

Adult Course Guide 2023/24

What can I expect as an adult student at West Lancashire College?

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.

**Subject to eligibility*



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.

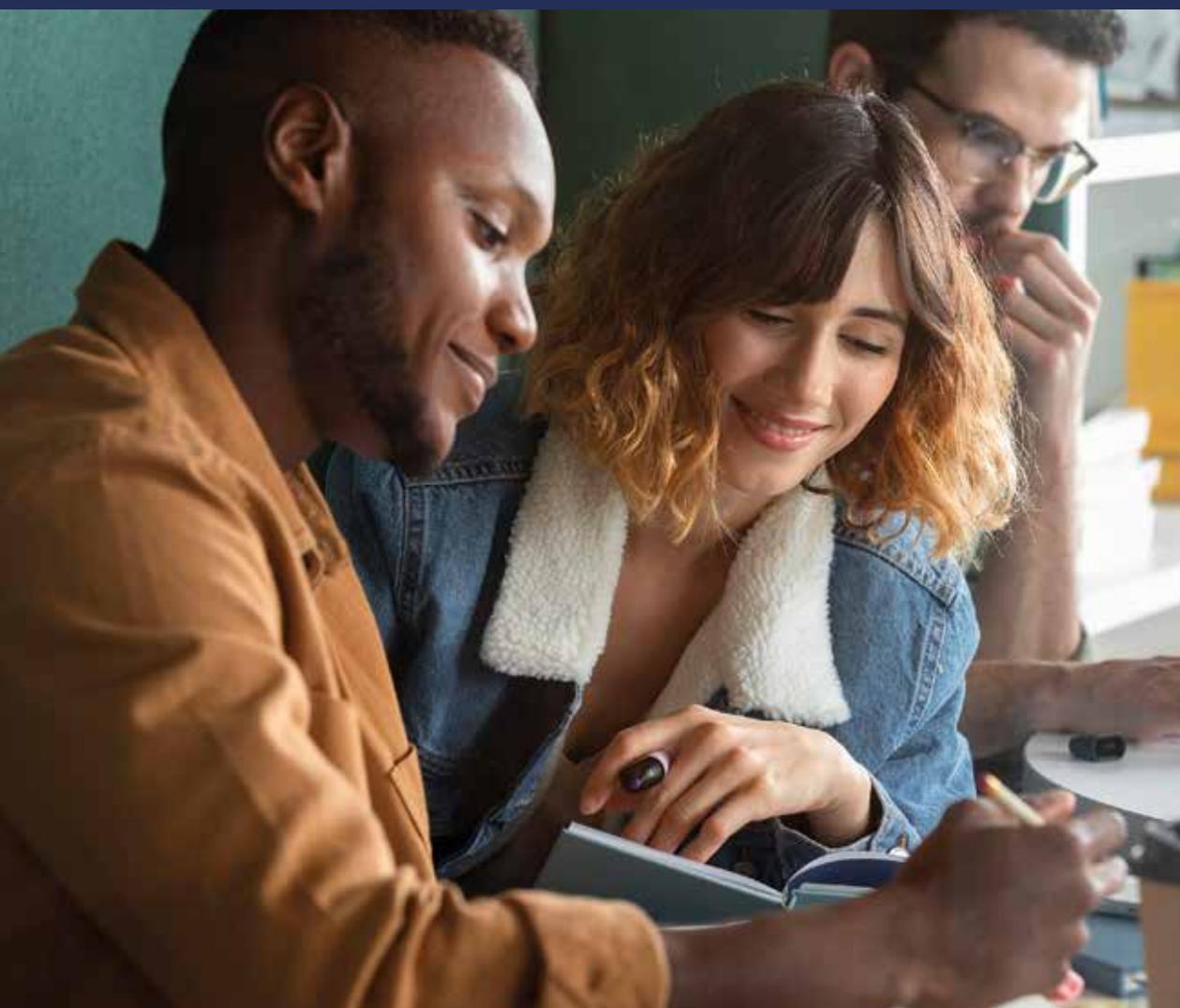
If you're aged 19-23 and do not already hold a full Level 3 qualification our Access to Higher Education courses are FREE. If you already have a full Level 3 qualification or you are aged over 23 you are entitled to apply for an Advanced Learner Loan to pay for your course, which means fees are only 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.

New for 2023 – Access courses can now be studied in person or online via distance learning.



**YOUR
COURSE MAY
BE FUNDED!**

See page 26
for more
information.



Nursing & Midwifery



Access to Higher Education Nursing & Midwifery is part of our Health Careers Academy, and 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 Royal College of Nursing and 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 plus you will look and feel like a Health Care professional with our Health Careers Academy Uniform!

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*	04/09/23	Yes	In Person
Access to Nursing and Midwifery (Evening)	Tue & Wed	5pm-9pm & 6pm-9pm	35 wks	£3,384*	05/09/23	Yes	In Person
Access to Higher Education - Nursing Pathway (AIM)	Flexible	Flexible	32 wks	£3,384*	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 24 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 26 for further details. Advanced Learner Loans are also available for this course, please see page 26 or contact Course Enquiries 01695 52300 enquiries@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.



Course Title	Day	Time	Duration	Fee	Start Date	Loans Available	Delivery
AAT Foundation Certificate in Accounting	Thur	1.15pm-6:15pm	35 wks	£632.50*	07/09/23	No	In Person
AAT Advanced Diploma in Accounting	Wed	10am-5pm	35 wks	£2,573* May be funded via free Courses for Jobs Fund	06/09/23	Yes	In Person

Entry requirements:

There are no formal entry requirements for our Level 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.

aat

** 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.*

How do I enrol?

For further details on how to enrol please go to page 24 or contact course enquiries **01695 52300**
enquiries@westlancs.ac.uk
www.westlancs.ac.uk

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See page 26
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Beauty Therapy & Nails



The Hair & Beauty Lounge is our state-of-the-art training facility for those wishing to train in Beauty, Spa, Holistic Therapies or Nails. Our fabulous facility hosts luxurious 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 Crystal Clear Microdermabrasion and Laser, and use high quality salon products. Students will work alongside industry professionals in the Academy's 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 wide range of fantastic courses from introductory up to professional level, that can be studied full-time, part-time in the day or evening.



Course Title	Day	Time	Duration	Fee	Start Date	Loans Available	Delivery
Beauty Specialist Techniques Level 2 Diploma (VTCT)	Tue & Wed	5.30pm-9pm	30 wks	£99* Special Offer	05/09/23	No	In person
Beauty Therapy Level 3 Certificate (VTCT)	Tue & Wed	6pm-9pm	35 wks	£1,645*	05/09/23	Yes	In person
Introduction to Make-up Artistry	Tue	6pm-9pm	7 wks	£75*	12/09/23 31/10/23 09/01/24	No	In person
Nail Technology Level 3 Diploma (VTCT)	Mon	9.30am-3.15pm	22 wks	£1,800*	04/09/23	Yes	In person

* 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.

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. For Level 3, students must have Level 2 in the same subject.

How do I enrol?

For further details on how to enrol please go to page 24 or contact course enquiries **01695 52300**
enquiries@westlancs.ac.uk
www.westlancs.ac.uk

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
Cyber Security Level 2 Certificate	Flexible	Flexible	12 wks	Fully Funded**	Flexible	No	Online
Equality & Diversity 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
Understanding Data Protection and Data Security 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 Safeguarding & Prevent Level 2 Certificate	Flexible	Flexible	12 wks	Fully Funded**	Flexible	No	Online
Understanding Workplace Violence and Harassment 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 on Course costs and funding please see page 26 or 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 24 or contact Distance Learning on **01695 52443/ distancelearningiag@westlancs.ac.uk**
www.westlancs.ac.uk

Caring for Children & Young People

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

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 the risks of abusive and

exploitative behaviour that some children experience.

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 child care setting and need to add to your existing skills, or are looking to join the sector, we have an online course for you.

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

***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 26 or 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 24 or contact Distance Learning on **01695 52443/ distancelearning@westlancs.ac.uk**
www.westlancs.ac.uk



Construction, Engineering and Motor Vehicle

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. 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. 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

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	£1,286.50*	05/09/23	No	In Person
Electrical Installations Diploma Level 2 (City & Guilds)	Tue & Wed	6pm-9pm	35 wks	£1286.50*	05/09/23	No	In Person
Electrical Installations Advanced Technical Diploma Level 3 (City & Guilds)	Tue & Wed	6pm-9pm	35 wks	£3,345*	05/09/23	Yes	In Person
Electric Vehicle/Hybrid Level 1	Tue	6pm-8pm	3 wks	TBC	19/09/23 & 31/10/23	No	In Person
Electric Vehicle/Hybrid Level 2	Wed	6pm-9pm	6 wks	TBC	20/09/23 & 22/11/23	No	In Person
Plumbing Diploma Level 2 (City & Guilds)	Tue & Wed	6pm-9pm	35 wks	£1,286.50*	05/09/23	No	In Person
Property Maintenance an Introduction	Tue	6pm-9pm	10 wks	£45*	05/09/23	No	In Person
Vehicle Maintenance Introduction (for females)	Tue	6pm-8pm	2 wks	FREE	05/09/23	No	In Person

*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.

Entry requirements:

Candidates will need relevant work and life experience for our Level 2 courses, and Level 2 in the same subject for entry onto Level 3.

How do I enrol?

For further details on how to enrol please go to page 24 or contact course enquiries **01695 52300**
enquiries@westlancs.ac.uk
www.westlancs.ac.uk

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

***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 26 or 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. 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 24 or contact Distance Learning on **01695 52443/ distancelearning@westlancs.ac.uk**
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. 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

***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 26 or 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. 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 24 or contact Distance Learning on **01695 52443/ distancelearningiag@westlancs.ac.uk** www.westlancs.ac.uk



RECRUIT AN APPRENTICE

Receive up to £1,000* 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 wide 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.

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.

Find out more

Find out more, contact our Business Advisers today:
01695 52490 / wlcapprenticeships@westlancs.ac.uk
www.westlancs.ac.uk

**subject to eligibility*





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.

Course Title	Day	Time	Duration	Fee	Start Date	Loans Available	Delivery
ESOL Pre-entry/Introduction to Entry 1	Wed	1pm-3pm	35 wks	Free**	06/09/23	No	In Person
ESOL Entry Level 1	Tue	9.30am-12noon	35 wks	Free**	05/09/23	No	In Person
ESOL Entry Level 1	Tue	6pm-8.30pm	35 wks	Free**	05/09/23	No	In Person
ESOL Entry Level 2	Tue	9.30am-12noon	35 wks	Free**	05/09/23	No	In Person
ESOL Entry Level 2	Tue	6pm-8.30pm	35 wks	Free**	05/09/23	No	In Person
ESOL Entry Level 3	Wed	9.30am-12noon	35 wks	Free**	06/09/23	No	In Person
ESOL Entry Level 3	Wed	6pm-8.30pm	35 wks	Free**	06/09/23	No	In Person
ESOL Level 1	Wed	6pm-8pm	35 wks	Free**	06/09/23	No	In Person
ESOL Level 1	Thur	1.15pm-3.15pm	35 wks	Free**	07/09/23	No	In Person

***Courses may be funded to those living in Lancashire (funding may also be available to those living in Liverpool City Region) with a low income, are on benefit or unemployed. For further details on Course costs and fee remission please see page 26 or call Course Enquiries on 01695 52300 for more information.*

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 24 or contact course enquiries **01695 52300**
enquiries@westlancs.ac.uk
www.westlancs.ac.uk



English & Maths Functional Skills

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
Creative Writing	Wed	10.15am-12.15pm	10 wks	£25	13/09/23	No	In Person
Maths Functional Skills	Tue	6pm-8pm	35 wks	FREE**	05/09/23	No	In Person
Maths Functional Skills	Wed	1pm-3pm	35 wks	FREE**	06/09/23	No	In Person
Maths Functional Skills	Thur	9pm-11pm	35 wks	FREE**	07/09/23	No	In Person
English Functional Skills	Wed	6pm-8pm	35 wks	FREE**	06/09/23	No	In Person
English Functional Skills	Wed	9.30am-11.30am	35 wks	FREE**	06/09/23	No	In Person

***Courses may be funded to those living in Lancashire (funding may also be available to those living in Liverpool City Region) with a low income, are on benefit or unemployed. For further details on Course costs and fee remission please see page 26 or call Course Enquiries on 01695 52300 for more information.*

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 24 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	Funded**	Flexible	No	Online

***Courses may be funded to those living in Lancashire (funding may also be available to those living in Liverpool City Region) with a low income, are on benefit or unemployed. For further details on Course costs and fee remission please see page 26 or call Course Enquiries on 01695 52300 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?

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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**	05/09/23	No	In Person
English GCSE	Wed	6pm-8pm	33 wks	FREE**	06/09/23	No	In Person

***Courses may be funded to those living in Lancashire (funding may also be available to those living in Liverpool City Region) with a low income, are on benefit or unemployed. For further details on Course costs and fee remission please see page 26 or call Course Enquiries on 01695 52300 for more information.*

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 24 or contact course enquiries **01695 52300**
enquiries@westlancs.ac.uk
www.westlancs.ac.uk

YOUR COURSE MAY BE FUNDED!

See page 26 for more information.

Hairdressing & Barbering

The Hair & Beauty Lounge is our industry standard training facility for those wishing to train in Hairdressing or Barbering. There are around 10,000 people employed in our region as Hairdressers and Barbers and this figure is set to increase by 788 jobs over the next 8 years, so there's never been a better time to enter this creative industry.

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. Students work alongside industry professionals in the Academy's salon 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.

To find out more contact course enquiries **01695 52300** enquiries@westlancs.ac.uk



Course Title	Day	Time	Duration	Fee	Start Date	Loans Available	Delivery
Barbering Level 2 Diploma (VTCT)	Wed	1.30pm-9pm	35 wks	£362*	06/09/23	No	In Person
Women's Hairdressing Level 2 Diploma	Tue & Wed	5.30pm-9pm	35 wks	£1286.50*	05/09/23	No	In Person

* 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.

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 24 or contact course enquiries **01695 52300** enquiries@westlancs.ac.uk www.westlancs.ac.uk



Health & 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.



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 ONLY**	Flexible	No	Online
Equality & Diversity 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	12 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	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 3 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

Health & Care

Course Title	Day	Time	Duration	Fee	Start Date	Loans Available	Delivery
Understanding Domestic Abuse 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 Safeguarding & Prevent 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	12 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



***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 26 or 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 24 or contact Distance Learning on **01695 52443/ distancelearningiag@westlancs.ac.uk**
www.westlancs.ac.uk



Sports & Nutrition



Our Level 2 courses 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. Our courses will also teach you about healthy lifestyles and how technology can be used to help you on your journey.

Course Title	Day	Time	Duration	Fee	Start Date	Loans Available	Delivery
Personal Exercise, Nutrition & Health 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

***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 26 or 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 24 or contact Distance Learning on **01695 52443/ distancelearningiag@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 30,000 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 courses are perfect for those who are 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)	Mon	9am-12noon	35 wks	£633*	04/09/23	No	In Person
Supporting Teaching & Learning Level 2 Certificate (NCFE)	Wed	6pm-9pm	35 wks	£633*	06/09/23	No	In Person
Supporting Teaching & Learning Level 3 Certificate (NCFE)	Wed	6pm-9pm	35 wks	£1,417*	06/09/23	Yes	In Person

* 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.

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 24 or contact course enquiries **01695 52300**
enquiries@westlanacs.ac.uk
www.westlanacs.ac.uk

**YOUR
COURSE MAY
BE FUNDED!**

See page 26
for more
information.

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 **Monday 21 to Tuesday 29 August 2023, 10am-4pm**, with late night appointments available on **Tuesday 22 & 29 August 2023, 5pm-7pm**. Please note it is important that you arrange an appointment before attending college.

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/study-areas/online-courses or contact Course Enquiries on **01695 52443 / 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 • 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



TRAVEL TO COLLEGE

We offer a range of **FREE** or subsidised travel* to college including our College Bus Services that run in the daytime from:

LIVERPOOL - Kirkby, Aintree, Maghull, Aughton, Ormskirk, Westhead, Old Skelmersdale

SOUTHPORT - Formby, Birkdale, Southport, Scarisbrick, Burscough, Parbold, Newburgh, Ashurst

WIGAN - Hawkley, Winstanley, Goose Green, Marus Bridge, Pemberton, Orrell, Upholland, Digmaor, Tanhouse

Plus, we also offer **FREE** or subsidised* **ARRIVA Bus passes** for those not on a college bus route.

Please ask in Learner Services for further details: **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 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.

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 £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.
Want to be employed (or progress into more sustainable employment) and earning less than £20,319 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

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**

Do you know a young person who has just left school or college and are unsure of their future?

We can help!

We offer a range of A Levels, BTECs, Technical and Apprenticeship courses and now is the perfect time to apply to study with us at West Lancashire College.

We offer our younger students:

- Outstanding facilities
- Excellent teaching & learning
- Great results
- Fabulous national and international trips and visits including Germany, Malta, Dublin, London and Paris.
- FREE* transport
- Financial* support packages
- Fabulous wrap around support
- Great connections with employers and universities

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



A Level Biology

A Level Chemistry

A Level Maths

A Level Psychology

A Level Sociology

Art & Design Extended Diploma Level 3

Aspire Programme

Beauty & Hair Introduction Level 1

Beauty Therapy Level 2

Beauty & Spa Therapy Level 3

Business Extended Diploma Level 3

Bricklaying Level 1

Bricklaying Level 2

Bricklaying Level 3

Introduction to working with Children Level 1

Early Years Practitioner Level 2

Child Care & Education (Early Years Educator) Diploma Level 3

Carpentry & Joinery Level 1

Carpentry & Joinery Level 2

Computing Extended Diploma Level 3

Construction Multi Skills

Criminology (Applied) Diploma Level 3

Digital Production & Design T Level

Education & Childcare T Level

Electrical Installations Level 2

Engineering Diploma Level 2

Engineering Extended Diploma Level 3

Entry Level courses

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 and Social Care Diploma Level 3 plus Psychology (Applied) National Certificate 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 Level 1

Plumbing Studies Level 2

Plumbing Studies Level 3

Psychology (Applied) National Certificate Level 3 plus Health and Social Care Diploma Level 3

Uniformed Public Services Level 1

Public Services Extended Certificate Level 2

Public Services Extended Diploma Level 3

Sports Leadership Level 2

Sports and Personal Training Extended Diploma Level 3

The School of Medicine (A Level programme Biology, Chemistry, Maths & Psychology)

Apprenticeships

Apprenticeship in Business Administration Level 3

Apprenticeship in Carpentry & Joinery Level 2

Apprenticeship in Advanced Carpentry & Joinery Level 3

Apprenticeship in Electrical Level 3

Apprenticeship in Engineering Level 3

Apprenticeship in Hairdressing/Barbering Level 2

Find out more

01695 52300

enquiries@westlancs.ac.uk

Apply today

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

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.

West Lancashire College
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Lancashire
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01695 52300

