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01539 814700



**Kendal College**  
a brighter future

# Course Guide

Full time courses

Part time courses

Apprenticeships

Degree level courses

At Kendal College we specialise in further and higher education providing a wide range of courses for the local community, from courses for beginners, to professional, managerial and other training programmes designed to develop your career.

#### How to enrol for a part-time course

- Select courses you are interested in from the listings
- Telephone for further information and advice on all courses, or see our website at [www.kendal.ac.uk](http://www.kendal.ac.uk) for full course details on all courses in this listing
- Complete an enrolment form and return with payment if appropriate
- Pop in during Student Services opening hours, or join us on one of our Open Days

#### Help with your studies

If you have an additional need, then let us know when you enrol and we can arrange to discuss this further with a member of the Study Services Team. You can access support from our Study Services Team.

#### Advice & Guidance

Need help in choosing the right course? Wondering what to do next? Uncertain about what a course entails? Student Services staff will be happy to talk to you about options for learning. There is plenty of information available on courses in the College and elsewhere in Cumbria and if you would like further guidance on learning opportunities, you can make an appointment with the guidance staff by contacting them on 01539 814700.



For more information  
contact Student Services  
on 01539 814700

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## JobWorks

helping you into work

[www.kendal.ac.uk/degree](http://www.kendal.ac.uk/degree)  
**01539 814700**



## Degree courses at Kendal College

- Study locally
- Grants of up to £1500
- University centre
- Outstanding facilities

# Art, Design & Media

Course	Start date	Dur.	Day	Times	Fee	Reg*	Total	
<b>Full-time courses</b>								
Diploma in Foundation Studies Art & Design	06-Sep-10	1 yr	Various	Various	£375 <sup>1</sup>	£125 <sup>1</sup>	£500 <sup>1</sup>	
BTEC Level 1 Diploma in Art and Design	06-Sep-10	1 yr	Various	Various	£375 <sup>1</sup>	£125 <sup>1</sup>	£500 <sup>1</sup>	
BTEC Level 2 Diploma in Art and Design	06-Sep-10	1 yr	Various	Various	£375 <sup>1,2</sup>	£125 <sup>1</sup>	£500 <sup>1,2</sup>	
BTEC Level 3 Extended Diploma in Art & Design	06-Sep-10	2 yrs	Various	Various	£375 <sup>1,3</sup>	£125 <sup>1</sup>	£500 <sup>1,3</sup>	
<b>Degree level courses</b>								
Foundation Degree in Drawing	Sep-10	2 years full time or 3 years part time			£3290 per year £1000 per year			
<b>Part-time courses</b>								
CN951A09-0	Digital Photography (PC based)	26-Oct-10	1 day	Tues	0900-1600	£50	-	£50
CN952A09-0	Digital Photography (PC based)	23-Feb-11	1 day	Wed	0900-1600	£50	-	£50
CN953A09-0	Digital Photography (PC based)	02-Jun-11	1 day	Thurs	0900-1600	£50	-	£50
CD140A09-0	BTEC Award in Photography Level 1	22-Sep-10	15 wks	Wed	1800-2100	£307	£50	£357
CD141C09-0	BTEC Award in Photography Level 2	21-Sep-10	15 wks	Tues	1800-2100	£307	£50	£357
CD141A09-0	BTEC Award in Photography Level 2	22-Sep-10	15 wks	Wed	1800-2100	£307	£50	£357
CD141B09-0	BTEC Award in Photography Level 2	09-Feb-11	15 wks	Wed	1800-2100	£307	£50	£357
CD201B09-0	BTEC Award in Photography Level 3	04-Oct-10	1 yr	Mon	1800-2100	£557	£70	£627
CD181A05-0	Photography Masterclass for the Outdoors	May 2011	Wkend	Sat/Sun	0930-1800	£500	-	£500
CD181B05-0	Photography Masterclass for the Outdoors	June 2011	Wkend	Sat/Sun	0930-1800	£500	-	£500
CD181C05-0	Photography Masterclass for the Outdoors	July 2011	Wkend	Sat/Sun	0930-1800	£500	-	£500
	Adventure Film Academy Classic (Kendal Mountain Festival)	21-Jul-11	1 wk		Call for details			
	Adventure Film Academy Pro (Kendal Mountain Festival)	19-Jul-11	1 wk		Call for details			
CD173A09-0	BTEC Award in Fashion Design Level 2	21-Sep-10	15 wks	Tues	1800-2100	£324	£50	£374
CD173B09-0	BTEC Award in Fashion Design Level 2	08-Feb-11	15 wks	Tues	1800-2100	£324	£50	£374
CD173C09-0	BTEC Award in Fashion Design Level 3	06-Oct-10	1 yr	Wed	1800-2100	£560	£70	£630
CD251A09-0	Graphic Design using Creative Suite Level 2	21-Sep-10	15 wks	Tues	1800-2100	£288	£50	£338
CD251B09-0	Graphic Design using Creative Suite Level 2	08-Feb-11	15 wks	Tues	1800-2100	£288	£50	£338
CD252A09-0	Graphic Design using Creative Suite Level 3	04-Oct-10	1 yr	Mon	1800-2100	£538	£70	£608
CD161A05-0	Design a Website to get your Business Online	04-Oct-10	8 wks	Mon	1800-2100	£164	-	£164
CD161B05-0	Design a Website to get your Business Online	10-Jan-11	8 wks	Mon	1800-2100	£164	-	£164
CD161C05-0	Design a Website to get your Business Online	21-Mar-11	8 wks	Mon	1800-2100	£164	-	£164
	Learn to use Dreamweaver (PC-based)	tba	please call for details					
CD281A09-0	Digital Video Production and Editing using Final Cut	20-Oct-10	8 wks	Wed	1800-2100	£164	-	£164
CD281B09-0	Digital Video Production and Editing using Final Cut	26-Jan-11	8 wks	Wed	1800-2100	£164	-	£164

# Business & Accounting

Course	Start date	Dur.	Day	Times	Fee	Reg*	Total	
<b>Apprenticeships</b>								
Apprenticeships in Business Administration	At any time	1-2 years			£200 <sup>1,2,3</sup>	£150 <sup>1</sup>	£350 <sup>1,2,3</sup>	
Apprenticeships in Accounting	At any time	1-2 years			£200 <sup>1,2,3</sup>	£150 <sup>1</sup>	£350 <sup>1,2,3</sup>	
<b>Degree-level courses</b>								
Foundation Degree in Business	Sep-10	3 years Mon/Tues		1800-2100	£1100 per year			
<b>Part-time courses</b>								
BB621A09-0	Level 2 Certificate for Accounting Technicians (AAT)	20-Sep-10	1 yr	Mon/Tue	1800-2100	£395 <sup>1,2</sup>	£235 <sup>1</sup>	£630 <sup>1,2</sup>
BB621B05-0	Level 2 Certificate for Accounting Technicians (AAT)	23-Sep-10	1 yr	Thur	0900-1600	£395 <sup>1,2</sup>	£235 <sup>1</sup>	£630 <sup>1,2</sup>
BB631A05-0	Level 3 Diploma for Accounting Technicians (AAT)	21-Sep-10	1 yr	Tues	0900-1600	£475 <sup>1,3</sup>	£283 <sup>1</sup>	£758 <sup>1,3</sup>
BB631A09-0	Level 3 Diploma for Accounting Technicians (AAT)	21-Sep-10	1 yr	Tue/Wed	1800-2100	£475 <sup>1,3</sup>	£283 <sup>1</sup>	£758 <sup>1,3</sup>
BB641A09-1	Level 4 Diploma for Accounting Technicians (AAT)	20-Sep-10	1 yr	Mon/Wed	1800-2100	£550 <sup>1</sup>	£381 <sup>1</sup>	£931 <sup>1</sup>
BB641A05-1	Level 4 Diploma for Accounting Technicians (AAT)	24-Sep-10	1 yr	Fri	0900-1600	£550 <sup>1</sup>	£381 <sup>1</sup>	£931 <sup>1</sup>
BS621A05-0	NVQ 2 in Business Administration	20-Sep-10	1 yr	Mon	0900-1600	£395 <sup>1,2</sup>	£70 <sup>1</sup>	£465 <sup>1,2</sup>
BS631A05-0	NVQ 3 in Business Administration	20-Sep-10	1 yr	Mon	0900-1600	£475 <sup>1,3</sup>	£80 <sup>1</sup>	£555 <sup>1,3</sup>
BB581A05-0	Completing PAYE Documents	12-Nov-10	1 day	Fri	0900-1700	£75	-	£75
BB581B05-0	Completing PAYE Documents	11-Mar-11	1 day	Fri	0900-1700	£75	-	£75
BB681A05-0	Final Accounts and their Interpretation	13-Dec-10	1 day	Mon	0900-1630	£75	-	£75
BB651A05-0	Award in Accounting and Bookkeeping	12-Jan-11	5 wks	Wed	0900-1700	£325	-	£325
CN391A05-0	Level 2 Computerised Accounting (SAGE)	20-Sep-10	10 wks	Mon	0900-1200	£200	£25	£225
CN391A09-0	Level 2 Computerised Accounting (SAGE)	12-Jan-11	10 wks	Wed	1800-2100	£200	£25	£225
CN391B05-0	Level 2 Computerised Accounting (SAGE)	16-Mar-11	10 wks	Wed	1300-1600	£200	£25	£225
BB661A05-0	Business Finance	21-Mar-11	5 wks	Mon	0900-1600	£325	-	£325
SC230A05-0	Minute Taking	01-Oct-10	½ day	Fri	0900-1200	£51	-	£51
SC840A05-0	Business Improvement Techniques	08-Mar-11	1 day	Tues	0900-1630	£80	-	£80

<sup>1</sup>Denotes a SFA funded course and is free to 16-18 year olds, or may be free tuition if on certain benefits.  
<sup>2</sup>You will not have to pay any fees if this is your first full level 2 programme (5 A\*-C GCSE or equivalent)

SC931A05-0	Money Laundering Awareness	01-Oct-10	1 day	Fri	0900-1600	£75	-	£75
SC264A05-0	Welcome Line: Telephone Techniques	07-Sep-10	1 day	Tues	0900-1630	£83	£19	£102
SC264B05-0	Welcome Line: Telephone Techniques	18-Jan-11	1 day	Tues	0900-1630	£83	£19	£102
SC264C05-0	Welcome Line: Telephone Techniques	12-Apr-11	1 day	Tues	0900-1630	£83	£19	£102
SC264D05-0	Welcome Line: Telephone Techniques	05-Jul-11	1 day	Tues	0900-1630	£83	£19	£102
SC363A05-0	Understanding & Dealing with Customers	03-Aug-10	1 day	Tues	0900-1630	£83	£19	£102
SC363B05-0	Understanding & Dealing with Customers	05-Oct-10	1 day	Tues	0900-1630	£83	£19	£102
SC363C05-0	Understanding & Dealing with Customers	07-Dec-10	1 day	Tues	0900-1630	£83	£19	£102
SC363D05-0	Understanding & Dealing with Customers	01-Feb-11	1 day	Tues	0900-1630	£83	£19	£102
SC363E05-0	Understanding & Dealing with Customers	05-Apr-11	1 day	Tues	0900-1630	£83	£19	£102
SC363F05-0	Understanding & Dealing with Customers	07-Jun-11	1 day	Tues	0900-1630	£83	£19	£102
BB671A05-0	Award In Team Leading	04-Feb-11	5 wks	Fri	0900-1200	£163	-	£163
<b>CMI Certificate in Management</b>								
BM623A05-0	1 Recruitment and Selection	19-Aug-10	5 wks	Thur	1300-1700	£220	£40	£260
BM623B05-0	2 Developing Individuals and Teams	23-Sep-10	5 wks	Thur	1300-1700	£220	£40	£260
BM623C05-0	3 Meeting Stakeholder Needs	04-Nov-10	5 wks	Thur	1300-1700	£220	£40	£260
BM623D05-0	4 Managing & Communicating Information	09-Dec-10	5 wks	Thur	1300-1700	£220	£40	£260
BM623E05-0	5 Improving Team Performance	27-Jan-11	5 wks	Thur	1300-1700	£220	£40	£260
BM623F05-0	6 Personal Development as a First Line Manager	10-Mar-11	5 wks	Thur	1300-1700	£220	£40	£290
BM623G05-0	7 Resource Planning	28-Apr-11	5 wks	Thur	1300-1700	£220	£40	£290
BM623H05-0	8 Developing Individuals & Teams	09-Jun-11	5 wks	Thur	1300-1700	£220	£40	£290
BM682A09-0	CIM - Introductory Certificate in Marketing	20-Sep-10	14 wks	Mon	1800-2100	£200	£125	£325
BM682B09-0	CIM - Introductory Certificate in Marketing	17-Jan-11	14 wks	Mon	1800-2100	£200	£125	£325
BM691A09-0	CIM - Professional Certificate in Marketing	21-Sep-10	1 yr	Tue/Wed	1800-2100	£700	£250	£950
BM651A05-0	CIPD - Certificate in HR Practice	21-Sep-10	1 yr	Tues	1300-1700	£650	£175	£825
BM651B05-0	CIPD - Certificate in HR Practice	22-Sep-10	1 yr	Wed	1300-1700	£650	£175	£825
BS211A05-0	Award in Text Processing (Level 1)	21-Sep-10	1 yr	Tues	1400-1600	£200	£28 approx	£228
BS211A09-0	Award in Text Processing (Level 1)	22-Sep-10	1 yr	Wed	1800-2000	£200	£28 approx	£228
BS211B05-0	Award in Text Processing (Level 2)	21-Sep-10	1 yr	Tues	1400-1600	£200	£42 approx	£242
BS221B09-0	Award in Text Processing (Level 2)	22-Sep-10	1 yr	Wed	1800-2000	£200	£42 approx	£242

# Childhood Studies

Course	Start date	Dur.	Day	Times	Fee	Reg*	Total
<b>Full-time courses</b>							
BTEC Level 1 Diploma Caring for Children	06-Sep-10	1 yr	Various	Various	£375 <sup>1</sup>	£125 <sup>1</sup>	£500 <sup>1</sup>
BTEC Level 2 Diploma Children's Care, Learning and Development	06-Sep-10	1 yr	Various	Various	£375 <sup>1,2</sup>	£125 <sup>1</sup>	£500 <sup>1,2</sup>
BTEC Level 3 Extended Diploma in Childrens Care, Learning & Development	06-Sep-10	2 yrs	Various	Various	£375 <sup>1,3</sup>	£125 <sup>1</sup>	£500 <sup>1,3</sup>
<b>Apprenticeships</b>							
Apprenticeship in Children's Care, Learning and Development	At any time	1-3 years			£200 <sup>1,2,3</sup>	£150 <sup>1</sup>	£350 <sup>1,2,3</sup>
<b>Degree-level courses</b>							
Foundation Degree in Childhood Studies and Care of Young People	Sep-10 Sep-10	2 years full time or 3 years part time			£3290 per year £1100 per year		

<b>Part-time courses</b>								
BN091B05-0	NVQ 2 Childrens Care, Learning & Development	22-Sep-10	1 yr	Wed	0930-1230	£395 <sup>1,2</sup>	£80 <sup>1</sup>	£475 <sup>1,2</sup>
BN091A09-0	NVQ 2 Childrens Care, Learning & Development	20-Sep-10	1 yr	Mon	1800-2100	£395 <sup>1,2</sup>	£80 <sup>1</sup>	£475 <sup>1,2</sup>
BN101A09-0	NVQ 3 Childrens Care, Learning & Development	21-Sep-10	1 yr	Tues	1730-2100	£475 <sup>1,3</sup>	£110 <sup>1</sup>	£585 <sup>1,3</sup>
BN101A05-0	NVQ 3 Childrens Care, Learning & Development	24-Sep-10	1 yr	Fri	0930-1230	£475 <sup>1,3</sup>	£110 <sup>1</sup>	£585 <sup>1,3</sup>
BN671A05-0	NVQ 2 Supporting Teaching & Learning in Schools	23-Sep-10	1 yr	Thu	0930-1200	£395 <sup>1,2</sup>	£80 <sup>1</sup>	£475 <sup>1,2</sup>
BN311A05-0	NVQ 3 in Supporting Teaching and Learning in Schools	21-Sep-10	1 yr	Tues	0930-1230	£475 <sup>1,3</sup>	£110 <sup>1</sup>	£585 <sup>1,3</sup>
BN311A09-0	NVQ 3 in Supporting Teaching and Learning in Schools	21-Sep-10	1 yr	Tues	1730-2100	£475 <sup>1,3</sup>	£110 <sup>1</sup>	£585 <sup>1,3</sup>

# Craft and Construction

Course	Start date	Dur.	Day	Times	Fee	Reg*	Total
<b>Full-time courses</b>							
Diploma in Carpentry & Joinery Level 1	06-Sep-10	1 yr	Various	Various	£375 <sup>1</sup>	£125 <sup>1</sup>	£500 <sup>1</sup>
Diploma in Site Carpentry Level 2	06-Sep-10	1 yr	Various	Various	£375 <sup>1,2</sup>	£125 <sup>1</sup>	£500 <sup>1,2</sup>
Diploma in Bench Joinery Level 2	06-Sep-10	1 yr	Various	Various	£375 <sup>1,2</sup>	£125 <sup>1</sup>	£500 <sup>1,2</sup>
Diploma in Bricklaying (Brick & Local Heritage Skills) Level 1	06-Sep-10	1 yr	Various	Various	£375 <sup>1</sup>	£125 <sup>1</sup>	£500 <sup>1</sup>

<b>Apprenticeships</b>							
Apprenticeship in Brickwork	At any time	1 year			£200 <sup>1,2,3</sup>	£150 <sup>1</sup>	£350 <sup>1,2,3</sup>
Apprenticeship in Carpentry & Joinery	At any time	1 year			£200 <sup>1,2,3</sup>	£150 <sup>1</sup>	£350 <sup>1,2,3</sup>
For plumbing, engineering, motor vehicle and electrical courses, see the engineering section.							

<sup>3</sup>You will not have to pay any fees if this is your first full level 3 programme (2 A levels) and are aged 19-25.  
<sup>\*</sup>Reg fee refers to any registration, examination, assessment or any other fee related to awarding body. This fee must be paid at the time of enrolment.

## Part-time courses

CSCS Card - Health & Safety Test	various	Fri	45 mins	please call 01539 814718 for details
Please also see our Health & Safety courses overleaf				

# Culture and Heritage

Course	Start date	Dur.	Day	Times	Fee	Reg*	Total	
<b>Apprenticeships</b>								
Apprenticeships in Creative Industries	At any time	1-2 years			£200 <sup>123</sup>	£150 <sup>1</sup>	£350 <sup>123</sup>	
<b>Part-time courses</b>								
MU103A09-0	Lake District Landscape, History & Archaeology	09-Sep-10	8 wks	Thurs	1900-2100	£120	-	£120
MU103B09-0	Lake District Landscape, History & Archaeology	06-Jan-11	8 wks	Thurs	1900-2100	£120	-	£120
MU103C09-0	Lake District Landscape, History & Archaeology	28-Apr-11	8 wks	Thurs	1900-2100	£120	-	£120
MU101A09-0	Twentieth Century Art History Part 1	07-Oct-10	10 wks	Thurs	1900-2100	£120	-	£120
MU101B09-0	Twentieth Century Art History Part 2	03-Mar-11	10 wks	Thurs	1900-2100	£120	-	£120
MU102A09-0	Behind the Scenes at the Museum Secrets of Display & Conservation	10-Sep-10	10 wks	Fri	0930-1130	£150	-	£150
MU102B09-0	Behind the Scenes at the Museum: Secrets of Display & Conservation	14-Jan-11	10 wks	Fri	0930-1130	£150	-	£150
MU102C09-0	Behind the Scenes at the Museum: Secrets of Display & Conservation	29-Apr-11	10 wks	Fri	0930-1130	£150	-	£150

# Engineering

Course	Start date	Dur.	Day	Times	Fee	Reg*	Total
<b>Full-time courses</b>							
NVQ 2 in Performing Engineering Operations	06-Sep-10	1 yr	Various	Various	£375 <sup>12</sup>	£125 <sup>1</sup>	£500 <sup>12</sup>
Diploma in Electrotechnical Services Level 3	06-Sep-10	1 yr	Various	Various	£375 <sup>13</sup>	£125 <sup>1</sup>	£500 <sup>13</sup>
Introductory Diploma in Construction (Plumbing) Level 1	06-Sep-10	1 yr	Various	Various	£375 <sup>1</sup>	£125 <sup>1</sup>	£500 <sup>1</sup>
Certificate in Basic Plumbing Studies Level 2	06-Sep-10	1 yr	Various	Various	£375 <sup>12</sup>	£125 <sup>1</sup>	£500 <sup>12</sup>
BTEC Level 1 Diploma in Engineering	06-Sep-10	1 yr	Various	Various	£375 <sup>1</sup>	£125 <sup>1</sup>	£500 <sup>1</sup>
BTEC Level 2 Diploma in Engineering	06-Sep-10	1 yr	Various	Various	£375 <sup>12</sup>	£125 <sup>1</sup>	£500 <sup>12</sup>
Certificate in Vehicle Maintenance Level 1	06-Sep-10	1 yr	Various	Various	£375 <sup>1</sup>	£125 <sup>1</sup>	£500 <sup>1</sup>
Certificate in Vehicle Maintenance & Repair Level 2	06-Sep-10	1 yr	Various	Various	£375 <sup>12</sup>	£125 <sup>1</sup>	£500 <sup>12</sup>
Certificate in Vehicle Maintenance & Repair Level 3	06-Sep-10	1 yr	Various	Various	£375 <sup>13</sup>	£125 <sup>1</sup>	£500 <sup>13</sup>

<b>Apprenticeships</b>							
Apprenticeships in Vehicle Maintenance & Repair	At any time	1-3 years			£200 <sup>123</sup>	£150 <sup>1</sup>	£350 <sup>123</sup>
Apprenticeships in Installing Electro-Technical Systems	At any time	1-2 years			£200 <sup>123</sup>	£150 <sup>1</sup>	£350 <sup>123</sup>
Apprenticeship in Plumbing	At any time	1 year			£200 <sup>123</sup>	£150 <sup>1</sup>	£350 <sup>123</sup>

Course	Start date	Dur.	Day	Times	Fee	Reg*	Total	
<b>Part-time courses</b>								
TC401A05-0	Refrigerant handling for mobile air conditioning systems	25-Oct-10	1 day	Mon	0900-1700	£130	£52	£182
TC401B05-0	Refrigerant handling for mobile air conditioning systems	20-Dec-10	1 day	Mon	0900-1700	£130	£52	£182
TC401C05-0	Refrigerant handling for mobile air conditioning systems	21-Feb-11	1 day	Mon	0900-1700	£130	£52	£182
TC401D05-0	Refrigerant handling for mobile air conditioning systems	26-Apr-11	1 day	Tues	0900-1700	£130	£52	£182
TC401E05-0	Refrigerant handling for mobile air conditioning systems	03-May-11	1 day	Tues	0900-1700	£130	£52	£182
TC401F05-0	Refrigerant handling for mobile air conditioning systems	31-May-11	1 day	Tues	0900-1700	£130	£52	£182
TC401G05-0	Refrigerant handling for mobile air conditioning systems	04-Jul-11	1 day	Mon	0900-1700	£130	£52	£182
TC351A05-0	Certificate for Portable Appliance (PAT) Testing	08-Nov-10	2 days	Mon-Tue	0900-1715	£195	£40	£235
TC351B05-0	Certificate for Portable Appliance (PAT) Testing	13-Dec-10	2 days	Mon-Tue	0900-1715	£195	£40	£235
TC351C05-0	Certificate for Portable Appliance (PAT) Testing	31-Jan-11	2 days	Mon-Tue	0900-1715	£195	£40	£235
TC311C09-0	17th Edition Electrical Regulations	25-Oct-10	1 wk	Mon-Thu	0900-1715	£350	£35	£385
TC311D09-0	17th Edition Electrical Regulations	21-Feb-11	1 wk	Mon-Thu	0900-1715	£350	£35	£385
TC311E09-0	17th Edition Electrical Regulations	11-Apr-11	1 wk	Mon-Thu	0900-1715	£350	£35	£385
TC311F09-0	17th Edition Electrical Regulations	31-May-11	1 wk	Tues-Fri	0900-1715	£350	£35	£385
TC311A09-0	17th Edition Electrical Regulations	08-Nov-10	12 wks	Mon	1800-2100	£350	£35	£385
TC311B09-0	17th Edition Electrical Regulations	14-Mar-11	12 wks	Mon	1800-2100	£350	£35	£385
CSCS Card - Health & Safety Test								
Please also see our Health & Safety courses overleaf								

# English & Maths

Course	Start date	Dur.	Day	Times	Fee	Reg*	Total	
<b>Part-time courses</b>								
CF001A05-0	Cambridge ESOL Certificate in ESOL Skills for Life (Entry 1)	23-Sep-10	1 yr	Thur	0930-1430	£275	£48	£323
CF011A05-0	Cambridge ESOL Certificate in ESOL Skills for Life (Entry 2)	20-Sep-10	1 yr	Mon	0930-1530	£350	£49	£399
CF021A05-0	Cambridge ESOL Certificate in ESOL Skills for Life (Entry 3)	24-Sep-10	1 yr	Fri	0930-1530	£350	£49	£399
CF031A05-0	Cambridge ESOL Certificate in ESOL Skills for Life (Level 1)	22-Sep-10	1 yr	Wed	0930-1530	£350	£58	£408
CF041A05-0	Cambridge ESOL Certificate in ESOL Skills for Life (Level 2)	21-Sep-10	1 yr	Tues	0930-1530	£350	£58	£408
CG331A09-0	GCSE Maths	21-Sep-10	1 yr	Tues	1800-2100	£140	£25	£165
FS102C05-0	Functional Skills - English Level 2	21-Sep-10	1 yr	Tues	1530-1700	£140 approx	£25 approx	
BS141A05-0	Workshops - Numeracy Pre-Entry Milestone	Various	1 yr	Mon-Fri	Various	FREE	FREE	FREE
BS141C05-0	Workshops - Literacy Pre-Entry Milestone	Various	1 yr	Mon-Fri	Various	FREE	FREE	FREE
CS012A09-0	Workshops: Cert. in Literacy Entry level / Level 1/ Level 2	13-Sep-10	1 yr	Mon	1900-2100	FREE	FREE	FREE
CS013A05-0	Workshops: Cert. in Literacy Entry level / Level 1/ Level 2	16-Sep-10	1 yr	Thurs	1300-1500	FREE	FREE	FREE
CS014A05-0	Workshops: Cert. in Literacy Entry level / Level 1/ Level 2	17-Sep-10	1 yr	Fri	1000-1200	FREE	FREE	FREE
CS022A09-0	Workshops: Cert. in Numeracy Entry level / Level 1/ Level 2	13-Sep-10	1 yr	Mon	1900-2100	FREE	FREE	FREE
CS023B05-0	Workshops: Cert. in Numeracy Entry level / Level 1/ Level 2	16-Sep-10	1 yr	Thurs	1300-1500	FREE	FREE	FREE
CS024B05-0	Workshops: Cert. in Numeracy Entry level / Level 1/ Level 2	17-Sep-10	1 yr	Fri	1000-1200	FREE	FREE	FREE

# Hair, Beauty & Therapies

Course	Start date	Dur.	Day	Times	Fee	Reg*	Total
<b>Full-time courses</b>							
Lifetime registration fee of £16 for VTCT courses applies.							
Level 1 NVQ Diploma in Hairdressing	06-Sep-10	1 yr	Various	Various	£375 <sup>1</sup>	£125 <sup>1</sup>	£500 <sup>1</sup>
Level 2 Diploma in Hairdressing	06-Sep-10	1 yr	Various	Various	£375 <sup>12</sup>	£125 <sup>1</sup>	£500 <sup>12</sup>
Diploma in Complementary and Alternative Therapies (VTCT)	06-Sep-10	1 yr	Various	Various	£800	£125	£925
NVQ 2 Beauty Therapy (VTCT)	06-Sep-10	1 yr	Various	Various	£375 <sup>1,2</sup>	£125 <sup>1</sup>	£500 <sup>1,2</sup>
NVQ 3 Beauty Therapy - general route (VTCT)	06-Sep-10	1 yr	Various	Various	£375 <sup>1,3</sup>	£125 <sup>1</sup>	£500 <sup>1,3</sup>

<b>Apprenticeships</b>							
Apprenticeship in Hairdressing	At any time	1-2 years			£200 <sup>123</sup>	£150 <sup>1</sup>	£350 <sup>123</sup>
Apprenticeships in Beauty Therapy	At any time	1-2 years			£200 <sup>123</sup>	£150 <sup>1</sup>	£350 <sup>123</sup>

Course	Start date	Dur.	Day	Times	Fee	Reg*	Total	
<b>Part-time course</b>								
Lifetime registration fee of £16 for VTCT courses applies.								
LH131A05-0	NVQ 3 Hairdressing	20-Sep-10	1 yr	Mon	1300-2100	£475 <sup>13</sup>	£134 <sup>1</sup>	£609 <sup>13</sup>
LH624A05-0	NVQ 2 Nail Services (VTCT)	20-Sep-10	1 yr	Mon	0900-1600	£395 <sup>12</sup>	£55 <sup>1</sup>	£450 <sup>12</sup>
LH625A05-0	NVQ 3 Nail Services (VTCT)	20-Sep-10	1 yr	Mon	0900-1600	£475 <sup>13</sup>	£61 <sup>1</sup>	£536 <sup>13</sup>
LH611A05-0	NVQ 2 Beauty Therapy (VTCT)	20-Sep-10	1 yr	Mon	0930-1630	£395 <sup>12</sup>	£55 <sup>1</sup>	£450 <sup>12</sup>
LH611A09-0	NVQ 2 Beauty Therapy (VTCT)	21-Sep-10	1 yr	Tue/Wed	1730-2030	£395 <sup>12</sup>	£55 <sup>1</sup>	£450 <sup>12</sup>
LH621A09-0	NVQ 3 Beauty Therapy - massage route (VTCT)	20-Sep-10	1 yr	Mon	0930-1630	£475 <sup>13</sup>	£61 <sup>1</sup>	£536 <sup>13</sup>
LH621A09-0	NVQ 3 Beauty Therapy - massage route (VTCT)	21-Sep-10	1 yr	Tue/Wed	1730-2030	£475 <sup>13</sup>	£61 <sup>1</sup>	£536 <sup>13</sup>
BC611A09-0	Diploma in Anatomy and Physiology (VTCT)	20-Sep-10	15 wks	Mon	1730-2030	£200	£50	£250
BC612A09-0	Diploma in Anatomy and Physiology (VTCT)	12-Jan-11	15 wks	Wed	1730-2030	£200	£50	£250
LH121A09-0	Diploma in Indian Head Massage (VTCT)	05-Jan-11	10 wks	Wed	1730-2030	£180	£32	£212
LH291A09-0	Diploma in Aromatherapy (VTCT)	11-Jan-11	10 wks	Tues	1730-2030	£180	£32	£212
LH301A09-0	Certificate in Swedish Massage (VTCT)	22-Sep-10	10 wks	Wed	1730-2030	£180	£32	£212
LH521A09-0	Facial Massage & Skincare Level 2 (VTCT)	22-Sep-10	10 wks	Wed	1730-2030	£180	£21	£201
LH561A09-0	Diploma in Nail Art (VTCT)	30-Mar-11	10 wks	Wed	1730-2030	£150	£21	£171
LH581A09-0	Certificate in Wax Depilation (VTCT)	22-Sep-10	10 wks	Wed	1730-2030	£140	£21	£161
LH591B09-0	Certificate in Nail Treatments (Manicure & Pedicure) (VTCT)	27-Apr-11	10 wks	Wed	1730-2030	£180	£26	£206
LH623A09-0	Certificate in Cosmetic Make-Up (VTCT)	11-Jan-10	10 wks	Tues	1730-2030	£180	£32	£212
LH201B09-0	Certificate in Sports Massage Therapy Level 3 (VTCT)	05-Jan-11	15 wks	Wed	1730-2030	£270	£32	£302
LH281A09-0	Diploma (was Certificate) in Reflexology (VTCT)	05-Jan-11	15 wks	Wed	1730-2030	£270	£32	£302
LH571A09-0	Certificate in Nail Technology (VTCT)	22-Sep-10	15 wks	Wed	1730-2030	£270	£26	£296
LH200A05-0	Hair Extension	25-Oct-10	1 day	Mon	0930-1630	£150	-	£150
LH210A05-0	Introduction to Bridal Hair Workshop	11-Apr-11	1 day	Mon	0930-1630	£100	-	£100
LH650A05-0	Mens Hair Tattooing	27-Oct-10	1 day	Wed	0930-1700	£200	-	£200
FC122A05-0	Microdermabrasion	10-Aug-10	1 day	Tues	0930-1630	£75	-	£75
FC122B05-0	Microdermabrasion	22-Feb-11	1 day	Tues	0930-1630	£75	-	£75
FC124A05-0	Manicure & Pedicure	25-Oct-10	1 day	Mon	0930-1630	£75	-	£75
FC125A05-0	Facials & Skincare	12-Aug-10	1 day	Thur	0930-1630	£75	-	£75
FC125A05-0	Facial Treatments	26-Oct-10	1 day	Tue	0930-1630	£75	-	£75
FC126A05-0	Lash & Brow Treatments	11-Aug-10	1 day	Wed	0930-1630	£75	-	£75
FC126A05-0	Lash & Brow Treatments	27-Oct-10	1 day	Wed	0930-1630	£75	-	£75
FC126B05-0	Lash Extensions	29-Oct-10	1 day	Fri	0930-1630	£75	-	£75

FC126C05-0	Lash Extensions	22-Feb-11	1 day	Tues	0930-1630	£75	-	£75
FC128A05-0	Stone Massage Therapy	05-Aug-10	1 day	Thur	0930-1630	£75	-	£75
FC134A05-0	Stone Massage Therapy	27-Oct-10	1 day	Wed	0930-1630	£75	-	£75
FC129A05-0	Nail Technology	23-Feb-11	2 days	Wed-Thu	0930-1630	£150	-	£150
FC129B05-0	Gel Nails	23-Feb-11	1 day	Wed	0930-1630	£75	-	£75
FC130A05-0	Body Massage	25-Oct-10	1 day	Mon	0930-1630	£75	-	£75
FC131A05-0	Depilation	21-Feb-11	1 day	Mon	0930-1630	£75	-	£75
FC133A05-0	Advanced Epilation	24-Feb-11	1 day	Thur	0930-1630	£75	-	£75
FC136A05-0	Spa Therapy (Body wraps and exfoliation)	19-Aug-10	1 day	Thur	0930-1630	£75	-	£75
FC136B05-0	Spa Therapy (Body wraps and exfoliation)	21-Feb-11	1 day	Mon	0930-1630	£75	-	£75
FC137A05-0	Hopi Ear Candles	23-Aug-10	½ day	Mon	0930-1230	£50	-	£50
FC137B05-0	Hopi Ear Candles	28-Oct-10	½ day	Thu	1300-1600	£50	-	£50
FC138A05-0	Make-Up	28-Oct-10	1 day	Thu	0930-1630	£75	-	£75
FC139A05-0	Aromatherapy	26-Oct-10	1 day	Tue	0930-1630	£75	-	£75

## Health & Safety

Course	Start date	Dur.	Day	Times	Fee	Reg*	Tot	
<b>Part-time courses</b>								
SC091A05-0	Emergency First Aid at Work	05-Aug-10	1 day	Thur	0900-1630	£85	-	£85
SC091B05-0	Emergency First Aid at Work	02-Sep-10	1 day	Thur	0900-1630	£85	-	£85
SC091C05-0	Emergency First Aid at Work	07-Oct-10	1 day	Thur	0900-1630	£85	-	£85
SC091D05-0	Emergency First Aid at Work	04-Nov-10	1 day	Thur	0900-1630	£85	-	£85
SC091E05-0	Emergency First Aid at Work	09-Dec-10	1 day	Thur	0900-1630	£85	-	£85
SC091F05-0	Emergency First Aid at Work	06-Jan-11	1 day	Thur	0900-1630	£85	-	£85
SC091G05-0	Emergency First Aid at Work	03-Feb-11	1 day	Thur	0900-1630	£85	-	£85
SC091H05-0	Emergency First Aid at Work	03-Mar-11	1 day	Thur	0900-1630	£85	-	£85
SC091I05-0	Emergency First Aid at Work	07-Apr-11	1 day	Thur	0900-1630	£85	-	£85
SC091J05-0	Emergency First Aid at Work	05-May-11	1 day	Thur	0900-1630	£85	-	£85
SC091K05-0	Emergency First Aid at Work	02-Jun-11	1 day	Thur	0900-1630	£85	-	£85
SC091L05-0	Emergency First Aid at Work	07-Jul-11	1 day	Thu	0900-1630	£85	-	£85
SC402A05-0	First Aid (HSE)	09-Aug-10	3 day	Mon-Wed	0900-1630	£215	£5	£220
SC402B05-0	First Aid (HSE)	08-Nov-10	3 day	Mon-Wed	0900-1630	£215	£5	£220
SC402C05-0	First Aid (HSE)	07-Feb-11	3 day	Mon-Wed	0900-1630	£215	£5	£220
SC402D05-0	First Aid (HSE)	16-May-11	3 day	Mon-Wed	0900-1630	£215	£5	£220
SC402E05-0	First Aid (HSE)	25-Jul-11	3 day	Mon-Wed	0900-1630	£215	£5	£220
SC111A05-0	First Aid Requalification (HSE)	11-Oct-10	2 days	Mon-Tues	0900-1630	£150	£14	£164
SC111B05-0	First Aid Requalification (HSE)	01-Mar-11	2 days	Tues-Wed	0900-1630	£150	£14	£164
SC837A05-0	Anaphylaxis First Aid	29-Nov-10	1 day	Mon	1600-1930	£65	-	£65
SC829A05-0	Infection Control Awareness	19-Oct-10	½ day	Tues	0900-1230	£65	-	£65
SC838A05-0	Conflict Resolution & Personal Safety	16-Aug-10	1 day	Mon	0900-1630	£75	£5	£80
SC838B05-0	Conflict Resolution & Personal Safety	24-Nov-10	1 day	Wed	0900-1630	£75	£5	£80
SC838B05-0	Conflict Resolution & Personal Safety	30-Mar-11	1 day	Wed	0900-1630	£75	£5	£80
SC251A05-0	CIEH Award in Health and Safety in the Workplace	09-Sep-10	1 day	Thur	0900-1700	£85	£12	£97
SC251B05-0	CIEH Award in Health and Safety in the Workplace	14-Oct-10	1 day	Thur	0900-1700	£85	£12	£97
SC251C05-0	CIEH Award in Health and Safety in the Workplace	16-Dec-10	1 day	Thur	0900-1700	£85	£12	£97
SC251D05-0	CIEH Award in Health and Safety in the Workplace	13-Jan-11	1 day	Thur	0900-1700	£85	£12	£97
SC251E05-0	CIEH Award in Health and Safety in the Workplace	10-Mar-11	1 day	Thur	0900-1700	£85	£12	£97
SC251F05-0	CIEH Award in Health and Safety in the Workplace	14-Apr-11	1 day	Thur	0900-1700	£85	£12	£97
SC251G05-0	CIEH Award in Health and Safety in the Workplace	12-May-11	1 day	Thur	0900-1700	£85	£12	£97
SC251H05-0	CIEH Award in Health and Safety in the Workplace	16-Jun-11	1 day	Thur	0900-1700	£85	£12	£97
SC251I05-0	CIEH Award in Health and Safety in the Workplace	14-Jul-11	1 day	Thur	0900-1700	£85	£12	£97
SC261A05-0	CIEH Certificate in Manual Handling	16-Sep-10	½ day	Thur	0900-1300	£55	£14	£69
SC261B05-0	CIEH Certificate in Manual Handling	18-Nov-10	½ day	Thur	0900-1300	£55	£14	£69
SC261C05-0	CIEH Certificate in Manual Handling	17-Mar-11	½ day	Thur	0900-1300	£55	£14	£69
SC261D05-0	CIEH Certificate in Manual Handling	09-Jun-11	½ day	Thur	0900-1300	£55	£14	£69
SC842A05-0	CIEH Level 2 Award in Principles of Risk Assessment	14-Mar-11	1 day	Mon	0900-1630	£80	£12	£92
SC843A05-0	CIEH Level 2 Award in the Principles of COSHH	15-Mar-11	½ day	Tues	0900-1300	£60	£12	£72
SC901A05-0	Asbestos Awareness	19-Nov-10	1 day	Fri	0900-1700	£80	-	£80
SC831A05-0	Fire Safety for Camping & Caravan Parks	15-Feb-11	1 day	Tues	1000-1630	£65	-	£65
SC831B05-0	Fire Safety for Camping & Caravan Parks	04-May-11	1 day	Wed	1000-1630	£65	-	£65
For Food Hygiene courses, please see under Hospitality section of this Guide								

<sup>1</sup>Denotes a SFA funded course and is free to 16-18 year olds, or may be free tuition if on certain benefits.  
<sup>2</sup>You will not have to pay any fees if this is your first full level 2 programme (5 A\*-C GCSE or equivalent)

## Health & Social Care

Course	Start date	Dur.	Day	Times	Fee	Reg*	Total
<b>Full-time courses</b>							
BTEC Certificate in WorkSkills Entry Level 3	06-Sep-10	1 yr	Various	Various	£375 <sup>1</sup>	£125 <sup>1</sup>	£500 <sup>1</sup>
BTEC Level 2 Diploma in Health & Social Care	06-Sep-10	1 yr	Various	Various	£375 <sup>1,2</sup>	£125 <sup>1</sup>	£500 <sup>1,2</sup>
BTEC Level 3 Extended Diploma in Health and Social Care	06-Sep-10	2 yrs	Various	Various	£375 <sup>1,3</sup>	£125 <sup>1</sup>	£500 <sup>1,3</sup>
<b>Apprenticeships</b>							
Apprenticeship in Health and Social Care	At any time	1-2 years			£200 <sup>123</sup>	£150 <sup>1</sup>	£350 <sup>123</sup>
<b>Degree-level courses</b>							
Foundation Degree in Health & Social Care	Sep-10	2yrs FT	Tues	1300-2100	£3290 per year		
		3yrs PT	Tues	1700-2100	£1000 per year		
BA (Hons) Degree in Social Work	Sep-10	1 year FT at KC+2yrs@Uclan			£3290 per year		
<b>Distance Learning</b>							
DL271A05-1	NCFE Intermediate Certificate in Safe Handling of Medicines	Various	Various	Various	£140	£80	£220

<b>Part-time courses</b>								
BN151A05-0	NVQ 2 Health & Social Care	21-Sep-10	25 wks	Tues	1300-1600	£395 <sup>12</sup>	£80 <sup>1</sup>	£475 <sup>12</sup>
BN161A05-0	NVQ 3 Health & Social Care	22-Sep-10	25 wks	Wed	1300-1600	£1500 <sup>13</sup>	£110 <sup>1</sup>	£1625 <sup>13</sup>
						(£475 if T2G eligible)		
BN191A05-0	NVQ 3 Health & Social Care (CCYP)	22-Sep-10	25 wks	Wed	1300-1600	£1500 <sup>13</sup>	£110 <sup>1</sup>	£1625 <sup>13</sup>
						(£475 if T2G eligible)		
BN251A05-0	NVQ 4 Health & Social Care (Children & Young People)	22-Sep-10	12 wks	Wed	0930-1230	£1500 <sup>1</sup>	£125 <sup>1</sup>	£1625 <sup>1</sup>
						(£520 if T2G eligible)		
BN211A05-0	NVQ 4 Leadership & Management Award	22-Sep-10	25 wks	Wed	1300-1600	£1500 <sup>1</sup>	£125 <sup>1</sup>	£1625 <sup>1</sup>
						(£550 if T2G eligible)		
BC082A02-0	Certificate in Personal and Social Development Level 1	06-Sep-10	1 yr	Various	Various	-	-	-
BC082B02-0	BTEC Certificate in WorkSkills	06-Sep-10	1 yr	Various	Various	-	-	-
BC631A09-0	Certificate in Introduction to Counselling Concepts (AQA)	20-Sep-10	10 wks	Mon	1800-2100	£175	£29	£204
BC642A09-0	Certificate in Counselling Skills Level 2	20-Sep-10	17 wks	Mon	1800-2130	£295	£65	£360
BC652A09-0	Advanced Cert in Counselling Skills Level 3	21-Sep-10	1 yr	Tues	1800-2130	£575	£85	£660
BC651A09-0	Diploma in Counselling Practice	20-Sep-10	1 yr	Mon	1800-2130	£700	£85	£785
SC201A05-0	Equality and Diversity for School Support Staff	08-Sep-10	½ day	Wed	1600-1900	£65	£5	£70
SC201B05-0	Equality and Diversity for Non-Medical Care / Hospital Staff	21-Jan-11	½ day	Fri	0900-1200	£65	£5	£70
SC381A05-0	Safeguarding for School Support Staff	01-Sep-10	½ day	Wed	1600-1900	£65	-	£65
SC381B05-0	Safeguarding for Non-Medical Care / Hospital Staff	28-Jan-11	½ day	Fri	0900-1200	£65	-	£65
SC829A05-0	Infection Control Awareness	19-Oct-10	½ day	Tues	0900-1230	£65	-	£65
SC839A05-0	Autism Awareness	08-Oct-10	½ day	Fri	0900-1200	£60	-	£60
SC839B05-0	Autism Awareness	27-May-11	½ day	Fri	0900-1200	£60	-	£60
SC838A05-0	Conflict Resolution & Personal Safety	16-Aug-10	1 day	Mon	0900-1630	£75	£5	£80
SC838B05-0	Conflict Resolution & Personal Safety	24-Nov-10	1 day	Wed	0900-1630	£75	£5	£80
SC838B05-0	Conflict Resolution & Personal Safety	30-Mar-11	1 day	Wed	0900-1630	£75	£5	£80
SC842A05-0	CIEH Level 2 Award in Principles of Risk Assessment	14-Mar-11	1 day	Mon	0900-1630	£80	£12	£92
SC843A05-0	CIEH Level 2 Award in the Principles of COSHH	15-Mar-11	½ day	Tues	0900-1300	£60	£12	£72

Please also see our Health & Safety courses above. For Food Hygiene courses, please see under Hospitality section.

## Hospitality & Catering

Course	Start date	Dur.	Day	Times	Fee	Reg*	Total	
<b>Full-time courses</b>								
Diploma in Introduction to Professional Cookery Level 1	06-Sep-10	1 yr	Various	Various	£375 <sup>1</sup>	£125 <sup>1</sup>	£500 <sup>1</sup>	
Diploma in Professional Cookery Level 2	06-Sep-10	1 yr	Various	Various	£375 <sup>1,2</sup>	£125 <sup>1</sup>	£500 <sup>1,2</sup>	
NVQ 3 for Chefs	06-Sep-10	1 yr	Various	Various	£375 <sup>1,3</sup>	£125 <sup>1</sup>	£500 <sup>1,3</sup>	
NVQ 3 Restaurant Service	06-Sep-10	1 yr	Various	Various	£375 <sup>1,3</sup>	£125 <sup>1</sup>	£500 <sup>1,3</sup>	
<b>Apprenticeships</b>								
Apprenticeship in Customer Services	At any time	1-2 years			£200 <sup>123</sup>	£150 <sup>1</sup>	£350 <sup>123</sup>	
Apprenticeship in Hospitality and Catering	At any time	1-2 years			£200 <sup>123</sup>	£150 <sup>1</sup>	£350 <sup>123</sup>	
Apprenticeship in Retail	At any time	1-2 years			£200 <sup>123</sup>	£150 <sup>1</sup>	£350 <sup>123</sup>	
<b>Part-time courses</b>								
LC041C05-0	NVQ 2 in Professional Cookery	21-Sep-10	1 yr	Tues	1300-2100	£395 <sup>12</sup>	£60 <sup>1</sup>	£455 <sup>12</sup>
LC041D05-0	NVQ 2 in Professional Cookery	23-Sep-10	1 yr	Thur	0930-1700	£395 <sup>12</sup>	£60 <sup>1</sup>	£455 <sup>12</sup>
LC043A05-0	NVQ 3 Advanced Kitchen & Larder	22-Sep-10	1 yr	Wed	1400-2130	£475 <sup>13</sup>	£71 <sup>1</sup>	£546 <sup>13</sup>
LC621A05-0	NVQ 3 in Food Preparation and Cooking (Patisserie and Confectionery)	22-Sep-10	1 yr	Wed	1400-2130	£475 <sup>13</sup>	£71 <sup>1</sup>	£546 <sup>13</sup>

<sup>3</sup>You will not have to pay any fees if this is your first full level 3 programme (2 A levels) and are aged 19-25.

\*Reg fee refers to any registration, examination, assessment or any other fee related to awarding body. This fee must be paid at the time of enrolment.

<b>Institute of Hospitality Level 3</b>										
<b>Please note: Each candidate is required to register as an IOH student (£50 per year) and each unit registration is £15. Most units are taught in sets of two, with a single course code to cover both units taken. Where two units are taught, the registration fee reflects this. Please contact the College if you need to discuss individual requirements.</b>										
LC161A05-0	Managing the Business / Operational Planning & Resource Mgt	13-Sep-10	2 days	Mon	0900-1700					
				+Tues	0900-1200	£115	£80	£195		
LC161B05-0	Supervising Sales - Tactical Pricing	27-Sep-10	2 days	Mon	0900-1700					
				+Tues	0900-1200	£115	£30	£145		
LC161C05-0	Customer Relationships / Improving Customer Experience	11-Oct-10	2 days	Mon	0900-1700					
				+Tues	0900-1200	£115	£30	£145		
LC161D05-0	Finance & Budgeting for Business / Budget Preparation	25-Oct-10	2 days	Mon	0900-1700					
				+Tues	0900-1200	£115	£30	£145		
LC161E05-0	Managing Teams / Target Setting	08-Nov-10	2 days	Mon	0900-1700					
				+Tues	0900-1200	£115	£30	£145		
LC161F05-0	Complying with Legislation / Employment Law	22-Nov-10	2 days	Mon	0900-1700					
				+Tues	0900-1200	£115	£30	£145		
LC161G05-0	Developing Product / Adding Value through Technology	24-Jan-11	2 days	Mon	0900-1700					
				+Tues	0900-1200	£115	£30	£145		
LC161H05-0	Managing your Portfolio / Language Skills & Cultural Awareness	21-Mar-11	2 days	Mon	0900-1700					
				+Tues	0900-1200	£115	£30	£145		

<b>Institute of Hospitality Level 4</b>										
<b>Please note: Each candidate is required to register as an IOH student (£50 per year) and each unit registration is £15. Most units are taught in sets of two, with a single course code to cover both units taken. Where two units are taught, the registration fee reflects this. Please contact the College if you need to discuss individual requirements.</b>										
LC161A05-0	Leadership & Management	20-Sep-10	2 days	Mon	0900-1700					
				+Tues	0900-1200	£175	£65	£240		
LC161B05-0	Managing Finance & Business Performance	04-Oct-10	2 days	Mon	0900-1700					
				+Tues	0900-1200	£175	£15	£190		
LC161C05-0	Business Strategy	18-Oct-10	2 days	Mon	0900-1700					
				+Tues	0900-1200	£175	£15	£190		
LC161D05-0	Managing Changing Legislation / Human Resource Legislation	01-Nov-10	2 days	Mon	0900-1700					
				+Tues	0900-1200	£175	£30	£205		
LC161E05-0	Managing the Consumer / Consumer Behaviour	15-Nov-10	2 days	Mon	0900-1700					
				+Tues	0900-1200	£175	£30	£205		
LC161F05-0	Services Marketing / Marketing Communications	29-Nov-10	2 days	Mon	0900-1700					
				+Tues	0900-1200	£175	£30	£205		
LC161G05-0	Strategic Business Development / Business Ethics	07-Feb-11	2 days	Mon	0900-1700					
				+Tues	0900-1200	£175	£30	£205		
LC161H05-0	Managing the Product through Technology/ E-Commerce	28-Feb-11	2 days	Mon	0900-1700					
				+Tues	0900-1200	£175	£30	£205		
LC161I05-0	Managing the Business Environment / Financial Planning & Control	14-Mar-11	2 days	Mon	0900-1700					
				+Tues	0900-1200	£175	£30	£205		
LC161J05-0	Mentoring Staff	28-Mar-11	2 days	Mon	0900-1700					
				+Tues	0900-1200	£175	£15	£190		
SC840A05-0	Business Improvement Techniques	08-Mar-11	1 day	Tues	0900-1630	£80	-	£80		
SC931A05-0	Money Laundering Awareness	01-Oct-10	1 day	Fri	0900-1600	£75	-	£75		
SC264A05-0	Welcome Line: Telephone Techniques	07-Sep-10	1 day	Tues	0900-1630	£83	£19	£102		
SC264B05-0	Welcome Line: Telephone Techniques	18-Jan-11	1 day	Tues	0900-1630	£83	£19	£102		
SC264C05-0	Welcome Line: Telephone Techniques	12-Apr-11	1 day	Tues	0900-1630	£83	£19	£102		
SC264D05-0	Welcome Line: Telephone Techniques	05-Jul-11	1 day	Tues	0900-1630	£83	£19	£102		
SC363A05-0	Understanding & Dealing with Customers	03-Aug-10	1 day	Tues	0900-1630	£83	£19	£102		
SC363B05-0	Understanding & Dealing with Customers	05-Oct-10	1 day	Tues	0900-1630	£83	£19	£102		
SC363C05-0	Understanding & Dealing with Customers	07-Dec-10	1 day	Tues	0900-1630	£83	£19	£102		
SC363D05-0	Understanding & Dealing with Customers	01-Feb-11	1 day	Tues	0900-1630	£83	£19	£102		
SC363E05-0	Understanding & Dealing with Customers	05-Apr-11	1 day	Tues	0900-1630	£83	£19	£102		
SC363F05-0	Understanding & Dealing with Customers	07-Jun-11	1 day	Tues	0900-1630	£83	£19	£102		
SC351A05-0	CIEH Level 2 Food Safety in Catering	26-Aug-10	1 day	Thur	0900-1630	£93	£12	£105		
SC351B05-0	CIEH Level 2 Food Safety in Catering	30-Sep-10	1 day	Thur	0900-1630	£93	£12	£105		
SC351C05-0	CIEH Level 2 Food Safety in Catering	28-Oct-10	1 day	Thur	0900-1630	£93	£12	£105		
SC351D05-0	CIEH Level 2 Food Safety in Catering	02-Dec-10	1 day	Thur	0900-1630	£93	£12	£105		
SC351E05-0	CIEH Level 2 Food Safety in Catering	27-Jan-11	1 day	Thur	0900-1630	£93	£12	£105		
SC351F05-0	CIEH Level 2 Food Safety in Catering	24-Feb-11	1 day	Thur	0900-1630	£93	£12	£105		
SC351G05-0	CIEH Level 2 Food Safety in Catering	24-Mar-11	1 day	Thur	0900-1630	£93	£12	£105		
SC351H05-0	CIEH Level 2 Food Safety in Catering	28-Apr-11	1 day	Thur	0900-1630	£93	£12	£105		
SC351I05-0	CIEH Level 2 Food Safety in Catering	26-May-11	1 day	Thur	0900-1630	£93	£12	£105		
SC351J05-0	CIEH Level 2 Food Safety in Catering	30-Jun-11	1 day	Thur	0900-1630	£93	£12	£105		
SC351K05-0	CIEH Level 2 Food Safety in Catering	28-Jul-11	1 day	Thur	0900-1630	£93	£12	£105		
SC361A05-0	CIEH Award in Supervising Food Safety in Catering Level 3	27-Sep-10	3 day	Mon-Wed	0900-1630	£180	£51	£231		
SC361B05-0	CIEH Award in Supervising Food Safety in Catering Level 3	10-Jan-11	3 day	Mon-Wed	0900-1630	£180	£51	£231		
SC361C05-0	CIEH Award in Supervising Food Safety in Catering Level 3	18-Apr-11	3 day	Mon-Wed	0900-1630	£180	£51	£231		

SC361D05-0	CIEH Award in Supervising Food Safety in Catering Level 3	11-Jul-11	3 day	Mon-Wed	0900-1630	£180	£51	£231		
SC365A05-0	Award in HACCP for Food Manufacturing Level 3	24-Sep-10	1 day	Fri	0900-1700	£93	£37	£130		
SC365B05-0	Award in HACCP for Food Manufacturing Level 3	14-Jan-11	1 day	Fri	0900-1700	£93	£37	£130		
SC365C05-0	Award in HACCP for Food Manufacturing Level 3	11-May-11	1 day	Wed	0900-1700	£93	£37	£130		
SC051A05-0	National Certificate for Personal Licence Holders (BII)	19-Aug-10	1 day	Thur	0900-1700	£132	£48	£180		
SC051B05-0	National Certificate for Personal Licence Holders (BII)	23-Sep-10	1 day	Thur	0900-1700	£132	£48	£180		
SC051C05-0	National Certificate for Personal Licence Holders (BII)	21-Oct-10	1 day	Thur	0900-1700	£132	£48	£180		
SC051D05-0	National Certificate for Personal Licence Holders (BII)	25-Nov-10	1 day	Thur	0900-1700	£132	£48	£180		
SC051E05-0	National Certificate for Personal Licence Holders (BII)	20-Dec-10	1 day	Mon	0900-1700	£132	£48	£180		
SC051F05-0	National Certificate for Personal Licence Holders (BII)	20-Jan-11	1 day	Thur	0900-1700	£132	£48	£180		
SC051G05-0	National Certificate for Personal Licence Holders (BII)	17-Feb-11	1 day	Thur	0900-1700	£132	£48	£180		
SC051H05-0	National Certificate for Personal Licence Holders (BII)	31-Mar-11	1 day	Thur	0900-1700	£132	£48	£180		
SC051I05-0	National Certificate for Personal Licence Holders (BII)	21-Apr-11	1 day	Thur	0900-1700	£132	£48	£180		
SC051J05-0	National Certificate for Personal Licence Holders (BII)	19-May-11	1 day	Thur	0900-1700	£132	£48	£180		
SC051K05-0	National Certificate for Personal Licence Holders (BII)	23-Jun-11	1 day	Thur	0900-1700	£132	£48	£180		
SC051L05-0	National Certificate for Personal Licence Holders (BII)	28-Jul-11	1 day	Thur	0900-1700	£132	£48	£180		
FC141A09-0	Foundation Certificate in Wines & Spirits	04-Oct-10	3 wks	Mon	1800-2100	£125	£26	£151		
FC141B09-0	Foundation Certificate in Wines & Spirits	15-Nov-10	3 wks	Mon	1800-2100	£125	£26	£151		
LC141C09-0	Foundation Certificate in Wines & Spirits	17-Jan-11	3 wks	Mon	1800-2100	£125	£26	£151		
LC141D09-0	Foundation Certificate in Wines & Spirits	07-Feb-11	3 wks	Mon	1800-2100	£125	£26	£151		
LC141E09-0	Foundation Certificate in Wines & Spirits	10-May-11	3 wks	Tues	1800-2100	£125	£26	£151		
SC161A05-0	Int. Cert. in Wines, Spirits & Other Alcoholic Beverages	07-Mar-11	7 wks	Mon	1800-2100	£238	£42	£280		
	Wine Tasting	20-Aug-10	½ day	Fri	1200-1500	£48	-	£48		
	Beginners Cookery	31-Aug-10	½ day	Tues	0930-1230	£55	-	£55		
	Working with Chocolate	31-Aug-10	½ day	Tues	1300-1600	£55	-	£55		
	Cooking for Dinner Parties	tba		tba	tba	£55	-	£55		
	Fish Cookery	tba		tba	tba	£55	-	£55		
	Please also see our Health & Safety courses									

## Information Technology

Course	Start date	Dur.	Day	Times	Fee	Reg*	Total	
<b>Full-time courses</b>								
BTEC Level 2 Diploma for IT Practitioners (Software Development)	06-Sep-10	1 yr	Various	Various	£375 <sup>1,2</sup>	£125 <sup>1</sup>	£500 <sup>1,2</sup>	
BTEC Level 3 Extended Diploma for IT Practitioners (Software Development)	06-Sep-10	2 yrs	Various	Various	£375 <sup>1,3</sup>	£125 <sup>1</sup>	£500 <sup>1,3</sup>	
<b>Degree-level courses</b>								
Foundation Degree in Computing	Sep-10	2 years full time or 3 years part time			£3295 per year	£1000 per year		
<b>Part-time courses</b>								
BS293A09-0	BTEC Award for IT Users (ITQ) Entry Level 3	20-Sep-10	10 wks	Mon	1800-2100	£60	£38	£98
BS281A09-0	Award for IT Users (ITQ) Level 1	21-Sep-10	15 wks	Tues	1800-2100	£90	£50	£140
BS281D09-0	Award for IT Users (ITQ) Level 1	24-Jan-11	15 wks	Mon	1800-2100	£90	£50	£140
BS291A09-0	Certificate in IT User Skills (ECDL Extra) (ITQ) Level 2	21-Sep-10	20 wks	Tues	1800-2100	£126	£35	£161
BS292A09-0	Certificate in IT User Skills (ECDL Extra) (ITQ) Level 2	12-Jan-11	20 wks	Wed	1800-2100	£126	£35	£161
BS211A05-0	Award in Text Processing (Level 1)	21-Sep-10	1 yr	Tues	1400-1600	£200	£28	£228
BS211A09-0	Award in Text Processing (Level 1)	22-Sep-10	1 yr	Wed	1800-2000	£200	£28	£228
BS211B05-0	Award in Text Processing (Level 2)	21-Sep-10	1 yr	Tues	1400-1600	£200	£42	£242
BS221B09-0	Award in Text Processing (Level 2)	22-Sep-10	1 yr	Wed	1800-2000	£200	£42	£242
SC431A05-0	Introduction to Excel using Office 2007	25-Oct-10	1 day	Mon	0930-1630	£55	£5	£60
SC431B05-0	Introduction to Excel using Office 2007	21-Feb-11	1 day	Mon	0930-1630	£55	£5	£60
SC431C05-0	Introduction to Excel using Office 2007	01-Jun-11	1 day	Wed	0930-1630	£55	£5	£60
SC432A05-0	Intermediate Excel using Office 2007	26-Oct-10	1 day	Tues	0930-1630	£55	£5	£60
SC432B05-0	Intermediate Excel using Office 2007	22-Feb-11	1 day	Tues	0930-1630	£55	£5	£60
SC432C05-0	Intermediate Excel using Office 2007	02-Jun-11	1 day	Thu	0930-1630	£55	£5	£60
SC433A05-0	Advanced Excel using Office 2007	27-Oct-10	1 day	Wed	0930-1630	£55	£5	£60
SC433B05-0	Advanced Excel using Office 2007	23-Feb-11	1 day	Wed	093			

# Music

Course	Start date	Dur.	Day	Times	Fee	Reg*	Total
<b>Full-time courses</b>							
BTEC Level 2 Diploma in Music	06-Sep-10	1 yr	Various	Various	£375 <sup>1,2</sup>	£125 <sup>1</sup>	£500 <sup>1,2</sup>
BTEC Level 3 Extended Diploma in Music	06-Sep-10	2 yrs	Various	Various	£375 <sup>1,3</sup>	£125 <sup>1</sup>	£500 <sup>1,3</sup>
<b>Apprenticeships</b>							
Apprenticeships in Creative Industries	At any time	1-2 years			£200 <sup>1,2,3</sup>	£150 <sup>1</sup>	£350 <sup>1,2,3</sup>
<b>Degree-level courses</b>							
Foundation Degree in Music	Sep-10	2 years full time or 3 years part time			£3290 per year £1100 per year		
<b>Part-time courses</b>							
CD231A05-0 PA System Operation for Music Events and Venues	20-Sep-10	10 wks	Mon	1800-2100	£250	£72	£322
CD231B05-0 PA System Operation for Music Events and Venues	08-Nov-10	10 wks	Mon	1800-2100	£250	£72	£322

# Performance & Theatre

Course	Start date	Dur.	Day	Times	Fee	Reg*	Total
<b>Full-time courses</b>							
BTEC Level 1 Diploma in Performing Arts (Acting)	06-Sep-10	1 yr	Various	Various	£375 <sup>1</sup>	£125 <sup>1</sup>	£500 <sup>1</sup>
BTEC Level 2 Diploma in Performance Arts (Acting)	06-Sep-10	1 yr	Various	Various	£375 <sup>1,2</sup>	£125 <sup>1</sup>	£500 <sup>1,2</sup>
BTEC Level 3 Extended Diploma in Performance Arts (Performance)	06-Sep-10	2 yrs	Various	Various	£375 <sup>1,3</sup>	£125 <sup>1</sup>	£500 <sup>1,3</sup>
BTEC Level 2 Diploma in Performance Arts (Theatre Technology)	06-Sep-10	1 yr	Various	Various	£375 <sup>1,2</sup>	£125 <sup>1</sup>	£500 <sup>1,2</sup>
BTEC Level 3 Extended Diploma in Production Arts (Theatre Tech)	06-Sep-10	2 yrs	Various	Various	£375 <sup>1,3</sup>	£125 <sup>1</sup>	£500 <sup>1,3</sup>
<b>Apprenticeships</b>							
Apprenticeships in Creative Industries	At any time	1-2 years			£200 <sup>1,2,3</sup>	£150 <sup>1</sup>	£350 <sup>1,2,3</sup>
<b>Degree-level courses</b>							
Foundation Degree in Drama	Sep-10	2 years full time or 3 years part time			£3290 per year £1000 per year		

# Sport & Active Leisure

Course	Start date	Dur.	Day	Times	Fee	Reg*	Total
<b>Full-time courses</b>							
BTEC Level 2 Diploma in Sport (Outdoor Adventure)	06-Sep-10	1 yr	Various	Various	£375 <sup>1,2</sup>	£125 <sup>1</sup>	£500 <sup>1,2</sup>
BTEC Level 3 Extended Diploma in Sport (Outdoor Adventure)	06-Sep-10	2 yrs	Various	Various	£375 <sup>1,3</sup>	£125 <sup>1</sup>	£500 <sup>1,3</sup>
BTEC Level 3 Extended Diploma in Sport (Development, Fitness & Coaching)	06-Sep-10	2 yrs	Various	Various	£375 <sup>1,3</sup>	£100 <sup>1</sup>	£475 <sup>1,3</sup>
BTEC Level 2 Diploma in Public Services (Uniformed)	06-Sep-10	1 yr	Various	Various	£375 <sup>1,2</sup>	£125 <sup>1</sup>	£500 <sup>1,2</sup>
BTEC Level 3 Extended Diploma Public Services (Uniformed)	06-Sep-10	2 yrs	Various	Various	£375 <sup>1,3</sup>	£125 <sup>1</sup>	£500 <sup>1,3</sup>



For more information  
contact Student Services  
on 01539 814700  
www.kendal.ac.uk

# Teacher Education

Course	Start date	Dur.	Day	Times	Fee	Reg*	Total
<b>Full-time courses</b>							
CE121A01-0 Cert Ed - FT - UCLAN	22-Sep-10	1 yr	Wed +Thurs	1300-1600 0915 to 1500		£3290	
CE131A01-0 PGCE - FT (infil with Cert. Ed) - UCLAN	22-Sep-10	1 yr	Wed +Thur	1300-1600 0915 to 1500		£3290	
<b>Distance Learning</b>							
CE352A05-1 C&G 7317 A1 unit - Award in Assessing Candidates Using a Range of Methods (Distance Learning)	Various		Various	Various	£375	£25	£400
CE351C05-0 C&G 7317 V1 unit - Award in Conducting Internal Q.A. of the Assessment Process (Distance Learning)	Various		Various	Various	£375	£25	£400
<b>Part-time courses</b>							
CE171A09-0 PTTLs (Ascentis) - Level 3	21-Sep-10	10 wks	Tues	1730-2030	£300	£35	£335
CE171C09-0 PTTLs (Ascentis) - Level 3	11-Jan-11	10 wks	Tues	1730-2030	£300	£35	£335
CE171E09-0 PTTLs (Ascentis) - Level 3	26-Apr-11	10 wks	Tues	1730-2030	£300	£35	£335
CE171B09-0 PTTLs (Ascentis) - Level 4	21-Sep-10	10 wks	Tues	1730-2030	£300	£35	£335
CE171D09-0 PTTLs (Ascentis) - Level 4	11-Jan-11	10 wks	Tues	1730-2030	£300	£35	£335
CE171F09-0 PTTLs (Ascentis) - Level 4	26-Apr-11	10 wks	Tues	1730-2030	£300	£35	£335
CE121A05-1 Cert. Ed (Year 1 - PT Day) - UCLAN	22-Sep-10	1 yr	Wed	0915-1215	£825	-	£825
CE121A09-1 Cert. Ed (Year 1 - PT Twilight) - UCLAN	21-Sep-10	1 yr	Tue	1730-2030	£825	-	£825
CE131A05-1 PGCE (Year 1 - PT Day) - UCLAN	22-Sep-10	1 yr	Wed	0915-1215	£825		£825
CE131A09-1 PGCE (Year 1 - PT Twilight) - UCLAN	21-Sep-10	1 yr	Tue	1730-2030	£825		£825
CE171F05-0 CTTLs (Ascentis) - Level 3	11-Jan-11	20 wks	Tues	1730-2030	£500	£35	£535
CE171G05-0 CTTLs (Ascentis) - Level 4 (infil onto Level 3)	11-Jan-11	20 wks	Tues	1730-2030	£500	£35	£535

#### Fees information for 16-18 year olds

There are no tuition, registration or exam fees for any YPLA funded courses (courses marked with a 1)- whether they are full or part time - whether you are employed or unemployed - if you are aged between 16 and 18. You may, however, need to pay for specialist equipment and some educational visits. Further details can be found on specific course information sheets available either from Student Services or our website.

If you are aged 16-18 you may be charged examination fees in the following cases:

- Your attendance falls below 85% or work has not been completed
- You do not turn up for an examination for which you have been entered
- A resit for exams failed at college
- A resit for exams where you want to achieve an improved grade

Use of college facilities and stationery, including paper and photocopying will also be charged for. Please note that all fees shown are per year.

#### Fees information for Adults

If you are aged 19 or over on 1 September 2010 then full-time courses will incur an annual £375 tuition fee, plus a £125 examination/registration fee. If the course you enrol on is your first full level 2 course (marked 2) then tuition is free: if you are aged between 19 and 25 and the course is your first full level 3 course (marked 3) then you may be entitled to free tuition in some circumstances. Many of our adult students receive help in paying for their courses either because they already receive a means-tested benefit or through help from our own Learner Support Funds. Help with transport, childcare, equipment and fees may be available for students on any course. Don't let

financial problems stop you from learning! Please note that all fees shown are per year.

Where a Reg is shown, this refers to examination, registration and other fees that are required by the awarding body and must be paid at the time of enrolment regardless of whether or not the course involves a formal examination.

#### Payment of fees

If you are entitled to free or reduced tuition fees, you will need to produce proof of benefit at the time of enrolment. No enrolment can take place without this authorisation or payment of the correct fee. Those courses not marked 1 are non SFA funded courses. These courses are not free to 16-18 year olds and do not qualify for concessions

Unfortunately there are occasions when we cannot run classes which do not recruit sufficient numbers, in most cases 14 students. If we do not reach the minimum class size then we may offer the course at a higher tuition fee. If this happens we will try to contact you by telephone or by letter and will endeavour to offer you a suitable alternative. Course fees may change without notice. Fees over £100 may be paid in three instalments. The first instalment will be payable on enrolment. Please ask for details.

As part of our quality standards, we may ask you to complete a questionnaire relating to the enrolment process. Most of the courses listed in this brochure are part-funded by the Skills Funding Agency. If you are not a resident of the EU, then you will be liable for the full overseas rate. Contact Student Services for details.

#### Refunds

No refunds will be given if you leave a course after the first three weeks, unless at the Principal's discretion. An administration charge will be levied on all refunds.

#### Support for Learners

Many of our students receive assistance with different aspects of their college experience whether it be help with access, large print formats, specialist equipment or just someone to help them get through the difficult parts of their course.

There is now wheelchair access to all parts of the college and we can offer a free place to anyone who comes to give you personal support (although you will still have to pay examination fees). Our college website, which contains full course information, is fully accessible, and can be used in conjunction with popular screen reader software.

On request, any college information can be provided in a variety of formats to suit your needs including large print, tape or on disc.

We are keen to work with you to ensure you get the assistance you need before the start of your course. Our Student Advisers will be able to tell you about the type of help we have available at the college and take you on a tour of the class rooms, workshops and student areas so that you can get a feel of what it is like at college. After that we can arrange for you to meet with a specialist adviser from our Study Services team who can agree with you the support you best need to help you succeed.



For more information  
contact Student Services

on 01539 814700