.

There are currently over 7,000 Teaching Assistants employed in our region and this is set to increase over the next 8 years making this a great career choice.

Our Supporting Teaching & Learning course is perfect for those who is working in a school setting or for those who have no previous relevant experience and would like to train for a career as a Teaching Assistant. To do the course you must either be employed within a school as a Teaching Assistant or undertake a voluntary work placement in a school for a minimum of 6 hours per week. You will be taught by our expert tutors, Kerrie & Mell who have worked in Primary settings and have a wealth of knowledge and tips to share.



Course Title	Day	Time	Duration	Fee	Start Date	Loans Available	Delivery
Supporting Teaching & Learning Level 2 Certificate (NCFE)	Fri	9am-4pm	17 wks	£675**	06/09/24 & 28/02/25	No	In Person

*\*\*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 28.*

**Entry requirements:**

You will require Level 2 English and preferably Maths, GCSE A\*-C (4-9). All candidates will be required to attend an interview with the tutor prior to/during enrolment. A satisfactory Disclosure and Barring Service (DBS) check will also be required for you to work in a school setting.

**How do I enrol?**

For further details on how to enrol please go to page 27 or contact course enquiries **01695 52300**  
**enquiries@westlancs.ac.uk**  
**www.westlancs.ac.uk**



# Community Fun Day

**West Lancashire College is opening its doors and invites you attend their Community Fun Day!**

**Saturday 7th September / 10am-2pm**

West Lancashire College, College Way, Skelmersdale WN8 6LH

- FREE entrance
- Lots of fun activities for all the family

Find out more and reserve your free ticket at **Eventbrite.co.uk**



**SCAN ME**





## Distance Learning Courses



## Distance Learning Courses

Online learning is a great way for people to upgrade their skills at any time, we are therefore delighted to offer a range of online training courses, designed to help you develop new skills or build on existing ones. Available on a rolling basis, our 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.

Counselling & Advice Courses	Day	Time	Duration	Fee	Start Date	Loans Available	Delivery
Counselling Skills Level 2 Certificate	Flexible	Flexible	12 wks	Fully Funded**	Flexible	No	Online
Counselling Skills Level 3 Diploma	Flexible	Flexible	26 wks	Fully Funded**	Flexible	No	Online
Information, Advice or Guidance Level 2 Certificate	Flexible	Flexible	12 wks	Fully Funded**	Flexible	No	Online
Understanding Domestic Abuse Level 2 Certificate	Flexible	Flexible	12 wks	Fully Funded**	Flexible	No	Online

Business & Digital Courses	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
Digital Promotion for Business Level 2 Certificate	Flexible	Flexible	12 wks	Fully Funded**	Flexible	No	Online
Equality and Diversity 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 Cyber Security 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
Principles of Working with Individuals with Learning Difficulties Level 2	Flexible	Flexible	12 wks	Fully Funded**	Flexible	No	Online

Business & Digital Courses Continued	Day	Time	Duration	Fee	Start Date	Loans Available	Delivery
Understanding Business Improvement Techniques Level 2 Certificate	Flexible	Flexible	12 wks	Fully Funded**	Flexible	No	Online
Understanding Mental Health First Aid Mental Health Advocacy in the Workplace Level 2 Certificate	Flexible	Flexible	12 wks	Fully Funded**	Flexible	No	Online

Health, Care & Nutrition	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
Safe Handling of Medication 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
Understanding Cancer Support Level 2 Certificate	Flexible	Flexible	12 wks	Fully Funded**	Flexible	No	Online
Understanding Domestic Abuse 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 Nutrition and Health Level 2 Certificate	Flexible	Flexible	12 wks	Fully Funded**	Flexible	No	Online



## Caring for Children & Young People

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
Safeguarding and Prevent 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 Autism Level 3 Certificate	Flexible	Flexible	16 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 Peoples 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

*\*\*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 please contact Distance Learning on 01695 52443 for more information.*

### 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 27 or contact Distance Learning on **01695 52443/**  
**distancelearningiag@westlancs.ac.uk**  
**www.westlancs.ac.uk**

## 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](mailto:admissions@westlancs.ac.uk).

Enrolment slots are available from **Monday 19 to Tuesday 27 August 2024, 10am–4pm**, with late night appointments available on **Tuesday 20 & 27 August 2024, 5pm–7pm**. Please note it is important that you arrange an appointment before attending college.

### Distance Learning Courses

Choose from our wide range of distance learning courses listed throughout this Guide, if you need to find out more course detail please go to

**[www.westlancs.ac.uk/study-areas/online-courses](http://www.westlancs.ac.uk/study-areas/online-courses)** or contact Course Enquiries on **01695 52443 / [distancelearningiag@westlancs.ac.uk](mailto:distancelearningiag@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](http://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

## 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 do have to pay for your course you could spread the payments with our instalment plan, or 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. If you live outside of Lancashire, due to recent changes in Government funding you will be eligible to pay the full course fee and all associated support costs (funding may be available to those living in Liverpool City Region). This will be discussed with you at your enrolment appointment; payment instalments are available.

*\*In the response to the DfE consultation Skills for jobs: implementing a new further education funding and accountability system, the College receives Education Skills Funding Agency [ESFA] adult skills fund [ASF] for us to support adult learners in non-devolved areas to gain skills which will lead them to meaningful, sustained, and relevant employment, or enable them to progress to further learning which will deliver that outcome. Within ASF, further provision for tailored learning is available that supports wider outcomes such as to improve health and wellbeing, equip parents/carers to support their child's learning, and develop stronger communities.*

*Additionally, the College receives funding to provide education and training for adults aged 19 and above in the Liverpool City Region. The funding enables us to engage adults and provide the learning they need to progress into or within work, or to equip them for further learning or training. This has enabled flexible, tailored programmes of learning to be delivered, helping learners engage in learning, build confidence, and enhance their wellbeing.*

TUITION MAY BE FUNDED FOR LEARNERS WHO	EVIDENCE REQUIRED
16-18 year olds (Funded to those living in all areas)	Identification and GCSE results
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
Aged 19-23 studying a full Level 3 qualification listed as part of the National Skills Fund Initiative*	Self-certification to be signed at enrolment
Aged over 23 or over studying a first full Level 3 qualification listed as part of the National Skills Fund Initiative*	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 £892 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.
Want to be employed (or progress into more sustainable employment) and earning less than £25,000 annual gross salary	Proof of income eg: individual payslips (3 months), P60 Contract of employment

\*Conditions apply



# 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, you may be able to pay by instalments see table below (subject to agreement at enrolment). If you wish to request instalment payments, you will be required to sign a Fee Payment Agreement at enrolment if these are agreed and will also need your bank details

(account number, sort code and bank address). If your course fee is being paid by a third party (e.g employer) you will be given the appropriate documentation at enrolment. 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.**

Tuition Fee Amount	Number of Instalments	Payments Required
£1-£199	0	No instalment option available. Full payment required at enrolment.
£200-£299	2	First payment due at enrolment, the remaining balance will be paid in the consecutive month.
£300-£599	3	First payment due at enrolment followed by 2 consecutive monthly payments.
£600 or over	4	First payment due at enrolment followed by 3 consecutive monthly payments



## **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

## **PROOF OF ADDRESS**

To enrol you will be required to bring in proof of address, this can be a utility bill or bank statement. This is in addition to and support of identification evidence.

## **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**

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](mailto:enquiries@westlancs.ac.uk)**



## Full time courses

We offer a range of T Levels, BTECs, Technical and Apprenticeship courses for school leavers and adults wishing to study full time.

### We offer our younger students:

- Outstanding facilities
- Excellent teaching & learning
- Great results
- FREE\* transport
- Financial\* support packages

- Fabulous national and international trips and visits including Germany, Malta, Dublin, London, Paris, Netherlands and Austria
- Fabulous wrap around support
- Great connections with employers and universities

AND our West Lancashire College Alumni students' progress to some fabulous careers!

*\*Subject to eligibility*

Art & Design Level 2

Art & Design Extended Diploma Level 3

Aspire Programme

Beauty & Hair Introduction Level 1

Beauty Therapy Level 2

Beauty & Therapy Level 3

Business T Level\*

Bricklaying Level 1

Bricklaying Level 2

Bricklaying Level 3

Early Years Practitioner Level 2

Early Years T Level\*

Carpentry & Joinery Level 1

Carpentry & Joinery Level 2

Computing Extended Diploma Level 3

Construction Multi Skills

Digital Production & Design T Level\*

Electrical Installations Level 2

Electrical Installations Level 3

Engineering Level 2

Engineering T Level\*

Hair & Beauty Introduction Level 1

Hairdressing Level 2

Hairdressing Level 3

Health & Social Care Level 1

Health and Social Care Extended Certificate Level 2

Health and Social Care National Extended Diploma Level 3

Health T Level\*

Inclusive Learning Programmes

Information, Computing & Technology Extended First Certificate Level 2

Motor Vehicle Maintenance Level 1

Motor Vehicle Maintenance Level 2

Motor Vehicle Maintenance Level 3

Plumbing Studies Level 1

Plumbing Studies Level 2

Social Sciences Level 3 (Applied Biology, Criminology and Psychology)

Sports Level 1

Sports & Physical Activity Level 2

Sports & Physical Activity Extended Diploma Level 3

Uniformed Public Services Level 1

Uniformed Public Services Extended Certificate Level 2

Uniformed Public Services Extended Diploma Level 3

*\*These courses are for 16-18 year olds only*

## Apprenticeships

Apprenticeship in Carpentry & Joinery Level 2

Apprenticeship in Advanced Carpentry & Joinery Level 3

Apprenticeship in Electrical Level 3

Apprenticeship in Engineering Level 3

Find out more

**01695 52300 / [enquiries@westlancs.ac.uk](mailto:enquiries@westlancs.ac.uk)**

Apply today **[www.westlancs.ac.uk](http://www.westlancs.ac.uk)**

Working in partnership with employers and universities to connect you to your future.

## 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)

## DISCLAIMER

Information and courses published in this guide is intended for guidance purposes only and does not constitute a contract.

West Lancashire College makes every effort to ensure that the information on courses given in this guide is up-to-date and accurate. However, the information may be subject to change and we do not guarantee its accuracy. NCG and West Lancashire College do not accept any liability for omissions, errors or changes.

We reserve the right to review or amend entry requirements for any of our courses.

On occasion, it is necessary to move or withdraw courses owing to a variety of reasons. The College cannot, therefore, guarantee the provision of all courses advertised in this guide. Where a course is removed or amended, the college will make every effort to transfer students to a suitable and available alternative course.

Where applicable, we follow the guidelines set by funding authorities. Fees are subject to status and may change at short notice due to circumstances beyond our control. The fees payable are those in force at the time of enrolment, which supersedes any that may previously have been advertised.

## West Lancashire College

Skelmersdale, Lancashire WN8 6LH

[www.westlancs.ac.uk](http://www.westlancs.ac.uk)  
[enquiries@westlancs.ac.uk](mailto:enquiries@westlancs.ac.uk)  
01695 52300

