

Adult Course Guide

2025/26

PART OF



BIBAs
Winner

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
- **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 23, 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 £28,470 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 our Access to Higher Education course, 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 & Midwifery (Access to HE Diploma Health & Social Care)(Ascentis)	Mon-Wed	Full Time (15 Hours)	34 wks	£3,384* or £5,040***	08/09/25	Yes	In Person
Full Level 3							

*Student Loan Fee **Full Fee



Profile

Sarah – studied Access to Nursing & Midwifery

Sarah said “I’ve always dreamed of becoming a Midwife, so I chose the Access to Nursing & Midwifery programme to get me back into education and allow me to apply for university. I have really enjoyed my time in college, I have met lots of new people, learnt so many new skills, and had a refresh on how to write academically. My tutor Paula has been great, and I am delighted to have received two university offers from both UCLAN and Edge Hill to study Midwifery. I can’t wait to continue my journey to becoming a qualified Midwife.”

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

West Lancashire wins Skills Provider of the Year 2024

West Lancashire College were delighted to become the proud winner of the BIBAs 2024 Skills Provider of the Year Award.

Run by the North & Western Lancashire Chamber of Commerce, the Be Inspired Business Awards (BIBAs) is Lancashire's longest running, largest and most prestigious business awards ceremony, and are a celebration of the county's best performing companies and entrepreneurs. Our college has been on a journey to Outstanding since it's last Ofsted inspection in January 2022, where we were graded 'Good'. We offer a wide range of BTEC and T Level qualifications, Technical and Apprenticeship courses, plus online and in person professional qualifications for adults

Based in the heart of Skelmersdale's town centre, our college, which is part of NCG, one of the largest education and training organisations in the UK, has a mission of enabling social mobility and prosperity through exceptional education, something we strive to achieve every single day.

So what makes West Lancashire College Skills Provider of the Year? We put our success down to

the combination of a fantastic team of dedicated staff who all have one shared goal; to create the very best opportunities for our students so that they have better life chances and are best placed to achieve their potential in today's competitive world. These opportunities are created via outstanding employer links, ongoing investment into facilities and continuous focus on the levelling up agenda.

Gareth Sutton, Vice Principal at the college said "We are enormously proud of our college and staff, the excellent support we provide to our students and the great opportunities we offer, and we are honoured to achieve this prestigious award which is testament to everyone who works at West Lancs.

"2024/25 has already been a fantastic year, our students have won many awards including The Lancashire Colleges Skills for Digital, NCG Skills and World Skills competitions, so winning Skills Provider of the Year at the iconic Blackpool Tower Ballroom has been the icing on the cake.

We look forward to continuing our work to offer the local community of West Lancashire the very best educational experience around."



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 £52,720 to £95,886 per year, and in

our region jobs in Accountancy related roles are set to increase by 2421 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	5 wks	£90**	11/09/25	No	In Person
AAT Level 2 Certificate in Accounting	Thur	1pm-6pm	29 wks	£765**	16/10/25	No	In Person
AAT Advanced Diploma in Accounting	Wed	10am-5pm	34 wks	£2,573*or £2,880***	10/09/25	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 24. *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 23 or contact course enquiries **01695 52300**
enquiries@westlancs.ac.uk
www.westlancs.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

Course Title	Day	Time	Duration	Fee	Start Date	Loans Available	Delivery
Carpentry and Joinery Diploma Level 2 (City & Guilds)	Tue & Wed	6pm-9pm	34 wks	£1,356**	09/09/25	No	In Person
Electric/Hybrid Vehicle Awareness Level 1 Award	Tue	6pm-9pm	2 wks	£50**	16/09/25	No	In Person
Full Level 2 Electrical Installations Diploma Level 2 (City & Guilds)	Tue & Wed	6pm-9pm	34 wks	£1,362**	09/09/25	No	In Person
Full Level 2 Plumbing Diploma Level 2 (City & Guilds)	Tue & Wed	6pm-9pm	34 wks	£1,359**	09/09/25	No	In Person
Property Maintenance an Introduction	Tue	6pm-9pm	10 wks	£45**	08/09/25 05/01/26 20/04/26	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 24*

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



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.

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



Course Title	Day	Time	Duration	Fee	Start Date	Loans Available	Delivery
ESOL Pre Entry Level	Mon	1pm-3pm	34 wks	£420**	08/09/25	No	In Person
ESOL Entry Level 1 (Reading)	Mon & Thur	9.30am-12.30pm	14 wks	£180**	08/09/25	No	In Person
ESOL Entry Level 1 (Speaking)	Mon & Thur	9.30am-12.30pm	11 wks	£360**	09/01/26	No	In Person
ESOL Entry Level 1 (Listening and Writing)	Mon & Thur	9.30am-12.30pm	9 wks	£270**	13/04/26	No	In Person
ESOL Entry Level 2 (Reading) <small>(students must attend both sessions)</small>	Tue & Thur	1.30pm-4.30pm & 9.30am-12noon	14 wks	£180**	09/09/25	No	In Person
ESOL Entry Level 2 (Speaking) <small>(students must attend both sessions)</small>	Tue & Thur	1.30pm-4.30pm & 9.30am-12noon	11 wks	£360**	07/01/26	No	In Person
ESOL Entry Level 2 (Listening and Writing) <small>(students must attend both sessions)</small>	Tue & Thur	1.30pm-4.30pm & 9.30am-12noon	9 wks	£270**	14/04/26	No	In Person
ESOL Entry Level 2 (Reading)	Tue	5.30pm-8.30pm	14 wks	£180**	09/09/25	No	In Person
ESOL Entry Level 2 (Speaking)	Tue	5.30pm-8.30pm	11 wks	£360**	07/01/26	No	In Person
ESOL Entry Level 2 (Listening and Writing)	Tue	5.30pm-8.30pm	9 wks	£270**	14/04/26	No	In Person
ESOL Entry Level 3 (Reading) <small>(students must attend both sessions)</small>	Wed & Thur	9am-12noon & 1.30pm-4.30pm	14 wks	£180**	10/09/25	No	In Person
ESOL Entry Level 3 (Speaking) <small>(students must attend both sessions)</small>	Wed & Thur	9am-12noon & 1.30pm-4.30pm	11 wks	£360**	08/01/26	No	In Person
ESOL Entry Level 3 (Listening and Writing) <small>(students must attend both sessions)</small>	Wed & Thur	9am-12noon & 1.30pm-4.30pm	9 wks	£270**	15/04/26	No	In Person
ESOL Entry Level 3 (Reading)	Wed	5.30pm-8.30pm	14 wks	£180**	10/09/25	No	In Person
ESOL Entry Level 3 (Speaking)	Wed	5.30pm-8.30pm	11 wks	£360**	08/01/26	No	In Person
ESOL Entry Level 3 (Listening and Writing)	Wed	5.30pm-8.30pm	9 wks	£270**	15/04/26	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 24**

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 Level 1/2	Wed	11am-1pm	34 wks	FREE	10/09/25	No	In Person
English Functional Skills Level 1/2	Wed	9am-11am	34 wks	FREE	10/09/25	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 23 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	09/09/25	No	In Person
English GCSE	Wed	6pm-8pm	32 wks	FREE	10/09/25	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 23 or contact course enquiries **01695 52300**
enquiries@westlancs.ac.uk
www.westlancs.ac.uk

The Hair & Beauty Lounge



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. Those students studying Hairdressing or Barbering will also benefit from the Andrew Barton London Education programme.

ABLE
ANDREW BARTON
LONDON EDUCATION

Profile



Deborah – Hairdressing Level 2 and Level 3 Diploma

"I have always had an interest in hairdressing, and when I saw West Lancashire College were offering a level 2 adult course, I enrolled, and it is the best thing I ever did! The courses have given me the confidence to participate in competitions which I really enjoyed, learning all the technical side of hairdressing theory including the science of hair and colour correction which helps me to be creative with my hairdressing skills. The course has taken me on a new journey in my life; I now work as a Technician for Hair & Beauty department at West Lancashire College, and I have also opened my own salon. I am not going to stop learning, there is much more for me to progress to, in the future I would love to become a colour specialist and an Assessor so I can pass on the knowledge that I have gained."

Course Title	Day	Time	Duration	Fee	Start Date	Loans Available	Delivery
Full Level 2 Barbering Level 2 Diploma (VTCT)	Wed	1.30pm-9pm	34 wks	£1398**	10/09/25	No	In person
Full Level 2 Nail Technology Level 2 Technical Certificate (VTCT)	Mon	9.30am-3.15pm	17 wks	£486**	08/09/25	No	In person
Hairdressing Level 2 Certificate (VTCT)	Mon	9.30am-3.30pm	34 wks	£762**	08/09/25	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 24**



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 23 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	Wed	2pm-4pm	4 wks	FREE	05/11/25	No	In person
Ceramics	Wed	6pm-8pm	4 wks	FREE	05/11/25	No	In person
Ceramics	Fri	10am-12noon	4 wks	FREE	07/11/25	No	In person
Metalwork	Fri	1pm-3pm	4 wks	FREE	07/11/25	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 23 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-12noon	34wks	£675**	12/09/25	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 24*

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







West
Lancashire
College



SCAN HERE

Ready to
take the
next
step!

OPEN EVENTS 2025/26

Book your place

Monday

13

OCT 25

4.30pm-7pm

Thursday

20

NOV 25

4.30pm-7pm

Monday

02

FEB 26

4.30pm-7pm

Thursday

30

APR 26

4.30pm-7pm



Online Learning Courses

Online 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.



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
Understanding Business Improvement Techniques Level 2 Certificate	Flexible	Flexible	12 wks	Fully Funded**	Flexible	No	Online
Understanding Coding 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

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

Caring for Children & Young People	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
Education & Training Level 2 Award	Flexible	Flexible	12 wks	Fully Funded**	Flexible	No	Online
Principles of Working with Individuals with Disabilities Level 2 Certificate	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 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

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
Principles of Dementia Care Need Level 3 Certificate	Flexible	Flexible	16 wks	Fully Funded**	Flexible	No	Online
Understanding Cancer Support Level 2 Certificate	Flexible	Flexible	12 wks	Fully Funded**	Flexible	No	Online
Understanding Domestic Abuse 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
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



****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. For Level 3 courses, a Level 2 in the same subject area is required.

How do I enrol?

For further details on how to enrol please go to page 23 or contact Distance Learning on **01695 52443/**
distancelearningiag@westlanacs.ac.uk
www.westlanacs.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.

Enrolment slots are available from **Monday 18 August to Friday 29 August 2025, 10am-4pm** with late night appointments available on **Tuesday 19 & 26 August 2025, 5pm-7pm**. Please note it is important that you arrange an appointment before attending college.

Online Learning Courses

Choose from our wide range of online 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 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
- 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 or full UCRED statement from an online account
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 £25,750 (LCRA £35,864.40) 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 and 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

I AM NOT A BRITISH OR IRISH CITIZEN, WHAT DO I NEED TO BRING?

The College is legally required to confirm evidence of your visa/immigration status. If you are not a British or Irish national, you must bring your Passport, travel document or Application Registration Card (ARC) card for identification purposes.

Please bring with you:

- eVisa share code - if you can view your immigration status online using your United Kingdom Visas and Immigration account, you can use the Gov.uk website to obtain a share code. We can use the code provided to check your status. Your share code will be 9 digits and consist of letters and numbers.

If you can't get a share code, you can bring your physical original immigration documents if they are still valid (i.e. they have not expired).

This can include one of the following:

- **Visa vignette in passport** - a visa vignette is a sticker placed in your passport that shows you have been granted permission to enter the UK for a specific purpose, such as study or work.
- **Stamp in passport** - a passport stamp is an ink mark placed in your passport by a UK Border Force officer when you arrive, showing the date and place of your entry into the country
- **Biometric Residence Permit** - Biometric Residence Permits (BRPs) are cards that were used to prove immigration status. You might have a BRP if you were granted permission to live or work in the UK on or before 31 October 2024.
- **Bail 201 letter** - a Bail 201 letter is an official document issued by the UK Home Office to individuals who have been granted immigration bail. Please also bring your Application Registration Card (ARC).

Please note, if you have an immigration status which is reliant on family member, e.g. dependant status, family visa, child visa, etc, you will also be required to provide the immigration documents of your family member.

Full time courses

We offer a range of T Levels, BTECs and Technical 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 Austria, Cyprus ad Spain
- 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 Introduction Level 1

Beauty Therapy Level 2

Beauty & Spa Therapy Level 3

Business T Level*

Bricklaying Level 1

Bricklaying Level 2

Bricklaying Level 3

Caring for Children Level 2 Introduction

Carpentry & Joinery Level 1

Carpentry & Joinery Level 2

Carpentry & Joinery Level 3

Computing Extended Diploma Level 3

Construction Multi Skills

Digital Production & Design T Level*

Early Years Technical Occupational Entry for EYP Level 2

Electrical Installations Level 2

Electrical Installations Level 3

Engineering Level 2

Engineering Extended Diploma Level 3

Hair Introduction Level 1

Hairdressing Level 2

Hairdressing Level 3

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

Introduction to the Hospitality Industry Certificate Level 1

Media Make Up Studies Diploma Level 2

Motor Vehicle Maintenance Level 1

Motor Vehicle Maintenance Level 2

Motor Vehicle Maintenance Level 3

Plumbing Studies Level 2

Professional Cookery Studies (Food & Beverage) Diploma Level 2

Social Sciences Level 3 (Level 3 National Diploma in Forensic and Criminal Investigation and Level 3 Extended Certificate in Applied Psychology)

Sports Level 1

Sports & Physical Activity Level 2

Sports & Physical Activity Extended Diploma Level 3

Springboard*

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

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

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

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